Schedule of changes to SCI arising from internal South Gloucestershire Council Officer comments

This table sets out the changes that were made to the SCI as a result of comments made by Officers from South Gloucestershire Council.

<table>
<thead>
<tr>
<th>Section/Department of Council</th>
<th>Para/Section of Submission SCI</th>
<th>Change arising from internal Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services</td>
<td>Summary</td>
<td>Add: Planning shapes the places where people live and work and the country we live in. Good planning ensures that we get the right development, in the right place and at the right time. It makes a positive difference to people’s lives and helps to deliver homes, jobs, and better opportunities for all, whilst protecting and enhancing the natural and historic environment, and conserving the countryside and open spaces that are vital resources for everyone. From <em>Planning Policy Statement 1: Delivering Sustainable Development</em>, para. 1. 2005.</td>
</tr>
<tr>
<td>Planning &amp; Environment</td>
<td>Summary</td>
<td>Amend as follows: Future planning policies for South Gloucestershire will be set out in the Regional Spatial Strategy <em>for the South West</em> and the <em>South Gloucestershire</em> Local Development Framework. The Local Development Framework will be a portfolio of documents.</td>
</tr>
<tr>
<td>Planning &amp; Environment/Community Services</td>
<td>1.1</td>
<td>Amend as follows: The new planning system is built around the principle of early community involvement in planning processes. In other words, providing greater opportunity for public discussion and consensus building at the early stages of developing proposals. A local community offers a rich</td>
</tr>
</tbody>
</table>
source of knowledge and experience. This Statement of Community Involvement (SCI) will set out a portfolio of community involvement techniques and programmes that will aim to involve the community. By involving them as early as possible in the planning processes. The main objectives of doing this are it will be possible to:

- Produce better informed planning policies; and...
- Promote greater involvement of the community in local decision-making.

| Planning & Environment/Community Services | Para 1.2 | Add to end of para. 1.2: The main objective of the SCI is to set out a strategy in plain English that aims to ensure that as many people as possible are made aware, as early as possible, of clearly set-out proposals so that they are given the opportunity to comment, have their views taken into account and therefore to influence outcomes. |
| Planning & Environment | After 1.2 | Add: The Council views community involvement as a continual learning process exercise so that the processes and techniques that we use can be improved and enhanced over time. We view community involvement as needing to be:
- Open
- Transparent
- Involving of people
- Empowering of people |
<p>| Planning &amp; Environment | 1.3 | Amend as follows: The Council views community involvement as a continual learning process exercise so that the processes |
| Planning &amp; Environment | 1.5-1.13 | Multiple factual changes to reflect production and consultation stage. |</p>
<table>
<thead>
<tr>
<th>Environment</th>
<th>Planning &amp; Environment</th>
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<tbody>
<tr>
<td><strong>New paras</strong></td>
<td>Add: 1.12 The SCI may be required to undergo an independent examination before it is adopted. However this will be dependent on the level and type of representations received to the Submission Draft. In addition, proposed legislative changes to the statutory process of preparing the SCI, following the Planning White Paper (May 2007) may negate the need to hold an examination for the SCI. 1.13 If an examination is held, the comments that are received as part of this consultation will be taken forward to the examination where they will be considered by an independent Inspector who will test whether the SCI is ‘sound’ by using a number of tests that are listed in national policy.</td>
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<tr>
<td><strong>2.2</strong></td>
<td>Amend as follows: When preparing the SCI and the Local Development Framework…</td>
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<td><strong>2.3</strong></td>
<td>Amend as follows: The Council has always exceeded its statutory duties to consult with the community and statutory bodies in the planning process. The 2004 Planning Act sets out enhanced processes of consultation and encourages…</td>
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<tr>
<td><strong>2.4</strong></td>
<td>Amend as follows: The Regulations for the Planning &amp; Compulsory Purchase Act 2004 (see Appendix 8 for minimum consultation requirements under these regulations) set out the groups that must be consulted during the determination of planning applications and the development of our Local Development Framework. These include statutory stakeholders such as neighbouring Local Authorities, Parish/Town Councils, Government Departments and other groups that represent the interests of various parts sectors of the community.</td>
</tr>
<tr>
<td>Community Services</td>
<td>2.7</td>
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</table>
| Education         | 2.10 (previously para 2.9) | Add to para 2.10:  
  - Giving access to ‘Language Line’ (see para. 2.14 below) |
| Education/ Planning & Environment | 2.10 (previously para 2.9) | Add sub-heading and alter subsequent wording to reflect this change: 
  Hard to Reach Groups 
  1.10 Other Residents including **such as** those in more isolated and rural areas |
| Community Services | 2.10 (previously para 2.9) | Amend as follows:  
  - Making sure meetings are held at times and places convenient **and accessible** to all as many people as possible.  
  - For children and young people, consulting with local schools and colleges, the University of the West of England, **Filton College**, and the South Gloucestershire Youth Forum. |
| Planning & Environment | 2.10 (previously para 2.9) | Sentence will be changed to read: 
  "Meeting the needs of disabled people, e.g. making a portable hearing loop available at meetings, workshops, etc, where required." |
| Community Services/ Planning & Environment | 2.11 (previously para 2.11) | Amend as follows: 
  Wherever possible, these harder to reach groups will be consulted **involved** through existing... |
| Planning & Environment | 2.13 (previously para 2.10) | Additional para 2.13:  
The Council recognises that while some groups may actually be 'hard to reach', many groups are in fact not hard to reach but 'hard to engage' in planning matters. The challenge that this presents to the Council is that planning issues must be presented as being accessible, clear and interesting in order to encourage people to become involved. |
|------------------------|-----------------------------|---|
| Planning & Environment/ Community Services | After 2.13 (previously para 2.10) | Amend as follows:  
2.10 Wherever possible, these harder to reach groups will be consulted through existing channels, such as the Council’s Corporate Equalities Group. This ‘community network’ will be encouraged to spread information and knowledge of the planning system.  
The Council recognises that while some groups may actually be 'hard to reach', many groups are in fact not hard to reach but 'hard to engage' in planning matters. The challenge that this presents to the Council is that planning issues must be presented as being accessible, clear, relevant and interesting in order to encourage people to become involved.  
As well as consulting with the wider community, the Council’s own Officers are also consulted on planning matters. The views of officers throughout the Council with relevant expertise will be sought on initial drafts of Local Development Framework documents. Section 4 briefly sets out how Council Officers are involved in planning applications. Members are also a valuable resource. They are ambassadors for the Council, channels of communication to and advocates for local communities and as such have vital roles to play in the production of the Local Development Framework and in the determination of planning applications. Cabinet members will be involved early when producing documents.  
For those members of the community whose first language is not English, the Council
subscribes to a service known as ‘Language Line’. This is an instant telephone service which will connect Council Officers with an interpreter immediately to allow the officer to communicate with a member of the public. There is no need to book the service and it can be used for face to face or telephone interactions. The service is available 24 hours a day, 365 days a year.

2.11 In planning new developments...

<table>
<thead>
<tr>
<th>Planning &amp; Environment</th>
<th>2.15 (previously para 2.14)</th>
<th>Add sub heading:</th>
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<tbody>
<tr>
<td></td>
<td>Council Officer Involvement</td>
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<tr>
<th>Planning &amp; Environment</th>
<th>Para 3.3</th>
<th>Amend as follows:</th>
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<td></td>
<td>Supplementary Planning Documents ‘amplify’ policies that are set out in Development Plan Documents. This means that they do not actually set out policies, instead where necessary they help to explain in more detail specific parts of Development Plan Documents. A number of Supplementary Planning Documents (SPDs) are in production as of December 2006, including the Frenchay Conservation Area SPD, Northfield Development Brief SPD and the Design Checklist SPD. The current set of Supplementary Planning Documents and those under production can be viewed on the Council’s website at <a href="http://www.southglos.gov.uk/planningpolicy">www.southglos.gov.uk/planningpolicy</a>.</td>
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<tr>
<th>Planning &amp; Environment</th>
<th>3.36 (previously para 2.37)</th>
<th>Amend as follows:</th>
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<td></td>
<td>Not everyone will support policies and proposals emerging in the Local Development Framework, or have their views accepted by the Council. Some issues cannot be influenced, as these may be national or regional policies that the Council’s Local Development Framework must keep to. For other matters there may be scope to take on board changes and amendments that are suggested by the community. We are committed to giving people the opportunity to make their views known and to have them considered. This information will be</td>
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used to inform decisions alongside other comments we receive, government guidance and/or policies and our evidence base. By involving people from the outset we hope to balance competing needs and reach a consensus for Local Development Framework documents. We will be clear from the outset of all community involvement activities, about their scope and possible influence, to avoid raising unrealistic expectations.

| Planning & Environment | 4.11 (previously para 4.4) | Amend as follows:
…and expect to receive and handle information via websites and by e-mail. **Over time the Council will aim to place more emphasis on electronic consultation.** Without having to visit…
…it easy to see which applications might affect you;
• view planning appeal weekly lists. |

| Planning & Environment | 4.18 (previously para 4.11) | Amend as follows:
People can also request to speak at the Council **Planning Committee** meeting at which a planning application… |

| Planning & Environment | After 4.31 (previously para 4.21) | Add:
**We include a feedback form with every decision letter that is sent to the applicant.** The aim of this form is to assess how satisfied applicants are with the service they receive as their applications are determined. We receive around a 15% response rate and the results are considered by the Development Services management team as part of the team’s performance monitoring and the overall satisfaction rate is reported as one of the local indicators of performance for the service. In addition the results are reported to the regular Development Services agents’ forums which we hold on a six monthly basis with customers who are frequently submitting applications to us. |

| Chief Executive & Corporate | 5.1 & 5.2 | Add following sentences to end of para 5.1:
'The South Gloucestershire Partnership is also responsible for producing South
| Resources | | Gloucestershire's Local Area Agreement. This is a contract that sets out the priorities for the local area.'

Change first sentence of para 5.2 to read: 'The Local Development Framework is a key way of delivering the aims of the Community Strategy and the Local Area Agreement, especially those…'

| Planning & Environment | 5.2 | Amend as follows:
...relating to the development and use of land and buildings. Furthermore…

| Community Services | 5.5 | Amend as follows:
The preparation of Parish Plans and other visioning exercises can be very useful for…

| Planning & Environment | 5.9 | Amend as follows:
The Spatial Planning Team Manager will be responsible for managing the overall consultation process for Local Development Documents and its implementation will be the responsibility of the Spatial Planning Team. Public consultation in relation to registered planning applications…

| Planning & Environment | After 5.15 | Amend as follows:
Effective monitoring of consultation and engagement exercises can help determine the following:

- Has the community been fairly represented?
- Have techniques been appropriate and successful?
- Has the process been value for money?
- Has involvement contributed to decision making?
- Has involvement helped speed up the process?

The Council will endeavour to carry out assessments at the end of Development Plan
Document and Supplementary Planning Document production processes in order to
gauge the effectiveness of the involvement techniques that were used. This would most likely take the form of a questionnaire/feedback form given to respondents and analysis of the type, nature and profile of people, organisations and groups who make representations to Local Development Documents by using our Local Development Framework representation software.

| Education/Planning & Environment | Appendix 1 | Add to glossary:
|-----------------------------------|------------|-----------------
|                                   |            | **Ethnic Minority**
|                                   |            | Any ethnic group except White British.
|                                   |            | **Hard to Reach Groups**
|                                   |            | **Three broad definitions:**
|                                   |            | *Minority groups*: The traditionally under-represented groups, the marginalised, disadvantaged or socially excluded. This includes service users who fall into well-used categories, often linked to population characteristics, such as minority ethnic groups, travellers or asylum seekers.
|                                   |            | *Slipping through the net*: The overlooked, ‘invisible’ or those unable to articulate their needs. This includes those caring for others, those with mental health problems, service users who fall just outside the statutory or usual remit of a provider, or whose needs are apparently not so great as to grant access to a service.
|                                   |            | *The service resistant*: Those unwilling to engage with service providers, the suspicious, the over targeted or disaffected. This includes families ‘known’ to agencies such as social services, who are wary of engaging with providers, or others who are distrustful and potentially hostile to service providers, possibly due to a link to drug use, alcohol abuse or criminal behaviour.
### Gypsies and Travellers

There are currently two definitions of Gypsies and Travellers, a planning definition and a housing definition. The planning definition is outlined in Circular 01/2006 ‘Planning for Gypsy and Traveller Caravan Sites’, while the housing definition is defined in section 225 of the Housing Act 2004.

The planning definition covers:  
*Persons of nomadic habit of life whatever their race or origin, including such persons who on grounds only of their own of their family’s or dependant’s educational or health needs or old age have ceased to travel temporarily or permanently, but excluding members of an organised group of travelling show people or circus people travelling together as such.*

The housing definition includes:

- (a) persons with a cultural tradition of nomadism or of living in a caravan; and
- (b) all other persons of a nomadic habit of life, whatever their race or origin, including
  - (i) such persons who, on grounds only of their own or their family’s or dependant’s educational or health needs or old age, have ceased to travel temporarily or permanently, and
  - (ii) members of an organised group of travelling showpeople or circus people (whether or not travelling together as such).

### Minority Group

Traditionally under-represented groups, the marginalised, disadvantaged or socially excluded, e.g. Black and Ethnic Minority Groups, Gypsies and Travellers or asylum seekers.

<p>| Education | Appendix 4 | Add Black Development Agency, Chinese Association and Bangladeshi Association to ‘Typical Groups’ box. |</p>
<table>
<thead>
<tr>
<th>Section</th>
<th>Appendix</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services</td>
<td>Appendix 4</td>
<td>Update arts body information to reflect correct title of Arts Council England, South West.</td>
</tr>
</tbody>
</table>
| Education                    | Appendix 2 | Add to Organisations list in Appendix 2:  
Black Development Agency  
South Gloucestershire Chinese Association  
South Gloucestershire Asian Group |
| Planning & Environment       | Appendix 4 | Add Council Officers as target group. |
| Planning & Environment       | Appendix 3 | Add to Workshop description:  
A variety of activities, styles and techniques of engagement can be used in workshops, depending on the audience attending, the subject matter and the aims of the workshop. They can be run by Council Officers or by external facilitators. |
| Community Services           | Appendix 6 | Title:  
MINIMUM CONSULTATION METHODS FOR PLANNING APPLICATIONS |
| Planning & Environment/External Comments | Appendix 8 | Appendix added that sets out minimum requirements for consultation for the LDF. |