

Stafford Borough Local Development Framework

PLANNING for our FUTURE

Submission Statement of Community Involvement Summary Of Representations



Stafford
BOROUGH COUNCIL

General Comments and Appendices:

PLEASE NOTE: We would like to suggest that the lists contained in Appendices 7 and 8 of the submission Statement of Community Involvement ought to be subject to updates and amendments outside of any formal review within the LDF process, to allow these lists of Consultees to be kept up to date.

Appendices:

- Appendix 1** **Suggested amendment to Appendix 8** of the submission Statement of Community Involvement. Suggest adding to the list of Consultees, the Consultees recommended for consultation by the DCMS as advised by GOWM on 8 August 2005.

- Appendix 2** **Suggested amendment to Appendix 7** of the submission Statement of Community Involvement. Standard Consultee list for Development Control consultations.

- Appendix 3** **Suggested amendment to Consultation Methods Table** on page 19 of the submission Statement of Community Involvement.

- Appendix 4** **Suggested flowchart to show community engagement within the policy and development control processes**

- Appendix 5** **Information on public speaking at Stafford Borough Council development control committee meetings**

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
1	National Farmers' Union	Community group categories	s.6.3	✓	<p>Representation A</p> <p>Support mention of landowners in paragraph 6.3. Please do not over-rely on email or the internet. Many people are without a computer or broadband in rural areas so that long documents cannot be read.</p>	<p>Noted with thanks. Understand that many people in rural areas do not have internet access.</p> <p>Rural communities tend to have less contact with urban locations, events and publicity. The web is one way of providing continuous up-to-date information. Rural communities may keep up to date via the web or one of the other methods proposed. Having the latest information on the website, means that documents can be requested by phone should people wish to obtain further information.</p> <p>People in rural communities can also join the LDF database to receive mail shots of updates and stages for involvement.</p>
2	Staffordshire Playing Fields Association	Affiliation to NPFA and SCI representations	All		<p>Representation A</p> <p>The SCI is not listed as an 'appropriate' document in the context of PPS12 for the NPFA to be consulted on.</p>	Noted with thanks. No change requested.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
3	Tetlow King Planning	Vision	Section 2.0	✓	Representation A Agree that everyone who wishes to has an equal, transparent and efficient opportunity.	Noted with thanks. No change requested.
		Testing SCI	Section 5.0	✓	Representation B Effectiveness of involving 'hard to reach' groups should also be monitored.	Noted with thanks. An extra bullet point could be included in section 5.2 to address this. We have identified hard to reach groups whom can be monitored in terms of their levels of involvement (not included in any model forms). Our consultation forms do not monitor individual respondees from minority ethnic groups as we wish to limit perceived barriers and encourage participation.
		Who do we consult?	Section 8.0	✓	Representation C Welcome intention to have wide range of community groups involved. Welcome reference to 'hard to reach' groups in community.	Noted with thanks. No change requested.

No	Representee Name	Key Issues	Section of SCI	Support✓ Object ✕	Summary	Response
3	Tetlow King Planning	Stafford Borough Community	Section 10.0	✕	<p>Representation D Support specific resources to ensure opportunities for everyone to engage in the planning process.</p> <p>Local housing needs should be fully understood, especially affordable housing needs to ensure needs are met.</p>	<p>Noted with thanks. No change requested.</p> <p>Stafford Borough Council considers that this may be a more appropriate issue for consideration within planning policy, rather than as an issue to be addressed within mechanisms for public consultation in the submission SCI.</p>
		Identifying 'hard to reach groups'	Section 11.0	✕	<p>Representation E The elderly should be included in the list.</p>	<p>Stafford Borough Council considers that the 'Hard to Reach' Group categories identified in the submission SCI are synonymous with those groups identified within the wider Council i.e. the Property Services Tenant Participation Officer (formerly team), and the Policy and Improvement Team.</p> <p>We do not consider the elderly hard to reach <i>per se</i>, rather people who are less mobile, and the infirm.</p> <p>We could broaden the disability category to include these groups.</p>

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
4	Advantage West Midlands (AWM)	List of Consultees and community engagement	Section 8 Appendix 8		<p>Letter Welcome inclusion of AWM as statutory consultee for DPD's and as specific consultee for development plan issues.</p> <p>Encouraging that the SCI is committed to engaging a wide range of communities and stakeholders in development and implementation.</p>	Noted with thanks. No change requested.
5	Ingestre with Tixall Parish Council	Formatting of SCI	s.13	✗	Representation A Numbering in this section is out of sequence. Correct sequential numbering.	It is accepted that there is a need to change have inaccurate paragraph numerical sequences 13.16 – 13.22 on pages 16 &17 to read as numbers 13.23 – 13.29.
		Development control consultations	s. 13.18	✓	Representation B Support paragraph 13.18	Noted with thanks. No change requested.
		Roles of Councillors	s.9.1 (including title)	✗	Representation C Clarification on the complementary roles of Parish and Borough Councillors.	The title for Section 9.1 could be amended to 'Role of Borough & Parish Councillors...' An additional paragraph to follow 9.1 could be added to define the role of Parish Councillors.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
5	Ingestre with Tixall Parish Council (contd)	Roles of Councillors	s.9.1 (including title)	✗	<p>Representation C Just using the term Councillor leads to confusion.</p> <p>Clarification on the complementary roles of Parish and Borough Councillors. Just using the term Councillor leads to confusion.</p>	<p>This could be cross-referenced with paragraph 13.18. Suggested text as follows (provided by Mary Booth, Chief Executive, Staffordshire Parish Councils' Association):-</p> <p>“Role of Parish and Town Councils in the engagement process</p> <p>Parish and town councils form the first tier of local government, and can do much to promote and protect the interests of the inhabitants of their civil parishes.</p> <p>The Rural White Paper “Our Countryside, The Future, A Fair Deal for Rural England” (published in 2000) indicated that the Government wanted parish and town councils to give local leadership at the heart of local governance. In other words, the Government saw an important role for parish and town councils in representing local people and improving both the quality and range of local services.</p>

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
5	Ingestre with Tixall Parish Council (contd)	Roles of Councillors	s.9.1 (including title)	✗	Representation C (contd)	<p>Parish and town councillors must abide by the same code of conduct and ethical framework as principal councillors.</p> <p>Parish Plans are a tried and tested tool for engaging parish councils and citizens in how their local area and services are managed, and are a valuable resource for decision makers. Some of these Plans are produced by parish councils working together in clusters. Mainstreaming of Parish Plans is the key to their sustainability. Parish Plans should feed up into the statutory planning process, to have a continuing influence”.</p>
6	Michael O’Callaghan	Adjacent authorities	Section 8 (s.8-8.3) objection /omission	✗	Representation A SCI fails to explicitly identify the role of adjoining planning authority Cannock Chase DC, and Rugeley Town Council in establishing levels of housing & community needs.	<p>This could be made more specific in the text within Section 8. Suggest adding the following text:</p> <p>“Extra words could be added to the last bullet point in paragraph 8.3 to read “Specific & General Consultee bodies including adjoining Local Authorities, Parish and Town Councils”.</p>

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
6	Michael O'Callaghan (contd)	Adjacent authorities	Section 8 (s.8 -8.3) objection /omission	✗	Representation A (contd) LDF should consider adjoining needs too, and secure consultation in respect of those adjoining needs.	(see previous page)
7	Stafford Historical and Civic Society	List of Consultees	Appendix 7	✗	Representation A Several Consultees are out of date.	<p>Consultee names have been updated and extra organisations added to the list for Development Control Consultees.</p> <p>Historic Consultees that were previously sent letters cannot be deleted from our database as we need to maintain records of those consultations.</p> <p><i>In progress;</i> However, non-active Consultees are in the process of being 'hidden' from display in the Consultee list to make it clearer for people to see who may actively be consulted. This process will be completed in the near future. This new List is attached as Appendix 2.</p>

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
8	Mrs Carolyn Trowbridge	All SCI	All	✓	Representation A It is clear and easy for all. I cannot see any problem at all.	Noted with thanks. No change requested.
9	Peacock and Smith	Who do we consult with?	s.8.3	✓	Representation A Support paragraph 8.3 of the Statement of Community Involvement.	Noted with thanks. No change requested.
10	Government Office for the West Midlands (GOWM)	User-friendly nature of document			Letter The user-friendly nature of the document and the supplementary guidance is welcomed.	Noted with thanks. No change requested.
		Statutory body consultation	Page 19 Consultation Methods Table		Letter There should be consultation with statutory bodies when reviewing AAP's and site specific DPD's	It is accepted that this proposed consultation should take place and that a dot should be added to the Consultation Methods table on p19. Appendix 3 is attached for illustration.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
10	Government Office for the West Midlands (GOWM)	Role of authority	Omission		Letter Would be helpful to explain the types of planning application dealt with by this local authority	A paragraph could be added before paragraph 13.1 and 13.8 to clarify the local development documents and planning application types that Stafford Borough Council deal with.
		How community engages	Page 19 Consultation Methods Table		Representation A Should include details of how the community will be engaged in the production of the Statement of Community Involvement	We suggest that at this stage an amendment is made to the Consultation table to include consultation methods and stages for SCI reviews. Appendix 3 shows suggested consultation methods considered appropriate at the stages shown.
		How community engages	Omission		Representation B Not clear how the results of community engagement are reported back to community or used in processes	It is suggested that a paragraph is added after 11.6 to clarify the process of considering all representations made. "Representations go from Officers to Scrutiny Committee then Cabinet before changes are recommended (done via Officers)". Appendix 4 could be added to illustrate this, as a flowchart.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
10	Government Office for the West Midlands (GOWM)	Consultees – who we consult	Appendix 8		<p>Representation C List is an extract from PPS12 and does not reflect local circumstances.</p> <p>Should identify local groups to be engaged in process. Given rural nature of District, 'hard to reach' groups should include rural young people, rural women & rural elderly.</p>	<p>It is considered that that it was prudent to include the list of national bodies almost in its entirety as they all cover this local authority area.</p> <p>One of the 'Other Consultees' in Appendix E3 (ii) <i>Port Operators</i> were not consulted as they are obviously not relevant to this Borough.</p> <p>It is considered that the 'Hard to Reach' Group categories identified in the submission SCI are synonymous with those groups identified within the wider Council i.e. the Property Services Tenant Participation Officer (formerly team), and the Policy and Improvement Team to strengthen linkages across the Council.</p> <p>People in rural communities can also join the LDF database to receive mail shots of updates and stages for involvement.</p>

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
11	Sustainability Matters in Stafford Borough	Barriers to involvement, overemphasis of the web, and meeting times	Section 11 Omission	✗	<p>Representation A</p> <p>Section 11 recognises barriers that potentially prevent people from having their say but should fully address reasons for this.</p> <p>There is an over-emphasis on written communication. There should be a commitment to holding public meetings or other consultation events.</p>	<p>We have identified barriers that may exist and recognised their effects.</p> <p>It is suggested that to emphasise our intentions to limit the effects of these identified barriers, a sentence could be added to paragraph 11.2 to read, “Where public meetings are proposed, the timing and venue will be considered to maximise public engagement”.</p> <p>The web is one way of generally making information available. Communities may keep up to date via the web or one of the other methods proposed. (People can also join the LDF database to receive mail shots of updates and stages for involvement). Having the latest information on the website, means that documents can be requested by phone should people wish to obtain further information. Public meetings are to be at appropriate times and stages as set out in the Consultation Table on page 19.</p>

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
12	Home Builders Federation (HBF)	List of Consultees & consultation methods	Appendix 9; Page 19 Consultation Methods Table?		Representation A Pleased to see inclusion of HBF in Appendix 9. Ask that the Borough Council do not place an over-reliance on the use of the website.	The web is one way of generally making information available. Communities may keep up to date via the web or one of the other methods proposed. (People can also join the LDF database to receive mail shots of updates and stages for involvement). Having the latest information on the website, means that documents can be requested by phone should people wish to obtain further information.
13	The Development Planning Partnership	Development control consultations and reps	s.13.9	✗	Representation A Objections should be material to the development proposed rather than due to lack of consultation	Stafford Borough Council considers that the submission SCI encourages compliance as per Government Guidance.
		SCI compliance for planning applications	Section 4 omission	✗	Representation B Should be made clear whether compliance with SCI is required and if so, under what basis.	Stafford Borough Council considers that the submission SCI encourages compliance as per Government Guidance.

No	Representee Name	Key Issues	Section of SCI	Support✓ Object ✘	Summary	Response
13	The Development Planning Partnership	Development control decision-making	s.13.10 & s.13.11	✘	Representation C Should be made clear that planning applications will be determined on their own merits and not on consultation methods used	Stafford Borough Council considers that the submission SCI encourages compliance as per Government Guidance.
		Development control	s.13.10	✘	Representation D Paragraph 13.10 should go further in determining appropriate level / form of consultation, based on assessment of proposal, its surrounding environment and policy status.	Noted with thanks. An extra bullet point could be added to paragraph 13.10 to read ' assessment of the proposal and its impact on the surrounding environment, impact on residential amenity and policy status'.
14	Mrs Beryl Metcalf	Who do we consult with? How community engages	s.8.1		Representation A It is very reasonable that the LSP and its groups are main Consultees for the LDF as this is the most representative network in the Borough.	Noted with thanks. No change requested. Stafford Borough Council considers that that the categories of community groups identified in the submission SCI are synonymous with those groups identified within the LSP to strengthen linkages between the two.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
14	Mrs Beryl Metcalf	Who do we consult with? How community engages	s.8.1		Representation A (contd) S.8.1 needs augmenting with Health organisations; community organisations; race equality council.	People can also join the LDF database to receive mail shots of updates and stages for involvement.
		21 days consultation time	s.8.5		Representation A (contd) The minimum 21 days should exclude bank holidays.	Noted with thanks. Stafford Borough Council considers that this issue of the amount of time available for submitting responses to planning application consultations is not something that can be addressed within the SCI. A minimum of 21 days enables the Local Planning Authority to try to meet decision making targets whilst meeting publicity requirements as set out in the General Development Procedure Order 1995, Part 3B, 3B-3025.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
14	Mrs Beryl Metcalf	Resources for minority group consultations	s.10.4 – s.10.5		Representation A (contd) Ethnic populations and non-Christian religious groups are numerically small, very positive to be setting aside resources for minority group consultations.	Noted with thanks. No change requested.
		Practical consultation methods	s.11.3		Representation A (contd) More practicality – e.g. focus groups with crèche facilities.	Noted with thanks. No change requested. Stafford Borough Council considers that this issue needs to be balanced against the issue of resources, e.g. availability of qualified childcare.
		Frontloading DC	s.13.8		Representation A (contd) Frontloading community consultation is sensible	Noted with thanks. No change requested.
		On-line forms	s.13.16		Representation A (contd) The on-line forms need to be more flexible.	Noted with thanks. No change requested. There are currently problems with the on-line delivery of returned forms. PDF / RTF documents can be downloaded & either emailed back or posted to us.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
14	Mrs Beryl Metcalf	Community Interest Consultees	s.13.17		Representation A (contd) Sounds like an excellent idea	Noted with thanks. No change requested.
		Consultation methods table	page 19		Representation A (contd) LDF documents are generally most unappealing with excessive text. Graphic designers might improve response rates. Feedback is one way to encourage participation.	Noted with thanks. The documents are currently on the web in colour. However, the production of illustrated colour documents is an issue of resources.
		Resources	Appendices 4-6		Representation A (contd) Officers would appear to be overstretched	Noted with thanks.
		Health Service Consultees, and documents online	Appendices 7-8		Looks light on health service Consultees Helpful to have applications online and documents.	Noted with thanks. Bodies & organisations can also join the LDF database to receive mail shots of updates and stages for involvement.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
14	Mrs Beryl Metcalf				Helpful to develop a house-style for web use that is user friendly.	We are currently working towards having plans online. SBC web pages are corporately designed for us to use.
15	Woodland Trust	SA/SEA reference	s.13.0 omission	✗	Representation A No reference to any Sustainability Appraisal or SEA of any of the documents listed in s.13. SCI should make it clear that these will be applied, and open for public consultation.	Consultation Table on page 19 of the submission SCI refers to the Sustainability Appraisal. To clarify and emphasise this a sentence could be added to the end of paragraph 13.4 to read "All Sustainability Appraisal documents are subject to consultation in conjunction with the document to which they relate".
16	Haughton Parish Council	Development control consultations and reps	s.13.18	✓	Representation A Support paragraph 13.18 of SCI. (Support 3 week time limit on planning consultations)	Noted with thanks. No change requested.
17	Mr David Jones	Development control consultations and reps	Appendix 10 Paragraph 10.4	✗	Representation A The public should be allowed to put their side of an objection to Development Control Committee meetings.	This is an issue that is currently being reviewed by Stafford Borough Council (Resources Scrutiny Committee). A decision on this is expected in December 2005. See Appendix 5 .

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
17	Mr David Jones	Speaking at DC Committee, Resident's views on planning proposals			Representation A (contd) Planning applications – more consideration should be given to the surrounding properties during consultation; more weight to resident's views required when assessing impact.	Appendix 6 outlines further information on speaking at DC committee meetings. Stafford Borough Council makes a professional planning judgement of the level of publicity and weight applied to planning considerations for each planning application, based on the merits of each individual planning application.
18	The Inglewood Investment Co Ltd	How community engages	s. 15	✗	Representation A Not clear how the results of community engagement are used within planning processes (esp. where no consensus with planning policies & guidance)	It is suggested that a paragraph is added after 11.6 to clarify the process of considering all representations made, to read "Representations go from Officers to Scrutiny Committee then Cabinet before changes are recommended (done via Officers)". An Appendix could also be added to illustrate this, see Appendix 5.
19	Gnosall Parish Council	Statement of Community Involvement		✓	Representation A Support SCI	Noted with thanks. No change requested.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
20	Mr Peter Hare	What does the SCI do?	Section 1.0 paragraph 1.5	✗	Representation A Emphasis is on community involvement, no mention of the individual.	It could be clarified in paragraph 8.4 that the term 'community involvement' includes individual involvement as well as community groups, and that individuals are welcome to join the database.
		How will the SCI be tested?	Section 5.0 paragraph 5.1	✗	Representation B Public consultation open day - a very valuable opportunity.	Noted with thanks. No change requested.
		How to get involved...	Section 13 and Appendix 10	✗	Representation C No details on requirements for non-major planning applications e.g. Design Statement. Such a substantial and relevant 'discussion document' should test hidden and contentious issues - for use by planners, developers and public as well.	Stafford Borough Council considers that this may be a more appropriate issue to consider within requirements for submitting a valid planning application rather than an issue to be addressed within mechanisms for public consultation in the submission SCI.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
20	Mr Peter Hare	Development Control Site Notices	Section 13 Para 13.14	✗	Representation D No obvious criteria for requirements of site notices. Need to establish what is fit for purpose.	Stafford Borough Council makes a professional judgement of the level of publicity for each planning application on each application's own merits.
		Role of Parish Councils	Section 13 Para 13.18	✗	Representation E Planning applications frequently occur between Parish Council meetings. Parish Councils should be more proactive in engaging local residents and assisting in their involvement.	Noted with thanks. Stafford Borough Council has no jurisdiction over the activities of Parish Councils. We support the ethos of joint working and encourage proactive engagement with local residents.
		Role of Parish Councils	Section 13 Para 13.18	✗	Representation F Parish Councils should be informed of planning applications outside their Parish that which may affect residents of that Parish. Central Government requires 'joined up' Local Government.	Suggested additional text in-between 13.17 and 13.18 'Adjoining Parish Councils Within Stafford Borough where planning proposals are considered to affect residents in an adjacent Parish to the application site, these residents are consulted as if they were in the same Parish. The adjacent Parish Council is also consulted.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
		Role of Parish Councils	Section 13 Para 13.18	✗	Representation F (contd)	Where a development proposal would affect an adjacent Parish in another Local Authority area, the Local Authority would be consulted, and, if contact details are known, residents can also be contacted directly. This is not always the case however.'
20	Mr Peter Hare	Development Control - Time for planning application representations	Section 13 Para 13.18 (which should be corrected to 13.26)	✗	Representation G The time limit for putting forward comments on planning applications is 3 weeks. What is not said is that only 7 days apply for amended plans.	Noted with thanks. An additional sentence could be added to this paragraph to read ' Consultation for amended plans has a minimum of 7 days'.
		Development Control planning applications	Section 13 Para 13.20 (13.28)	✗	Representation H Piecemeal applications are very difficult to challenge by the public with limited experience and resources.	Stafford Borough Council consider that issues relating to the planning system in general are not something that can be addressed within the Statement of Community Involvement.
		Development Control planning applications	Section 13 Para 13.20 (13.28)	✗	Representation I Fundamental considerations to take into account when determining planning applications needs to be retained in LDF.	Stafford Borough Council consider that issues relating to material planning considerations are not something that can be addressed within the Statement of Community Involvement.

No	Representee Name	Key Issues	Section of SCI	Support ✓ Object ✗	Summary	Response
20	Mr Peter Hare	LDF policies	Section 17.0	✗	Representation J LDF – it is imperative that housing and environmental policies are incorporated in the new LDF.	Stafford Borough Council consider that issues relating to planning policy content are not something that can be addressed within the Statement of Community Involvement. The Local Development Scheme relates to LDF programme and content.
		Consultation methods	Section 7.0 Paragraph 7.2 and Appendix 4	✗	Representation K Consultation methods not effective. A local authority mobile event trailer and portable stands could be great assets. The County Show was a missed opportunity. It is important that Officers get amongst the public, be enthusiastic and experienced with personality and communication / social skills, or hire personnel.	Noted with thanks. Stafford Borough Council considers that this issue needs to be carefully balanced against the availability of resources.

No	Representee Name	Key Issues	Section of SCI	Support✓ Object ✘	Summary	Response
20	Mr Peter Hare	Resources / development control planning conditions	Appendix 4 Paragraph 4.2	✘	Representation L Planning conditions should be fit for purpose and implemented satisfactorily.	Stafford Borough Council consider that issues relating to material planning considerations are not something that can be addressed within the Statement of Community Involvement.
		Consultation methods	Section 7.0 Paragraph 7.2 and Appendix 5	✘	Representation M Why could Area Forums not be adopted to coincide, and the SCI could then be an Agenda item. The Area Forums would then become relevant perhaps, with interest and new purpose.	Noted with thanks. A paragraph could be inserted in-between 7.2 and 7.3 to read; ‘Area Action Plans can be useful events for providing updates on the general progress of the LDF. A programme of dates and venues for the Forums are pre-arranged up to a year in advance. Where Area Action Plans are being prepared it is intended that the date for that particular relevant area is considered for incorporating into the timetable for public consultation relating to the Area Action Plans’.

APPENDIX 1 – Local Development Frameworks – DCMS list to be included in SCIs:-

Kathy Gee
Chief Executive
Museums, Libraries & Archives West Midlands
Floor 2, Grosvenor House
14 Bennetts Hill
Birmingham
B2 5RS
Tel: 0121 631 5800

Tim Bryan
Executive Director
Culture West Midlands
The Regional Partnership Centre
Albert House, Quay Place
Edward Street
Birmingham
B1 2RA
Tel: 0121 245 0150

Brian Summers
Chairman
Tourism West Midlands
c/o Advantage West Midlands
3 Priestley Wharf
Holt Street
Aston Science Park
Birmingham
B7 4BN
Tel: 0121 380 3500

Ms Loretta Sollars
Regional Director
Sport England West Midlands
5th Floor
No 3 Broadway
Five Ways
Birmingham
B15 1BQ
Tel: 08458 508 508

Sally Luton
Arts Council West Midlands
82 Granville Street
Birmingham
B1 2LH
Tel: 0121 643 2815

Chris Smith OBE
English Heritage
112 Colmore Row
Birmingham B3 3AG
Tel: 0121 625 6820

Julia Ellis
MADE (Midlands Architecture and the Designed Environment)
Birmingham & Midland Institute
Margaret Street
Birmingham
B3 3SP
Tel: 0121 236 0200

APPENDIX 2 – Suggested amendment to Appendix 7

Description	Standard Consultees	
Address Code	Name	
ACENG	Arts Council England	>>
ACORUS	Acorus Mr Ted Rogers Team Manager	>>
ADAS	ADAS	>>
ADVANT	The Regional Development Agency For The West Midlands	>>
ANMONU	Ancient Monuments Society	>>
ARCHA	Mr Stephen Dean	>>
ASW	Archaeology Services Wyas	>>
AWM	Advantage West Midlands (Tourism West Midlands)	>>
BADGER	Mrs Sandra Dudley Staffordshire Badger Conservation Group	>>
BARCH	The Council For British Archaeology	>>
BATS	Bat Conservation Trust	>>
BMRA	Barlaston And Meaford Residents Association	>>
BWATER	British Waterways	>>
CABE	Commission For Architecture And The Built Environment	>>
CCDC	Cannock Chase District Council	>>
CCFR	Friends Of Cannock Chase	>>
CENNET	Central Networks	>>
COAL	The Coal Authority	>>
CPRE	Campaign To Protect Rural England CPRE	>>
DEFEST	Defence Estates	>>
DEFRA	Mrs Susan Carter Environment Food And Rural Affairs	>>
DEFRA2	DEFRA Rural Development Services	>>
DTI	Department Of Trade And Industry	>>
DLR	Department For Transport Local Government And The Regions	>>
EADRAI	The Environment Agency	>>
EALAND	The Environment Agency	>>
EASTBC	East Staffordshire Borough Council	>>
ECO	Staffordshire Ecological Records Partnership	>>
ENGHER	English Heritage	>>
ENGNAT	Nature Conservancy Council For England	>>
FOE	Stafford Friends Of The Earth	>>
FOREST	Forestry Commission	>>
GAS	British Gas Transco	>>
GEORG	The Georgian Group	>>
GHS	The Garden History Society	>>
GOLF	English Golf Union	>>
GOVOFF	Government Office For The West Midlands	>>
GRID	National Grid Company	>>
HAYSOC	The Haywood Society	>>
HCARA	Hanchurch Conservation Area Residents Association	>>
HEALTH	Mid Staffordshire Health Authority	>>
HEDGE	County Records Office & S W T	>>
HEHS	Mr Robert Ball	>>
HIGHAG	Regional Manager	>>
HRTENG	Heart Of England Tourism	>>
HSE	Health And Safety Executive	>>
IWA	The Inland Waterways Association (North Region)	>>
IWA2	The Inland Waterways Association (South Region)	>>
LEISUR	Head Of Cultural & Leisure Services	>>
LICHDC	Lichfield District Council	>>
MDA	Midland Economic Board	>>
NATS	NATS Safeguarding Office	>>
NEWBC	Newcastle Borough Council	>>
NHS	NHS Trust	>>
NLIS	National Land Information Service	>>
NSDC	North Shropshire District Council	>>
ODPM	Office Of Deputy Prime Minister	>>

OFSTED	Mrs J Jack_Early Years Unit	>>
OPTIMA	Optima Infrastructure Management	>>
PARISH	Parish Consultation Letter	>>
PIPES	Mainline Pipelines Ltd	>>
POLICE	Police Liaison Officer	>>
RAIL	Network Rail	>>
RAIS	Strategic Rail Authority	>>
RAIX	Railway Inspectorate	>>
RAMBLE	Miss A Hutchinson Ramblers Association	>>
RSPB	Royal Society For The Protection Of Birds	>>
SBCAHO	Mac McCoig - Principal Officer - Strategy	>>
SBCARB	Tree Services	>>
SBCCB0	Paul Shires Community Biodiversity Officer	>>
SBCCON	Miss P McKnight_Conservation Officer	>>
SBCDRA	N Taylor Stafford Borough Council Drainage Section	>>
SBCENG	Roy Middleton Stafford Borough Council Engineers	>>
SBCLEG	Ian Curran - Legal Sevices Manager	>>
SBCOSO	Joe Scully Parks & Open Spaces Officer	>>
SBCSE	Mike Parker	>>
SBLA21	Paul Shires - LA21 Team	>>
SCCAHP	Animal Health & Petroleum	>>
SCCARC	Mr Stephen Dean	>>
SCCCRO	Phil Lycett -Cycle Routes	>>
SCCDAM	Mr Baldwin - Development Advice Manager	>>
SCCDC	M Grundy	>>
SCCDDS	Mr Steve Clarke	>>
SCCECO	Mr Jeffrey Edwards	>>
SCCEDU	Mrs C Turner	>>
SCCENF	Vannessa Bourne	>>
SCCFP	Mr Peter F Morris - County Footpaths	>>
SCCHRO	Mrs Newman County Records Office	>>
SCCLE	Mr Steve Bradbury	>>
SCCNCS	Nursery School Consults	>>
SCCPE	SCC Property And Estates Division	>>
SCCPLA	Mr P Wilcox - Strategic Planning	>>
SCCPRO	Martyn Webb	>>
SCCREG	John Wakefield - Cabinet Member - Regeneration	>>
SCCROW	Mr Paul Lawlor	>>
SCEMR	Sports Council East Midlands Region	>>
SCER	Sports Council Eastern Region	>>
SCNR	Sports Council Northern Region	>>
SCNWR	Sports Council North West Region	>>
SCT	Stafford Chamber Of Trade	>>
SCWJR	Sports Council West Midlands Region	>>
SCYHR	Sports Council Yorkshire And Humberside Region	>>
SEF	Staffordshire Environmental Fund	>>
SGPT	Staffordshire Gardens And Park Trust	>>
SHCS	Stafford Historical And Civic Society	>>
SMDC	Staffordshire Moorlands District Council	>>
SOTCC	Stoke-on-Trent City Council	>>
SOTENG	C Haycock - Stoke-on-Trent Engineering	>>
SOTHIG	Mr F Podmore - Stoke-on-Trent Highways	>>
SPAB	The Society For The Protection Of Ancient Buildings	>>
SPIDD	Sow And Penk Internal Drainage District	>>
SPOENG	Sports Council West Midlands Region	>>
SSDC	South Staffordshire District Council	>>
STDHED	Hedgerow Consult - County Records & SWT	>>
STHIGH	Stoke On Trent Highways Mr D Guntripp	>>
STOHCS	Mr P Leason - Stone Historic And Civic Society	>>
STW	Mr D Lord	>>
SUCS	Shropshire Union Canal Society	>>
SWT	Staffordshire Wildlife Trust	>>

SWYATE	Swynnerton Area Training Establishment	>>
THEATR	The Theatres Trust	>>
TRUST	National Trust	>>
URBDES	Julie Morgan Urban Design	>>
VICTOR	The Victorian Society	>>
WMMLAC	West Midlands, Museums, Libraries And Arts Council	>>
WMRA	West Midlands Regional Assembly	>>
WREKIN	Telford And Wrekin Borough Council	>>

OK

Cancel

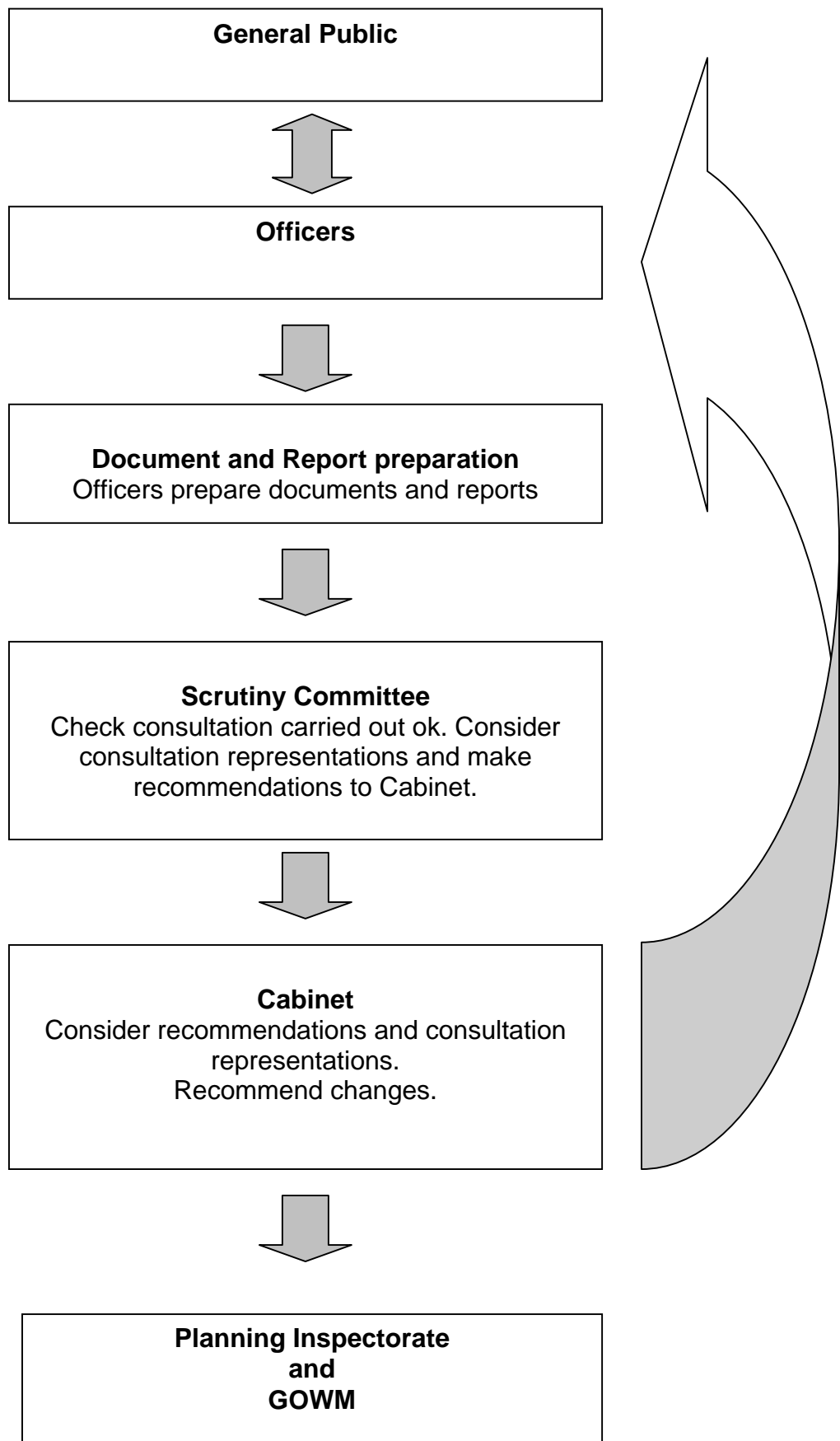
APPENDIX 3 – Suggested amendment to Consultation Methods Table

SBC Consultation Methods

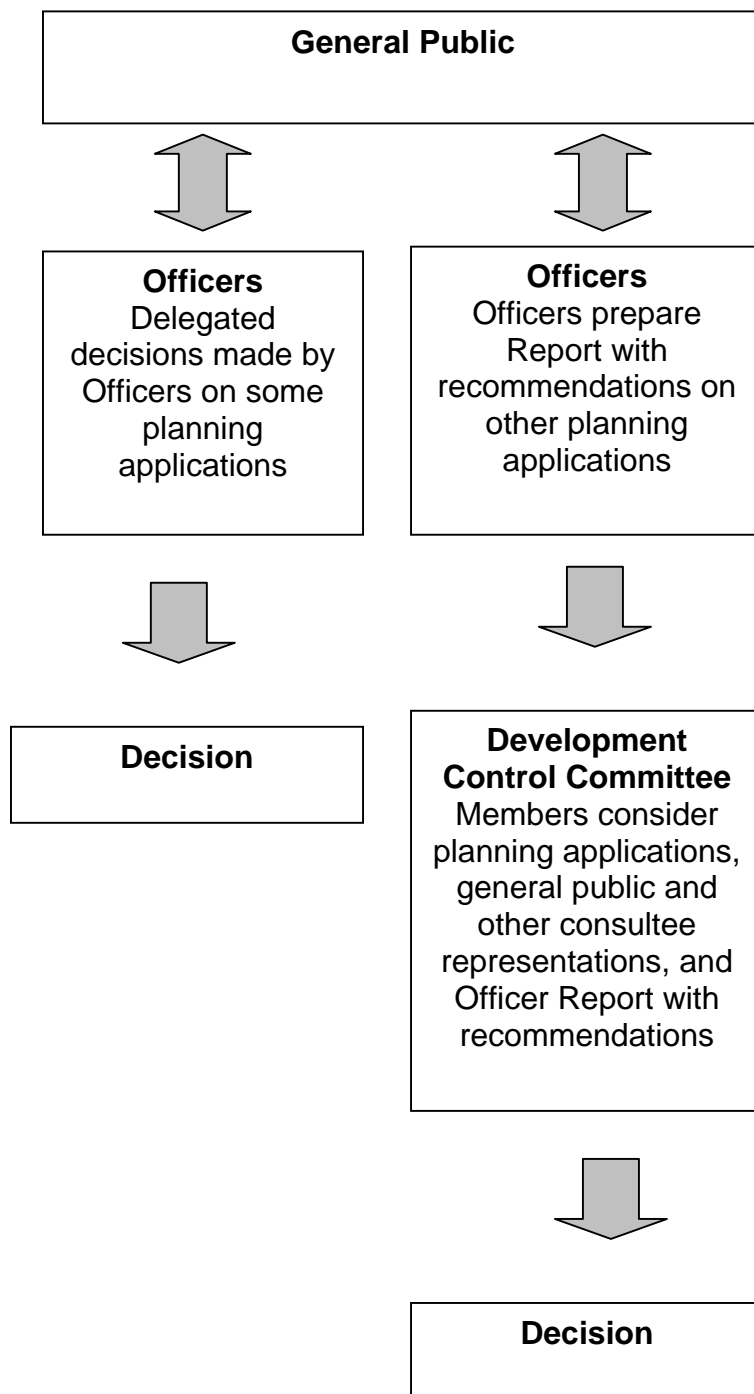
	PLANNING APPLICATION STAGE OR LOCAL DEVELOPMENT FRAMEWORK (LDF) DOCUMENT		CONSULTATION METHODS TO BE USED		PARTICIPATION		INFORMATION AND FEEDBACK		INFORMATION				
	Letters to Statutory Bodies	Letters to interested parties	Councillors to consider representations made	Invitations to one-to-one meeting with selected stakeholders if required	Public exhibitions / open meetings / road show, including ideas wall	Media - press release	Internet - information on Stafford Borough Council website	Submit article to Talking Newspaper	Council Agenda / Minutes / Reports on website	Documents at Planning and Engineering Services Reception	Procter in Planning and Engineering Services Reception	Articles in Council publications	Public Notice
Statement of Community Involvement Review	■	■	■	■	■	■	■	■	■	■	■	■	■
PLANNING APPLICATIONS (FAST TRACK ARE EITHER MAJOR OR NOT)													
Planning Applications	■	■				■		■		■		■	■
LOCAL DEVELOPMENT DOCUMENTS													
LDD Gathering Evidence Techniques	■	■				■	■			■		■	■
CORE STRATEGY and POLICY DEVELOPMENT PLAN DOCUMENTS *													
Scoping Report, Issues and Options Paper	■	■				■				■		■	■
Preferred Options Report	■	■	■			■	■	■		■	■	■	■
Consideration of Representations				■	■		■		■		■	■	■
Submission to Secretary of State and Public Consultation	■	■	■			■	■	■		■	■	■	■
Consideration of Representations				■			■		■		■	■	■
Examination		■					■					■	■
Inspector's Binding Report	■	■				■	■			■	■	■	■
Adoption and Publication	■	■	■			■	■	■		■	■	■	■
Review of Core Strategy Consultation	■	■	■		■	■	■			■	■	■	■
AREA ACTION PLANS AND SITE SPECIFIC DEVELOPMENT PLAN DOCUMENTS *													
Scoping Report, Issues and Options Paper	■	■		■		■				■		■	■
Preferred Options Report	■	■	■		■	■	■	■		■	■	■	■
Consideration of Representations				■	■		■		■		■	■	■
Submission to Secretary of State and Public Consultation	■	■	■			■	■	■		■	■	■	■
Consideration of Representations				■			■		■		■	■	■
Examination Period		■					■					■	■
Inspector's Binding Report	■	■				■	■			■	■	■	■
Adoption and Publication	■	■	■			■	■	■		■	■	■	■
Review of AAP's and Site Specific DPD's	■	■	■	■	■	■	■			■	■	■	■
SUPPLEMENTARY PLANNING DOCUMENTS *													
Pre-production and Preparation - Evidence Gathering	■	■				■	■			■	■	■	■
Public Consultation	■	■	■		■	■	■			■	■	■	■
Consideration of Representations				■	■		■		■		■	■	■
Adoption	■	■	■			■	■			■	■	■	■
Review of Consultation for Supplementary Planning Guidance	■	■				■	■			■	■	■	■

* (INCLUDING SUSTAINABILITY APPRAISAL)

APPENDIX 4 – Suggested flowchart to show community engagement within the LDF process



APPENDIX 4 (contd) – Suggested flowchart to show community engagement within the development control process



APPENDIX 5 – Public speaking at Stafford Borough Council Committee Meetings

Early last Spring, full Council ask the Resources Scrutiny Committee to investigate the Constitutional arrangements relating to the Development Control Committee, including the frequency and timing of meetings, call-in arrangements, substitution, referral to Council and decisions against policy, site visits, training and public participation. As you can see, public participation formed only part of the Review.

The Committee agreed to undertake the Review at its meeting on 24 June 2004 and special meetings of the Committee were subsequently convened on 14 September 2004, 1 November 2004 and 11 April 2005. During their Review, particularly at the 1 November meeting, the Committee expressed a number of view, including:-

1. the frequency and timing of meetings remain unchanged;
2. Members be allowed to withdraw called-in items;
3. the principle of automatic de-call-in of items when Members fail to respond, be rejected;
4. the forthcoming written procedures provide a better definition of “appropriate reasons” in order to make it clear that the Member(s) must “identify a reason related to the planning merits of the application why the matter should be considered by the Committee”;
5. the principle of Public Participation be adopted on the basis of the model assumed by Dover District Council, including:-
 - public speaking time be limited to three minutes per participant (registered applicant and objector for each application);
 - Ward Members be limited to three minutes speaking time and having no right of summing up;
 - procedure of meeting to include address by objector, applicant/agent, Ward Member, officer clarification, Committee debate and vote on recommendation;
 - the model be adopted for a nine-month trial period;
6. the forthcoming written procedures specify that the Council “Expects” Members to have undertaken the necessary Development Control training provided for them by officers;
7. the Head of Law and Administration seeks further external advice on the current substitution rules;
8. proposed decisions against Council policy be automatically deferred to the next scheduled full meeting of the Committee (not the site visit meeting);
9. the numbers required to refer a matter to Council remain unchanged at three Members of the Development Control Committee;

10. the protocol for site visits be included in the forthcoming written procedures, including the condition that Ward Members have no automatic right to request a site visit;

Members asked that this aspect of the meeting held on 11 April 2005 be deferred until they had had a chance to see such a scheme in operation at another Authority. Following this, all of our neighbouring Authorities in Staffordshire were contacted in order to identify whether they had public speaking at their Development Control Committee; whether they considered it to be a success and whether we could have a look at it in operation.

There are three District / Borough Authorities in Staffordshire who operate public speaking at their Development Control Committee, who include;

- Cannock Chase,
- Lichfield and
- Staffordshire Moorlands.

This leads us to the current situation, where we will be taking three Groups of Members from the Resources Scrutiny Committee to visit each of the above Authorities. This is likely to happen in September given Members/Officers holidays. The Resources Scrutiny Committee would consider the findings of their visits during early Autumn and would make a recommendation to Council about revisions to the Constitution around Christmas.