

South Bucks Local Development Framework

Statement of Community Involvement



South Bucks
District Council

Adopted February 2007


If you / your organisation wish to be included in the Council's database of consultees, please contact Pauline Rostgaard on 01895 837279 or email to ldf@southbucks.gov.uk.

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UB9 4LH

If you require a translation or large print version of these documents, we will seek to provide them on request.



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1 Introduction

1.1 Community Involvement in Planning

1.1.1 One part of the Council's long-term Visions in its Corporate Plan is “strong and united communities”. The Council believes community involvement is important for improving the quality of life throughout the District.

1.1.2 Planning shapes the places we live and work. It is right for people to take part in the process to assist decision-making. The Council is committed to involve local communities and organisations in planning matters, with the aim to deliver the primary objective of the new planning system - building inclusive, accessible and sustainable communities.

1.1.3 The Council endorses a “front-loading” approach aiming to involve communities and organisations at an early stage in the planning process. Recognised benefits for early community involvement in planning include:

- Increasing awareness on planning issues
- Generating a sense of social inclusion and local democracy
- Providing opportunity for collaboration work by using local knowledge and experience, and expertise in specialist areas for decision-making
- Building consensus for critical decisions to shape the District's future

1.2 What is Local Development Framework?

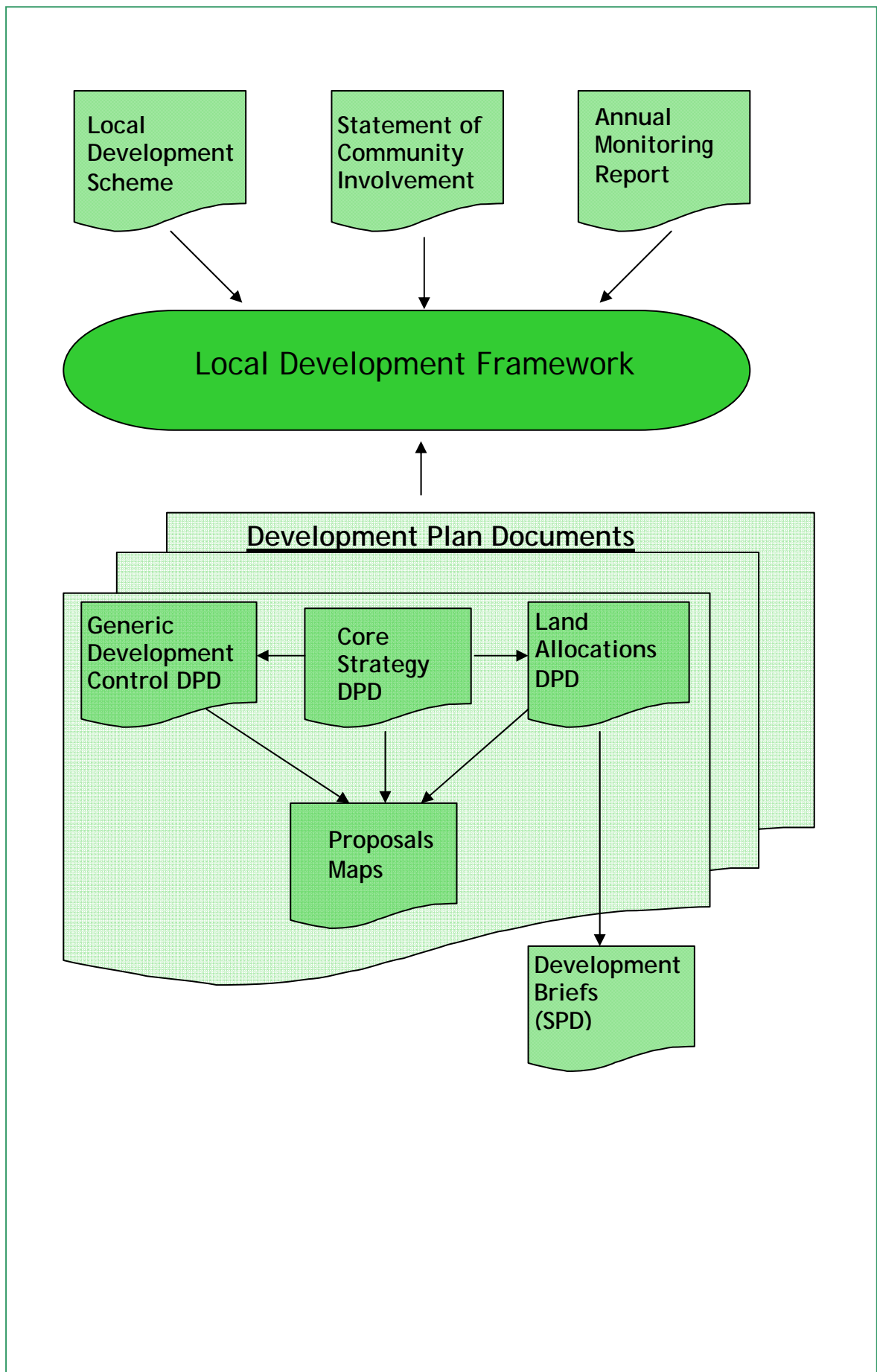
1.2.1 Under the Planning and Compulsory Purchase Act 2004, the Council has to produce a Local Development Framework (LDF) to replace the current South Bucks District Local Plan which was adopted in 1999. The LDF will comprise a series of Local Development Documents (LDDs) which set out where development can take place, the standards to be applied when considering new development and how the Council safeguards the environment for future generations. There are several types of Local Development Documents, namely:

- Development Plan Documents (DPDs),
- Supplementary Planning Documents (SPDs) and
- Statement of Community Involvement (SCI).

Details on different LDDs and types of DPDs are at Appendix A.

1.2.2 The programme and timetable for the preparation of LDDs can be found in the Local Development Scheme (LDS) which is available on the Council's website and at the Council's office. The proposed South Bucks Local Development Framework will include documents as shown in Figure 1 below. Other documents may be added at later dates.

Figure 1. South Bucks Local Development Framework

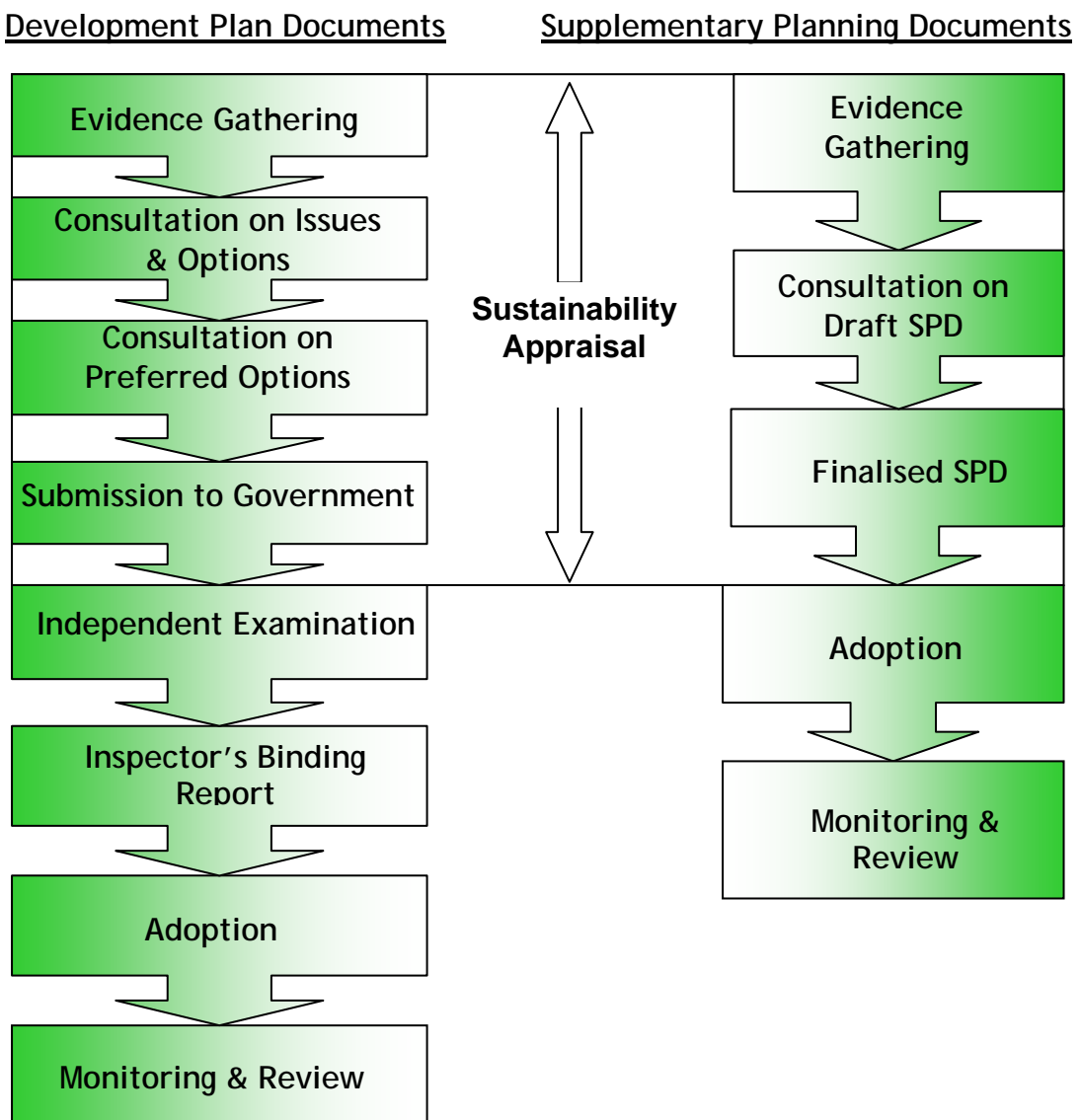


1.2.3 The preparation of all LDDs must comply with the requirements set out by the SCI. This compliance will be determined by an independent Inspector at the Examination stage.

1.2.4 A Sustainability Appraisal (SA) is required when preparing DPDs and SPDs. The purpose of SA is to promote sustainable development by making sure that sustainability considerations are taken into account in the preparation and adoption of plans. In addition to this, recent European legislation also requires that an assessment of the environmental effects of certain plans and policies to be undertaken and this is called Strategic Environmental Assessment (SEA). These two processes (SA & SEA) will be combined as a Sustainability Appraisal Report. The Sustainability Appraisal will be subject to consultation in its preparation process. More information can be found in Table 1.

1.2.5 Figure 2 below shows the preparation processes for Development Plan Documents and Supplementary Planning Documents.

Figure 2. Preparation Processes for:

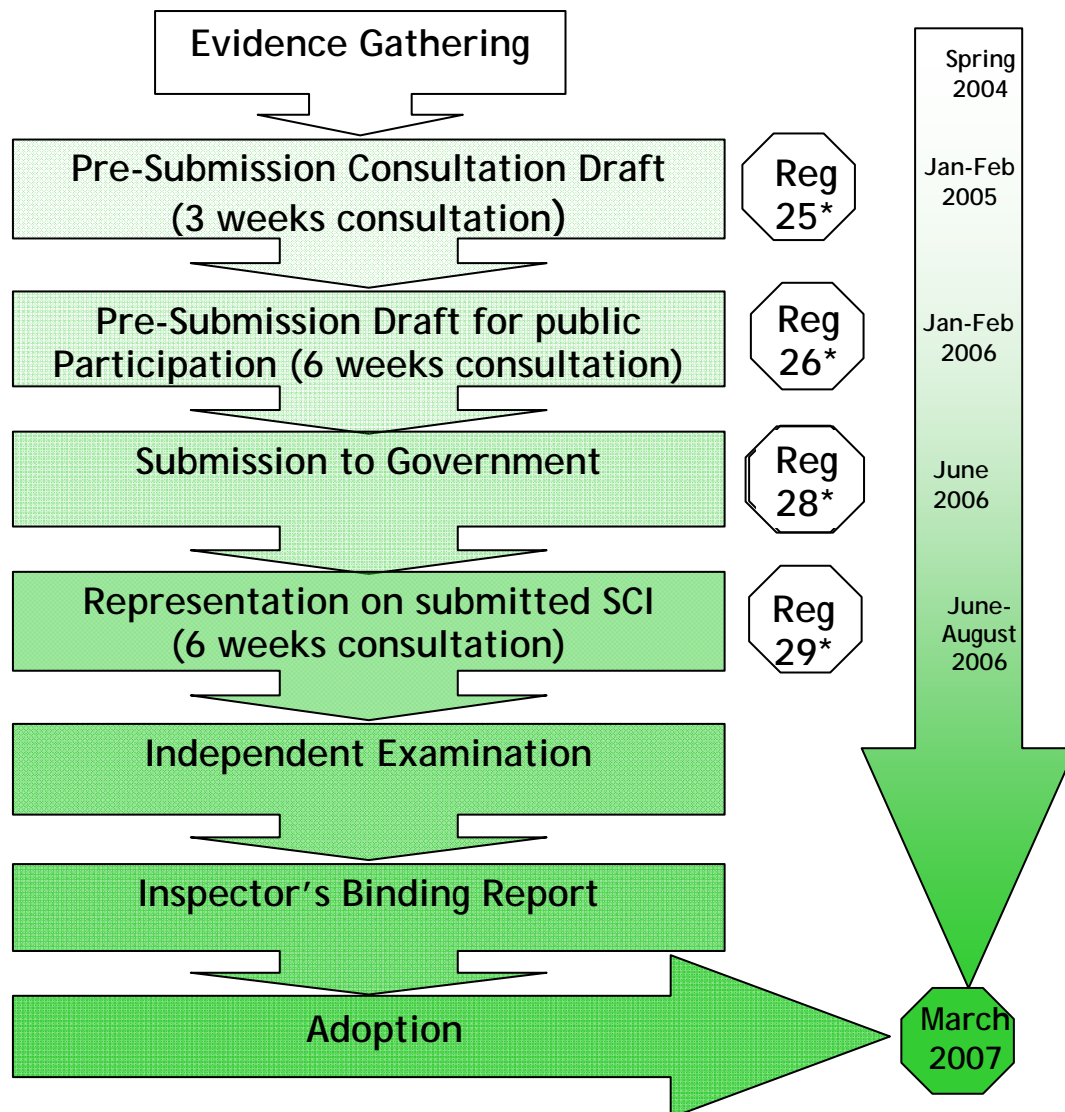


1.3 What is this document?

1.3.1 This Statement of Community Involvement (SCI) is part of the Local Development Framework. It sets out the Council's commitment to achieve continuous community involvement in both development plan preparation and planning application determination process. It enables the public to gain a clear understanding of their roles in the planning process.

1.3.2 The SCI is prepared according to the requirements set in the Town and Country Planning (Local Development) (England) Regulations 2004. It has also taken into account the advice given in different background documents as listed in Appendix B. Figure 3 below shows the preparation process of the South Bucks SCI.

Figure 3. The Preparation Process of the Statement of Community



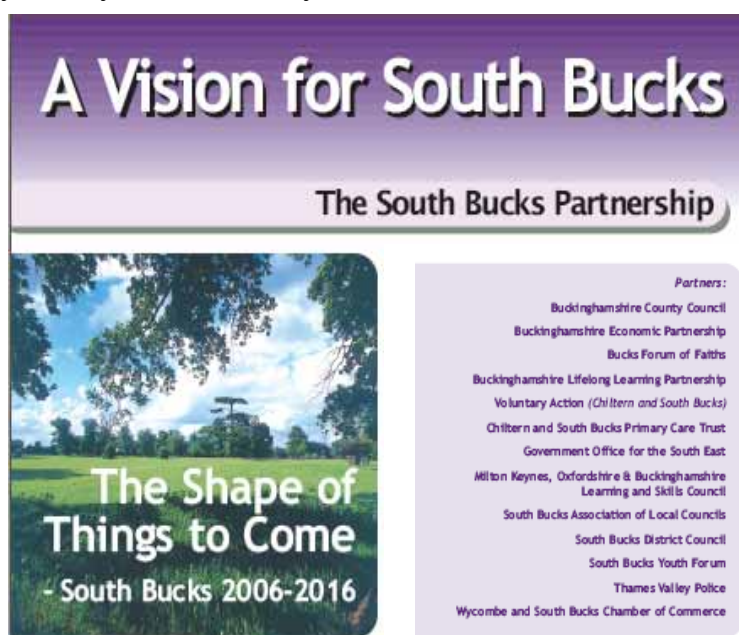
* The Town and Country Planning (Local Development) (England) Regulations 2004

- 1.3.3 A preliminary consultation with key stakeholders on the draft SCI took place in January and February 2005. Following that a wider public consultation on the revised draft SCI took place in January and February 2006. The Council has considered all the comments received and made some further changes. This document is being submitted to the Secretary of State and is now published for a statutory 6 weeks public consultation. An independent Inspector will then consider all representations received at the Examination. The purpose of the Examination is to test the “soundness” of the SCI. Criteria for assessing soundness are listed in Appendix C. The Inspector will produce a binding report and the Council must accept his recommendations. After that, the Council will adopt the SCI.
- 1.3.4 More information about the comments made from the respondents and the Council’s responses for previous two consultations on the draft SCI can be found in the separate Consultation Statement.

2 Links with other community involvement initiatives

- 2.1 A Community Plan for South Bucks was adopted in 2003. The Council, together with other organisations in the South Bucks Local Strategic Partnership (LSP)¹, has recently established a new Community Plan, “A Vision for South Bucks: The Shape of Things to Come 2006-2016” following stakeholder consultation.
- 2.2 The Community Plan is supported by the Council’s own Corporate Plan, which sets out the Council’s visions and aims in line with the needs and aspirations of the community. The Local Development Framework and the Community Plan are closely linked and the objectives of the Local Development Framework reflect the visions in the Community Plan and the Corporate Plan.
- 2.3 A Parish Plan is a community led plan which enables local people to set out visions for their community and identify the action needed to achieve it. The Council acknowledges the value of Parish Plans. Whilst Parish Plans do not themselves form part of the statutory planning framework, they are a source of evidence to be taken into account when preparing Local Development Documents.
- 2.4 Given that there is a close link between the Local Development Framework and the Community Plan and other plans, the Council endeavours to link and build in community involvement whenever possible. When preparing Local Development Documents, reference will be made to the Community Plan and the Corporate Plan. Joint consultation on related strategy will take place wherever possible to save resource.

¹ Member of the LSP: Buckinghamshire County Council, Buckinghamshire Economic Partnership, Buckinghamshire Fire and Rescue Services, Bucks Forum of Faiths, Buckinghamshire Lifelong Learning Partnership, Chiltern and South Bucks Primary Care Trust, Government Office of the South East, Milton Keynes, Oxfordshire and Buckinghamshire Learning and Skills Council, South Bucks Association of Local Councils, South Bucks Chamber of Commerce, South Bucks District Council, South Bucks Youth Forum, Thames Valley Police Wycombe and Voluntary Action (Chiltern and South Bucks)



The South Bucks Partnership

Partners:

Buckinghamshire County Council
Buckinghamshire Economic Partnership
Bucks Forum of Faiths
Buckinghamshire Lifelong Learning Partnership
Voluntary Action (Chiltern and South Bucks)
Chiltern and South Bucks Primary Care Trust
Government Office for the South East
Milton Keynes, Oxfordshire & Buckinghamshire
Learning and Skills Council
South Bucks Association of Local Councils
South Bucks District Council
South Bucks Youth Forum
Thames Valley Police
Wycombe and South Bucks Chamber of Commerce

3 Guiding Principles for Community Involvement

- 3.1 Before suggesting the consultation measures to be employed, it is important to set out some guiding principles to facilitate an effective community involvement. These principles are drawn from different Council strategies including the Consultation Strategy, Race Equality Scheme and Hard to Reach People Strategy and they accord with the Council's commitment made in its Corporate Plan². They also reflect the requirements of the Race Relations (Amendment) Act 2000 and Disability Discrimination Act 1995. Advice on the main principles for community involvement given in the companion guide to Planning Policy Statement (PPS) 12 has also been taken into account.
- 3.2 The guiding principles for community involvement in planning as follows:
- a) **“Front-loading” – Early involvement.** The Council will involve communities and organisations at an early stage in the planning process.
 - b) **Access to information.** Information on consultations and relevant documents will be made widely available, with the fullest use of electronic means and proper publicity. Consultation documents will be set out in plain language, as free as possible of jargon.
 - c) **Equal opportunities and inclusiveness.** The Council will engage the public by a variety of methods and seek to involve all sectors of communities, particularly “Hard to Reach Groups”. The Council will also seek to provide information documents in alternative formats on request (such as other languages or large print).
 - d) **Opportunities to contribute.** All interested parties will have the opportunities to put forward their ideas, and the Council will consider those comments as appropriate.
 - e) **Proper feedback.** The Council will consider all comments received and take appropriate actions accordingly. Consultation results will be made publicly available.
 - f) **Monitoring and Review.** Consultation results will be monitored to ensure effectiveness and inclusiveness. Documents will be reviewed when necessary.

² In the Council's Corporate Plan, it sets out the Council's values and commitment as to:

- Make a real effort to reduce inequality of access to services;
- Develop a greater dialogue with hard to reach groups; and
- Recognise and reflect the needs and diversity of our community.

4 Community Involvement in the Local Development Framework

4.1 Who will get involved?

- 4.1.1 A list of the specific and general consultation bodies outlined by the Town and Country Planning (Local Development) (England) Regulations 2004 are set out in Appendices D and E respectively. The identified bodies will be consulted in so far as the Council considers the subject matter of the document being consulted on is likely to affect the body.
- 4.1.2 In line with the guiding principles for community involvement, the Council is committed to involving a range of groups at appropriate stages in the consultation process. The Council will seek to have dialogue with, and involvement of, hard to reach groups. Hard to reach groups are identified as being: young people, ethnic minorities, people with disabilities and those without a permanent home and are socially excluded. Moreover, the Council will seek to involve different racial groups in consultations to reflect the requirements of the Race Relations (Amendment) Act 2000 as to promote race equality. The Council will also reflect the requirements in the Disability Discrimination Act 1995 by ensuring that disabled persons do not experience a lower level of service in terms of their inclusion in the consultation process. The Council will seek to provide information in alternative formats on request (such as other languages or large print).
- 4.1.3 To ensure wider community involvement, groups and organisation within the generic group types as listed in Appendix E will be consulted in the plan making process as appropriate. These generic group types are drawn up by using the broad criteria set out in the Regulations as listed in Appendix E. The number of organisations contained in each group type will be expanded in response to consultation requests. A full list of all relevant bodies falling under the headings will be regularly updated and is kept in a separate database by the Planning Policy Unit. The list is available to view at the Council's office. It should be noted that the lists in Appendices D and E are not exhaustive and also relate to successor bodies when reorganisations occur.

4.2 When and How to get involved?

- 4.2.1 Local Planning Authorities are required to meet a minimum level of community involvement under the Town and Country Planning (Local Development) (England) Regulations 2004. The Council will comply with the minimum requirements and seeks to go beyond it as appropriate. The Council will ensure that people have opportunities to express how they want their areas to be planned.
- 4.2.2 It is recognised that obtaining effective input from the identified groups will be key to the success of the consultation exercise undertaken. A

variety of consultation techniques will therefore be used for community involvement for different planning documents included in this SCI, depending on the nature and complexity of the subject matters. Attention will also be paid to involve “Hard to Reach” groups. A range of techniques which may be employed to involve the community in the LDF process are set out in Appendix F. Details on consultation procedures for Local Development Document preparation are set out in Table 1 below.

Table 1: Consultation procedures for Local Development Documents

All Development Plan Documents	Statutory Requirements for Consultation & Notification (Minimum Requirements)	Additional Community Engagement (What we will consider doing extra)
<p>Evidence Gathering</p> <p>SA Stage A - Scoping 5 weeks consultation</p>	<ul style="list-style-type: none"> Consult on the scope of the SA with the Countryside Agency, English Heritage, English Nature, and the Environment Agency 	<ul style="list-style-type: none"> Consult on the scope of the SA with specific and general consultation bodies from Appendices D & E as the Council considers appropriate
<p>Pre-Submission Consultation (Regulation 25)</p> <p><i>N.B. Regulation refers to the Town and Country Planning (Local Development) (England) Regulations 2004</i></p>	<ul style="list-style-type: none"> Consult on Issues & Options documents with the specific & general consultation bodies from Appendices D & E as the Council considers appropriate 	<ul style="list-style-type: none"> Holding meetings with LSP, specific & general consultation bodies and public meetings if appropriate Use of Citizens Panel if appropriate Publish relevant documents on the Council's website and make available for inspection at the Council's office and other appropriate locations in the District during normal opening hours Issue press release Notice on District Council notice boards Publish information announcing the consultation in South Bucks Report if possible, depending on the publishing dates

<p>Pre-Submission Public Participation (Regulation 26) & SEA /SA Stage D 6 weeks consultation</p>	<ul style="list-style-type: none"> • Make Preferred Options and other relevant documents (including Sustainability Appraisal Report) available for inspection at the Council's office and other appropriate locations in the District during normal opening hours • Publish relevant documents on the Council's website • Send the relevant documents to specific & general consultation bodies consulted in Regulation 25 stage • Notice by local advertisement 	<ul style="list-style-type: none"> • Publish information announcing the consultation in South Bucks Report if possible, depending on the publishing dates • Use of Citizens Panel if appropriate • Holding meetings with LSP, specific & general consultation bodies and public meetings if appropriate • Issue press release • Notices on District Council notice boards
<p>Representations on proposals for a DPD (Regulation 27)</p>	<ul style="list-style-type: none"> • Any person may make representation within the 6 weeks consultation period and it must be considered by the Council 	<ul style="list-style-type: none"> • Holding meetings to address representations if appropriate
<p>Submission of DPD document (Regulation 28) & Conformity with Regional Strategy (Regulation 30) accompanied by the Sustainability Appraisal Report 6 weeks consultation</p>	<ul style="list-style-type: none"> • Make submitted DPD & associated matters (including statements of consultation and public participation) available for inspection at the Council's office and other appropriate locations in the District during normal opening hours • Publish relevant documents on the Council's website • Send the relevant documents to specific & general consultation bodies consulted in Regulation 25 stage • Notice by local advertisement • Notify anyone who 	<ul style="list-style-type: none"> • Issue press release • Notices on District Council notice boards • Consult South Bucks LSP

	<p>requested to be notified of submission</p> <ul style="list-style-type: none"> • Seek conformity opinion from the South East England Regional Assembly 	
<p>Representations on submitted DPDs (Regulations 29 & 31)</p>	<ul style="list-style-type: none"> • Any person may make a representation during the 6 weeks consultation period and it must be considered by an independent Inspector through Examination • Make a copy of the representation available at the Council's office and other appropriate locations in the District during normal opening hours • Publish the representations on the Council's website where practicable 	<ul style="list-style-type: none"> • Holding meetings to address representations if appropriate
<p>Development Plan Documents with Site Allocations</p>	<p>Statutory Requirements for Consultation & Notification (Minimum Requirements)</p>	<p>Additional Community Engagement (What we will consider doing extra)</p>
<p>Sites Allocations Representations (Regulation 32) 6 week consultation</p>	<ul style="list-style-type: none"> • Make the site allocation representations and a statement of matters relating thereto, available at the Council's office and other appropriate locations in the District during normal opening hours • Publish the site allocation representations and a statement of matters relating thereto, on the Council's website where practicable • Notify the specific & general consultation bodies consulted in Regulation 25 stage 	<ul style="list-style-type: none"> • Issue press release

	<ul style="list-style-type: none"> • Give notice by local advertisement. 	
Representations on a site allocation representation (Regulation 33)	<ul style="list-style-type: none"> • Any person may make a representation during the 6 weeks consultation period and it must be considered by an independent Inspector through Examination 	
All Development Plan Documents	Statutory Requirements for Consultation & Notification (Minimum Requirements)	Additional Community Engagement (What we will consider doing extra)
Independent Examination (Regulation 34)	<p>At least 6 weeks before the Examination starts</p> <ul style="list-style-type: none"> • Give notice of the Examination by local advertisement • Publish Examination details on the Council's website • Notify any person who made representations the time and place of the examination to be held and the name of the Inspector 	<ul style="list-style-type: none"> • Issue press release
Publication of Inspector's Recommendations (Regulation 35)	<p>Inspector's recommendations and reasons</p> <ul style="list-style-type: none"> • Make available for inspection at the Council's office and other appropriate locations in the District during normal opening hours • Publish on the Council's website • Notify those persons who requested to be notified of Inspector's Report 	
Adoption (Regulation 36)	<ul style="list-style-type: none"> • Make the adopted DPD, SA report & adoption statement available for inspection at the Council's office and other 	<ul style="list-style-type: none"> • Issue press release

	<p>appropriate locations in the District during normal opening hours</p> <ul style="list-style-type: none"> • Publish the adopted DPD, SA report & adoption statement on the Council's website • Give notice by local advertisement. • Send the adoption statement to any person who requested to be notified of adoption • Send the adopted DPD and the adoption statement to the Secretary of State 	
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Supplementary Planning Documents	Statutory Requirements for Consultation & Notification (Minimum Requirements)	Additional Community Engagement (What we will consider doing extra)
<p>Evidence Gathering</p> <p>SEA / SA Stage A 5 weeks consultation</p>	<ul style="list-style-type: none"> • Consult the scope of the SA with the Countryside Agency, English Heritage, English Nature, and the Environment Agency 	<ul style="list-style-type: none"> • Consult on the scope of the SA with specific and general consultation bodies from Appendices D & E as the Council considers appropriate
<p>Public Participation (Regulation 17 & 18) SEA / SA Stage D Between 4 and 6 weeks consultation</p>	<ul style="list-style-type: none"> • Make the SPD and other relevant documents (including Sustainability Appraisal Report) available for inspection at the Council's office and other appropriate locations in the District during normal opening hours • Send a copy of the SPD and relevant documents to the specific and general consultation bodies in Appendices D & E as the Council 	<ul style="list-style-type: none"> • Issue press release • Use of Citizens Panel if appropriate • Holding meetings with LSP, specific & general consultation bodies as appropriate

	<p>considers appropriate</p> <ul style="list-style-type: none"> • Publish relevant documents on the Council's website • Give notice by local advertisement. • Any person may make representation within the consultation period and it must be considered by the Council • Prepare a consultation statement 	
Adoption (Regulation 19)	<ul style="list-style-type: none"> • Make the adopted SPD, SA report, statement of public participation & adoption statement available for inspection at the Council's office and other appropriate locations in the District during normal opening hours • Publish relevant documents on the Council's website • Send the adoption statement to any person who requested to be notified of adoption 	<ul style="list-style-type: none"> • Issue press release

Statement of Community Involvement	Statutory Requirements for Consultation & Notification (Minimum Requirements)	Additional Community Engagement (What we will consider doing extra)
Pre-submission Consultation (Regulation 25)	<ul style="list-style-type: none"> • Consult on an initial draft SCI with the specific and general consultation bodies as the Council considers appropriate (fewer specific consultation bodies are required to be consulted on the SCI than on a DPD – see Appendix D) 	<ul style="list-style-type: none"> • Holding meetings with LSP, specific & general consultation bodies if appropriate

<p>Pre-submission Public Participation (Regulation 26) 6 weeks consultation</p>	<ul style="list-style-type: none"> • Make the revised draft SCI and supporting documents available for inspection at the Council's office and other appropriate locations in the District during normal opening hours • Publish draft SCI and supporting documents on the Council's website • Send a copy of the draft SCI and other supporting documents to the specific & general consultation bodies consulted in Regulation 25 stage • Give notice by local advertisement 	<ul style="list-style-type: none"> • Issue press release
<p>Representations on draft SCI (Regulation 27)</p>	<ul style="list-style-type: none"> • Any person may make representation within the 6 weeks consultation period and it must be considered by the Council 	<ul style="list-style-type: none"> • Holding meetings to address representations if appropriate
<p>Submission (Regulation 28) 6 week consultation pre-submission</p>	<ul style="list-style-type: none"> • Make submitted SCI & associated matters (including statement of consultation and public participation) available for inspection at the Council's office and other appropriate locations in the District during normal opening hours • Publish the SCI and other relevant documents on the Council's website • Send the SCI and other relevant documents to specific & general consultation bodies consulted in Regulation 25 stage • Notice by local advertisement • Notify anyone who requested to be notified of submission 	<ul style="list-style-type: none"> • Issue press release • Notice on District Council Notice Boards • Consult South Bucks LSP

<p>Representations on submitted SCI (Regulation 29 & 31)</p>	<ul style="list-style-type: none"> • Any person may make a representation during the 6 weeks consultation period and it must be considered by an independent Inspector through Examination • Make a copy of the representation available at the Council's office and other appropriate locations in the District during normal opening hours • Publish the representations on the Council's website where practicable 	<ul style="list-style-type: none"> • Holding meetings to address representations if appropriate
<p>Independent Examination (Regulation 34)</p>	<p>At least 6 weeks before the Examination starts</p> <ul style="list-style-type: none"> • Give notice of the Examination by local advertisement • Publish Examination details on the Council's website • Notify any person who made representations the time and place of the examination to be held and the name of the Inspector 	<ul style="list-style-type: none"> • Issue press release
<p>Adoption (Regulation 36)</p>	<ul style="list-style-type: none"> • Make the adopted SCI and adoption statement available for inspection at the Council's office and other appropriate locations in the District during normal opening hours • Publish the adoption statement on the Council's website • Give notice by local advertisement • Notify anyone who requested to be notified of adoption 	<ul style="list-style-type: none"> • Issue press release

4.3 Planning Aid

4.3.1 Planning Aid provides free, independent and professional town planning advice and support to communities and individuals who cannot afford to pay planning consultant fees. It complements the work of local planning authorities, but is wholly independent of them. For more information on Planning Aid, please visit their website at <http://www.planningaid.rtpi.org.uk>.

4.4 Feedback on representations

4.4.1 All comments received, together with the points raised at meetings and other consultation events at each consultation stage will be analysed. A full copy of the representations received will be available to view at the Council's office. A summary of the representations will be reported to Council Members. The Council will take into account all the comments and make changes to the document as appropriate. The Council's responses on the comments will be published in any or all of the following methods as appropriate:

- Publishing information on the Council's website
- Publishing information in South Bucks Report
- Issuing press releases and statements
- Reporting via the Council's annual Performance Plan
- Reporting back key results to the Citizens Panel
- Making copies of representations available at the Council's office for viewing
- Informing relevant bodies and individuals who have made representations

4.4.2 Representations made at the Submission Stage of DPDs and SCI will be passed to an independent Inspector for consideration through Examination. The Inspector will test the soundness of the document and produce a binding report with his recommendations. The Council must accept his recommendations and adopt the document with the changes recommended by the Inspectors. The adopted documents will be published for public inspection.

5 Community Involvement in Planning Applications

5.1 Introduction

5.1.1 An important element of the SCI is the Council's approach to consultation on planning applications. Planning permission is required for most forms of development. Planning applications are determined in accordance with the policies in Development Plan (currently the South Bucks District Local Plan and will be gradually replaced by the South Bucks Local Development Framework) unless material considerations indicate otherwise.

5.1.2 This chapter of the SCI sets out how the community can be involved in different types and stages of the planning application process. The minimum requirements for consultations for planning applications are set out in the Town and Country Planning (General Development Procedure) Order 1995 and Planning (Listed Buildings and Conservation Areas) Act 1990. The Council already meets and seeks to go beyond these minimum legal requirements for planning application consultation where appropriate, depending on the nature and scale of the development proposals.

5.2 Categories of Planning Applications

5.2.1 The extent of the community involvement in planning applications varies depending on the significance of the development proposal and its impacts. The Council has defined two major types of planning applications, for which appropriate consultation procedures are set for community involvement.

5.2.2 Tier 1 Applications

Tier 1 applications relate to development proposals with very significant implications for the planning of the District, or a town in the District, and are expected to have the widest level of community involvement. Such applications include, for example, those which:

- Involve a major departure from the Development Plan³
- Require formal Environmental Impact Assessment under the Environmental Impact Assessment Regulations
- Require a Full Transport Assessment
- Involve residential development of 100 dwellings or more, or a site of 3 hectares or more
- Involve gross shopping floorspaces of 2500m² or more

The list above is not exhaustive.

³ These refer to planning applications that are deemed to be Development Plan Departures and referred to the Secretary of State in accordance with Regulation 3(a) –(c) in Annex 1 of the Circular of the Town and Country Planning (Development Plans and Consultation) (Departures) Directions 1999

5.2.3 Tier 2 Applications

Tier 2 applications relate to development proposals which might be considered to have significant implications for the planning of a local neighbourhood and raise significant local controversial issues, having regard to the characteristics of the locality and any designations (e.g. Conservation Area). Such applications include, for example, those which:

- Involve residential development of 15 dwellings or more (including new built or change of use of buildings) or a site area of 0.5 hectares or more if the number of dwellings is not stated
- Involve gross floorspaces of 1000m² or more for non-residential uses

The list above is not exhaustive.

5.3 Pre-application consultation

5.3.1 The Council acknowledges the importance for the community to have their say in development proposals and considers it will be most effective during pre-application stage. Prospective applicants are encouraged to consult and involve the public during pre-application stage, especially on major or controversial development proposals. Early community involvement is regarded beneficial to applicants. It facilitates the application process as the prospective applicants could understand particular local issues and concerns in advance. They could then be able to negotiate and build consensus with the public to avoid objections and subsequent delay during the formal application stage.

5.3.2 For both Tier 1 and Tier 2 applications, the Council will encourage prospective applicants, before submitting their planning application, to discuss their development proposals with:

- The Council's planning officers and
- The statutory⁴ and other consultees who would be consulted when the application is submitted

5.3.3 The Council's planning officers will provide pre-application advice to prospective applicants on the principle of development and will clarify the supporting information likely to be required by the Local Planning Authority. The Council will provide planning advice by telephone, in writing or meeting. More details on Advice on Planning Permission can be found on the Council's website. The Council will also provide advice on which particular parties should be consulted in the pre-application stage to facilitate the subsequent planning application process.

5.3.4 For Tier 1 applications, the Council will also encourage prospective applicants to carry out pre-application consultation to involve the wider community who may be affected by, or wish to make their views

⁴ The statutory consultees for planning applications are those authorities or persons defined in Article 10 of The Town and Country Planning (General Development Procedure) Order 1995

known, on the proposal. Appropriate methods of community involvement include, for example, public meetings, public exhibitions, workshop events, meetings with Town or Parish Councils and use of the media.

5.3.5 For Tier 2 applications, the Council will encourage prospective applicants to carry out pre-application consultation to involve the local community in the neighbourhood. Appropriate methods of community involvement might include, for example, meetings with local representative groups, circulation of information and questionnaires to local people.

5.3.6 The Council will encourage all prospective applicants to discuss their proposals with the occupiers of property which immediately adjoins the application site. This relates to all proposals, whether they fall within Tier 1, Tier 2 or not within a Tier.

5.3.7 For both Tier 1 and Tier 2 applications, applicants will be encouraged to submit a Public Consultation Statement with their planning application explaining what pre-submission consultations that have been taken place, and how the views and comments received have been taken into account. The length and level of details for the statement will vary according to nature of the proposal.

5.3.8 The Council is proposing to introduce charges for some pre-application advice in the future. Details are still yet to be finalised.

5.4 Planning application consultation

5.4.1 Once validated, the Council will publicise a planning application and will consult the appropriate parties and individuals depending on the nature and scale of the proposal. This will be carried out in accordance with the requirements set in the Town and Country Planning (General Development Procedure) Order 1995 and Planning (Listed Buildings and Conservation Areas) Act 1990. The consultation procedures for planning applications are shown in Table 2.

Table 2: Consultation procedures for planning applications

Planning Applications	The Council will:
Pre-application stage	<ul style="list-style-type: none"> • Provide pre-application advice and encourage prospective applicants to discuss proposals with planning officers (for Tier 1 and 2 applications) • Encourage prospective applicants to discuss proposals with statutory and other consultation bodies when appropriate (for Tier 1 and 2 applications) • Encourage prospective applicants to involve the wider community who may be affected by, or wish to make their views known, on the proposals falling within Tier 1. Appropriate methods of community involvement include,

	<p>for example, public meetings, public exhibitions, workshop events, meeting with Town or Parish Councils and use of the media</p> <ul style="list-style-type: none"> • Encourage prospective applicants to involve the local community in the neighbourhood, on the proposals falling within Tier 2. Appropriate methods of community involvement might include, for example, meetings with local representative groups, circulation of information and questionnaires to local people • Encourage prospective applicants to discuss their proposals with the occupiers of property which immediately adjoins the application site to all proposals, whether they fall within Tier 1, Tier 2 or not within a Tier • Encourage prospective applicants to prepare a Public Consultation Statement and submit with their planning applications (for Tier 1 and 2 applications)
<p>Application – Post submission stage</p>	<ul style="list-style-type: none"> • Prepare a weekly list of all valid planning applications received in the last week. It will be published on the Council’s website and will be available at the Council’s office for public inspection. It will also be sent to all Council Members, Town & Parish Councils and private subscribers to the list • Supply the weekly list of applications to the local press and encourage them to publish it as public information • Make application documents including any Public Consultation Statement available to view at the Council’s office • Send a notification letter to neighbours in proximity to application site according to the Council’s “neighbourhood notification procedure” as set out on the Council’s website and allow 21 days for comments • Send each Town and Parish Council a copy of current applications within its area. Some Town / Parish Councils have offices where the applications can be viewed by the public (See Appendix F for details) • Consult all relevant statutory and other consultees in writing and seek for comments within statutory timescales • Consult the City of London and Natural England on planning applications which may have a significant effect (including a cumulative effect with other developments) on the Burnham Beeches SAC according to the agreed guidelines. • Send a site notice to all applicants and encourage them to display it prominently on or near the site for at least 21 days • Send further notification to neighbours, Town & Parish Councils, relevant statutory and other consultees (as appropriate) where significant amendments are made to

	the application and allow 14 days for comments
Application – Post submission stage for significant or major developments ⁵	In addition to that set out above, the Council will: <ul style="list-style-type: none"> • Publicise the applications by means of a notice in the local press • Display a site notice at a prominent position at or near the application site for at least 21 days prior determination of application
After a planning application is determined	<ul style="list-style-type: none"> • Notify all who submitted comments in writing, of the outcome of those by letter • Make the Decision Notice available to view at the Council's office and on the Council's website • Send each Town and Parish Council a copy of Decision Notice within its area. Some Town / Parish Councils have offices where the Decision Notice can be viewed by the public (See Appendix F for details) • Make the minutes of the Planning Committee meeting available on the Council's website • Make the case report available to view at the Council's office
If a planning appeal is lodged	<ul style="list-style-type: none"> • Notify individuals / organisations who were consulted on the original application, those who commented on the planning application and other interested parties, that an appeal has been lodged, with details on how to make further representations • Send each Town and Parish Council a notification of appeal lodged and appeal Decision Notice within its area. Some Town / Parish Councils have offices where the notification and Decision Notice can be viewed by the public (See Appendix F for details) • Make the appeal files including the grounds of appeal and the corresponding appeal statement available for public inspection at the Council's office • Make information about appeals available on the Council's website via Public Access

⁵ These include:

- i. proposals involving 10 or more residential dwellings
- ii. proposals for houses on site with an area of 0.5 hectares or more where the number of dwellings is not stated
- iii. proposal for non-residential building(s) with 1,000 m² of floorspace or more
- iv. development on site for non-residential uses with an area of 1 hectares or more
- v. applications accompanied by an environmental statement
- vi. significant applications which the Council may be inclined to approve that clearly conflict with policies in the Local Development Framework or saved Local Plan policies. Approval of an application judged against a policy which includes the term "normally" will not in itself be regarded as being in conflict with a plan. For the avoidance of doubt, householder extensions and outbuildings and proposals for less than 10 dwellings (or houses on less than 0.5 hectares) within settlements will not fall in this category
- vii. applications for consent to works to listed buildings and proposals that could significantly affect Conservation Areas.

5.4.2 The Public can view details of any planning application at the Council's office. Information on planning applications can be found on the Council's website (excluding plans and drawings). All parties can monitor and track progress of planning applications electronically via Public Access on the Council's website. The website also provides some general advice on planning permission. The Council is a member of the Planning Portal and planning applications can be submitted online via <http://www.planningportal.gov.uk>.

5.4.3 Everyone has the right to comment on applications. Comments, whether for or against the development proposal, must be in writing (either letter, email or online submission via Public Access on the Council's website). Comments received before a decision is made will be taken into account when determining planning applications. More guidance on Commenting on Planning Applications can be found on the Council's website or can be obtained at the Council's office. Members of the public can also contact the Councillor for their local Ward to help them on applications of concern. Councillors are encouraged to hear the views of different parties and can help express local views.

5.5 Planning Applications Determination

5.5.1 The Council has adopted a Scheme of Delegation which enables the majority of planning applications to be determined by the Director of Services. The criteria for determining whether a planning decision may be dealt with under delegated powers is being updated on the Council's website. Decisions that are not delegated will be considered at the Council's Planning Committee, which is held every 4 weeks. The Council Members will receive a weekly list of all planning applications submitted, and Planning Committee Members can request that any application which falls within the Scheme of Delegation should be determined by the Planning Committee instead of by the Director of Services.

5.5.2 For applications to be determined by the Planning Committee, Planning Committee Agenda and reports can be viewed on the Council's website and at the Council's office 5 days prior to the meeting. Members of the public will have the right to speak at the Committee in certain circumstances in accordance with the adopted protocol. More details on speaking at Planning Committee can be found on the Council's website or can be obtained at the Council's office. Dates of Planning Committee meetings and Minutes of the Planning Committee meetings can also be found on the Council's website and at the Council's office.

5.5.3 Delegated decisions are based on a written case report and following the decision it will be made available for public inspection at the Council's office.

5.5.4 Once a decision has been made on a planning application, either by the Planning Committee or by delegation, the Council will notify all who

have either supported or objected to the application in writing of the outcome by letter. A copy of all decision notices of its area will be sent to the relevant Town / Parish Council. Where permission is refused, the decision notice will set out the reasons for refusal. Where permission is granted, the decision notice will set out:

- Any conditions imposed, and the reasons for those conditions
- Relevant development plan policies, and a brief summary relating to the decision to grant permission
- Other relevant information in the form of informative

5.5.5 Decision Notices are made available on the Council's website weekly and are available to view from 6 days after the Decision Notice has been issued. They can also be viewed at the Council's office.

5.6 Appeals

5.6.1 Applicants have the right to appeal against refusal of planning permission, against the conditions imposed on conditional approvals or against the non-determination of a planning application within the statutory 8 or 13-week period. Appellants are required to make any appeal within a 6-month period from the decision date on their application, or in case of a decision not being made within the appropriate timeframe, after the expiry of that timeframe. Where an appeal is received, the Council will notify individuals and organisations who were consulted as part of the original application. Appeals will be heard by an independent Inspector, in the format that he considers appropriate.

5.6.2 Members of the local community do not have the right to appeal against a planning determination made by the Council. They can however apply for a Judicial Review to the High Court, or seek to pursue other legal action in accordance with the provisions of other relevant legislation. They could also seek redress of their grievance by submitting that grievance to the Council. If the Council's response to that grievance is considered unsatisfactory, third parties may be able to seek redress by putting their complaint to the Local Government Ombudsman.

6 Resources

6.1 Human Resources

6.1.1 It is important that SCI sets out a realistic approach for community involvement which is not over committed and undeliverable. Having taken into account the financial constraints under which the Council is working, it is considered that the level of community involvement set out in this SCI is effective and can be realistically delivered. The Council will allocate appropriate resources to meet the consultation requirements as set out in the SCI including staff and budgets.

6.1.2 The consultation requirements set out in the SCI will be implemented by existing staff within:

- Planning Policy Unit
- Development Control Unit
- Customer & Support Services Unit

It will also be supplemented by:

- The Public Relations & Communications Officer
- The Community & Partnership Officer
- The Website Officer
- Other appropriate Officers



6.2 Financial Resources

6.2.1 Community involvement costs time and money. A major financial implication of the SCI relates to maintaining appropriate and properly trained staff to implement consultation requirements set for Local Development Documents and planning applications. Other financial implications include organisation and running costs of various consultation events. The Council has already set aside funding in a separate fund for Local Development Document preparation over the next few years, including community involvement. The level of community involvement set out in the SCI is considered to be consistent with the Council's resources.

6.3 Risk Assessment

6.3.1 In preparing the SCI the Council has had regard to the risks associated with it. The main risks associated with it are: -

- that the SCI does not meet minimum legal requirements
- that the SCI places requirements on the Council which it is not able to meet in future
- that the SCI does not achieve the appropriate level of community involvement

6.3.2 The SCI meets, and exceeds, minimum legal requirements, and evidence will be submitted to Examination, as required, to demonstrate this. The SCI balances the need for consultation and community involvement with other factors such as resources, finance and the timescale involved.

7 Review

- 7.1 The Council will keep the SCI under review to ensure the consultation undertaken is achieving the aim of securing public involvement across the community. Feedback forms will be used to assess the success of different consultation measures employed. Equal opportunities monitoring questions will also be attached to consultation questionnaires to assess the inclusiveness of community involvement, including Hard to Reach groups.
- 7.2 The Council will monitor the effectiveness of consultation measures set out in the SCI through its Annual Monitoring Report (AMR), which will be published in December every year. Revisions will be made when any necessary changes are identified from the findings of AMR. The SCI has to be revised through the full preparation process and appropriate public consultations.

Note

Throughout the Statement of Community Involvement references are made to relevant Acts, Regulations, Orders and Directions, and this shall be taken to include any statutory modification or re-enactment thereof from time to time and compliance shall be with the current version at the relevant time.



Appendix A

Section 1

Local Development Documents (LDDs)

These comprises:

Development Plan Documents (DPDs): These are spatial planning documents. They are part of the Local Development Framework and have Development Plan status in the determination of planning applications. Those who submit duly-made representations at the submission stage (Regulation 28 of the Town and Country Planning (Local Development) (England) Regulations 2004) would have the right to be heard at an independent examination. The different types of DPDs which the local planning authority may prepare are briefly explained in section 2 below. It should be noted that a single DPD may include more than one of these elements.

Supplementary Planning Documents (SPDs): These documents provide policy guidance to supplement the policies and proposals covered by Development Plan Documents. They are part of the Local Development Framework but are not part of the Development Plan, nor are they subject to independent Examination. They are however a material consideration in determining planning applications.

Statement of Community Involvement (SCI): The SCI is part of the Local Development Framework, but is not part of the Development Plan. The SCI sets out standards and the Council's approach to involving stakeholders and the community in the production of all LDDs and the planning application process. The SCI is a LDD and therefore subject to independent Examination. When submitting a LDD to the Government the Council has to prepare a statement demonstrating that it has complied with the consultation requirements set out in the adopted SCI.

Section 2

Types of Development Plan Documents (DPDs)

There are different types of DPDs in the Development Framework. These are:

- **The Core strategy:** It sets out the long-term spatial vision and objectives for the area. It contains strategic development strategy and policies to deliver the vision. Once adopted, all other DPDs must be in conformity with it.
- **Site specific allocations and policies:** This identifies and allocates land to meet future development requirements in the area.
- **Proposals map:** This provides a visual illustration on an Ordnance Survey based map, of the policies of the Development Plan.

- **Generic development control policies:** This consists of criteria based policies which are required to ensure that all development within the area meets the vision and strategy set out in the core strategy.
- **Area action plans:** It provides the planning framework for areas where significant changes or conservation is needed (Please note that no Area Action Plans are proposed by the Council).

Appendix B

List of background documents used to draw up SBDC Statement of Community Involvement:

- Planning Policy Statement (PPS)1: Delivering Sustainable Development (2005), ODPM
- Planning Policy Statement 12: Local Development Frameworks (2004), ODPM
- Creating Local Development Frameworks – A Companion Guide to PPS12 (2004), ODPM
- Planning and Compulsory Purchase Act 2004
- The Town & Country Planning (Local Development) (England) Regulations 2004
- Town and Country Planning (General Development Procedures) Order 1995
- Planning (Listed Buildings and Conservation Areas) Act 1990
- Community Involvement in Planning: The Government's Objectives (2004), ODPM
- Development Plans Examination – A Guide to the Process of Assessing the Soundness of Statements of Community Involvement (2005), Planning Inspectorate
- Statement of Community Involvement and Planning Applications (2004) ODPM
- Sustainability Appraisal of Regional Spatial Strategies and Local Development Documents – Guidance for Regional Planning Bodies and Local Planning Authorities (2005), ODPM
- Guidelines on Effective Community Involvement and Consultation (2005), RTPi

Appendix C

The Criteria for testing soundness of the Statement of Community Involvement

- The Council has complied with the minimum requirements for consultation as set out in Regulations
- The Council's strategy for community involvement links with other community involvement initiatives, for example the Community Strategy
- The SCI identifies in general terms which local community groups and other bodies will be consulted
- The SCI identifies how the community and other bodies can be involved in a timely and accessible manner
- The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents;
- The resources are available to manage community involvement effectively
- The statement shows how the results of the community involvement will be fed into the preparation of development plan documents and supplementary planning documents
- The Council has mechanisms for reviewing the SCI
- The SCI clearly describes the Council's policy for consultation on planning applications

The Criteria for testing soundness of the Development Plan Document

PROCEDURAL TESTS

- It has been prepared in accordance with the Local Development Scheme
- It has been prepared in compliance with the Statement of Community Involvement (SCI), or with the minimum requirements set out in the Regulations where no SCI exists
- The plan and its policies have been subjected to Sustainability Appraisal

CONFORMITY TESTS

- It is a spatial plan which is consistent with national planning policy and in general conformity with the Regional Spatial Strategy for the region or the Spatial Development Strategy if in London, and it has properly had regard to any other relevant plans, policies and strategies relating to the area or the adjoining areas
- It has had regard to the authority's Community Strategy

COHERENCE, CONSISTENCY AND EFFECTIVENESS

- The strategies/policies/allocations in the plan are coherent and consistent within and between Development Plan Documents prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant

- The strategies/policies/allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base
- There are clear mechanisms for implementation and monitoring
- It is reasonably flexible to enable it to deal with changing circumstances

Appendix D

Specific Consultation Bodies

Under the Town and Country Planning (Local Development) (England) Regulations 2004, the following bodies must be consulted by the Council to the extent that they are considered appropriate to the subject matter of the document:

- Natural England
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (English Heritage)
- Network Rail
- The Highways Agency*
- The Regional Development Agency – SEEDA
- Relevant Telecommunications undertakers or those who own or control electronic communications apparatus located within South Bucks
- South Central Strategic Health Authority
- Relevant gas and electricity undertakers
- Relevant sewerage and water undertakers
- Adjoining Local Planning Authorities (including County Council)*
- Buckinghamshire County Council*
- Town and Parish Councils within South Bucks as well as those adjoining the District*
- The Regional Planning Body – SEERA*
- Government Office of the South East*
- The Mayor of London*

* denotes bodies which the legislation indicates should be consulted at Regulation 25 stage where the document in question is the Council's Statement of Community Involvement.

Appendix E

General Consultation Bodies

General consultation bodies to be consulted as appropriate as part of the policy formation / planning application process as set out by the Town and Country Planning (Local Development) (England) Regulations 2004 include:

- (a) voluntary bodies some or all of whose activities benefit any part of the authority's area;
- (b) bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- (c) bodies which represent the interests of different religious groups in the authority's area;
- (d) bodies which represent the interests of disabled persons in the authority's area; and
- (e) bodies which represent the interests of persons carrying on business in the authority's area.

From the above broad headings, the Council has developed a list of generic group types which are listed below. Bodies falling within each group type will be consulted as the Council considers appropriate for each document covered by this SCI. A full list of the relevant bodies falling under the headings have been included in a separate database kept by the Planning Policy unit and is available to view at the Council offices. The list will be regularly updated and new groups added as appropriate.

List of generic group types:

Amenity Groups
Environment / Conservation Groups
Ethnic minority groups
Housing Interest Groups, Housing Association, developers
Health Groups
Disability Groups
Local Business Groups
Older Persons Groups
Religious Groups
Community Groups
Youth Groups
Other groups

In accordance with the advice in PPS 12, the following Government Departments are classified as General Consultation Bodies:

Department for Education and Skills (through Government Offices)
Department for Environment, Food and Rural Affairs
Department for Transport (through Government Offices)
Department of Health
Department of Trade and Industry (through Government Offices)
Ministry of Defence
Department of Work and Pensions
Department for Culture, Media and Sport

Appendix F

Techniques may be used for involving the community in the LDF process

- **Public display of documents**

The Council will make all the Local Development Documents available for public inspection at:

The Council office at Capswood, Oxford Road, Denham, Bucks, UB9 4LH

and other appropriate locations in the District such as:

Town / Parish Council Offices

Public libraries

Public library locations within South Bucks (as at 27th Feb. 2007 but subject to changes)

- Beaconsfield Library:** Reynolds Road, Beaconsfield, HP9 2NJ
Tel : 01494 672295
E-mail: lib-bea@buckscc.gov.uk
- Burnham Library:** Windsor Lane, Burnham, SL1 7HR
Tel: 01628 662522
E mail: lib-bur@buckscc.gov.uk
- Farnham Common Library:** Victoria Road, Farnham Common, SL2 3NL Tel:
Tel: 01753 644088
E mail: lib-fac@buckscc.gov.uk
- Gerrards Cross Library:** 38 Station Road, Gerrards Cross, SL9 8EL
Tel: 01753 885766
E mail: lib-gex@buckscc.gov.uk
- Iver Library:** Mobile Library at Village Hall car park
Tel: 01280 813229
E mail: lib-buc@buckscc.gov.uk
- Iver Heath Library:** St Margarets Close, Iver Heath, SL0 0DA
Tel: 01753 650293
E mail: lib-ivh@buckscc.gov.uk
- Richings Park Library:** Mobile Library at Syke Cluan (Old Slade End)
Tel : 01280 813229
E mail: lib-buc@buckscc.gov.uk
- Stoke Poges Library:** Mobile Library outside the Village Centre,
Rogers Lane, SL2 4BY
Tel: 01753 645485
E mail: lib-stp@buckscc.gov.uk

Town / Parish Council offices

(Offices opening hours may vary and alternate arrangements on document viewing hours may be possible. You are advised to contact the office to check the availability in advance)

- Beaconsfield Town Council:** Council Hall, Penn Road, Beaconsfield.
Open Mon – Fri 9:00am. – 2:30pm
Tel: 01494 675173
- Burnham Parish Council:** Burnham Park Hall, Windsor Lane, Burnham
Open Mon – Fri 9:00am. – 1:00pm;
2:00pm – 4:00pm by appointment only
Tel: 01628 661381

Denham Parish Council:	Parish Council Office, Village Hall, Village Road, Denham Open Tue, Thur & Fri 9:00a.m. – 2:00p.m Tel: 01895 834709
Gerrards Cross Parish Council:	South Lodge, East Common, Gerrards Cross Open Mon & Thur 9:30am. – 1:00pm; Tue 9:30am. – 1:00pm; 2:00pm. – 4:00pm Tel: 01753 888018
Iver Parish Council:	45B High Street, Iver Open Tue 10:00am. – 12noon & 2:00pm – 4:00p.m. Tel: 01753 655331
Stoke Poges Parish Council:	Stoke Poges Village Centre, Rogers Lane, Stoke Poges Opening hours vary Tel. 01753 644803
Taplow Parish Council:	Taplow Village Centre, High Street, Taplow Open Mon & Thur between 1pm and 3pm Tel: 01628 667311

- **Website Information**

The Council will regularly update the progress of the LDF preparation on its website (www.southbucks.gov.uk). Consultation details could be found and relevant documents could be downloaded free of charge from the web site. On-line response form will also be available for making comments where appropriate.

- **Notification by letter or email**

The Planning Policy team holds a database of contacts to be consulted at various stages of the development document preparation. Any interested organisation or individual who wishes to be added to this list may do so by contacting the Planning Policy team on 01895 837278 or email to ldf@southbucks.gov.uk. Notification on consultations and relevant documents will be sent to the appropriate consultation bodies at each key stage, preferably by email or otherwise by letter.

- **Press release**

Press release will be issued at key stages of development document preparation announcing the progress and how people can get involved at that stage. However, the Council has no control over what the Press choose to publish.

- **South Bucks Report**

South Bucks Report is the newsletter produced by the Council three times a year and it will be delivered to householders throughout the district. Articles will be put in the newsletter advising the current or forthcoming consultations on LDF.

- **Public Notice in Local Press**
A public notice will be put in the local newspaper to notify consultations on both the Preferred Options and Submission stage of a Development Plan Document and Statement of Community Involvement.
- **Focus group / Public meetings**
Focus groups and public meetings will be conducted where appropriate. Focus group is an interactive discussion in a structured session with a small specific invited group of organisations / parties. Public meetings are open to everyone who is interested to come and express their views. It may combine information presentation with interactive discussion.
- **Citizen Panel**
Citizen Panel was established in 2004 comprises a group of individuals who expressed their interests in Council's matter and would like to be consulted on. They include people defined as "Hard to Reach Group".
- **Local Strategic Partnership**
South Bucks Local Strategic Partnership (LSP) includes the Council, County Council, Fire and Rescue Services, the police and representatives from health, education, business, faith, youth and voluntary sectors. They are working together to develop the Community Plan. The LSP will be consulted wherever appropriate on the development documents.
- **Contact with Planning Officers**
Planning Officers will normally be available to speak over the telephone (01895 837208, 837315 or 837278), via email (ldf@southbucks.gov.uk) or at the Council office during normal office hours regarding enquiries on LDF.

Glossary of Terms

Annual Monitoring Report (AMR) monitors the effectiveness of the spatial policies as set out in various Development Plan Documents in meeting the vision and objectives of the Council

Community The people living in a particular area in the District or people who are considered as a unit because of their common interests, background or nationality

Development Plan Document (DPD) is prepared by the relevant Local Planning Authority. It will be a spatial planning document and subject to independent examination. People making representations at the submission stage will have the right to be heard by an independent Inspector

Front loading is community involvement in the production of Local Development Documents to gain public input and seek consensus from the earliest opportunity

The **Independent Examination** of the Development Plan Document will test its 'soundness'. The outcome of the examination is a report by the Inspector which will be binding upon the Local Planning Authority

Local Development Document (LDD) will either be a Development Plan Document, a Supplementary Planning Document or a Statement of Community Involvement and will be part of the Local Development Framework

Local Development Framework (LDF) will include a portfolio of Local Development Documents that provide a framework for delivering the spatial planning strategy for the area. It will also contain a number of other documents, including the Annual Monitoring Report, and any 'saved' policies that affect the area

Local Development Scheme (LDS) sets out the programme for the preparation of the Local Development Documents. It will be revised annually.

Local Strategic Partnership (LSP) brings together organisations from public, private, community and voluntary sector in order to work together to improve quality of life of the area. The South Bucks Local Strategic Partnership was set up in the autumn of 2002.

Saved Planning Policies are policies from an existing Local Plan that have been saved until replaced by the new Local Development Document policies or the transitional period has expired.

Strategic Environmental Assessment (SEA) is a generic terms used internationally to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) does not in fact use the term strategic environmental assessment; it requires a formal

'environmental assessment' of certain plans and programmes, including those in the field of planning and land use.

Statement of Community Involvement (SCI) sets out the standards which the Local Planning Authority intends to achieve in relation to involving the community in the preparation, alteration and continuing review of all Local Development Documents and in development control decisions, and also how the Local Planning Authority intends to achieve those standards.

Stakeholder A person, group, company, association etc. with an interest in the District or that is affected by local developments

Statutory Bodies These include appropriate 'Specific, Government and General' consultation bodies in accordance with Regulation 25 of the Town & Country Planning (Local Development) (England) Regulations 2004. Visit www.hmsso.gov.uk

Sustainability Appraisal (SA) is a process for appraising plans to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors)

Supplementary Planning Document (SPD) will cover a range of issues on which the Local Planning Authority wishes to provide guidance to supplement the policies and proposals in Development Plan Documents. They are part of the Local Development Framework but will not form part of the Development Plan or be subject to independent examination



South Bucks
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