

# Wychavon District Council

## STATEMENT OF COMMUNITY INVOLVEMENT

Adoption 30 Sept 2014

Wychavon District Council has updated its Statement of Community Involvement, and this latest version was adopted at Council on 30th September 2014. The SCI sets out whom, how and when the Council will engage with in the preparation of planning policies and in deciding planning applications.

## **1. Introduction**

### **What is the Statement of Community Involvement (SCI)?**

- 1.1 The SCI explains how Wychavon will consult local communities and other interested parties in the preparation and revision of planning policy documents. The SCI also sets out how Wychavon will consult you on planning applications. This SCI replaces the former document, adopted in 2006.
- 1.2 Planning decisions affect land and buildings, so it is important that local communities and other interested parties have the opportunity to engage in the processes for plan-making and development management decision-making.
- 1.3 As a minimum, the SCI will satisfy the requirements for consultation on plan-making and planning applications set out in legislation.

### **What is the status of the SCI?**

- 1.4 Section 18 of the Planning & Compulsory Purchase Act 2004 requires a local planning authority to produce an SCI. On adoption, an SCI's provisions with respect to plan-making are legally binding.

### **Consultation on the draft SCI**

- 1.5 The revision and adoption of the SCI has followed an informal process including a seven-week consultation period in which comments about the revised SCI were invited by anyone with an interest in the document. The Council has registered and acknowledged all representations received and then carefully considered the nature of the comments in preparing this final document for adoption by the Council. There is no requirement for SCIs to be independently examined. The SCI will come into effect on 1 October 2014, in line with the resolution of Council at the meeting on the 30 September 2014.
- 1.6 The Council has sought views on the content of this document. Consultation took place between 15<sup>th</sup> November 2013 and 3<sup>rd</sup> January 2014.

### **Relationship to other Council communication and consultation strategies**

- 1.7 Wychavon has regard to the Public Sector Equalities Duty (Equalities Act 2010) as set out within its Equality Scheme. An up-to-date SCI will demonstrate that Wychavon's Housing and Planning Services has due regard to this statutory duty in terms of public consultation on planning documents and applications.
- 1.8 Wychavon recognises that everyone is different, but this should not mean that people are disadvantaged as a result. Wychavon will eliminate unlawful discrimination; promote equality of opportunity; and foster good relations between people who are different to each other.
- 1.9 Wychavon articulates its commitment to equality and diversity in the corporate strategy through one of the three strategic priorities: strong communities. The following goals have been set under this priority:
  - Target services and support on those who need them most.
  - Provide great value services.
  - Listen to communities and support people in playing an active role in their communities.

- 1.10 Consultation is a key part of this, as set out in the current draft policy 'Building Strong Communities: Wychavon's Equality Scheme 2013-16'. This highlights how Wychavon is using both consultation and community profiling to understand the needs of its residents. The SCI embraces the principles of Wychavon's equality duties and recognises the need to consider the 'protected characteristics' of its residents. Consultation can help it to do this, especially by considering marginal or 'hard to reach groups' who do not take part in consultation through choice, circumstances or lack of opportunity, which may also mean they are under-represented in both decision-making and the wider community. By relating the SCI to the equality and consultation frameworks, Wychavon intends to foster better community relations and improve access to services for all within the district.
- 1.11 The SCI also has regard to the Communication and Consultation Policy and Strategy (November 2002) and the 2013 Joint Customer Service Strategy, which establish an overall framework within which the SCI will operate.
- 1.12 Wychavon must comply with both the Data Protection Act 1998, which protects the privacy of personal data, and the Freedom of Information Act 2000, which is concerned with the openness of public information. The challenge for local authorities is to comply with both Acts, which will require careful handling of requests for information and consultation responses. Details of Wychavon's policies under both Acts can be inspected on the Wychavon website. Moreover, Wychavon's Publication Scheme provides details of planning documents that can be readily inspected by the community.

## 2. Wychavon District Profile

- 2.1 Wychavon is the largest district in Worcestershire, extending to approximately 660 square kilometres and with a population of just under 120,000. Numerous rural settlements accommodate over half the population of the District, where there is an on-going programme for the roll-out of superfast broadband.
- 2.2 The population profile of Wychavon is characterised by a significantly higher number of people aged over 65. The 2011 Census shows that people aged 65+ make up 26% of the district's population, whereas the national average is only 16%. The Census also shows that the district's minority ethnic population makes up 6.1% of the total, which is well below regional and national averages. The largest single element of this group identifies as white Irish (539, 0.5%).
- 2.3 The characteristics set out in paragraph 2.1 and 2.2 pose issues that need to be addressed if public consultation is to be effective: -
- The dispersed nature of the local population, the majority of whom live well beyond the administrative centre of Pershore
  - The need to consider developing and using different consultation mechanisms in urban and rural locations, tailored to meet specific needs and opportunities
  - To consider the widest range of possible consultation mechanisms to deliver a meaningful response
  - Where appropriate and possible, to offer decision-makers options with respect to consultation measures to be undertaken, identifying the potential resource implications for each option
  - How to consult and involve a population that is relatively elderly, but with above average levels of education and training
  - How to consult the relatively small numbers of residents from ethnic minority backgrounds, where English may not be a household's first language
  - How to consult with the socially excluded
  - How to ensure the inclusion of people whose health or disability does not allow them to engage with the planning process using traditional methods of consultation
  - How to engage young people in the consultation process and ensure that responses include input from young people
  - How to work proactively with the large number of Parish and Town Councils in the district and with resident and special interest groups, particularly given that they do not necessarily meet frequently or on a consistent basis

### **3. Plan-making**

- 3.1 This section of the SCI sets out how formal planning policy documents are prepared by the Council and how the Council will involve people in the preparation of these documents at each of the main preparation stages. The minimum legal requirements for consultation are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. Wychavon will go beyond these requirements when it clearly will result in more effective engagement, subject to available resources.

#### **Plan-making – a basic guide**

- 3.2 There are several types of planning policy documents. Local Development Documents (LDDs) is the collective term used to describe the Statement of Community Involvement, Development Plan Documents (such as the South Worcestershire Development Plan) and Supplementary Planning Documents. Collectively the DPDs comprise the 'Local Plan'.

#### **National Policy**

- 3.3 The National Planning Policy Framework sets out the Government's vision for the planning system and, together with "Planning policy for traveller sites" (March 2012) sets out the national planning policies that development plan documents must support. The Framework stresses the importance of a plan-led system and reiterates the role of early and meaningful engagement and co-operation with neighbourhoods, local organisations and businesses to produce Local Plans that reflects the vision and aspirations of local communities.

#### **The Duty to Co-operate**

- 3.4 The Localism Act (2011) abolished regional planning (e.g. the West Midlands Regional Spatial Strategy, the remaining Worcestershire Structure Plan saved policies) and paved the way for the revocation of the last remaining County-level structure plan policies. It introduced a 'duty to co-operate' which requires planning authorities and other 'prescribed' public bodies to actively engage on cross-boundary strategic matters. For example, housing, transport and flood risk can have impacts that cross administrative boundaries. Wychavon will continue to explore appropriate approaches to addressing such issues jointly with neighbouring councils and public bodies to ensure that strategic priorities are reflected in new plans. These duties are in addition to the basic legal requirements for consultation when plan-making.

#### **Local Development Scheme (LDS)**

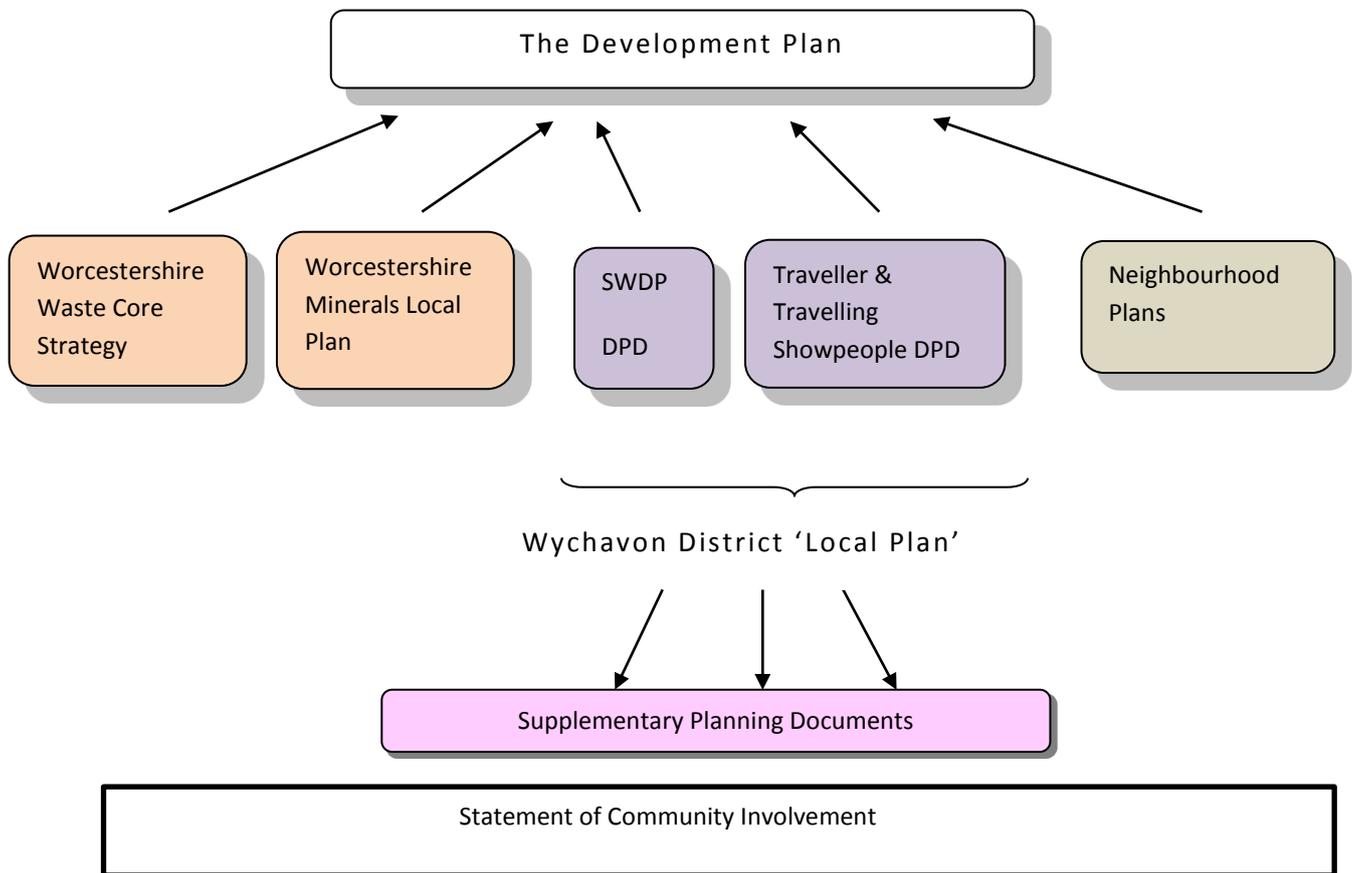
- 3.5 The Local Development Scheme (LDS) sets out Wychavon's plan-making intentions over a three-year period and can be viewed on the Wychavon website. The current LDS has been prepared in co-operation with the other south Worcestershire authorities (Worcester City Council and Malvern Hills District Council). The LDS also identifies and programmes Wychavon's intentions regarding the production and adoption of this Statement of Community Involvement (SCI).

**Development Plan Documents (DPDs)**

3.6 Development Plan Documents are formal plans which, together with any minerals and waste plans at county level, make up the ‘development plan’ in accordance with which planning applications should be determined unless material considerations indicate otherwise. The term ‘Local Plan’ is used to describe the DPDs produced by an individual Council.

3.7 The South Worcestershire Development Plan (SWDP) is a development plan document which, together with the proposed Traveller and Travelling Showpeople Site Allocations DPD, will make up the new Local Plan for the Malvern Hills district. The draft joint SWDP has been submitted for independent Examination and Phase 1 of the Examination Hearing Sessions took place in early October 2013 and January 2014.

**Figure 1. The Developmental Plan Diagram**



**Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA)**

3.8 All DPDs must be subject to a Sustainability Appraisal and most DPDs and some SPDs to a Strategic Environmental Assessment, the latter normally being incorporated into the former in the form of a combined ‘Sustainability Report’. The Scoping Report, which sets out the methodology for the appraisals, will be updated as necessary and will be the subject of consultation with relevant stakeholders each time a DPD is prepared, to ensure that it

provides for an up-to-date and appropriate appraisal of the document in question. The Sustainability Reports will be published alongside the relevant DPD.

- 3.9 The Sustainability Appraisal assesses the likely environmental, social and economic effects of the implementation of the policies contained in the documents or the potential impact on the local area of not having those policies.

## **Preparing Development Plan Documents**

### **Stage 1 – Pre-production**

- 3.10 This is the evidence-gathering stage, where Wychavon will collect the relevant social, economic and environmental data and establish the national policy framework implications. There may be informal meetings and discussions with consultees and identified stakeholders at this stage to consider any specific issues arising during the evidence gathering process.

### **Stage 2 – The Informal Consultation Stage**

- 3.11 At this stage consultation will be informal, and will vary depending on the nature of the document. It will normally involve meetings to discuss issues and options with relevant groups and public sector bodies. The aim of this stage is the ‘front loading’ of community involvement - stakeholders are encouraged to put forward their ideas at the early stages and thus may participate in developing the document. An issue and options document, papers or leaflet may be produced to assist wider public engagement.
- 3.12 At this stage, any previous relevant consultation exercises and the comments received in respect of them will also be taken into consideration in the development of a Preferred Options Draft document.

### **Stage 3 – Consultation on a Preferred Option**

- 3.13 This stage is a more formal six-week consultation period on a Preferred Options draft document. The availability of the document will be advertised and a display or exhibition may be prepared. Notifications will be sent to relevant consultees and all others who have requested to be notified will be advised of its availability. Meetings may be arranged during this period to discuss the Preferred Options draft.
- 3.14 At this stage there will also be consultation on a Scoping Report for the Sustainability Appraisal and Strategic Environmental Assessment, if this has not already occurred earlier on in the process.
- 3.15 Wychavon Council will consider all the comments received in response to the public consultation and will amend the document as appropriate in response. It is important to note that any comments made at this stage, or the earlier stages, will **not** be carried forward to the independent Examination. If anyone is not satisfied that their comments have been taken on board, they must comment again at the Publication stage (set out below) in order to have their comments considered by the Inspector.

### **Stage 4 – Publication of Proposed Submission Document**

- 3.16 The amended DPD, now called the ‘Proposed Submission Document’ will be published, and there will be a formal six-week period during which final representations can be made. The Sustainability Report and a Consultation Statement, which summarises the consultation that has been undertaken in connection with the preparation of the DPD to date, will be published alongside the DPD.
- 3.17 Following this period, Wychavon will submit the Proposed Submission Document together with all the other relevant reports, the representations received and a Statement of Representations to the Secretary of State.

### **Stage 5 – Examination**

- 3.18 All representations will be considered by the independent Inspector appointed by the Secretary of State, who will conduct an Examination into the ‘soundness’ of the DPD (see the Planning Inspectorate’s guide to Examinations). The Inspector will consider most comments by way of written submissions and these will carry an equal weight as appearances in person at an oral hearing. The hearing can be in the form of a round table discussion, an Informal Hearing or a Public Inquiry.
- 3.19 There will normally be a Pre-Hearing Meeting (PHM) at which the Inspector will agree with all those who have made representations how their views will be considered. On occasion, there may also be an Exploratory Meeting, which is called by the Inspector prior to the PHM to address or clarify any outstanding issues and explore how best to proceed with the Examination.

### **Stage 6 – Main Modifications**

- 3.20 During the Examination, the Inspector may ask Wychavon to allow him / her to propose changes, known as ‘main modifications’, to address issues of soundness or legal compliance. Wychavon will normally consult on any such main modifications for a time period agreed with the Inspector. Any further representations received would then be considered by the Inspector who may reopen the Hearing sessions if he / she thinks this is necessary. Minor changes, such as typographical corrections, factual updates or other changes which taken together do not ‘materially affect the policies’ of the Plan, do not require further consultation.

### **Stage 7 – Adoption**

- 3.21 Following the Examination, Wychavon will receive an Inspector’s report. Should Wychavon wish to adopt the Plan, they must follow the Inspector’s recommendations and, if any main modifications are proposed, amend the Plan accordingly. There is a short period during which Wychavon can seek to clarify factual matters. Following consideration of the Inspector’s report by the Full Council, the final Plan can be adopted. There will then be a six-week period for the submission of any legal challenge to its adoption. Wychavon must publish the Plan, Adoption Statement, SA Report and details of where these can be inspected, in accordance with Regulation 26 of the Town and Country Planning (Local Planning) (England) Regulations 2012.
- 3.22 Preparing Development Plan Documents is illustrated in Figure 2 (**Appendix 1**).

### **Producing a Supplementary Planning Document (SPD)**

- 3.23 The procedure for preparing and adopting Supplementary Planning Documents (SPDs) is shorter than for DPDs, as illustrated at Figure 3 (**Appendix 2**). SPDs are not subject to Independent Examination.
- 3.24 Initial consultation on SPDs will be informal and will be targeted at particular groups and individuals depending on the subject matter or location to be dealt with by the SPD. Consultation techniques will vary depending on the topic of the SPD. This informal consultation will seek to influence the scope and content of the SPD. At this stage, any previous relevant consultation exercises undertaken previously and the comments received in respect of them will also be taken into account.
- 3.25 Following initial consultation, a draft SPD will be prepared and this will then be the subject of formal public participation as required by Regulation 13 of the 2012 Regulations. Parish and town councils, charitable and voluntary bodies who may have a particular interest in the SPD, and all others who have requested to be notified, will be advised of the availability of the document. The draft SPD will be made available through Wychavon's website. This publicity will offer an opportunity for individuals and bodies to contribute their views. Depending on the nature of the SPD, the consultation may be further publicised through a local exhibition or display, or meetings may be held to discuss the draft document.
- 3.26 All comments received will be considered and the SPD amended in the light of these comments. Following consideration by Wychavon's Planning Committee and/or Executive Board, the final document will be adopted.

### **Neighbourhood Plans**

- 3.27 Unlike Development Plan Documents, Neighbourhood Plans are taken forward by communities themselves with the support of the Council. Neighbourhood Plans can allocate land or establish policies for the development of land in a neighbourhood if the majority of voters in the neighbourhood give their approval. These plans must be in conformity with the strategic policies in the Local Plan and have regard to national planning policy.
- 3.28 Consultation procedures for Neighbourhood Plans and Development Orders are set out in the Localism Act 2011 and Neighbourhood Planning (General) Regulations 2012. Further information on neighbourhood planning is available on Wychavon's website.

### **Consultation Methods for Plan Making**

3.29

This section sets out who will be consulted, how they will be consulted and how the Council will accept and respond to the comments received. Broadly speaking the methods employed will be as per **Table 1** below.

**Table 1. Consultation strategy by document type**

	Consultation letters & emails	Website	Media releases	Informal discussions with Officers	Structured response form	Formal meetings	Exhibitions & displays	Focus groups	Acknowledgement of all comments received within relevant time period (see para 3.6.10)
<b>SCI</b>									
Informal Consultation	✓	✓	Possibly	✓	✓	Possibly	✗	✗	✓
<b>DPDs</b>									
Informal Consultation	Possibly	Possibly	Possibly	✓	Possibly	Possibly	✗	✓	✗
Public Participation (Reg 18)	✓	✓	✓	✓	Possibly	Possibly	✓	✗	✗
Publication for final representations (Reg 19/20)	✓	✓	Possibly	Possibly	Possibly	✗	✗	✗	✓
Main Modifications (if necessary)	Possibly	✓	Possibly	✗	Possibly	✗	✗	✗	✗
<b>SPDs</b>									
Informal Consultation	Possibly	Possibly	✗	✓	Possibly	Possibly	✗	Possibly	✗
Formal Public Participation (Reg 13)	✓	✓	Possibly	✓	Possibly	Possibly	Possibly	✗	✗

## Who will Be Consulted?

3.30 The minimum legal requirements for consultation and public participation for Local Development Documents are set down in the Town and Country Planning (Local Planning) (England) Regulations 2012. Specified bodies must be consulted where Wychavon considers that the body may be affected by what is proposed. These 'specific consultation bodies' are defined as:-

- The County Council
- Parish and Town Councils (within the plan area)
- Adjoining Councils (County, District, Unitary and Parish / Town)
- The Police and Crime Commissioner
- Adjoining Police and Crime Commissioners
- Coal Authority
- Environment Agency
- English Heritage (Historic Buildings and Monuments Commission for England)
- Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- Highways Agency
- Relevant telecommunications companies
- Relevant Clinical Commissioning Group(s)
- NHS Commissioning Board
- Relevant electricity and gas companies
- Relevant water and sewerage companies
- Homes and Communities Agency
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3.31 The Regulations also require consultation with other interest groups, which cover a whole range of voluntary, community, special interest, amenity and business interests, referred to as 'general consultation bodies'. These are defined as:-

- voluntary bodies, some or all of whose activities benefit any part of the authority's area; and
- other bodies who represent, in the authority's area, the interests of different racial, ethnic or national groups; different religious groups; disabled persons; persons carrying on business in the authority's area.
- Natural England, English Heritage and the Environment Agency are also 'SEA Consultation bodies' who will be specifically consulted on the requirement for and on the scope of any Strategic Environmental Assessments (SEAs).

3.32 In addition to the above, Wychavon maintains a commitment to both formal consultation and informal discussions with other local authorities and non-governmental organisations. The three south Worcestershire local planning authorities maintain a database of contact details of organisations and individuals who have requested to be kept informed of planning policy

documents in south Worcestershire. This is kept up to date and can be amended at the request of the individuals and organisations. The consultation database includes a large number of groups, organisations, companies and individuals (see **Appendix 3** for list of groups and organisations).

- 3.33 If you want to be added or removed from the database, please e-mail [policy.plans@wychavon.gov.uk](mailto:policy.plans@wychavon.gov.uk) .

### **Consulting You**

- 3.34 Consultation documents will be made available in electronic and hard copy format to view in the Civic Centre and Customer Contact Centres at Evesham and Droitwich and Council libraries Wychavon seeks to produce its policy documents in an accessible and easy to read form. Documents for inspection, meetings and exhibitions will be held at accessible locations. For those who do not have internet access, other formats, e.g. hard copies and large print, are available on request.
- 3.35 Consultation letters and email may be accompanied by specially designed comments forms to assist people with their responses, and officers will be happy to provide guidance and assistance when required.

### **Receipt of Representations**

- 3.36 The Council is able and willing to receive written representations and comments by email or letter, or at certain key stages, through its online consultation portal. At the formal stages of the process, those making representations will be encouraged to use the official forms supplied, although all written comments, however received, will be registered. Representations made by telephone will not normally be registered. Where possible, we would encourage you to use email or the online consultation portal as this helps us quickly and accurately store your comments.

### **Dealing with your Comments**

- 3.37 All representations submitted on LDDs, including the respondent's name and contact details, will be entered onto the database maintained by the three south Worcestershire Councils. . At early and informal consultation stages for DPDs and for SPDs the Council will not acknowledge receipt of comments other than through automated responses to emails confirming receipt. At the proposed submission stage for DPDs (see Table 1) the Council will acknowledge receipt of representations received as follows:
- an automated response confirming receipt will be generated for emails sent to [policy.plans@wychavon.gov.uk](mailto:policy.plans@wychavon.gov.uk) or [contact@swdevelopmentplan.org](mailto:contact@swdevelopmentplan.org);
  - a short acknowledgement letter/card in response to posted letters; and
  - a short acknowledgement letter/card in response to petitions - via the lead or first name.
- 3.38 All duly made comments on the relevant LDD will be analysed and considered carefully. How they are taken into account and reported on will depend on the stage a document has reached. Individual written responses to the comments received will not normally be sent.

Those who have commented will be able to see how their comments have been addressed as set out below.

- 3.39 For the informal consultation stages representations will be summarised for the benefit of Wychavon's Planning Committee and / or Executive Board. All duly made representations will be available for inspection in full on request. Addresses and contact details will not be published. Generally anonymous comments are not accepted for consultation purposes. Exceptionally at the early and informal stages, Wychavon may allow anonymous comments through specific engagement exercises for example, workshops, focus groups, where overall outcomes will be summarised.
- 3.40 At the Preferred Options stage and for SPDs post-consultation, a summary of the representations will be reported to the Planning Committee and /or Executive Board. All duly made representations will be available to inspect in full on request. These summaries or summary reports will be considered alongside the officer report and recommendation and will be made available through Wychavon's website. Addresses and contact details will not be published.
- 3.41 For DPDs, Wychavon has to prepare a Consultation Statement for publication alongside the Proposed Submission DPD, which summarises the consultation that has been undertaken in connection with the preparation of the DPD.
- 3.42 For SPDs, Wychavon must also prepare a Consultation Statement for publication alongside the draft SPD, which summarises the consultation that has been undertaken in connection with the preparation of the draft.
- 3.43 It is important to note that whilst the Council (or Inspector) will always consider any relevant comments in respect of the development of a policy document or a planning application, it will not always be possible or appropriate to decide the matter in accordance with the comments received. There may be other material considerations, such as legislative requirements, national or other local policies to which the Council must adhere.

#### **What are "Duly Made" Representations?**

- 3.44 For comments to be considered 'duly made' they must:
- a) Be received within the timescales set out
  - b) Relate to the document, its content, or its preparation
  - c) Not be anonymous
  - d) Not be offensive, libellous or otherwise breach the law (i.e. inadmissible)
- 3.45 Whilst all duly made comments will be welcomed and considered, not all comments may be capable of being taken into account. At the Examination the Inspector can only consider and address issues of soundness or legal compliance. It is important therefore that comments are sent in on time as late comments cannot be accepted. There may be a limit on the size of the document which can be received via email or sent through a consultation portal. Large

attachments can sometimes cause a delivery failure. If a large document is being sent through as part of a consultation response, it would be advisable to check that Wychavon has received it well before the consultation deadline expires. Please also ensure comments are sent to the correct email address. An automated receipt will be sent to confirm delivery.

### **Publicity and Document Availability**

3.46 All formal draft and final documents will be available through the Wychavon website and at Wychavon's three community contact centres in Pershore, Droitwich and Evesham:

Civic Centre  
Queen Elizabeth Drive  
Persnore  
Worcestershire  
WR10 1PT

Droitwich Community Contact Centre  
Droitwich Library  
Victoria Square  
Droitwich Spa  
Worcestershire  
WR9 8DQ

Evesham Community Contact Centre  
Abbey Road  
Evesham  
Worcestershire  
WR11 4SB

All draft versions will be available for information even after the consultation period has closed, until such time as the document is finally adopted.

3.47 Copies will also be available for purchase in hard copy form or on CD by request.

### **Document Charges**

3.48 All consultees and interested parties will be encouraged to use Wychavon's website for viewing or downloading documents, although it is appreciated that this is not appropriate for everyone.

3.49 Consultation notifications will normally be sent by e-mail with a link to the relevant document on the website or the document provided as an attachment. A hard copy letter can still be sent but Wychavon will in future move away from this method due to the additional costs involved.

3.50 At formal stages, hard copies of plans will only be issued in exceptional circumstances.

- 3.51 A scale of reasonable charges for other consultees, individuals, agents and companies who have requested documents will be published on Wychavon's website and reviewed periodically, as will the scale of charges for final adopted documents. A reasonable charge will also be made for hard copies of any background documents requested.
- 3.52 The three South Worcestershire Councils currently host a dedicated SWDP website, which can be accessed directly at [www.swdevelopmentplan.org](http://www.swdevelopmentplan.org) or through each Council's website. This hosts all the documents relating to the jointly prepared SWDP. The Travellers and Travelling Showpeople DPD and joint SPDs will also be made available on this website in due course. It also gives access to an interactive Policies Map where allocations can be viewed.

## Consultation on Planning Applications

- 4.1 The SCI sets out standards of consultation to be achieved by the Council in making decisions on planning applications.
- 4.2 Wychavon will continue to exceed the minimum consultative requirements set out in planning legislation. Wychavon's code of practice on planning applications is being reviewed and will be published on the website. The current code is set out at **Appendix 4**.
- 4.3 Wychavon's code of practice with respect to planning application publicity allows for an increase in the extent of neighbour notification for larger schemes. Larger schemes and schemes that could have a greater impact on local communities are far more likely to be determined by Wychavon's Planning Committee, which allows for public speaking.
- 4.4 Wychavon encourages any person contemplating development, including house extensions, to have informal discussions with planning officers as early as possible. Wychavon charges for pre-application advice for most types of development. This is so that it can provide the best possible advice and a higher quality service. The Council's approach to pre-application advice is set out in its guidance note "Wychavon – charging for pre-application advice" and on the relevant Wychavon website [page](#). Wychavon will continue to publicise the availability of such advice and provide guidance for officers, councillors and the public alike.
- 4.5 The chargeable pre-application service is intended to provide applicants with an indication as to whether their scheme is likely to gain planning permission or not, what the key policies and planning issues are likely to be and what information they would need to submit with an application. Furthermore, in accordance with good practice guidelines, it will offer a development team response to major proposals, with a nominated case officer co-ordinating the input of other specialist advice on an initial scheme. Wychavon encourages the use of Planning Performance Agreements to formalise this project management process and the methods of community engagement.
- 4.6 Under the provisions of the Freedom of Information Act 2000, Wychavon may have to make public any information it has unless one of the stated exemptions apply. For instance, personal information, commercially sensitive information or information provided in confidence to a local authority is exempt from disclosure. District Councillors will be made aware of pre-application submissions.

## Giving local communities a say prior to submitting an application

- 4.7 Whatever the scale of development proposed, applicants or developers are always best advised to discuss the proposals with the owners / occupiers of neighbouring land prior to making an application. Such informal discussion can often help to allay fears within the community on the nature of the development. Moreover, an applicant may be able to make changes to a proposal to accommodate a neighbour and avoid an objection at the formal application stage. Pre-application stage is an opportunity for developers to engage with

communities and to seek clarification of who to engage with, e.g. infrastructure providers. Pre-application discussions should also include the key consultees on the type of development proposed, such as Worcestershire County Council and the Environment Agency. Some consultees external to the District Council may make a separate charge for pre-application advice.

- 4.8 Wychavon expects the promoters of large schemes to consult with the local community and interested parties in advance of submitting a planning application. This is in addition to the statutory requirement set out in Section 122 of the Localism Act, which, when enacted, obliges developers to consult on very large scale proposals. Wychavon encourages developers to allow local communities an opportunity to comment on their proposals before the design is finalised. For large schemes, community engagement should include a public exhibition; interested parties, in particular the local parish or town council, should be engaged.
- 4.9 For large-scale proposals, Wychavon expects the developer to submit a “consultation statement” along with the planning application. This statement should set out clearly what consultation has been undertaken, the responses received and how they have been taken into account. Wychavon recognises that over and above the legal requirements of the Localism Act 2011, pre-application consultation with the local community cannot be enforced, nor can an application be rejected in the absence of a supporting statement. However, the additional notification and consultation that the District Council will have to undertake may delay the consideration of the application.
- 4.10 District Councillors are an important source of knowledge and advice on local issues. Wychavon Councillors who are on the Planning Committee have to declare any prejudicial interest and they must keep an open mind on planning proposals. The involvement of Councillors during the pre-application stage needs to be handled carefully. A protocol is being prepared on this which may, on occasion, allow significant proposals to be presented to the Planning Committee.

### **Planning Applications – Notification and Consultation Arrangements**

- 4.11 As soon as the planning application has been submitted and validated, Wychavon will undertake notification and consultation with the local community (other than applications considered by the County Council). Wychavon’s procedures for notification of the public exceed the minimum requirements laid down in planning regulations and comprise the following:
- The listing of the application details on the Council’s website and a facility to enable people to comment online: <http://www.wychavon.gov.uk/cms/planning.aspx>
  - A letter to the owners or occupiers of property adjoining the application site advising of an application and the period to make comments. Wychavon has adopted a Code of Practice for Planning Applications and sets down the standards for neighbour notification for different types of development within built up or countryside areas.

- Site notices placed on or near sites subject to applications for development, as set out in the Code of Practice for Planning Applications, including advertisement in the local press.

- 4.12 The District Council will also carry out consultations with statutory and non-statutory consultees, such as the local parish or town councils, the highway authority, the Environment Agency and drainage companies and various groups.
- 4.13 All comments will be considered by planning officers as well as the Planning Committee in appropriate cases. In order to ensure consistency in the determination or recommendation of planning applications, officer reports are agreed by the Development Manager. Comments received up to the date a decision is formally issued will be taken into account, insofar as they are material to the determination of the application. Comments will be assessed alongside all other material considerations in relation to the provisions of the Development Plan when a formal decision is made on an application. In some cases, as determined by Wychavon's adopted Scheme of Delegation, the application will need to be reported to the Planning Committee.
- 4.14 Comments on planning and related applications will be held on the application file and made publicly available for others to see. Where an application is reported to the Planning Committee, comments will be summarised in the Committee report. Objectors need to request to be notified of Planning Committee.
- 4.15 Where applications are reported to the Planning Committee, Wychavon operates a public speaking scheme whereby interested parties can address the Committee for a specified time; details of this process can be found on Wychavon's website. Where an interested party has commented on an application, it will write to let them know when and where the application will be considered and the arrangements for public speaking.
- 4.16 Retrospective applications may be submitted to regularise the position regarding minor breaches and Wychavon will consult the local community on them. Where a proposal involves significant development, and it is notified that that development is to be carried out, Wychavon will ask the developers to provide contact details for the person overseeing the construction work, so that the local community may approach them to resolve issues of local concern.

#### **Applications that cross parish and district boundaries**

- 4.17 For those applications within the district that straddle a parish boundary, each of the relevant parish councils will be consulted. Where applications are received near to or adjoining the district boundary, the relevant neighbouring local planning authority will be consulted if the proposed development is likely to affect land in that district. This decision will be based on the scale and nature of the proposed development. The neighbouring authority will be given 21 days to make representations.



- 4.18 In some cases, an application site may fall within the boundary of more than one local planning authority. In such cases the applicant must submit an application to each of the relevant planning authorities. However, the fee is payable only to the authority in which the largest part of the site is located, in line with the [Town and Country Planning Fees Regulations 2012](#). Local planning authorities have discretion on how best to determine cross-boundary applications, and as such each one will need to be considered on a case-by-case basis. Without special arrangements being put in place, each authority can only determine the application relating to the part of the site in its own area and will also be responsible for carrying out necessary local consultation. However, given that this would be contrary to the overall tenor of Government guidance, which encourages joint working between local planning authorities in relation to the use of their planning powers, it may be appropriate in certain cases to set up a joint decision-making committee, or alternatively to devolve decision-making powers to the authority receiving the fee. Any such arrangements will need to be formally approved by the relevant councils.

### **Consultation on Conservation Matters**

- 4.19 Wychavon's website will be used to provide information about the service and activities undertaken by the Conservation Team, with staff contact details made available online. Wychavon will consult with the public on the following activities and initiatives:

- **Conservation Area designation / review; preparation of a Character Appraisal and Management Plan; creation of a Local List; introduction of Article 4(2) Directions**  
Wychavon will notify property owners where a listed building is considered to be at risk and will advise of removals from or additions / changes to, the Statutory List. Property owners will also be notified where a building, structure or historic designed landscape is under consideration for inclusion on the local list and will also be advised of additions

and removals from it. In the case of Conservation Area designation, review and Character Appraisal, Wychavon would also normally engage in meetings with the parish / town councils and local community groups. Information would also be available for public view on Wychavon's website, in the local libraries, community contact centres and where possible in a location close to the Conservation Area.

- **Service of Tree Preservation Orders**

In making, serving, reviewing or revoking Tree Preservation Orders, Wychavon will consult with those landowners and residents deemed to be affected by the Order. This will involve sending copies of the Order to the interested parties, including the local Member and parish / town council and inviting comments within the statutory 28-day period. Where the landowner cannot be identified, a copy of the Order will be posted on the tree(s) affected by it. Wychavon will consider all representations received within 28 days of the date of serving and a decision on whether to confirm (make permanent) or modify the Order will be made within six months of the date of serving. Where objections are received, the decision on its confirmation will normally be taken by the Planning Committee. Where no objections are received, the Order will be confirmed without reference to the Planning Committee.

- **Applications for works to protected trees**

Applications for works to trees covered by a Tree Preservation Order (TPO) will be determined within eight weeks of the date of receipt. Notification for works to trees in conservation areas will be determined within six weeks from the date of receipt; if the works detailed in the notification are not considered appropriate and the trees are considered to have amenity value, Wychavon will place a TPO on the tree(s). Consultations on proposed works to protected trees will be undertaken with the local Members, parish / town council and other interested parties where appropriate. Details of applications to trees covered by a TPO and within conservation areas are published on Wychavon's website. Officers have delegated powers to determine all such applications and notifications, taking into account representations received. Following any decision, a decision notice will be sent to the applicant.

- **Applications for works to important hedgerows**

All notifications to remove hedgerows under the Hedgerow Regulations 1997 will be determined within six weeks of the date of receipt. Consultation will be carried out with all relevant statutory and interested bodies, in addition to the local Member, parish / town council and Worcestershire County Council. Any matters raised that are material to the determination of the notification will be taken into account in making a decision on whether to consent to removal or issue a Hedgerow Retention Notice.

## 5. Monitoring and Further Advice

5.1 In order to monitor the effectiveness of the SCI, Wychavon intends to develop a range of indicators through the Annual Monitoring Reporting (AMR) that will have regard to outputs, such as: -

- The number of people engaged in planning consultations
- Satisfaction ratings
- Participation in public speaking
- Seeking direct feedback on specific consultation exercises

5.2 A review will be undertaken if the AMR indicates that there is a substantial level of dissatisfaction amongst parish / town councils and 'hard to reach' groups on the nature of involvement in the preparation of local development documents or decisions on planning applications. A review will also be triggered by material changes in government policy or advice, which affect the principles of the SCI as adopted.

### Further advice

5.3 The Planning Portal is the Government's website that offers guidance on the planning system and it can be viewed at [www.planningportal.gov.uk](http://www.planningportal.gov.uk)

5.4 In addition, Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. Planning Aid England's advice is available via 0330 123 9244 and their website is available to view at [www.rtpi.org.uk/planningaid](http://www.rtpi.org.uk/planningaid) Planning Aid England can help people to:-

- Understand and take part in the planning system
- Take part in the preparation of plans
- Comment on planning applications
- Apply for planning permission
- Appeal against a decision
- Represent themselves at appeals or public enquiries

5.5 Key contacts and addresses are set out on the back page of this document. During consultation exercises, the relevant contact addresses for responses and queries will be clearly stated.

- For the Traveller and Travelling Showpeople DPD and SPDs jointly with Malvern Hills District Council and / or Worcester City Council, please use the shared SWDP website i.e. [www.swdevelopmentplan.org](http://www.swdevelopmentplan.org). For all other queries please contact [policy.plans@wychavon.gov.uk](mailto:policy.plans@wychavon.gov.uk).

## Appendix 1

**Figure 2 - Process for Producing a Development Plan Document**

Stage	Process and Requirements
1. Pre-production	<ul style="list-style-type: none"> <li>Collect evidence and establish wider policy framework</li> </ul>
2. Involvement  Informal and early engagement	<ul style="list-style-type: none"> <li>Informal consultations may be carried out and the nature / extent of these will be determined by the specific requirements of evidence gathering or subject matter</li> <li>Consider issues and alternatives</li> <li>Consult on the scope of the SA / SEA</li> </ul>
3. Consultation  Preferred Options	<ul style="list-style-type: none"> <li>Prepare 'preferred options' draft document</li> <li>Consult over six week period in line with Regulation 18</li> <li>Council to consider the comments made*</li> </ul>
4. Publication  Publication of Proposed Submission Document and SEA / SA Report for final representations	<ul style="list-style-type: none"> <li>Statutory stage where a minimum of six weeks is provided to make representations on the plan, its sustainability appraisal and supporting evidence (Regulations 19 &amp; 20)</li> <li>These representations will be considered by the Inspector at the Examination</li> </ul>
5. Examination  Submission of Plan for Independent Examination	<ul style="list-style-type: none"> <li>Main issues raised in the representations at Regulation 19 &amp; 20 stage summarised and made publicly available</li> <li>Plan submitted to Secretary of State for independent examination in line with Regulation 22</li> <li>Independent Examination (notice given six weeks in advance to people who have requested to appear, in line with Regulation 24)</li> <li>Examination likely to involve public Hearing Sessions</li> <li>Planning Inspector issues report</li> </ul>
6. Main Modifications	<ul style="list-style-type: none"> <li>Optional Stage - where Wychavon agrees, the Inspector can propose changes or 'main modifications' to the plan (including adding 'omission sites', i.e. additional sites put forward by objectors to the DPD) to avoid it being found 'unsound'</li> <li>Inspector considers representations on main modifications</li> <li>The hearing may be re-opened</li> </ul>
7. Adoption	<ul style="list-style-type: none"> <li>Plan adopted by Wychavon if found 'sound' by Inspector (Regulation 26)</li> </ul>
8. Monitor & Review	<ul style="list-style-type: none"> <li>Monitor Plan to make sure it is achieving its aims</li> <li>Plan may be reviewed where necessary</li> </ul>

**INFORM**



\* It is important to note that any comments made at this stage will not be carried forward to the Independent Examination. If anyone is not satisfied that their comments have been taken on board, they must comment again on the Proposed Submission Document in order to have their comments considered by the Inspector.

## Appendix 2

**Figure 3 - Preparing a Supplementary Planning Document (SPD)**

	Stage	Process and Requirements
<b>INFORM</b> 	1. Involve  Preparation and early engagement	<ul style="list-style-type: none"> <li>• Collect evidence. Informal consultations may be carried out and the nature / extent of this will be determined by the subject matter of the document.</li> <li>• Work with relevant groups and organisations</li> <li>• Consider issues and alternatives in the production of a draft SPD</li> <li>• Screen to determine whether an SEA required</li> <li>• Report on the consultation undertaken is summarised in a Consultation Statement (Regulation 12) *</li> </ul>
	2. Consult  Publication of draft SPD	<ul style="list-style-type: none"> <li>• Statutory stage where a minimum of six weeks* will be provided to interested parties to comment on draft SPD and any supporting evidence, including the Consultation Statement (Regulation 13) *</li> <li>• Documents made available for inspection including on Wychavon's website</li> <li>• Notifications will be sent to relevant groups and organisations and all those who have requested to be notified</li> <li>• Parish and town councils will be notified</li> <li>• Comments considered by officers and SPD amended</li> </ul>
	3. Adopt	<ul style="list-style-type: none"> <li>• Amended SPD and summaries of consultation responses received presented to Planning Committee for adoption under Regulation 14</li> <li>• Adoption statement produced and relevant people notified</li> </ul>
	4. Monitor	<ul style="list-style-type: none"> <li>• Final SPD is monitored, to make sure it is achieving its aims</li> <li>• SPD may be reviewed, where necessary</li> </ul>

\* The regulations require a minimum of four weeks

## Appendix 3

Plan-making consultees - Please note this does not include individuals, agents and companies

Specific	General
Worcester City Council	
Malvern Hills District Council	
Gloucestershire County Council	
Warwickshire County Council	
Worcestershire County Council	
Shropshire Council	
Herefordshire Council	
Cotswold District Council	
Stratford-on-Avon District Council	
Redditch Borough Council	
Bromsgrove District Council	
Forest of Dean District Council	
Tewkesbury Borough Council	
Wyre Forest District Council	
West Mercia Police & Crime Commissioner	
Warwickshire Police & Crime Commissioner	
Gloucestershire Police & Crime Commissioner	
Coal Authority	
Environment Agency	
English Heritage	
Marine Management Organisation	
Natural England	
Network Rail	
Highways Agency	
Parish / Town Councils	
Parish Councils Adjoining Wychavon	
Mobile Operators Association	<b>Other</b>
Vodafone	Worcestershire Acute Hospitals NHS Trust
Mercury Communications	Worcestershire NHS
Waldon Telecom	Head of Facilities Worcestershire NHS, Facilities Department, Evesham Community Hospital
National Health Service Commissioning Board (i.e. NHS England)	Worcestershire Mental Health Partnership NHS Trust
<b>Local Clinical Commissioning Group(s) for the area</b>	Worcestershire Health and Care NHS Trust
<b>Western Power Distribution</b>	
<b>Centrica</b>	
<b>British Gas</b>	
<b>National Grid (Gas) - this is the generic name (including Transco)</b>	
<b>Powerwatch</b>	
<b>Powergen</b>	
<b>Npower</b>	
<b>Water (Severn Trent)</b>	
<b>Severn Trent Waste</b>	
<b>Homes and Communities Agency</b>	

## **Appendix 4**

### **Code of practice for publicity for Planning Applications – Wychavon**

#### **INTRODUCTION**

This Code of Practice sets out the publicity which the Council will carry out as part of the process of dealing with applications for planning permission, Listed Building Consent, Conservation Area Consent, Approval of Reserved Matters, amendments to conditions, Hazardous Substances Consent, Certificates of Lawfulness, Advertisement Consent and works to trees subject to Tree Preservation Orders.

The Code also sets out the publicity that will be undertaken for 'Prior Notifications'.

#### **ADVERTISING IN A LOCAL PAPER**

Advertisements will be placed in the Droitwich Advertiser, the Evesham Journal and the Kidderminster Shuttle (which are published each week).

These advertisements do not include all applications made to the Council. They will include those types of application set out below which are also the subject of a statutory site notice, together with those applications where there are no known adjoining owners / occupiers.

#### **STATUTORY SITE NOTICES**

Site notices will be placed on or near sites which are the subject of applications for the following types of development: -

- Development affecting the setting of a listed building.
- Applications for Listed Building Consent.
- Applications for Conservation Area Consent.
- Applications for development which are accompanied by an Environmental Statement at submission stage.
- Applications for development which departs from the Development Plan.
- Development which affects a public right of way.
- Development affecting the character and appearance of a Conservation Area.
- Residential development of 10 or more dwellings or development on sites of 0.5 hectares or more.
- Other developments creating floorspace of 1,000 sq. m or more on sites of 1 hectare or more.
- Applications for the winning and working of minerals or the use of land for mineral working deposits.
- All waste developments (meaning any development designed to be used wholly or mainly for the purposes of treating, storing, processing or disposing of refuse or waste materials).
- Developments carried out on a site having an area of 1 hectare or more.
- Applications for development where there are no known owners or occupiers adjoining the land to which the application relates.

## **NON-STATUTORY SITE NOTICES,**

In addition to the developments listed above which will have statutory site notices, the Council will post site notices in relation to developments which, in the opinion of the Head of Housing and Planning or the Development Manager, are likely to have a significant impact on a wide area (beyond 50 metres of the application site, by virtue of significant traffic generation, noise, disturbance or other reason).

## **PARISH COUNCIL CONSULTATIONS**

Parish and Town Councils will be notified of all applications for development and of any amendments to current applications which, in the opinion of the Head of Housing and Planning or the Development Manager, are not trivial.

## **NEIGHBOUR NOTIFICATION**

The Council will give written notification of all proposed developments to:-

- Known occupiers of properties that are the subject of an application, other than the applicant;
- Known occupiers of all adjacent properties sharing a common boundary with the site curtilage;
- Known occupiers of properties within 50 metres of an application site where, in the opinion of the Head of Housing and Planning or the Development Manager, the development is likely to have a significant impact on the area by virtue of traffic generation, noise disturbance or other reason. In rural areas a wider notification area may be considered, having regard to the proximity of nearby properties.

## **COUNCIL'S WEB SITE**

Weekly lists of all new applications received by the Council will be posted on the Council's Web Site ([www.wychavon.gov.uk](http://www.wychavon.gov.uk)).

Comments on such applications can be made to the Council directly by e-mail.

## **TIME FOR SUBMISSION OF REPRESENTATIONS**

The Council will allow Parish and Town Councils 21 days for submission of comments in relation to initial notification of applications for development. Fourteen days will be allowed for submission of comments on alterations.

In respect of other third party comments the following periods will apply:-

- Newspaper advertisements - 21 days from the date of publication
- Site notices - 21 days from the date of notice.
- Initial neighbour notification - 21 days from the date of the letter.
- Renotification letters (i.e. in relation to revisions to plans, etc.) - 14 days (see section on 'Notes on Neighbour Notification').

## **PUBLICITY FOR PRIOR NOTIFICATIONS FOR AGRICULTURAL OR TELECOMMUNICATIONS DEVELOPMENTS & HEDGEROW REMOVAL**

In cases where the Council receives applications via the Prior Approval process (the Prior Approval procedure is set out on the Wychavon website), under Parts 6 and 24 of the Town and Country Planning General Permitted Development Order 1995 and Hedgerow Regulations 1997 respectively, the Council will notify the relevant Parish or Town Council. A period of up to 14 days will be allowed for comments. The Parish or Town Council will be advised of the expiry date at the time of consultation.

### **NOTES ON SITE NOTICES**

Site notices will normally be displayed on the road frontage to a site. If a site abuts properties in adjoining roads, a notice will normally also be displayed in each road containing properties which abut the site.

### **NOTES ON NEIGHBOUR NOTIFICATION**

- Known occupiers will initially be established by use of Ordnance Survey maps. Case Officers will subsequently seek to establish any additional occupiers when site visits are carried out and establish when additional notification may be necessary.
- Although there is no statutory requirement to re-notify neighbours when plans are amended or substituted after the initial submission, discretionary re-notification will be undertaken, having regard to the effect of the change, any earlier representations and the significance of the change in relation to the characteristics of the originally submitted development.
- Neighbour notification will not be carried out in relation to applications for new shop fronts or advertisements.

### **FURTHER INFORMATION**

For further information and advice please contact us. You may contact us in the following ways:-

- By visiting the Civic Centre in Pershore and speaking to one of our customer service advisors
- By visiting one of our other 'One-Stop Shops' at Droitwich or Evesham
- By telephoning us on: 01386 565000
- By faxing us on: 01386 561092
- By writing to us at:-
  - Wychavon
  - Planning Department
  - Civic Centre
  - Queen Elizabeth Drive
  - Pershore
  - Worcestershire
  - WR10 1PT
- By contacting your local councillor
- By e-mailing us at: [planning@wychavon.gov.uk](mailto:planning@wychavon.gov.uk)
- By visiting our Web Site at: [www.wychavon.gov.uk](http://www.wychavon.gov.uk)

## Appendix 5

### Glossary

#### **Affordable Housing (AH)**

Affordable housing is made up of social rented, Affordable Rented and intermediate housing, and is provided to eligible households whose needs are not met by the market. Eligibility is determined with regard to local incomes and local house prices. Affordable housing should include provisions to ensure the properties remain at an affordable price for future eligible households or for the subsidy to be recycled to provide alternative affordable housing provision (NPPF, March 2012).

#### **Development Plan**

The development plan is a statutory document or set of documents that set out the local authority's policies and proposals for the development and use of land in their area.

#### **Development Plan Document (DPD)**

A statutory document which is part of the development plan under the provisions of the Town and Country Planning Act 1990 (as amended) and which forms part, or the whole, of a local plan. Its purpose is to guide long-term decisions about the future of the area and day-to-day development management decisions about individual planning applications.

#### **Independent Examination**

An examination is undertaken by an independent inspector into representations on a Development Plan Document (DPD), including its legal compliance and overall soundness. The examination is likely to include public 'Hearing Sessions'.

#### **Local Development Documents (LDD)**

The collective term is used to describe the Statement of Community Involvement, Supplementary Planning Documents and Development Plan Documents.

#### **Local Development Scheme (LDS)**

This is the public statement of a local authority's programme for the production of Development Plan Documents.

#### **Local Plan (LP)**

The Local Plan is a term used to describe all the DPD produced by an individual Council (it can be a single combined document or series of documents).

#### **Major Development (MD)**

'Major' development relates to planning applications and includes:

- a) Residential development comprising ten or more dwellings or, if the number of dwellings is unknown, the site area is 0.5ha or more; OR
- b) Any other use where the floor space proposed is 1,000 square metres or more OR if the site area is one hectare or more.

#### **National Planning Policy Framework ('the Framework')**

This was adopted in March 2012 and replaces previous national planning policy, formerly enshrined in a series of planning policy statements and guidance notes. The Framework sets out many of the Government's planning policies for England and how these are expected to be applied.

### **Statement of Community Involvement (SCI)**

This sets out the standards to be achieved by the local authority in involving the community in the preparation, alteration and continuing review of all Local Development Documents and planning applications. The SCI is a public statement enabling the community to know how and when they will be involved in the preparation of Local Development Documents and how they will be consulted on planning applications.

### **Strategic Environmental Assessment (SEA)**

SEA is a systematic decision support process, aiming to ensure that environmental impacts and effects are considered appropriately in policy, plan and programme-making.

### **Supplementary Planning Document (SPD)**

SPDs are Local Development Documents that explain how policies in Development Plan Documents will be implemented. They do not form part of the Local Plan and cannot allocate land, but are material considerations when determining relevant planning applications.

### **Sustainability Appraisal (SA)**

Sustainability Appraisal is a systematic appraisal process to assess the social, environmental and economic effects of the strategies and policies in a Development Plan Document. Section 39 of the Planning and Compulsory Purchase Act 2004 requires Local Development Documents to be prepared with a view to contributing to the achievement of sustainable development.

### **Sustainable Community Strategy (SCS)**

The six district authorities and the County Council have produced a Sustainable Community Strategy, in partnership with other service providers and local organisations making up their respective Local Strategic Partnerships. The SCS outlines the needs and priorities of the community and also shapes the activities of the organisations within the partnerships, to fulfil those requirements and achieve the visions set out in the strategy.

### **Transport Assessment (TA)**

A comprehensive and systematic process that sets out transport issues relating to a proposed development. It identifies what measures will be required to improve accessibility and safety for all modes of travel, particularly for alternatives to the car such as walking, cycling and public transport, and what measures will need to be taken to deal with the anticipated transport impacts of the development.

**This document and other local development framework documents are or will be available in large copy prints, audiocassette or Braille. If you require the document in one of these formats please contact policy plans section on Tel: 01386 565000 or e-mail [policy.plans@wychavon.gov.uk](mailto:policy.plans@wychavon.gov.uk). For help understanding this document in languages other than English call Ethnic Access on 01905 25121.**

এই দলিলটি বুঝতে আপনার সাহায্যের দরকার হলে দয়া করে এই নম্বরে ফোন করুন: 01905 25121

اگر آپ کو اس دستاویز سے متعلق مدد درکار ہو تو براہ مہربانی 01905 25121 پر فون کریں۔

如果你在明白這份文件方面需要幫助的話，請致電 01905 25121。

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਬਾਰੇ ਕਿਸੇ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਟੈਲੀਫੋਨ ਨੰਬਰ 01905 25121 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

Se con questo documento avete bisogno di aiuto pregasi telefonare a 01905 25121

Jeżeli potrzebujesz pomocy w zrozumieniu tego dokumentu, zadzwoń pod nr tel.: 01905 25121