

# Appendices

## Appendices

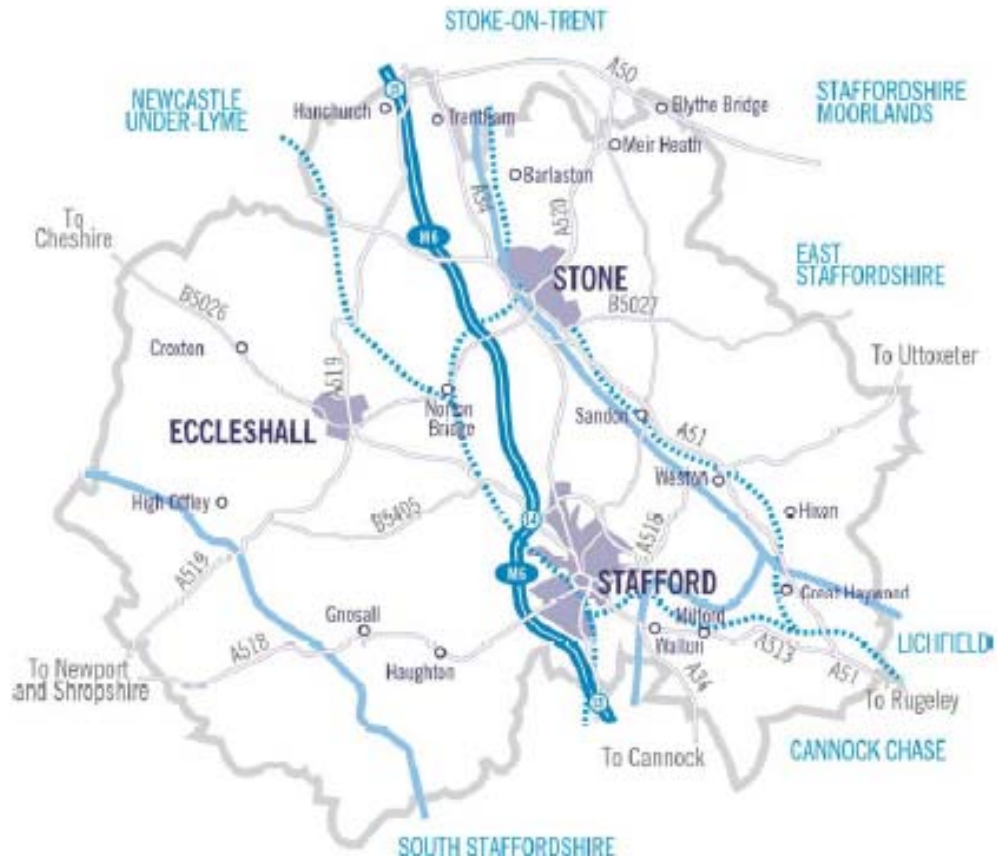
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## Appendix 1

### Map of Stafford Borough



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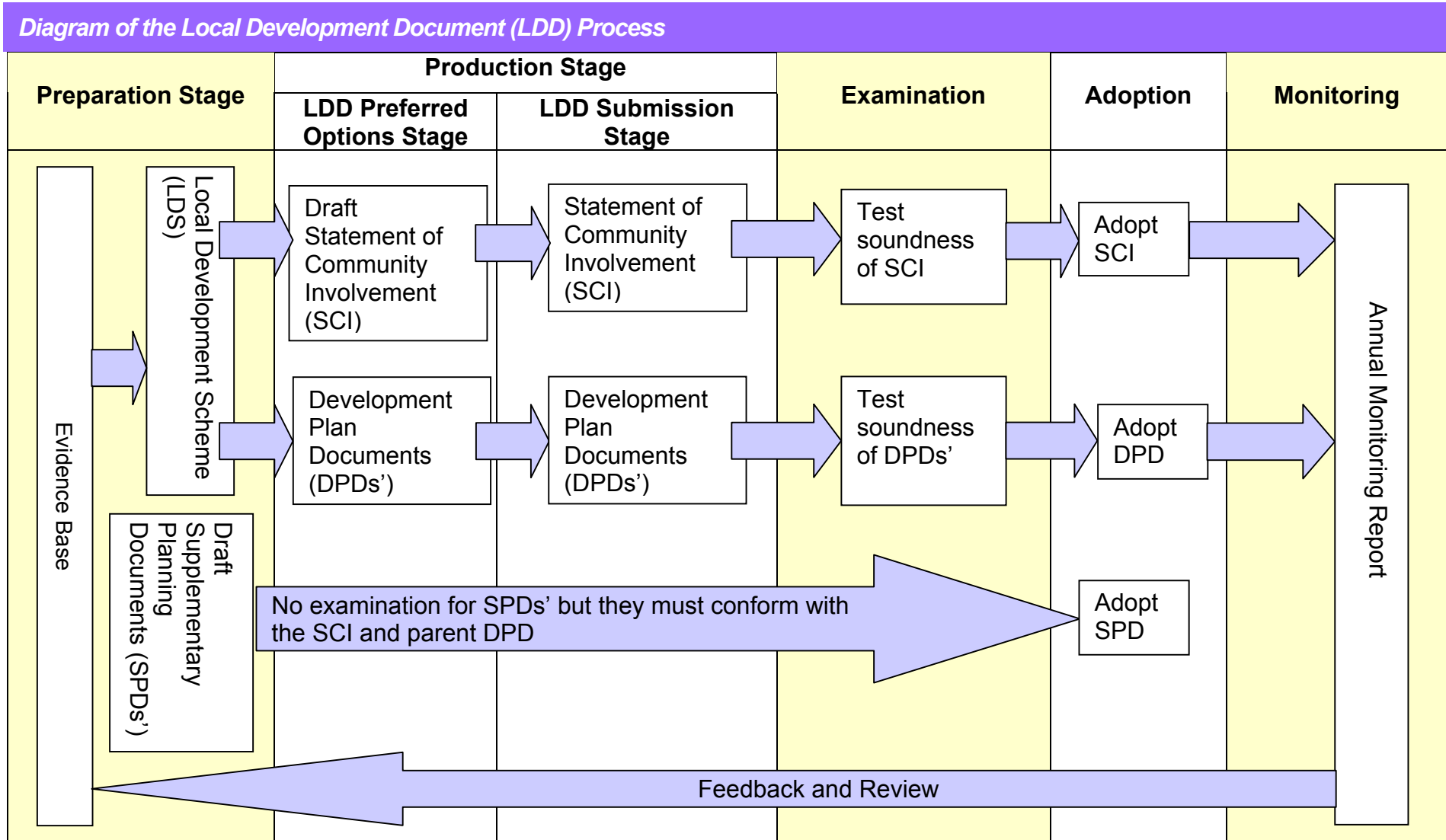
## Appendix 2

### Glossary

|                                  |   |
|----------------------------------|---|
| <b>Annual Monitoring Report</b>  | <b>(AMR)</b> Local Planning Authority (LPA) will have to produce an Annual Monitoring Report (AMR) which will show how the Authority is performing against all relevant targets. The report will be published by the LPA so that those with an interest in the area can see what changes the LPA may need to make to their Local Development Framework.   |
| <b>Area Action Plan</b>          | <b>(AAP)</b> Area Action Plans may be used to provide a planning framework for areas of change and areas of conservation.   |
| <b>Core Strategy</b>             | The Core Strategy will set out the vision for the Local Development Framework and the primary policies for meeting that vision. It will also set out policy and provision requirements in accordance with the Regional Spatial Strategy (RSS).  |
| <b>Development Plan Document</b> | <b>(DPD)</b> There are a number of DPDs to be prepared by the Local Planning Authority including: <ul style="list-style-type: none"><li>• Core Strategy;</li><li>• Site allocations; and</li><li>• Proposals map</li></ul> In addition the following DPDs may also be prepared: <ul style="list-style-type: none"><li>• Area Action Plans; and</li><li>• General policies for the control of development.</li></ul> All DPDs will be subject to Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) procedures |
| <b>Independent Examination</b>   | All Development Plan Documents and the Statement of Community Involvement will be subject to an independent Examination by a person (the Inspector) appointed by the Secretary of State. The purpose of the Examination is to determine the 'soundness' of the plan. Following the Examination process the Inspector will produce a report which will be binding on the Local Planning Authority.   |

|  |   |
|--|---|
| <b>Local Development Document</b>                                    | <b>(LDD)</b> There are two types of Local Development Document: <ul style="list-style-type: none"><li>• Development Plan Documents (DPDs)</li><li>• Supplementary Planning Documents (SPDs)</li></ul>   |
| <b>Local Development Framework</b>                                   | <b>(LDF)</b> The Local Development Framework (LDF) will contain a portfolio of Local Development Documents (LDDs) which will provide the Local Planning Authority's policies to address the community's economic, environmental and social aims for the future of the area, where this effects the development and use of land.                               |
| <b>Local Development Scheme</b>                                      | <b>(LDS)</b> The Local Development Scheme (LDS) will set out what DPDs and SPDs the Local Planning Authority proposes to prepare over a three year period and the timetable for their production. It will also set out the policies Stafford Borough Council wish to save from the current Development Plan and the timetable for the preparation of the SCI. |
| <b>Policies for control of development</b>                           | Policies for control of development will cover issues such as protection of the natural and built environment, economic and residential development, and other land use planning topics. However planning policies should not repeat national policies set out in Planning Policy Statements (PPSs).  |
| <b>Proposals Map</b>   | The Proposals Map will illustrate on an Ordnance Survey map adopted policies in the Local Development Framework.  |
| <b>Site Allocations</b>  | Site allocations are the sites which are proposed for development to meet the Core Strategy requirements.   |
| <b>Statement of Community Involvement</b>                            | <b>(SCI)</b> The Statement of Community Involvement (SCI) will set out how Stafford Borough Council intends to achieve continuous community involvement in the preparation of LDDs. The SCI will be subject to independent examination.   |
| <b>Supplementary Planning Document</b>                               | <b>(SPD)</b> SPDs are not subject to independent examination but the matters covered must be directly related to policies in the Development Plan Documents.  |
| <b>Sustainability Appraisal / Strategic Environmental Assessment</b> | <b>(SA)</b> Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) inform the decision-making process by providing information on the potential implications of policies on sustainability and environmental matters.   |

### Appendix 3



## Appendix 4

### Audit of Specific LDF Consultation Techniques

| Code                         | Method                         | Consultation Type            | Purpose                                       | Target Audience                                      | Detail of Method   | Advantages                                       | Disadvantages  |
|------------------------------|--------------------------------|------------------------------|---|--|--|--|--|
| <b>Written Communication</b> |                                |                              |   |  |  |  |  |
| a                            | <b>Cover letters</b>           | Information and consultation | Raise awareness with wide coverage of Borough | All residents and those with an interest in planning | Introduce theme of questionnaire to residents  | States relevance and importance of participation | Can be problematic in areas with a high number of flats and houses in multiple occupation, or in areas with low literacy levels. Not an effective means of developing dialogue or creating community involvement |
| b                            | <b>Leaflets</b>                | Information and consultation | Raise awareness with wide coverage of Borough | All residents and those with an interest             | Introduce LDF to community. Use public libraries.  | High impact to raise awareness of Consultation   | Only covers the newspaper readership and still no guarantee of reaching them anyway  |
| c                            | <b>Articles in newsletters</b> | Information and consultation | Raise awareness with wide coverage of Borough | All residents and those with an interest             | Articles target residents in the Borough   | Reinforces SBC joined-up thinking                | Vandalism and posters that are out of date not being removed   |
| d                            | <b>Posters</b>                 | Information and consultation | Raise awareness with wide coverage of Borough | All residents and those with an interest             | Informal. Cover a wide readership with a manageable output of work. Displayed in Council Buildings, public libraries, town centre & St John's Market | High impact to raise awareness of Consultation   |  |

Draft Statement of Community Involvement Appendices

| Code | Method                               | Consultation Type                      | Purpose                                       | Target Audience   | Detail of Method   | Advantages                                     | Disadvantages  |
|------|--------------------------------------|--|---|---|--|--|--|
| e    | <b>Public Notices</b>                | Information and consultation           | Raise awareness with wide coverage of Borough | All residents and those with an interest                                | Formal. Cover a wide readership with a manageable output of work. Displayed in Council Buildings, public libraries, town centre & St John's Market | High impact to raise awareness of Consultation | Vandalism and notices that are out of date not being removed   |
| f    | <b>Press Releases and Media Pack</b> | Information and consultation           | Raise awareness with wide coverage of Borough | All residents and those with an interest                                | Formal. Cover a wide readership with a manageable output of work.  | High impact to raise awareness of Consultation | No guarantee of being published. Only covers the newspaper readership and still no guarantee of reaching them anyway |
| g    | <b>Talking Newspaper</b>             | Information and consultation           | Raise awareness within target audience group  | Those people in the Borough unable to read other forms of communication | Informal. Cover a wide readership with a manageable output of work.  | Effective method of reaching target group      | No guarantee of being published in the Talking Newspaper as external resource  |
| h    | <b>Questionnaires</b>                | Information, consultation and feedback | Raise awareness with wide coverage of Borough | Tailored to target groups   | Formal. Cover a wide readership with a manageable output of work.  | High impact to raise awareness of Consultation | Many result in a low response  |

Draft Statement of Community Involvement Appendices

| Code | Method   | Consultation Type                                   | Purpose  | Target Audience  | Detail of Method  | Advantages   | Disadvantages  |
|------|--|---|--|--|---|--|--|
|      | <b>Meetings</b>  |   |  |  |   |  |  |
| i    | <b>Schools Involvement Packs i.e. Planning for Schools Project</b> | Education and two way participation and involvement | Engage with a particular target group for education and exchange of information on particular views and topics | Young People in Schools and via Connexions             | 'Teacher's Guide' with activity info to draw out key issues in a guided debate            | Important & effective means of reaching a very large section of community, especially non-joiners who do not attend meetings | The information being disseminated from these packs may be misunderstood and lead to increased confusion |
| j    | <b>Community Involvement Packs</b>                                 | Education and two way participation and involvement | Engage with a particular target group for education and exchange of information on particular views and topics | Community Groups, Tenant Assoc. Residents Associations | 'Leader's Guide' with activity info to draw out key issues in a guided debate             | As per Youth Involvement Pack but targeted at an adult audience  | The information being disseminated from these packs may be misunderstood and lead to increased confusion |
| k    | <b>Discussion groups / forums (Internal Officers)</b>              | Information, consultation and feedback              | Engage on specific policies and proposals with internal Officers   | LDF end users - especially Development Control         | Best for describing or explaining proposals and as part of a formal consultation process. | Good way of developing a dialogue with policy users  | Size of meeting may hinder effective consultation feedback. Such a meeting would have to be managed well |

Draft Statement of Community Involvement Appendices

| Code | Method                 | Consultation Type                                     | Purpose  | Target Audience                             | Detail of Method  | Advantages  | Disadvantages  |
|------|------------------------|---|--|---|---|---|--|
|      | <b>Meetings</b>        |   |  |   |   |   |  |
| I    | <b>Public meeting</b>  | Information, consultation and feedback                | Raise awareness with fairly wide coverage at Parish level.               | All residents and those with an interest    | Engaging with the public in their own local environments i.e. not in a Council Building. Very effective in achieving consultation with specific proposal or policy in mind. | Maximum range of stakeholders engaged in dialogue although limited in terms of one-to-one. Able to collect large number of views, esp. combined with questionnaire, comments sheet. | Needs to be well managed to maintain proactive exchange and build up meaningful dialogue and inter-group relations |
| m    | <b>LSP Partnership</b> | Information, participation, consultation and feedback | Engage on specific policies and proposals with external community groups | All community groups represented in the LSP | Outreaching to the community. Partnering body between Local Community Groups and Borough Council.   | Useful as long as they are well attended and involve a cross section of LSP representatives. Good way of developing a dialogue with interested stakeholders                         | Not necessarily representative. Limited opportunities for community involvement. Can be intimidating               |

Draft Statement of Community Involvement Appendices

| Code | Method   | Consultation Type                                     | Purpose  | Target Audience                         | Detail of Method  | Advantages  | Disadvantages  |
|------|--|---|--|---|---|---|--|
| n    | <b>Citizen's Jury / Panel</b>  | Information, participation, consultation and feedback | Raise awareness within target audience group               | Cross section of community              | Group invited to volunteer for the purpose of making representations on a wide range of topics.   | Ongoing dialogue, really presents a participatory type of engagement with the representatives.  | Not necessarily representative. Limited opportunities for community involvement.   |
| o    | <b>Focus Groups (County Youth Forum, District Youth Forum, Business Forum)</b> | Information, participation, consultation and feedback | Raise awareness with fairly wide coverage at Parish level. | Specifically identified for the purpose | Practical group work. Engaging with the public in their own local environment. Very effective in achieving consultation with specific proposal or policy in mind. | Useful as long as they are well attended and involve a cross section of community representatives. Good way of developing a dialogue with interested stakeholders | Size of meeting may hinder effective consultation feedback. Such a meeting would have to be managed well. Not necessarily representative Limited opportunities for community involvement. Can be intimidating  |
| p    | <b>Local neighbourhood meetings</b>  | Information, participation, consultation and feedback | Raise awareness with fairly wide coverage at Parish level. | Specifically identified for the purpose | Debate or Presentation. Useful for targeted site specific debate and consultation   | Useful as long as they are well attended and involve a cross section of community representatives. Good way of developing a dialogue with interested parties      | Size of meeting may hinder effective consultation feedback. Such a meeting would have to be managed well. Not necessarily representative. Limited opportunities for community involvement. Can be intimidating |

Draft Statement of Community Involvement Appendices

| Code | Method                  | Consultation Type                                     | Purpose   | Target Audience  | Detail of Method  | Advantages   | Disadvantages   |
|------|-------------------------|---|---|--|---|--|---|
| q    | <b>Youth Conference</b> | Information, participation, consultation and feedback | Raise awareness within target audience group                      | Young People's groups specifically identified targeted for the purpose | Practical group work. Useful for targeted site specific debate and consultation         | Useful as long as they are well attended and involve a cross section of community representatives. Good way of developing a dialogue with interested stakeholders  | Size of meeting may hinder effective consultation feedback. Such a meeting would have to be managed well. Not necessarily representative.   |
|      | <b>Outreach</b>         |   |   |  |   |  |   |
| r    | <b>Schools</b>          | Information, participation, consultation and feedback | Structured participation and education of young people in Borough | Young people attending Borough schools                                 | Engaging with the public in their own local environments i.e. not in a Council Building | Very participative hands on technique valuable where:<br>Want the views of people who wouldn't normally speak up. Where major redevelopment is proposed. Where wish to identify community priorities for action and to develop community ownership of an action plan | Requires major commitment to consultation and substantial resources (in terms of staff and finance)<br>Can raise expectations within the community which can lead to problems if funding is not available to see through a project. Tends to focus on physical issues |

Draft Statement of Community Involvement Appendices

| Code | Method                  | Consultation Type                      | Purpose  | Target Audience   | Detail of Method   | Advantages  | Disadvantages  |
|------|-------------------------|--|--|---|--|---|--|
| s    | <b>Special Events</b>   | Information, consultation and feedback | Raise profile of LDF within the community. Outreach to raise levels of participation | All residents and those with an interest                | Outreaching to the community. Especially successful in targeting families where Borough Events are used as a basis                       | Engaging with Borough Residents in their own leisure time and environment creates proactive approach and can build positive relations | Coverage extends only to those residents attending. Requires extensive resources |
| t    | <b>Ambassadors Role</b> | Information, consultation and feedback | Raise profile of LDF within the community. Outreach to raise levels of participation | Councillors to fill new positions as Ambassadors of LDF | Engaging with the public in their own local environments. Ambassadors able to act as information sources and enablers to feedback views. | Engaging with Borough Residents, Businesses and wider community creates proactive approach and can build positive relations           | Need to ensure Ambassadors are willing to drive forward this approach            |

Draft Statement of Community Involvement Appendices

| Code | Method             | Consultation Type                                     | Purpose                                   | Target Audience  | Detail of Method  | Advantages  | Disadvantages  |
|------|--------------------|---|---|--|---|---|--|
| u    | <b>Exhibitions</b> | Information and consultation                          | Raise profile of LDF within the community | All residents and those with an interest                             | Display of information at schools, council buildings, libraries, retail stores/malls, road shows, festival stalls | Mobile to maximise coverage.  | Coverage extends only to those residents attending. Requires extensive resources |
| v    | <b>Website</b>     | Information, participation, consultation and feedback | Raise profile of LDF within the community | All residents and those with an interest with access to the internet | Information and invitation for participation in a widely available resource                                       | Very accessible to a wide coverage of interested parties. Easily updatable information. | Resource limited to those with access to the internet and knowledge to use IT.   |
| w    | <b>Ideas Wall</b>  | Information and consultation                          | Raise profile of LDF within the community | All residents and those with an interest                             | Display of information at council buildings, libraries, retail stores/malls, road shows, festival stalls          | Mobile to maximise coverage.  | Coverage extends only to those residents attending. Requires extensive resources |

## Appendix 5

### Legal Framework and Guidance

#### 1.1. **Local Government Act 2000**

This Act places a duty on principal local authorities to prepare Community Strategies, for promoting and improving the economic, social and environmental well-being of their areas and contributing to sustainable development.

#### 1.2. **Race Relations (Amendments) Act 2000**

Local Authorities must comply with the duty in the Race Relations (Amendment) Act 2000, and publish a Race Equality Scheme. The aim is to eliminate unlawful racial discrimination and promote equality of opportunity and good relations between persons of different racial groups. Local Authorities must also carry out a race equality impact assessment of each strategy and plan, including Development Plans.

#### 1.3. **Human Rights Act (HRA) 1998**

This Act incorporates into domestic law the rights and freedoms guaranteed under the European Convention on Human Rights, including the Right to a fair and public hearing by an independent and impartial tribunal in the determination of civil rights and obligations. The Planning and Compulsory Purchase Act is compatible with this Act.

#### 1.4. **Disability Discrimination Act (DDA) 1995**

Under the Disability Discrimination Act 1995, service providers have to consider making reasonable adjustments to the way they deliver their services so that disabled people can use these services.

1.5. Implementation of the Disability Discrimination Act is being sought to address access and inclusion throughout the entire planning system. 'Planning and Access for disabled people: A good practice guide', stresses the commitment to addressing the needs of disabled people through a cooperative approach and early involvement in the planning process.

#### 1.6. **The Compact on Relations between Government and the Voluntary and Community Sector in England**

The Government has set a target of increasing voluntary and community sector activity, including increased community involvement in decision-making by 5% in 2006.

1.7. The National Compact between Government and the voluntary and community sector (VCS), a voluntary agreement introduced in 1998, is about improving the relationship for mutual advantage. Local Compacts are also encouraged. The Compact and supporting Codes / Guidance provide a framework for defining and developing relationships between these sectors.

**1.8. Freedom of Information Act**

From January 2005 everyone will have a general right of access to information from almost all public authorities, and local authorities will have to publish details of the information they hold and make available to the public. The Act also requires public authorities to have regard to the public interest in allowing access to information and in publishing reasons for decisions.

**1.9. Aarhus Convention**

The UK has signed up to this Convention, which is based on the principle that sustainable development can only be achieved through the involvement of all stakeholders. Rights are granted to the public, with corresponding obligations on access to information on environmental matters; the opportunity to participate in decision-making on key environmental matters; and access to justice in these matters.

**1.10. European Directive on Strategic Environmental Assessment**

This Directive requires local authorities to give the public an early and effective opportunity to comment on the environmental effects of proposed plans.

**1.11. Town & Country Planning (Local Development) (England) Regulations 2004**

Statutory Instrument within the Town & Country Planning system that sets out minimum requirements for evidence of public participation.

**1.12. ODPM: Planning Guidance**

Includes a suite of new guidance and procedure notes;

- Community Involvement in Planning,
- LDFs: Guide to Procedure and Code of Practice (consultation draft)
- Creating LDFs Process of preparing LDFs (consultation draft)
- Draft PPS1 – General Policy Principles
- Draft PPS12 – Local Development Frameworks

## Appendix 6

### *Proformas for Statement of Compliance with Statement of Community Involvement*

#### **PROFORMA 1 – to be completed by Stafford Borough Council. Consultation for each LDD as set out in Statement of Community Involvement Appendix 11.**

Using the appropriate Local Development Document (LDD) stage and associated techniques in Appendix 11 write a Supporting Statement detailing all consultation undertaken and explain how you have met all of the following criteria to comply with this Statement of Community Involvement.

For each criteria, where reference is made to supporting data, you will need to submit that data as evidence. For example, if a Newspaper Article was published, that particular page of the publication will need to be submitted to accompany this Statement of Compliance as evidence.

#### **Statement of Community Involvement Vision**

- a) Explain how the LDD, at this stage, meets the Stafford Borough SCI Vision.

#### **Equal Opportunities**

- b) Explain how the LDD, at this stage, meets the requirements of the Stafford Borough Equality Policy.
- c) Explain how the LDD, at this stage, demonstrates an understanding as to how local people can be involved in a timely and accessible manner.
- d) Explain how the LDD, at this stage, demonstrates efforts made to engage hard to reach groups, especially those identified in the Statement of Community Involvement.

#### **Range of Participation**

- e) Provide evidence of outreach to a range of community groups, with a view to establishing a broad basis for engagement and consultation.

Refer to the following details in your Supporting Statement where applicable;

1. Dates and times between which publicity and consultation were carried out,
2. Reference to persons or organisations / bodies whom carried out the consultation, and
3. The approach and method in which the consultation was carried out. For example, venue of public meeting selected for accessibility, regard to timing of religious holidays, etc...

**PROFORMA 2 – to be completed by the Planning Applicant: Pre-Submission Consultation for each Significant Planning Application as set out in SCI Appendix 13.**

Using the appropriate tier for Significant Planning Applications and associated techniques in Appendix 13 write a Supporting Statement to explain how you have met all of the following criteria to comply with this Statement of Community Involvement.

For each criteria, where reference is made to supporting data, you will need to submit that data as evidence. For example, if a Newspaper Article was published, that particular page of the publication will need to be submitted to accompany this Statement of Compliance as evidence.

**Equal Opportunities**

- a) Explain how this pre-application public consultation meets the requirements of the Stafford Borough Equality Policy.
- b) Explain how this pre-application public consultation demonstrates an understanding as to how local people can be involved in a timely and accessible manner.
- c) Explain how this pre-application public consultation demonstrates efforts made to engage hard to reach groups, especially those identified in the Statement of Community Involvement.

**Range of Participation**

- d) Provide evidence of outreach to a range of community groups, with a view to establishing a broad basis for engagement and consultation. This should include all key community groups.

**Consistency and Certainty**

- e) Pre-application proposals that are subject to public consultation will need to be *materially similar* to the subsequent planning application or evidence of publicising those changes / amendments will be required to avoid confusing the public. Evidence of this must be provided.
- f) Information for use in any community engagement in relation to any prospective significant planning proposal must not give opportunity to unnecessarily raise false expectations within the community. The information relating to the proposal will need to be clear, factual and accurate and aim to inform the local community without leading to misrepresentation. Evidence of this must be provided.

## Draft Statement of Community Involvement - Appendices

Refer to the following details in your Supporting Statement where applicable;

1. Dates and times between which publicity and consultation were carried out,
2. Reference to persons or organisations / bodies whom carried out the consultation, and
3. The approach and method in which the consultation was carried out. For example, venue of public meeting selected for accessibility, regard to timing of religious holidays, etc.

**PROFORMA 3 – to be completed by Stafford Borough Council. Post-Validation Consultation for Significant and Fast Track Planning Applications as set out in Appendix 13.**

Using the information for Significant and Fast Track Planning Applications and associated techniques in Appendix 13, write a Supporting Statement to explain how you have met all of the following criteria to comply with this Statement of Community Involvement.

For each criteria, where reference is made to supporting data, you will need to submit that data as evidence. For example, if a Newspaper Article was published, that particular page of the publication will need to be submitted to accompany this Statement of Compliance as evidence.

**Equal Opportunities**

- a. Explain how the post-validation public consultation meets the requirements of the Stafford Borough Equality Policy.
- b. Explain how the post-validation public consultation demonstrates an understanding as to how local people can be involved in a timely and accessible manner.
- c. Explain how the post-validation public consultation demonstrates efforts made to engage hard to reach groups, especially those identified in the Statement of Community Involvement.

**Range of Participation**

- d. Provide evidence of outreach to a range of community groups, with a view to establishing a broad basis for engagement and consultation. This should include all key community groups.

Refer to the following details in your Supporting Statement where applicable;

1. Dates and times between which publicity and consultation were carried out,
2. Reference to persons or organisations / bodies whom carried out the consultation, and
3. The approach and method in which the consultation was carried out. For example, venue of public meeting selected for accessibility, regard to timing of religious holidays, etc...

| <b>PROFORMA 4 - FOR SIGNIFICANT PLANNING APPLICATIONS &amp; LDDS</b>  |   |
|---|---|
| <b>Assessing Functions Relevant to SBC Race Equality Scheme July 2003</b>   |   |
| <b>Duty</b>   | <b>Rating:</b><br><b>0 none</b><br><b>1 a little</b><br><b>2 some</b><br><b>3 a lot</b> |
| <b>Relevant to Duty?</b>  |   |
| Does the consultation carried out relate to eliminating discrimination? Supply evidence to justify this rating.   |   |
| Does the consultation carried out relate to promoting equal opportunities? Supply evidence to justify this rating.  |   |
| Does the consultation carried out relate to promoting good race relations? Supply evidence to justify this rating.  |   |
| <b>Degree of Relevance</b>  |   |
| How much evidence do you have?  |   |
| Is there public concern that functions/ policies are being operated in a discriminatory manner?   |   |
| Is there evidence or reason to believe that some racial groups could be differently affected? If so, which racial groups are affected? Provide a Supporting Statement below if responding positively.   |   |
| <p>All community engagement publicity prior to any event, methods, times and venues will need to ensure that procedures and practices not to discriminate on the grounds of race, colour, ethnic or national origins, age, disability, gender, sexual orientation, marital status, religion, or other non-objective reason such as economic status.</p> <p>Supply a reasoned justification to acknowledge that this has been met, along with any Evidence of Support with this SCI Statement of Compliance, where applicable.</p> |   |

## Appendix 7

### *Standard Consultee List for Development Control consultations*

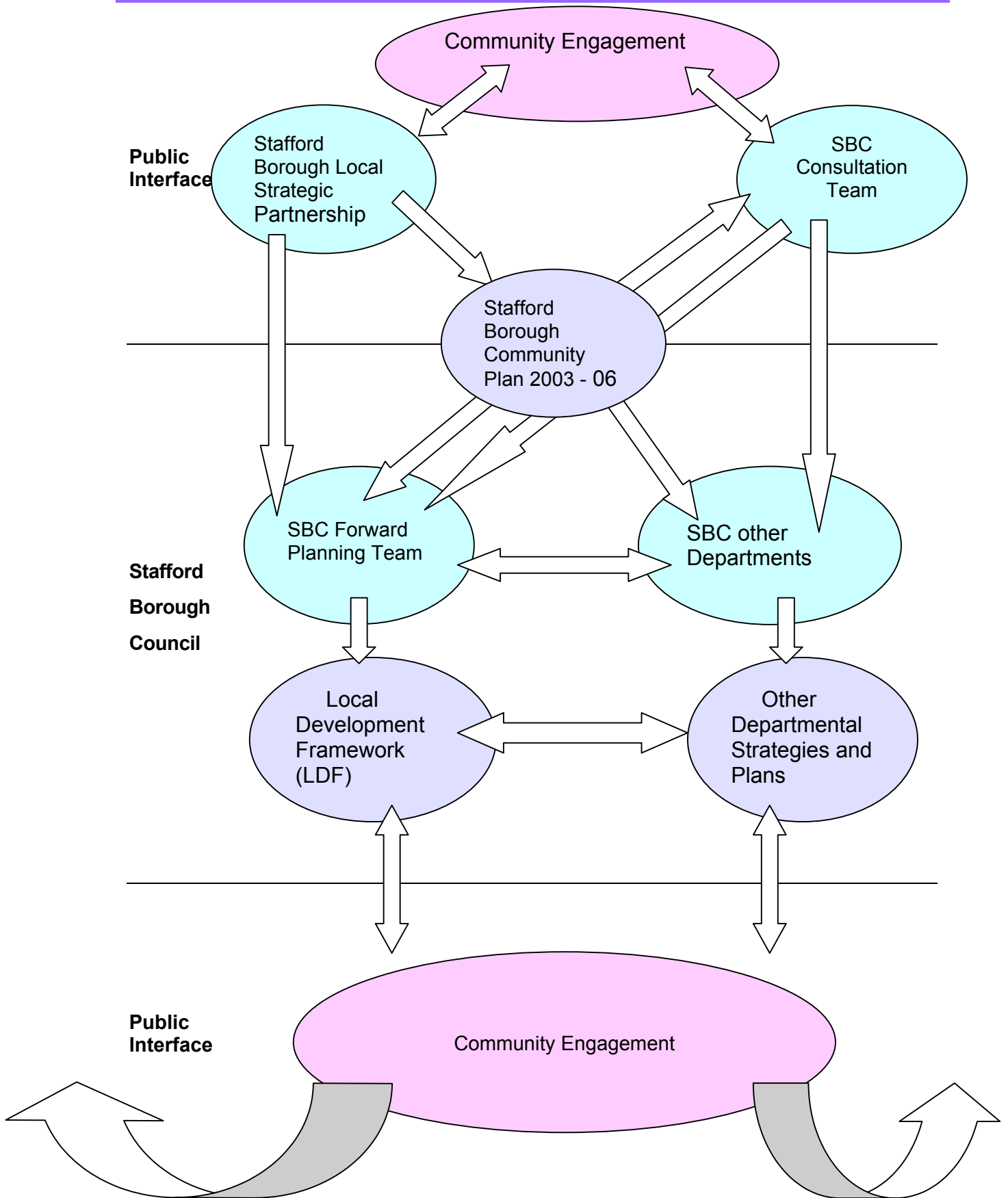
Acorus (rural property consultants)  
ADAS (former Executive Agency of MAFF in 1992 and private company in 1997)  
The Regional Development Agency for the West Midlands  
Ancient Monuments Society  
Archaeology Services Wyas  
Staffordshire Badger Conservation Group  
The Council for British Archaeology  
Bat Conservation Trust  
Barlaston and Meaford Residents Association  
British Waterways  
Commission for Architecture in the Built Environment  
Cannock Chase District Council  
Friends of Cannock Chase  
The Coal Authority  
Council for the Protection of Rural England  
Defence Estates  
Department for Environment, Food and Rural Affairs  
Department of Trade and Industry  
Department for Transport, Local Government and the Regions  
The Environment Agency  
East Staffordshire Borough Council  
English Heritage  
Nature Conservancy Council for England  
Stafford Friends of the Earth  
Forestry Commission  
British Gas Transco  
The Georgian Group  
The Garden History Society  
English Golf Union  
Government Office for the West Midlands  
National Grid Company  
The Haywood Society  
Hanchurch Conservation Area Residents association  
Mid Staffordshire Health Authority  
Environmental and Health Services  
Highway Agency - Area Development Manager  
Health and Safety Executive  
The Inland Waterways Association  
Lichfield District Council  
Midland Electricity Board  
Newcastle-under-Lyme Borough Council  
The Foundation NHS Trust  
National Land Information Service  
North Shropshire District Council  
Ofsted – Child Minding or Day Care Provision  
Parish Councils  
Mainline Pipelines Ltd  
Staffordshire Police - Police Liaison Officer  
Network Rail

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Strategic Rail Authority  
Railway Inspectorate  
Ramblers Association  
Royal Society for the Protection of Birds  
Stafford Borough Council - Housing Services  
Stafford Borough Council - Arboriculture Officer  
Stafford Borough Council - Conservation Officer  
Stafford Borough Council - Drainage Section  
Stafford Borough Council - Engineers  
Stafford Borough Council - Leisure Officer  
Stafford Borough Council - Parks and Open Spaces Officer  
Stafford Borough Council - Building Control Services  
Stafford Borough Council - Urban Design Officer  
Staffordshire County Council - Archaeological Officer  
Staffordshire County Council - Animal Health and Petroleum  
Staffordshire County Council - Cycle Routes  
Staffordshire County Council - Highways  
Staffordshire County Council - Principal Ecologist  
Staffordshire County Council - County Property Service  
Staffordshire County Council - County Planning Enforcement  
Staffordshire County Council - County Footpaths Officer  
Staffordshire County Council - Nursery Schools  
Staffordshire County Council - Property and Estates Division  
Staffordshire County Council - Strategic Planning Officer  
Sports Council  
Stafford Chamber of Trade  
Staffordshire Environmental Fund  
Staffordshire Gardens and Park Trust  
Stafford Historical and Civic Society  
Staffordshire Moorlands District Council  
Stoke on Trent City Council  
Stoke on Trent City Council - Engineering  
Stoke on Trent City Council - Highways  
The Society for the Protection of Ancient Buildings  
Sow and Penk Internal Drainage Board  
South Staffordshire District Council  
Stone Historic and Civic Society  
Severn Trent Water  
Shropshire Union Canal Society  
Staffordshire Wildlife Trust  
The Theatres Trust  
National Trust  
The Victorian Society  
District of the Wrekin Council

## Appendix 8

### Relationship Diagram between Stafford Borough Council and the Community



## Appendix 9

### Existing Mechanisms for Community Engagement used by Stafford Borough Council

| Established Community Engagement Mechanisms  |   |   |  |                      |  |
|--|---|---|--|----------------------|--|
| Method                                       | Key Target Audience   | Method Details  | Frequency  | Service              | Publication                                    |
| <b>The Local Strategic Partnership (LSP)</b> | Consists of over 360 key local organisations and individuals from the public, private, voluntary, community and environmental sectors that provide services and activities for the benefit of the public across Stafford Borough. | The Local Strategic Partnership (LSP) was formed in 2001 and in November 2002 the LSP published the first Community Plan for Stafford Borough. The current Community Plan 2003-2006 was published in September 2003. Links to the Community Plan will be made clear and broad approval from the LSP Executive sought. | Local Strategic Partnership (LSP) Executive (24 members) meets quarterly | Policy & Improvement | Partnership Plus                               |
| <b>Area Forums</b>                           | Community in localised area   | Regular updates and opportunities for community involvement in the LDF process will occur at Area Forums, throughout the Borough.   | n/a  | n/a                  | n/a  |
| <b>Publications and Newsletters</b>          | Each publication is targeted at either a specific section of the community or deals with a specific topic area.   | Regular updates and news articles are distributed to the community via a plethora of Stafford Borough Council publications issued by different Services within the Council at a range of issue intervals.   | Various  | Various              | Various  |
| <b>Specific Service Consultation</b>         | General community and specifically targeted at user groups of each Service  | An Annual Consultation Calendar is incorporated into the Consultation Strategy. Stalls, on-street surveys, questionnaires, focus groups, etc...   | On-going programme of community consultation                             | Policy & Improvement | Stafford Borough Council Consultation Strategy |

**Appendix 10****Stafford Borough Council Publications**

| <b>Stafford Borough Council Publications</b> |   |                              |   |  |
|--|---|------------------------------|---|--|
| <b>Publication</b>                           | <b>Status</b>   | <b>Publication frequency</b> | <b>Source</b>                                     | <b>Target Audience</b>                                     |
| <b>Partnership Plus</b>                      | Publication of Local Strategic Partnership  | Quarterly                    | Policy & Improvement Team                         | Sent to all LSP members                                    |
| <b>Sundial</b>                               | LA21 Sustainability issues magazine. The newsletter is also translated into Braille | Tri-annually                 | Local Agenda 21 Team                              | Local Community  |
| <b>Neighbours</b>                            | Council Tenancy Newsletter  | Quarterly                    | Tenant Participation Officer<br>Property Services | Council Property Tenants                                   |
| <b>Newsline</b>                              | Stafford Borough Council Newsletter   | Monthly                      | Chief Executive's Office                          | Local Community  |
| <b>Executive Summary</b>                     | Update of key Stafford Borough Council events and current issues                    | Monthly                      | Chief Executive's Office                          | Stafford Borough Council Employees Newsletter              |
| <b>Members Digest</b>                        | Update of key Stafford Borough Council events and current issues                    | Monthly                      | Committee Services                                | Stafford Borough Council Members Parish / Town Councillors |
| <b>Feeder's Digest</b>                       | Environmental Health issues for the catering sector                                 | Monthly                      | Environmental Health                              | Pubs & Restaurants serving food to the public              |

## Appendix 11

### Local Development Document (LDD) Stages and Public Participation

#### For all Local Development Documents

#### Stage: LDD Gathering Evidence Techniques

| Stage Profile   | Consultation Techniques  | Resources  |
|---|--|--|
| <p><b>Type:</b> Informal</p> <p><b>Purpose:</b><br/>Provision of information and evidence gathering</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDD process.</p> <p>Local knowledge and information is sought and requested by the local planning authority from the public and stakeholders.</p> <p><b>Outcomes:</b><br/>Evidence of local knowledge will inform the Draft LDD options stage.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Internet - Forward Plans website</li> <li>• Letters to interested parties</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, Press Statements, display material, and articles for Council publications. Letters to those on the database. Collect up-to-date Strategies and Plans for review.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the stage and feedback information. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Core Strategy</b>  |   |   |
|---|---|---|
| <b>Stage: Pre-production &amp; Preparation - Broad Options Consultation</b>   |   |   |
| <b>Stage Profile</b>  | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Informal</p> <p><b>Purpose:</b><br/>Provision of Information and evidence gathering</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p>Local knowledge and information is sought and requested by the local planning authority from statutory consultees</p> <p><b>Outcomes:</b><br/>Evidence of local knowledge will inform the Preferred Options Report stage</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Forward Plans website</li> <li>• Presentation to Local Strategic Partnership</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate broad options material. Letters to statutory bodies on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to input comments.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Core Strategy</b>   |  |   |
|--|--|---|
| <b>Stage: Preferred Options Consultation</b>   |  |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>   | <b>Resources</b>  |
| <p><b>Type:</b> Formal<br/>6 week period</p> <p><b>Purpose:</b><br/>Consultation &amp; participation</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p>Local knowledge and information is sought and requested by the local planning authority from the public and a wide range of stakeholders.</p> <p><b>Outcomes:</b><br/>Community capacity building is established and the Preferred Options Report is reviewed following receipt of comments and representations.</p> | <ul style="list-style-type: none"> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Letters to Statutory Bodies</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Letters to interested parties</li> <li>• Submit article to Talking Newspaper</li> <li>• Presentation to community groups e.g. LSP Partnership</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, presentations, articles for Council publications, posters and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained. Arrange for documents to be publicly available.</p> <p><b>Members</b><br/>Members to raise awareness and feedback information to Officers.</p> <p>Parish Councils to disseminate and collect information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Core Strategy</b>   |   |   |
|--|---|---|
| <b>Stage: Consideration of Representations</b>   |   |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b><br/>Feedback and Information</p> <p><b>Objectives:</b><br/>To process the comments and representations received during the Preferred Options Report consultation to consider and influence policy direction.</p> <p><b>Outcomes:</b><br/>Feedback of comments received, along with a response as to how these comments will be used.</p> | <ul style="list-style-type: none"> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Council Agenda and Minutes on website or at Planning and Engineering Reception, Civic Centre</li> <li>• Report to Members and Schedule of Representations on the website</li> <li>• Liaison with Statutory Consultees if required</li> <li>• Members to consider representations made to prepare submission document</li> <li>• Invitations to one-to-one meeting with selected stakeholders if required</li> <li>• Feedback to Local Strategic Partnership</li> </ul> | <p><b>Officers</b><br/>Need to process the representations and prepare report for Members.</p> <p>Forward Plans web page needs to be updated and maintained. Arrange and facilitate stakeholder meetings and feedback to the LSP</p> <p><b>Members</b><br/>Members to raise awareness of the Schedule. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Core Strategy</b>  |   |   |
|---|---|---|
| <b>Stage: Submission to Secretary of State and public consultation</b>  |   |   |
| <b>Stage Profile</b>  | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Formal 6 week Submission and Consultation</p> <p><b>Purpose:</b><br/>To submit the Core Strategy to the Secretary of State</p> <p><b>Objectives:</b><br/>Submission of the Core Strategy as prepared in partnership with the statutory bodies, the community and Stafford Borough Council for Examination by the Secretary of State. 6 week period for representations to be made.</p> <p><b>Outcomes:</b><br/>Representations made will be considered at an independent Examination by a Planning Inspector.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Public Notice</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Letters to interested parties</li> <li>• Submit article to Talking Newspaper</li> <li>• Presentation to Local Strategic Partnership</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, presentations, articles for Council publications, posters and Talking Newspaper.</p> <p>Letters to those on the database.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the submission stage.</p> <p>Parish Councils to disseminate and collect information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Core Strategy</b>   |   |   |
|--|---|---|
| <b>Stage: Examination Period</b>   |   |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Formal Public Examination</p> <p><b>Purpose:</b><br/>To examine the Core Strategy</p> <p><b>Objectives:</b><br/>To consider the 'soundness' of the Core Strategy together with the representations made.</p> <p><b>Outcomes:</b><br/>Inspectors' Binding Report.</p> | <ul style="list-style-type: none"> <li>• The arrangements for the Examination will depend upon the nature of the representations</li> <li>• At least 6 weeks before the Examination, write to inform representees</li> <li>• At least 6 weeks before the Examination, publish Public Notice of Examination in local press</li> <li>• Forward Plans website information regarding the Examination</li> </ul> | <p><b>Officers and Programme Officer</b><br/>Need to process submission representations received.</p> <p>Need to assist in preparations for the Formal Examination.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members and Parish Councils will be provided with information to raise awareness of the Examination process and its progress.</p> <p><b>Financial</b><br/>Stafford Borough Council is required to pay for a formal Examination. Officer time will be significant.</p> |

| <b>Core Strategy</b>  |   |   |
|---|---|---|
| <b>Stage: Inspector's Binding Report, Adoption and Publication</b>  |   |   |
| <b>Stage Profile</b>  | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b><br/>To inform, publish the Inspector's Binding Report and adopt the Core Strategy</p> <p><b>Objectives:</b><br/>Following the Examination, the Inspector will produce a report which is binding on the Local Planning Authority.</p> <p><b>Outcomes:</b><br/>An adopted Core Strategy prepared in partnership with statutory bodies, the community and Stafford Borough Council</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Letters to interested parties</li> <li>• Submit article to Talking Newspaper</li> <li>• Presentation to Local Strategic Partnership</li> <li>• Leaflets and copies of document in Planning &amp; Engineering reception</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, poster, articles for council publications and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the Binding Report and the adopted Core Strategy. Parish Councils to disseminate information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Core Strategy</b>   |  |  |
|--|--|--|
| <b>Stage: Review of Core Strategy</b>  |  |  |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>   | <b>Resources</b>   |
| <p><b>Type:</b> Informal Information Stage</p> <p><b>Purpose:</b><br/>To review the adopted Core Strategy</p> <p><b>Objectives:</b><br/>Assess updating the adopted Core Strategy and consider new community aspirations.</p> <p><b>Outcomes:</b><br/>Review the strengths and weaknesses of the Core Strategy preparation and implementation process.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Local Strategic Partnership engagement</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Letters to interested parties</li> <li>• Media – Press release</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate review material, poster, reports for engaging with Local Strategic Partnership, articles for publication and letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the review stage and feedback information to Officers.</p> <p>Parish Councils to disseminate and collect information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Policy Based Development Plan Documents (DPD's)</b>   |  |  |
|--|--|--|
| <b>Stage: Pre-production &amp; Preparation – Broad Options Consultation</b>  |  |  |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>   | <b>Resources</b>   |
| <p><b>Type:</b> Informal</p> <p><b>Purpose:</b><br/>Provision of Information and evidence gathering</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p>Local knowledge and information is sought and requested by the Local Planning Authority from statutory consultees</p> <p><b>Outcomes:</b><br/>Evidence of local knowledge will inform the Preferred Options Report stage.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Internet - Forward Plans website</li> <li>• Presentation to Local Strategic Partnership</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate broad options material.</p> <p>Letters to statutory bodies on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to input comments.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| Policy Based Development Plan Documents (DPD's)  |  |   |
|--|--|---|
| Stage: Preferred Options Consultation  |  |   |
| Stage Profile  | Consultation Techniques  | Resources   |
| <p><b>Type:</b> Formal<br/>6 week period</p> <p><b>Purpose:</b><br/>Consultation &amp; Participation</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p>Local knowledge and information is sought and requested by the Local Planning Authority from the public and a wide range of stakeholders.</p> <p><b>Outcomes:</b><br/>Community capacity building is established and the Preferred Options Report is reviewed through receipt of comments and representations.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Letters to interested parties</li> <li>• Submit article to Talking Newspaper</li> <li>• Presentation to community groups e.g. LSP Partnership</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, presentations, articles for Council publications, posters and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained. Arrange for documents to be publicly available.</p> <p><b>Members</b><br/>Members to raise awareness and feedback information to Officers.</p> <p>Parish Councils to disseminate and collect information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| Policy Based Development Plan Documents (DPD's)  |  |  |
|--|--|--|
| Stage: Consideration of Representations  |  |  |
| Stage Profile  | Consultation Techniques  | Resources  |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b> Feedback and Information</p> <p><b>Objectives:</b><br/>To process the comments and representations received during the Preferred Options Report consultation to consider and influence policy direction.</p> <p><b>Outcomes:</b><br/>Feedback of comments received, along with a response as to how these comments will be used.</p> | <ul style="list-style-type: none"> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Council Agenda and Minutes on internet or at Planning and Engineering Reception, Civic Centre</li> <li>• Report to Members and Schedule of Representations on the website</li> <li>• Liaison with Statutory Consultees if required</li> <li>• Members to consider representations made to prepare submission document</li> <li>• Invitation to one-to-one meeting with selected stakeholders</li> </ul> | <p><b>Officers</b><br/>Need to process the representations and prepare report for Members.</p> <p>Forward Plans web page needs to be updated and maintained. Arrange and facilitate stakeholder meetings.</p> <p><b>Members</b><br/>Members to raise awareness of the Schedule. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| Policy Based Development Plan Documents (DPD's)   |   |   |
|---|---|---|
| Stage: Submission to Secretary of State and public consultation   |   |   |
| Stage Profile   | Consultation Techniques   | Resources   |
| <p><b>Type:</b> Formal 6 week Submission and Consultation</p> <p><b>Purpose:</b><br/>To submit the Policy Based DPD to the Secretary of State</p> <p><b>Objectives:</b><br/>Submission of DPD prepared in partnership with statutory consultees, the community and Stafford Borough Council for Examination by the Secretary of State. 6 week period for representations to be made.</p> <p><b>Outcomes:</b><br/>Representations made will be considered at an independent Examination by a Planning Inspector.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Public Notice</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Letters to interested parties</li> <li>• Submit article to Talking Newspaper</li> <li>• Presentation to Local Strategic Partnership</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, presentations, articles for Council publications, posters and Talking Newspaper.</p> <p>Letters to those on the database.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the submission stage.</p> <p>Parish Councils to disseminate and collect information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| Policy Based Development Plan Documents (DPD's)  |  |  |
|--|--|--|
| Stage: Examination Period  |  |  |
| Stage Profile  | Consultation Techniques  | Resources  |
| <p><b>Type:</b> Formal Public Examination</p> <p><b>Purpose:</b><br/>To examine the DPD</p> <p><b>Objectives:</b><br/>To consider the 'soundness' of the DPD together with the representations made.</p> <p><b>Outcomes:</b><br/>Inspectors' Binding Report.</p> | <ul style="list-style-type: none"> <li>• The arrangements for the Examination will depend upon the nature of the representations</li> <li>• At least 6 weeks before the Examination, write to inform Representees</li> <li>• At least 6 weeks before the Examination, publish Public Notice of Examination in local press</li> <li>• Internet - Forward Plans website</li> </ul> | <p><b>Officers and Programme Officer</b><br/>Need to process submission representations received.</p> <p>Need to assist in preparation for the Formal Examination.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members and Parish Councils will be provided with information to raise awareness of the Examination process and its progress.</p> <p><b>Financial</b><br/>Stafford Borough Council is required to pay for a formal Examination. Officer time will be significant.</p> |

| <b>Policy Based Development Plan Documents (DPD's)</b>   |  |   |
|--|--|---|
| <b>Stage: Inspector's Binding Report, Adoption and Publication</b>   |  |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>   | <b>Resources</b>  |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b><br/>To inform, publish the Inspector's Binding Report and adopt the DPD.</p> <p><b>Objectives:</b><br/>Following the Examination, the Inspector will produce a report which is binding on the Local Planning Authority.</p> <p><b>Outcomes:</b><br/>An adopted DPD prepared in partnership with statutory bodies, the community and Stafford Borough Council</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Letter to interested parties</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Submit article to Talking Newspaper</li> <li>• Presentation to Local Strategic Partnership</li> <li>• Leaflets and copies of document in Planning &amp; Engineering reception</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, poster, articles for Council publications and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the Binding Report and the adopted DPD. Parish Councils to disseminate and collect information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| Policy Based Development Plan Documents (DPD's)   |   |   |
|---|---|---|
| Stage: Review of Development Plan Documents (DPD's)   |   |   |
| Stage Profile   | Consultation Techniques   | Resources   |
| <p><b>Type:</b> Informal Information Stage</p> <p><b>Purpose:</b><br/>To review the adopted Policy Based DPD</p> <p><b>Objectives:</b><br/>Assess updating the adopted DPD and consider new community aspirations.</p> <p><b>Outcomes:</b><br/>Review the strengths and weaknesses of the DPD preparation and implementation process.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Local Strategic Partnership engagement</li> <li>• Articles in Stafford Borough Council publication</li> <li>• Letters to interested parties</li> <li>• Media – Press release</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate review material, poster, reports for engaging with Local Strategic Partnership, articles for publication and letters to those on the database.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the review stage and feedback information to Officers.</p> <p>Parish Councils to disseminate and collect information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Site Specific Development Plan Documents (DPD's)</b>   |   |  |
|---|---|--|
| <b>Stage: Pre-production &amp; Preparation - Broad Options Consultation</b>   |   |  |
| <b>Stage Profile</b>  | <b>Consultation Techniques</b>  | <b>Resources</b>   |
| <p><b>Type:</b> Informal</p> <p><b>Purpose:</b><br/>Provision of information and evidence gathering</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p>Local knowledge and information is sought and requested by the Local Planning Authority from the statutory bodies and interested parties</p> <p><b>Outcomes:</b><br/>Evidence of local knowledge will inform the Preferred Options Report stage.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies and interested parties</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Local Strategic Partnership (LSP) engagement</li> <li>• Invited Focus Group in local area</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate broad options material. Letters to statutory bodies and interested parties. Forward Plans web page needs to be updated and maintained. Arrange and facilitate engagement with LSP and Focus Group</p> <p><b>Members</b><br/>Members to input comments</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Site Specific Development Plan Documents (DPD's)</b>  |  |   |
|--|--|---|
| <b>Stage: Preferred Options Consultation</b>   |  |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>   | <b>Resources</b>  |
| <p><b>Type:</b> Formal<br/>6 week period</p> <p><b>Purpose:</b><br/>Consultation and Participation</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p>Local knowledge and information is sought and requested by the Local Planning Authority from the public and a wide range of stakeholders.</p> <p><b>Outcomes:</b><br/>Community capacity building is established and the Preferred Options Report is reviewed following receipt of comments and representations.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Submit article to Talking Newspaper</li> <li>• Public exhibition / open meeting / road show in the local area</li> <li>• Ideas Wall</li> <li>• Presentation to community groups e.g. LSP Partnership</li> <li>• Leaflets / posters in local area</li> <li>• Invited Focus Groups</li> <li>• Letters to interested parties</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, posters, leaflets, presentation, articles for Council publications and Talking Newspaper.</p> <p>Letters to those on the database. Prepare an Exhibition / Ideas Wall / Open Meeting. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the Preferred Options stage and provide feedback to Officers. Parish Councils to disseminate information.</p> <p><b>Financial</b><br/>Officer time will be significant as the resource issue for this stage. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Site Specific Development Plan Documents (DPD's)</b>  |   |   |
|--|---|---|
| <b>Stage: Consideration of Representations</b>   |   |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b><br/>Feedback and Information</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p><b>Outcomes:</b><br/>Feedback of comments received, along with a response as to how these comments will be used.</p> | <ul style="list-style-type: none"> <li>• Documents available for inspection</li> <li>• Council Agenda and Minutes on website or at Planning and Engineering Reception, Civic Centre</li> <li>• Report to Members and Schedule of Representations on website</li> <li>• Liaison with Statutory Consultees and interested parties if required</li> <li>• Members to consider representations made to prepare submission document</li> <li>• Invitation to round table discussion, by selection</li> </ul> | <p><b>Officers</b><br/>Need to process, prepare and disseminate the representations and prepare report for Members.</p> <p>Forward Plans web page needs to be updated and maintained. Arrange and facilitate meetings if required.</p> <p><b>Members</b><br/>Members to raise awareness of the Schedule. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Site Specific Development Plan Documents (DPD's)</b>  |   |  |
|--|---|--|
| <b>Stage: Submission to Secretary of State and public consultation</b>   |   |  |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>   |
| <p><b>Type:</b> Formal 6 weeks Submission and Consultation</p> <p><b>Purpose:</b><br/>To submit the Site Specific DPD to the Secretary of State</p> <p><b>Objectives:</b><br/>Submission of the Site Specific DPD as prepared in partnership with the statutory bodies, community and Stafford Borough Council for Examination by the Secretary of State. 6 week period for representations to be made.</p> <p><b>Outcomes:</b><br/>Representations made will be considered at an independent Examination by a Planning Inspector.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Public Notice</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Letters to interested parties</li> <li>• Submit article to Talking Newspaper</li> <li>• Presentation to Local Strategic Partnership</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, presentation, articles for Council publications, poster and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the submission stage.</p> <p>Parish Councils to disseminate and collect information.</p> <p><b>Financial</b><br/>Significant Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| Site Specific Development Plan Documents (DPD's)   |   |   |
|--|---|---|
| Stage: Examination Period  |   |   |
| Stage Profile  | Consultation Techniques   | Resources   |
| <p><b>Type:</b> Formal Public Examination</p> <p><b>Purpose:</b><br/>To examine the Site Specific DPD</p> <p><b>Objectives:</b><br/>To consider the 'soundness' of the Site Specific DPD together with the representations made.</p> <p><b>Outcomes:</b><br/>Inspectors' Binding Report.</p> | <ul style="list-style-type: none"> <li>• The arrangements for the Examination will depend upon the nature of the representations</li> <li>• At least 6 weeks before Examination, write to inform representees</li> <li>• At least 6 weeks before Examination, publish Public Notice of Examination in local press</li> <li>• Forward Plans website information regarding the Examination</li> </ul> | <p><b>Officers and Programme Officer</b><br/>Need to process submission representations received.</p> <p>Need to assist in preparations for the Formal Examination.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members and Parish Councils will be provided with information to raise awareness of the Examination process and its progress.</p> <p><b>Financial</b><br/>Stafford Borough Council is required to pay for a formal Examination. Officer time will be significant.</p> |

| Site Specific Development Plan Documents (DPD's)  |  |  |
|---|--|--|
| Stage: Inspector's Binding Report, Adoption and Publication   |  |  |
| Stage Profile   | Consultation Techniques  | Resources  |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b><br/>To inform, publish the Inspector's Binding Report and adopt the site specific DPD.</p> <p><b>Objectives:</b><br/>Following the Examination the Inspector will produce a report which is binding on the Local Planning Authority.</p> <p><b>Outcomes:</b><br/>An adopted Site Specific DPD prepared in partnership with statutory bodies, the community and Stafford Borough Council</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Letters to interested parties</li> <li>• Submit article to Talking Newspaper</li> <li>• Presentation to Local Strategic Partnership</li> <li>• Leaflet and copy of document in Planning &amp; Engineering reception</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, poster, articles for Council publications and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the Binding Report and the adopted Site Specific DPD. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Site Specific Development Plan Documents (DPD's)</b>  |  |  |
|--|--|--|
| <b>Stage: Review of Development Plan Documents (DPD's)</b>   |  |  |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>   | <b>Resources</b>   |
| <p><b>Type:</b> Informal Information Stage</p> <p><b>Purpose:</b><br/>To review the adopted Site Specific DPD</p> <p><b>Objectives:</b><br/>Assess updating the adopted Site Specific DPD and consider new community aspirations.</p> <p><b>Outcomes:</b><br/>Review the strengths and weaknesses of the Site Specific DPD preparation and implementation process.</p> | <ul style="list-style-type: none"> <li>• Letter to Statutory Bodies</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Local Strategic Partnership engagement</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media – Press release</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate review material, poster, reports for engaging with Local Strategic Partnership, articles for publication, and letters to those on the database.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the review stage and feedback information to Officers.</p> <p>Parish Councils to disseminate and collect information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Area Action Plans (AAPs)</b>   |   |   |
|---|---|---|
| <b>Stage: Pre-production &amp; Preparation – Broad Options Consultation</b>   |   |   |
| <b>Stage Profile</b>  | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Informal</p> <p><b>Purpose:</b><br/>Provision of information and evidence gathering</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p>Local knowledge and information is sought and requested by the Local Planning Authority from statutory bodies and interested parties</p> <p><b>Outcomes:</b><br/>Evidence of local knowledge will inform the Preferred Options Report stage.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies and interested parties</li> <li>• Documents available for inspection</li> <li>• Local Strategic Partnership (LSP) engagement</li> <li>• Invited Focus Group in local area</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate broad options material. Letters to statutory bodies and interested parties. Forward Plans web page needs to be updated and maintained. Arrange and facilitate engagement with LSP and Focus Group.</p> <p><b>Members</b><br/>Members to input comments</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Area Action Plans (AAPs)</b>  |   |   |
|--|---|---|
| <b>Stage: Preferred Options Consultation</b>   |   |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Formal<br/>6 weeks</p> <p><b>Purpose:</b><br/>Consultation and Participation</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p>Local knowledge and information is sought and requested by the Local Planning Authority from the public and a wide range of stakeholders.</p> <p><b>Outcomes:</b><br/>Community capacity building is established and the Preferred Options Report is reviewed following receipt of comments and representations.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies and interested parties</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Submit article to Talking Newspaper</li> <li>• Public exhibitions / open meeting / road show</li> <li>• Ideas wall</li> <li>• Presentation to community groups e.g. LSP Partnership</li> <li>• Leaflets / posters in local area</li> <li>• Invited Focus Groups</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, posters, leaflets, presentations, articles for Council publications and Talking Newspaper.</p> <p>Letters to those on the database. Prepare an Exhibition / Ideas Wall / Open Meeting. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the Preferred Options Report stage and provide feedback to Officers. Parish Councils to disseminate information.</p> <p><b>Financial</b><br/>Significant Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Area Action Plans (AAPs)</b>   |   |   |
|---|---|---|
| <b>Stage: Consideration of Representations</b>  |   |   |
| <b>Stage Profile</b>  | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b><br/>Feedback and information</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the LDF process.</p> <p><b>Outcomes:</b><br/>Feedback of comments received along with a response as to how these comments will be used.</p> | <ul style="list-style-type: none"> <li>• Documents available for inspection</li> <li>• Internet - Forward Plans website</li> <li>• Council Agenda and Minutes on website or at Planning and Engineering Reception, Civic Centre</li> <li>• Report to Members and Schedule of Representations on website</li> <li>• Liaison with Statutory Consultees and interested parties if required</li> <li>• Members to consider representations made to prepare submission document</li> <li>• Invitation to round table discussion, by selection</li> </ul> | <p><b>Officers</b><br/>Need to process, prepare and disseminate the Schedule of Representations and prepare report for Members.</p> <p>Forward Plans web page needs to be updated and maintained. Arrange and facilitate meetings if required.</p> <p><b>Members</b><br/>Members to raise awareness of the Schedule. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Area Action Plans (AAPs)</b>  |   |   |
|--|---|---|
| <b>Stage: Submission to Secretary of State and public consultation</b>   |   |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Formal 6 weeks Submission and Consultation</p> <p><b>Purpose:</b><br/>To submit the Area Action Plan to the Secretary of State</p> <p><b>Objectives:</b><br/>Submission of the Area Action Plan as prepared in partnership with the statutory bodies, local community and Stafford Borough Council for Examination by the Secretary of State. 6 week period for representations to be made.</p> <p><b>Outcomes:</b><br/>Representations made will be considered at an independent Examination by a Planning Inspector.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies and interested parties</li> <li>• Documents available for inspection</li> <li>• Local Strategic Partnership meeting</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Public Notice</li> <li>• Internet - Forward Plans website</li> <li>• Submit article to Talking Newspaper</li> <li>• Poster in Planning &amp; Engineering reception</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, poster, articles for Council publications and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the submission stage.</p> <p>Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Significant Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Area Action Plans (AAPs)</b>  |   |  |
|--|---|--|
| <b>Stage: Examination Period</b>   |   |  |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>   |
| <p><b>Type:</b> Formal Public Examination</p> <p><b>Purpose:</b><br/>To examine the Area Action Plan</p> <p><b>Objectives:</b><br/>To consider the 'soundness' of the Area Action Plan together with the representations made.</p> <p><b>Outcomes:</b><br/>Inspectors' Binding Report.</p> | <ul style="list-style-type: none"> <li>• The arrangements for the Examination will depend upon the nature of the representations received.</li> <li>• At least 6 weeks before Examination, write to inform representees</li> <li>• At least 6 weeks before Examination, publish Public Notice of Examination in local press</li> <li>• Forward Plans website information regarding the Examination</li> </ul> | <p><b>Officers and Programme Officer</b><br/>Need to process submission representations received.</p> <p>Need to assist in preparation for the Formal Examination.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members and Parish Councils will be provided with information to raise awareness of the Examination process and its progress.</p> <p><b>Financial</b><br/>Stafford Borough Council is required to pay for a formal Examination. Officer time will be significant.</p> |

| <b>Area Action Plans (AAPs)</b>  |   |   |
|--|---|---|
| <b>Stage: Inspector's Binding Report, Adoption and Publication</b>   |   |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b><br/>To inform, publish the Inspector's Binding Report and adopt the Area Action Plan</p> <p><b>Objectives:</b><br/>Following the Examination, the Inspector will produce a report which is binding on the Local Planning Authority.</p> <p><b>Outcomes:</b><br/>An adopted Area Action Plan prepared in partnership with statutory bodies, the community and Stafford Borough Council.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies and interested parties</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Local Strategic Partnership presentation</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Submit article to Talking Newspaper</li> <li>• Leaflet and copy of document in Planning &amp; Engineering reception</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, poster, articles for Council publications and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the Binding Report and the adopted Area Action Plan DPD. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Area Action Plans (AAP's)</b>  |   |   |
|---|---|---|
| <b>Stage: Review of Area Action Plans</b>   |   |   |
| <b>Stage Profile</b>  | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Informal Information Stage</p> <p><b>Purpose:</b><br/>To review the adopted Area Action Plan</p> <p><b>Objectives:</b><br/>Assess updating the adopted Area Action Plan DPD and consider new community aspirations.</p> <p><b>Outcomes:</b><br/>Review the strengths and weaknesses of the Area Action Plan DPD preparation and implementation process.</p> | <ul style="list-style-type: none"> <li>• Letter to Statutory Bodies</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Internet - Forward Plans website</li> <li>• Local Strategic Partnership discussions</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Media – press release</li> <li>• Articles in Stafford Borough Council publications</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate review material, posters, reports for engaging with the Local Strategic Partnership, articles for publication and letters to those on the database.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the review stage and feedback information to Officers.</p> <p>Parish Councils to collect and disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Supplementary Planning Document</b>   |  |  |
|--|--|--|
| <b>Stage: Pre-production &amp; Preparation – Evidence Gathering</b>  |  |  |
| <b>Stage profile</b>   | <b>Consultation Techniques</b>   | <b>Resources</b>   |
| <p><b>Type:</b> Informal</p> <p><b>Purpose:</b><br/>Provision of information and evidence gathering</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the SPD process within the LDF.</p> <p>Local knowledge and information is sought and requested by the Local Planning Authority from the statutory bodies and interested parties.</p> <p><b>Outcomes:</b><br/>Evidence of local knowledge will inform the Draft Supplementary Planning Document.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies and interested parties</li> <li>• Documents available for inspection</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Internet - Forward Plans website</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, Press Statements, display material, and articles for Council publications. Letters to those on the database. Collect up-to-date Strategies and Plans for review.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the stage and feedback information. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Supplementary Planning Document</b>   |  |   |
|--|--|---|
| <b>Stage: Draft Consultation</b>   |  |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>   | <b>Resources</b>  |
| <p><b>Type:</b> Formal<br/>6 weeks</p> <p><b>Purpose:</b><br/>Consultation &amp; Participation</p> <p><b>Objectives:</b><br/>Raise awareness &amp; profile of the SPD process within the LDF.</p> <p>Local knowledge and information is sought and requested by the Local Planning Authority from a wide range of stakeholders and the public.</p> <p><b>Outcomes:</b><br/>Community capacity building is established and the Draft Supplementary Planning Document is reviewed following receipt of comments and representations.</p> | <ul style="list-style-type: none"> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Letters to Statutory Bodies and interested parties</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media – Press Release</li> <li>• Internet - Forward Plans website</li> <li>• Submit article to Talking Newspaper</li> <li>• Poster in Planning &amp; Engineering reception</li> <li>• Presentation to community groups e.g. LSP Partnership</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, presentations, poster, articles for Council publications and Talking Newspaper</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the Draft SPD and provide information to Officers. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Supplementary Planning Document</b>  |   |  |
|---|---|--|
| <b>Stage: Consideration of Representations</b>  |   |  |
| <b>Stage Profile</b>  | <b>Consultation Techniques</b>  | <b>Resources</b>   |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b><br/>Feedback and information</p> <p><b>Objectives:</b><br/>To process the comments and representations received during the Draft SPD consultation to consider and influence policy direction.</p> <p><b>Outcomes:</b><br/>Feedback of the comments received, along with a response as to how these comments will be used.</p> | <ul style="list-style-type: none"> <li>• Internet - Forward Plans website</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Council Agenda and Minutes</li> <li>• Members to consider representations made to prepare the final SPD</li> <li>• Liaison with Statutory Bodies if required</li> <li>• Invitation to one-to-one meeting with selected stakeholders</li> </ul> | <p><b>Officers</b><br/>Need to process the representations and prepare report for Members.</p> <p>Forward Plans web page needs to be updated and maintained. Arrange and facilitate stakeholder meetings if required.</p> <p><b>Members</b><br/>Members to raise awareness of the Schedule. Parish Councils to disseminate information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Profile: Supplementary Planning Document</b>  |   |  |
|--|---|--|
| <b>Stage: Adoption and Publication</b>   |   |  |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>   |
| <p><b>Type:</b> Formal</p> <p><b>Purpose:</b><br/>To inform and adopt the final Supplementary Planning Document (SPD)</p> <p><b>Objectives:</b><br/>To adopt the SPD</p> <p><b>Outcome:</b><br/>Following Member or Committee consideration the SPD will be adopted by Stafford Borough Council.</p> | <ul style="list-style-type: none"> <li>• Letters to Statutory Bodies and interested parties</li> <li>• Documents available for inspection at Planning and Engineering Reception, Civic Centre</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Internet - Forward Plans website</li> <li>• Submit article to Talking Newspaper</li> <li>• Leaflets and copies in Planning &amp; Engineering reception</li> <li>• Presentation to Local Strategic Partnership</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate documentation material, press statements, articles for Council publications and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the adopted Supplementary Planning Document. Parish Councils to disseminate information.</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

| <b>Profile: Supplementary Planning Document</b>  |   |   |
|--|---|---|
| <b>Stage: Review of Consultation Arrangements for Supplementary Planning Document</b>  |   |   |
| <b>Stage Profile</b>   | <b>Consultation Techniques</b>  | <b>Resources</b>  |
| <p><b>Type:</b> Informal Information Stage</p> <p><b>Purpose:</b><br/>To review the adopted Supplementary Planning Document (SPD)</p> <p><b>Objectives:</b><br/>Assess updating the adopted SPD and consider new community aspirations.</p> <p><b>Outcomes:</b><br/>Review the strengths and weaknesses of the adopted SPD preparation and implementation process.</p> | <ul style="list-style-type: none"> <li>• Letter to Statutory Bodies and interested parties</li> <li>• Leaflets and documents available for inspection in Planning &amp; Engineering reception</li> <li>• Articles in Stafford Borough Council publications</li> <li>• Media - Press release</li> <li>• Internet - Forward Plans website</li> <li>• Submit article to Talking Newspaper</li> </ul> | <p><b>Officers</b><br/>Need to prepare and disseminate review material, press statements, articles for Council publications and Talking Newspaper.</p> <p>Letters to those on the database. Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to raise awareness of the review stage and feedback information to Officers.</p> <p>Parish Councils to disseminate and collect information</p> <p><b>Financial</b><br/>Officer time is the main resource issue. Time to prepare for the consultation may vary with the number of Officers in the team, but each Consultation Technique identified will be delivered.</p> |

## Appendix 12

### Definitions for Major Planning Applications (Tiers 1 & 2)

- 1.1. **Departure from the Development Plan**, as defined in **Circular 07/99, Town and Country Planning (Development Plans and Consultation) (Departures) Directions 1999**;
- 1.2. *Is the application for any other development which constitutes a departure from the development plan and which, by reason of its scale or nature, or the location of the land, would significantly prejudice the implementation of the development plan's policies and proposals?*
- 1.3. In deciding this question, local planning authorities should consider each case on the facts. Although it is a matter for the local planning authority to determine that a proposed development may cause significant prejudice to the implementation of the development plan's policies and proposals, this decision must be made lawfully and is subject to review by the courts. Among the matters the local planning authority should take into account are the size of the proposed development, its impact on the area and the type of development. The following are examples of the types of **development proposal which might significantly prejudice the implementation of the development plan's policies and proposals**:
  - (i) applications for development of major importance having more than local significance, e.g. major industrial developments and major retail, leisure, office or mixed commercial developments (other than those notified automatically to the Secretary of State);
  - (ii) applications which raise important or novel issues of development control, e.g. major infrastructure projects;
  - (iii) applications for major proposals involving the winning and working of minerals, or waste disposal, storage, treatment or processing facilities, e.g. clinical or special waste incinerators or waste-to-energy power plants;
  - (iv) applications significantly affecting national parks, areas of outstanding natural beauty, sites of special scientific interest and conservation areas, Grade I and II\* listed buildings, and scheduled monuments;
  - (v) applications involving development for which an environmental impact assessment is required;
  - (vi) applications involving inappropriate development in the Green Belt and Metropolitan Open Land in Greater London. Advice on what constitutes inappropriate development is set out in the revised PPG2 "Green Belts" (1995) and RPG3 "Strategic Guidance for London Planning Authorities" (1996);

- (vii) applications involving development that would result in the loss of open space or playing fields both publicly and privately owned;
- (viii) applications which, through their cumulative impact with existing and / or proposed development, may have a significant impact on the implementation of the policies and proposals in the development plan.

1.4. **Schedule 1 Developments** as defined in **Environmental Impact Assessment Regulations (Town & Country Planning (Environmental Impact Assessment)(England and Wales) Regulations 1999)** section (3B-949/408). In summary, this may include:

- Crude Oil refineries, Power Stations and installations, Iron & Steel smelting installations, metal production installations, asbestos use installations, integrated chemical installations, construction of lines for long-distance railway/ airport traffic, inland waterways, ports, waste disposal installations, groundwater abstractions, waste water treatment plants, commercial petrol or gas extraction, dams or similar, pipes for chemicals, gas, or oil, intensive poultry or pig farming, industrial pulp or paper plants, quarries or open-cast mining, or petrol, petro-chemical or chemical storage.

1.5. Development Proposals subject to the **Town and Country Planning (Shopping Development) (England and Wales) Direction, (Annex D of PPG6 and substituted by Circular 15/93)**. In essence, major retail proposals. Note guidance from this extract from PPG 6 (1996):

1.6. *'Local planning authorities should consider not only the incremental effects of the new development on existing centres, but the likely cumulative effects of recently completed developments and of outstanding planning permissions in the catchment areas of these centres.*

1.7. *For this reason, the Secretary of State has directed local planning authorities to notify him of certain proposals for major retail development, before granting planning permission. This is set out in the Town and Country Planning (Shopping Direction) (England and Wales)(No.2) Direction 1993.*

1.8. *Local planning authorities are also required by the Town and Country Planning (Development Plans and Consultation) Direction 1992 to notify departure applications to the Secretary of State if:*

- *they consist of more than 10,000 square metres of gross retail floor space;*  
*or*
- *by reason of their scale, nature or location they would significantly prejudice the implementation of development plan policies and proposals.*

*These procedures provide the Secretary of State with the opportunity to call-in applications for his own decision, although applications will be called-in selectively and normally only where the proposals are of more than local importance'. (paragraphs 4.15 – 4.18, PPG6).*

1.9. **Schedule 2 Developments** as defined in the **Environmental Impact Assessment Regulations (Town & Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999)** Development of a type listed in Schedule 2 to the Regulations which:

- a. meets one of the relevant criteria or exceeds one of the relevant thresholds listed in the second column of the table in Schedule 2; or
- b. is located in a 'sensitive area', as defined in regulation 2(1);
- c. is referred to in this Circular as '**Schedule 2 development**'.

1.10. **Town and Country Planning (Residential Development on Greenfield Land) (England) Direction 2000**. In the Direction, "greenfield land" is defined by reference to the definition of previously-developed land set out in Annex C to PPG3.

*'Previously-developed land is that which is or was occupied by a permanent structure (excluding agricultural or forestry buildings), and associated fixed surface infrastructure. The definition covers the curtilage of the development. Previously-developed land may occur in both built-up and rural settings. The definition includes defence buildings and land used for mineral extraction and waste disposal where provision for restoration has not been made through development control procedures' (PPG3 Annex C).*

1.11. Development proposed on playing fields as set out in the **Town & Country Planning (Playing Fields) (England) Direction 1998**. This direction shall apply to any planning application made on or after 23 December 1998 where:

- (a) the development to which the application relates is development of a description mentioned in paragraph (z) of the Table ([see endnote 2](#)) in article 10 of the Order; and
- (b) the land (or any part of the land) which is the subject of the application:
  - (i) is land of a local authority; or
  - (ii) is currently used by an educational institution as a playing field (as defined in article 10(2) (1) of the Order, or
  - (iii) has at any time in the five years before the making of the application been used by an educational institution as a playing field (as so defined); and
- (c) The Sports Council for England has been consulted pursuant to article 10(1), and has made representations objecting to the whole or part of the development on one or more of the following grounds:

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- (i) there is a deficiency in the provision of playing fields in the local authority area concerned; or
- (ii) the proposed development would result in such a deficiency; or
- (iii) where the proposed development involves a loss of a playing field and an alternative or replacement playing field is proposed to be provided, that alternative or replacement does not match (whether in quantity, quality or accessibility) that which is lost.

## Appendix 13

### Significant Planning Applications and Public Participation

| Tier 1 - Major Planning Applications (see Section 14 of SCI)  |  |  |
|---|--|--|
| Tier 1 Profile  | Stage: Pre-application Stage   |  |
|   | Consultation Techniques  | Resources per technique  |
| <p><b>Type:</b><br/>Formal<br/>e.g. Departures from the Development Plan</p> <p><b>Purpose:</b><br/><i>Consultation and participation</i></p> <p><b>Objectives:</b><br/>Raising awareness of the major planning application and inviting representations to be made.</p> <p><b>Outcomes:</b><br/><i>Local participation in determining Major Planning Applications Tier 1</i></p> | 1. Letters to inform adjacent residents of the planning application site   | <p><b>Planning Applicants / Agents</b><br/>Write and send out letters to residents</p>   |
|   | 2. Public exhibition or meeting to be held   | <p><b>Planning Applicants / Agents</b><br/>Publicise and prepare proposal for public consultation, and make proposal information available for inspection</p> <p>Check publicity material for compliance with Statement of Community Involvement</p>   |
|   | 3. Discussions, or written comments on draft proposal  | <p><b>Planning Applicants / Agents</b><br/>Prepare and submit draft proposal, and hold pre-application discussions</p> <p><b>Stafford Borough Council Officers</b><br/>Engage with planning applicants / agents regarding submission of draft proposal or hold pre-application discussions</p> |
|   | Stage: Planning Application Stage  |  |
|   | 4. Public Notice in local paper or press release   | <p><b>Stafford Borough Council Officers</b><br/>Need to prepare Press Statements</p>   |
| 5. Site Notice displayed for minimum 21 days on or near the site  | <p><b>Stafford Borough Council Officers</b><br/>Need to prepare Site Notice and visit site to put up Site Notice</p> |  |

| <b>Tier 1 - Major Planning Applications (see Section 14 of SCI)</b> |   |   |
|---|---|---|
|   | 6. Poster in Planning Reception   | <b>Stafford Borough Council Officers</b><br>Print out CAPS reception screen and pin up on wall in Planning & Engineering Reception                |
|   | 7. Development Control weblink  | <b>Stafford Borough Council Officers</b><br>Web page needs to be updated and maintained   |
|   | 8. Notification letters to inform adjacent residents of the planning application site   | <b>Stafford Borough Council Officers</b><br>Need to prepare and send out letters. 'Adjacent residents' to be determined per planning application. |
|   | 9. Invite representations from Statutory and some Non-Statutory Consultees  | <b>Stafford Borough Council Officers</b><br>Need to prepare and send out letters (refer to standard consultee list in Appendix 7)                 |
|   | 10. Where the proposal is in their local area, Ambassadors and Parish Councils to publicise, disseminate and feedback information to Officers | <b>Ambassadors and Parish Councils</b><br>Time with the public as required  |
|   |   | <b>Stafford Borough Council Officers</b><br>Officer time is the main resource issue at both pre-application and planning application stages       |

| <b>Tier 2 – Major Planning Applications (see Section 14 of SCI)</b>   |  |  |
|---|--|--|
| <b>Tier 2 Profile</b>   | <b>Stage: Pre-application Stage</b>  |  |
|   | <b>Consultation Techniques</b>   | <b>Resources per Technique</b>   |
| <p><b>Type:</b><br/>Formal<br/>e.g. Schedule II Developments</p> <p><b>Purpose:</b><br/><i>Consultation and participation</i></p> <p><b>Objectives:</b><br/>Raising awareness of the major planning application and inviting representations to be made.</p> <p><b>Outcomes:</b><br/><i>Local participation in determining Major Planning Applications Tier 2</i></p> | 1. Letters to inform adjacent residents of the planning application site   | <p><b>Planning Applicants/Agents</b><br/>Write and send out letters to residents</p>   |
|   | 2. Public exhibition or meeting to be held   | <p><b>Planning Applicants/Agents</b><br/>Publicise and prepare proposal for public consultation, and make proposal information available for inspection</p> <p>Check publicity material for compliance with Statement of Community Involvement</p>   |
|   | 3. Discussions, or written comments on draft proposal  | <p><b>Planning Applicants/Agents</b><br/>Prepare and submit draft proposal, and hold pre-application discussions</p> <p><b>Stafford Borough Council Officers</b><br/>Engage with planning applicants / agents regarding submission of draft proposal or hold pre-application discussions</p> |
|   | <b>Stage: Planning Application Stage</b>   |  |
|   | 4. Public Notice in local paper or press release   | <p><b>Stafford Borough Council Officers</b><br/>Need to prepare Press Statements</p>   |
|   | 5. Site Notice displayed for minimum 21 days on or near the site   | <p><b>Stafford Borough Council Officers</b><br/>Need to prepare Site Notice and visit site to put up Site Notice</p>   |
| 6. Poster in Planning Reception   | <p><b>Stafford Borough Council Officers</b><br/>Print out CAPS reception screen and pin up on wall in Planning &amp; Engineering Reception</p> |  |

| <b>Tier 2 – Major Planning Applications (see Section 14 of SCI)</b> |   |  |
|---|---|--|
|   | 7. Development Control weblink  | <b>Stafford Borough Council Officers</b><br>web page needs to be updated and maintained  |
|   | 8. Notification letters to inform adjacent residents of the planning application site   | <b>Stafford Borough Council Officers</b><br>Need to prepare and send out letters 'Adjacent residents' to be determined per planning application. |
|   | 9. Invite representations from Statutory and some Non-Statutory Consultees  | <b>Stafford Borough Council Officers</b><br>Need to prepare and send out letters (refer to standard consultee list in Appendix 7)                |
|   | 10. Where the proposal is in their local area, Ambassadors and Parish Councils to publicise, disseminate and feedback information to Officers | <b>Ambassadors and Parish Councils</b><br>Time with the public as required   |
|   |   | <b>Stafford Borough Council Officers</b><br>Officer time is the main resource issue at both pre-application and planning application stages      |

| <b>Tier 3 - Significant Planning Applications</b>   |  |   |
|---|--|---|
| <b>Tier 3 Profile</b>   | <b>Stage: Pre-application Stage</b>  |   |
|   | <b>Consultation Techniques</b>   | <b>Resources per Technique</b>  |
| <p><b>Type:</b><br/>Formal<br/>e.g. Sensitive Site Proposals</p> <p><b>Purpose:</b><br/><i>Consultation and participation</i></p> <p><b>Objectives:</b><br/>Raising awareness of the planning application and inviting representations to be made.</p> <p><b>Outcomes:</b><br/><i>Local participation in determining Significant Planning Applications Tier 3</i></p> | 1. Letters to inform adjacent residents of the planning application site   | <p><b>Planning Applicants/Agents</b><br/>Write and send out letters to residents</p>  |
|   | 2. Public exhibition or meeting to be held   | <p><b>Planning Applicants/Agents</b><br/>Publicise and prepare proposal for public consultation, and make proposal information available for inspection</p> <p>Check publicity material for compliance with Statement of Community Involvement</p>  |
|   | 3. Discussions, or written comments on draft proposal  | <p><b>Planning Applicants/Agents</b><br/>Prepare and submit draft proposal, and hold pre-application discussions</p> <p><b>Stafford Borough Council Officers</b><br/>Engage with planning applicants / agents regarding submission of draft proposal or hold pre-application discussions.</p> |
|   | <b>Stage: Planning Application Stage</b>   |   |
|   | 4. Public Notice in local paper or press release   | <p><b>Stafford Borough Council Officers</b><br/>Need to prepare Press Statements</p>  |
|   | 5. Site Notice displayed for minimum 21 days on or near the site   | <p><b>Stafford Borough Council Officers</b><br/>Need to prepare Site Notice and visit site to put up Site Notice</p>  |
| 6. Poster in Planning Reception   | <p><b>Stafford Borough Council Officers</b><br/>Print out CAPS reception screen and pin up on wall in Planning &amp; Engineering Reception</p> |   |

| <b>Tier 3 - Significant Planning Applications</b> |   |  |
|---|---|--|
|   | 7. Development Control weblink  | <b>Stafford Borough Council Officers</b><br>web page needs to be updated and maintained  |
|   | 8. Notification letters to inform adjacent residents of the planning application site   | <b>Stafford Borough Council Officers</b><br>Need to prepare and send out letters 'Adjacent residents' to be determined per planning application. |
|   | 9. Invite representations from Statutory and some Non-Statutory Consultees  | <b>Stafford Borough Council Officers</b><br>Need to prepare and send out letters (refer to standard consultee list in Appendix 7)                |
|   | 10. Where the proposal is in their local area, Ambassadors and Parish Councils to publicise, disseminate and feedback information to Officers | <b>Ambassadors and Parish Councils</b><br>Time with the public as required   |
|   |   | <b>Stafford Borough Council Officers</b><br>Officer time is the main resource issue at both pre-application and planning application stages      |

| <b>Fast-Track Planning Applications</b>  |   |   |
|--|---|---|
| <b>Profile</b>   | <b>Stage: Pre-application Stage</b>   |   |
|  | <b>Consultation Methods</b>   | <b>Resources</b>  |
| <p><b>Type:</b><br/>Formal<br/>e.g. Sensitive Site Proposals</p> <p><b>Purpose:</b><br/><i>Consultation and participation</i></p> <p><b>Objectives:</b><br/>Raising awareness of the planning application and inviting representations to be made.</p> <p><b>Outcomes:</b><br/><i>Local participation in determining significant planning applications</i></p> | <p>1. Discussions, or written comment on draft proposal from Planning Officers, and / or key Consultees</p> | <p><b>Officers</b><br/>Need to prepare Press Statements, poster, and letters to those on the consultee database.</p> <p>Forward Plans web page needs to be updated and maintained.</p> <p><b>Members</b><br/>Members to publicise and feed info back. Parish Councils to disseminate information if the proposal is in their local area.</p> <p><b>Financial</b><br/>Officer time is the main resource issue.</p> |
|  | <b>Stage: Planning Application Stage</b>  |   |
|  | <p>2. Public Notice in local paper or press release</p>   | <p><b>Stafford Borough Council Officers</b><br/>Need to prepare Press Statements</p>  |
|  | <p>3. Poster in Planning Reception</p>  | <p><b>Stafford Borough Council Officers</b><br/>Print out CAPS reception screen and pin up on wall in Planning &amp; Engineering Reception</p>  |
|  | <p>4. Site Notice displayed for minimum 21 days on or near the site</p>                                     | <p><b>Stafford Borough Council Officers</b><br/>Need to prepare Site Notice and visit site to put up Site Notice</p>  |

| <b>Fast-Track Planning Applications</b> |   |   |
|---|---|---|
|   | 5. Information on Development Control website   | <b>Stafford Borough Council Officers</b><br>Web page needs to be updated and maintained |
|   | 6. Notification letters to inform adjacent residents of the planning application site                                 | <b>Stafford Borough Council Officers</b><br>Need to prepare and send out letters        |
|   | 7. Invite representations from Statutory and non-statutory consultees   | <b>Stafford Borough Council Officers</b><br>Need to prepare and send out letters        |
|   | The significance of these types of application is likely to be determined on a 'site by site' basis at a local level. |   |