



Statement of Community Involvement

Review

Adopted February 2010

LOCAL DEVELOPMENT FRAMEWORK

If you need help to understand this information, please ask someone to phone 912-2000 [email:trafford.direct@trafford.gov.uk] to let us know how we can best provide this information.

اذا كنت في حاجة الى مساعدة لفهم هذه المعلومة الرجاء طلب من شخص الاتصال برقم الهاتف:
[trafford.direct@trafford.gov.uk] لاجبارنا عن كيفية تقديم هذه المعلومة بأحسن طريقة.
912-2000

ARABIC

如果您需要帮助才能看懂这份资料，可以请人致电：912-2000
或往这个地址 发电子邮件 :trafford.direct@trafford.gov.uk,告诉我们如何更好地给您 提供这些信息。

CHINESE

જો આપને આ માહિતીની સમજણ માટે મદદની જરૂર હોય તો કૃપા કરી કોઈને કહો કે, આ
માહિતી અમે કેટલી સારી રીતે પૂરી પાડી શકીએ તે બાબતે અમને જણાવવા માટે, 912
2000 [ઈ મેલ:trafford.direct@trafford.gov.uk] નંબર પર ફોન કરો.

GUJARATI

جے تہا کئی اس معلومات کی سمجھنے لئی مدد چینی نی اے تے کسے کفون نمبر 912-2000 تے فون کرن دا آکھو [ای میل:
trafford.direct@trafford.gov.uk] تا کی اسان کی پتا لگی کی اسی تسان کی ای معلومات کیوں بہترین طریقے نال پہنچائی سکے آں۔

MIRPURI

Jesli potrzebujesz pomocy aby zrozumiec ta informacje, popros kogos,
aby zadzwonil pod numer 912-2000 [email: trafford.direct@trafford.gov.uk]
aby nas poinformowal, w jaki sposób najlepiej mozemy ci ja przekazac.

POLISH

ਜੇ ਤੁਹਾਨੂੰ ਇਹ ਜਾਣਕਾਰੀ ਸਮਝਣ ਲਈ ਸਹਾਇਤਾ ਚਾਹੀਦੀ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਕਿਸੇ ਨੂੰ ਸਾਨੂੰ 912 2000
[ਈ ਮੇਲ: trafford.direct@trafford.gov.uk] ਨੰਬਰ ਤੇ ਟੈਲੀਫੋਨ ਕਰਕੇ ਇਹ ਦੱਸਣ ਲਈ ਕਹੋ ਕਿ ਅਸੀਂ ਇਹ
ਜਾਣਕਾਰੀ ਸਭ ਤੋਂ ਅੱਡੇ ਢੰਗ ਨਾਲ ਕਿਸ ਤਰ੍ਹਾਂ ਦੇ ਸਕਦੇ ਹਾਂ।

PUNJABI

اگر آپ کو یہ معلومات سمجھنے میں مدد کی ضرورت ہے تو براہ مہربانی کسی سے کہیے کہ وہ ہمیں 912 2000 پر ٹیلیفون کرے
[میل: trafford.direct@trafford.gov.uk] تاکہ ہمیں معلوم ہو سکے کہ آپ کو یہ معلومات فراہم کرنے کا بہترین طریقہ کیا ہے۔

URDU

This document can also be made available in alternative formats, including large print and Braille. For further details please contact the LDF Help-line on

0161 912 4475

Contents

Foreword	- 1 -
1: Introduction	- 2 -
What this Statement is and why it is required?	- 2 -
SCI 2010 Review	- 2 -
Relationship with other community involvement initiatives.....	- 4 -
2: The Council's Vision	- 5 -
3: The Council's Pledge	- 5 -
4: Involving you in the preparation and revision of Local Development Documents	- 6 -
Types of Local Development Document	- 6 -
Sustainability Appraisal.....	- 7 -
Whom we will involve in the preparation and revision of Local Development Documents.....	- 7 -
How we will involve you in the preparation and revision of Local Development Documents.....	- 9 -
When we will involve you in the preparation and revision of Local Development Documents.....	- 14 -
How we will deal with your representations	- 17 -
5: Involving you in the determination of planning applications	- 18 -
Types of planning application	- 18 -
Whom we will involve in the determination of planning applications	- 19 -
How we will promote developer pre-application community involvement..	- 20 -
How and when we will involve you in the determination of planning applications.....	- 22 -
How we will deal with your representations	- 25 -
Planning Appeals.....	- 26 -
How we will encourage involvement post permission	- 26 -
6: Reaching out to people with particular needs	- 27 -
Languages other than English	- 28 -
People with a visual or hearing impairment	- 28 -
Access for people with disabilities.....	- 28 -
Documents in electronic format.....	- 29 -
Equality monitoring	- 29 -
7: Making it happen	- 30 -
Resources.....	- 30 -
Reviewing the Statement of Community Involvement.....	- 31 -
8: How to find out more	- 32 -
Appendix A	- 33 -
Specific Consultation Bodies for Local Development Documents.....	- 33 -
Appendix B	- 34 -
General Consultation Bodies for Local Development Documents	- 34 -
Appendix C	- 34 -
Other Consultees, to be Consulted as Necessary, on Local Development Documents and Planning Applications.....	- 34 -

Foreword

Since the Statement of Community Involvement (SCI) was adopted in July 2006 a number of reforms have been made through the Planning Act 2008 alongside a new Planning Policy Statement 12. The changes relate to the process to be followed in the production of Local Development Documents. As a result of these changes It is necessary to update the SCI so that it is consistent with new legislation and that document production remains consistent with the statement, which is one of the tests of “soundness” that form part of the examination process for all the Local Development Framework (LDF) documents.

The key amendments as a result of the new Regulations can be summarised as follows:

- The requirement to submit the SCI to The Secretary of State for formal Examination has been removed;
- All consultation prior to the pre submission public participation stage is to be carried out under Regulation 25;
- Removal of the requirement for Supplementary Planning Documents (SPD) to be subject to Sustainability Appraisal. There will still be a requirement to screen SPDs where the sustainability appraisal of the DPD has not covered all issues within the SPD;
- SPDs and the SCI are no longer required to be listed in the Local Development Scheme (LDS).

Other changes which have been made to the SCI include updating the list of consultees in accordance with the Planning Regulations and amending other content as necessary to ensure that it is up to date and relevant. Amendments have also been made in order to update how we engage with consultees in relation to Planning Applications.

Consultation was undertaken on an initial draft SCI review for a 6 week period from Monday 23rd November until Monday 11th January 2010. All representations made have been taken into account in preparing this SCI Review (February 2010).

1: Introduction

What this Statement is and why it is required?

- 1.1 This Statement of Community Involvement (SCI) sets out the Council's proposals on how it intends to involve people in preparing and revising Local Development Documents, and consulting on planning applications, in Trafford.

- 1.2 The Statement is required to be produced under the Planning and Compulsory Purchase Act 2004, and the process by which this should be done is set out in the Town and Country Planning (Local Development) (England) Regulations 2004, The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008, The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009, Planning Policy Statement 12: creating strong, safe and prosperous communities through Local Spatial Planning (2008) and the accompanying Communities and Local Government Plan making manual. In drafting the Statement, the Council has also taken account of 'Statements of Community Involvement and Planning Applications (December 2004), 'Diversity and Equality in Planning: A Good Practice Guide' (January 2005) and Planning Policy Statement 1 on 'Delivering Sustainable Development' (February 2005).

SCI 2010 Review

- 1.3 This document represents a review of the SCI which was adopted in July 2006. The adopted (July 2006) SCI was subject to an independent Examination held in November 2005 by a Government-appointed Inspector. The Inspector's Report, which was binding on the Council, was received on 28th June 2006 and concluded that subject to minor amendments that the SCI is sound. On the 27th July 2006 the Council's

Public Executive accepted the Inspector's Report, and decided to adopt and publish the Trafford SCI incorporating the amendments made and agreed by the Inspector. A draft SCI review document was subject to a 6 week period of public consultation from 23rd November 2009 to 11th January 2010. All comments received have been taken into account in the preparation of this SCI Review (February 2010). The Councils public Executive decided to adopt this SCI Review document which now replaces the SCI adopted in 2006.

1.4 Through the 2008 Planning Act a number of changes were made to the Planning and Compulsory Purchase Act 2004. An update to national guidance in PPS12 was also published in June 2008. The main changes can be summarised as follows:

- The requirement to submit the SCI to The Secretary of State and the formal Examination process has been removed;
- All consultation prior to the pre submission public participation stage is to be carried out under Regulation 25;
- Removal of the requirement for Supplementary Planning Documents (SPD) to be subject to Sustainability Appraisal; There will be still be a requirement to screen SPDs where the sustainability appraisal of the DPD has not covered all issues within the SPD;
- SPDs and the SCI are no longer required to be listed in the Local Development Scheme (LDS).

1.5 When preparing LDDs or determining planning applications the Borough must comply with the community engagement requirements set out in the adopted SCI. When a DPD is submitted to the Secretary of State a 'Statement of Compliance' will be required to be submitted alongside it outlining how the community engagement requirements of the SCI have been met during the production of the document.

Relationship with other community involvement initiatives

- 1.6 The Local Development Framework (LDF) will in future provide the local framework for development in Trafford. The LDF will comprise a number of Local Development Documents, prepared by the Council under the Planning and Compulsory Purchase Act. Some of these will be Development Plan Documents which, together with the Regional Spatial Strategy for the North West, make up the Development Plan for the Borough. Others will be Supplementary Planning Documents that supplement the policies and proposals of the Development Plan.
- 1.7 The Regional Spatial Strategy (RSS) for the North West was adopted in September 2008. This is a revision of the Regional Spatial Strategy (formerly known as the Regional Planning Guidance for the North West (RPG 13, March 2003)). The RSS provides a regional framework for development and investment up to 2021, and is part of the statutory development plan for the North West region.
- 1.8 The Trafford Partnership's refreshed Sustainable Community Strategy sets out a framework for sustaining and improving the economic, social and environmental well-being of the Borough and its residents. The Local Development Framework (LDF) will be the main means for delivering the spatial elements of the Sustainable Community Strategy, and the LDF will provide the long-term spatial context within which the Sustainable Community Strategy will be implemented and reviewed. The Council will, wherever possible, link consultation on Local Development Documents with similar exercises being undertaken by the Borough's Local Strategic Partnership as part of the Sustainable Community Strategy implementation and review process to maximise the benefits of joint consultation, take advantage of best practice, reduce the risk of consultation fatigue and avoid unnecessary duplication of effort.

2: The Council's Vision

2.1 The Council has the following vision for community involvement in Planning in Trafford.

Vision

The Council seeks to ensure that all people who live, work, invest, own land/property, are educated in or visit Trafford have a wide range of opportunities to play their part in the future planning and development of the Borough.



3: The Council's Pledge

3.1 To achieve its vision, the Council pledges to follow a number of principles when involving communities in Planning in Trafford:-

Pledge

The Council will: -

- **Provide ready and timely access to information**
- **Promote a range of opportunities for people to contribute ideas and explore options**
- **Enable people to take an early, active part in developing proposals**
- **Provide a variety of means by which people can make representations on formal proposals**
- **Ensure that people are kept informed of progress and outcomes in the planning process, including explaining how their views have been taken into account**

4: Involving you in the preparation and revision of Local Development Documents

Types of Local Development Document

4.1 The Local Development Scheme specifies what Local Development Documents the Council will produce over a 3 year period and can include the following:

- Core Strategy DPD
- Area Action Plans
- New Land Use Allocations DPD-
- Proposals Map
- Greater Manchester Joint Waste DPD
- Greater Manchester Joint Minerals DPD

Although not a statutory requirement, the Council will also aim to produce a list of proposed Supplementary Planning Documents.

4.2 Further information on the Trafford Local Development Scheme can be found on the Local Development Framework pages of the Council's website (www.trafford.gov.uk).

Sustainability Appraisal

- 4.3 In preparing and revising Development Plan Documents the Council must undertake Sustainability Appraisal which incorporates the requirements of the EC Directive on Strategic Environmental Assessment. This appraisal will assess the social, environmental and economic effects of policies and proposals as these documents are produced, so that decisions can be made in accordance with the objectives of sustainable development. There will be opportunities for consultation at key stages in the appraisal process. These key stages will coincide with key stages in the preparation of each Development Plan Document.
- 4.4 SPDs will be screened to determine whether a Sustainability Appraisal is necessary. It is unlikely that a Sustainability Appraisal will be necessary unless there are issues that have not been covered in the appraisal of the parent DPD or an assessment is required by the SEA Directive.

Whom we will involve in the preparation and revision of Local Development Documents

Specific Consultation Bodies

- 4.5 In preparing or revising Local Development Documents, the Council is required by legislation to consult formally a number of specific bodies to the extent that it considers the proposed subject matter of the document affects them. These bodies are listed in Appendix A.
- 4.6 With Development Plan Documents these bodies will be consulted during the preparation of the document and at Publication stage. With Supplementary Planning Documents these bodies will be consulted during public participation on draft documents.

General Consultation Bodies and Other Consultees

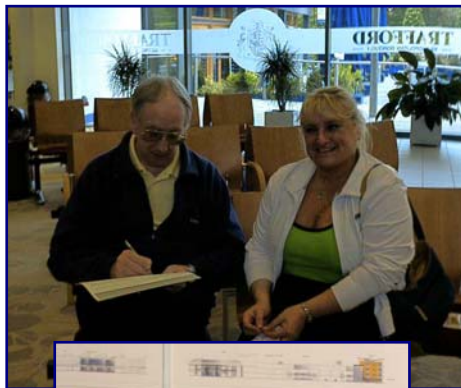
- 4.7 Legislation and Government guidance also identifies a range of general bodies and other consultees. The Council must consult such of these as it considers appropriate. Appendix B lists these general bodies. Appendix C lists these other consultees and an additional number with specific interests in Trafford, whom the Council will consult as necessary on Local Development Documents.
- 4.8 With Development Plan Documents these bodies and consultees may be consulted during identification of issues and preparation of the document and at Publication stage, With Supplementary Planning Documents these bodies may be consulted during public participation on draft documents.
- 4.9 The Council will liaise with and consult Government Office for the North West at key stages in the Local Development Document process. Development Plan Documents will be submitted to the Secretary of State, through Government Office, for Independent Examination.
- 4.10 The Council will keep the lists of consultees in Appendices A, B and C under review, and bring forward formal changes as part of reviews of the SCI. This will allow for necessary updates as a result of legislative changes, new Government guidance and any organisational changes at national, regional or local level.

The Trafford Partnership

- 4.11 The Trafford Partnership, which is the Borough's Local Strategic Partnership, and its constituent groups will have the opportunity to be involved at each stage in the preparation and revision of Development Plan Documents and Supplementary Planning Documents as required. The Council will seek to utilise existing Partnership consultation

mechanisms, wherever possible, to engage with a diverse range of communities in the Borough particularly those groups not normally involved.

Members of the Public



4.12 The Council will engage with the public both informally and formally when Local Development Documents are subject to the statutory periods for public participation.

How we will involve you in the preparation and revision of Local Development Documents

Discussions, workshops and other community-based consultation

4.13 The Council will encourage early engagement with groups that have an interest in the planning and development of the Borough, such as through one-to-one meetings or roundtable sessions. These informal meetings will be attended by officers from the Local Development

Framework team, and other Council service areas and agencies where necessary.

4.14 Discussions will also be held, where appropriate, with people who have submitted comments and representations on Local Development Documents with a view to addressing concerns and resolving objections.

4.15 Opportunities will be taken to involve Focus Groups in discussions on issues and options relating to individual Local Development Documents, where a more in depth consideration of issues is required.

Exhibitions and Road-Shows



4.16 Exhibition material will be displayed at key venues throughout the Borough, including at places where draft documents are deposited for inspection and at public meetings. The Council will, where appropriate, use touring exhibitions to reach people in a variety of locations including town, district and local centres, major employment areas, tourist and leisure attractions. The aim will be to promote discussion on the Council's ideas and proposals, and invite the views of people

who live, work, invest, own land/property, are educated in or visit Trafford. Exhibitions will be open into the early evening and on Saturdays, wherever possible, to enable as many people as possible to attend should they so wish.

Public Meetings

- 4.17 Public meetings may be in the form of discussions at scheduled or special Neighbourhood Forums or at specially organised events.
- 4.18 Public meetings will, where appropriate, be used to facilitate effective community involvement at key stages in Local Development Document preparation and revision, including:
- When the Council is considering issues and options for development in the Borough
 - When the Council is undertaking public participation on the Publication document.

Making Documents Available

- 4.19 The Council will make relevant Local Development Document material available for inspection and comment at a wide variety of places in the Borough, including all Access Trafford offices, libraries and principal administrative buildings (including Sale Waterside). Documents, together with details of opening times for the places where they have been made available, will also be placed on the Local Development Framework pages of the Council's website (www.trafford.gov.uk).
- 4.20 Specific and general consultation bodies, and other consultees, will be provided with copies of relevant documents free of charge. The Secretary of State will be provided with copies through the Government Office for the North West.

4.21 Members of the public will be able to purchase hard copies of adopted documents for a reasonable charge.

4.22 Copies of all comments and representations made on Local Development Documents will be available for inspection at the LDF Team offices at Sale Waterside, during normal office hours. Summaries of responses received will be placed on the Local Development Framework pages of the Council's website (www.trafford.gov.uk).

Publicity

4.23 At key stages in the Local Development Document process, the Council will place notices in at least one local newspaper circulating in Trafford and on the Local Development Framework pages of the Council's website (www.trafford.gov.uk) advertising the fact that documents have been placed on deposit for public inspection and comment. This advertisement will set out:

- what the relevant Local Development Document is
- what stage has been reached in its preparation or revision
- where and when people can view material, obtain copies, make comments or representations
- where to send comments and representations; and
- how further information can be obtained.

4.24 In addition the Council will notify in writing all consultees listed in appendices A, B and C and all those that are held on the LDF consultee database which includes any person who has expressed an interest in an LDD.

- 4.25 Where, exceptionally, the Council proposes changes to a Development Plan Document after submission to the Secretary of State the Council will undertake an appropriate level of consultation having taken advice from the Independent Inspector appointed to hold the examination into the Plan.
- 4.26 The holding of the Independent Examination, publication of Inspector's Report and Adoption of the Development Plan Document will be publicised in the local press, on the Local Development Framework pages of the Council's website (www.trafford.gov.uk) and in writing to all interested parties.
- 4.27 The preparation and revision of individual Local Development Documents will also be publicised in 'Trafford Today', the Council's free newspaper which the Council seeks to ensure is delivered to all households in the Borough, and by press releases to the local media.
- 4.28 Opportunities will be taken to publicise Local Development Document preparation and revision using Trafford TV. This will involve production of feature items, and include possible interviews with members of the LDF Team, stakeholders and members of the general public.

Help-Line and Communications

- 4.29 To assist with queries, and enable discussion of specific issues, the Council will provide a dedicated LDF Help-line with answer-phone facility. Alternatively, members of the public may contact individual officers by telephone (with the ability to leave voice mail messages), fax, e-mail or letter.
- 4.30 Members of the public who wish to discuss matters in more detail will be able to make appointments with members of the LDF Team, based at Sale Waterside, during normal office hours.

4.31 Table 1 provides a summary checklist of the types of community involvement to be used in preparing and revising Local Development Documents in Trafford.

When we will involve you in the preparation and revision of Local Development Documents

4.32 Key stages when community involvement will take place on Local Development Documents are outlined in Table 2.

Table 1: Summary Checklist of Types of Community Involvement to be used in Preparing and Revising Local Development Documents in Trafford

	Statement of Community Involvement	Core Strategy	Area Action Plans	New Land Use Allocations Plan	Supplementary Planning Documents
Discussions	Yes	Yes	Yes	Yes	Yes
Workshops/ Other community-based consultation	-	Possibly	Possibly	Possibly	Possibly
Focus Groups	-	Possibly	Possibly	Possibly	Possibly
Exhibitions/ Road-shows	-	Yes	Yes	Yes	Possibly
Public Meetings/Neighbourhood Forums	-	Yes	Yes	Yes	Possibly
Making documents available	Yes	Yes	Yes	Yes	Yes
Publicity (including electronic media)	Yes	Yes	Yes	Yes	Yes
Help-line/Personal Communications	Yes	Yes	Yes	Yes	Yes

Table 2: Key Stages for Community Involvement in Local Development Documents

Development Plan Documents

Stage	Type of Involvement
<p>Pre-Production</p> <ul style="list-style-type: none"> ▪ Survey and evidence gathering, including scoping report for the Sustainability Appraisal 	<ul style="list-style-type: none"> ▪ Informal engagement and discussions with specific and general consultation bodies, and other consultees
<p>Production</p> <ul style="list-style-type: none"> ▪ Identification of issues, preparation of options and initial Sustainability Appraisal documentation (Reg 25) Public Participation in preparation of DPD ▪ Publication of a DPD and Sustainability Appraisal documentation (Reg 27) ▪ Submission of Development Plan Document (and Sustainability Appraisal Report) to the Secretary of State (Regulation 30) 	<ul style="list-style-type: none"> ▪ Informal consultation with specific and general consultation bodies, and other consultees (Level of consultation dependent on the nature and extent of the document consulted on) ▪ Formal public participation for a 6-week period ▪ Making available the submission document, and relevant supporting documents
<p>Examination</p> <ul style="list-style-type: none"> ▪ Pre-hearing meeting ▪ Independent examination of submitted document (Reg 34) ▪ Publication of binding Inspector's Report (Reg 35) 	<ul style="list-style-type: none"> ▪ Ongoing discussions, as required
<p>Adoption</p> <ul style="list-style-type: none"> ▪ Adoption of document (Reg 36) 	<ul style="list-style-type: none"> ▪ Notification and advertisement of adoption of document to all interested parties

Supplementary Planning Documents

Stage	Type of Involvement
<p>Pre-Production</p> <ul style="list-style-type: none"> ▪ Survey and evidence gathering, SPD screened to determine whether Sustainability Appraisal required. 	<ul style="list-style-type: none"> ▪ Informal engagement and discussions with specific and general consultation bodies, and other consultees
<p>Production</p> <ul style="list-style-type: none"> ▪ Preparation and publication of draft Supplementary Planning Document Preparation of Sustainability Appraisal only in cases where there are issues that have not been covered in the appraisal of the parent DPD or an assessment is required by the SEA Directive. ▪ Revision of draft Supplementary Planning Document 	<ul style="list-style-type: none"> ▪ Formal public participation for a 6-week period ▪ Ongoing discussions, as required
<p>Adoption</p> <ul style="list-style-type: none"> ▪ Adoption of document 	<ul style="list-style-type: none"> ▪ Notification of adoption of document to all interested Parties

How we will deal with your representations

4.33 The Council will take into account all written comments and representations made on draft Local Development Documents, whether they are submitted in hard copy form or electronically, and use them to inform necessary changes to those documents. All those who submit comments and representations will receive an acknowledgement from the Council, and their details will be maintained on a computer database so that they can be involved as necessary during subsequent stages in the plan-making process.

- 4.34 Public reports on consultation and public participation undertaken, representations received and the response to those representations on draft Local Development Documents will be prepared and presented to relevant meetings of Trafford's elected members. These reports will be made available in paper form and via the Local Development Framework pages of the Council's website (www.trafford.gov.uk).
- 4.35 When Development Plan Documents are submitted to the Secretary of State the Council will submit a copy of its Statement of Community Involvement together with a statement of compliance, detailing how it has complied with the Statement's provisions.

5: Involving you in the determination of planning applications

- 5.1 The Council's Planning Control service is responsible for determining all planning applications submitted to the Council. The Council recognises the value of public involvement in decisions about developments in Trafford and this SCI sets out the Council's processes for involving communities in the process of dealing with planning applications.

Types of planning application

- 5.2 The Council's Planning Control service receives approximately 2,500 planning applications per year. These include applications for planning permission and those for Listed Building Consent, Conservation Area Consent and Advertisement Consent. Development proposals fall into different categories of application type which include major, minor and other types of application and this can influence the level of community involvement that may be undertaken. Almost 55-60% of applications are from householders for extensions and alterations to dwellings, and 2-3% are for major developments. Applications that fall into the 'other'

category include Listed Building Consent, Conservation Area Consent, and householder schemes. Minor applications comprise change of use applications and predominantly small-scale residential and commercial developments applications that fall below the threshold for major applications. Major development is defined¹ as being: -

- the winning and working of minerals or the use of land for mineral-working deposits;
- waste development;
- 10 or more dwelling houses or development on a site of 0.5 hectare or more;
- buildings of 1,000 square metres in floor-space;
- development on sites of 1 hectare or more.

Whom we will involve in the determination of planning applications

5.3 The Council is committed to involving communities in Trafford in the planning application process and will actively seek the views of the community on all planning applications. It will also encourage developers of major and significant schemes to consult with the community prior to submitting an application.

5.4 In addition to pre-application discussions and wider community involvement there are statutory consultees which the Council consult on planning applications. The Town and Country Planning (General Development Procedure) Order 1995 (as amended) includes a schedule of bodies that should be consulted on planning applications. Exactly which body is consulted depends on the nature of the application but includes the Environment Agency, Parish Councils and the Local Highway Authority. Statutory consultees have 21 days in which to respond. The Council's arrangements for publicity and notification will never be less than the statutory minimum and in most

¹ The Town and Country Planning (General Development Procedure) Order 1995

cases will exceed it. Appendix C lists those consultees who may be consulted on planning applications.

- 5.5 Development proposals can result in additional infrastructure, services and facilities being required. Planning obligations provide a means of mitigating the potential impact of a development in a sustainable way, such as securing a contribution from a developer for the infrastructural requirements prompted by the development. These legal agreements are intended to make acceptable those developments that would otherwise be unacceptable in planning terms.
- 5.6 Guidance on when planning obligations can be used and how they are prepared is contained in the Revised Trafford Unitary Development Plan Adopted 2006 and relevant supplementary planning guidance. Furthermore updated guidance on the requirement for and preparation of these agreements will be contained in the emerging Local Development Framework, which will be subject to several stages of public consultation.
- 5.7 As highlighted above, developers are encouraged to consult on major and significant applications, which will help identify potential impacts or opportunities arising from the proposed development.

How we will promote developer pre-application community involvement

- 5.8 Small scale developments such as house extensions will generally not require community involvement but applicants are encouraged to discuss their proposal with neighbours and people who are directly affected, prior to submitting an application.
- 5.9 The Council will engage in pre-application discussions with developers that are 'in confidence' and 'without prejudice' and will encourage all developers of the major, significant or contentious applications detailed

in Table 3 to undertake consultation with the local community and relevant agencies, such as the Highways Agency, Environment Agency and Greater Manchester Passenger Transport Executive, prior to the submission of a planning application. The Council recognises that the 'local community' will vary depending on the nature and location of the development proposed.

5.10 The consultation procedures should be agreed with the Council prior to commencement as part of pre-application discussions with Council officers and members. These may include public exhibitions where there are issues of scale and controversy and the proposal is not in line with the Development Plan.

5.11 The aim of the process is to encourage discussion before a formal application is made. It may then be possible to carry out changes to the proposal to respond to points raised by the community, and therefore avoid objections being made at a late stage. If modifications are carried out at pre-application stage, the application is likely to be determined more quickly as the need for changes after the application has been submitted will be reduced. The type of community consultation should broadly follow that detailed in Table 3.

5.12 Staffed exhibitions, if appropriate, will be encouraged for major or particularly contentious schemes. They should be held locally to the proposed development, over a number of days and at varying times of day to ensure their accessibility to all sections of the community.

5.13 A Record of Community Involvement should form part of the planning application. This should include details of all publicity carried out, including a record of all persons or bodies consulted or who attended meetings/exhibitions, a record of representations received and the developer's response to them. A summary of the Record of Community Involvement will be included in any reports on that planning application.

How and when we will involve you in the determination of planning applications

- 5.14 The Council regards direct and indirect methods of publicity as complementary. It is not necessary for any person or body to have been the recipient of a notification letter in order to make valid representations prior to the determination of a planning application.
- 5.15 A list of applications received each week is displayed on the Council's website (www.trafford.gov.uk). Copies of this 'weekly list' are distributed to Borough Councillors, Parish Councils and relevant local organisations. The lists are displayed in public libraries and Council Offices and issued to local newspapers for publication (Sale and Altrincham Messenger and Stretford and Urmston Messenger as appropriate).
- 5.16 Site Notices will be posted for major applications, applications which do not accord with the development plan, that are accompanied by an environmental statement, that may affect a Right of Way, those that are in and adjoining Conservation Areas and for Listed Buildings. Site notices will be used for publicising proposals wherever direct notification would be difficult to achieve, including employment development within the Main Employment Areas defined in the Unitary Development Plan, or replacement Development Plan Document. Site notices will be posted on or near the application site for no less than 21 days.
- 5.17 It is the Council's usual practice to inform occupants and owners, if known, of neighbouring properties that a planning application has been received on a site. The extent of neighbour consultation will depend on the nature of the proposed development. Direct neighbour notification by letter (or where appropriate by e-mail) will be undertaken on all planning applications giving the recipient 21 days in which to comment.

- 5.18 As stated above, a minimum period of 21 days is given in which members of the community can comment on applications for development, whether publicised by site notice or neighbour notification letter and all representations received prior to the determination of the application will be taken into account.
- 5.19 Copies of all applications and appeals are available to view at the Council Offices at Sale Waterside during normal office hours plus Saturdays and two early evenings each week. In some major cases application plans and details will be displayed in Council offices and other public buildings to further facilitate public viewing and accessibility.
- 5.20 The Council will promote greater public involvement in local decision-making through the use of information and communications technology. There is a public access database available on the Council's website (www.trafford.gov.uk) which allows planning application details to be viewed online including the planning application forms, plans and related documents.
- 5.21 When materially different amendments to an application are proposed before determination the case officer will re-consult neighbours, Parish Councils, statutory consultees and other interested parties, as appropriate, normally giving 10 days in which to comment.
- 5.22 In line with Government advice, Table 3 outlines a tiered approach to set out a framework of consultation for those planning applications that should be subject to wider community involvement. Table 3 provides an indication of the methods for community involvement that may be appropriate for each tier of larger scale or controversial application, at pre-application stage and during the application process. For small applications, it is likely to be sufficient to meet statutory requirements

that apply once they are submitted to authorities. Table 3 is not exhaustive and other methods of consultation may be used where appropriate.

Table 3: Summary Checklist of Types of Community Involvement to be used in the Determination of Planning Applications in Trafford

	Tier 1: Applications where there are issues of scale and controversy, and are contrary to/out of line with the Development Plan for Trafford	Tier 2: Applications broadly in accordance with the Development Plan for Trafford but raising controversial issues,	Tier 3: Applications of a scale or on a site for which authorities require wider community involvement or that fall within sites that are 'sensitive' to development pressures
Public Meetings	*Possibly	-	-
Neighbourhood Forum	*Possibly	*Possibly	
Public Exhibitions	Yes	*Possibly	-
Development Briefs	*Possibly	-	-
Parish and Town Councils	Yes	Yes	Yes
Media	Yes	Yes	*Possibly
Web-site	Yes	Yes	Yes
Planning Aid	Yes	Yes	Yes

*Depending on the size and complexity of the application

5.23 Planning Aid (<http://www.planningaid.rtpi.org.uk>) is available to help communities understand the planning system and provides independent and professional town planning guidance. It is a valuable source of planning advice and help and can complement the work of local planning authorities, but is wholly independent of them.

How we will deal with your representations

- 5.24 Representations must be made in writing by letter or e-mail through the Council's website (www.trafford.gov.uk) or to development.control@trafford.gov.uk. When an application is to be determined by the Planning Development Control Committee, members of the public or other interested parties may address the Committee. Representations can be made verbally at the Committee by prior arrangement to speak in person, by contacting the Planning Control team.
- 5.25 Views expressed by members of the community will be considered and assessed when deciding applications under delegated powers, and any representation received will be summarised and included in reports for those applications decided by the Planning Development Control Committee.
- 5.26 For applications being determined by Committee, persons or organisations who have made representations on the application, will be notified by telephone or in writing of the Committee date where requested. Full details of the procedure are available on the Council's web site (www.trafford.gov.uk). Committee agendas are posted on the Council's web site (www.trafford.gov.uk) prior to the Committee meeting.
- 5.27 Officers of the Council's Planning Control Service will be available by appointment during normal office hours to discuss applications, advise and assist interested parties or alternatively they can be contacted by telephone, e-mail, fax or letter.
- 5.28 All planning decisions are published on the Council's website (www.trafford.gov.uk) whether or not the decision is made by the Planning Development Control Committee or under delegated powers.

Full details of the decisions including reasons for refusal or conditions will be available on the Council's website (www.trafford.gov.uk).

Planning Appeals

5.29 If an appeal is lodged against a refusal of planning permission, the Council will write to all the groups and persons notified or who have expressed an interest in the original application to advise them of the appeal. It is possible for interested parties to make further representations at the appeal stage with the exception of householder appeals that are subject to the expedited Householder Appeal Service introduced in April 2009. In this instance, any comments made at the application stage will be taken into consideration for the determination of the appeal. Interested parties will be notified by the Council that representations will be sent to the Planning Inspectorate with the appeal details and will be given an opportunity to withdraw their comments at that stage. A list of appeals and appeal decisions is available on the Council's website (www.trafford.gov.uk).

How we will encourage involvement post permission

5.30 In certain cases, particularly for major development schemes, if permission is granted the Council will require the establishment of a liaison group. The liaison group will include representatives of the developers, officers and/or members of the Council, Parish Councils, other relevant agencies (such as the Highways Agency, Environment Agency and Greater Manchester Passenger Transport Executive) and of community/action groups.

5.31 The liaison group will be able to discuss any post-permission issues, especially those which arise during the construction process and any changes to, or problems with, the development can be relayed back to the community. It is also beneficial in some cases to continue these liaison groups into the operational stage of the development.

6: Reaching out to people with particular needs



6.1 In preparing and revising Local Development Documents, the Council will comply with the requirements of the Race Relations (Amendment) Act 2000, Disability Discrimination Act 1995, Freedom of Information Act 2000, Data Protection Act 1998 and other relevant legislation.

6.2 The Council is aware of the need to involve the Borough's diverse communities in the planning process, particularly those who might not have easy access to information or for whom traditional means of involvement might not have been effective. 'Hard to reach' groups in the Borough include:-

- People from black and minority ethnic communities
- People with disabilities and sensory impairments
- Young people
- Elderly people

6.3 The following specific measures will be employed to ensure that the planning process is as accessible and inclusive as possible, and enables 'hard to reach' groups to be involved in the plan-making process.

Languages other than English

6.4 Summary material relating to Local Development Documents will, where appropriate, be provided in at least two languages other than English which are used by communities in Trafford. Local Development Document material will also include, in a range of languages other than English, details of contacts from whom further assistance can be obtained.

People with a visual or hearing impairment

6.5 In order to assist people with a visual impairment, the Council will follow clear print guidelines in all Local Development Document material and provide summary material in large print and Braille on request. For those with a hearing impairment, the Council will provide a minicom facility by which further details of Local Development Document preparation and revision can be obtained.

6.6 If you have other specific requirements please contact the LDF Team to discuss how further assistance might be provided.

Access for people with disabilities

6.7 All Council buildings where material is made available for inspection or public meetings are held, as part of community involvement on draft Local Development Documents will be accessible to people with disabilities.

6.8 Sale Waterside, where planning applications are available for inspection, is accessible to people with disabilities. The Council also offers an interpreting service and operates text-link.



Documents in electronic format

- 6.9 The Council will make all draft and adopted Local Development Documents available in electronic format, including placing them on the Local Development Framework pages of the Council's website (www.trafford.gov.uk) with appropriate links to the Planning Portal (www.planningportal.gov.uk). The Council has mechanisms in place to enable comments and representations on draft Local Development Documents to be made online and through interactive questionnaires.
- 6.10 The Council's website (www.trafford.gov.uk) contains extensive planning information including lists of applications, decisions, Committee agendas and minutes. Planning applications including plans, application forms and supporting information is available on the website (www.trafford.gov.uk). Representations on applications can also be made via the web site (www.trafford.gov.uk) and by email.

Equality monitoring

- 6.11 The Council will ensure that it does not discriminate (directly or indirectly) against any consultee or member of the public for reasons linked to:

- Age
- Disability
- Gender
- Race
- Religion or belief
- Sexual orientation

The Council also values diversity and will do everything it can to ensure that people are not discriminated against.

- 6.12 As part of the consultation process in relation to DPDs and SPDs the Council will gather and record information relating to the above

demographics in order to ensure that we are reaching all members of the community.

7: Making it happen

Resources

- 7.1 To ensure effective community involvement in the planning process, the Council will need to work with a wide range of stakeholders and partnership networks. This will involve the use of existing consultation and public participation mechanisms together with the use of new approaches, such as TV.
- 7.2 Community involvement in Local Development Document preparation and revision will be led by professional staff in the Strategic Planning and Developments Team, assisted where necessary by staff drawn from other service areas of the Council and the expertise of the Trafford Partnership and its constituent groups. Further assistance, from consultants and other agencies, may be required for particular types of community involvement.
- 7.3 The Council already undertakes extensive consultation with the community as part of the process of determining planning applications. There will be work and costs resulting from the procedural changes proposed in this Statement but these will be offset to some extent by a reduction in the amount of time spent in determining applications which have been subject to community involvement.
- 7.4 The Council acknowledges the role of Planning Aid in the planning process. North West Planning Aid (NWPA) offers free, independent town planning advice for those who cannot afford the services of a planning consultant. Professionally qualified volunteers can give advice on a wide range of planning issues, and attend relevant meetings where necessary. The NWPA Community Planning

programme helps communities to understand and play a role in the planning process, particularly on issues affecting local areas and neighbourhoods.

Reviewing the Statement of Community Involvement

- 7.5 The Council will monitor the implementation of this Statement, and bring forward formal reviews where required to take account of significant changes in legal requirements, Government guidance, Council procedures and developments in best practice. Any review of the Statement will be undertaken in accordance with statutory procedures, including the requirement for public consultation. The results of monitoring and review will be incorporated, as required, in the Council's Local Development Framework Annual Monitoring Report.

8: How to find out more

- 8.1 If you would like more information on how the Council intends to involve communities in planning in Trafford, please contact the following: -

Local Development Documents

Strategic Planning & Developments,
Waterside House,
Sale,
M33 7ZF

Telephone: 0161 912 4475
Fax: 0161 912 3128
Minicom/Textphone: 0161 912 2102/ Option 6/ Ext 4475
E-mail: strategic.planning@trafford.gov.uk
Website: www.trafford.gov.uk

Planning Applications

Planning & Building Control,
PO Box 96,
Waterside House,
Sale,
M33 7ZF
Telephone: 0161 912 2000 3149
Fax: 0161 912 3128
E-mail: development.control@trafford.gov.uk
Website: www.trafford.gov.uk

- 8.2 If you would like more information on North West Planning Aid, please contact the following:-

Advice line: 0870 850 9804
E-mail: nwcw@planningaid.rtpi.org.uk
Website: www.planningaid.rtpi.org.uk

Appendix A

Specific Consultation Bodies for Local Development Documents

Please note this list also relates to successor bodies where re-organisations occur.

- The Regional Planning Body
- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England ('English Heritage')
- Natural England
- The Secretary of State for Transport
- The Highways Agency
- Homes and Communities Agency
- Greater Manchester Police Authority
- Local planning authorities, county councils or parish councils, any part of whose area is in or adjoins the Borough
- The Northwest Regional Development Agency
- Any person to whom the electronic communications code applies and who owns or controls electronic communications apparatus within the Borough
- Primary Care Trust
- A person to whom a licence has been granted under the Electricity Act 1989
- A person to whom a licence has been granted under the Gas Act 1986
- A sewerage undertaker
- A water undertaker

Appendix B

General Consultation Bodies for Local Development Documents

- Voluntary bodies, some or all of whose activities benefit the Borough
- Bodies representing the interests of different racial, ethnic or national groups within the Borough
- Bodies representing the interests of different religious groups in the Borough
- Bodies representing the interests of disabled persons in the Borough
- Bodies representing the interests of persons carrying on business in the Borough

Appendix C

Other Consultees, to be Consulted as Necessary, on Local Development Documents and Planning Applications

Please note this list is not exhaustive and will be amended as and when it is necessary to do so.

- Age Concern
- Association of Greater Manchester Authorities (AGMA) Joint Units
- British Chemical Distributors and Traders Association
- British Geological Survey
- British Waterways
- Canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, Local CBI and local branches of Institute of Directors
- Church Commissioners
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment

- Commission for Equality and Human Rights
- Council for Protection of Rural England
- Crown Estate Office
- Department for Culture, Media and Sport
- Department for Children, Schools and Families (through Government Office)
- Department for Environment, Food and Rural Affairs
- Department for Transport (through Government Office)
- Ministry of Justice
- Department of Health (through relevant Regional Public Health Group)
- Department for Business, Enterprise and Regulatory Reform (through Government Office)
- Department of Work and Pensions
- Diocesan Board of Finance
- Disabled Persons Transport Advisory Committee
- Electricity, Gas, and Telecommunications Undertakers
- Natural England
- English Heritage
- Environment Agency
- Environmental and amenity groups at national, regional and local level, including:
 - i. Council for the Protection of Rural England;
 - ii. Friends of the Earth;
 - iii. Royal Society for the Protection of Birds;
 - iv. Wildlife Trusts;
 - v. National Trust;
 - vi. Ancient Monuments Society;
 - vii. Council for British Archaeology;
 - viii. Society for Protection of Ancient Buildings;
 - ix. Georgian Group;
 - x. Twentieth Century Society;
 - xi. Garden History Society;
 - xii. Civic Trust;

- xiii. Woodland Trust;
- xiv. Bowdon Conservation Group
- Commission for Equality and Human Rights
- Forestry Commission
- Freight Transport Association
- Government Office for the North West
- Greater Manchester Fire and Rescue Service
- Greater Manchester Passenger Transport Authority
- Greater Manchester Passenger Transport Executive
- Greater Manchester Police
- Greater Manchester Waste Disposal Authority
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Highways Agency
- Historic Buildings and Monuments Commission for England ('English Heritage')
- Home Builders Federation
- Home Office
- Housing Associations active in the Borough
- Learning and Skills Councils
- Local Agenda 21 including: -
 - i. Civic Societies;
 - ii. Community Groups;
 - iii. Local Transport Authorities;
 - iv. Local Transport Operators; and
 - v. Local Race Equality Councils and other local equality groups.
- Local businesses
- Local planning authorities, county councils or parish councils, any part of whose area is in or adjoins the Borough
- Major land/property owners

- Manchester Airport
- Manchester Ship Canal Company
- Ministry of Defence
- National Grid Company
- Field in Trust
- Network Rail
- Northwest Regional Development Agency
- Office of Government Commerce (Property Advisers to the Civil Estate)
- Other relevant local authorities
- Pedestrian groups
- Port Operators
- Primary Care Trusts
- Rail Companies
- The Rail Freight Group
- Regional Housing Boards
- Regional Planning Body
- Regional Sports Boards
- Relevant aerodrome operators
- Road Haulage Association
- Royal Mail Property Group
- Sewerage undertakers
- Sport England
- Strategic Health Authority
- Strategic Rail Authority
- The Theatres Trust
- Trafford Cycling Forum
- Trafford NHS Hospital Trust
- Traveller Law Reform Coalition
- United Utilities
- Water Companies
- Women's National Commission.