



■ Bromsgrove District Council  
**Strategic Planning and Conservation**

# Statement of Community Involvement

ADOPTED  
**APRIL 2018**





# Contents

<b>1. Introduction</b>	<b>3</b>
What is planning?	<b>3</b>
What is a SCI?	<b>3</b>
Why is SCI important?	<b>3</b>
<hr/>	
<b>2. The Aims of the SCI</b>	<b>4</b>
<hr/>	
<b>3. Consultation - Strategic Planning</b>	<b>5</b>
<b>Stages of Plan Making</b>	<b>6</b>
<b>Development Plan Documents (DPDs)</b>	<b>7</b>
Evidence Gathering	<b>7</b>
Preparation of a Local Plan (Regulation 18)	<b>7</b>
Publication of a Local Plan (Regulation 19-20)	<b>8</b>
Submission of a Local Plan to the Secretary of State (Regulation 22)	<b>8</b>
Independent Examination (Regulation 24)	<b>9</b>
Inspector's Report (Regulation 25)	<b>9</b>
Adoption (Regulation 26)	<b>9</b>
<b>Supplementary Planning Documents (SPDs)</b>	<b>10</b>
Scoping and Evidence Gathering	<b>10</b>
Public Participation Stage (Regulation 12-13)	<b>11</b>
Adoption (Regulation 14)	<b>11</b>
<hr/>	
<b>4. Other Strategic Planning Documents</b>	<b>12</b>
Sustainability Appraisal and Strategic Environmental Assessment	<b>12</b>
Community Infrastructure Levy (CIL) Charging Schedule	<b>12</b>
Conservation Area Appraisals and Management Plans	<b>13</b>
Statement of Community Involvement	<b>13</b>
<hr/>	
<b>5. Neighbourhood Planning</b>	<b>14</b>
The Council's role in Neighbourhood Planning	<b>14</b>
Formal consultation by Neighbourhood Plan group (Regulation 14)	<b>15</b>



Submission of the plan to the LPA and formal consultation (Regulation 15-16)	15
Independent Examination (Regulation 17)	16
Referendum	16
Adoption (Regulation 19-20)	16
Resources	18
<hr/>	
<b>6. How will we involve people in Strategic Planning matters?</b>	<b>19</b>
Who do we consult?	19
Methods of involvement	19
Choosing the appropriate approach	20
Access to information	22
Feedback and taking views into account	23
<hr/>	
<b>7. Consultation - Development Management</b>	<b>24</b>
Introduction	24
<b>What do we consult on and how?</b>	<b>25</b>
Pre-application Stage	25
Minor Planning Applications	25
Major Planning Applications	26
Change of use applications	27
Other Applications	27
Planning Committee	30
Notification of planning decisions	32
Appeals	32
<hr/>	
<b>8. Conclusion</b>	<b>34</b>
<hr/>	
<b>Appendix A - Strategic Planning: Duty to Co-operate Bodies</b>	<b>35</b>
<b>Appendix B - Strategic Planning: Specific Consultation Bodies</b>	<b>37</b>
<b>Appendix C - Development Management: Statutory Consultees</b>	<b>40</b>
<b>Appendix D - Development Management: Non-statutory Consultees</b>	<b>42</b>
<b>Appendix E - Glossary</b>	<b>44</b>
<b>Appendix F - Relevant Legislation at the time of publication</b>	<b>47</b>



## 1. Introduction

### What is planning?

**1.1** Planning is the process through which we make land use decisions about the area we live in. The planning system is in place to make sure that the balance is maintained between protecting our environment and developing our area. Planning can be divided up into two main areas; development management (also known as development control) and strategic planning (also known as planning policy or forward planning).

**1.2** Development management involves planning applications and making decisions on specific developments. Strategic Planning is about creating policies which help to achieve the long-term vision for the area. Both elements are important in creating a place where people want to live and work. It is essential that the community get involved in planning as the decisions taken affect everyone's lives. How the community can get involved in both aspects of planning is covered by this document, the Statement of Community Involvement (SCI).

### What is a SCI?

**1.3** The SCI sets out the opportunities residents and other interested parties have to become involved in the planning process in Bromsgrove District.

**1.4** Please note that the SCI identifies the minimum requirements for consultation, however Bromsgrove District Council will use further consultation initiatives when resources allow and when the scale of the project warrants this.

### Why is SCI important?

**1.4** Involving the community in the planning process from the beginning alongside stakeholders will provide many benefits for both the Council and the community. Involving the community is a key part of having a planning system that is open and transparent. The Council will benefit hugely from effective community involvement because:

- We can gain important local knowledge from the community;
- We can get community support for the plans we create; and
- We can reduce the levels of conflict in the system.

**1.5** The benefits for the community include:

- A better understanding of the planning process;
- Having a say in the development of their area; and
- Helping to shape the future of their area.

***“Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.”***

*National Planning Policy Framework 2012 (Para 155)*



## 2. The Aims of the SCI

**2.1** Bromsgrove District Council has produced this document to set out the ways in which the community can be effectively involved in the planning system. By involving the community, the Council will gain a greater understanding of the needs of the community and we can develop documents which better suit the needs of the people of Bromsgrove. At the same time, we are keen to make every effort possible to improve decision making, minimise delays and use resources effectively.

**2.2** The SCI will:

- Explain why involving the community is important;
- Describe what we intend to do to inform you;
- Let you know how and when you can be involved;
- Outline the various methods for involving people; and
- Explain how you will be informed of the outcome of consultation exercises.





## 3. Consultation – Strategic Planning

**3.1** There are a number of opportunities for the community to have their say on plans. There are two principal types of planning policy documents, each with different statutory arrangements dictating how they are consulted on and adopted.

**Development Plan Documents (DPDs)** - These set out the policies which will be used to manage development in Bromsgrove District and are normally called a Local Plan. The Local Plan must go through specific stages of community involvement before being submitted to a Government Inspector for Examination and decision. In Bromsgrove the recently adopted Bromsgrove District Plan (2017) is the Local Plan for the district. We are committed to undertaking a Local Plan Review in the near future to meet outstanding development needs. Another Development Plan Document in the District is the 2009 Longbridge Area Action Plan.

**Supplementary Planning Documents (SPDs)** - These documents provide additional guidance on policies in the adopted Local Plan. These documents are also subject to public consultation and are adopted by Bromsgrove District Council. They are not independently examined.

**3.2** There are also other publications which the public are sometimes invited to comment on such as the Evidence Base or draft methodology documents, but this is not a mandatory requirement. There are separate rules about the production of Conservation Area Appraisals which will be covered later in this document.





## Stages of Plan Making

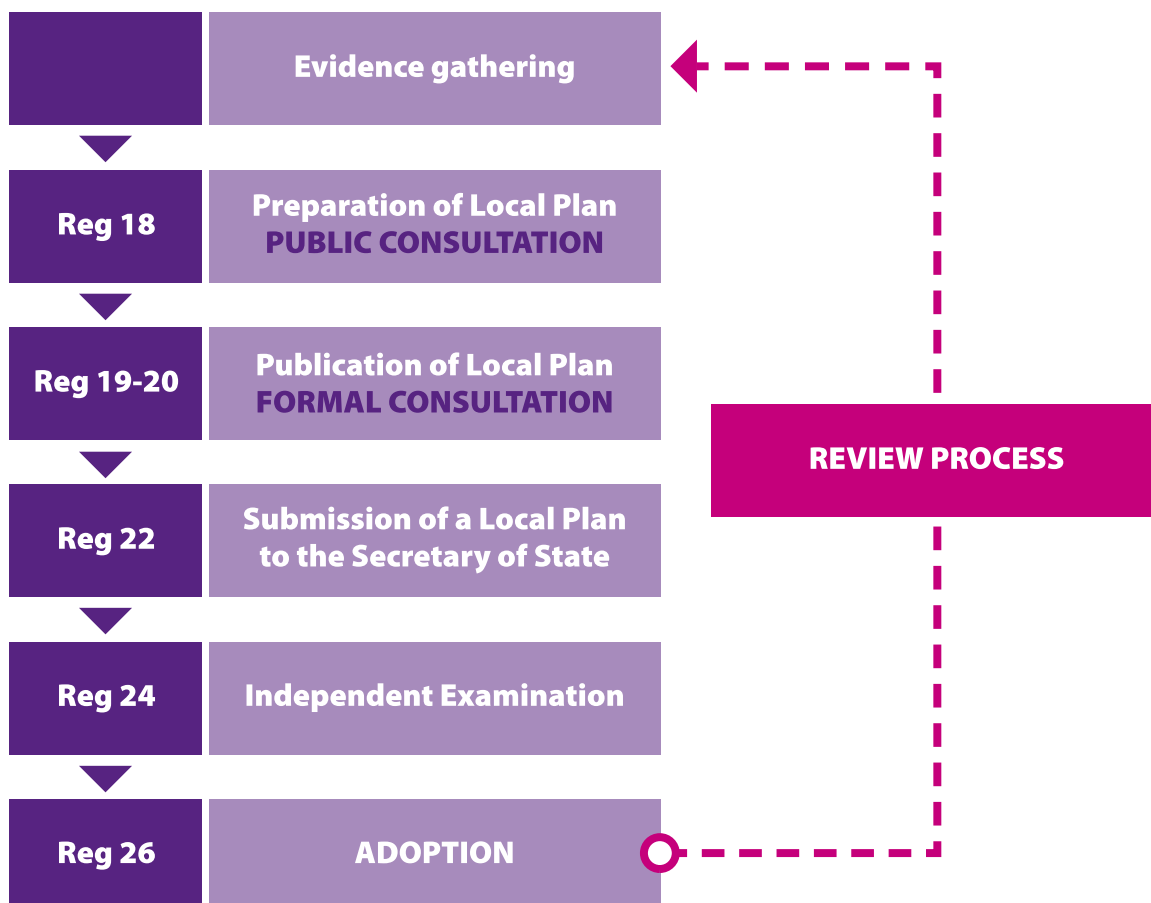
**3.3** All planning policy documents are required to be based on evidence. Evidence used in preparing planning policy documents includes statistical evidence, technical assessments, and information gathered through public consultation. Consultation will also often be carried out as part of the production of evidence documents, but this may be focused on a specific interest group or expert group, depending on the nature of the evidence.

**3.4** Planning policy documents must also be in conformity with national policy, namely the **National Planning Policy Framework**, and the online **Planning Practice Guidance**. The Council must therefore balance the need to ensure its policies are justified by the available economic, social and environmental evidence whilst supporting the broad national aims of the Government and reflecting, as far as possible, local opinion.

**3.5** The process of developing Development Plan Documents is detailed below in Figure 1.

### Figure 1. Production stages for DPDs/Local Plans

*(References to Regulations refer to The Town and Country Planning (Local Planning) (England) Regulations 2012)*





## Development Plan Documents (DPDs)

**3.6** The main stages of DPD production are detailed above in Figure 1. Within these six stages, consultation or engagement is specifically required during the Preparation and Publication stages. The Council then has a duty to notify or inform interested parties at the time of the latter stages of plan production.

### Evidence Gathering

**3.7** It is a requirement that every Development Plan Document be based on adequate, up-to-date and relevant evidence about economic, social and environmental characteristics and prospects of the area. The planning system we operate within is evidence-based, where the evidence is used to inform what is in our plans and help to shape development, rather than being collected retrospectively. Evidence base documents will be published as and when they are available, to help local communities and other interested parties consider the issues they present and engage with the authority at an early stage in developing the Local Plan.

### Preparation of a Local Plan (Regulation 18)

**3.8** At this stage of the plan making process, we must consult and invite comments from:

- **Duty to Co-operate bodies** (See Appendix A);
- **Specific Consultation Bodies** (See Appendix B) that the Council feel may have an interest in the subject matter of the plan;
- **General Consultation Bodies** that the Council consider appropriate; and
- **Residents** or **businesses** within the area, as appropriate.

**3.9** General Consultation Bodies are defined in the Regulations and can be summarised as:

- (a) voluntary bodies,
- (b) bodies which represent the interests of different racial, ethnic or national groups,
- (c) bodies which represent the interests of different religious groups,
- (d) bodies which represent the interests of disabled person, and
- (e) bodies which represent the interests of persons carrying on business.

To select appropriate General Consultation Bodies, the Council will utilise its consultation database which contains the details of local and national groups who have expressed an interest in planning matters in the district.

**3.10** At this stage, comments will be sought on what the Local Plan or Development Plan Document ought to contain and on potential broad directions of travel or strategic options. The Council has flexibility as to how the initial stages of plan production are conducted. It could be split into a number of stages or consultation periods, all forming part of Regulation 18. This stage of consultation combines stages also known as 'Issues and Options' and 'Preferred Options' and hence there is broad scope as to what form the consultation takes. There is no minimum length of time for consultation at this stage of plan making.





**3.11** There is a requirement for the Council to summarise the comments received at this stage and state how they have been taken into account in revisions to the DPD.

### **Publication of a Local Plan (Regulation 19-20)**

**3.12** The Publication Stage Plan is the plan which the Council considers is ready for examination. Before the plan is submitted to the Secretary of State for examination, the Local Plan, along with all the supporting documents will be published for consultation. The consultation will last a minimum of 6 weeks and documents will be made available online and in all the locations detailed in the 'Access to information' section of this document. Any person living in, working in or with an interest in the District can make comments. This is the final stage in the process when representations on the Local Plan can be made to the Council. Any representations made at this stage will be sent on to the Secretary of State via the Planning Inspectorate so those making comments should be aware of this when drafting their responses.

**3.13** The Council is not required to amend the plan in light of the representations at this stage. However, they may decide to repeat a stage if the circumstances require it, allowing them to take on board any points made during the consultation.

### **Submission of a Local Plan to the Secretary of State (Regulation 22)**

**3.14** The Local Plan, associated documents, evidence base and Publication stage representations are submitted to the Secretary of State for Examination and an independent Inspector is appointed. The Inspector will examine the soundness of the Local Plan and he will be provided with:

- a statement setting out who was invited to make representations at the Preparation Stage and how this was carried out;
- a summary of the main issues raised at the Preparation Stage, including how these comments have been taken into account;
- the number of representations received at Publication Stage;
- a summary of the main issues raised at Publication Stage; and
- copies of formal representations made at Publication Stage.

**3.15** A Programme Officer will also be appointed who works under the direction of the Inspector and is therefore independent of the Council. The Programme Officer will assist the Inspector with the procedural and administrative matters and be the channel of contact between the Council, Inspector and representors.

**3.16** No formal consultation is carried out at this stage, although there is a requirement to notify anyone consulted at the Preparation Stage that all Submission documents are available for inspection. In addition, anyone who specifically requested to be informed that the plan has been submitted to the Secretary of State will be notified.



## **Independent Examination (Regulation 24)**

**3.17** The Planning Inspectorate will appoint an Inspector on behalf of the Secretary of State to examine the soundness of the Plan. The Inspector will decide whether the plan can be examined through Written Representations or whether public hearing sessions will be necessary. Where the plan is very straightforward or of limited scope and there are no contentious issues, the Examination may be done through Written Representations.

**3.18** If the issues are more complex, public hearing sessions will be held. The Inspector will inform the Council of the dates for the Examination Hearing Sessions. The Hearing Sessions will be held in public to examine the soundness of the Plan and ensure that the appropriate legal and procedural requirements have been met. The Council will notify any person who made a representation at the Publication Stage of the date, time, place of the examination and the name of the appointed Inspector. At least 6 weeks before the opening of the hearings, the date, time, place and name of the Inspector will be publicised.

**3.19** No formal consultation is carried out at this stage or during the examination proceedings, although the Inspector may informally seek the views of parties at the examination if late evidence is submitted or a redraft to policy wording is proposed. The Inspector may ask for further consultation periods if additional evidence needs to be produced which they feel may have wider implications.

## **Inspector's Report (Regulation 25)**

**3.20** When the Inspector has heard all the evidence they deem necessary, they will close the hearing sessions and they will write their report which concludes their findings into the soundness of the plan. The Examination closes when the Inspector has dispatched their report to the Council. Upon receipt of the report, the Council will make the report available on its website and inform anyone who specifically asked to be told of the publication of the Inspector's Report.

## **Adoption (Regulation 26)**

**3.21** Subject to the Council agreeing with the conclusions in the Inspector's Report, it and the final DPD document will be taken to Councillors for adoption at a full Council meeting. As soon as reasonably practicable after the Council adopts a Local Plan it will make the plan and associated documents available for inspection at the Council Offices and on the Council's website. An adoption statement will be sent to any person who has specifically asked to be notified of the adoption of the Local Plan. Once adopted, the plan forms part of the statutory Development Plan for the district.



# Supplementary Planning Documents (SPDs)

**3.22** The Council will occasionally produce SPDs to add further detail and guidance to the policies in the Local Plan as well as other DPDs. An SPD can be area or topic based and is a material consideration in a planning decision. SPDs must be limited to matters which do not add unnecessary financial burdens to development, as policy requirements which can affect the viability of development must be tested at a DPD or Local Plan Examination.

**3.23** It is envisaged that the Council will produce SPDs on the topics of Open Space, and Design in the near future to supplement policies in the Bromsgrove District Plan (BDP), adopted in early 2017.

## Figure 2. Production stages for SPDs

*(References to Regulations refer to The Town and Country Planning (Local Planning) (England) Regulations 2012)*



## Scoping and Evidence Gathering

**3.24** This stage is the beginning of document preparation with evidence gathered from a variety of different sources and the identification of possible issues and options. No formal consultation is required at this stage, however the council may hold informal targeted consultation with stakeholders and interested parties where appropriate to the subject matter of the SPD.



## **Public Participation Stage (Regulation 12-13)**

**3.25** At this stage, the Council publishes a draft version of the SPD for comment.

The consultation period will run for a minimum of 4 weeks. Comments will be invited from the public, consultees and groups that the Council consider may have an interest in the subject matter of the SPD, as detailed on our consultation database. In addition, anyone who has previously contacted the Council and expressed an interest in the SPD topic will be consulted. Unlike with DPDs, there is not a requirement to consult certain Specific Consultation Bodies or General Consultation Bodies. Any person can make comments on an SPD.

**3.26** The draft SPD will be made available online, at the Council's principal office and in locations considered appropriate to the subject matter. For instance, if it is an SPD concerned with a specific area of the district, the Council will endeavour to make hard copies of the SPD available to view at public buildings within that area.

## **Adoption (Regulation 14)**

**3.27** Comments received will be considered and the Council is required to draft a statement setting out how issues have been addressed. When the SPD document has been re-drafted to incorporate comments and finalised it will be presented to Councillors for adoption. Once adopted, a Supplementary Planning Document, is a material consideration in the determination of planning applications.





# 4. Other Strategic Planning Documents

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

**4.1** The undertaking of a Sustainability Appraisal (SA) is vital to the integration of sustainability and environmental considerations into the preparation and adoption of plans. The SA is not a separate activity, but an integral part of the plan making process. A sustainability appraisal of the proposals in each Local Plan is a requirement of the Planning and Compulsory Purchase Act 2004 and incorporates the requirements of Strategic Environmental Assessment.

**4.2** There are two key stages in the Sustainability Appraisal process, Scoping and full SA Report. A Scoping Report should be produced at the Preparation Stage of a DPD. Comments on SA Scoping Report will be specifically invited from the Environment Agency, Natural England and Historic England and the documents will be published on the Council's website for wider comment. The three consultation bodies will have five weeks to respond to the Scoping Report.

**4.3** A Sustainability Appraisal Report should be published at the Publication Stage of the DPD's production. At this point, the same three consultation bodies will be consulted, along with any other parties who the Council feel are affected or likely to be affected by the content of the plan. This consultation will last for a minimum of six weeks. Dependent on the scale of changes made to the DPD after this point, the Sustainability Appraisal Report may need to be revised accordingly.

**4.4** Sustainability Appraisal is not required for Supplementary Planning Documents or Neighbourhood Plans, but in some circumstances, a Strategic Environmental Assessment (SEA) may be required. Such circumstances are where significant environmental effects are deemed likely. The process begins with the production of a Screening Opinion or Determination which sets out whether or not further SEA is required. Once a determination is made, the decision should be sent to the Environment Agency, Natural England and Historic England within 28 days for their views. A copy will also be made available to view at the Council's offices and placed on the website to bring it to the attention of the public.

### **Community Infrastructure Levy (CIL) Charging Schedule**

**4.5** The Community Infrastructure Levy (CIL) is a standardised non-negotiable, local levy which is placed on new development for the purpose of helping raise funds to support the delivery of infrastructure, such as schools and highways that are required due to new development. The CIL Charging Schedule is the key document which a local authority must produce and have examined if it wants to introduce this type of standard charge on development.

**4.6** Bromsgrove District Council does not currently have a CIL Charging Schedule and seeks contributions towards infrastructure costs from developers through Section 106 agreements. Should the Council wish to implement a CIL, the Council will produce a document which sets out the level of charge required for every additional square metre of new development. This new document would be produced through the same stages as a DPD or Local Plan, as outlined in Figure 1. The Council will therefore:



- Widely publicise and consult on a Preliminary Draft Charging Schedule, setting out the Council's initial consideration of appropriate charge;
- Widely publicise and consult on a Draft Charging Schedule prior to submission for independent examination; and
- Submit the Draft Charging Schedule and all representations to an examination in public. All those who made a representation on the Draft Charging Schedule will be able to speak at the examination, should they wish, but only if there is an examination in public.

## Conservation Area Appraisals and Management Plans

**4.7** Conservation Area Appraisals and Management Plans are documents produced by the Council to support the designation of a Conservation Area. Ideally, they should be produced prior to the designation of a Conservation Area to provide the reasoning behind the area being designated, however they can be produced at a later date.

**4.8** Conservation Area Appraisals identify the factors and features which make an area special, based on an in-depth assessment of an area's buildings, spaces, evolution and sense of place. Conservation Area Management Plans provide a strategy for the management of the Conservation Area in a way that will protect and enhance its character and appearance.

**4.9** Involving the public in the production of Conservation Area Appraisals and Management Plans is strongly recommended by Historic England, the Government agency which looks after England's historic environment. The requirements for public engagement are set out within the 1990 Planning (Listed Buildings and Conservation Areas) Act, but are not extensive and it is advisable to go beyond these requirements.

**4.10** The legislation requires that the Local Planning Authority holds a public meeting in the area to which the Conservation Area Appraisal or Management Plan relates. Subsequent to the meeting, the Local Planning Authority should have regard to any views about the documents, as expressed at the meeting.

**4.11** In addition to this requirement, the Council will:

- Publish the draft documentation on the website and invite comments
- Notify and involve the Parish Council (where applicable) and any other local interest groups deemed relevant
- Consider and respond to any written comments received
- Set out in a report the comments received and any action taken in response to them

## Statement of Community Involvement (SCI)

**4.12** The SCI (this document) will be consulted on with the public and statutory consultees at the draft stage. Although there is no legal requirement for consultation, it is important to the Council that the ways in which we will be consulting about and advertising Strategic Planning Documents and planning applications is clearly explained and the public are able to make comments and suggestions on the ways we consult.

**4.13** An adopted SCI will be reviewed periodically to incorporate new and revised legislation as necessary.



## 5. Neighbourhood Planning

**5.1** The Localism Act 2011 introduced the ability for community groups to prepare Neighbourhood Development Plans which are more commonly referred to as Neighbourhood Plans. These can add detail beyond the strategic elements of the District Council's planning policies. The Qualifying Body can allocate land for development and include policies to control development. Parish councils can also prepare Neighbourhood Development Orders (NDOs) and Community Right to Build Orders. As local communities are responsible for the development of these plans, it is up to them to decide how they involve people and undertake any consultation. The Council does, however, have some statutory functions regarding the preparation of Neighbourhood Plans, which are set out in the Neighbourhood Planning (General) Regulations 2012.

**5.2** Figure 3 below identifies the different stages of preparing a Neighbourhood Plan and at which stage the Qualifying Body or Local Planning Authority have a statutory duty to consult the public or hold a referendum.

### The Council's role in Neighbourhood Planning

**5.3** The Council will support the communities of Bromsgrove District to produce Neighbourhood Plans, Neighbourhood Development Orders (NDOs) and associated documents, where help is requested. We will provide advice and guidance where initial enquiries are made from Parish Councils or groups considering becoming constituted as a Neighbourhood Forum.

**5.4** At the start of the process, and if desired, a Strategic Planning Officer will usually be available to attend the meeting of a Parish Council or community group, to inform the group of the process of making a Neighbourhood Plan or NDO and answer any questions. If the group wish to progress with producing a Neighbourhood Plan, the Council will assist with the designation of a Neighbourhood Area and make any decisions promptly, in line with the relevant Regulations<sup>1</sup>.

**5.5** Throughout the production of the Neighbourhood Plan, the Council will provide support to the Qualifying Body, where resources allow. This may entail:

- attending meetings;
- reviewing draft documentation;
- assisting with consultation events;
- providing guidance on planning matters; or
- providing technical support (for example with mapping or preparing the evidence base).

1. The Neighbourhood Planning (General) Regulations 2012, The Neighbourhood Planning (General) (Amendment) Regulations 2015, The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2016



**5.6** As the plan progresses, the Council will continue to support the production of the Neighbourhood Plan or NDO. They will share their knowledge and experience of matters such as Council decision making timetables, engaging consultants and good practice for planning consultations.

## **Formal consultation by Neighbourhood Plan group (Regulation 14)**

**5.7** The neighbourhood planning body should carry out 'Pre-submission' consultation for a minimum of six weeks and they should seek to attract the views of people who live, work or run businesses in the area. The availability of the plan should be publicised so that people know where it can be viewed, how to make comments and by what date. The plan must also be sent to certain statutory bodies including Worcestershire County Council, the Environment Agency, Natural England and Historic England.

**5.8** The neighbourhood planning body then has a duty to consider any comments received and decide whether the plan should be changed. The plan does not need to be changed in response to comments received, as the group can legitimately take a different view.

## **Submission of the plan to the LPA and formal consultation (Regulation 15-16)**

**5.9** Another key role for the District Council comes after Pre-Submission consultation. Once the community have made any changes they feel are required, the plan and an accompanying Consultation Statement are submitted to the Council. At this stage, Council officers will check that the submitted plan has followed the proper legal process for designation, consultation and publicity. It will also look at the 'Basic Conditions Statement' which sets out how the draft Neighbourhood Plan meets a set of Government requirements for its preparation. The basic conditions include the following:

- having regard to national policies;
- preserving any listed building or its setting or any features of special architectural or historic interest;
- preserving or enhancing any Conservation Areas;
- achieving sustainable development;
- conformity with strategic policies in the development plan for the area; and
- is not in breach of any EU obligations.

**5.10** Once the Council has checked the Basic Conditions Statement, they must then publish the plan themselves for formal consultation for a minimum of six weeks. The consultation should follow the same procedure as for the Pre-submission consultation which was led by the Neighbourhood Planning body. The Council should also consult any consultation body mentioned by the neighbourhood planning body in their Consultation Statement. The Council must also set out that people can ask to be notified of when the plan is 'made' or adopted.





## Independent Examination and reporting (Regulation 17-18)

**5.11** An independently appointed, qualified person will conduct an examination of the Neighbourhood Plan. The examiner will be selected by the LPA, with the agreement of the neighbourhood planning body. The examiner's role is limited to testing whether or not a draft plan meets the basic conditions and a selected few other matters, such as whether the voting area for the subsequent referendum is correct.

**5.12** Normally, the examination will be conducted by written representations, meaning there would not be a public meeting or the need for parties to present their arguments. However, on some occasions the examiner may invite interested parties to a public hearing to present their comments.

**5.13** Following the examination, the examiner will issue their report to the Council. If the plan is felt to have met the Basic Conditions, it can proceed to a referendum. If the examiner feels the plan does not meet the basic conditions, they will recommend that the LPA makes modifications to the plan prior to referendum. If the LPA is able to make these modifications, it must do so. Clear reasons would need to be given if the LPA wanted to depart from the examiner's recommendations. Further consultation would need to be carried out if this was the case. In such an instance, the Council would discuss matters with the neighbourhood planning body, who may decide that they are unhappy with the changes proposed by the LPA and opt instead to withdraw the Neighbourhood Plan.

**5.14** The Council will publish the examiner's report on their website and in any other ways that will bring it to the attention of those interested in the neighbourhood area. They will do this as soon as possible after receipt, including their decision on any modifications suggested by the examiner.

## Referendum

**5.15** Once successfully through the examination, the Council will organise for a referendum to be held in the neighbourhood area. Details of the referendum will be published at least 28 working days before the date of the referendum. Those on the electoral register will be entitled to vote. The referendum question will be worded as follows:

- *"Do you want **Bromsgrove District Council** to use the neighbourhood plan for [insert name of neighbourhood area] to help it decide planning applications in the neighbourhood area?"*

**5.16** If more than 50% of those voting in the referendum vote 'yes', then the neighbourhood plan becomes part of the statutory development plan for Bromsgrove District.

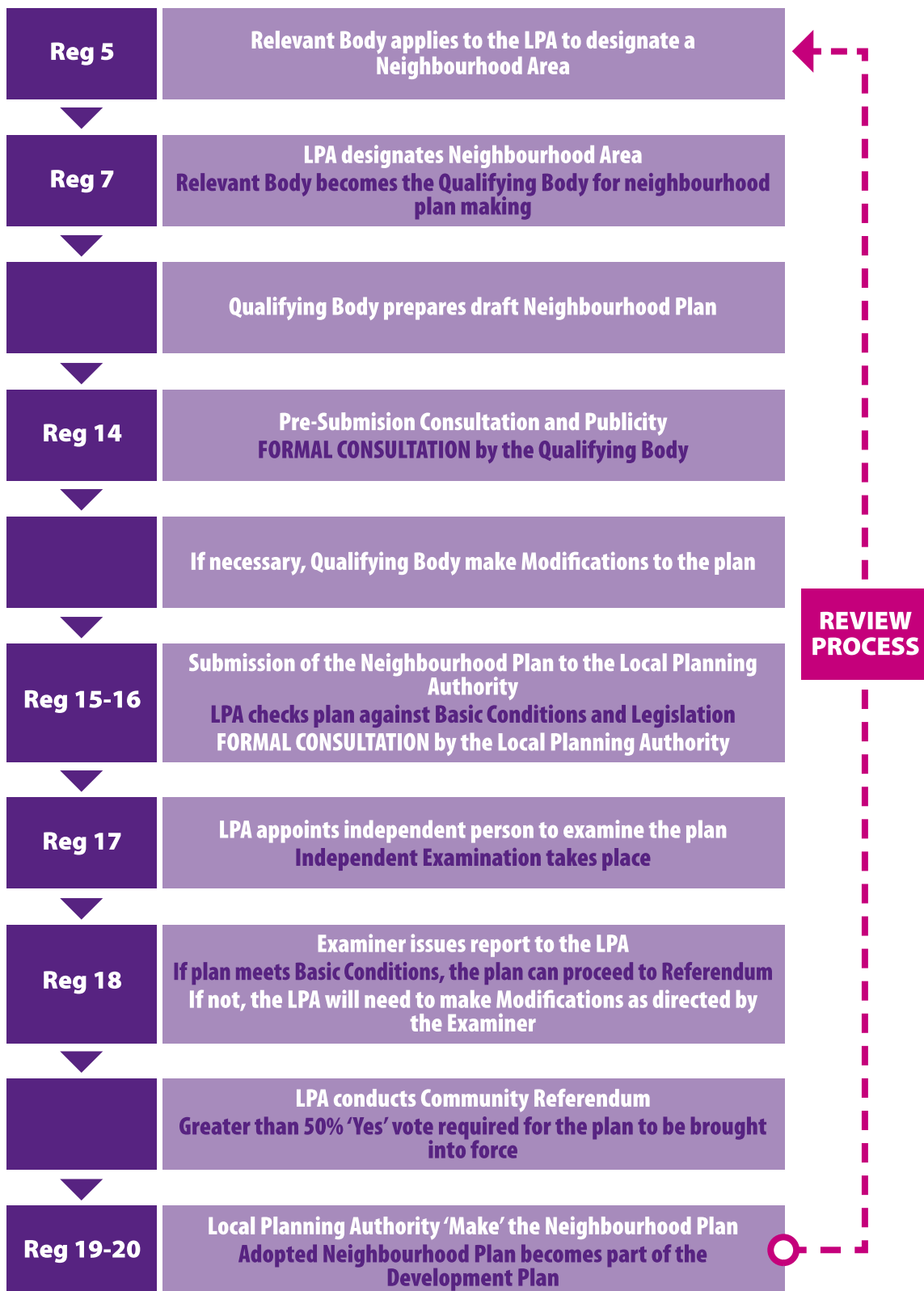
## Adoption (Regulation 19-20)

**5.17** If a greater than 50% vote is cast at the referendum, the Council is then required to 'make' or adopt the neighbourhood plan. This will involve taking the neighbourhood plan and an accompanying report to a meeting of full Council to gain the endorsement of Councillors. The decision to make the plan will be publicised using the normal methods (placing the plan on the Council's website etc), including sending a copy to the neighbourhood planning group and any person who asked to be notified.



## Figure 3. Production stages for Neighbourhood Plans

(References to Regulations refer to The Neighbourhood Planning (General) Regulations 2012)



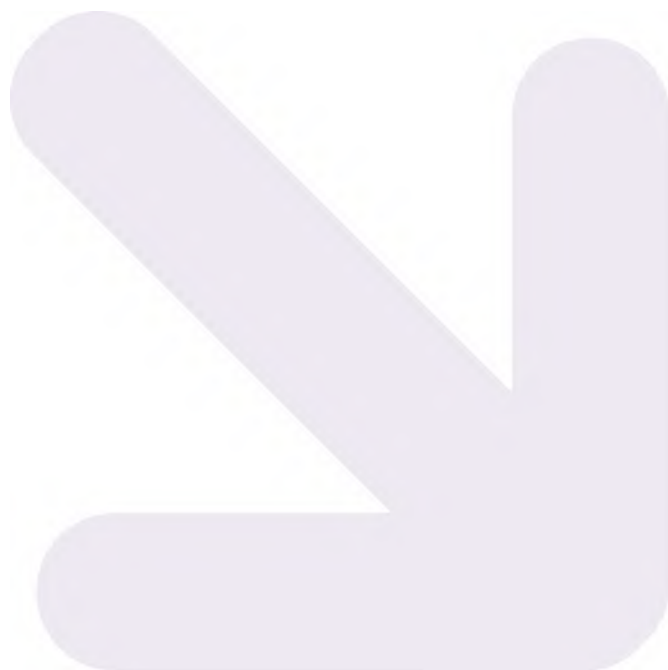


## Resources

**5.18** There are many useful resources available online which explain the Neighbourhood Planning process further. The starting point should be the Government's Planning Policy Guidance, available at: **[www.gov.uk/guidance/neighbourhood-planning--2](http://www.gov.uk/guidance/neighbourhood-planning--2)**.

Other resources include:

- Locality's Neighbourhood Planning pages:  
**[www.neighbourhoodplanning.org/](http://www.neighbourhoodplanning.org/)**
- The RTP1 and Planning Aid's Forum for Neighbourhood Planning:  
**[www.ourneighbourhoodplanning.org.uk/](http://www.ourneighbourhoodplanning.org.uk/)**
- Planning Help from the Campaign to Protect Rural England (CPRE):  
**[www.planninghelp.cpre.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans](http://www.planninghelp.cpre.org.uk/improve-where-you-live/shape-your-local-area/neighbourhood-plans)**
- Neighbourhood Planner, an interactive map of progress on Neighbourhood Plans across the country:  
**[www.neighbourhoodplanner.org.uk/](http://www.neighbourhoodplanner.org.uk/)**





## 6. How will we involve people in Strategic Planning matters?

**6.1** A basic minimum level of involvement for the production of Development Plan Documents and Supplementary Planning Documents would be informing those Specific Consultation Bodies and relevant General Consultation Bodies that the Council feel may have an interest in the plan, and how they can get involved.

**6.2** The principles for involvement are ensuring our approach is:

- Accessible: Make documents available and hold events in the most suitable places for people to make use of;
- Genuine: to only involve people when they can have a real influence on the outcome of a plan;
- Transparent: to keep the lines of communication open; and
- Appropriate: to use the best method possible for involving people.

### Who do we consult?

**6.3** The nature of community involvement will vary depending on the type of planning policy document being produced. Bromsgrove District Council intends to do more than the required minimum for consultation and intend to involve as many parties, groups, bodies and individuals as possible, using a variety of techniques to involve the public.

**6.4** Bromsgrove District Council has a consultation database, which will be utilised when public consultation on a planning document occurs. Particular 'areas of interest' are recorded on the database, to tell us who to target for consultations on different types of document. Individuals and groups who have previously responded to a consultation on a particular planning document are normally added to the database unless they expressly opt out. Organisations, groups and individuals that wish to be added or deleted from the database can do so at any time by contacting the Strategic Planning and Conservation team (See 'Access to information' section for details).

### Methods of involvement

**6.5** The table on page 19 shows the variety of methods available to the Council when consulting on strategic planning documents. Not all of these methods will be used on every occasion. The most appropriate method(s) will be used when consulting on specific documents.

**Table 1. Methods of involvement**

Method	Approach
<b>Publicly available documents</b>	A hard copy of the consultation document will always be made available at our principal offices at Parkside in Bromsgrove and at Redditch Town Hall (where the Bromsgrove Strategic Planning Team are currently based).
<b>Website</b>	The Council's website has proven to be a very useful tool when engaging the public. All documents will be available to view online and download free of charge. Hard copies will be available on request but there may be a charge depending on the type and length of the document.
<b>E-mails</b>	E-mails will be our preferred method for informing consultees of any consultation periods. This is because it is more time and cost efficient than doing a large postal mail-out. All documents will be available in an electronic format via email as this is an important way of saving paper.
<b>Letters</b>	Letters may be sent out to consultees where no email address has been provided or where they have specified that their preferred method of contact is by mail.
<b>Exhibitions</b>	Exhibitions including explanatory posters and leaflets may be held to inform people about documents that are being produced. These exhibitions may be held at Parkside, Bromsgrove, Redditch Town Hall (in relation to proposals close to Redditch) and other locations as appropriate.
<b>Workshops</b>	Workshop events will consist of a presentation followed by group work in order to discuss the issue at hand. These organised discussion group events can be very worthwhile but can be very resource intensive.
<b>Focus Groups</b>	Focus groups bring together a small number of stakeholders to discuss a specific issue in depth. They are used to explore specific subjects in detail.
<b>Residents Newsletter</b>	The Council has a bi-annual online residents newsletter called <i>Together Bromsgrove</i> . The Planning Department can use this publication to advertise consultation periods or events. Hard copies of this document are available on request.
<b>Public Meetings</b>	Where Planning Officers are invited to attend public meetings, such as Parish Council meetings to discuss documents, every effort will be made to attend. The Council may host separate public meetings where the agenda is centred around planning policy matters, although events generally have higher turnouts where they are part of a prearranged meeting.
<b>Questionnaires</b>	Questionnaires will be used at an early stage of document production to gauge public opinion on a specific topic. Questionnaires will generally be sent out to members of the public who have previously displayed an interest in the subject to find out their opinions on certain matters. This technique is useful when we need quantitative data.
<b>Interviews</b>	It may be useful to hold one to one interviews with specific individuals who have links to a specific subject to get their in-depth knowledge of the subject. This technique will be employed when appropriate.



## Methods of involvement *continued*

Method	Approach
<b>Planning for Real®</b>	Planning for Real refers to using interactive displays and 3D plans to illustrate the issue we are dealing with. These techniques tend to be very popular with the public and tend to help those who would not traditionally take part in planning consultations to have their say. Planning for Real can be used in conjunction with other methods to help maximise involvement.
<b>Local Press</b>	Formal adverts will be placed in the Notices section of the local newspaper where it is thought to be beneficial. We will use free newspapers and magazines such as 'The Village' <sup>2</sup> for formal articles or adverts to increase coverage opportunities. The Council will produce and issue Press Releases to publicise consultation events or key stages in the production of planning policy documents. However, it is the individual newspaper's decision whether to print the Press Release as produced by the Council.
<b>Social Media</b>	The Council has dedicated Twitter and Facebook accounts which it uses to communicate with local people and inform them of Council initiatives and events. This may be particularly useful in informing younger people and inviting them to participate.
<b>Display Screens</b>	The Council has a number of digital display screens with touchscreen technology at its Customer Service Centres and principal offices. We can use these screens to advertise consultation events.
<b>Posters</b>	The Council has a network of public venues where we can display publicity material to reach a wide audience.
<b>Leaflets</b>	From time to time the Council may produce leaflets either summarising key pieces of work or advertising wider proposals for the public to be involved in.

2. *The Village* is a monthly magazine serving parts of north Worcestershire between Bromsgrove, Birmingham, Solihull and Redditch.

**6.6** A wide variety of methods have been identified which can be used to involve as many people as possible in the most suitable way for them. Different people will want to be involved in the process to different degrees. We are also aware of the suitability of different methods at different stages of the document production. At early stages we may seek to gather qualitative data (views, reasoning and suggestions) and this may involve a workshop or focus group; later stages will necessitate as much publicity of detailed proposals as possible to ensure people understand the content of the document.

**6.7** In some cases, it may be necessary to consult on more than one document at the same time or for the Council's Planning Service to get involved in and attend meetings of other groups. By joining up with other organisations' events and community activities we will be able to reach a broader audience and, potentially, a greater number of people than we would otherwise be able to do. Joining up planning consultation events with other exercises also has the potential to help avoid 'consultation fatigue', with the public, where people get tired of responding to similar topics. We will make every attempt to attend meetings of other organisations, such as the Parish Councils, on request.



## Access to information

**6.8** The Council recognises the importance of effective communication. Strategic Planning and Conservation documents will be available for review during normal opening times at the locations below. For opening times of libraries, please visit the Worcestershire County Council website: [www.worcestershire.gov.uk/info/20017/libraries\\_and\\_learning/1266/find\\_a\\_library](http://www.worcestershire.gov.uk/info/20017/libraries_and_learning/1266/find_a_library).

**Customer Service Centre, Parkside, Market Street, Bromsgrove B61 8DA**

**Bromsgrove Library, Parkside, Market Street, Bromsgrove B61 8DA**

**Alvechurch Library, Birmingham Road, Alvechurch, Birmingham B48 7TA**

**Barnt Green Parish Council, 80 Hewell Road, Barnt Green B45 8NF**

**Catshill Community Library, The Community Room, Catshill Middle School, Meadow Road, Bromsgrove B61 0JW**

**Hagley Library, Worcester Road, Hagley, Stourbridge, West Midlands DY9 0NW**

**Rubery Library, 7 Library Way, Rubery, Rednal, Birmingham B45 9JS**

**Wythall Library, May Lane, Hollywood, Birmingham B47 5PD**

**Bromsgrove District Council Website, [www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)**

**6.9** The documents we produce will be available in a variety of different formats including:

- **Hard copies** - paper copies of the documents we produce will always be available to view in our principal offices and at other appropriate community locations. We may also produce leaflets or posters to advertise or summarise our work.
- **Electronic Versions** - that can be viewed on our website or e-mailed to interested individuals/organisations.
- **Website** - all our documents and the supporting evidence and procedural documents underpinning them will always be available on our website - [www.bromsgrove.gov.uk/strategicplanning](http://www.bromsgrove.gov.uk/strategicplanning). This will be the key location to find out what planning policy matters we are working on and how you can get involved.

In addition to the standard formats, you can request to view any of our documents in different formats, such as in other languages or in Braille or Large Print and we will do our utmost to meet your specific needs.



## Feedback and taking views into account

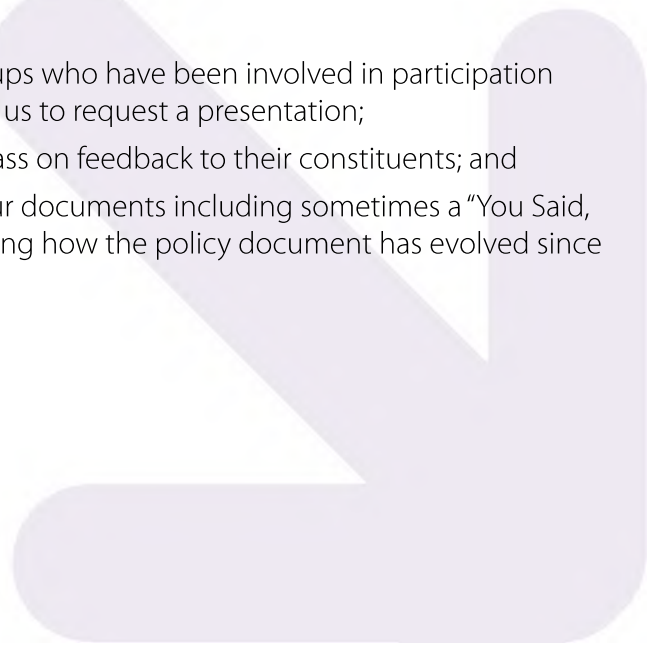
**6.10** The views that are expressed by the community during any involvement activity will be fed into the process of document production and revision. Comments received during consultation periods will be summarised and made available in the Consultation Statements that are required for the production of DPDs and SPDs as set out in Section 3 above. Any comments will be used to influence the drafting of documents and the Council will reflect on how the revised document has been altered as a result of the consultation. Ensuring people are kept informed of the outcome of periods of engagement is seen as a vital part of the planning system to reinforce the message that public involvement is helpful and worthwhile.

**6.11** Following the formal representation periods on DPDs, copies of the representations will be submitted to the Secretary of State for the Planning Inspector to consider. Where practicable, copies of these representations will also be made available on the Council's website, at its Principal Offices and at any other locations it considers appropriate. These representations will be made available in full, although personal information such as telephone numbers, personal email addresses and signatures will not be disclosed. Any other information considered sensitive by officers will also be concealed.

**6.12** Wherever possible, the Council will endeavour to incorporate important views raised through consultation exercises into the preparation of the documents. However, some of the issues raised by members of the public, such as loss of view or impact on property value, are not planning matters that we can take into account.

**6.13** The Council will keep contributors informed of how their comments have been taken into consideration, wherever possible, although dedicated correspondence giving feedback on specific responses will not normally be entered into. Feedback will usually take one of the following forms:

- Placing Consultation Statements and summaries of comments on the Council's website;
- Presentations to stakeholder groups who have been involved in participation events and those who contacted us to request a presentation;
- Via elected Members, who can pass on feedback to their constituents; and
- By incorporating revisions into our documents including sometimes a "You Said, We Did" (or similar) section, charting how the policy document has evolved since the last public consultation.







## 7. Consultation – Development Management

### Introduction

**7.1** Many people first become involved in planning through a specific consultation related to a Planning Application, whether it is a small householder development, such as a house extension, or a larger application for a new housing development.

**7.2** The Council's Development Management team is responsible for the processing of most planning applications within the District (apart from a small number of applications which are dealt with by Worcestershire County Council such as those for minerals, waste, railway stations and large infrastructure projects among others).

**7.3** Depending on the type of planning application being considered, there are a number of consultation bodies and members of the public that the Council must consult and invite to make representations. In addition, who is consulted can depend on factors such as how many people would be affected by the proposal and the type of impact likely. The main type of consultation groups include:

- **Public** - Including consultation with neighbouring residents and community groups through site notices or letters or other means, depending on the type of planning application;
- **Statutory Consultees (see Appendix C)** - Where there is a requirement by law to consult a specific body, they are expected to respond within a specified timescale, for example, the Environment Agency or Highways England;
- **Non Statutory Consultees (see Appendix D)** - These consultees are not required by law but there may be a planning reason to engage with these consultees who are likely to have an interest in the proposed development, for example, the Health and Safety Executive; and
- **Consultation required by a direction** - Where the local planning authority is directed to undertake additional consultation due to specific local circumstances.

**7.4** All applications are available to view on the Council's website and are available to inspect in hard-copy on request at Parkside in Bromsgrove and the Town Hall in Redditch. Responses received within the consultation periods for applications are generally uploaded onto the Council's website. Full consideration is given to representations received, and due weight attached to the views of the community and stakeholders. Decisions can be reached in two ways, by senior planning officers through delegated powers, or by the Planning Committee comprised of a number of elected Ward members.



## What do we consult on and how?

### Pre-application Stage

**7.5** The Localism Act 2011 requires applicants to consult with the community before submitting planning applications for certain large developments.

**7.6** Pre-application consultation can take a variety of formats and it is up to the developer to organise how this takes place. Examples of previous pre-application consultations for large developments include leaflets, public meetings or exhibitions and questionnaires targeted at those living near to the proposed development site.

### Minor Planning Applications

**7.7** Minor planning applications can include development for:

- **Householder developments** - Developments within the curtilage of a dwelling house which requires planning permission, for example: extensions, alterations, garages, car ports, walls, fences and outbuildings<sup>3</sup>.
- **New Residential** - 1-9 dwellings/under half a hectare
- **Office/light industrial** - floorspace of up to 999m<sup>2</sup>/under 1 hectare
- **General industrial** - floorspace of up to 999m<sup>2</sup>/under 1 hectare
- **Retail** - floorspace of up to 999m<sup>2</sup>/under 1 hectare
- **Traveller site** - 1-9 pitches

**7.8** Consultation on minor applications normally involves:

- Writing to neighbours immediately adjoining the site OR advertising the application through a site notice
  - ▶ A site notice will generally only be displayed at the officer's discretion, except for in the following situations:
    - ▶ The proposal is for development that does not accord with the adopted Development Plan
    - ▶ The proposal would affect a Public Right of Way
    - ▶ There are a large number of adjoining neighbours, i.e. the site is next to a block of flats
- Publishing the application on the weekly list of applications received by the Council
- Placing the application form, plans and associated material on the Public Access facility on the Council's website:  
**[publicaccess.bromsgroveandredditch.gov.uk/online-applications/](http://publicaccess.bromsgroveandredditch.gov.uk/online-applications/)**

*3. Please note: this is not an exhaustive list of when planning permission may be required for householder developments, please seek advice from the Planning Department if you have any queries.*



- Where the proposal is within a parished area, the Parish Council will also be notified, normally via email
- Where the application falls within an area for which there is a Neighbourhood Development Plan, notify the Parish Council or Neighbourhood Forum
- Making the application form and plans available for Inspection at the Council's Principal offices (although it is advisable to give prior notice to the Case Officer to ensure the application file is available to view)

Public consultation on minor planning applications must last for a minimum of 21 days.

**7.9** Minor applications which involve Listed Buildings, are within a Conservation Area or fall immediately adjacent to or includes a public right of way may also have to be advertised in the Bromsgrove Standard newspaper in the Public Notices section and a minimum 21 days given for comments to be submitted. A site notice will also be put up.

**7.10** Minor applications are generally determined by senior planning officers under delegated powers. However, an applicant or objector can ask their local Ward Councillor to call the application in to Planning Committee. Should the Ward Councillor decide to call in the application within relevant timeframes, the Planning Committee will determine the planning application.

## Major Planning Applications

**7.11** Major planning applications include development for:

- **Residential** - 10 or more dwellings/over half a hectare
- **Office/light industrial** - floorspace of 1000m<sup>2</sup> or more/over 1 hectare
- **General industrial** - floorspace of 1000m<sup>2</sup> or more/over 1 hectare
- **Retail** - floorspace of 1000m<sup>2</sup> or more/over 1 hectare
- **Traveller site** - 10 or more pitches

**7.12** Consultation on major planning applications normally involves:

- Writing to neighbours who immediately adjoin the site OR advertising the application through a site notice.
  - ▶ A site notice will generally only be displayed at the officer's discretion, except for in the following situations:
    - ▶ The proposal is for EIA development
    - ▶ The proposal is for development that does not accord with the adopted Development Plan
    - ▶ The proposal would affect a Public Right of Way
    - ▶ There are a large number of adjoining neighbours, i.e. the site is next to a block of flats



- Placing a notice in the Public Notices section of the Bromsgrove Standard newspaper.
- Publishing the application on the weekly list of applications received by the Council.
- Placing the application form, plans and associated material on the Public Access facility on the Council's website.
- Where the proposal is within a parished area, the Parish Council will also be notified, normally via email.
- Making the application form and plans available for Inspection at the Council's Principal offices. It is advisable to contact the relevant Case Officer prior to your visit to ensure the files are available to view.

Consultation on major schemes are required to be a minimum of 21 days but, dependent on the size and type of scheme, a longer consultation period may be given.

## **Change of use applications**

**7.13** Applications for a change of use can be either major or minor. This is dependent on the size of the site or floorspace of a building as detailed above.

## **Other Applications**

**7.14** In addition to minor and major planning applications, there are other types of applications which can be submitted to the Council for determination. Through the update to Permitted Development Rights by way of the Town and Country Planning (General Permitted Development) (England) Order 2015, a greater amount of development can be undertaken without the need for planning permission from the Council or without the need for public consultation. For developments which fall within these categories the Council suggests that in these cases the applicants inform neighbours themselves of the intended development.

**7.15** Table 2 on page 28 lists the minimum requirements for consultation for types of applications not mentioned in the above sections.





**Table 2. Minimum requirements for consultation on applications**

Application Type	Consultation
<b>Lawful Development Certificate (existing)</b>	■ None required
<b>Lawful Development Certificate (proposed)</b>	■ None required
<b>Prior Notification</b>	As the scheme is permitted development and does not need the benefit of planning permission, generally there is no consultation. There are some types of Prior Notification where neighbours are notified. But this is not always the case and consultation will be undertaken depending on the nature of the proposal and type of prior notification application.
<b>Advertisement Consent</b>	■ Relevant Statutory consultees
<b>Listed Building Consent</b>	<ul style="list-style-type: none"> <li>■ Site Notice</li> <li>■ Newspaper Advert</li> <li>■ Consult Historic England</li> <li>■ If application is for partial or full demolition, notify Historic England AND the National Amenity Societies<sup>4</sup></li> </ul>
<b>Tree Preservation Orders (TPOs)/works to trees protected by TPOs</b>	■ None required
<b>Works to trees in Conservation Areas</b>	■ None required
<b>Works affecting a Registered Park or Garden</b>	<ul style="list-style-type: none"> <li>■ Consult the Gardens Trust</li> <li>■ If Grade I or II*, consult Historic England</li> </ul>
<b>Discharge of conditions</b>	■ Relevant Statutory consultees
<b>Environmental Impact Assessment 'scoping opinion'</b>	<ul style="list-style-type: none"> <li>■ Relevant Statutory consultees (Natural England, Environment Agency and Marine Management Organisation)</li> <li>■ Any other bodies with specific environmental responsibilities that the LPA consider may have an interest in the application</li> </ul>
<b>Environmental Impact Assessment 'screening opinion'</b>	■ Opinion made available for Public Inspection
<b>Non-material Amendments</b>	■ None required

Source: Please see Appendix F for the relevant legislation

4. National Amenities Societies: the Society for the Protection of Ancient Buildings, the Ancient Monuments Society, the Council for British Archaeology, the Georgian Group, the Victorian Society, and the Twentieth Century Society.



**7.16** For the statutory publicity requirements for planning and heritage applications, please see Table 3 below.

**Table 3. Statutory publicity requirements for planning and heritage applications**

Type of development	Site notice	Site notice or neighbour notification letter	Newspaper advert	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order		■	■	■
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	■		■	■
Applications which do not accord with the development plan in force in the area	■		■	■
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	■		■	■
Applications for planning permission not covered in the entries above e.g. non-major development		■		■
Applications for listed building consent where works to the exterior of the building are proposed	■		■	■
Applications to vary or discharge conditions attached to a listed building consent or conservation area consent, or involving exterior works to a listed building.	■		■	■

Source: NPPG Paragraph: 029 Reference ID: 15-029-20170728

**7.17** If you are unsure whether your proposed development falls within Permitted Development Rights or have any other questions regarding planning applications or prior notifications, please contact the **Planning Department: Monday-Friday 9am-5pm** on **01527 881 770** or email **newplan@bromsgroveandredditch.gov.uk**



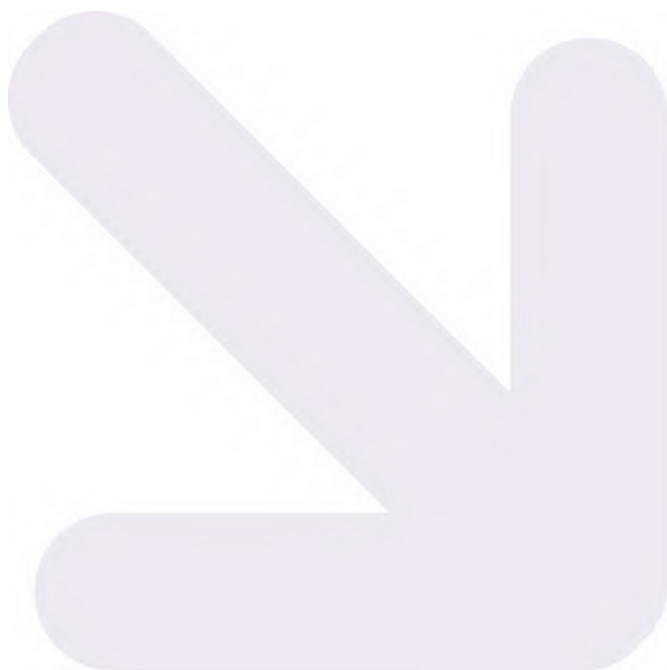
## **Planning Committee**

**7.18** Bromsgrove District Council Planning Committee is a meeting usually held monthly and consists of 11 Ward Councillors who determine planning applications by means of a vote.

**7.19** All major planning applications automatically go to Planning Committee for determination, while minor planning applications can be called in by the local Ward Councillor should they wish. Only the Ward Councillor whose ward the application is within can call in an application to Planning Committee. The applicant or a member of the general public can request that an application is determined at Planning Committee rather than by a Planning Officer, however, it is at the discretion of the Ward Councillor as to whether they call in the application.

**7.20** A planning officer will present a report on the planning application. There is then an opportunity for the applicant, any objectors, Parish Council representatives or the Ward Councillor to speak either in support or objection to a planning application at Planning Committee. There is a maximum of three minutes for you to air your views. You must register your wish to speak at planning committee in advance of the meeting.

**7.21** For further details of Planning Committee please visit [www.bromsgrove.gov.uk/planningcommittee](http://www.bromsgrove.gov.uk/planningcommittee) or email the Committee Services Team at [democratic@bromsgroveandredditch.gov.uk](mailto:democratic@bromsgroveandredditch.gov.uk)





**Table 4. Planning Committee Procedure**

Planning Committee Procedure
An officer will present the report of the Head of Planning and Regeneration Services.
The applicant or their agent who have registered to speak in favour of the application may address the meeting when invited to do so by the Chairman and in accordance with the Public Speaking Rules.
Members of the public who have registered to speak against the application may address the meeting when invited to do so by the Chairman and in accordance with the Public Speaking Rules.
Parish Councillors who have registered to speak may then address the meeting when invited to do so by the Chairman and in accordance with both the Public Speaking Rules.
Ward members who have registered to speak may then address the meeting when invited to do so by the Chairman and in accordance with both the Public Speaking Rules.
The Head of Planning Services will then be invited to correct any factual inaccuracies made during the public speaking.
The Chairman will invite the members of the Committee to address the meeting. With the consent of the Chairman, the Committee are entitled to address the meeting more than once.
Before taking the vote the Chairman will read out the recommendation of the Head of Planning and Regeneration Services and ascertain if any member of the Committee wishes to put forward an alternative recommendation.
If no alternative recommendation is put forward the Chairman will proceed to a vote.
If one or more alternative recommendations are put forward the Chairman will: a) request each member who puts forward an alternative recommendation to read out the alternative recommendation and specify the reasons for the alternative recommendation; b) invite the Head of Planning and Regeneration Services to advise the Committee on the extent to which the alternative recommendation and reasons for it fall within or outside planning policy; c) consider whether an adjournment is required to enable the member proposing the alternative recommendation to take advice from officers, and only then proceed to vote.
Each member of the Committee may vote only once in favour of either the recommendation proposed by the Head of Planning and Regeneration Services or an alternative recommendation.





## Notification of planning decisions

**7.22** Once a decision is reached, either by delegated authority or by Planning Committee, the Council will send a Decision Notice to the applicant or agent. Decision Notices are available to view on the Council's website and letters or emails are sent out regarding the Decision to all those who made representations.

## Appeals

**7.23** Should planning permission not be granted, the applicant is able to appeal the decision. This means that the application is re-assessed by an independent Planning Inspector. Only the person who applied for planning permission has a legal right to appeal (known as the appellant). There is no right of appeal for interested people or organisations (known as third parties).

**7.24** There may be a number of reasons why the applicant wants to appeal a planning decision, including:

- Disagreement with the decision;
- Disagreement with the imposition of a planning condition; or
- The decision wasn't made within the specified timeframe (8 weeks for a minor planning application or within 13 weeks for a major planning application or within 16 weeks for Environmental Impact Assessment (EIA) development)).

**7.25** To appeal a planning decision, please visit the Gov.uk website:

**[www.gov.uk/appeal-planning-inspectorate](http://www.gov.uk/appeal-planning-inspectorate)**. There are time limits for submitting an appeal.

**7.26** Anyone can comment on a planning appeal. You do not need to have commented on the original planning application to comment on an appeal. However, if you commented on the original planning application, your response will be passed on to the Planning Inspectorate and there is no need to resubmit your comments. If you have any new comments you would like to make on the appeal, you can also make these to the Planning Inspectorate and you are not prejudiced by the fact that you have already commented on the planning application. Bromsgrove District Council will inform any respondents to the original planning application of an appeal.

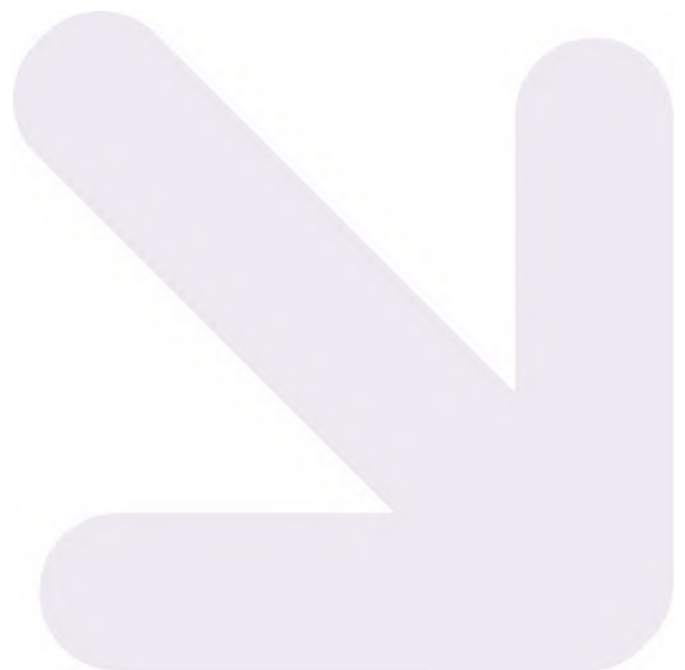
**7.27** Once an appeal has been validated, the Planning Inspectorate will tell the applicant what happens next and how long the appeal may take. There are three ways an appeal can be determined:

- **Written Representations** - The Inspector reads all the written information produced by the Council and the appellant. Third parties may also submit representations. The Planning Inspector may wish to visit the site and then a decision will be issued.



- **A Hearing** - Where the planning issues are not straightforward and require a discussion. This is an informal discussion of the issues between the parties which the Planning Inspector leads. Third parties are welcome to attend and speak at the discretion of the Inspector.
- **A Public Inquiry** - Where the planning issues are complex or there are legal matters to discuss. Expert witnesses present evidence and the opposing party can cross-examine the witnesses. Third parties may take part but can also be cross-examined.

**7.28** The Planning Inspector will make the decision and inform the appellant and the Council. The appellant can challenge the decision in the High Court if they think the Planning Inspectorate made a legal mistake.



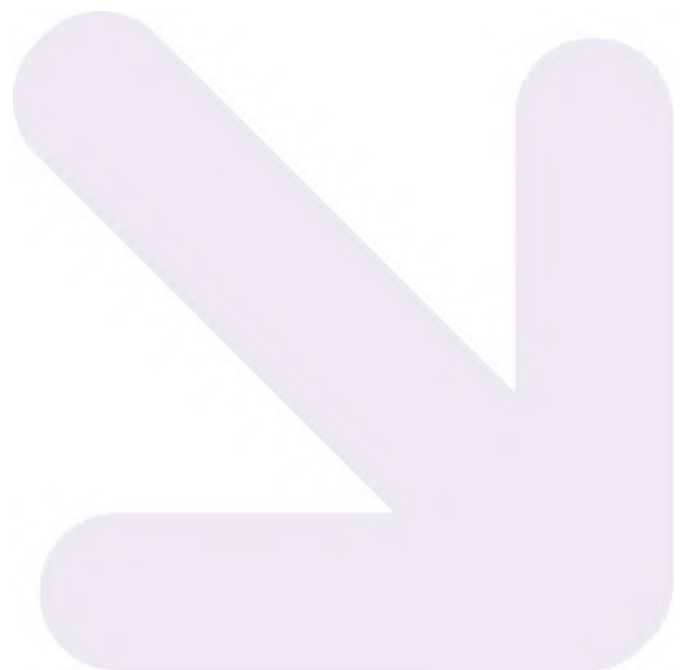


## 8. Conclusion

**8.1** The purpose of the SCl is to set out how people can be involved in the planning process. It explains:

- The minimum requirements for community involvement;
- How involvement will occur in a timely and accessible way;
- That suitable methods will be employed;
- How results of involvement will be fed into document production; and
- How people can be involved in planning applications.

**8.2** Bromsgrove District Council is committed to providing a high level service to the community, making sure everyone has the opportunity to be involved in the planning process. The Council will look to achieve this in the most resource efficient way. Therefore any approach used when engaging with stakeholders will reflect the type of work being undertaken. Any non-statutory approaches used during engagement or consultation activities will also be reviewed to assess whether such an approach was effective.





## Appendix A

### Strategic Planning: Duty to Co-operate Bodies

The Duty to Cooperate was introduced through Section 110 of the Localism Act 2011 and inserted a new Section 33A into the Planning and Compulsory Purchase Act 2004.

The text from Section 110 of the Localism Act states<sup>5</sup>:

“33A Duty to co-operate in relation to planning of sustainable development

(1) Each person who is -  
(a) a local planning authority,  
(b) a county council in England that is not a local planning authority, or  
(c) a body, or other person, that is **prescribed** or of a prescribed description,  
must co-operate **with every other person who is within paragraph (a), (b) or (c) or subsection (9)** in maximising the effectiveness with which activities within subsection (3) are undertaken.”

For Bromsgrove District, the **prescribed** Duty to Co-operate Bodies are as follows<sup>6</sup>:

- 1) For the purposes of section 33A(1)(c) of the Act -
  - a) the Environment Agency;
  - b) the Historic Buildings and Monuments Commission for England (**known as Historic England**<sup>7</sup>);
  - c) Natural England;
  - ~~d) the Mayor of London~~
  - e) the Civil Aviation Authority;
  - f) Homes England<sup>8</sup>;
  - g) each clinical commissioning group established under section 14D of the National Health Service Act 2006;
    - Redditch and Bromsgrove Clinical Commissioning Group
  - ga) the National Health Service Commissioning Board<sup>9</sup>;
  - NHS England Midlands and East
  - h) the Office of Rail Regulation (**known as the Office for Rail and Road**);
  - ~~i) Transport for London~~
  - ~~j) each Integrated Transport Authority~~
  - k) each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority); and
    - Highways England
    - Worcestershire County Council
  - l) The Marine Management Organisation.



- 2) For the purposes of section 33A(9) of the Act are:
  - a) each local enterprise partnership -
    - Greater Birmingham & Solihull Local Enterprise Partnership
    - Worcestershire Local Enterprise Partnership
  - b) Each local nature partnership<sup>10</sup>
    - Worcestershire Local Nature Partnership

5. Correct at the time of publication, April 2018

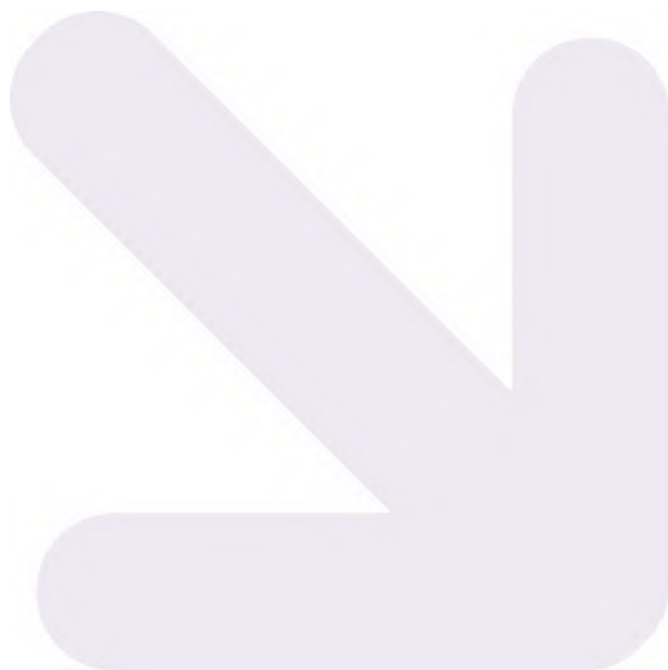
6. Text that is struck through is not relevant to BDC

7. Known as *English Heritage* in the Regulations and prior to 2015

8. Known as the *Homes and Communities Agency* in the Regulations and prior to 2018

9. As inserted by *The National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013, Schedule 2, Part 1, 169*

10. As inserted by *The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012*





## Appendix B

### Strategic Planning: Specific Consultation Bodies

Specific consultation bodies are set out in the **Town and Country Planning (Local Planning) (England) Regulations 2012 Part 1<sup>11</sup>**.

For Bromsgrove District, the prescribed Specific Consultation Bodies are as follows<sup>12</sup>:

- a) The Coal Authority
- b) The Environment Agency
- c) The Historic Buildings and Monuments Commission for England (Historic England<sup>13</sup>)
- d) Marine Management Organisation
- e) Natural England
- f) Network Rail
- g) Highways England<sup>14</sup>
- h) A relevant authority any part of whose area is in or adjoins the local planning authority's area
  - i. Adjoining Local Authorities
    - Birmingham City Council
    - Solihull Metropolitan Borough Council
    - Stratford on Avon District Council
    - Redditch Borough Council
    - Wychavon District Council
    - Wyre Forest District Council
    - South Staffordshire District Council
    - Dudley Metropolitan Borough Council
  - ii. County Councils (Inc. adjoining)
    - Worcestershire County Council
    - Warwickshire County Council
    - Staffordshire County Council
  - iii. Parish Councils in BDC
    - Alvechurch Parish Council
    - Barnt Green Parish Council
    - Belbroughton and Fairfield Parish Council
    - Bentley Pouncefoot Parish Council
    - Beoley Parish Council
    - Bournheath Parish Council
    - Catshill and North Marlbrook Parish Council
    - Clent Parish Council
    - Cofton Hackett Parish Council
    - Dodford with Grafton Parish Council
    - Finstall Parish Council
    - Frankley Parish Council
    - Hagley Parish Council
    - Hunnington Parish Council



- Lickey and Blackwell Parish Council
- Romsley Parish Council
- Stoke Parish Council
- Tutnall and Copley Parish Council
- Wythall Parish Council
- iv. Adjoining Parish Councils in Birmingham City
  - New Frankley in Birmingham
- v. Adjoining Parish Councils in Solihull Metropolitan Borough
  - Dickens Heath Parish Council
  - Tidbury Green
- vi. Adjoining Parish Councils in Stratford-on-Avon District
  - Tanworth in Arden
- vii. Adjoining Parish Councils in Redditch Borough - NONE
- viii. Adjoining Parish Councils in Wychavon District
  - Hanbury
  - Dodderhill
  - Upton Warren
- ix. Adjoining Parish Councils in Wyre Forest District
  - Broome
  - Chaddesley Corbett
  - Churchill and Blakedown
- x. Adjoining Parish Councils in South Staffordshire District
  - Kinver
- xi. Adjoining Parish Councils in Dudley Metropolitan Borough - NONE
- xii. Local Policing Body
  - Warwickshire Police and West Mercia Police
- i) any person -
  - i. to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003
    - CTIL (on behalf of Vodafone and Telefónica)
    - MBNL (on behalf of EE and Three)
    - EE
    - Hutchison 3G (Three)
    - Virgin Media
    - BT
    - Sky
    - Plus any other electronic communications operators
  - ii. who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
    - BT
    - Plus any other controllers of electronic communications apparatus



- j) If it exercises functions in any part of the local planning authority's area -
  - i. A clinical commissioning group established under section 14D of the National Health Service Act 2006
    - Health Service Act 2006
    - Redditch and Bromsgrove Clinical Commissioning Group
  - ia. The National Health Service Commissioning Board<sup>15</sup>
    - NHS England Midlands and East
  - ii. Electricity providers
    - National Grid
    - Western Power Distribution
  - iii. Gas providers
    - National Grid
  - iv. Sewerage Undertakers
    - Severn Trent Water
  - v. Water Undertakers
    - Severn Trent Water
    - South Staffs Water
  - k) Homes England<sup>16</sup>
  - ~~l) Mayor of London~~

11. Correct at the time of publication, April 2018

12. Text that is struck through is not relevant to BDC

13. Known as England Heritage in the Regulations and prior to 2015

14. Known as the Highways Agency in the Regulations and prior to 2015

15. As inserted by The National Treatment Agency (Abolition) and the Health and Social Care Act 2012 (Consequential, Transitional and Saving Provisions) Order 2013, Schedule 2, Part 1, 169

16. Known as the Homes and Communities Agency in the Regulations and prior to 2018







## Appendix C

### Development Management: Statutory Consultees

There are a variety of statutory consultees whose interest depends on the nature of the planning application. It is advisable to look at the relevant regulations for further information on when these consultees would be consulted as detailed in Table 2 of the **Planning Practice Guidance at Paragraph: 030 Reference ID: 15-030-20170728**.

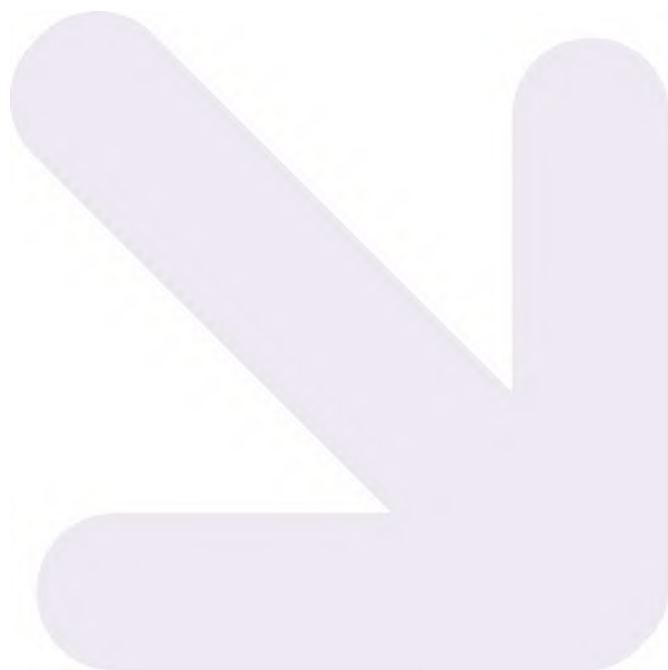
Below is the list of **Statutory Consultees relevant to Bromsgrove District Council**. Those which are struck through do not apply to the District, for the reasons given.

- Adjoining landowners or occupiers
- Canal and River Trust
- ~~Coal Authority~~  
(There are no coal working areas in Bromsgrove District.)
- Control of major-accident hazards competent authority (COMAH)
- County Planning Authorities
- ~~Crown Estates Commissioners~~  
(This is only relevant to Minerals Planning Authorities, which for Bromsgrove District is Worcestershire County Council)
- Worcestershire County Council
- ~~Department of Energy and Climate Change~~  
(This is only relevant to Minerals Planning Authorities, which for Bromsgrove District is Worcestershire County Council)
- Designated Neighbourhood Forum
- Environment Agency
- ~~Forestry Commission~~  
(This is only relevant to Minerals Planning Authorities, which for Bromsgrove District is Worcestershire County Council)
- The Gardens Trust<sup>17</sup>
- ~~Greater London Authority~~  
(Bromsgrove District is not in the Greater London area)
- Health and Safety Executive
- Highways Authority
- Highways England
- Historic England
- Lead Local Flood Authority - Worcestershire County Council
- Local Highway Authority - Worcestershire County Council



- Local Planning Authorities
- ~~National Parks Authorities~~  
(There are no National Parks in Bromsgrove District or in proximity to the boundaries of the District)
- Natural England
- Parish Councils
- Rail Infrastructure Managers
- Rail Network Operators
- Sport England
- Theatres Trust
- ~~Toll Road Concessionaries~~  
(There are no toll roads in Bromsgrove District)
- ~~Water and sewerage undertakers~~  
(This is with reference to oil and natural gas from shale, of which there are no deposits in the District)

*17. Known as the Garden History Society in the Regulations and prior to 2015*





# Appendix D

## Development Management: Non - Statutory Consultees

The table below lists organisations whom BDC will consider consulting for certain types of development. The majority are taken from Table 3 in the **Planning Practice Guidance at Paragraph: 030 Reference ID: 15-031-20170728**.

Non-Statutory consultee	When are they consulted	Example application relevant to Bromsgrove District
<b>Emergency Services and Multi-Agency Emergency Planning</b>	Where issues affecting the emergency services are identified or if specific emergency planning issues related to new developments are apparent.	Application which is protected by flood defences
<b>Forestry Commission</b>	Where development is likely to affect Ancient Semi-Natural woodlands or Plantations on Ancient Woodlands Sites including proposals where any part of development is within 500 metres of an ancient semi-natural woodland or ancient replanted woodland.	Application within 500m of an Ancient semi-natural woodland as defined and recorded in Natural England's Ancient Woodland Inventory.
<b>Health and Safety Executive</b>	Where developments are proposed around pipelines, licensed explosives sites, licensed ports and other relevant sites as well as developments for and around hazardous installations.	Application in proximity to a site which stores or uses hazardous substances
<b>Ministry of Defence</b>	Where developments are within 15km of Ministry of Defence aerodromes or the application is for a wind turbine of 11m to blade tip or taller and/or has a rotor diameter of 2m or more.	There are no MoD aerodromes within 15km of the district.
<b>Office of Nuclear Regulation</b>	Where developments are proposed for and around nuclear installations.	Bromsgrove District currently has no nuclear installations.
<b>Police and Crime Commissioners</b>	Where there is an identified risk and to create safer places and buildings that are less vulnerable to terrorist attack through integrating counter-terrorism protective security measures as part of building and urban design.	Application for a new shopping centre.
<b>Rail Network Operators</b>	Where development would likely affect rail transport infrastructure.	Application likely to impact on the operation of a level crossing.



# Statement of Community Involvement

Non-Statutory consultee	When are they consulted	Example application relevant to Bromsgrove District
<b>Sport England</b>	Where development might lead to loss of or loss of use for sport of any major sports facility, proposals which lead to the loss of use for sport of a major body of water, creation of a major sports facility, creation of a site for one or more playing pitches, development which created opportunities for sport, artificial lighting of a major outdoors sports facility or a residential development of 300 dwellings or more.	Application for 350 dwellings
<b>Business Improvement Districts</b>	Where development is within or likely to impact on a Business Improvement District.	Bromsgrove District currently does not have any Business Improvement Districts

## Non - Statutory Consultees specific to BDC

Non-Statutory consultee	When are they consulted	Example application relevant to Bromsgrove District
<b>Woodland Trust</b>	Where planning applications threaten to destroy, degrade or impact on irreplaceable habitat of ancient woodland	Application affecting ancient trees as identified at <a href="http://www.ancient-tree-hunt.org.uk/">www.ancient-tree-hunt.org.uk/</a>
<b>Residents or Community Associations</b>	Where planning applications are submitted within an area of interest to a Community Association.	Application submitted in Fairfield Area would be sent to Fairfield Village Community Association for comment.
<b>Historic Environment Record - Worcestershire County Council</b>	Where development may affect a non-designated heritage asset.	Application affecting a non-designated heritage asset or area of archaeological interest



## Appendix E

### Glossary

Term of Acronym	Definition
<b>Basic Conditions Statement</b>	A list of specified criteria that a Neighbourhood Plan must meet in order to be approved to proceed to a community referendum.
<b>BDC</b>	Bromsgrove District Council
<b>BDP</b>	Bromsgrove District Plan (adopted 2017)
<b>Conservation Area Appraisal/ Management Plan</b>	These are documents produced by the Council which analyse the special features within the Conservation Area which together define the area's special architectural or historic interest.
<b>Development Management</b>	Also referred to as Development Control
<b>Development Plan Document (DPD)</b>	These are planning policy documents which make up the Local Plan. They help to guide development within a local planning authority area by setting out the detailed planning policies, which planning officers use to make their decisions on planning applications.
<b>Duty to Cooperate</b>	This is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans. It is separate from but related to the Local Plan test of soundness
<b>General Consultation Body</b>	This is the term used for all other consultation bodies for Local Plans and other planning policy matters. It includes bodies representing special interest groups.
<b>Local Plan</b>	Local Plans set out the strategic priorities for development of an area and cover housing, commercial, public and private development, including transport infrastructure, along with protection for the local environment. They comprise a series of documents that should set out clear guidance on what development will and won't be permitted in your area.
<b>LPA</b>	Local Planning Authority
<b>National Planning Policy Framework (NPPF)</b>	Sets out the Government's planning policies for England.
<b>Neighbourhood Development Order</b>	An order introduced by a parish or town council, or a neighbourhood forum, as part of the neighbourhood planning process, which grants planning permission for a specific development or type of development that will fulfil the vision and policies of the neighbourhood plan for the neighbourhood area.

**Glossary** *continued*

<b>Term of Acronym</b>	<b>Definition</b>
<b>Neighbourhood Plan</b>	These plans are created by Parish Councils, Town Councils, or Neighbourhood Forum. They contain more detailed priorities for development in local communities such as the provision of affordable housing or the preservation of green space.
<b>Non-statutory Consultee</b>	These are consultees who, whilst not designated in law, are likely to have an interest in a proposed development.
<b>Public Access</b>	Public Access is the name for the portal on the Council's website where planning applications are uploaded and can be viewed. Comments on planning applications can also be submitted using this portal.
<b>Regulations</b>	These are detailed pieces of legislation which set out the process for producing planning policy documents and how planning applications should be determined.
<b>Representation</b>	Formal term for comments made on strategic planning matters or planning applications.
<b>Planning Inspector</b>	Employed by the Planning Inspectorate, Planning Inspectors are responsible for determining the final outcomes of planning and enforcement appeals and public examinations into Development Plan Documents.
<b>Planning Practice Guidance</b>	Further Government guidance which supplements the National Planning Policy Framework.
<b>Qualifying Body (QB)</b>	This is the body responsible for preparing the Neighbourhood Plan. This may be a Parish or Town Councils. Neighbourhood Forums can also become Qualifying Bodies.
<b>Relevant Body</b>	These are the bodies that can apply for the designation of a Neighbourhood Area for the purposes of Neighbourhood Planning. Parish and Town Councils and Neighbourhood Forums are all relevant bodies.
<b>Secretary of State</b>	The Government Minister in charge of the Department for Communities and Local Government.
<b>Soundness</b>	The term given to the criteria used when examining a DPD or Local Plan. It incorporates whether the plan is: <ul style="list-style-type: none"><li>■ Positively prepared;</li><li>■ Justified;</li><li>■ Effective; and</li><li>■ Consistent with national policy</li></ul>



## Glossary *continued*

Term of Acronym	Definition
<b>Specific Consultation Body</b>	This is the term used for Statutory consultees for Local Plans and other planning policy matters. For Bromsgrove DC, they are set out in Appendix B and are largely government agencies with particular responsibilities. They are organisations who must be consulted at most stages of consultation.
<b>Statement of Community Involvement (SCI)</b>	This document
<b>Statutory Consultee</b>	In relation to planning applications, statutory consultees are those organisations and bodies, defined by statute, which local planning authorities are legally required to consult before reaching a decision on relevant planning applications. For Bromsgrove DC, they are set out in Appendix C and are largely government agencies with particular responsibilities.
<b>Supplementary Planning Document (SPD)</b>	Planning policy documents which expand upon policies in a Development Plan Document. They are subject to consultation but do not carry as much weight as a Development Plan Document or Local Plan.





# Appendix F

## Relevant Legislation at the time of publication

**Please note, any legislation referred to in the Statement of Community Involvement includes any order revoking and re-enacting that order. Additionally, any Amendment Regulations not listed below also apply.**

Planning (Listed Buildings and Conservation Areas) Act 1990

The Town and Country Planning Act 1990

Planning and Compulsory Purchase Act 2004

The Environmental Assessment of Plans and Programmes Regulations 2004

Planning Act 2008

Localism Act 2011

The Town and Country Planning (Local Planning ) (England) Regulations 2012

The Neighbourhood Planning (General) Regulations 2012

The Neighbourhood Planning (General) (Amendment) Regulations 2015

The Town and Country Planning (Development Management Procedure) (England) Order 2015

The Town and Country Planning (General Permitted Development) (England) Order 2015

Housing and Planning Act 2016

Neighbourhood Planning Act 2017

The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017

The Neighbourhood Planning (General) and Development Management Procedure (Amendment) Regulations 2017

The Town and Country Planning (Environmental Impact Assessment) Regulations 2017



**If you need this information  
in another language or format,  
please contact us to discuss how we  
can best meet your needs.**

**Phone: 01527 548284**

**Email:**

**[equalities@bromsgroveandredditch.gov.uk](mailto:equalities@bromsgroveandredditch.gov.uk)**



**Bromsgrove  
District Council**

[www.bromsgrove.gov.uk](http://www.bromsgrove.gov.uk)

**Statement of  
Community Involvement**

Bromsgrove District Council

Planning and Regeneration

Town Hall

Walter Stranz Square

Redditch

Worcestershire B98 8AH

