

**Tendring District Council Local Development Framework  
STATEMENT OF COMMUNITY INVOLVEMENT- SUBMISSION  
DRAFT**

## **BENGALI**

যদি আপনার এই নথিটি বাংলা ভাষায় প্রয়োজন হয়, তাহলে [www.Tendringdc.gov.uk](http://www.Tendringdc.gov.uk) এর মাধ্যমে অনুবাদ করে দেওয়ার জন্য অনুরোধ করা যেতে পারে।

## **CHINESE**

如果你需要这份文件的简体中文翻译，可以通过[www.Tendringdc.gov.uk](http://www.Tendringdc.gov.uk)订购。

## **GUJERATI**

જો આ દસ્તાવેજ તમને ગુજરાતીમાં જોઈતું હોય તો [www.Tendringdc.gov.uk](http://www.Tendringdc.gov.uk) થકી એનું ભાષાંતર ખરીદી શકાય છે.

## **HINDI**

यदि आप इस दस्तावेज़ को हिन्दी में चाहते हैं, तो [www.Tendringdc.gov.uk](http://www.Tendringdc.gov.uk) के माध्यम से अनुवाद का ऑर्डर दिया जा सकता है।

## **POLISH**

Jeśli potrzebujesz ten document w J. Polskim, tłumaczenie może być zlecone na stronie [www.Tendringdc.gov.uk](http://www.Tendringdc.gov.uk)

## **TURKISH**

Eğer bu dökümanı Türkçe olarak istiyorsanız, çeviri [www.Tendringdc.gov.uk](http://www.Tendringdc.gov.uk) yolu ile düzenlenebilir.

## **URDU**

اگر آپ کو اس دستاویز کی ضرورت اردو میں ہے تو [www.Tendringdc.gov.uk](http://www.Tendringdc.gov.uk) کے ذریعہ اس کے ترجمہ کی فرمائش کی جا سکتی ہے

# Alternative Version of This Scheme

**If you require a version of this  
document in an alternative  
format please contact Mary  
Foster on:**

**01255 686177**

**or write to her at:**

**Development Plan Team,  
Council Offices,  
Tendring District Council,  
Thorpe Road,  
Weeley,  
Essex CO1 9AJ**

**Or send an email to:**

**[mfoster@tendringdc.gov.uk](mailto:mfoster@tendringdc.gov.uk)**

# CONTENTS

SECTION	PAGE
<b>1 INTRODUCTION TO THE STATEMENT OF COMMUNITY INVOLVEMENT</b>	5
Background	5
Objectives of the Statement of Community Involvement	5
How Does the Statement of Community Involvement affect me?	6
<b>2 PROCESS OF PREPARING A STATEMENT OF COMMUNITY INVOLVEMENT</b>	7
<b>3 THE LOCAL DEVELOPMENT FRAMEWORK SYSTEM</b>	8
Development Plan Documents	8
Supplementary Planning Documents	8
Sustainability Appraisal and Strategic Environmental Assessment	8
<b>4 CONTEXT WITH OTHER STRATEGIES AND PLANS</b>	10
East of England Plan	10
Tendring Sustainable Community Strategy	10
<b>5 COMMUNITY INVOLVEMENT AND INCLUSION</b>	12
Who will be Involved?	12
Who in the Community?	13
Hard to Reach Groups	13
Community-led Initiatives	15
Targets for Community Involvement	15
Community Involvement So Far	15
Methods of Community Involvement	16
<b>6 COMMUNITY INVOLVEMENT IN THE TENDRING LOCAL DEVELOPMENT FRAMEWORK</b>	22
Community Involvement for Preparing the Statement of Community Involvement	22
Community Involvement in Preparing Development Plan Documents	28
Community Involvement for Preparing Supplement Planning Documents	36
<b>7 COMMUNITY INVOLVEMENT AND MAJOR PLANNING APPLICATIONS</b>	41
Development Control	41
Community Involvement in Development Control	41
Revised Plans Submitted on a Planning Application	44
Advertisement Consents	45
<b>8 RESOURCES, MONITORING AND REVIEW</b>	46
Resources	46
Monitoring and Review	46
<b>APPENDICES</b>	48

# **1 Introduction to the Statement of Community Involvement.**

## **Background**

- 1.1 Tendring District Council has recently received the Inspector's Report on the Tendring District Replacement Local Plan Public Inquiry and will proceed quickly to adopt the Local Plan. The Local Plan only covers the period up to 2011, it is now necessary to plan for the needs of the district beyond this timescale.
- 1.2 The Planning and Compulsory Purchase Act 2004 introduced a new planning system which has a number of key differences from the previous local plan legislation. The Council is required to prepare a Local Development Framework which will be made up of a number of separate Local Development Documents. These will need to take account of wide ranging issues, including energy and climate change, job creation, affordable housing, provision of services and how we effect the environment. But similar to Local Plans, the Local Development Framework will need to allocate land for development and provide policies setting out how the council will decide planning applications.
- 1.3 One of the key changes of the new system is to strengthen community involvement and encourage greater participation in shaping the local environment and in addressing key challenges within the district. A key statutory requirement of the Local Development Framework process is to prepare and consult on a Statement of Community Involvement.
- 1.4 Everyone needs to have the opportunity to be involved from the very early stages of the planning process. This document is the Statement of Community Involvement which informs communities and stakeholders when and how they can be involved in the planning process, particularly in preparing the various Local Development Documents. It also indicates (as a requirement of the associated Regulations) how and when communities will be consulted on major planning applications.

## **Objectives of the Statement of Community Involvement**

- 1.5 As with all the Local Development Plan documents the Statement of Community Involvement has to be produced following a number of stages. Public consultation on the Statement of Community Involvement has been an important stage in the process with the aim that it will help people understand the process and the opportunities available to them to influence the planning for the future of the district. To assist with this the objectives of the Statement of Community Involvement are summarised below:
  - Make sure the consultation process for the Statement of Community Involvement is understood.
  - Explain how we intend to enhance community involvement in planning.
  - Ensure that all within the community and stakeholders know when and how they can get involved in the production of Local Development Documents.
  - Ensure that all within the community and stakeholders know when and how they can get involved in the consideration of major planning applications.

- Improve the way that we consult and in particular make sure that everyone has the opportunity to be included. We must recognise the different needs of different audiences.
- Demonstrate that we are able to resource the community involvement proposed.
- Show how community involvement with planning will be linked to other community involvement initiatives (e.g. the Council's Sustainable Community Strategy).
- Explain how the Statement of Community Involvement will be monitored and reviewed in the future.

1.6 Meeting these objectives will ensure that the Statement of Community Involvement complies with the tests of soundness as required by the Regulations (Appendix 1 lists these Tests of Soundness).

### **How Does the Statement of Community Involvement affect me?**

1.7 We will do our best to make sure that everybody who wishes to participate is able to do so. By working in this way it is hoped that there will be an enhanced level of local engagement and understanding of planning which, as a result, should become a more flexible and inclusive process.

1.8 **Planning affects everybody. This is an opportunity for you to have your say and this document explains when and how you can participate.** Decisions about the future planning of the district have to be made. Your views can only be considered if you tell us what they are.

1.9 The community involvement opportunities referred to in the Statement of Community Involvement will be applied district wide unless the issues the subject of consultation are site specific.

1.10 If you respond at any stage of the process on any Local Development Document, the council will provide feedback to explain whether your comments can be addressed and if not why not.

## **Process of Preparing a Statement of Community Involvement**

- 2.1 There are three main Stages in preparing the Statement of Community Involvement, which are summarised below (with references to the relevant Regulations from the Planning and Compulsory Purchase Act 2004):

**STAGE A**  
**PRE-PREPARATION CONSULTATION (Regulation 25)**  
MAY TO JUNE 2007

Letters, questionnaires and newsletter were sent out to Council Members, parish and town councils and statutory and non-statutory consultees. This stage sought views on how the community should be involved in the planning process under the new system. The response rate was 18.8%.



**STAGE B**  
**PREPARATION OF THE STATEMENT OF COMMUNITY INVOLVEMENT FOR CONSULTATION (Regulation 26)**  
JUNE TO SEPTEMBER 2007

This consultation draft was prepared, taking into account the comments received during Stage 1. The document is on consultation for 6 weeks (17th August to 28<sup>th</sup> September 2007). Comments are invited on its approach, contents and layout. It is available at Tendring District council offices, all local libraries and also on the council's web site [www.tendringdc.gov.uk](http://www.tendringdc.gov.uk) **this was the opportunity to let us know your views on the way in which the community can be involved in the planning process.**



**STAGE C**  
**FORMAL SUBMISSION AND EXAMINATION OF THE STATEMENT OF COMMUNITY INVOLVEMENT (Regulation 28)**  
DECEMBER 2007

The first draft Statement of Community Involvement will be revised to take account of the comments received to the Regulation 26 (Stage 2) consultation. It will then be placed out on formal consultation for a further 6 weeks followed by submission to the Secretary of State. **This is where we are at now.** Any valid representations will be considered by an independent Inspector whose report will be binding on the Council. The Statement of Community Involvement will be tested for soundness, as shown in Appendix 1. The Council will make any amendments required and publish the Adopted Statement of Community Involvement. (Anticipated August / September 2008)

3

## **The Local Development Framework System**

- 3.1 The Local Development Framework is a “folder” holding a number of planning documents called Local Development Documents, which consist of Development Plan Documents and Supplementary Planning Documents. It also includes the Statement of Community Involvement and Annual Monitoring Report. The diagram overleaf explains the structure of the Local Development Framework.
- 3.2 A full list of abbreviations is attached as Appendix 2. The two main types of planning documents are Development Plan Documents and Supplementary Planning Documents, and the documents proposed for Tendring are as follows;

### **Development Plan Documents**

- Core Strategy including Development Control Policies
- Site Specific Allocations
- Clacton Area Action Plan
- Jaywick Area Action Plan

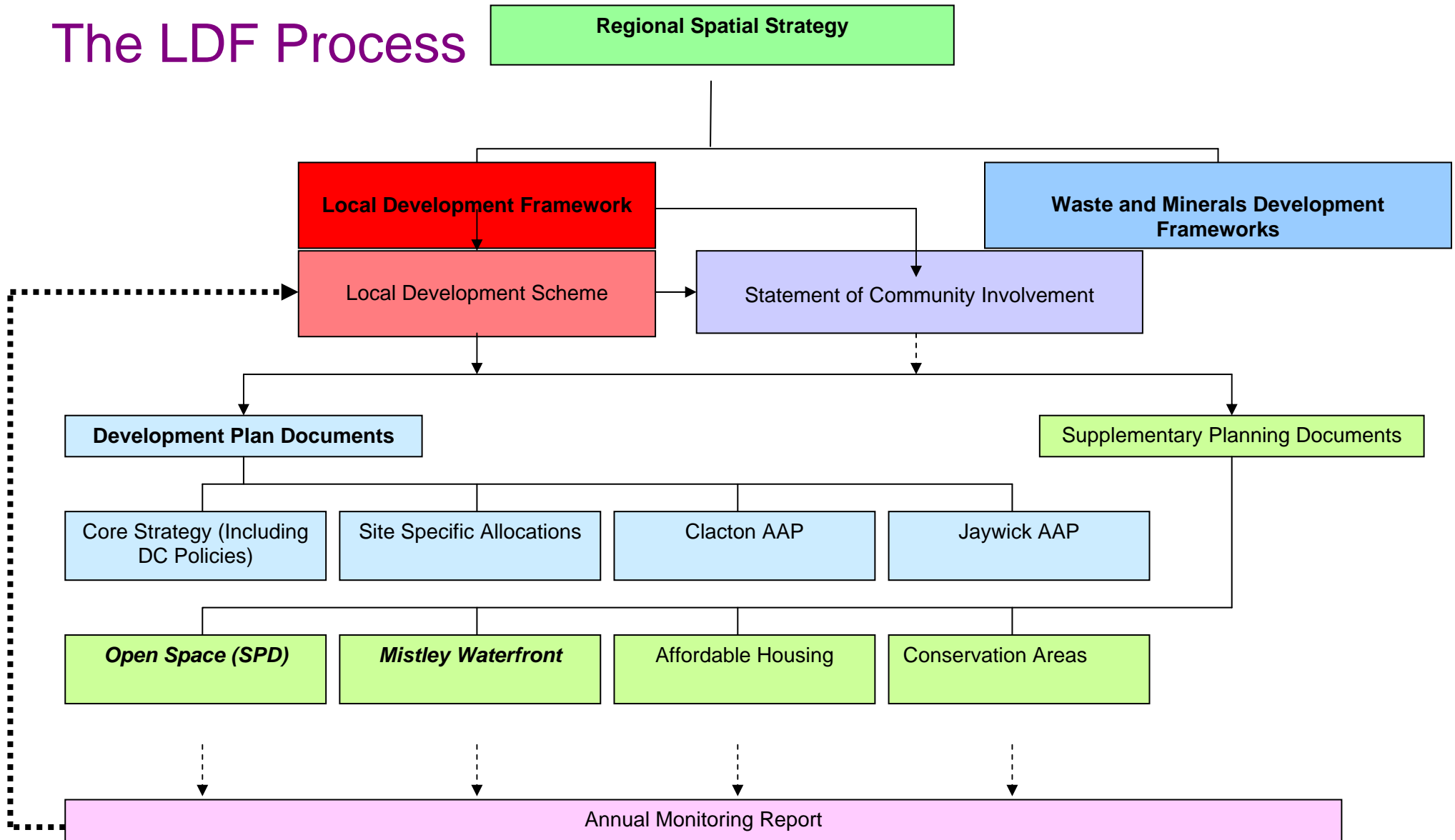
### **Supplementary Planning Documents**

- Open Space
- Mistley Waterfront
- Affordable Housing
- Conservation Areas

## **Sustainability Appraisal and Strategic Environmental Assessment**

- 3.3 Each Local Development Document must be subject to a Sustainability Appraisal which must be published for consultation with the draft documents. This will assist the Council in meeting the objective of achieving sustainable development. The Sustainability Appraisal will also incorporate a Strategic Environmental Assessment in accordance with the requirements of the European Directive 2001/42/EC which sets out how the effects that the plans may have on the environment are to be considered. It should be noted that the Statement of Community Involvement, though a Local Development Document, does not require a Sustainability Appraisal.
- 3.4 At the time of preparing this Statement of Community Involvement the Government has issued for consultation its White Paper - Planning for a Sustainable Future (May 2007). It proposes changes that would affect the procedures and stages in preparing the Local Development Framework, including the Statement of Community Involvement. However, until such changes are brought forward through legislation (anticipated in 2009) the requirements of this Statement of Community Involvement and the Local Development Framework process must conform to the 2004 Act. Any implications of future legislation would be reflected in further amendments to the Local Development Scheme at a future date.

# The LDF Process



## **4 Context with other Strategies and Plans**

- 4.1 As a Local Authority with a wide remit of responsibilities for service provision in local communities, it is important that the Council ensures linkages between its various plans and corporate aspirations and builds on the work of other partner plans and strategies. Equally, objectives set by other plans and strategies should be consistent with and complement those proposed through the Local Development Framework.

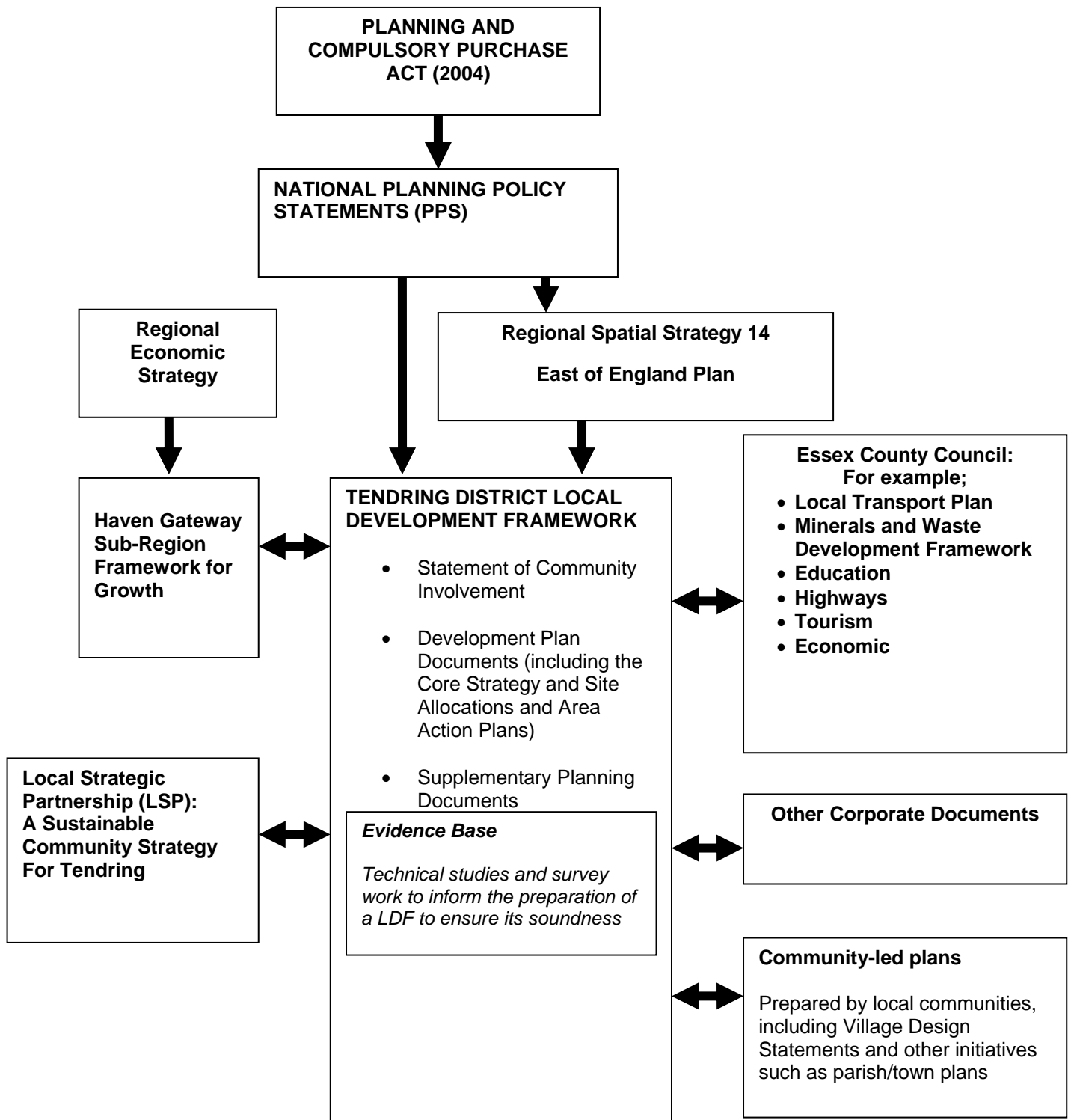
### **East of England Plan**

- 4.2 The Local Development Framework will need to generally conform with the East of England Plan, or Regional Spatial Strategy 14, which provides the overarching regional strategy for the East of England Region to year 2021. A final version of the Plan expected to be published in Spring 2008.

### **Tending Sustainable Community Strategy**

- 4.3 The first Community Strategy for the district was published in November 2002, prepared by The Local Strategic Partnership, composed of key stakeholders representing public, private, voluntary and community sectors. A Sustainable Community Strategy is currently being prepared, which will set out a vision, objectives, targets and delivery mechanisms for the district up to 2016. Importantly Local Development Documents will give effect to the spatial implications of the Sustainable Community Strategy, including using any relevant data already collected. **Accordingly, within the Local Development Framework we will take into account the vision, objectives and commitments set out in the Sustainable Community Strategy.**
- 4.4 In addition, the Local Development Framework will reflect and link with a range of “cross cutting” strategies and plans promoted by the Council, where these have land use implications. These include, for example, the Corporate Plan, the Coastal Protection Strategy, the Regeneration Strategy, the Tourism Strategy, the Local Agenda 21 Strategy and the Community Strategy.
- 4.5 There are other strategies prepared by Essex County Council, such as Highways and Education that the Local Development Framework must take into account. No less valuable will be the initiatives of local communities in preparing village and parish plans, including Village Design Statements, that all have a place in feeding into the process. The relationship of these and other strategies is illustrated in the diagram below.

# HOW THE LOCAL DEVELOPMENT FRAMEWORK RELATES TO AND COMPLEMENTS OTHER KEY POLICIES, STRATEGIES AND PLANS



## **5 Community Involvement and Inclusion**

- 5.1 In preparing Local Development Documents, or considering major planning applications, there will be various stages at which you will have the opportunity to comment on and influence their content. All comments will be considered and, if appropriate, will be taken into account in shaping the document before the Council adopts it. The various stages and opportunities for involvement are explained for each type of Local Development Document in section 6 below.
- 5.2 A “Community Involvement Plan” will be produced for each stage of the community involvement/consultation exercise (for each Local Development Document). This will identify who is to be involved, what are the best methods and what resources will be required (taking into account what is available). It will ensure that all community groups have the opportunity to be involved and that the consultation proposals are “fit for purpose”. Section 6 below summarises the opportunities and proposed methods for community involvement for each type of Local Development Document.
- 5.3 A variety of “quantitative” and “qualitative” community involvement techniques will be used. Quantitative methods, such as questionnaires and surveys, are useful in engaging and seeking the views of a large group of people. Qualitative methods, such as workshops, are useful to help understand views and reasons behind them.
- 5.4 However, a degree of flexibility must allow for adjustments and variations within some of the consultation exercises. More fundamental changes will be required to be addressed through the monitoring and review procedures (see Section 8).

### **Who will be Involved?**

- 5.5 The Council currently holds a Local Development Framework Database, consisting of those individuals and organisations who wish to be involved and kept informed throughout the process as well as statutory consultees. These are listed in Appendix 3 together with the non-statutory consultees. Please note the Appendix does not include individuals - if you received a letter advising you about this draft Statement of Community Involvement you are already on the database.
- 5.6 **Anyone wishing to be added to the database should use any of the contact methods listed at the beginning of this document and you will be added for future correspondence.**
- 5.7 We will encourage the participation of community groups, voluntary bodies (such as the Tendring Community Voluntary Services which represents a number of groups in the district), and other organisations. Many of these already have good links through other initiatives such as the Local Strategic Partnership which we will build upon.
- 5.8 Opportunities for you to become involved will be widely publicised, both through District Councillors, Town and Parish Councils and the media. Summary newsletters/leaflets will be published and circulated at various key stages to advertise opportunities for community involvement.

- 5.9 The following list broadly indicates the types of groups who comprise the wider community and will need to be involved;

### **Who in the Community?**

- The general public
- Various community and interest Groups (wildlife, employment, housing etc)
- Land interest groups including land owners, Developers, agents /consultants
- Local societies, clubs and associations
- Amenity societies and groups
- Residents/neighbourhood groups
- Employment/business sector (representatives)
- Voluntary and charitable sectors
- Education sector
- Local District and County Councillors
- Parliamentary Representatives
- Regional planning/ economic development agencies (East of England Regional Assembly/ East of England Development Agency/Haven Gateway Partnership)
- Town and Parish Councils
- Tendring District Council Services including Housing, Leisure, Regeneration and Environmental
- Neighbouring Local Authorities Colchester Borough and Babergh District Councils
- Infrastructure and utility providers
- Central Government and related Agencies
- Council's Partners

### **Hard to Reach Groups**

- 5.10 Some people in the community have less chance than others to get involved in the planning process, so are under-represented. It is important to broaden the opportunities to enable these "hard to reach" groups to be involved, including, for example, young people, the elderly, homeless, people with disabilities, temporary residents and ethnic minorities.
- 5.11 The Council's Draft Sustainable Community Strategy has a number of overriding principles that include the Council's commitment to ensure *"that there should be no discrimination by virtue of age, disability, gender, racial or ethnic origin, religion, colour or sexuality. We need to develop strong, secure, self reliant and self confident communities free from unlawful discrimination"*. Community involvement throughout the Local Development Framework process will follow these objectives and ensure current legal requirements are met.

5.12 The Council will design more inclusive participation exercises and, in some cases, “go to them” (e.g. schools/care homes supermarkets, post offices and local shops), rather than “expect them to come to us” (e.g. Council offices/ village halls). We will ensure activities are adapted to suit needs.

5.13 The table below illustrates some of the most common barriers and possible solutions for involving some of the hard to reach groups in the community. Comments relating to this point in the questionnaire responses have also been reflected in the table. Consideration will be given to directly engaging with key groups in the community with particular needs, such as people with disabilities to ensure that they have adequate opportunity to participate.

Common Barriers to Community Involvement	Possible Solutions
<p><b>Difficulties with written information</b> Language problems, literacy problems, learning disability</p>	<ul style="list-style-type: none"> <li>• face to face surveys</li> <li>• telephone surveys</li> <li>• alternative formats e.g. large print</li> <li>• avoid jargon or complex language</li> <li>• produce simplified leaflets in layman’s terms</li> </ul>
<p><b>Intimidated by Approach</b> Communication/literacy problems, attitude towards staff, hostility, lack of confidence</p>	<ul style="list-style-type: none"> <li>• face to face surveys</li> <li>• consider using representatives already known and trusted</li> <li>• think carefully about language chosen</li> <li>• explain process and reassure objectives and listen</li> <li>• provide feedback with reasons</li> </ul>
<p><b>Can’t access the meeting venue</b> Transport difficulties, no child care available, timing difficult, physically inaccessible</p>	<ul style="list-style-type: none"> <li>• plan meetings in accessible locations (public transport and adequate parking)</li> <li>• hold meetings at various times to suit range of needs</li> <li>• consider taking event to specific target groups on their premises e.g. care home/ school;</li> <li>• consider providing childcare;</li> <li>• check venue meets Disability Discrimination Act requirements.</li> <li>• consider providing transport and or offer expenses</li> </ul>
<p><b>Lack of Time or resources</b> Working, families, lone parents, inadequate funding if voluntary group</p>	<ul style="list-style-type: none"> <li>• go directly to respondents</li> <li>• keep activities simple and limit time-(People are generally busy)</li> </ul>
<p><b>Information rarely reaches some areas</b> Remote locations, individual care homes, school children, information format inappropriate</p>	<ul style="list-style-type: none"> <li>• make use of contact through parish newsletters and village notice boards;</li> <li>• link publicity shots with free newspapers</li> <li>• internet consultation should be as well as not instead of alternatives;</li> <li>• keep information simple and succinct- produce summary leaflet of each document at each stage</li> </ul>

- |  |   |
|--|---|
|  | <ul style="list-style-type: none"><li>• join up with local events where appropriate</li></ul> |
|--|---|

## **Community-Led Initiatives**

- 5.14 There are some existing community led initiatives, including Village Design Statements and village and parish plans, which some parishes are engaged in, based on a high level of community involvement (not necessarily limited to planning issues). They will be of value in preparing the Local Development Documents, particularly in local evidence-gathering and these will feed into the Local Development Framework process where appropriate. Organisations such as the Rural Community Council for Essex and Planning Aid can help assist in promoting such local initiatives.

## **Targets for Community Involvement**

- 5.15 A number of targets have been identified which the Council will aim to achieve in involving the community throughout the preparation of the Local Development Framework. These may be re-assessed based on looking at their effectiveness. The detailed methods proposed are set out in Section 6.

### **Targets:**

- Copies of draft, final and adopted Local Development Framework documents will be made available in the Council offices and public libraries across the district.
- All relevant documents will be available to download free of charge from the Council's web site ([www.tendringdc.gov.uk](http://www.tendringdc.gov.uk)) Paper copies will also be available (including at a nominal charge to cover paper/printing costs/ postage).
- Forms of availability will be in accordance with the Council's standard guidance
- Summary leaflets/newsletters will be made available for relevant documents (including drafts). These will be widely available in paper and electronically and circulated within the local community; including Post offices, supermarkets, local shops and community halls where appropriate.
- Copies of Local Development Framework documents will be sent out within 5 working days of request;
- All respondents and consultees will be held on a database and kept informed on progress of the various key stages of Local Development Framework.
- Consultees will be informed of the Council's decision on their responses and, where appropriate, of the Inspector's decision, with a reasoned justification.
- Letters of enquiry will be acknowledged within 10 working days, or e-mail in 5 working days.

## **Community Involvement So Far**

- 5.16 An initial consultation was carried out during May/June 2007 in preparation of this draft Statement of Community Involvement which sought views on preferred methods for involving the community. Around 19% of questionnaires were returned which has provided valuable feedback that has been taken into account in preparing this Statement. An analysis of the

comments on the methods is attached (Appendix 4). Some key points are summarised below;

- Strong support is given by respondents for consultation directly with community groups.
- Most methods of consultation have significant support with most respondents favouring exhibitions, use of the media, letters and newsletters, as well as a high proportion wishing to be able to respond by e-mail/interactive web site.
- More use of e-mail and web-site downloads should be made, whilst maintaining paper format as well for those who prefer this and those who do not have electronic access.
- Response rate from postal surveys will be increased if pre-paid envelopes are used for returns. Also responses should be returnable on line.
- Documentation should be jargon free, and accessible to wide audiences. Some felt the questionnaire and newsletter required greater simplification. Keep information simple and brief.
- Circulate information leaflets/ surveys etc through Parish and other local magazines.
- Make use of bodies such as school Parent teacher /Staff Associations and governing bodies to reach out to younger people.
- Take information/ presentations/ exhibitions to places where key groups are to be targeted, particularly elderly (Care homes) and the young (Schools).
- Provide feedback to respondents with explanations to the outcomes chosen to aim to gain confidence of the community in getting involved
- Improve and make better use of planning reception to promote and explain issues and seek views at key stages.
- Provide regular updates on progress (e.g. quarterly).
- Ensure information is available in alternative formats including large print, audio, Braille and possibly translated to other language if required.
- Use Parish/Town Councils more to represent community and feed through information.
- Ensure the purpose and scope of consultation is clear so as to not to raise people's expectations. There is a need for community to understand what the real scope to influence change is and a reason to be involved.
- There is concern whether adequate resources are available to deliver the intentions of the Statement of Community Involvement;
- Information should be fed into the Local Development Framework upwards as well, for example by making use of village plans.

## **Methods of Community Involvement**

5.17 The table below illustrates a variety of methods available for community involvement, with an indication of some of the advantages and disadvantages, resource implications. This has been used to choose the most appropriate options and methods for community involvement for the various Local Development Documents

## Methods of Community Involvement

Community involvement method	When suitable	Advantages	Disadvantages	Resources
Letters	<ul style="list-style-type: none"> <li>• all stages to inform and promote</li> <li>• all stakeholders &amp; consultees.</li> <li>• obtain information by request</li> <li>• inform proposed activities</li> <li>• provide feedback on responses</li> </ul>	<ul style="list-style-type: none"> <li>• can send letters/etc with a reply slip</li> <li>• dual purpose e.g. send out consultation documents at same time</li> <li>• can be managed internally easily</li> <li>• existing database allows for speedy process</li> <li>• effective with good administrative back up</li> </ul>	<ul style="list-style-type: none"> <li>• can dominate office resources as often large job diverts from other tasks</li> <li>• ensure database constantly up to date otherwise errors occur</li> </ul>	<ul style="list-style-type: none"> <li>• limited impact- peaks and troughs</li> <li>• officer/ administrative staff time</li> <li>• printing stationery costs</li> </ul>
Reply slips leaflets and surveys	<ul style="list-style-type: none"> <li>• all stages to inform and promote</li> <li>• all stakeholders &amp; consultees</li> <li>• obtain information by request</li> <li>• seek views and aspirations</li> <li>• publicity of events and activities</li> </ul>	<ul style="list-style-type: none"> <li>• can send letters/etc with a reply slip</li> <li>• dual purpose e.g. send out consultation documents at same time</li> <li>• can be managed internally easily</li> <li>• existing database allows for speedy process</li> <li>• effective with good administrative back up</li> </ul>	<ul style="list-style-type: none"> <li>• can dominate office resources as often large job diverts from other tasks</li> <li>• ensure database constantly up to date otherwise errors occur</li> <li>• to achieve good return need to pre-pay envelopes/return slips</li> </ul>	<ul style="list-style-type: none"> <li>• limited impact- peaks and troughs</li> <li>• officer/ administrative staff time</li> <li>• printing stationery costs</li> <li>• pre-paid envelopes costs</li> <li>• uncertain of response rate</li> </ul>
Leaflets	<ul style="list-style-type: none"> <li>• can be at all stages to provide a summary</li> <li>• can go to all consultees but of most use to general public and local community groups</li> </ul>	<ul style="list-style-type: none"> <li>• summarise/simplify complex issues</li> <li>• appeal to wide audience with non-planning background</li> <li>• can have a wide circulation to reach out to many groups in the community</li> </ul>	<ul style="list-style-type: none"> <li>• important not to over simplify and miss key points</li> <li>• careful not to create information overload</li> </ul>	<ul style="list-style-type: none"> <li>• printing and stationery costs</li> <li>• consider distribution costs (post/e-mail)</li> <li>• wider distribution e.g. through newspapers and local magazines</li> </ul>

## Methods of Community Involvement

Community involvement method	When suitable	Advantages	Disadvantages	Resources
Consultation Document	<ul style="list-style-type: none"> <li>• will be used for consulting on draft technical documents and to comply with statutory legislation</li> <li>• obtain views and reactions to proposals in a more formal context</li> </ul>	<ul style="list-style-type: none"> <li>• give people something to consider and react to</li> <li>• can be produced and distributed in various formats</li> <li>• enable people to make an informed response</li> <li>• can be made available in various accessible locations throughout the district</li> </ul>	<ul style="list-style-type: none"> <li>• can be daunting and difficult to read</li> <li>• may not be suited to all groups in community</li> <li>• can be over technical and open to mis-interpretation</li> <li>• less opportunity for two-way participate as reacting rather than putting forward ideas</li> </ul>	<ul style="list-style-type: none"> <li>• costs of printing and distribution</li> <li>• costs of making documents available in a variety of formats</li> </ul>
Media and publicity	<ul style="list-style-type: none"> <li>• press releases and newspaper articles and briefings for radio/TV</li> <li>• suitable at the key stages to inform and promote activities</li> </ul>	<ul style="list-style-type: none"> <li>• quickly reach large and varied audience</li> <li>• good way of advertising events</li> <li>• usually written in accessible language catering for most readers</li> <li>• can use free paper – Tending Matters</li> </ul>	<ul style="list-style-type: none"> <li>• not have full editorial control of articles</li> <li>• no control or idea of how many people actually read and consider information</li> <li>• groups of community who may not read or buy a paper or listen to other forms of media</li> </ul>	<ul style="list-style-type: none"> <li>• newspaper articles can be expensive</li> <li>• alternative media events costly</li> </ul>
Public exhibitions (unstaffed) could be combined with drop centre / surgeries	<ul style="list-style-type: none"> <li>• useful to supplement other forms of consultation</li> <li>• inform and explain issues at various stages</li> <li>• could include specific staff time for drop in centre or surgery</li> </ul>	<ul style="list-style-type: none"> <li>• good publicity in accessible locations</li> <li>• inform about other more participative opportunities for involvement</li> <li>• visual aids can be a good way to get across complex matters</li> <li>• located in places where people are visiting anyway (visitor attraction/libraries schools etc)</li> </ul>	<ul style="list-style-type: none"> <li>• not interactive</li> <li>• not necessarily representative of community as a whole</li> <li>• no direct contact for questions etc would need to be supplemented by other events/activities</li> </ul>	<ul style="list-style-type: none"> <li>• good exhibitions costly to produce (although once prepared can be used repeatedly)</li> <li>• cost to advertising exhibitions</li> </ul>

## Methods of Community Involvement

Community involvement method	When suitable	Advantages	Disadvantages	Resources
Public exhibitions (staffed)	<ul style="list-style-type: none"> <li>• useful to supplement other forms of consultation</li> <li>• inform and explain issues at various stages</li> </ul>	<ul style="list-style-type: none"> <li>• good publicity in accessible locations</li> <li>• inform about other more participative opportunities for involvement</li> <li>• visual aids can be a good way to get across complex matters</li> <li>• exhibitions can be held at times and in locations suited to target groups</li> <li>• staff on hand to explain and answer questions</li> </ul>	<ul style="list-style-type: none"> <li>• not interactive</li> <li>• not necessarily representative of community as a whole</li> <li>• no direct contact for questions etc would need to be supplemented by other events/activities</li> <li>• can be difficult encouraging people in community to attend particularly some of the hard to reach groups (would need to consider this in planning venues and times)</li> </ul>	<ul style="list-style-type: none"> <li>• good exhibitions costly to produce (although once prepared can be used repeatedly)</li> <li>• cost to advertising exhibitions</li> <li>• staff resources significant to effectively cover wide coverage of exhibitions</li> <li>• hiring venues costs</li> </ul>
Presentations to specific groups	<ul style="list-style-type: none"> <li>• early stage participation particularly useful</li> <li>• qualitative information can be obtained from key audiences</li> </ul>	<ul style="list-style-type: none"> <li>• can be good qualitative participation</li> <li>• explain complex issues face to face</li> <li>• opportunities for question and answers</li> <li>• useful to inform those with less time to absorb documentation</li> </ul>	<ul style="list-style-type: none"> <li>• can be emotive</li> <li>• need to ensure not give any impression of exclusion.</li> <li>• need to be structured to be clear of aims and objectives</li> </ul>	<ul style="list-style-type: none"> <li>• cost of hiring venues</li> <li>• advertising and publicity/ invitations</li> </ul>
Surveys	<ul style="list-style-type: none"> <li>• most useful for evidence gathering at early stages for all documents</li> <li>• consider postal telephone and electronic surveys</li> </ul>	<ul style="list-style-type: none"> <li>• good quantitative evidence</li> <li>• seek opinions and aspirations of wide range of audiences</li> <li>• may obtain evidence otherwise not available</li> </ul>	<ul style="list-style-type: none"> <li>• time consuming</li> <li>• response rate can be poor, need to consider all formats to enhance response rates</li> </ul>	<ul style="list-style-type: none"> <li>• high staff resources;</li> <li>• cost could include pre-paid envelopes</li> </ul>

## Methods of Community Involvement

Community involvement method	When suitable	Advantages	Disadvantages	Resources
Public meetings	<ul style="list-style-type: none"> <li>• to address key concerns that may have been raised by public</li> <li>• inform and explain issues and process</li> </ul>	<ul style="list-style-type: none"> <li>• seen to be listening</li> <li>• providing opportunity for people to come together and express opinions</li> <li>• well managed meetings can be good source of information and feedback</li> </ul>	<ul style="list-style-type: none"> <li>• can be very emotive and difficult to manage</li> <li>• often attract only those people who have an axe to grind</li> <li>• must be well structured and objective</li> <li>• can be intimidating for some people so reluctant to speak</li> </ul>	<ul style="list-style-type: none"> <li>• low cost other than venue hire</li> <li>• advertising and publicity costs;</li> <li>• material to be prepared to get most out of meeting</li> </ul>
Interactive web site	<ul style="list-style-type: none"> <li>• can be used throughout process for all stages including formal consultation opportunities</li> </ul>	<ul style="list-style-type: none"> <li>• quick and effective for many people particularly organisations</li> <li>• cover wide geographical areas</li> <li>• may reach groups who don't like to respond to other conventional methods, not comfortable with face to face contact or have time limitations</li> <li>• less paper work and can help with speed of analysis</li> </ul>	<ul style="list-style-type: none"> <li>• large numbers of people still do not have access or understanding of technology</li> <li>• web site should not be used as an alternative but as an addition</li> <li>• lack of opportunity to build up rapport and develop discussions from feedback (personal contact removed may also be a disadvantage)</li> </ul>	<ul style="list-style-type: none"> <li>• cost effective</li> <li>• software and programming to set up</li> </ul>

## Methods of Community Involvement

Community involvement method	When suitable	Advantages	Disadvantages	Resources
Workshops / discussion / focus groups	<ul style="list-style-type: none"> <li>• can be used at all stages but most benefit at early stage issues and options</li> <li>• used to inform, promote and debate</li> </ul>	<ul style="list-style-type: none"> <li>• can consult community collectively</li> <li>• allows for an informed response</li> <li>• provides opportunity for consensus building</li> <li>• interactive and visual aids can be used</li> </ul>	<ul style="list-style-type: none"> <li>• to cover all interests could be required to run large number of workshops- to be effective should not be to large groups.</li> <li>• collation of data arising from workshop may be complex</li> <li>• to be effective time consuming preparation and high level of staff resource</li> </ul>	<ul style="list-style-type: none"> <li>• staff resources to prepare and run workshop</li> <li>• venue hiring costs</li> <li>• printing and stationery cost</li> <li>• advertising and publicity/invitations to event</li> </ul>

## 6 Community Involvement in the Tendring Local Development Framework

6.1 The following tables set out the range of methods of community involvement for each Local Development Document that will make up the Local Development Framework for Tendring District. These are in addition to the statutory notification requirements (i.e. in the local press etc). They include separate tables for the three types of Local Development Documents (see Section 3);

- the Statement of Community Involvement itself
- Development Plan Documents
- Supplementary Planning Documents.

6.2 Before each table a diagram shows you the stages required to be followed for each Local Development Documents. **You will see that the greatest level of community involvement is proposed for the early stages of each document - referred to as “front loading”. So you will have the greatest opportunity to influence and shape the Local Development Documents at stages B and C.**

### Community Involvement for Preparing the Statement of Community Involvement

6.3 The diagram below illustrates the process and stages for preparing a Statement of Community Involvement.



6.4 The table overleaf illustrates the methods for community involvement on offer in preparing the Statement of Community Involvement at each stage.

STATEMENT OF COMMUNITY INVOLVEMENT	METHODS OF COMMUNITY INVOLVEMENT ON OFFER			
<b>WHO</b>	<b>STAGE A Scoping</b> Involve the community and stakeholders in preparation of a draft Statement of Community Involvement. Seek views about method of participation in Local Development Documents and major planning applications <b>Regulation 25</b>	<b>STAGE B Participation and consultation on draft Statement of Community Involvement</b> Publish a draft Statement of Community Involvement for consultation –Formal 6 week period. Encourage positive participation to shape way community are involved in preparing Local Development Documents and major planning applications <b>Regulation 26/27</b>	<b>STAGE C Preparation and Submission of final draft Statement of Community Involvement</b> Prepare a revised draft Statement of Community Involvement for submission to the Secretary of State. Will invite comments for a further 6 week consultation period <b>Regulation 28/29</b>	<b>STAGE D Examination in Public and Adoption</b> All representations made at stage C will be considered at Examination in Public. The Secretary of State will provide a binding report. Once published we will notify the community that the final Statement of Community Involvement (amended as required) has been adopted <b>Regulation 31/36</b>
General Public including Hard to Reach Groups	<ul style="list-style-type: none"> <li>• surveys – post</li> <li>• letters</li> <li>• newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• media / publicity</li> <li>• web site</li> <li>• reply slip / pre-paid envelope (free post)</li> <li>• exhibition</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• consultation document</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters to previous respondents</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>

STATEMENT OF COMMUNITY INVOLVEMENT	METHODS OF COMMUNITY INVOLVEMENT ON OFFER			
<b>WHO</b>	<p>STAGE A <b>Scoping</b> Involve the community and stakeholders in preparation of a draft Statement of Community Involvement. Seek views about method of participation in Local Development Documents and major planning applications <b>Regulation 25</b></p>	<p>STAGE B <b>Participation and consultation on draft Statement of Community Involvement</b> Publish a draft Statement of Community Involvement for consultation –Formal 6 week period. Encourage positive participation to shape way community are involved in preparing Local Development Documents and major planning applications <b>Regulation 26/27</b></p>	<p>STAGE C <b>Preparation and Submission of final draft Statement of Community Involvement</b> Prepare a revised draft Statement of Community Involvement for submission to the Secretary of State. Will invite comments for a further 6 week consultation period <b>Regulation 28/29</b></p>	<p>STAGE D <b>Examination in Public and Adoption</b> All representations made at stage C will be considered at Examination in Public. The Secretary of State will provide a binding report. Once published we will notify the community that the final Statement of Community Involvement (amended as required) has been adopted <b>Regulation 31/36</b></p>
Town and Parish Councils	<ul style="list-style-type: none"> <li>• surveys – post</li> <li>• letters</li> <li>• newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• media / publicity</li> <li>• web site</li> <li>• reply slip / pre-paid envelope</li> <li>• meetings / presentation on request</li> <li>• exhibition</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• consultation document</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>

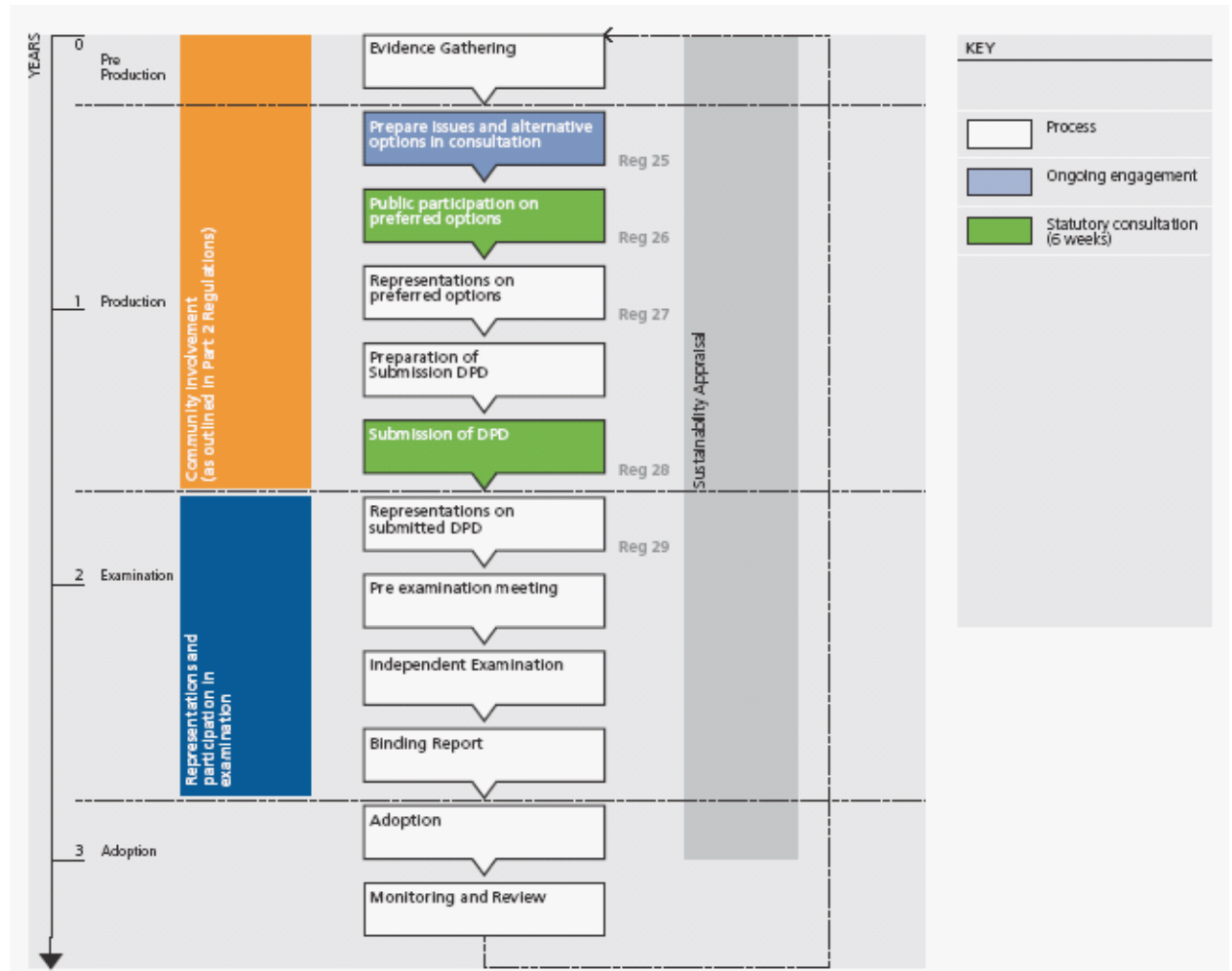
STATEMENT OF COMMUNITY INVOLVEMENT	METHODS OF COMMUNITY INVOLVEMENT ON OFFER			
<b>WHO</b>	<b>STAGE A</b> <b>Scoping</b> Involve the community and stakeholders in preparation of a draft Statement of Community Involvement. Seek views about method of participation in Local Development Documents and major planning applications <b>Regulation 25</b>	<b>STAGE B</b> <b>Participation and consultation on draft Statement of Community Involvement</b> Publish a draft Statement of Community Involvement for consultation –Formal 6 week period. Encourage positive participation to shape way community are involved in preparing Local Development Documents and major planning applications <b>Regulation 26/27</b>	<b>STAGE C</b> <b>Preparation and Submission of final draft Statement of Community Involvement</b> Prepare a revised draft Statement of Community Involvement for submission to the Secretary of State. Will invite comments for a further 6 week consultation period <b>Regulation 28/29</b>	<b>STAGE D</b> <b>Examination in Public and Adoption</b> All representations made at stage C will be considered at Examination in Public. The Secretary of State will provide a binding report. Once published we will notify the community that the final Statement of Community Involvement (amended as required) has been adopted <b>Regulation 31/36</b>
Community Voluntary and special interest groups	<ul style="list-style-type: none"> <li>• surveys – post</li> <li>• letters</li> <li>• newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• media / publicity</li> <li>• web site</li> <li>• reply slip/ pre-paid envelope (free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• consultation document</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>

STATEMENT OF COMMUNITY INVOLVEMENT	METHODS OF COMMUNITY INVOLVEMENT ON OFFER			
<b>WHO</b>	<p>STAGE A <b>Scoping</b> Involve the community and stakeholders in preparation of a draft Statement of Community Involvement. Seek views about method of participation in Local Development Documents and major planning applications <b>Regulation 25</b></p>	<p>STAGE B <b>Participation and consultation on draft Statement of Community Involvement</b> Publish a draft Statement of Community Involvement for consultation –Formal 6 week period. Encourage positive participation to shape way community are involved in preparing Local Development Documents and major planning applications <b>Regulation 26/27</b></p>	<p>STAGE C <b>Preparation and Submission of final draft Statement of Community Involvement</b> Prepare a revised draft Statement of Community Involvement for submission to the Secretary of State. Will invite comments for a further 6 week consultation period <b>Regulation 28/29</b></p>	<p>STAGE D <b>Examination in Public and Adoption</b> All representations made at stage C will be considered at Examination in Public. The Secretary of State will provide a binding report. Once published we will notify the community that the final Statement of Community Involvement (amended as required) has been adopted <b>Regulation 31/36</b></p>
Business/Development agents / consultants	<ul style="list-style-type: none"> <li>• existing forums</li> <li>• surveys – post</li> <li>• letters</li> <li>• newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• media / publicity</li> <li>• web site</li> <li>• reply slip/ pre-paid envelope (free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• consultation document</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> </ul>

STATEMENT OF COMMUNITY INVOLVEMENT	METHODS OF COMMUNITY INVOLVEMENT ON OFFER			
<b>WHO</b>	<b>STAGE A Scoping</b> Involve the community and stakeholders in preparation of a draft Statement of Community Involvement. Seek views about method of participation in Local Development Documents and major planning applications <b>Regulation 25</b>	<b>STAGE B Participation and consultation on draft Statement of Community Involvement</b> Publish a draft Statement of Community Involvement for consultation –Formal 6 week period. Encourage positive participation to shape way community are involved in preparing Local Development Documents and major planning applications <b>Regulation 26/27</b>	<b>STAGE C Preparation and Submission of final draft Statement of Community Involvement</b> Prepare a revised draft Statement of Community Involvement for submission to the Secretary of State. Will invite comments for a further 6 week consultation period <b>Regulation 28/29</b>	<b>STAGE D Examination in Public and Adoption</b> All representations made at stage C will be considered at Examination in Public. The Secretary of State will provide a binding report. Once published we will notify the community that the final Statement of Community Involvement (amended as required) has been adopted <b>Regulation 31/36</b>
Specific Consultees & Government Departments	<ul style="list-style-type: none"> <li>• letters</li> <li>• surveys</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• media / publicity</li> <li>• web site</li> <li>• reply slip/ pre-paid envelope</li> <li>• meetings on request</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• consultation document</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid)</li> <li>• theme group</li> <li>• meetings on request</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• consultation document</li> <li>• web site</li> </ul>
Tendring District Council Members	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• newsletter</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>

## Community Involvement in Preparing Development Plan Documents

6.5 The diagram below illustrates the stages of preparation for Development Plan Documents. The following table shows the methods for community involvement for preparing the Development Plan Documents (see para. 3.2) at each stage.



DEVELOPMENT PLAN DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER				
<b>WHO</b>	<p><b>STAGE A Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Invite community and stakeholders to influence process at this early stage front-loading the process.</p>	<p><b>STAGE B Regulation 25</b> We will involve the community and stakeholders in the preparation and formulation of preferred options. There will be on-going engagement including on the Sustainability Appraisal</p>	<p><b>STAGE C Regulation 26/27</b> Publish the preferred option and proposals for consultation (with sustainability report). Will be a formal consultation for minimum period of 6 weeks.</p>	<p><b>STAGE D Regulation 28</b> Will consider the representations made and make amendments to the Development Plan Document as appropriate. Will publish a notice stating that the Development Plan Document has been submitted to Independent Examination. Also will seek comments from stakeholders and community further 6 weeks consultation</p>	<p><b>STAGE E Regulation 24/36</b> An Examination in Public will consider all representations made at stage D. An Independent Inspector will prepare a binding report. The council will then amend Development Plan Document as necessary and publish. All consultees will be informed the Development Plan Document has been adopted</p>
General Public including Hard to Reach Groups	<ul style="list-style-type: none"> <li>• surveys – post / telephone / electronic</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> <li>• via agencies such as voluntary services /Planning Aid</li> <li>• media/publicity-Tendrings Matters</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflets</li> <li>• parish / local magazines / Tendring Matters</li> <li>• workshops/focus groups</li> <li>• staffed exhibitions</li> <li>• school-education links Parent-School Associations and</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation documents</li> <li>• web site</li> <li>• media</li> </ul>

DEVELOPMENT PLAN DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER				
WHO	<p>STAGE A <b>Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Invite community and stakeholders to influence process at this early stage front-loading the process.</p>	<p>STAGE B <b>Regulation 25</b> We will involve the community and stakeholders in the preparation and formulation of preferred options. There will be on-going engagement including on the Sustainability Appraisal</p>	<p>STAGE C <b>Regulation 26/27</b> Publish the preferred option and proposals for consultation (with sustainability report). Will be a formal consultation for minimum period of 6 weeks.</p>	<p>STAGE D <b>Regulation 28</b> Will consider the representations made and make amendments to the Development Plan Document as appropriate. Will publish a notice stating that the Development Plan Document has been submitted to Independent Examination. Also will seek comments from stakeholders and community further 6 weeks consultation</p>	<p>STAGE E <b>Regulation 24/36</b> An Examination in Public will consider all representations made at stage D. An Independent Inspector will prepare a binding report. The council will then amend Development Plan Document as necessary and publish. All consultees will be informed the Development Plan Document has been adopted</p>
		<p>governing bodies</p> <ul style="list-style-type: none"> <li>• media/publicity</li> <li>• public meetings where appropriate</li> <li>• web site</li> </ul>			
Town and Parish Councils	<ul style="list-style-type: none"> <li>• surveys – post/telephone / electronic</li> <li>• letters</li> <li>• leaflet</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflets</li> <li>• parish/local magazines</li> <li>• workshops/focus</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> <li>• media</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation documents</li> <li>• web site</li> </ul>

DEVELOPMENT PLAN DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER				
WHO	<p>STAGE A <b>Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Invite community and stakeholders to influence process at this early stage front-loading the process.</p>	<p>STAGE B <b>Regulation 25</b> We will involve the community and stakeholders in the preparation and formulation of preferred options. There will be on-going engagement including on the Sustainability Appraisal</p>	<p>STAGE C <b>Regulation 26/27</b> Publish the preferred option and proposals for consultation (with sustainability report). Will be a formal consultation for minimum period of 6 weeks.</p>	<p>STAGE D <b>Regulation 28</b> Will consider the representations made and make amendments to the Development Plan Document as appropriate. Will publish a notice stating that the Development Plan Document has been submitted to Independent Examination. Also will seek comments from stakeholders and community further 6 weeks consultation</p>	<p>STAGE E <b>Regulation 24/36</b> An Examination in Public will consider all representations made at stage D. An Independent Inspector will prepare a binding report. The council will then amend Development Plan Document as necessary and publish. All consultees will be informed the Development Plan Document has been adopted</p>
	<ul style="list-style-type: none"> <li>• web site</li> <li>• meetings on request</li> </ul>	<p>groups</p> <ul style="list-style-type: none"> <li>• staffed exhibitions</li> <li>• presentation/meetings</li> <li>• web site</li> <li>• media</li> </ul>	<ul style="list-style-type: none"> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>		<ul style="list-style-type: none"> <li>• media</li> </ul>

DEVELOPMENT PLAN DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER				
<b>WHO</b>	<p><b>STAGE A Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Invite community and stakeholders to influence process at this early stage front-loading the process.</p>	<p><b>STAGE B Regulation 25</b> We will involve the community and stakeholders in the preparation and formulation of preferred options. There will be on-going engagement including on the Sustainability Appraisal</p>	<p><b>STAGE C Regulation 26/27</b> Publish the preferred option and proposals for consultation (with sustainability report). Will be a formal consultation for minimum period of 6 weeks.</p>	<p><b>STAGE D Regulation 28</b> Will consider the representations made and make amendments to the Development Plan Document as appropriate. Will publish a notice stating that the Development Plan Document has been submitted to Independent Examination. Also will seek comments from stakeholders and community further 6 weeks consultation</p>	<p><b>STAGE E Regulation 24/36</b> An Examination in Public will consider all representations made at stage D. An Independent Inspector will prepare a binding report. The council will then amend Development Plan Document as necessary and publish. All consultees will be informed the Development Plan Document has been adopted</p>
Community Voluntary and special interest groups	<ul style="list-style-type: none"> <li>• surveys –post / telephone / electronic</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> <li>• meetings on request</li> <li>• existing forums</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflets</li> <li>• workshops / focus groups</li> <li>• staffed exhibitions</li> <li>• presentation/meetings</li> <li>• web site</li> <li>• media</li> <li>• existing forums</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation documents</li> <li>• web site</li> <li>• media</li> </ul>

DEVELOPMENT PLAN DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER				
WHO	<p>STAGE A <b>Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Invite community and stakeholders to influence process at this early stage front-loading the process.</p>	<p>STAGE B <b>Regulation 25</b> We will involve the community and stakeholders in the preparation and formulation of preferred options. There will be on-going engagement including on the Sustainability Appraisal</p>	<p>STAGE C <b>Regulation 26/27</b> Publish the preferred option and proposals for consultation (with sustainability report). Will be a formal consultation for minimum period of 6 weeks.</p>	<p>STAGE D <b>Regulation 28</b> Will consider the representations made and make amendments to the Development Plan Document as appropriate. Will publish a notice stating that the Development Plan Document has been submitted to Independent Examination. Also will seek comments from stakeholders and community further 6 weeks consultation</p>	<p>STAGE E <b>Regulation 24/36</b> An Examination in Public will consider all representations made at stage D. An Independent Inspector will prepare a binding report. The council will then amend Development Plan Document as necessary and publish. All consultees will be informed the Development Plan Document has been adopted</p>
Business / Development agents / consultants	<ul style="list-style-type: none"> <li>• existing forums</li> <li>• surveys –post / telephone / electronic</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> <li>• meetings on request</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflets</li> <li>• workshops/focus groups</li> <li>• staffed exhibitions</li> <li>• presentation/meetings</li> <li>• web site</li> <li>• media</li> <li>• existing forums</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>

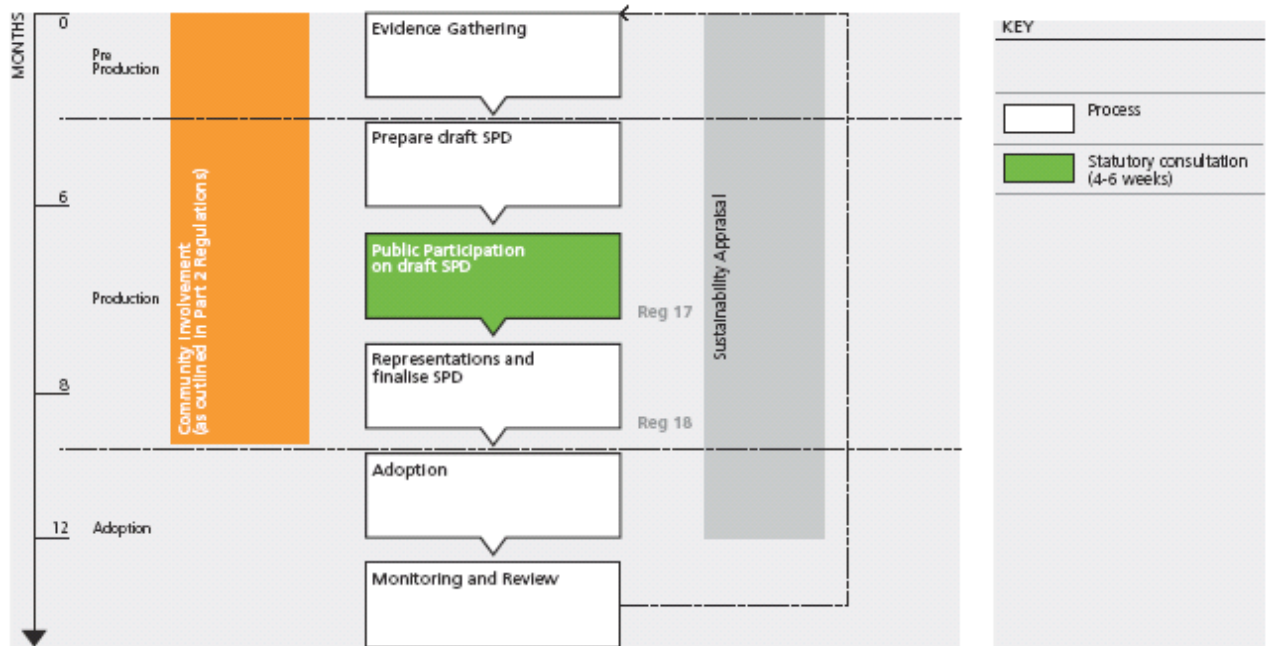
DEVELOPMENT PLAN DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER				
WHO	<p>STAGE A <b>Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Invite community and stakeholders to influence process at this early stage front-loading the process.</p>	<p>STAGE B <b>Regulation 25</b> We will involve the community and stakeholders in the preparation and formulation of preferred options. There will be on-going engagement including on the Sustainability Appraisal</p>	<p>STAGE C <b>Regulation 26/27</b> Publish the preferred option and proposals for consultation (with sustainability report). Will be a formal consultation for minimum period of 6 weeks.</p>	<p>STAGE D <b>Regulation 28</b> Will consider the representations made and make amendments to the Development Plan Document as appropriate. Will publish a notice stating that the Development Plan Document has been submitted to Independent Examination. Also will seek comments from stakeholders and community further 6 weeks consultation</p>	<p>STAGE E <b>Regulation 24/36</b> An Examination in Public will consider all representations made at stage D. An Independent Inspector will prepare a binding report. The council will then amend Development Plan Document as necessary and publish. All consultees will be informed the Development Plan Document has been adopted</p>
Specific Consultees & Government Departments	<ul style="list-style-type: none"> <li>• letters</li> <li>• Web site</li> <li>• Theme groups</li> <li>• meetings</li> <li>• surveys</li> <li>• meetings on request</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflets</li> <li>• workshops/focus groups</li> <li>• staffed exhibitions</li> <li>• presentation/meetings</li> <li>• web site</li> <li>• media</li> <li>• theme groups</li> <li>• meetings on request</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> <li>• theme group</li> <li>• meetings on request</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> </ul>

DEVELOPMENT PLAN DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER				
<b>WHO</b>	<p>STAGE A <b>Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Invite community and stakeholders to influence process at this early stage front-loading the process.</p>	<p>STAGE B <b>Regulation 25</b> We will involve the community and stakeholders in the preparation and formulation of preferred options. There will be on-going engagement including on the Sustainability Appraisal</p>	<p>STAGE C <b>Regulation 26/27</b> Publish the preferred option and proposals for consultation (with sustainability report). Will be a formal consultation for minimum period of 6 weeks.</p>	<p>STAGE D <b>Regulation 28</b> Will consider the representations made and make amendments to the Development Plan Document as appropriate. Will publish a notice stating that the Development Plan Document has been submitted to Independent Examination. Also will seek comments from stakeholders and community further 6 weeks consultation</p>	<p>STAGE E <b>Regulation 24/36</b> An Examination in Public will consider all representations made at stage D. An Independent Inspector will prepare a binding report. The council will then amend Development Plan Document as necessary and publish. All consultees will be informed the Development Plan Document has been adopted</p>
Tendring District Council Members (over and above formal processes)	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>

## Community Involvement for Preparing Supplementary Planning Documents

6.6 Four Supplementary Planning Documents (see para. 3.2) will be prepared to provide further detail to policies or site specific issues in the Local Development Framework.

6.7 The diagram below sets out the process and stages required for preparing Supplementary Planning Documents. The following table then shows the methods for community involvement on offer for their preparation at each stage.



6.8 The table overleaf illustrates the proposed methods on offer for Community involvement in preparing Supplementary Planning Documents.

SUPPLEMENTARY PLANNING DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER			
<b>WHO</b>	<b>STAGE A Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Also consult relevant authorities on scope of the Sustainability Appraisal	<b>STAGE B Prepare draft Supplementary Planning Document</b> On-going participation with community and stakeholders <b>Regulation 17</b>	<b>STAGE C Public Participation on Draft Supplementary Planning Document</b> Publish draft Supplementary Planning Interim Document and the Final Sustainability Appraisal Report and formal consultation minimum 4weeks <b>Regulation 17</b>	<b>STAGE D Adoption</b> Following consideration of representations received amend Supplementary Planning Document where appropriate and inform consultees that Supplementary Planning Document has been adopted. Available to view with Sustainability appraisal. (No independent examination is required). <b>Regulation 18/19</b>
General Public including Hard to Reach Groups	<ul style="list-style-type: none"> <li>• surveys –post / telephone / electronic</li> <li>• letters</li> <li>• web site</li> <li>• via agencies such as voluntary services / Planning Aid</li> <li>• media/publicity</li> <li>• Tending Matters</li> </ul>	<ul style="list-style-type: none"> <li>• Letters</li> <li>• leaflets</li> <li>• parish/local magazines</li> <li>• workshops/focus groups</li> <li>• school-education links Parent-School Associations and governing bodies</li> <li>• media/publicity - Tending Matters</li> <li>• public meetings where appropriate</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters to previous respondents</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>
Town and Parish Councils	<ul style="list-style-type: none"> <li>• surveys –post / telephone / electronic</li> <li>• letters</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflets</li> <li>• workshops/focus groups</li> <li>• presentation/meetings</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> </ul>

SUPPLEMENTARY PLANNING DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER			
<b>WHO</b>	<b>STAGE A Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Also consult relevant authorities on scope of the Sustainability Appraisal	<b>STAGE B Prepare draft Supplementary Planning Document</b> On-going participation with community and stakeholders <b>Regulation 17</b>	<b>STAGE C Public Participation on Draft Supplementary Planning Document</b> Publish draft Supplementary Planning Interim Document and the Final Sustainability Appraisal Report and formal consultation minimum 4weeks <b>Regulation 17</b>	<b>STAGE D Adoption</b> Following consideration of representations received amend Supplementary Planning Document where appropriate and inform consultees that Supplementary Planning Document has been adopted. Available to view with Sustainability appraisal. (No independent examination is required). <b>Regulation 18/19</b>
	<ul style="list-style-type: none"> <li>• meetings on request</li> </ul>	<ul style="list-style-type: none"> <li>• web site</li> <li>• media</li> </ul>	<ul style="list-style-type: none"> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• media</li> </ul>
Community Voluntary and special interest groups	<ul style="list-style-type: none"> <li>• Surveys –post / telephone / electronic</li> <li>• Letters</li> <li>• Web site</li> <li>• meetings on request</li> <li>• existing forums</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflets</li> <li>• workshops/focus groups</li> <li>• presentation/meetings</li> <li>• web site</li> <li>• media</li> <li>• existing forums</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> <li>• media</li> </ul>
Business/Development agents/consultants	<ul style="list-style-type: none"> <li>• existing forums</li> <li>• Surveys –post / telephone / electronic</li> <li>• Letters</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflets</li> <li>• workshops/focus groups</li> <li>• presentation/meetings</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet (highlight changes)</li> <li>• consultation document</li> <li>• web site</li> </ul>

SUPPLEMENTARY PLANNING DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER			
<b>WHO</b>	<b>STAGE A Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Also consult relevant authorities on scope of the Sustainability Appraisal	<b>STAGE B Prepare draft Supplementary Planning Document</b> On-going participation with community and stakeholders <b>Regulation 17</b>	<b>STAGE C Public Participation on Draft Supplementary Planning Document</b> Publish draft Supplementary Planning Interim Document and the Final Sustainability Appraisal Report and formal consultation minimum 4weeks <b>Regulation 17</b>	<b>STAGE D Adoption</b> Following consideration of representations received amend Supplementary Planning Document where appropriate and inform consultees that Supplementary Planning Document has been adopted. Available to view with Sustainability appraisal. (No independent examination is required). <b>Regulation 18/19</b>
	<ul style="list-style-type: none"> <li>• Web site</li> <li>• meetings on request</li> </ul>	<ul style="list-style-type: none"> <li>• web site</li> <li>• media</li> <li>• existing forums</li> </ul>	<ul style="list-style-type: none"> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post)</li> </ul>	
Specific Consultees & Government Departments	<ul style="list-style-type: none"> <li>• letters</li> <li>• Web site</li> <li>• Theme groups</li> <li>• surveys</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflets</li> <li>• workshops/focus groups</li> <li>• presentation/meetings</li> <li>• web site</li> <li>• media</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• leaflet</li> <li>• consultation document</li> <li>• staffed exhibitions</li> <li>• media</li> <li>• interactive web site</li> <li>• reply slips with document and letters (pre-paid/free post))</li> <li>• theme group</li> </ul>	<ul style="list-style-type: none"> <li>• letters</li> <li>• consultation document</li> <li>• web site</li> </ul>

SUPPLEMENTARY PLANNING DOCUMENTS	METHODS OF COMMUNITY INVOLVEMENT ON OFFER			
<b>WHO</b>	<b>STAGE A Evidence gathering</b> Involve the relevant groups in the preparation of evidence base. Also consult relevant authorities on scope of the Sustainability Appraisal	<b>STAGE B Prepare draft Supplementary Planning Document</b> On-going participation with community and stakeholders <b>Regulation 17</b>	<b>STAGE C Public Participation on Draft Supplementary Planning Document</b> Publish draft Supplementary Planning Interim Document and the Final Sustainability Appraisal Report and formal consultation minimum 4weeks <b>Regulation 17</b>	<b>STAGE D Adoption</b> Following consideration of representations received amend Supplementary Planning Document where appropriate and inform consultees that Supplementary Planning Document has been adopted. Available to view with Sustainability appraisal. (No independent examination is required). <b>Regulation 18/19</b>
Tendring District Council Members (over and above formal processes)	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>	<ul style="list-style-type: none"> <li>• briefing/presentation</li> <li>• letters</li> <li>• leaflet</li> <li>• web site</li> </ul>

## **7 Community Involvement and Major Planning Applications**

### **Development Control**

- 7.1 Development Control regulates development within the District in accordance with local, regional and national planning policy. The local planning policy context will be provided by the Replacement Tending District Local Plan. The Local Development Framework will supersede the Local Plan in due course.
- 7.2 As well as setting out the consultation approach for the Local Development Framework the Statement of Community Involvement sets out the Council's policy for consultation on planning applications - which is one of the tests of soundness considered at the Independent Examination.

### **Community Involvement in Development Control**

- 7.3 Community involvement within development control involves notifying and engaging the wider community and individuals likely to be affected by planning applications. However, the need to publicise planning applications and give the community a reasonable opportunity to comment, must be balanced by costs and speed of decision making. The consultation measures described below relate to all major applications (as defined by the General Development order). The Council operates a scheme of delegation which provides the opportunity for applications which have significant objection, or are controversial, or relate to a departure from the Development Plan, may be determined by the Development Control Committee, rather than Officers.
- 7.4 It is equally important to recognise that community involvement, particularly on major planning applications, is not the sole responsibility of the Council. Early community engagement is best undertaken by the applicant at the pre-application stage before the planning application is submitted. Depending on the scale and nature of the application, and the criteria are shown overleaf, the applicant will be required to undertake community consultation.
- 7.5 Town and Parish Councils are recognised as being important in the community representation on planning applications. They are consulted on all applications, and a continuous programme of training is available about the planning system. The current processes are efficient and effective and comments are always considered seriously.
- 7.6 Different types of application will require a different level of community participation –since the significance of the application will be required to influence the level of community involvement. The Government sets out criteria for what constitutes a major application, as shown below (Town and Country Planning General Development and Procedure Order 1995):
- Residential developments comprising 10 or more homes;
  - A site area of 0.5 hectares or more where the number of homes is unknown;
  - Commercial proposals creating more than 1000 square metres of floor space or on sites of 1 hectare or more; or
  - A change of use application involving the above.

7.7 A number of measures are already established for the publicity and consultation of planning applications. These include consulting Town and Parish Councils on all planning applications, placing all planning applications on the Councils website. This service will be improved when the Council's investment in E-planning is fully implemented. In addition the Council carries out neighbour notifications and places site notice on application sites, as summarised in the table below.

7.8 Some of the methods outlined for community involvement on the Local Development Framework process will also be appropriate for those applications which require a greater level of public participation. The table below illustrates what the Council already does by way of publicity and consultation and for extending opportunities for community involvement on some applications which in most cases should be undertaken by the applicant. A schedule of the Regulations that apply to these requirements are attached as Appendix 5

<b>Nature of development</b>	<b>Publicity already given</b>	<b>Additional actions proposed as part of this Statement of Community Involvement (To be undertaken by the applicant)</b>
Applications requiring Environmental Statement (2a)	Newspaper advertisement and Site Notice. Neighbour notification*	<p>Exhibition (minimum of one day with an agreed pre-publicity advertisement)</p> <p>Meetings</p> <p>Drop in centre applicant available for questions and answers (minimum of one day with an agreed pre-publicity advertisement)</p> <p>Widespread local publicity (minimum for advertisement in the local newspaper at least one week in advance of exhibition/event)</p>
Application does not accord with the provisions of the Development Plan (2b)	Newspaper advertisement and Site Notice Neighbour notification*	<p>Exhibition (minimum of one day with an agreed pre-publicity advertisement)</p> <p>Meetings</p> <p>Drop in centre applicant available for</p>

		<p>questions and answers (minimum of one day with an agreed pre-publicity advertisement)</p> <p>Widespread local publicity (minimum for advertisement in the local newspaper at least one week in advance of exhibition/event)</p>
Application affects a right of way (2c)	Newspaper advertisement and Site Notice	
<p>Major development including:</p> <p>a) Major development. (unless in 2(a) to 2 (c) above)</p> <p>(a) the mining, and working of minerals or the use of land for mineral-working deposits;</p> <p>(b) waste development;</p> <p>(c) the provision of dwelling houses where-</p> <p>(i) the number of dwelling houses to be provided is 10 or more; or</p> <p>(ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c)(i);</p> <p>(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or</p> <p>(e) development carried out on a site having an area of 1 hectare or more</p>	<p>Newspaper advertisement and Site Notice</p> <p>Neighbour notification*</p>	<p>Exhibition (minimum of one day with an agreed pre-publicity advertisement)</p> <p>Meetings</p> <p>Drop in centre applicant available for questions and answers (minimum of one day with an agreed pre-publicity advertisement)</p> <p>Widespread local publicity (minimum for advertisement in the local newspaper at least one week in advance of exhibition/event)</p>
All other Planning Applications	Site Notice	
Lawful Development Certificate, Works to Trees in Conservation Areas or covered by a Tree Preservation Order, Certificates of Appropriate Alternative Development, Hazardous Substances Consent, Prior Notifications for Agricultural Works and Buildings, Demolitions or Railways and County Matters	None	
Prior notifications for	Site Notice and	

telecommunications	Newspaper advert only if Article 8 applies e.g. affects a public right of way or development exceed 1 hectare	
Conservation Area Consent	Newspaper advertisement and Site Notice. Neighbour notification*	
Listed Building Consent Application	Newspaper advertisement and Site Notice unless works are wholly internal on a Grade II listed building. Neighbour notification*	
Development affecting the setting of a listed building	Newspaper advertisement and Site Notice. Neighbour notification*	
Development affecting the character or appearance of a conservation area	Newspaper advertisement and Site Notice. Neighbour notification*	

\*Neighbour notification- This takes place on a non-statutory and discretionary basis. Neighbours are notified on the basis that, in the opinion of the case officer, they are affected to a material extent by the development. Normally such notifications will be limited to properties which share a common boundary with an application site. However for larger scale developments which have a greater impact on their locality it may, at the case officer's discretion, be appropriate to notify properties on the opposite side of the road.

7.9 Weekly lists of applications are provided for publicity purposes to:

- Amenity societies;
- Local newspapers;
- Local radio; and
- Published on the Council's website ([www.tendringdc.gov.uk](http://www.tendringdc.gov.uk))
- Parish and town councils

### **Revised Plans Submitted on a Planning Application**

7.10 There is no statutory publicity requirement. Where an application is amended through negotiation in a manner which, in the opinion of the case officer, improves the circumstances for neighbours there is generally no need to re-consult them. The exception would be if the changes are sufficiently major that the neighbours might reasonably have expected to be notified, or if the

impact on a neighbour has worsened. There are therefore many cases where neighbours are re-notified.

### **Advertisement Consents**

- 7.11 There is no statutory requirement for publicity and in general the publicity in paragraph 7.7 is sufficient. The exception is cases which, in the opinion of the case officer, result in a material impact on a residential property. For example, an illuminated sign close to and visible from principal rooms in a residential property.
  
- 7.12 Most planning and listed building consent applications, including in Conservation Areas are now required to submit a Design and Access Statement, under section 3 of the Department of Communities and Local Government Circular 01/2006. (Guidance on changes to the Development Control System). These Statements must demonstrate the public consultation that has been undertaken in relation to the planning application. In addition, they need to indicate the local characteristics of the proposal to the application site.
  
- 7.13 The notification which the Council gives for planning applications is over and above the Statutory requirements. Notices are placed on the application sites and neighbours immediately adjoining site boundaries are notified. Parish and Town Councils are also consulted on all applications, and could publicise more widely if they consider it necessary. The Council currently provides a site notice and neighbour notification for all properties adjoining the boundaries to the site. The statutory requirement is for one of these not both.

## **8 Resources, Monitoring and Review**

### **Resources**

- 8.1 The right level of community involvement is important, but has to be balanced against the resources available to the authority. Careful planning of each community involvement activity is essential to help ensure resources are used most efficiently, and that expenditure is best tailored to the particular requirements of each case. Whilst the tables indicate, generally, a similar range of consultation techniques, it will be the case that the balance of emphasis will vary to some extent from document to document. Experience in applying the various methods and techniques is also likely to identify the most appropriate and cost effective consultation methods to use (including new approaches), along with those that have proved to be less effective. The Council will therefore need to work within financial limits whilst applying the most effective consultation techniques. As such the Council will need to retain some degree of flexibility in implementing the techniques to satisfy both these objectives as well as fully meeting the soundness criteria.
- 8.2 The preparation of a project plan (Community Involvement Plan) for each stage of consultation will help to identify the resource requirements, including officer time, materials and funding. This will help with financially managing the Council's allocated budget for the Local Development Framework.
- 8.3 Resources for consultation on planning applications cover the procedures currently followed. Additional community involvement will generally need to be resourced by the private sector representing the developer/applicant promoting proposals, as outlined in this draft Statement of Community Involvement.
- 8.4 When preparing consultations we will look for opportunities to combine events with other authorities or organisations wherever possible, in order to encourage integrated working as well as reduce cost. It will be particularly important to join up with other services within the Council to share resources and avoid duplication.
- 8.5 It is important to recognise that once the Council has adopted the Statement of Community Involvement it must comply with it at the stages of preparation of the Local Development Documents. Any significant variance will require a review. The Council are committed to delivering community engagement as identified in this document.

### **Monitoring and Review**

- 8.6 Following the adoption of the Statement of Community Involvement, it will be essential that it is continually monitored throughout the Local Development Framework process. This will give us the opportunity to look at the operation of community consultation activities which take place early on in the process and consider whether they have been successful and if the intended objectives have been met. A key aim is to engage with all sectors of the community, and this monitoring process will enable us to identify which methods of community involvement work best with particular groups and adapt them as necessary for future work.

- 8.7 At the end of each consultation stage officers will complete an evaluation form to record the success or failure of the activities. These, together with the community involvement project plan, will be reviewed annually (intended within the Annual Monitoring Statement). In addition to this it is a statutory requirement to record the consultation for each Local Development Document. The Regulations require the Council to submit a statement of consultation for each Local Development Document when it is submitted to the Secretary of State. This must indicate who has been consulted, by what methods and explain how the responses have been taken into account in preparing the document. This will also be a helpful mechanism for monitoring community involvement in the Local Development Framework.
- 8.8 The review process will also include an annual meeting with Parish and Town councils (perhaps grouped together geographically), to discuss how successful they think methods of consultation have been. The outcomes will feed into the review and be reflected in future stages as appropriate.
- 8.9 If it is apparent that some methods are proving unsuccessful, or that revised methods are needed to meet changing circumstances, over and above the flexibility mentioned in paragraph 8.1, then a formal review of the Statement of Community Involvement will be undertaken for re-submission to the Secretary of State. Furthermore at each stage additional deposit points can be added if appropriate and any which do not receive responses can be reviewed. Suggestions for additional locations to base consultation documents will always be explored.
- 8.10 The monitoring and review process will enable us to make improvements for future activities so that more effective consultation is achieved and importantly encourage greater inclusive participation in the planning process.

# **APPENDICES**

APPENDIX 1 – THE TEST OF SOUNDNESS

APPENDIX 2 – GLOSSARY

APPENDIX 3 – CONSULTING ORGANISATIONS

APPENDIX 4 – ANALYSIS OF QUESTIONNAIRE  
RESPONSES

APPENDIX 5 – NATURE OF DEVELOPMENT /  
REGULATIONS

APPENDIX 6 – WANT TO KNOW MORE?

# APPENDIX 1 – THE TEST OF SOUNDNESS

The Statement of Community Involvement has been subject to an examination by an Inspector. At the examination, the Inspector used the following criteria, as set out in Government guidelines, in order to test the soundness of the Statement of Community Involvement:-

1. The Council has complied with the legal requirements of production;
2. The Council's strategy for community involvement is cohesive and links with other community involvement initiatives;
3. Sets out generally, the local community and other bodies to be consulted.
4. Develops how the local community and other bodies can be involved in a timely and accessible manner;
5. Determines that the consultation methods to be used are suitable for the intended audience and stages in production of the Local Development Documents;
6. Demonstrates that the Council has sufficient resources to manage community involvement efficiently;
7. It can be shown how the results of community involvement will be input into the production of Development Plan Documents and Supplementary Planning Documents ;
8. The Council is equipped for reviewing the statement of community involvement ; and
9. The Statement of Community Involvement clearly describes the Council's policy for consultation on planning applications.

Source: Office of the Deputy Prime Minister – Planning Policy Statement 12: Local Development Frameworks. Guide to Procedures and Code of Practice (2004) p.20.

## APPENDIX 2 - GLOSSARY

**Annual Monitoring Report:** Yearly report on progress of Local Development Documents.

**Development Plan Document:** Development documents the Council prepare as set out in the Local Development Scheme.

**East of England Development Agency (EEDA):** The body responsible for the Regional Plan and the East of England Plan (RSS14).

**Government Office for the East of England:** Government body responsible for the East of England.

**Local Development Document:** Documents that together make up the Local Development Framework.

**Local Development Framework:** Term given to the portfolio of Local Development Documents.

**Local Development Scheme:** The project plan and timescale for preparing the documents in the Local Development Framework.

**Local Strategic Partnership:** A non-statutory body bringing together representatives of public, private and voluntary sectors. The Local Strategic Partnership is responsible for preparing the Sustainable Community Strategy.

**Statement of Community Involvement:** Sets out the Council's protocol for Community engagement in the Local Development Documents.

**Supplementary Planning Document:** These contain policy guidance to supplement policies and proposals in Development Plan Documents.

**Sustainability Appraisal:** An appraisal of economic social and environmental effects of a plan from the outset so that decisions can be made that accord with sustainable development.

**Major:** As defined by general development order- proposals of 10 or more dwellings, development on a site of 1ha or more floorspace of more than 1000sqm. (For other more detailed examples, see table on page 38).

**Sustainable:** Meeting the needs of the present without compromising the needs of future generations.

**Stakeholder:** Any organisation or individual who has an interest in participating.

**Widespread publicity:** Publicity covering the wider community likely to be interested or affected by proposals.

# APPENDIX 3 – CONSULTING ORGANISATIONS

The Town and Country Planning (Local Development) (England) Regulations, 2004 specify that the following organisations must be consulted if the council considers that they may be affected by what is proposed to be covered in a Development Plan Document.

## **Statutory Consultees**

### **Sustainability Appraisal Consultation Organisations**

The following organisations should be consulted for a sustainability appraisal under the Environmental Assessment of plans and Programmes Regulations 2004.

- Natural England.
- The Environment Agency
- The Historic Buildings & Monuments Commission for England (English Heritage)

### **Specific Consultation Organisations**

The following organisations are specific consultation organisations and must be consulted in accordance with the Act and Regulations as mentioned above.

- Regional Planning Body (East of England Regional Assembly)
- Regional Development Agency (East of England Development Agency)
- Essex County Council
- Local Town and Parish Councils
- Adjoining Local Planning Authorities (Colchester Borough Council and Babergh District Council). This also includes adjoining parish councils.
- The Highways Agency
- The Strategic Rail Authority
- Essex Strategic Health Authority
- The Environment Agency
- Natural England
- Historic Buildings and Monuments Commission for England (English Heritage)
- Mono Consultants (on behalf of the Mobile Operators Association)
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers

### **Government Departments**

Under the Town and Country Planning (Local Development) (England) Regulations, 2004, local planning authorities are strongly advised to consult any Government Departments or agencies where those departments or agencies have large land holdings in the area covered by a local development document.

- Home Office
- Department for Education and Skills (through Government Offices)
- Department for Environment, Food and Rural Affairs
- Department for Transport (through Government Offices)
- Department of Health (through relevant Regional Public Health Group)
- Department of Trade and Industry (through Government Offices)

- Ministry of Defence
- Department of Works and Pensions
- Department of Constitutional Affairs
- Department for Culture, Media and Sport
- Office of Government Commerce (Property Advisors to the Civil Estate)
- The Countryside Agency

### **General Consultation Organisations**

- Voluntary organisations, some or all of whose activities benefit any part of the authorities area
- Organisations which represent the interests of different racial, ethnic or national groups in the authorities area
- Organisations which represent the interests of different religious groups in the authorities area
- Organisations which represent the interests of disabled persons in the authorities area
- Organisations which represent the interests of persons carrying on business in the authority's area.

### **Non Statutory Consultees**

#### **Other Consultees**

Local Planning authorities should also consider the need to consult, where appropriate, the following agencies and organisations in the preparation of local development documents.

- Age Concern
- Airport Operators
- 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 (CABE)
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity, Gas and Telecommunications Undertakers, and the National Grid Company
- Environmental groups at national, regional and local level including:
  - Council for the Protection of Rural England;
  - Friends of the Earth;
  - Royal Society for the Protection of Birds; and
  - Wildlife Trusts.
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission

- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and Skills Council
- Local Agenda 21 including:
  - Civic Societies;
  - Community Groups;
  - Local Transport Authorities;
  - Local Transport Operators; and
  - Local Race Equality Councils and other local equality groups
- National Playing Fields Association
- National Travellers Action Group
- Network Rail
- Open Spaces Society
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Architectural Liaison Officers / Crime Prevention Design Advisors
- Port Operators
- Post Office Property Holdings
- Rail Companies and the Rail Freight Groups
- Regional Development Agencies
- Regional Housing Boards
- Regional Sports Boards
- Residents Associations
- Road Haulage Association
- Sport England
- Home Builders Federation
- The Ramblers Association
- Transport for London
- Travellers Law Reform Coalition
- Water Companies
- Women's National Commission

**Additional groups may include:**

- Groups representing the interests of people with disabilities
- Racial / Ethnic Groups
- Religious Groups
- Business Groups
- Environmental & Heritage Groups
- Social & Health Groups
- Community & Sports Groups
- Developers & Landowners

# APPENDIX 4 – ANALYSIS OF QUESTIONNAIRE RESPONSES

Analysis of Questionnaire Responses (Reg 25 pre-preparation consultation) (percentages)

<b>Local Development Documents</b>					
<b>Methods</b>	<b>Core Strategy</b>	<b>Site Specifics and Allocations</b>	<b>DC Policies</b>	<b>Jaywick/ Clacton Area Action Plan</b>	<b>Supplementary Planning Documents</b>
<b>General Publicity</b>					
Press Releases	42.55%	46.81%	46.81%	40.43%	44.68%
Newspaper Articles/ Notices	46.81%	44.68%	44.68%	31.91%	38.30%
TV/ Radio Interviews	31.91%	23.40%	19.15%	21.28%	17.02%
Presentations	44.68%	48.94%	36.17%	31.91%	31.91%
Leaflets & newsletters	48.94%	48.94%	46.81%	31.91%	55.32%
Letters	36.17%	46.81%	40.43%	25.53%	42.55%
<b>Public Consultation Events</b>					
Public Exhibitions	55.32%	63.83%	48.94%	44.68%	42.55%
Workshops	31.91%	31.91%	36.17%	19.15%	34.04%
Planning Surgeries/ Drop in Centre	27.66%	38.30%	29.79%	31.91%	36.17%
Area Forums	40.43%	46.81%	42.55%	31.91%	31.91%
Consultation with Community Groups	53.19%	46.81%	46.81%	38.30%	42.55%
Questionnaires	36.17%	38.30%	38.30%	23.40%	34.04%
<b>Electronic Consultation</b>					
Information on the website	70.21%	65.96%	70.21%	55.32%	68.09%
Interactive on-line system	42.55%	42.55%	44.68%	34.04%	40.43%
<b>Other</b>					

<b>Planning Applications</b>			
<b>Methods</b>	<b>Level 1</b>	<b>Level 2</b>	<b>Level 3</b>
<b>General Publicity</b>			
Press Releases	53.19%	44.68%	48.94%
Newspaper Articles/ Notices	57.45%	48.94%	48.94%
TV/ Radio Interviews	34.04%	19.15%	19.15%
Presentations	38.30%	31.91%	34.04%
Leaflets & newsletters	38.30%	29.79%	34.04%
Letters	40.43%	34.04%	34.04%
<b>Public Consultation Events</b>			
Public Exhibitions	53.19%	46.81%	53.19%
Workshops	29.79%	25.53%	25.53%
Planning Surgeries/ Drop in Centre	27.66%	27.66%	25.53%
Area Forums	31.91%	27.66%	31.91%
Consultation with Community Groups	59.57%	57.45%	59.57%
Questionnaires	38.30%	34.04%	34.04%
<b>Electronic Consultation</b>			
Information on the website	63.83%	63.83%	63.83%
Interactive on-line system	51.06%	51.06%	51.06%
<b>Other</b>			
Information at Council Reception	44.68%	44.68%	44.68%
Stakeholder Meetings	42.55%	40.43%	40.43%
1:1 Meetings	34.04%	31.91%	31.91%
Topic Focus Groups	25.53%	25.53%	31.91%

## APPENDIX 5 – NATURE OF DEVELOPMENT / REGULATIONS

Nature of Development	Regulations
Environmental Statement.	Town and Country Planning (General Development Procedure) Order 1995, Article 8 (2)(a)
Does not accord with the provisions of the Development Plan.	GDPO 1995 Article 8 (2)(b)
Affect a Right of Way.	GDPO 1995 Article 8 (2)(c)
<p>Major Development. (unless in 2 (a) to 2 (c) above)</p> <ul style="list-style-type: none"> <li>(a) the winning, and working of minerals or the use of land for mineral-working deposits;</li> <li>(b) waste development;</li> <li>(c) the provision of dwelling houses where – <ul style="list-style-type: none"> <li>(i) the number of dwelling houses to be provided is 10 or more;</li> <li>or</li> <li>(ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is known whether the development falls within paragraph (c) (i);</li> </ul> </li> <li>(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 sq metres or more; or</li> <li>(e) development carried out On a site having an area Of 1 hectare or more.</li> </ul>	GDPO 1995 Article 8 (4)
All other “Planning Applications.”	GDPO 1995 Article 8 (5)
Lawful Development Certificate, Works to Trees in Conservation Areas or covered by a Tree Preservation Order, Certificates of Appropriate Alternative Development, Hazardous Substances Consent, Prior Notifications for Agricultural Works and Buildings, Demolitions or Railways and County Matters.	-
Prior Notifications for	Part 24 of the Town and Country

Telecommunications.	Planning (General Permitted Development) Order 1995.
Conservation Area Consent Application.	Regulation 5 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.
Listed Buildings Consent Application.	Regulation 5 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990.
Development affecting the setting of a listed building.	Section 67 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
Development affecting the character or appearance of a conservation area.	Section 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

## APPENDIX 6 - WANT TO KNOW MORE?

For further information on advice on planning issues, please refer to the following list.

<b>Planning Aid</b>	A charity that provides free, independent and professional advice and support on planning issues to people and communities who cannot afford to hire a planning consultant. <a href="http://www.planningaid.rtip.org.uk">www.planningaid.rtip.org.uk</a>
<b>Royal Town Planning Institute (RTPI)</b>	The professional body of town planners. Its website contains a wealth of planning related information. <a href="http://www.rtpi.org.uk">www.rtpi.org.uk</a>
<b>RTPI Online Consultants Directory</b>	An online directory of planning consultants produced in association with the RTPI. <a href="http://www.rtpiconsultants.co.uk">www.rtpiconsultants.co.uk</a>
<b>Rural Community Council of Essex (RCCE)</b>	An organisation that works to empower local communities, and promote community-led regeneration initiatives. <a href="http://www.essexrcc.org.uk">www.essexrcc.org.uk</a>
<b>Royal Institute of British Architects (RIBA)</b>	The professional body of architects. Its website contains useful information relating to architecture. <a href="http://www.riba.org.uk">www.riba.org.uk</a>
<b>Community Renewal Network East (CRNE)</b>	Provides support to people involved in community based regeneration in the East of England. <a href="http://www.renewal.net/England/EastofEngland/default.asp">http://www.renewal.net/England/EastofEngland/default.asp</a>
<b>East of England Regional Assembly (EERA)</b>	A partnership of regional representatives that has responsibility for preparing the Regional Spatial Strategy. <a href="http://www.eera.gov.uk">www.eera.gov.uk</a>
<b>Government Office for the East of England (Go-East)</b>	The government office for the East of England. <a href="http://www.go-east.gov.uk">www.go-east.gov.uk</a>
<b>Essex County Council (ECC)</b>	The County Council for Essex <a href="http://www.essexcc.gov.uk">www.essexcc.gov.uk</a>
<b>Department for Communities and Local Government</b>	Provides access to national planning guidance and statements. Also provides advice and support to rural communities. <a href="http://www.communities.gov.uk">www.communities.gov.uk</a>