Appendix 3

South Gloucestershire Council

December 2011 Core Strategy
Incorporating Post-Submission Changes

Engagement Statement
December 2011 to March 2012
## Contents

<table>
<thead>
<tr>
<th></th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Steps taken to publicise the consultation</td>
</tr>
<tr>
<td>3</td>
<td>Presentations, Briefings and Meetings</td>
</tr>
<tr>
<td>4</td>
<td>Press Articles</td>
</tr>
</tbody>
</table>

### Appendices

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30 November Email to Town &amp; Parish Councils</td>
</tr>
<tr>
<td>2</td>
<td>1 December 2011 letter/email to all consultees</td>
</tr>
<tr>
<td>3</td>
<td>5 December 2011 Press Release</td>
</tr>
<tr>
<td>4</td>
<td>15 December Email to all Town &amp; Parish Councils</td>
</tr>
<tr>
<td>5</td>
<td>22 December Notification letter/email incorporating the statement of representations procedure</td>
</tr>
<tr>
<td>6</td>
<td>Representation form and guidance notes</td>
</tr>
<tr>
<td>7</td>
<td>Website information</td>
</tr>
<tr>
<td>8</td>
<td>Press advertisement</td>
</tr>
<tr>
<td>9</td>
<td>Bristol Evening Post advert scan</td>
</tr>
<tr>
<td>10</td>
<td>Gazette Series advert scan</td>
</tr>
<tr>
<td>11</td>
<td>Statement of Representations Procedure</td>
</tr>
<tr>
<td>12</td>
<td>Representation Acknowledgement</td>
</tr>
<tr>
<td>13</td>
<td>Press Release following publication period</td>
</tr>
<tr>
<td>14</td>
<td>Pre-Hearing Meeting &amp; Examination Notice</td>
</tr>
<tr>
<td>15</td>
<td>Bristol Evening Post Examination Notice scan</td>
</tr>
<tr>
<td>16</td>
<td>South Gloucestershire Gazette Examination notice scan</td>
</tr>
<tr>
<td>17</td>
<td>Letter to respondents from Programme Officer</td>
</tr>
<tr>
<td>18</td>
<td>Guidance notes for Examination participants</td>
</tr>
<tr>
<td>19</td>
<td>Local Strategic Partnership meeting minutes extract</td>
</tr>
<tr>
<td>20</td>
<td>Web links to Press Articles</td>
</tr>
</tbody>
</table>
1. Introduction

1.1 South Gloucestershire Council is producing a Core Strategy Development Plan Document to guide strategic development in the district up to 2026.

1.2 The Council submitted the Core Strategy to the Secretary of State for independent Examination on 31 March 2011. Following submission, the Inspector appointed to undertake the Examination requested that the Council undertake further technical work. The Council undertook this work which resulted in a number of changes to the Core Strategy.

1.3 The Council has re-published the Core Strategy (known as the December 2011 Core Strategy incorporating Post-Submission Changes), the Sustainability Appraisal Report, changes to the Proposals Map and other supporting documents relevant to the preparation of the Core Strategy. Representations were invited on these documents in accordance with the objectives of Regulation 27 of the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended) between Thursday 29 December 2011 and Friday 17 February 2012 inclusive.

1.4 This statement outlines the range of engagement and publication techniques undertaken by South Gloucestershire Council to promote the December 2011 Core Strategy incorporating Post-Submission Changes and the range of techniques used to invite people to make representations on it.

1.5 This report also covers other engagement activities undertaken from December 2011 until March 2012.

1.6 In undertaking the various engagement exercises, the Council has continued to deliver its four key engagement objectives. These can be summarised as follows:

- Fulfil the requirements of national planning policy in respect of the early engagement of the wider community.
- Meet the requirements of South Gloucestershire Council’s Statement of Community Involvement.
- Engage as widely as possible those groups identified as ‘hard to reach’ groups.
- Ensure that the wider community of South Gloucestershire were made aware as far as possible of the proposals for future growth in the area.
2. Steps taken to publicise the Pre-Submission Publication Draft Core Strategy

2.1 This section describes the steps taken to publicise the December 2011 Core Strategy incorporating Post-Submission Changes and the processes and techniques used to enable people to make representations.

Advanced notification of publication of the Core Strategy

2.2 On 28th November 2011 the Council updated its Core Strategy webpage at www.southglos.gov.uk/corestrategy to give information on the Core Strategy’s progress and to inform readers of the forthcoming consideration of the December 2011 Core Strategy by Cabinet and Full Council and the dates of those meetings.

2.3 All Town/Parish Councils and all persons present on the Planning Policy Team’s Local Development Framework (LDF) consultation database were then written to/emailed on 30th November and 1st December respectively. The email/letter gave an update on the progress of the Core Strategy as well as early notification of the forthcoming consideration of the December 2011 Core Strategy by Cabinet and Full Council. The email to Town and Parish Councils is available at Appendix 1 and the letter/email to all other persons is available at Appendix 2.

2.4 A press release was prepared and released on 5 December which gave background information on the December 2011 Core Strategy and Filton Airfield. The press release can viewed at Appendix 3.

2.5 A further update was then given on the Council’s Core Strategy webpage on 7th December informing readers that the agendas and reports for the meetings were now available to view on the website. The update also stated that arrangements for making representations would be published as soon as practicable after the Full Council meeting on 14th December.

Notification and Publicity following 14 December 2011 Council decision

2.6 The December 2011 Core Strategy incorporating Post-Submission Changes was approved by Full Council on 14th December 2011. All Town and Parish Councils were then emailed on 15th December to inform them of the Core Strategy’s approval and that the arrangements for making representations would be published as soon as practicable. This email is available at Appendix 4.

2.7 The Council’s Core Strategy webpage was also updated on 15th December to give information on the Core Strategy’s approval and to inform readers that the arrangements for making representations would be published as soon as practicable. The information given in the email described in para 2.5 and published on the website originally indicated that the Council anticipated the formal period within which representations would be invited to commence on 22 December 2011, ending on 10 February 2012. These dates were subsequently altered and duly publicised (see below).
Formal notification

2.8 All persons/organisations present on the LDF Consultation Database were written to or emailed on 22 December 2011 to notify recipients of the formal period for making representations and to provide all necessary statutory information. This letter/email is attached at Appendix 5. It included details of how to view Core Strategy and supporting documents and the ways to make representations. Approximately 4,300 letters/emails were sent. Recipients included all statutory consultees and Town and Parish Councils.

2.9 The letter confirmed the dates of the formal period within which representations were being invited as 29th December 2011 until 17th February 2012 inclusive (seven weeks). The letter also contained the Statement of Representations Procedure and gave details of where representation forms and guidance notes could be obtained. The representation form and guidance notes are attached at Appendix 6. These were available on the Council’s website or in hard copy from the Council on request.

2.10 On 22nd December the Council’s website was updated with the following information:

- background information;
- the Statement of Representations Procedure including the dates of the formal period within which representations could be made;
- links to all relevant documents including the December 2011 Core Strategy and Supporting Sustainability Appraisal Report and Changes to the Proposals Map;
- addresses to which representations should be sent;
- where copies of the Core Strategy and supporting documents could be viewed.

2.11 This information was provided on two pages of the Council’s website – www.southglos.gov.uk/postsubmission and www.southglos.gov.uk/corestrategy. The former address was published as a dedicated webpage for the December 2011 Core Strategy publication period. However given the widespread publicity of the latter address during previous consultations, all relevant information was also published on that page. The text published on www.southglos.gov.uk/corestrategy and screenshots of www.southglos.gov.uk/postsubmission are available at Appendix 7.

2.12 An advertisement notice was placed in the Gloucestershire Gazette series and the Bristol Evening Post on 29th December 2011 (see Appendices 8, 9 and 10). This notice contained all necessary statutory information on how to view the relevant documents and how to make representations.

Availability of Documents

2.13 As well as all relevant documents being available on the Council’s website, hard copies of the following documents were made available at all South Gloucestershire Council libraries and One-Stop Shops from 22nd December:

- Statement of representations procedure (available at Appendix 11)
- December 2011 Core Strategy incorporating Post-Submission Changes
2.14 Hard copies of the following documents were also sent to all Town and Parish Councils:

- Statement of representations procedure
- December 2011 Core Strategy incorporating Post-Submission Changes.
- December 2011 Sustainability Appraisal Report to support the December 2011 Core Strategy incorporating Post-Submission Changes.
- Changes to the Proposals Map, December 2011.

Acknowledging representations received

2.15 The Council acknowledged each representation received either by post or email, depending on how the representations had been submitted. The text of this letter/email is contained at Appendix 12. A press update (available at Appendix 13) was released on 24th February to update members of the community on the number of representations that had been submitted.

2.16 Following closure of the formal consultation period all received representations were collated and passed to the Inspector on 13th March 2012. The representations were then uploaded to the Council’s website on 23rd March 2012. The representations are available to view at www.southglos.gov.uk/corestrategy

3. Progressing towards Examination

2.17 Following closure of the Core Strategy’s publication period the Inspector appointed to undertake the Examination of the Core Strategy indicated that he wished to hold a Pre-Hearing Meeting on 17 April, to then progress to hearings from 19 June.

2.18 The Council placed an advertisement notice in the Bristol Evening Post and South Gloucestershire Gazette Series on Thursday XX March to comply with Regulation 34 of the Town and Country Planning (Local Development) (England) Regulations 2004. The advert and scans of it in those newspapers are available to view in Appendices 14, 15 and 16.

2.19 The Examination Programme Officer wrote to all respondents who had made representations since March 2010 to inform them of the dates of the PHM and hearings. That letter and the accompanying guidance notes are available at Appendices 17 and 18.

2.20 The Council’s website was also updated on 22 March with the following text:
Inspector Mr Paul Crysell, has been appointed to carry out the Examination in Public (EiP) of the South Gloucestershire Core Strategy. Prior to the opening of the EiP, the Inspector will hold a Pre hearing Meeting (PHM) commencing at 2pm on Tuesday 17th April 2012 at the Kingswood Civic Centre, High Street, Kingswood, South Gloucestershire, BS15 9TR.

The purpose of the PHM is to help the Inspector and all interested parties prepare for the EiP. At the PHM the Inspector will outline the procedural elements of the EiP. The Inspector will not hear evidence on the merits of any proposal and those attending the PHM meeting will only be able to comment if invited to do so by the Inspector.

The Inspector has indicated he intends to commence hearings as part of the EiP on Tuesday 19 June 2012. The EiP will be held at the Kingswood Civic Centre, High Street Kingswood, South Gloucestershire, BS15 9TR.

Examination Guidance Notes, a letter to Core Strategy respondents and the agenda for the PHM are available in the ‘Read more’ box on the right of this page. Further details about the timing and duration of the EiP will be published on this page and the Examination page (link below) as they become available. For further information please contact Kath Thorne, the Examination Programme Officer by telephoning 01454 863742 or emailing programme.officer@southglos.gov.uk

The representations submitted to the December 2011 Core Strategy incorporating Post-Submission Changes will be available to view in the ‘Read more’ box on the right of this page from 23rd March 2012.

4. Presentations, Briefings and Meetings

2.21 Throughout the engagement period a number of meetings, presentations and briefings took place in which officers from the Planning Policy Team gave information regarding the Core Strategy. These meetings involved a number of internal managers/officers of South Gloucestershire Council, Local Members, statutory consultees and other external partners/agencies:

- South Gloucestershire Local Strategic Partnership meeting 11th January 2012 – Core Strategy verbal update (extract from the minutes available at Appendix 19).
- Priority Neighbourhoods Steering Group Meeting 12th Jan 2012 - Core Strategy verbal update.
- Registered Social Landlord briefing event 1st March 2012
- Parish and Town Council Neighbourhood Development Plan Briefings on 19th and 27th March 2012.

5. Press Articles

2.22 A number of articles appeared in the local press covering some of the proposals and policies contained within the draft Core Strategy. The articles appeared both in newspapers and on internet news sites. Web links to a selection of the internet news articles are given in Appendix 20.

2.23 The Core Strategy has received considerable media attention. There has been a clear local interest that the media provided an important channel of communication to. Overall, the reporting was balanced, addressing key issues and disseminating information to a wide audience.
Dear Sir/Madam

Update: South Gloucestershire Core Strategy - Post-Submission Changes

I am writing to update you on the progress of the South Gloucestershire Core Strategy. Following further public engagement and technical work which we have been asked to undertake by the Inspector before he commences the Examination in Public, the December 2011 Core Strategy incorporating Post-Submission Changes will be considered by South Gloucestershire Council at:

- the Joint East and West Development Control Committees and Planning, Transportation and Strategic Environment Select Committee Meeting on 12 December 2011;
- the Cabinet Meeting on 13 December 2011; and
- the Full Council Meeting on 14 December 2011.

Details of these committees are available at [www.southglos.gov.uk/localdemocracy](http://www.southglos.gov.uk/localdemocracy)

It is proposed that the December 2011 Core Strategy incorporating Post-Submission Changes will be publicised for a seven week period, to take account of the Christmas and New Year break, to commence as soon as practically possible following the meeting of Full Council on 14 December 2011, being likely to end in early February 2012. You will be notified of the commencement of this seven week period and advised of the procedure for making representations after Full Council on 14th December, however the Council is writing to you now in advance of this to ensure that you have sufficient notice to make arrangements for your consideration of the Core Strategy.

Further information can be found on the Council’s Core Strategy webpage at [www.southglos.gov.uk/corestrategy](http://www.southglos.gov.uk/corestrategy)

Yours faithfully

Patrick Conroy
Strategic Planning Policy and Specialist Advice Manager
South Gloucestershire Council
Appendix 2 – 1st December 2011 letter/email to all consultees

Date: 1 December 2011
Our Ref: D6
Enquiries to: Strategic Planning Policy and Specialist Advice Team
Telephone: 01454 863469
Fax: 01454 863116
Internet: planningLDF@southglos.gov.uk

Dear Sir/Madam

December 2011 South Gloucestershire Core Strategy incorporating Post-Submission Changes

I am writing to update you on the progress of the South Gloucestershire Core Strategy and give you advanced notice of the next stages of the process.

Following the Exploratory Meeting held on 29 June 2011, called by the Inspector appointed to hold the Core Strategy Examination in Public and an exchange of correspondence between the Inspector and the Council, culminating in the Inspector’s letter of 30th September, the Council has now undertaken the required work which will inform the production of a refreshed Core Strategy that incorporates Post-Submission Changes.

The December 2011 Core Strategy incorporating Post-Submission Changes will be considered by South Gloucestershire Council at:

- the Joint East and West Development Control Committees and Planning, Transportation and Strategic Environment Select Committee Meeting on 12 December 2011;
- the Cabinet Meeting on 13 December 2011; and
- the Full Council Meeting on 14 December 2011.

Further information including the location and timing of the meetings and the opportunities for public engagement is available on the Council’s website at www.southglos.gov.uk/localdemocracy.

Following the decision of the Council on 14th December 2011, it is proposed that the December 2011 Core Strategy incorporating Post-Submission Changes will be publicised for a seven week period, to take account of the Christmas and New Year break, to commence as soon as practically possible following the meeting of Full Council on 14 December 2011.

You will be formally notified of the commencement of this seven week period and be given full details of the ways in which you can make representations at that time. Representations can be made on any part of the document. All representations received during this period will be forwarded to the Inspector appointed to hold the Examination. Please note that all representations already submitted on the Core Strategy to date will still be considered by the Inspector, so there will be no need to repeat previous representations.
Further information, including the letters referred to above and the Core Strategy evidence base can be found on the Council’s Core Strategy webpage at www.southglos.gov.uk/corestrategy

Yours faithfully

Patrick Conroy
Strategic Planning Policy and Specialist Advice Manager
Councillors to consider planning blueprint
For immediate release

COUNCILLORS are set to consider South Gloucestershire’s amended Core Strategy during the week beginning 12 December.

The Strategy sets out the overarching development vision and strategy for South Gloucestershire until 2026 and aims to deliver the new homes, jobs and services that are needed to sustain the district’s communities, without compromising their separate identifies, character or the local high-quality environment.

The document is the culmination of an extensive consultation process and has been shaped by all three political parties on the council as well as community leaders and local residents.

It also reflects comments and representations received during additional consultation and engagement activities carried out after the strategy was submitted to the Secretary of State in March 2011.

Councillor Brian Allinson, South Gloucestershire Council executive member for planning, transportation and strategic environment, said: “The Core Strategy is a vital planning document which will determine how we provide homes, jobs and infrastructure across the district up to 2026.

“It will allow us to guide and manage development across South Gloucestershire in response to the needs and ambitions of local communities, businesses and residents.

“Without it, we run a genuine risk of unplanned development so it is essential that we make progress with the strategy in the coming weeks and months.”

The strategy now includes a number of ‘post-submission’ amendments in response to events that took place after submission to the Secretary of State.

These include proposals to include Filton Airfield as a strategic development location, following BAE Systems’ decision to close the Airfield from December 2012.

Commenting on the potential redevelopment of the airfield, Cllr Allinson added:
“Not one of our major local aerospace companies has objected to the airfield’s closure and the extensive engagement exercise that we carried out with the community confirmed that the future prosperity of our valued local aerospace industry is a key priority for them.

“This is why in taking on board these comments the proposal is to redevelop the airfield, including reserving a significant part of the site to secure the area as a centre of excellence for aerospace and advanced engineering in order to encourage existing companies to expand and new ones to locate here.

“A carefully planned approach to re-developing Filton Airfield can help to ensure that the local aerospace industry has a future truly as great as its past and with the spirit of Brabazon and Concorde living on in the engineers of tomorrow – the children and young people of South Gloucestershire.”

Overall the strategy makes provision for up to 26,400 homes. Of this total 4,060 homes have been completed, requiring an additional 22,340 dwellings over the next 15 years from 2012.

The plan makes clear that the council will continue to give protection to the green belt and open countryside which South Gloucestershire has continuously considered are not appropriate locations for development. Therefore should BAE Systems decide against releasing the Airfield for development, the council would strongly resist pressure to release alternative locations for development.

Subject to decisions to be made at full Council on 14 December, changes to the strategy will be publicised over a seven-week period beginning later this month.

Representations received during this publicity period will be made available to the Inspector appointed to consider the Strategy at the formal Examination in Public. It is anticipated that the Examination will commence in April 2012.

Further information, including the December 2011 Core Strategy and associated documents, can be found at www.southglos.gov.uk/corestrategy

ENDS

For all media enquiries please contact:

Dominic Moody

Strategic Communications
Dear Clerks

Following consideration by South Gloucestershire Councillors at a meeting of the Council on the 14th December, the December 2011 Core Strategy incorporating Post-Submission Changes has been approved for publication by South Gloucestershire Council.

It is anticipated that the December 2011 Core Strategy, together with the supporting December 2011 Sustainability Appraisal Report, Changes to Proposals Maps, Strategic Green Belt Assessment and other supporting documents, will be published by 22 December and the submission of representations invited for a period of seven weeks from 22 December 2011 until 10 February 2012.

We will write to you again prior to the commencement of the publication period with formal details regarding the availability of documents and how to make representations.

Yours faithfully

Patrick Conroy
Strategic Planning Policy & Specialist Advice Manager
South Gloucestershire Council
Dear Sir/Madam

The South Gloucestershire Core Strategy will be the key document in the Council’s portfolio of Local Development Framework planning documents. It sets out a vision for the area based on evidence, community objectives and the detailed spatial strategy for future development in South Gloucestershire to 2026. It includes policies and programmes for the general location of new development, its type and scale, and the resources to deliver it, as well as protecting what is valued about the area.

South Gloucestershire Council submitted the Core Strategy to the Secretary of State for independent Examination on 31 March 2011. Since that time the Inspector appointed to undertake the Examination requested that the Council undertakes further technical work. The Council has now undertaken this work which has resulted in a number of changes to the Core Strategy.

The Council is now re-publishing the Core Strategy, the Sustainability Appraisal Report (the Environmental Report), changes to the Proposals Map and other supporting documents relevant to the preparation of the Core Strategy. Representations are invited on these documents between Thursday 29 December 2011 and Friday 17 February 2012 inclusive. Please read the ‘Statement of Representations Procedure’ below for further details and how to respond. All information can be viewed on the Council’s website at www.southglos.gov.uk/postsubmission and at all South Gloucestershire libraries and One-Stop Shops.

Please note that representations received, including personal details, cannot be kept confidential. If you make a representation from time to time we may contact you to seek your views about other planning consultations and projects. Periodically, you may also be invited to give us your views about our service.

For further information or assistance please contact the Strategic Planning Policy & Specialist Advice Team on 01454 863469 or by email to planningLDF@southglos.gov.uk

Yours faithfully

Patrick Conroy
Strategic Planning Policy & Specialist Advice Manager
South Gloucestershire Council
The South Gloucestershire Core Strategy will be the key document in the Council’s portfolio of Local Development Framework planning documents and applies to the entire district of South Gloucestershire. It sets out a vision for the area based on evidence, community objectives and the detailed spatial strategy for future development in South Gloucestershire to 2026. It includes policies and programmes for the general location of new development, its type and scale, and the resources to deliver it, as well as protecting what is valued about the area.

South Gloucestershire Council submitted the Core Strategy to the Secretary of State for independent Examination on 31st March 2011. Since that time the Inspector appointed to undertake the Examination requested that the Council undertakes further technical work. The Council has now undertaken this work which has resulted in a number of Post-Submission Changes to the Core Strategy.

The Council is now re-publishing the Core Strategy (which incorporates December 2011 Post-Submission Changes), the Sustainability Appraisal Report (the Environmental Report) that has been updated to support the December 2011 Core Strategy incorporating Post-Submission Changes, changes to the proposals map and other supporting documents. A full list of the documents is available on the Council’s website at:

- www.southglos.gov.uk/postsubmission

Representations are invited on these documents in accordance with the objectives of Regulation 27 of the Town & Country Planning (Local Development) (England) Regulations 2004 (as amended 2008 and 2009) and Regulation 13 of the Environmental Assessment of Plans & Programmes 2004.

Any representations received will be collated by the Council and passed to the Inspector appointed to examine the Core Strategy for his consideration during the Examination. The Council will not be formally responding to representations made during this period.

Requests to appear at the Examination in relation to submitted representations should be included with any submission. Invitations to appear will be issued at the discretion of the Inspector.

All representations previously submitted will still be considered by the Inspector. There is no requirement to re-submit representations already made.

In accordance with Regulation 27(a)(i & ii) and (d) the December 2011 Core Strategy incorporating Post-Submission Changes, the December 2011 Sustainability Appraisal Report, changes to the proposals maps and other supporting documents are available for inspection from 8.45am to 5pm Mondays to Wednesdays and 8.45am to 4.30pm Thursdays and Fridays at:

- The Council’s principal office (the One-Stop Shop) at Thornbury, Castle Street, BS35 1HF
- The Council’s other One-Stop Shops at:
  - Yate, Kennedy Way, BS37 4DQ (access via West Walk)
  - Kingswood Civic Centre, High Street, Kingswood, BS15 9TR
  - Patchway Hub, Rodway Road, Patchway BS34 5PE

In accordance with Regulation 27(a)(ii) the documents are available to view at the fifteen South Gloucestershire libraries (please refer to www.southglos.gov.uk for locations and opening times).

In accordance with Regulation 27(b)(i), (c) and (d) the documents are published for inspection on the Council’s website at:

- www.southglos.gov.uk/postsubmission

Where possible, representations should be based on the soundness and legal compliance of the Core Strategy. Guidance notes and representation forms that give details on this and on making representations are available in hard copy on request to the addresses below or on the Council’s website at:
Representation forms do not have to be used and neither does soundness or legal compliance have to be referred to in responses. However it will assist the Inspector and the Council if representations are structured in that manner.

Representations may be made on any part of the December 2011 Core Strategy, the December 2011 Sustainability Appraisal Report, changes to the proposals maps or any other supporting document relevant to the preparation of the Core Strategy for a period of seven weeks from Thursday 29 December 2011 until Friday 17 February 2012 in accordance with Regulation 28(2). Please note that Council offices, One-Stop Shops and libraries will be closed on 23 December 2011 (from 1pm), 26-28 December 2011 inclusive and 2 January 2012.

Representations may be made in writing or by way of electronic communications. The addresses to which representations should be made in accordance with Regulation 28(2) are:

- By email to planningLDF@southglos.gov.uk
- By letter to Strategic Planning Policy and Specialist Advice Team, South Gloucestershire Council, PO Box 2081, South Gloucestershire, BS35 9BP

Representations may be accompanied by a request to be notified at a specified address of either of the following:

- the publication of the recommendations of the Inspector appointed to carry out the independent examination of the Core Strategy
- the adoption of the Core Strategy

List of Core Strategy documents

December 2011 Documents

- Schedule of proposed Post-Submission Changes to the Core Strategy
- December 2011 South Gloucestershire Core Strategy incorporating Post-Submission Changes
- Sustainability Appraisal December 2011 to support December 2011 Core Strategy incorporating Post-Submission Changes
- December 2011 South Gloucestershire Core Strategy incorporating Post-Submission Changes - Changes to the Proposals Map

Other relevant documents

- Review of the BAE Systems Aviation Options Report for Filton Airfield, December 2011
- Strategic Green Belt Assessment, December 2011
- Strategic Flood Risk Assessment Level 2 report, December 2011
- Supplementary Housing Paper, December 2011
- Post-Submission Engagement Statement, December 2011
- New Neighbourhoods Delivery statement, Cribbs/Patchway update December 2011
- Strategic Housing Land Availability Assessment, December 2011 update
- Infrastructure Delivery Plan update December 2011
- Retail Impact Assessment update incorporating the Mall Retail Impact Assessment (to be provided to the Inspector in January 2012)
- Filton Technical Paper (to be provided to the Inspector in January 2012).
Previously published Core Strategy documents & evidence

- Core Strategy Issues & Options, April 2008
- Initial Core Strategy Sustainability Appraisal, April 2008
- Pre-Submission Publication Draft Core Strategy, March 2010
- Sustainability Appraisal, March 2010
- Schedule of Proposed Changes, Dec 2010
- Pre-Submission Publication Draft Core Strategy incorporating Proposed Changes, Dec 2010
- Schedule of Further Proposed Changes, March 2011
- Changes to the Proposals Map, Dec 2010
- Sustainability Appraisal, March 2010 with Dec 2010 updates
- Position Statement regarding Filton Airfield, June 2011
- Supplementary Sustainability Appraisal Report regarding Filton Airfield
- Habitats Regulations Assessment, March 2011
- Regulation 30(1)(d) & (e) Consultation Statements
- Sustainability Appraisal Scoping Report, March 2008
- Local Development Scheme
- Statement of Community Involvement
- Annual Monitoring Report
- Gypsy and Traveller Sites DPD - various documents
- West of England Gypsy Traveller Accommodation Assessment, Oct 2007
- West of England Strategic Housing Market Assessment, June 2009
- Economic Viability Assessment Affordable Housing Policy
- Residential Land Availability Surveys
- Strategic Housing Land Availability Assessment
- Justification for the Strategy for Housing to 2026, March 2011
- Infrastructure Delivery Plan, Feb 2011
- Employment Land Review Stages 1, 2 & 3
- Employment & Non-Residential Land Availability Survey
- Strategic Flood Risk Assessment Level 1 Feb 2009 & Update Oct/Nov 2010
- Flood Risk Sequential Test Information Note, March 2011
- Strategic Flood Risk Assessment Level 2 Avonmouth - Severnside, March 2011
- Town Centre & Retail Study
- Town Centres & Retailing in South Gloucestershire
- New Neighbourhoods Delivery Statement & supporting evidence
- Strategic Green Belt Assessment, 2006
- Sub-Regional Apportionment of Aggregates Technical Note, March 2011
- Environmental constraints evidence submitted to the South West Regional Spatial Strategy Examination
- Open Space Audit 2010
- Community Profiles

Further documents may be published prior to and during the Core Strategy’s Examination in Public. A full list of documents including weblinks is available in the Examination Library at www.southglos.gov.uk/corestrategyexamination
Appendix 6: Representation form and guidance notes

Please return to: Planning Policy & Specialist Advice Team, South Gloucestershire Council, PO Box 2081, South Gloucestershire, BS35 9BP; or if in electronic form to planningLDF@southglos.gov.uk

Responses must be received by Friday 17 February 2012

This form has two parts:
• Part A – Personal Details. Only one copy required.
• Part B – Your representation(s). Please fill in a separate sheet for each representation you wish to make. Part B of the form can be detached and photocopied.

Before completing this form please refer to the attached supporting guidance notes which are also available at www.southglos.gov.uk/postsubmission

PLEASE NOTE THAT YOU DO NOT HAVE TO USE THE RESPONSE FORM

<table>
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<tr>
<th>Part A</th>
<th>2. Agent’s Details (if applicable)</th>
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<tbody>
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<td>*If an agent is appointed, please complete only the Title, Name and Organisation boxes below but complete the full contact details of the agent in 2. Please give all details</td>
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(IF YOU PROVIDE AN EMAIL ADDRESS WE WILL USE THIS TO CONTACT YOU)

PLEASE BE AWARE THAT REPRESENTATIONS RECEIVED, INCLUDING PERSONAL DETAILS, CANNOT BE KEPT CONFIDENTIAL.
This page is intentionally blank for printing and copying purposes
**Part B – Please use a separate sheet for each representation**

Part B of this form can be detached and copied if you wish to make more than one representation. Your representation should cover all the information, evidence and supporting information necessary to support/justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further representations following this stage.

After this stage, further submissions will only be at the request of the Inspector appointed to examine the Core Strategy, based on the matters and issues he/she identifies for examination.

3. To which part of the Core Strategy does your comment relate?

<table>
<thead>
<tr>
<th>Paragraph</th>
<th>Policy</th>
<th>Other e.g. Map, table, figure, key diagram</th>
</tr>
</thead>
</table>

4. Give details of your comment. Please be as precise as possible.

If you wish to support the Core Strategy, please also use this box to set out your comments.

5. Please set out what change(s) to the Core Strategy you consider necessary. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.

(Continue on a separate sheet /expand box if necessary)
Before completing sections 6 & 7 please refer to the attached supporting guidance notes which are also available at [www.southglos.gov.uk/postsubmission](http://www.southglos.gov.uk/postsubmission)

If you feel unable to answer questions 6 or 7 then you may leave them blank.

6. Do you consider the Core Strategy Development Plan Document is:
   a) Legally compliant? (please refer to guidance notes) Yes [ ] No [ ]
   b) Sound? (please refer to guidance notes) Yes [ ] No [ ]

7. If you consider the DPD is **unsound** is this because it is **not**:
   (1) Justified? [ ]
   (2) Effective? [ ]
   (3) Consistent with national policy? [ ]

8. If your representation is seeking a change, do you consider it necessary to participate at the oral part of the examination?
   No [ ] I do not wish to participate at the oral examination Yes [ ] I wish to participate at the oral examination

9. If you wish to participate at the oral part of the examination, please outline why you consider this to be necessary:
   
   Please note the Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at the oral part of the examination.

Please tick the boxes if you wish to be notified of any of the following (you do not have to answer this question as we will keep you informed of progress with the Core Strategy):

- [ ] The publication of the recommendations of the Inspector appointed to carry out the examination of the Core Strategy.
- [ ] The Adoption of the Core Strategy.

Signature: [ ] Date: [ ]
GUIDANCE NOTES FOR MAKING COMMENTS ON THE CORE STRATEGY

PLEASE NOTE THAT YOU DO NOT HAVE TO USE THE RESPONSE FORM AND YOU DO NOT HAVE TO REFER TO SOUNDNESS OR LEGAL COMPLIANCE IN YOUR REPRESENTATIONS

Representations can be emailed to planningLDF@southglos.gov.uk or posted to:

Planning Policy & Specialist Advice Team
South Gloucestershire Council
PO Box 2081
South Gloucestershire
BS35 9BP

You can phone us on 01454 863469 if you would like copies of the response form to be posted to you.

To help us analyse your comments, please always make sure you state which specific part of the Core Strategy your representation relates to and what change(s) you would like to see made.

2) Understanding the process

Your representation(s) will be submitted to the independent Inspector appointed by the Government to examine the Core Strategy. This process is known as the ‘Examination in Public’ (or EiP).

At the examination the Inspector will consider whether the Core Strategy is **legally compliant** and **sound**. He will decide if there are any changes that are needed to improve the document and will publish a report detailing the changes that the Council must make to the Core Strategy before it is adopted.

Because of the way the Inspector will run the examination, representations should be made on whether you think the Core Strategy is legally compliant or sound:

1) If you want to comment on the way in which the Council has prepared the Core Strategy, it is likely your comments or objections will relate to a matter of **legal compliance**.

2) If it is the **actual content** of the plan you wish to comment on, it is likely it will relate to whether the Core Strategy is justified, effective or consistent with national policy. In this case your comments relate to whether the plan is **sound**.
Further explanation is given below.

2) Legal Compliance and Tests of Soundness

This section provides further information about how the Core Strategy is assessed in terms of legal compliance and soundness.

Legal Compliance

At the examination the Inspector will check that the Core Strategy meets legal requirements. In particular the Inspector will be checking to make sure that the following has been done:

- The Core Strategy has been produced in accordance with the Local Development Scheme (LDS). This is the project plan which sets out the timetable for preparing the Core Strategy.
- The process of consultation and engagement has been in general accordance with the South Gloucestershire Statement of Community Involvement.
- The Council has published the documents set out in regulations, and made them available at its main offices and on its website.
- The Council has placed local advertisements and notified statutory consultees (as set out in the regulations) and any people who have requested to be notified.
- The Council has provided a Sustainability Appraisal Report.
- The Core Strategy has regard to national and regional policy.
- The Core Strategy has regard to the Sustainable Community Strategy for South Gloucestershire.

If you think any of these matters have not been undertaken you should specify it in your representation.

Tests of Soundness

Commenting on the tests of soundness will probably be what most people want to do. The three tests of soundness are:

i) **Is the Core Strategy justified?** To be justified, the Core Strategy needs to be:
   - Founded on a robust and credible evidence base, involving evidence of participation by the community and others with an interest in the area.
   - Based on choices which are backed up by facts.
   - The most appropriate strategy when considered against reasonable alternatives. These alternatives should be realistic and subject to sustainability appraisal.

ii) **Is the Core Strategy effective?** To be effective, the Core Strategy should:
   - Be deliverable.
   - Have sound infrastructure delivery planning.
   - Have no regulatory or national planning barriers to delivery.
• Have delivery partners who are signed up to it.
• Be coherent with the strategies of neighbouring authorities.

iii) **Is the Core Strategy consistent with national policy?** The Core Strategy should be consistent with national policy. Where there is a departure (i.e. inconsistency), the Council must provide clear and convincing reasoning to justify their approach. Conversely, you may feel the Council should include a policy or policies which would depart from national or regional policy to some degree in order to meet a clearly identified and fully justified local need, but the Council has not done so. In this instance it will be important for you to say in your representations what the local circumstances are that justify a different approach to that in national or regional policy.

If you think the content of the Core Strategy is not sound because it does not include a policy where it should do, you should go through the following steps before making representations:

- Is the issue with which you are concerned already covered specifically by any national planning policy? If so it does not need to be included.
- Is what you are concerned with covered by any other policies in the Core Strategy? There is no need for repetition in the Core Strategy.
- If the policy is not covered elsewhere, in what way is the Core Strategy unsound without the policy?
- If the Core Strategy is unsound without the policy, what should the policy say?

**Using the Response Form**

The response form asks which test of soundness you think is relevant to your representation(s). Please do not worry if you are unable to complete this task – if necessary the Council can do this for you. It will not make any difference to the value or importance of your representation(s).

3) **General Advice**

- Representations are only valid if your name and address are supplied.
- Agents should state the full name or organisation of who or which they are representing.
- Please clarify which specific paragraph, policy, table or map you are commenting on.
- If commenting on a number of paragraphs or policies, a separate response form should be completed for each. Response forms can be obtained from the Council’s website at www.southglos.gov.uk/postsubmission or by phoning 01454 863469.
- Any objection to the Core Strategy being unsound needs to be backed up with reasons why and should indicate what needs to be done to make it sound.
- Defamatory or spurious comments will not be considered.

4) **What will the Council do with my details?**

All comments, whether received electronically or in hard copy, will be treated exactly the same. Please be aware that representations received, including personal details,
cannot be kept confidential. The Council will be required to publish a schedule of all representations received together with information on which person/organisation made each one.

5) Request for future notification

Representations may be accompanied by a request to be notified of any of the following:
- The publication of the recommendations of the Inspector appointed to carry out the examination of the Core Strategy.
- The adoption of the Core Strategy.
Appendix 7 – Website Information

Text published at www.southglos.gov.uk/corestrategy:

22 December Update - Publication of the December 2011 Core Strategy incorporating Post-Submission Changes

Following the submission of the Core Strategy the Inspector appointed to undertake the Examination requested that the Council undertakes further technical work. The Council has now undertaken this work which has resulted in a number of Post-Submission Changes to the Core Strategy.

The Council is now re-publishing and inviting representations on the Core Strategy (which incorporates December 2011 Post-Submission Changes), the Sustainability Appraisal Report that has been updated to support the December 2011 Core Strategy incorporating Post-Submission Changes, changes to the Proposals Map and other supporting documents. The official period for making representations is Thursday 29 December to Friday 17 February 2012. (Please note that these dates are different to those previously advertised).

FOR FULL DETAILS OF THE PUBLICATION PERIOD, INCLUDING LINKS TO RELEVANT DOCUMENTS, PLEASE VISIT www.southglos.gov.uk/postsubmission (copy and paste address into your browser address bar)

Statutory information required by regulations is available in the ‘Read more’ box on the right of this page. Links to relevant documents are also available in the Read More box.

The December 2011 Core Strategy incorporating Post-Submission Changes, the December 2011 Sustainability Appraisal Report, changes to the Proposals Map and other supporting documents are available to view at:

- The Council’s One-Stop Shops at:
  - Thornbury, Castle Street, BS35 1HF
  - Yate, Kennedy Way, BS37 4DQ (access via West Walk)
  - Kingswood Civic Centre, High Street, Kingswood, BS15 9TR
  - Patchway Hub, Rodway Road, Patchway BS34 5PE
- All South Gloucestershire libraries

Please note that Council offices, One-Stop Shops and libraries will be closed on 23 December 2011 (from 1pm), 26-28 December 2011 inclusive and 2 January 2012.

Representations should be sent:

- by email to planningLDF@southglos.gov.uk or
- by letter to Strategic Planning Policy and Specialist Advice Team, South Gloucestershire Council, PO Box 2081, South Gloucestershire, BS35 9BP

Representations received will be passed to the Inspector appointed to examine the Core Strategy for his consideration. The Council will not be formally responding to representations made during this period. All representations previously submitted will still be considered by the Inspector - there is no requirement to re-submit representations already made.

Please note that representations received, including personal details, cannot be kept confidential. If you make a representation, from time to time we will contact you to seek your views about other planning consultations and projects. Periodically, you will also be invited to give us your views about our service.

For further information or assistance please contact the Strategic Planning Policy & Specialist Advice Team on 01454 863469 or by email to planningLDF@southglos.gov.uk
December 2011 South Gloucestershire Core Strategy incorporating Post-Submission Changes

All statutory information required by the Town & Country Planning (Local Development) (England) Regulations (as amended 2008 & 2009) is available to view by clicking here.

Please note that the formal period for making representations is Thursday 29 December until Friday 17 February 2012. These dates are different from those previously advertised in some places.

Background information

The South Gloucestershire Core Strategy will be the key document in the Council’s portfolio of Local Development Framework planning documents and applies to the entire district of South Gloucestershire. It sets out a vision for the area based on evidence, community objectives and the detailed spatial strategy for future development in South Gloucestershire to 2026. It includes policies and programmes for the general location of new development, its type and scale, and the resources to deliver it, as well as protecting what is valued about the area.

South Gloucestershire Council submitted the Core Strategy to the Secretary of State for Independent Examination on 21 March 2011. Since that time the Inspector appointed to undertake the Examination requested that the Council undertakes further technical work. The Council has now undertaken this work which has resulted in a number of Post-Submission Changes to the Core Strategy.

The Council is now re-publishing and inviting representations on the Core Strategy (which incorporates...
The Council is now re-publishing and inviting representations on the Core Strategy (which incorporates December 2011 Post-Submission Changes), the Sustainability Appraisal Report that has been updated to support the December 2011 Core Strategy Incorporating Post-Submission Changes, changes to the Proposals Map and other supporting documents.

How to view the documents

Links to the December 2011 documents (click to open in a new window, please note that some of these documents are large and may take several minutes to open):

- December 2011 Core Strategy Incorporating Post-Submission Changes
- Schedule of Post-Submission Changes
- Sustainability Appraisal Report, December 2011 to support the December 2011 Core Strategy Incorporating Post-Submission Changes
- December 2011 Core Strategy Incorporating Post-Submission Changes - Changes to the Proposals Map December 2011
- Core Strategy Post Submission Engagement Statement
- Review of the BAE Systems Aviation Options Report for Filton Airfield
- Strategic Green Belt Assessment December 2011
- Supplementary Housing Paper December 2011

A list of all evidence base, previously published, current and other relevant documents is available by clicking here.

Further documents may be published prior to and during the Core Strategy’s Examination in Public.

The December 2011 Core Strategy Incorporating Post-Submission Changes, the December 2011 Sustainability Appraisal Report, changes to the Proposals Maps and other supporting documents are also available to view at:

- The Council’s One-Stop Shops at:
  - Thornbury, Castle Street, BS35 1HF
  - Yate, Kennedy Way, BS37 4DQ (access via West Walk)
  - Kingswood Civic Centre, High Street, Kingswood, BS15 9TR
  - Patchway Hub, Rodway Road, Patchway BS34 5PE
- All South Gloucestershire libraries (locations and opening times are available here).

Please note that Council offices, One-Stop Shops and libraries will be closed on 23 December 2011 (from 1pm), 26-28 December 2011 inclusive and 2 January 2012.
How to make representations

Representations are invited on any part of these documents for a period of seven weeks from Thursday 29 December 2011 until Friday 17 February 2012.

The addresses to which representations should be sent are:

- by email to planningLDF@southglos.gov.uk
- by letter to Strategic Planning Policy and Specialist Advice Team, South Gloucestershire Council, PO Box 2081, South Gloucestershire, BS35 9BP

Any representations received will be passed to the Inspector appointed to examine the Core Strategy for his consideration. The Council will not be formally responding to representations made during this period. All representations previously submitted will still be considered by the Inspector - there is no requirement to re-submit representations already made.

Where possible, representations should be based on the soundness and legal compliance of the Core Strategy. Guidance notes and representation forms that give details on this and on making representations are available in hard copy on request to the email address or phone number below, or electronically here (pdf) or here (MS Word).

Representation forms do not have to be used and neither does soundness or legal compliance have to be referred to in responses. However it will assist the Inspector and the Council if representations are structured in that manner.

Please note that representations received, including personal details, cannot be kept confidential. If you make a representation from time to time we will contact you to seek your views about other planning consultations and projects. Periodically, you will also be invited to give us your views about our service.

For further information or assistance please contact the Strategic Planning Policy & Specialist Advice Team on 01454 863469 or by email to planningLDF@southglos.gov.uk
The South Gloucestershire Core Strategy will be the key document in the Council’s portfolio of Local Development Framework (LDF) planning documents and applies to the entire district of South Gloucestershire. It sets out a vision for the area based on evidence, community objectives and the detailed spatial strategy for future development in South Gloucestershire to 2026. It includes policies and programmes for the general location of new development, its type and scale, and the resources to deliver it, as well as protecting what is valued about the area.

South Gloucestershire Council submitted the Core Strategy to the Secretary of State for independent Examination on 31 March 2011. Since that time the Inspector appointed to undertake the Examination requested that the Council undertakes further technical work. The Council has now undertaken this work which has resulted in a number of changes to the Core Strategy.

The Council is now re-publishing the Core Strategy, the Sustainability Appraisal Report (the Environmental Report), changes to the proposals maps and other supporting documents relevant to the preparation of the Core Strategy. Representations are invited on these documents in accordance with the objectives of Regulation 27 of the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended 2008 & 2009).

Representations received will be collated by the Council and passed to the Inspector appointed to examine the Core Strategy for his consideration during the Examination. The Council will not be formally responding to representations made during this period. Requests to appear at the Examination in relation to submitted representations should be included with any submission. Invitations to appear will be issued at the discretion of the Inspector.

All representations previously submitted will still be considered by the Inspector. There is no requirement to re-submit comments already made.

In accordance with Regulation 27(a)(i & ii) the Core Strategy, the Sustainability Appraisal Report, changes to the proposals maps and other supporting documents relevant to the preparation of the Core Strategy are available for inspection, from 8.45am to 5pm Mondays to Wednesdays and 8.45am to 4.30pm Thursdays and Fridays, at:

- The Council’s principal office (the One-Stop Shop) at Thornbury, Castle Street, BS35 1HF
- The Council’s other One-Stop Shops at:
  - Yate, Kennedy Way, BS37 4DQ (access via West Walk)
  - Kingswood Civic Centre, High Street, Kingswood, BS15 9TR
  - Patchway Hub, Rodway Road, Patchway BS34 5PE

In accordance with Regulation 27(a)(ii) the documents are also available to view at the fifteen South Gloucestershire libraries (please refer to www.southglos.gov.uk for locations and opening times). In accordance with Regulation 27(b)(i) the documents are also published for inspection on the Council’s website at www.southglos.gov.uk/postsubmission

Where possible, representations should be based on the soundness and legal compliance of the Core Strategy. Guidance notes and representation forms that give details on this and on making representations are available in hard copy on request or at www.southglos.gov.uk/postsubmission. **Representation forms do not have to be used and neither does soundness or legal compliance have to be referred to in responses.** However it will assist the Inspector and the Council if representations are structured in that manner.
Representations may be made on any part of the Core Strategy, the Sustainability Appraisal Report, changes to the proposals maps or any other supporting document relevant to the preparation of the Core Strategy for a period of seven weeks from Thursday 29 December 2011 until Friday 17 February 2012 in accordance with Regulation 28(2). Please note that Council offices, One-Stop Shops and libraries will be closed on 2 January 2012.

Representations may be made in writing or by way of electronic communications. The addresses to which representations should be made in accordance with Regulation 28(2) are:

- By email to planningLDF@southglos.gov.uk
- By letter to Strategic Planning Policy and Specialist Advice Team, South Gloucestershire Council, PO Box 2081, South Gloucestershire, BS35 9BP

Representations may be accompanied by a request to be notified at a specified address of either of the following:

- the publication of the recommendations of the Inspector appointed to carry out the independent examination of the Core Strategy
- the adoption of the Core Strategy

For further information or assistance please contact the Strategic Planning Policy & Specialist Advice Team on 01454 863469 or by email to planningLDF@southglos.gov.uk
Appendix 11: Statement of Representations Procedure

South Gloucestershire Core Strategy Development Plan Document
Statement of Representations Procedure
Regulation 13 of the Environmental Assessment of Plans & Programmes 2004

The South Gloucestershire Core Strategy will be the key document in the Council’s portfolio of Local Development Framework planning documents and applies to the entire district of South Gloucestershire. It sets out a vision for the area based on evidence, community objectives and the detailed spatial strategy for future development in South Gloucestershire to 2026. It includes policies and programmes for the general location of new development, its type and scale, and the resources to deliver it, as well as protecting what is valued about the area.

South Gloucestershire Council submitted the Core Strategy to the Secretary of State for independent Examination on 31 March 2011. Since that time the Inspector appointed to undertake the Examination requested that the Council undertakes further technical work. The Council has now undertaken this work which has resulted in a number of Post-Submission Changes to the Core Strategy.

The Council is now re-publishing the Core Strategy (which incorporates December 2011 Post-Submission Changes), the Sustainability Appraisal Report (the Environmental Report) that has been updated to support the December 2011 Core Strategy incorporating Post-Submission Changes, changes to the proposals map and other supporting documents. A full list of the documents is available on the Council’s website at:

- www.southglos.gov.uk/postsubmission

Representations are invited on these documents in accordance with the objectives of Regulation 27 of the Town & Country Planning (Local Development) (England) Regulations 2004 (as amended 2008 and 2009) and Regulation 13 of the Environmental Assessment of Plans & Programmes 2004.

Any representations received will be collated by the Council and passed to the Inspector appointed to examine the Core Strategy for his consideration during the Examination. The Council will not be formally responding to representations made during this period.

Requests to appear at the Examination in relation to submitted representations should be included with any submission. Invitations to appear will be issued at the discretion of the Inspector.

All representations previously submitted will still be considered by the Inspector. There is no requirement to re-submit representations already made.

In accordance with Regulation 27(a)(i & ii) the December 2011 Core Strategy incorporating Post-Submission Changes, the December 2011 Sustainability Appraisal Report, changes to the proposals maps and other supporting documents are available for inspection from 8.45am to 5pm Mondays to Wednesdays and 8.45am to 4.30pm Thursdays and Fridays at:

- The Council’s principal office (the One-Stop Shop) at Thornbury, Castle Street, BS35 1HF
- The Council’s other One-Stop Shops at:
  - Yate, Kennedy Way, BS37 4DQ (access via West Walk)
  - Kingswood Civic Centre, High Street, Kingswood, BS15 9TR
In accordance with Regulation 27(a)(ii) the documents are available to view at the fifteen South Gloucestershire libraries (please refer to www.southglos.gov.uk for locations and opening times).

In accordance with Regulation 27(b)(i) the documents are published for inspection on the Council’s website at:

- www.southglos.gov.uk/postsubmission

Where possible, representations should be based on the soundness and legal compliance of the Core Strategy. Guidance notes and representation forms that give details on this and on making representations are available in hard copy on request to the addresses below or on the Council’s website at:

- www.southglos.gov.uk/postsubmission

**Representation forms do not have to be used and neither does soundness or legal compliance have to be referred to in responses.** However it will assist the Inspector and the Council if representations are structured in that manner.

Representations may be made on any part of the December 2011 Core Strategy, the December 2011 Sustainability Appraisal Report, changes to the proposals maps or any other supporting document relevant to the preparation of the Core Strategy for a period of seven weeks from Thursday 29 December 2011 until Friday 17 February 2012 in accordance with Regulation 28(2). Please note that Council offices, One-Stop Shops and libraries will be closed on 23 December 2011 (from 1pm), 26-28 December 2011 inclusive and 2 January 2012.

Representations may be made in writing or by way of electronic communications. The addresses to which representations should be made in accordance with Regulation 28(2) are:

- By email to planningLDF@southglos.gov.uk
- By letter to Strategic Planning Policy and Specialist Advice Team, South Gloucestershire Council, PO Box 2081, South Gloucestershire, BS35 9BP

Representations may be accompanied by a request to be notified at a specified address of either of the following:

- the publication of the recommendations of the Inspector appointed to carry out the independent examination of the Core Strategy
- the adoption of the Core Strategy
Appendix 12: Representation Acknowledgement

Dear

Thank you for your representation on the December 2011 South Gloucestershire Core Strategy incorporating Post-Submission Changes. Your representation has been received and will be passed to the independent Inspector appointed to examine the Core Strategy. I will write to you again to let you know arrangements for progressing the Core Strategy and the examination in public as soon as this information is available.

Further information about the Core Strategy is available on the Council’s website at www.southglos.gov.uk/corestrategy

Yours sincerely

Patrick Conroy
Strategic Planning Policy & Specialist Advice Manager
South Gloucestershire Council
Core Strategy on track for Government examination

South Gloucestershire’s Core Strategy is on track for consideration by a Government Inspector, following the end of a final ‘publication period’ on 17 February.

The district’s planning blueprint was approved by Council in December, with the seven week publication period providing an opportunity for local people to review and comment on the document in its final form.

More than 350 submissions or representations were received from organisations and individuals during the publication period and these will be passed to the Inspector, with the Core Strategy documents, next month.

The Inspector is expected to hold the strategy’s formal ‘examination in public’ in the spring.

Executive Councillor for Planning Brian Allinson said: “This is a significant milestone for a very important document.

“The Core Strategy is South Gloucestershire’s planning blueprint for the next 15 years and will allow us to guide development in response to the needs and ambitions of our local community.”

More information about the Core Strategy can be viewed online at www.southglos.gov.uk/corestrategy

ENDS
Inspector Mr Paul Crysell, has been appointed to carry out the Examination in Public (EiP) of the South Gloucestershire Core Strategy.

Prior to the opening of the EiP, the Inspector will hold a Pre hearing Meeting (PHM) commencing at 2pm on Tuesday 17th April 2012 at the Kingswood Civic Centre, High Street, Kingswood, South Gloucestershire, BS15 9TR.

The purpose of the PHM is to help the Inspector and all interested parties prepare for the EiP. At the PHM the Inspector will outline the procedural elements of the EiP.

The Inspector will not hear evidence on the merits of any proposal and those attending the PHM meeting will only be able to comment if invited to do so by the Inspector.

The Inspector has indicated he intends to commence hearings as part of the EiP on Tuesday 19 June 2012.

The EiP will be held at the Kingswood Civic Centre, High Street Kingswood, South Gloucestershire, BS15 9TR.

Further details about the timing and duration of the EiP will be published on the Council’s website at www.southglos.gov.uk/corestrategy as they become available.

For further information please contact Kath Thorne, the Examination Programme Officer by telephoning 01454 863742 or emailing programme.officer@southglos.gov.uk
Dear Sir/Madam

Examination in Public - South Gloucestershire Core Strategy DPD

I am writing to update you on progress with the South Gloucestershire Core Strategy. Following the close of the publication period for the December 2011 Core Strategy incorporating Post Submission Changes, the Inspector Mr Paul Crysell, appointed to hold the Examination in Public (EiP), has requested a Pre-Hearing Meeting (PHM) to be held on Tuesday 17 April at 2pm at the Kingswood Civic Centre, High Street, Kingswood, South Gloucestershire, BS15 9TR.

The purpose of the PHM is to help the Inspector and all interested parties prepare for the EiP and in this respect he has issued the attached Agenda and Guidance Notes. At the PHM the Inspector will outline the procedural elements of the EiP. The Inspector will not hear evidence on the merits of any proposal and those attending the PHM meeting will only be able to comment if invited to do so by the Inspector. Respondents who have not indicated a wish to participate in the hearing sessions will have their representations treated in written form unless the Programme Officer is informed no later than Thursday 12th April 2012 that they now wish to take part.

The PHM is a public meeting and members of the public are invited to attend. In order to help ensure we are able to make all necessary arrangements for the PHM meeting I would ask that you either telephone me on 01454 863742 or email me at programme.officer@southglos.gov.uk by 5pm on Thursday 12 April 2012 if you intend to attend the PHM.

The Inspector has indicated he intends to commence hearings as part of the EiP on the 19th June 2012. The EiP will also be held at the Kingswood Civic Centre, High Street Kingswood South Gloucestershire, BS15 9TR.

Further details about the timing and duration of the EiP will be published on the Council’s website at www.southglos.gov.uk/corestrategyexamination as they become available.
If the Inspector asks the Council for its comments on any matters related to the Core Strategy prior to the PHM or EiP, the request from the Inspector and the response from the Council will be posted on the Council’s website at www.southglos.gov.uk/corestrategy.

A note of the PHM will be published soon after it is held on the Core Strategy webpage. I will contact you again when the Inspector has published further details about the EiP.

Kingswood Civic Centre is accessible to the disabled. A map showing its location is viewable at http://www.southglos.gov.uk/NR/rdonlyres/933ED61D-8D24-40D3-908D-7C1041492550/0/CEX080162.pdf

If you have any queries at this stage please do not hesitate to contact me.

Yours faithfully

Kath Thorne
Programme Officer

Enc: Agenda and Guidance Notes
Appendix 18 – Guidance notes for Examination participants

SOUTH GLOUCESTERSHIRE LOCAL DEVELOPMENT FRAMEWORK CORE STRATEGY EXAMINATION

GUIDANCE NOTES FOR PARTICIPANTS

1. Introduction

1.1 The purpose of these Guidance Notes is to assist those who wish to participate in the Examination into the South Gloucestershire Core Strategy Development Plan Document (CS).

2. Inspector and Programme Officer

2.1 The Secretary of State has appointed the Inspector, Paul Crysell BSc (Hons) MSc MRTP to hold the Examination into the soundness of the CS. His role is to consider whether it is sound in terms of the three tests set out in Planning Policy Statement 12 (PPS12) i.e. whether it is justified, effective and consistent with national policy.

2.2 The Programme Officer for the examinations is Kath Thorne who is acting as an independent officer for the Examination, under the Inspector’s direction. She is responsible for organising the programme of hearings, recording and circulating all material received and ensuring the smooth running of the examination. Any questions or matters in connection with the examination should be raised with the Programme Officer. If necessary, she will discuss these with the Inspector. The normal method of communication will be by e-mail and all documentation will be available electronically via the Core Strategy Examination web site at:

www.southglos.gov.uk/corestrategyexamination

3. Pre-Hearing Meeting

3.1 A Pre-Hearing Meeting (PHM) will take place on Tuesday 17 April 2012 at Kingswood Civic Centre, High Street, Kingswood, BS15 9TR, starting at 2pm. The purpose of the PHM is to explain and discuss procedural and administrative matters relating to the Examination. This will include details about the programme, further submissions and the procedure to be followed. The content and merits of the Core Strategy and the representations will not be discussed at this meeting.

3.2 The Inspector will outline how he intends to conduct the Examination having regard to the changes made to the Core Strategy since he held an Exploratory Meeting on Wednesday 29 June 2011.

3.3 A note of the PHM, along with any revisions to the hearing sessions and a final schedule of the Matters and Issues for Examination will be circulated after the meeting to all those who have made representations.

4. The Examination Process

4.1 The starting point for the examination is that the local authority has submitted what it considers to be a sound plan. The examination will focus on the Matters and Issues identified by the Inspector who will also have regard to individual representations insofar as they relate to the soundness of the Plan. Those seeking changes to the Plan will have to demonstrate why the document is not sound and how this might be overcome by any suggested changes.

4.2 Those who have made representations should have already decided whether their views can be dealt with in written form or if they need to present them orally at a hearing session. Both methods carry equal weight.
4.3 Respondents who have not indicated a preference will have their representations treated in written form unless the Programme Officer is informed no later than Thursday 12 April that they now wish to participate in hearing sessions. A final schedule of participants will then be drawn up.

4.4 It is open to the Council and any representor to submit further statements in advance of the hearings. However this is not a requirement and you may rely on your original representations if you wish. Any such statements should be sent to the Programme Officer for receipt by 5pm on Monday 21 May. The requirements for each statement are as follows:

- Statements should be limited to no more than 3,000 words and should relate to the matters identified by the Inspector. Generally there should be no need for appendices and only cross-references are needed for documents which form part of the Examination Library.
- Four copies of each statement at A4 size are required with paragraph and page numbers included. Any plans should be folded so as not to exceed that size. An electronic version of the statement is also required in Word format with all documents being submitted to the Programme Officer. The top of the front page of each statement should identify the appropriate Matter and Issue number, representor reference number and name of representor.

4.5 The need for succinct submissions is emphasised. Unnecessary detail and repetition should be avoided. It is the quality of the reasoning that carries weight, not the bulk of the documents. It is vital that the fundamental elements of cases are set out clearly and succinctly and participants should remember the hearings are not the place for surprises!

4.6 Further discussion between the Council and representors is strongly encouraged – ideally leading to statements of common ground. Please keep the Programme Officer informed about progress with preparation of such statements.

4.7 Representors who wish to proceed by written means do not need to take any further action; they can rely on what they have already submitted in writing. However, if any party wishes to submit further written evidence in support of their position, this should be focussed on the Matters and Issues and submitted within the same timescale.

4.8 Before the start of the hearings the Inspector may raise questions with the Council on any points that are relevant to the examination. Any such exchanges of correspondence will be placed on the website as examination documents.

5. Hearing Arrangements and Procedure

5.1 Hearing sessions into the plan will commence at 10.00am on Tuesday 19 June 2012. An initial programme of Matters and Issues for the Examination will be issued shortly and this will be finalised immediately after the PHM. Participants are advised to make use of the examination page on the Council’s website where further information about the examination and any alterations that may be made to the programme can be found.

5.2 The sessions will be held at the Kingswood Civic Centre, High Street, Kingswood, BS15 9TR. A short break will normally be taken mid-morning and mid-afternoon, with a lunch break at about 1.00 pm. Where an afternoon session is shown, this will normally begin at 2.00pm. The hearings are open to the public and interested persons to attend, even if not taking part.

5.3 The hearings will take the form of round table sessions. They will be inquisitorial rather than adversarial and led by the Inspector. The purpose of the hearings is to focus on those matters the Inspector needs to explore having regard to all representations. There will be no formal presentation of evidence or cross-examination and participants will be discouraged from repeating points made previously. To assist in the organisation, could those involved please ensure the Programme Officer is kept informed about who will be taking part.

6. Site Visit Arrangements

6.1 The Inspector has undertaken a number of site visits and may make some further visits after the hearings. Normally these site visits will be unaccompanied and unannounced unless the Inspector intends to enter private land or buildings. Requests for accompanied site inspections should be submitted to the Programme Officer. Both a Council representative and the representor will be
present on all accompanied visits but these will not provide an opportunity to discuss the merits of individual sites or issues.

7. Close of the Examination and the Inspector’s Report

7.1 After completion of the hearings the Inspector will submit his report to the Council with his conclusions and recommendations on any actions or changes needed.

7.2 The examination remains open until the report is submitted to the Council. However, once the hearing sessions are completed the Inspector can receive no further information from any party, unless it is a matter on which further comments have been requested. Any unsolicited items will be returned to the sender. The Inspector will announce the likely date of the report’s submission at the end of the final hearing session.

7.3 The Localism Act received Royal Assent on 15 November 2011 and contains a number of provisions relevant to the development plan process. These came into effect on 15 January 2012, prior to the completion of the examination process and remove the power of an Inspector to make binding recommendations to a DPD.

7.4 An Inspector can no longer make changes unless specifically requested to do so by the local planning authority (LPA). Such changes are referred to as Main Modifications (MM) and are limited to issues of soundness and legal compliance. Minor changes are now known as Additional Modifications but are no longer referred to in the Inspector’s Report. The LPA is accountable for such changes on adoption of the DPD.

7.5 The Council published changes to the CS in December 2010, March 2011 and December 2011. Each set of changes was subject to consultation and representations made to the Plan at each of these stages will be taken into account by the Inspector as part of his assessment of the soundness of the Plan.

7.6 Participants should also be aware that section 110(3) of the Localism Act introduces the duty for local authorities to cooperate on cross-boundary matters with section 20(5) of the amended 2004 Act incorporating this as an additional purpose into the examination process. The CS was submitted before this legislative requirement came into effect and the duty to cooperate does not, therefore, apply in this instance to the South Gloucestershire Core Strategy.

7.7 The Government has indicated its intention to publish its final National Planning Policy Framework (NPPF) on 27 March 2012. The revised guidance is likely to have implications for the CS and will need to be taken into account as part of the examination process. Participants are therefore invited to consider how the NPPF affects their representations.

7.8 For those relying on written representations or for participants in the examination hearings who do not intend to make any further written submissions, a further statement indicating how the NPPF affects their previous representations can be submitted to the Programme Officer no later than 5pm on Monday 21 May. This should not exceed 1500 words. For those intending to participate in examination hearings it is suggested that the implications of the NPPF is woven into any further statements they make on the Matters and Issues to be identified by the Inspector.

8. Examination Library

8.1 Throughout the examination process, the Programme Officer will maintain an examination library of Core Documents. The List of Core Documents will be updated as required during the process and will be posted on the examination website. Paper copies of the latest list may be requested from the Programme Officer.

8.2 From 11th April the library is available for inspection during normal Council hours at Kingswood Civic Centre, High Street, Kingswood, BS15 9TR and documents can also be accessed via the examination website at: www.southglos.gov.uk/corestrategyexamination

8.3 Additional guidance produced by the Planning Inspectorate can be found at: http://www.planningportal.gov.uk/planning/planningsystem/localplans
How to contact the Programme Officer

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pc 22.3.12
Minutes

Present
Partners: Simon Bale, Helen Black, Mike Collins, Sarah Crew, Amanda Deeks, Mick Dixon (substituting for Dave Salmon), Jane Gibbs, Heather Goddard (Chair), Nigel Eagers, Steve Grainger, Chris Payne, Matthew Riddle, Rachel Robinson, John Rushforth and Malcolm Watson.
In attendance: SGC Opposition Party Attendees - Councillors Ruth Davis and Andy Perkins. Also, Councillors Dave and Pat Hockey. Martin Gregg, CVS South Gloucestershire.

Apologies for absence were received from: Dave Salmon, Councillor John Calway, Councillor Sheila Cook, Melanie Gibbs, Jon Edwards, Nigel Hutchings and Stan Sims.

38 EVACUATION PROCEDURE (Agenda Item 1)
The Chair, Councillor Heather Goddard, drew attention to the evacuation procedure as set out within the agenda papers.

39 WELCOME AND INTRODUCTIONS (Agenda Item 2)
The Chair welcomed all present to the meeting.

40 DECLARATIONS OF INTEREST UNDER THE LOCAL GOVERNMENT ACT 1972 (Agenda Item 3)
There were no declarations.

41 ITEMS FROM THE PUBLIC (Agenda Item 4)
There were no items from the public

42 ANY OTHER ITEMS WHICH THE CHAIR DECIDES ARE URGENT (Agenda Item 5)
There were no urgent items.

43 MINUTES - 7/10/11 AND 01/12/11 (Agenda Item 6)
RESOLVED: That the minutes of the 7 October 2011 and 1 December 2011 each be signed as a true and correct record.
[subsequently it was noted that Mick Dixon had attended the meeting of 1 December 2012 but was not shown in the minutes]

44 FEEDBACK FROM STRATEGIC PARTNERS (Agenda Item 7)
Core Strategy

Patrick Conroy, South Gloucestershire Council, attended the meeting to provide an update in respect of the Core Strategy as follows:

- The Core Strategy had reached the ‘examination phase’. On the request of the Inspector, South Gloucestershire had undertaken further changes to the Plan – principally as a result of the announced closure of Filton Airfield. The Plan was being publicised and could be accessed via South Gloucestershire Council’s website. Representations could be made until 17 February 2012. Comments received would be collated and passed to the Inspector and it was anticipated there would then be hearings in April 2012. It was expected that the Strategy would be adopted towards the end of the year;
- The Core Strategy set out proposals for the development of 26,400 dwellings between 2006-2027, a significant proportion of which had been factored into sites at Charlton Hayes, Emersons Green East and land to the East of Coldharbour Lane. However there were four major new strategic locations: Cribbs/ Patchway, North Yate, Harry Stoke and Thornbury;
- It was important for partner organisations to be aware of and understand the implications of the Core Strategy to ensure that their strategic requirements - arising from planned levels of growth in South Gloucestershire - were put forward. The Council was working with partner organisations to ensure this dialogue took place.
- Partner organisations were advised that they could communicate their views either directly with officers or via the Council’s website.
Appendix 20 – Web links to Press Articles

http://www.gazetteseries.co.uk/news/localnews/yateandsodburynews/8723247.Plans_for_up_to_3_000_new_homes_set_to_go_ahead/

http://www.gazetteseries.co.uk/news/localnews/thornburynews/8723836.Site_for_up_to_5_000_new_homes_is_confirmed/

http://www.gazetteseries.co.uk/news/localnews/thornburynews/9420916.Airfield_homes_approved_by_council/

http://www.gazetteseries.co.uk/news/localnews/thornburynews/9516034.Town_councillors_back_revised_blueprint_proposing_500_new_homes/

http://www.gazetteseries.co.uk/news/localnews/thornburynews/9515959.Villagers_launch_campaign_to_protect_green_belt_from_development/