

Local Development Framework
Shaping the future of North Dorset

Statement of Community Involvement

Adopted July 2006



Local Development Framework

Statement of Community Involvement

North Dorset District Council

Statement of Community Involvement

This statement is the first in a series of documents which comprise the Local Development Framework. It was adopted by Council on 28th July 2006.

If you require further information you can contact the Planning Policy team.

By e-mail: plancons@north-dorset.gov.uk

By post: Policy Manager (Planning)
North Dorset District Council
Nordon
Salisbury Road
Blandford Forum
Dorset DT11 7LL

By phone: 01258 484213

Web: www.north-dorset.gov.uk

Published by North Dorset District Council,
Nordon, Salisbury Road, Blandford Forum,
Dorset DT11 7LL.

© North Dorset District Council 2006

Design by Reprographics, NDDC.

Printed and bound by Barber Thorne, 33
Black Moor Road, Ebblake Industrial Estate,
Verwood, Dorset BH31 6BB.

Price: £5.00 + 50p postage and packing.

We can provide this document in alternative formats and languages. If you require this service, please contact the Public Relations Office on: 01258 484100.

Foreword

By Councillor Peter Webb, Portfolio Holder for Planning Policy

Planning policies shape North Dorset's future - they determine where we live, work, shop and play, how we travel around the District and what impact we have on the environment.

In this country, our "planning system" has used policy and regulations to control development. Its purpose is to shape the development of the country in a way that is in the best interests of all people.

Traditionally, the process has started with national legislation which has been refined through lengthy consultation at regional, county and district level.

At present it is the 'Local Plan', covering North Dorset District, which sets out the result of past consultations. The District Local Plan is the current statutory reference on planning policies for us. It took many years to put in place, and was adopted in 2003.

The Government has changed the way in which planning policy is prepared and updated. Residents, businesses, organisations - anyone with an interest in the future of their towns or villages - can now have more involvement with the process.

The Council's existing planning policies, including the 'Local Plan', will be replaced by the Local Development Framework. Work is already under way to start updating local planning policies through to the year 2016. It will be an ongoing process, guided by a great deal of consultation. Documents will still need to be in conformity with national and regional policies but there is far more emphasis on early involvement with the public. Each document will be examined in public by a Government designated Planning Inspector who will need to ensure that local views have been both sought and taken into account.

The new national planning process emphasises early involvement with the public, and requires this to be 'sound' and accountable.

This document sets out the way in which we seek to meet those requirements, and encourage as full an involvement of local interests in the District's future as is practicable.

Contents

1.	Introduction	1
2.	Benefits of Consultation	1
3.	Context	2
3.1	National Policy	2
3.5	Regional Policy	4
3.7	Local Development Scheme	4
3.13	District Council Priorities	5
4.	Community Participation on Local Development Framework	5
4.1	What is meant by community?	5
4.3	Raising Awareness campaign	6
4.7	Role of community partnerships	8
4.11	Dorset Compact	9
4.12	When will the community be consulted?	9
4.14	Who will be consulted?	11
4.20	How will the community be involved? What methods will be used?	12
4.21	How will comments be reported back?	16
5.	Community Involvement in Planning Applications	17
5.1	The Development Control Charter	17
5.4	Procedures for advertising and consulting on planning applications	17
5.6	What is meant by a major application?	19
5.7	Who can comment on applications?	19
5.9	Can I speak at a committee meeting?	20
5.11	When can a community be involved in “pre-application” discussions?	20
6.	Resources	22
7.	What happens next?	23
Appendix A	Abbreviations and Glossary of Terms	29
Appendix B	Timetables and profiles of Local Development Documents	31
Appendix C	“Specific” consultees	37
Appendix D	“General” consultees	39

1. Introduction

- 1.1 This document sets out how the District Council will involve people who live and work in North Dorset in:
 - the preparation of the new Local Development Framework which will gradually replace the existing Local Plan (section 4) and
 - the determination of planning applications (section 5)
- 1.2 The aim of the Statement of Community Involvement is to set out clearly how all sections of the community, including individual residents, representative organisations and central and regional government, will be involved.
- 1.3 Dorset County Council as the minerals and waste planning authority, are developing their own Statement of Community Involvement which will explain arrangements for participation on minerals and waste planning matters.
- 1.4 If you are not familiar with the new, or even the old planning process, this is summarised in section 3 and in the Council's Local Development Scheme, which is available on-line or in paper format.
- 1.5 The Council recognises the increasingly busy lifestyles led by local people, both at work and at home. This statement therefore reflects what we have already been told about people's capacity, and willingness, to be involved.

2. Benefits of Consultation

- 2.1 The prime reason for involving as many people as possible is to improve the planning process by reflecting the needs and aspirations of the local community rather than the assumptions made by "experts". However, there will be some constraints set by national and regional policy, and the aim of the consultation process is to discuss, at local level, how we can work within these constraints to address local needs.
- 2.2 Participation will start right at the beginning of the process and will be on-going. This is designed to avoid the last minute flurry of objections to a plan which, under the previous system, was almost set in stone before being published for consultation.
- 2.3 There are benefits to involving a wider range of people and organisations in the process:
 - a better understanding of how policies are drafted and decisions made, leading to a more transparent process
 - a better understanding of the needs and aspirations of local communities, thereby strengthening the evidence base of the document
 - an enhanced sense of ownership and ability to influence decision making
 - promotion of more realistic regeneration and investment through joint working
 - obtaining and providing value for money

Existing community planning through the current four Community Partnerships in North Dorset illustrates how these benefits are beginning to be achieved. NDDC

will build on the work already undertaken by these partnerships and seek to learn from their best practice.

- 2.4 The Government has set out six principles for community involvement.
- i. Community involvement needs to be built on a clear understanding of the needs of the community.
 - ii. There should be opportunities for early community involvement and a sense of ownership of local policy decisions.
 - iii. Methods of involvement should be relevant to the communities concerned.
 - iv. Opportunities for continuing involvement as part of a continuous programme must be clear. Consultation is not a one-off event.
 - v. Methods should be clear and easy to understand.
 - vi. Community involvement should be planned into the process for the preparation and revision of Local Development Documents.
- 2.5 There will be different stages of involvement, for example, information gathering, formal consultation and ongoing participation. This document explains the different methods which will be used at different stages of the process.

3. Context

National Policy

- 3.1 New legislation came into force in September 2004, which aimed to speed up plan making and involve the community more fully in the process. This document is part of the new process.
- 3.2 The new Act is “The Planning and Compulsory Purchase Act 2004”. It provides for the preparation of a “**Local Development Framework**”. This is a suite of Local Development Documents (LDDs) which, together with the Statement of Community Involvement and the Annual Monitoring Report, will eventually replace the existing Local Plan.
- 3.3 There are different types of Local Development Document:
- Development Plan Documents and
 - Supplementary Plan Documents
- Development Plan Documents include:
- A Core Strategy
 - Generic Development Control Policies
 - Site Specific allocations of land
 - Area Action Plans (where needed)
- Supplementary Planning Documents will not be part of the Development Plan as such, but will provide additional planning guidance and will be subject to consultation.
- 3.4 As part of the Local Development Plan process, the Council is required to undertake Sustainability Appraisals and Strategic Environmental Assessments. This is a

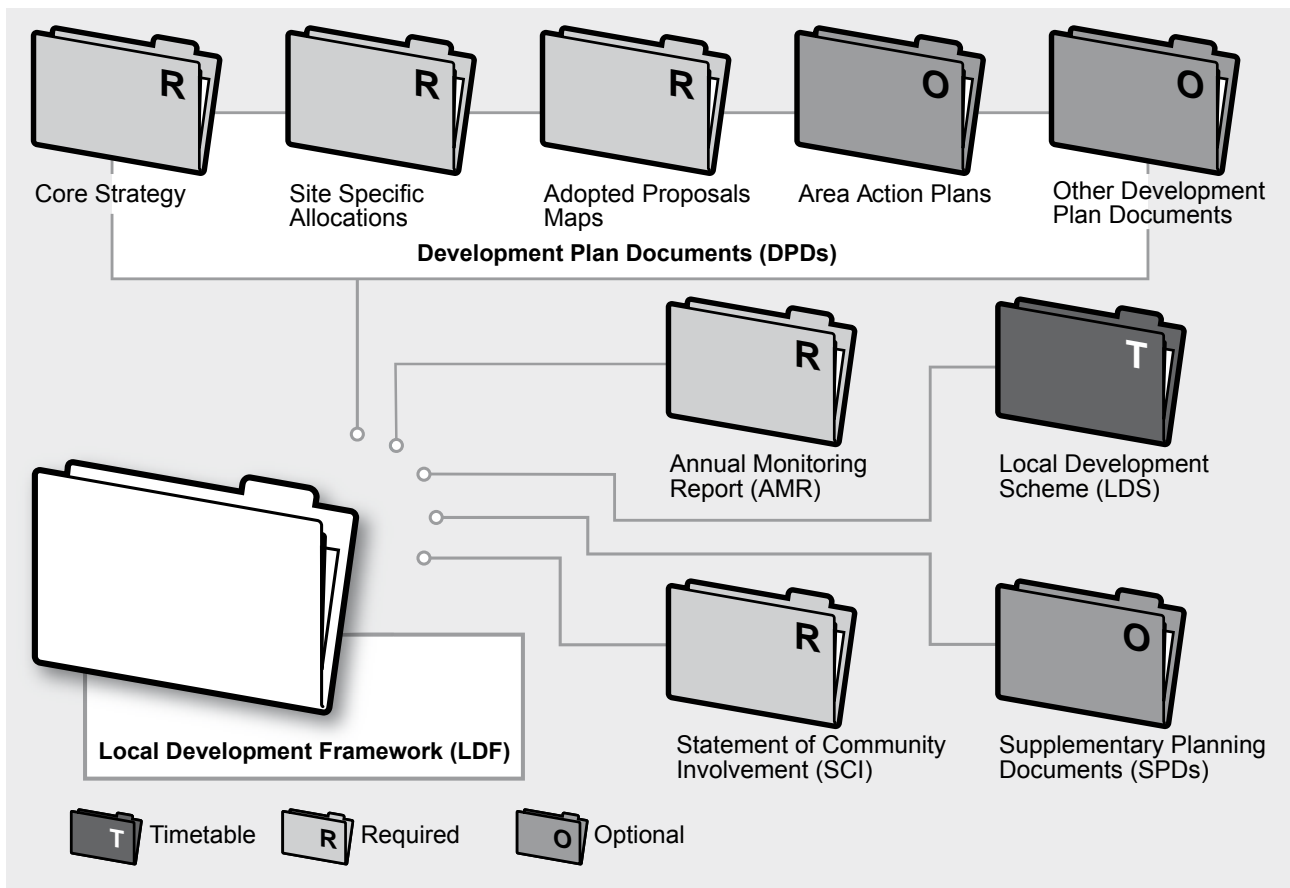


Fig. 1 Documents in a Local Development Framework

systematic process by which the likely impact of proposed options and policies are measured against a set of social, environmental and economic criteria as agreed by Council in consultation with stakeholders, within the requirements of legislation and as guided by good practice. In addition to the emerging options, alternative options put forward through public consultation will also need to be assessed. The community will be involved in these assessments as each document is progressed (see table at paragraph 4.12).

Regional Policy

- 3.5 Future plans for North Dorset must fit within the overall plan for the South West region - the Regional Spatial Strategy (RSS). This plan looks forward to the year 2026 and is being prepared by the South West Regional Assembly as the Regional Planning Body. The RSS will include a strategy to help guide the location of future development and it will also propose future levels of housing needed to meet estimated population and job growth in the region.
- 3.6 North Dorset's Local Development Framework will be expected to be in general conformity with the RSS. It is therefore important that regional policies reflect the District's needs. The Council will make representations in response to the RSS consultation process in order to influence future patterns of development with the needs of North Dorset in mind.

The Local Development Scheme

- 3.7 The new process is explained more fully in the Council's "Local Development Scheme", which is available on the website or by telephoning Planning Policy on the number at the front of this document. There is also a glossary of planning terms appended to the end of this document.
- 3.8 A Local Development Scheme (LDS) for North Dorset first came into effect on 1st April 2005. It set out the first three year timetable for production of the Local Development Framework.
- 3.9 It proposed that the following documents would be worked on during the first three years:
- The Statement of Community Involvement
 - The Core Strategy
 - Generic Development Control Policies.

A draft amended LDS was produced in January 2006 and may require further amendment before it is approved. The most up to date version of the LDS appears on the Council web site.

- 3.10 The Statement of Community Involvement must explain how the community will be involved in the production of different types of Local Development Document, and also in the consideration of planning applications (see sections 4 and 5).
- 3.11 The LDS will be reviewed annually and as the first documents are completed, others will be programmed. Different types of document will involve different types of participation (para. 4.13).
- The LDS includes individual timetables for the first three documents.
- 3.12 The whole process will be an ongoing dialogue between local communities and the Council to achieve a consensus of opinion.

District Council Priorities

- 3.13 The District Council has developed an "A B C" of improvement priorities:
- A Access to Services
 - B Building Corporate Capacity
 - C Community leadership/ planning

The Statement of Community Involvement will advance priorities "A" and "C" in particular. It will do this by involving the community more closely in the preparation of planning policy and in pre-application planning proposals. It will also advance "B" as services work together during the various stages of the planning process.

- 3.14 During the whole planning process, the Authority will:
- respect the public's views
 - be understanding
 - listen and learn
 - be open and accessible in its reporting and decision making

- be inclusive
- nurture self belief

3.15 It is the Council's belief that everyone should live, learn, work and visit the District free from discrimination, harassment and prejudice. The Council has a clear commitment to support the development of strong, secure, self reliant communities and recognises that the nature of its rural and sparsely populated area can lead to isolation, and that this isolation can be a double disadvantage to groups of people who may already be suffering from social and institutional discrimination. The Council aims to integrate equalities systematically into policy development and service delivery. Therefore, in undertaking consultation, the Council will endeavour to specifically involve those members of the community who may be hard to reach or who may suffer discrimination.

4. Community Participation on Local Development Framework

What is meant by community?

4.1 Everyone living and working in North Dorset can be described as community and all their views are important to the Council. Within that wider community there are local communities of people brought together through a shared interest - either geographical or topic based. Front loading is the Government's term for getting communities involved right at the beginning of the process rather than waiting until the document is more or less set in stone. The main aim is to maximise community participation at an early stage to build consensus and reduce lengthy examinations at the end of the process. The community will be involved in shaping vision statements and objectives, through to the drafting of detailed policies. This will include testing of alternative options using robust methods and techniques to assess their impact on social, economic and environmental indicators. Other organisations and statutory advisory bodies such as utility providers, the Environment Agency and English Nature will also need to be involved from the beginning.

4.2 It is noted in paragraphs 3.5 and 3.6 that Local Development Documents will need to be in general conformity with higher level policies contained within the Regional Spatial Strategy (RSS), which is being produced by the South West Regional Assembly as the Regional Planning Body. As the Core Strategy will be prepared first, it is important that community representatives and stakeholders have contributed towards the drafting of these "strategic" policies (for example, settlement patterns) which will then set the context for more local policies (for example, acceptable development on a specific plot of land). These lower level policies will have to be in conformity with the Core Strategy.

Raising Awareness Campaign

4.3 A leaflet and questionnaire were distributed throughout the District to publicise the new planning system and to ask members of the public how they would like to be involved. They were distributed to libraries, sports centres, town and parish councils, secondary schools and left in reception areas at the District Council offices. There



were 150 responses, of which 78% wanted to be actively involved, 20% wanted to be kept informed and 2% wanted no further contact. Results from the questionnaire clearly show that the area most people are interested in is the natural environment. Housing and green issues are the next most important areas. These interests will be reflected in the formation of Special Interest Groups to take forward the Core Strategy which is the first of the Council's Development Plan Documents. The questionnaire also revealed that the NDDC website will become increasingly important as a tool for passing on information to the public.

4.4 The media and leaflet campaign was followed in April 2005 by a series of five meetings. In addition, a Development Control Charter has been prepared and mailed out to 300 agents, Town and Parish Councils, statutory consultees, house builders and community partnerships. This was discussed at the Raising Awareness meetings because the new Act places new requirements on the local planning authority to encourage pre-application consultation.

4.5 There were some recurring themes around public consultation:

- There were questions at every meeting querying the need for a further round of public consultation on planning issues. It is therefore important that the Council continues to publicise the reasons for ongoing involvement. In recognition of the dangers of "consultation fatigue" the Council will work jointly with the Community Partnerships wherever possible. It will build on the work already achieved by

the partnerships but will still need to show how agreement has been reached on “strategic” policies covering the District as a whole.

- Another recurring issue was the timing of meetings. It was overwhelmingly concluded that evening meetings were the best way of involving those who are out at work during the day. However, it was acknowledged that with today’s lifestyles, it will still be a struggle to attract a large audience. It is therefore proposed that public meetings will be preceded by daytime exhibitions in order to maximise attendance and feedback.
- In order to overcome the difficulty of attending meetings, a wide range of alternative methods of communication were suggested. These are incorporated into “How will the community be involved?” “What methods will be used?” at paragraph 4.20.

4.6 A report summarising the consultation undertaken to date and how it has helped shape the Statement of Community Involvement is published alongside the Statement of Community Involvement. It is available on request and on the Council’s web site. Also available is a full report of the comments made at the five workshops held in each of the towns in the District during April 2005.

Role of Community Partnerships

4.7 In North Dorset, local communities are encouraged to participate in the development of parish plans and/or the local community plan for their market town and its rural area. The District is currently covered by four Local Community Partnerships (SturQuest, Three Rivers Partnership, Shaftesbury Taskforce and DT11) which are leading the development of local community plans. A further partnership may develop for the Stalbridge area. In addition, a number of Parish Plans have been produced or are in the process of preparation. The Local Development Framework will be one of the key mechanisms for delivery of these plans.

4.8 Already a number of cross cutting themes around housing, access and rural issues are emerging as identified in the “Summary of Outcomes of Community Planning in North Dorset, produced in March 2005”. These will be taken into account when setting up Core Strategy Special Interest Groups so that issues already raised can be addressed through the Local Development Framework.

4.9 Terms of reference for community planning in North Dorset are being agreed between the District Council, the community partnerships and the community workers identifying the specific role of each. The Council is committed to a grass roots approach to community planning and a council officer is dedicated to supporting local communities in their preparation of a community strategy and action plan. Following publication of a Plan, the Council will respond by notifying the relevant partnership of what it can do directly to assist in its implementation. This will include notification of actions which will affect or inform planning policy. Community Action Plans and Parish Plans are currently being used as a basis for discussion in Special Interest Groups.

4.10 The actions and issues identified by the partnerships are coordinated through the North Dorset Community Partnership Steering Group. It provides a regular point of contact for discussion, guidance and exchange of good practice. Planning Officer attendance at these meetings aims to ensure regular communication and

promote consistency between the two processes. Joint consultation exercises will be used where appropriate to avoid duplication of effort. However, it is recognised that there will be difficulties in coordinating the Local Development Framework timetable of community involvement and consultation with the different community partnership timetables, and that some overlap will be unavoidable. The work of the Community Development Workers is pivotal in providing expertise in running community consultation exercises and engaging traditionally hard to reach sectors of the community.

Dorset Compact

- 4.11 The District Council is signed up to the Dorset Compact. This is “a set of shared principles and commitment to develop codes of good practice for working together to mutual benefit”. The Council will abide by the protocols agreed for consultation with voluntary groups. However, although The Compact notes the difficulty that voluntary groups have in responding to consultations within a six week period, the Council has been advised by the Government Office for the South West that six weeks is the statutory period and it can not be extended. Voluntary organisations will have the opportunity to be involved throughout the process. The Council will undertake to make them aware of consultation timetables in advance through the Local Development Framework Newsletter and by direct communication.

When will the community be consulted?

- 4.12 There are basically two ways in which the community will be involved:
- i. through ongoing participation, and
 - ii. through formal consultation at fixed points in the process.
- Ongoing participation will be facilitated by the raising awareness campaigns at the pre-production phase, followed by the formation of Special Interest Groups to draft vision, objectives and a range of policy options. These groups will meet as required throughout the production of the document. As policy options are developed by the groups they will be checked with the wider consultee base for “buy in”.
 - Formal consultation will take place on each of the draft and submission documents. Each of the draft stages will previously have been agreed by Cabinet.

The stages at which the two types of involvement will take place are shown below in Figure 2.

- 4.13 As explained in paragraph 3.3 there are different types of local development document. However, each will be characterised by the same new style of community involvement. The diagram above shows how these stages will be built into the production of Development Plan Documents. (The process for Supplementary Planning Documents will be shorter as they do not have to undergo independent examination.) The same programme will be used for each document (except Supplementary Planning Documents which do not require independent examination). Specific dates can only be allocated to those documents included in the first three year timetable. The detailed timetable for each document is to be found in the chart at the end of Appendix B and in the Local Development Scheme. (This is updated annually in December and the most recent version should be consulted.)

	Stages of Consultation	Activities
Policy Formulation	Pre-production (ongoing participation)	Evidence gathering inc: <ul style="list-style-type: none"> • Review of existing policies • Collection of baseline information • Identifying issues through use of Special Interest Groups • Community Plans and Strategies • Public Meetings • Establishing Environmental/ Sustainability Objectives
	Assess Issues and Options (ongoing participation)	Assessing alternative options against sustainability objectives using Special Interest Groups, letters of consultation, exhibitions, leading to set of preferred options.
Refinement of Draft Policies	Preferred Options Pre-submission Draft (formal consultation)	6 week consultation period with all stakeholders on preferred option and Draft Environment / Sustainability Report to ensure that local planning authority is aware of all possible options before preparation of submission draft.
		Consideration of Representations Preparation of Submission Draft including full Environmental / Sustainability Report
	Preferred Options Submission Draft (formal consultation)	6 week consultation period with all stakeholders and submission to Secretary of State. Where a Development Plan Document contains specific site allocations there will be a further 6 week consultation period to allow representations to be made on any alternative sites put forward.
Binding Report	Examination in Public (final forum for resolution of issues)	Examination of soundness of the Development Plan Document
		Adoption

Fig. 2 Stages of Consultation

Who will be consulted?

4.14 Elected members (District and County Councillors)

Councillors are elected to represent the local community that they serve. The members will be consulted through the normal democratic process. Planning Policy Panel will be used as a forum to guide preparation of documents. Comments from the Panel are passed to Cabinet and/or full Council for decision making. Cabinet and Council meetings are held in public. Reporting stages are shown on the chart in Appendix B. Agendas and Minutes are always published on the Council's web site. County Council members representing North Dorset will be included on the database if they wish and will be consulted in the same manner as other individual residents.

4.15 Parish and Town Councils

The importance of Parish and Town Council members as democratically elected representatives of the community is recognised by the Council. They will be kept up to date with the process through correspondence and documents sent to the Clerks who will be responsible for circulation to their respective councillors. It is recognised that this may place a burden on already overstretched resources and the Council will endeavour to send extra copies if requested to ensure that copies are available for the Clerk, Chair and Chair of Planning. Members will be invited to take part in Special Interest Groups.

4.16 Community Partnerships and Parish Plan Working Groups

The Council works closely with the community partnerships and terms of reference for working with partnerships are being agreed. Involvement will be ongoing. The role of community planning is discussed at paragraph 4.7.

4.17 "Specific" consultation bodies

These are specified by government legislation. They are listed at Appendix C and include adjoining authorities (including adjoining parish councils), the Regional Assembly, government advisory bodies such as The Environment Agency, utility providers and strategic health and rail authorities. The Government Office for the South West will provide ongoing advice and involvement and is also a statutory consultee

4.18 "General" consultation bodies

These cover all sections of the community and include:

- Local agents, landowners and developers
- Community partnerships
- Schools
- Youth service, clubs and workers
- Disability action groups
- Sports bodies
- Residents' associations
- Ethnic, racial, national and religious groups

- Business groups such as local chambers of trade
- Arts and cultural organisations/bodies
- Clubs and other social organisations (local contacts where known)
- Local residents who have responded to the Council's raising awareness campaign

A summary of these groups is included at Appendix D. All of these groups will be kept informed at every stage of the process, both "ongoing" and "formal" as described in paragraph 4.12. All will be notified of the publication of pre-submission and submission documents so that they have an opportunity to make representations early in the process. In addition, the 700 residents on the North Dorset Citizen's Panel will also be involved where appropriate. It will be necessary to ensure that residents living just across the Council's borders are also fully aware of the process, for example, Wiltshire parishes are already involved in the Shaftesbury community plan.

4.19 Council Departments (District and County)

There will be joint working to draw on the expertise of other officers and their existing links with local communities. Officers will be invited to attend Special Interest Groups and will be consulted throughout the production of each document. It will be important to include County Council departments such as education and transport where they are responsible for service delivery and a series of joint meetings has been set up.

How will the community be involved? What methods will be used?

4.20 NDDC recognises that people have increasingly busy lifestyles. Therefore, consultation methods which have been used in the past may not now be appropriate. It was pointed out during the Raising Awareness Campaign that people do care but it is up to the Council to tap into the way that they care. The following methods were suggested by people responding to the "awareness raising" leaflet and meetings and will be used as shown in Figure 3:

- i. The Council's web site will be developed and used creatively throughout the process.
- ii. Newsletters will be published periodically. Edition 1 was published in will be made available during October 2005 and further editions will be prepared at key stages in the process.
- iii. Existing networks, in particular the Community Partnerships and Town and Parish Councils, will be used to communicate information and facilitate participation.
- iv. The Council will continue to make hard copies of documents available at the Local Planning Authority, Libraries and Town Councils. Most parishes do not have offices to facilitate public consultation but hard copies will be circulated to parish clerks for information. All documents and information can be made available in alternative formats and languages if requested.
- v. Exhibitions will continue to be used as a form of consultation to address the needs of people who have difficulty in contributing to the debate in public meetings. There is potential here to combine daytime exhibitions and evening meetings to maximise peoples' availability, and to exhibit at events such as

agricultural shows. Exhibitions will be used to raise awareness at the beginning of document preparation and at the submission stage. The Council will meet special needs for access.

- vi. Parish (e.g. church) magazines and The Blackmore Vale magazine will be used as the main news media for publicising and reporting back on events. These were the most widely read publications with respondents. Community Partnership newsletters and Gillingham Town Council Information Exchange were also suggested and will be used.
 - vii. Direct communication. Letters/ emails remain the most effective means of notifying consultees of meetings and consultations. They will continue to be used. Email communication will reduce costs and will be used where agreed with the consultee. Responses by letter/ email will carry the same weight as comments made in Special Interest Groups or public meetings.
 - viii. Special methods tailored to the needs of traditionally hard to reach groups will be investigated. The Council will concentrate on working with partners and individuals to add to their existing programmes/ projects. This is seen as especially of value when seeking the views of specific groups where a consultation devoted to planning issues may seem to be irrelevant to them. Linking everyday concerns with one or two planning questions will encourage joined up thinking and a more considered approach. Contact has been made with Dorset Youth Service and it is envisaged that this approach will be the way forward with other similar groups which are traditionally hard to reach.
 - ix. Response forms and written feedback will be used to compliment other methods of consultation.
 - x. The Citizen's Panel is an existing randomly generated list of consultees who will continue to be used to canvas opinion on specific issues. There may be instances where pressure on the Panel from other council departments means that an alternative randomly generated list has to be drawn up.
 - xi. Special Interest Groups will be used to test selected issues for local impact. Membership will be drawn to reflect a wide breadth of informed opinion on the issues in question. Special Interest Groups should therefore promote a greater understanding of conflicting pressures to be addressed. Their outputs will be tested through wider consultation and by assessment against social, economic and environmental criteria as agreed by Council in consultation with stakeholders.
 - xii. Planning for Real type exercises/ workshops will be appropriate in the future for more local Area Action Plans. They are not proposed for the Core Strategy or for Generic Development Control policies.
- 4.21 In addition, individual contact can be made. Officers will be available to take calls, e-mails or meet with individuals on a one to one basis where appropriate.
- 4.22 Every three years the Council carries out a Satisfaction Survey, under the Best Value initiative, by consulting 1500 residents representing a cross section of the population of the area. This survey assesses usage and opinions about Council services, and is a very useful tool for specific consultation on policy matters in the future. The next survey is scheduled for 2006/7. Planning questions have previously

Key

- ✓ Actions which will be undertaken.
- ☑ Actions which the council will endeavour to undertake, but must consider as optional at this stage (e.g. resources may not be available, dependence on other organisations).

	Making Information Available				Raising Awareness				Channels for Feedback			Interactive Consultation				
	i. Information on Council Website	ii. Council Newsletter	iii. Use of Existing Community Networks	iv. Information at Council Offices and Libraries	v. Exhibitions / Public Meetings	vi. Local Media / Parish Magazines	vii. Direct Notification	viii. Individual Contact with Schools and Hard to Reach Groups	ix. Response Forms and Written Feedback	i. Online Consultation	x. Citizens Panel Polls	v. Local Meetings and Exhibitions	v. Community Event Stands	xi. Special Interest Groups	i. On-line Discussion Forum	xii. Planning for Real
Core Strategy	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Policy Formulation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refining Policies	✓	☑	✓	✓	✓	✓	☑	✓	✓	✓	✓	✓	✓	✓	✓	✓
Policy Formulation	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Refining Policies	✓	☑	✓	✓	✓	✓	☑	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Selection	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Requirements	✓	☑	✓	✓	✓	✓	☑	✓	✓	✓	✓	✓	✓	✓	✓	✓
Site Specific Documents	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Policy Documents	✓	☑	✓	✓	✓	✓	☑	✓	✓	✓	✓	✓	✓	✓	✓	✓
Annual Monitoring Report	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓

Fig. 3 This table draws together the elements of paragraph 4.12 (stages of consultation) and paragraph 4.20 (How will the community be involved?)

been confined to development control. The 2003/4 survey showed a substantial majority were satisfied with the service.

How will comments be reported back?

- 4.21 The Council is committed to listening to, and learning from, every view and comment made during the preparation of each document. Comments will be recorded accurately and will be publicly available in a separate report published alongside the parent document. The findings will be considered by officers and members in the preparation and review of DPDs and SPDs. The response of the Council, and the reasons for the response, will be similarly reported. It will be made clear what changes have been made in response to consultation.
- 4.22 Comments made at the Raising Awareness meetings highlighted the need to be realistic about constraints imposed by central and regional policies. Any constraints will be made clear at the beginning and throughout the process. The Council will negotiate through the Government Office for the South West if necessary to secure policies which best reflect the needs of North Dorset although it is recognised that there may be little flexibility in addressing some national and regional constraints.

5. Community Involvement in Planning Applications

The Development Control Charter

- 5.1 A Customer Service Charter has been prepared by the Council setting out the standards of service which will be provided by Development Control. The Charter also refers to ways in which the community will be consulted on planning applications in the future to bring it into line with the requirements of the new Planning and Compulsory Purchase Act.
- 5.2 The draft Charter has been circulated to 300 local agents, house builders, town and parish councils, statutory consultees and residents for their comments. It was also presented as part of a training seminar for town and parish councils, where it was favourably received, and to the five raising awareness meetings, where it received various comments. Comments received during its consultation period have been incorporated as appropriate and the amended version was reported to Development Control Committee as an “interim” Charter, subject to further consultation through the Statement of Community Involvement process.
- 5.3 The new planning process envisages that the community will be consulted on “major” proposals prior to a formal planning application being made. Sections below explain the methods which will be used and The Charter explains the consultation and involvement processes in more detail. The final version will be available concurrently with the Statement of Community Involvement.

Procedures for advertising and consulting on planning applications

- 5.4 The District Council’s Development Control Service currently consults the community in accordance with regulations set out in the Town and Country Planning (General Development Procedure) Order 1995 – the ‘GDPO’ – and the Planning (Listed Building and Conservation Areas) Regulations 1990. The Council’s Environment

Service publicises Tree Preservation Orders in accordance with the Town and Country Planning (Trees) Regulations 1999; and works to trees in accordance with TPOs – *A guide to the Law and Good Practice* (DETR 2000).

5.5 For all applications, the District Council will continue to exceed the statutory requirements as follows:

<p>All Planning Applications, including Advertisement, Listed Buildings and Conservation Area Consents.</p>	<ul style="list-style-type: none"> ● A weekly list of all new applications is sent to District Councillors, Dorset County Council and Town Councils, libraries and a range of agencies such as the Police, the Environment Agency and English Heritage. It is also available for viewing on the Council's website. ● Notices are published in the Blackmore Vale Magazine. ● Individual consultation letters are sent to those neighbours whose properties are immediately adjacent to the application site. This does not usually include properties that are across the road from application sites. ● The Council consults each town and parish council about all applications in its area and will sometimes consult neighbouring councils and planning authorities on developments that may have an impact on them. Copies of applications are included as part of the consultation and local councils are often able to make them available for viewing. ● In any event, all applications can be inspected at the Planning Department at the Council Offices in Blandford Forum, during opening hours. ● Every application is referred to relevant agencies, organisations and statutory bodies for their views. Other departments of the Council such as Environmental Health, Conservation and Rural Economy are also consulted as appropriate.
---	---

<p>Major applications, those requiring an environmental assessment, those contrary to the development plan, and those that would affect a public right of way, the character or setting of a listed building or the character of a conservation area. Also, applications for Certificates of Lawfulness of Existing Use or Development.</p>	<ul style="list-style-type: none"> ● All the above, plus – ● Site Notices are displayed for twenty-one days at appropriate places near to the application site. (They are sometimes displayed for ‘Other’ developments if, for example, the proposal would have possible implications for a wider area, extending beyond the immediate neighbours, or there are no immediate neighbours, for example if they are in the open countryside).
<p>Tree Preservation Orders (TPOs)</p>	<ul style="list-style-type: none"> ● Copies are served on those persons having an interest in the land affected by the order and on surrounding properties. ● Parish Councils and (when appropriate) the Shaftesbury Tree Group are informed. ● A copy is placed on deposit for inspection at the Council Offices. ● Any representations must be made in writing within 28 days and are considered by the Council before confirming, modifying or withdrawing the Order.
<p>Works to trees covered by TPOs or to trees in conservation areas.</p>	<ul style="list-style-type: none"> ● Parish Councils and (when appropriate) the Shaftesbury Tree Group are consulted about applications for work to trees.

What is meant by a “major” application?

- 5.6 The regulations for publicising applications define the term ‘Major’ as applications:
- to build 10 or more houses or, if the number of houses is not yet known, to develop a housing site having an area of 0.5 hectare or more;
 - to construct a building or buildings where the floor space will be 1,000 square metres or more;
 - to carry out development on any site having an area of 1 hectare or more.

The definition also includes mineral extraction and waste disposal.

The ‘Other’ developments referred to above include:

- all development below the areas and sizes referred to above;

- householder developments;
- changes of use;
- advertisements;
- listed building and conservation area consents.

Who can comment on applications?

- 5.7 Comments about the merits or otherwise of an application may be made by anyone, regardless of whether they are consulted individually. The Service welcomes all representations, whether in support of an application or objecting to it. However, only certain issues can be taken into account, ones that are specifically “planning considerations”. These are listed in the Development Control Charter.
- 5.8 Representations should be submitted as soon as possible within the 21 day consultation period although, with the exception that new issues cannot be introduced at Committee meetings, all comments received up to the date a decision is made are taken into account. The Local Government (Access to Information) Act 1985 allows all representations to be seen by other members of the public. In addition, bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

Can I speak at a committee meeting?

- 5.9 If an application goes before the Development Control Committee, there is normally an opportunity for people who made written representations to speak at the relevant meeting. For each application, there is a limitation on the amount of time that supporters and objectors collectively are allowed to speak. In the interests of fairness, nobody may introduce new information at the meeting and all parties must confine their comments to relevant planning issues. (See the leaflet ‘Having Your Say on Planning Applications’ - available from Democratic Services, tel: 01258 484370.)
- 5.10 Committee Agendas and Reports are sent out 5 clear working days before each Meeting and are available on the Council’s website the following day. Copies of Decision Notices are sent out within 3 working days to applicants or their agents and to town and parish councils. At the same time, letters notifying them of the decision are sent to all those who made representations. Lists of the previous week’s delegated decisions are issued each Monday morning and are published on the website by lunchtime that day. Appeal decisions are included with committee agendas.

When can a local community be involved in “pre-application” discussions?

- 5.11 The District Council will encourage prospective applicants to involve the local community before some larger and more controversial applications are submitted, in line with Government guidance contained in Planning Policy Statement 12: Local Development Frameworks.
- 5.12 The District Council has identified three types of development where it will expect prospective applicants to undertake widespread community consultation before submitting the applications –

- **‘Major’ development as defined above,**
- **Development which is a ‘Departure’ (see Glossary) from the Development Plan or which is otherwise contrary to policy,**
- **Development which while not constituting ‘Major’ development (see para 5.6) and not being contrary to policy is nevertheless likely to be controversial in terms of its scale or detail or the sensitivity of its location. This category could also include ‘Change of Use’ proposals.**

5.13 If proposed applications are likely to meet any of these criteria, applicants and developers will be expected to involve local communities as early as possible in the design of their schemes. The following is a list of possible ways in which communities can become involved and the District Council will expect at least one or two of these to have been used. For major or highly controversial applications, a number of different approaches are likely to be required –

Town and Parish Councils All prospective applicants should consider speaking to the local council about their proposals. Sometimes, a presentation at a council meeting and/or community partnership or parish plan working party can also be appropriate.

One-to-one meetings with any agencies, organisations and individuals who have a stake or interest in the proposal These are a useful means of identifying key issues, getting key people involved and achieving alignment with other strategies and initiatives. Prospective applicants will often be expected to have considered any relative parish and community plans and sometimes to have had discussions with Community Partnerships as well as with statutory consultees, before submitting applications.

North Dorset Design Panel In response to several meetings with architects and planning agents the Council is considering setting up a Design Panel, to include architects, planners, councillors and representatives from the local community partnerships. It would meet regularly to consider and advise on the design of significant proposals for development. In this context, a significant proposal would be major development in terms of size, mass or impact on an area; a controversial proposal; or a proposal affecting a sensitive area, building or setting.

Public exhibitions/displays/stalls These are a good medium for disseminating information, allowing communities to air their views. They should be held in accessible locations that are relevant to the proposal under discussion and may need to be held over a number of days and varying times to ensure all sections of the community have an opportunity to attend. Material should be presented in a format that is easy to understand. They are, however, fairly resource-intensive and attendees are self-selecting.

Surgeries Major developers may well have the resources to hold surgeries in or near the locality where they are proposing development. These can provide an opportunity to impart information in depth and address individual concerns.

Workshops (e.g. ‘enquiry by design’ and ‘planning for real’ exercises) These are a popular means of engaging local communities on planning proposals and developing ‘ownership’. They are useful for identifying and focusing discussion around difficult issues and key themes. However, they need to involve the right

people and require significant preparation to allow a structured approach and reporting back.

Leaflets These can be used to publicise an outline of the proposed scheme or application and inform the public about further opportunities to get involved.

Internet websites These are increasingly the first port of call for the public seeking detailed information. They should be user-friendly and include all relevant documents in pdf and Word format. They are a useful means of providing feedback from consultation exercises.

Hotlines These can be used to provide information to people without internet access. For optimum benefit, they should be a staffed service rather than a recorded automated system.

Press Releases In addition to statutory requirements for advertising applications, which remain the responsibility of the District Council, prospective applicants can use local newspapers and radio stations to carry articles and stories about their proposals.

Formal written consultation/community surveys These can provide a good introduction to main issues. Responses can help identify key interests and groups and they have the benefit of focusing consultation around a number of key questions.

- 5.14 The District Council will develop separate processes for facilitating pre-application advice to, and negotiations with, prospective applicants. The Development Control Service already provides a range of advice to prospective applicants and this is referred to in the Charter. The department intends to improve the service it offers in this respect and to formalise the pre-application negotiation process. It has introduced project team-working for some types of major applications if there are important and wide-ranging issues to be addressed. Pre-application discussions themselves often have to remain confidential if they are commercially sensitive but they will provide the opportunity for the Council's planners to recommend the minimum extent of the community involvement that might be considered appropriate.

6. Resources

- 6.1 All Development Plan Documents will be assessed against "criteria of soundness". (These will be set out in each document to help focus consultation responses.) To fulfil the criteria, policies must be based on clear and robust evidence. This will involve extensive research and survey work and personnel may not always be available to cover every area of expertise. The Council must ensure that a budget is set aside for such eventualities so that delivery of policies in accordance with the agreed timetable is not jeopardised. Failure to deliver could result in loss of planning delivery grant (which was worth £54,000 in 2004/5).
- 6.2 A realistic approach to community involvement must reflect the resources available. The local community must be seen to be receiving "value for money". The Council's budget for 2005/6 was agreed in February 2005 It sets aside £30,000 for consultancy fees to cover the need for "expert" advice as outlined above. A proportion of this may be used towards other consultation expenses. In addition, £2,000 for printing/stationery and £2,000 for advertising costs of the Planning Policy Team can

be utilised for consultation work. The Council also contributes a significant amount towards the costs of Community Workers who support each of the four partnerships operating in the district. Each partnership also has a budget of £2000 (total £8000) provided by the District Council to pay for costs such as hire of halls and publicity for meetings.

- 6.3 A rural area like North Dorset presents problems in reaching all of its communities. Exhibitions and public meetings will need to be restricted in number, but the Council will ensure that venues do include both town and village locations and that alternative ways of accessing the information are well publicised.
- 6.4 Contact details of all consultees are held on a planning policy database. This has been prepared specifically for the Local Development Framework. In addition to contact details, it will carry details of representations made at each stage together with Council responses. It will be updated continuously. Periodically all consultees will be mailed to check that details are still accurate and that they wish to remain on the database. This exercise will normally be undertaken at the start of each document preparation (Reg 25). In addition, a check will be made at the same time as notification of the latest newsletter is sent out.
- 6.5 Special Interest Group meetings will generally be held at the District Council offices and/or in venues in Gillingham or Shaftesbury. Travelling and child-care expenses will be offered to encourage participation, but there will be no financial payment for attending.
- 6.6 Publicity will normally be designed and produced in-house. There may be additional costs involved in special events arranged to encourage the participation of specific community groups.

7. What happens next?

- 7.1 This document has been drafted following consultation with the community and statutory consultees. Comments from the Raising Awareness campaign in Jan-Apr 2005 were incorporated into the pre-submission draft which was published on July 21st for a six week period of consultation. Representations made during this period have been considered by the Council and, where appropriate, changes have been made to the document.
- 7.2 The document was then submitted to the Secretary of State. At the same time it was published for a six week consultation period.
- 7.3 Representations received by the closing date were forwarded to the Secretary of State for consideration. His recommendations were final and binding on the Authority and have now been incorporated as required.
- 7.4 The production of all future LDF documents must be in accordance with the adopted Statement of Community Involvement.
- 7.5 The success of the consultation process will be kept under review to determine whether it has been truly representative. This may result in techniques having to be revised. If the Statement needs to be amended this will follow the same procedures as the first document. However, it should only be necessary to revise the document

where significant changes are being made to consultees to be engaged and/or techniques to be employed. The Statement will be reviewed as part of the Annual Monitoring process (see chart in Appendix B).

Appendix A

Abbreviations

The Development Plan will consist of the Regional Spatial Strategy and Development Plan Documents contained within a Local Development Framework. The District-wide Local Plan adopted in January 2003 will be saved for three years. Some policies may be saved beyond three years.

AMR	Annual Monitoring Report
DC	Development Control
DPD	Development Plan Document
DSP	Dorset Strategic Partnership
EiP	Examination in Public
LA	Local Authority
LPD	Local Plan Document
LDD	Local Development Document
LCP	Local Community Partnership
NDDC	North Dorset District Council
ODPM	Office of Deputy Prime Minister (responsible for planning)
OLAs	Other Local Authorities
P.P.Panel	Planning Policy Panel
PPS/G	Planning Policy Statement/Guidance
RSS	Regional Spatial Strategy
Saved LP	Saved Local Plan
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SEA	Strategic Environmental Appraisal
SoS	Secretary of State
SP	Structure Plan
SPD	Supplementary Planning Document
SPG	Supplementary Planning Guidance
T&PCs	Town and Parish Councils

Glossary of terms

Local Development Framework (LDF) comprises a portfolio of documents prepared at local level. It sets out a framework for the spatial strategy of the area. It will consist of a Local Development Scheme, a Statement of Community Involvement and a number of Local Development Documents.

Local Development Scheme (LDS) sets out a 3 year time table for the preparation of the Local Development Framework

Statement of Community Involvement (SCI) is a requirement of the new Act and sets out the standards by which the community will be involved. In addition a consultation statement will need to be included in all Development Plan Documents.

Local Development Documents (LDD) will comprise Development Plan Documents and Supplementary Plan Documents.

Development Plan Documents (DPD) is spatial planning documents prepared by the local planning authority and subject to extensive public consultation (see SCI above) and to independent examination. The LDF should include the following DPDs:

- i. Core Strategy – long term vision and core policies to achieve that vision
- ii. Site Specific allocations of land

Other DPDs may be prepared at the local authority's discretion including Generic Development Control Policies and Action Area Plans. A proposals map illustrating the spatial extent of policies must be prepared and maintained to accompany all DPDs.

Supplementary Planning Documents (SPD) will cover a wide range of issues where the local planning authority wishes to provide additional policy guidance on policies in the DPDs. They will not be part of the Development Plan or be subject to independent examination. They will be material considerations in determining planning applications.

Strategic Environmental Assessment/ Sustainability Appraisal (SEA/SA) will assess all options, including those put forward as alternatives through public consultation. All documents must be prepared with a view to contributing to development which is sustainable. The SEA is a European Union Directive. The requirements of this Directive are incorporated into the Sustainability Appraisal which is a systematic and iterative process which seeks to appraise the social, environmental and economic effects of the policies contained within a LDD from the outset of the preparation process.

Departure A proposed development that is not in accordance with the adopted development plan, but for which the local planning authority proposes to grant planning permission (subject to no intervention from the government).

Regional Spatial Strategy Regional policy prepared by the Regional Assembly which is the regional planning body.

Appendix B

Timetables and Profiles of Local Development Documents

This section provides one page summaries of the documents listed in the Local Development Scheme (LDS). Each summary sheet includes a timetable and arrangements for production. These identify key stages and key resources only. More detail on the stages of production is set out in paragraph 4.12 of the LDS. Individual timetables are combined into a 3 year project timetable set out in the table at the end of this Appendix.

The new legislation is designed to ensure that a Core Strategy is produced which takes into account the land use implications of other strategic plans in the area. It is therefore imperative that all sectors of the local authority, as well as the public, are involved. The Statement of Community Involvement will identify how the community and other stakeholders will get involved. Each document will require input from many other elements of the Council (such as legal, democratic and reprographic services). The resource implications are highlighted further in Section 4 of the LDS.

Each document will be subject to a sustainability appraisal which will show how the government's aims for a better quality of life are being addressed. The appraisal is a systematic process which shows how the proposed policies will affect the social, environmental and economic well being of the community. It will be subject to public consultation alongside the rest of the emerging plan.

NB The Local Development Scheme is reviewed each year. Interested parties are therefore advised to check on the web site or to phone the planning policy department to check on the most recent timetable.

1. Statement of Community Involvement

Summary

Role & Subject	Council's agreement with the community and stakeholders covering their involvement in the plan-making process
Coverage	District-wide and involving organisations which may be external to the District
Status	Non Development Plan Local Development Document
Conformity	Must meet minimum requirements of Regulations and Council's Corporate Communications, Cultural, Equality, Race Equality, E-Government and Best Value Strategies and Policies
Timetable	As at July 2006

Stage

Dates

Evidence gathering inc community consultation through early stakeholder event	Jan – Apr 2005
Analyse evidence/prepare draft SCI	May – June 2005
Planning Policy Panel and Cabinet consideration	End June 2005
Publish Draft SCI – 6 week consultation period	July – Aug 2005
Prepare Submission Document (Address responses)	Sept – Oct 2005
Planning Policy Panel /Cabinet/Full Council	Nov 2005
Submit to Secretary of State/ 6 week consultation + administration	Dec – Jan 2006
Summarise representations/responses, P.P.Panel & Cabinet	Feb – Mar 2006
Pre-Examination meeting and prepare for EiP	Apr 2006
Examination in Public	May 2006
Inspector prepares Report	June 2006
Consider Report and implications/report to P.P.Panel & Cabinet	End June 2006
Date for adoption at Full Council (estimated)	July 2006

Arrangements for Production

Organisational lead	Planning Policy Portfolio Holder
Project leader	Policy Manager (Planning)
Political management	Full Council resolution required for submission and adoption stages. Cabinet decision for preferred options. Executive decision (Cabinet member) following planning policy panel for all other stages.
Internal Resources	Planning Policy Team+Customer Services Manager+Marketing and Public Relations Team+Development Control + Democratic Services
External Resources	Facilitator may be required for consultation events
Stakeholders	Local Strategic Partnership to advise, Citizen's Panel
Community Involvement	Dependant on outcome of early consultation – use of various methods as considered appropriate.
Risk Assessment	Consultation overload, officer resources if too many “live” events are programmed, single issue groups, the “usual suspects”.

2. Core Strategy

Summary

Role & Subject	Will set out the key elements of the planning framework for North Dorset, comprising vision and strategic objectives.
Coverage	District-wide
Status	Development Plan Document
Conformity	With emerging RSS taking into account community and other strategies, and Government Advice (eg PPSs & Circulars)
Timetable	As at July 2006

Stage

Dates

Evidence gathering including early stakeholder event	
Analyse evidence, prepare issues/options,SEA	Extend to June 2006
Planning Policy Panel and Cabinet consideration	July – Aug 2006
Participation on preferred Options – 6 week consultation	Sept - Nov 2006
Prepare submission document (address responses/refine options)	Dec 06 - Feb 2007
Report to Planning Policy Panel/Cabinet/full Council	Mar - Apr 2007
Submit to Secretary of State / 6 week consultation + administration	May - July 2007
Summarise representations/responses, (and advertise and reconult on representations if necessary)	Aug - Sept 2007
Report on all representations to P.P.Panel/Cabinet	Oct 2007
Pre-examination meeting and prepare for EiP	Nov 07 - Feb 2008
Examination	Mar 2008
Inspector prepares report	Apr - June 2008
Consider report and implications. Report to P.P.Panel/Cabinet	Jul - Aug 2008
Date for adoption (estimated). Full Council	Sept 2008

Arrangements for Production

Organisational lead	Planning Policy Portfolio Holder
Project leader	Policy Manager (Planning)
Political management	Full Council resolution required for submission and adoption stages Cabinet decision required for consultation stages Executive decision (cabinet member) following review of Planning Policy Panel for all other stages
Internal Resources	Planning Policy Manager+Team +GIS support+development control manager+legal support+policy managers+ reprographics + democratic services
External Resources	Facilitator for stakeholder event Dorset CC for housing/employment/transport/environmental advice, Consultants for SEA, open space review,employment needs, housing market areas. (some potential for joint working with neighbouring authorities)
Stakeholders	Local Community Partnerships, Dorset Strategic Partnership, town/parish councils, See also SCI
Community Involvement	See SCI and timetable above.
Risk Assessment	Resource availability (manpower and finance), Dorset CC ability to deliver information, community planning may fall behind, changing government advice. Uncertain RSS policy.

3. Generic Development Control Policies

Summary

Role & Subject	This will be a suite of specific policies which can be used to guide development throughout the District and provide detail back up to the Core Strategy.
Coverage	District-wide
Status	Development Plan Document
Conformity	Emerging RSS, Core Strategy and government advice
Timetable	As at July 2006

Stage

Dates

Evidence gathering, including early stakeholder event	Jan - June 2007
Analyse evidence, prepare issues/options, SEA	July - Dec 2007
Planning Policy Panel & Cabinet consideration	Jan - Mar 2008
Participation on preferred options	Apr - June 2008
Prepare submission document (address responses/refine options)	Jul - Sept 2008
Planning Policy Panel/Cabinet/Full Council	Oct - Nov 2008
Submit to Secretary of State, consultation + administration	Dec 08 - Feb 09
Advertise and re-consult on representations if necessary.	Mar - Apr 2009
Summarise representations/ responses, take to P.P.Panel & Cabinet	May - July 2009
Pre-Examination meeting and prepare for EiP	Aug - Dec 2009
Examination	Jan - Feb 2010
Inspector prepares report	Mar - April 2010
Consider Report and implications/ report to P.P.Panel & Cabinet	May - June 2010
Date for adoption at Full Council (estimated)	July 2010

Arrangements for Production

Organisational lead	Planning Policy Portfolio Holder
Project leader	Policy Manager (Planning)
Political management	Full Council resolution required for submission and adoption stages. Cabinet decision for preferred options. Executive decision (Cabinet Member following recommendation of Planning Policy Panel for all other stages.
Internal Resources	Planning Policy Team, Development Control Manager, Legal support, Democratic Services, GIS, Reprographics
External Resources	Facilitator for consultation events, consultants for SA/SEA. Some potential for joint working with adjoining authorities.
Stakeholders	Dorset Strategic Partnership, Local Community Partnerships, Town/ Parish Councils, Statutory consultees
Community Involvement	See SCI
Risk Assessment	Resource availability (internal 7 external),changing government advice

4. Proposals map

Summary

Role & Subject	Will map development plan policies and proposals
Coverage	District-wide (proposals map), Parts of district (inset maps)
Status	Development Plan Document
Conformity	With all adopted Development Plan Documents
Timetable	

Stage

Evidence gathering inc community consultation through early stakeholder event

Illustrative material to be provided at each stage of public consultation

Submission Proposals Map to show proposed changes

Date for adoption (estimated)

Dates

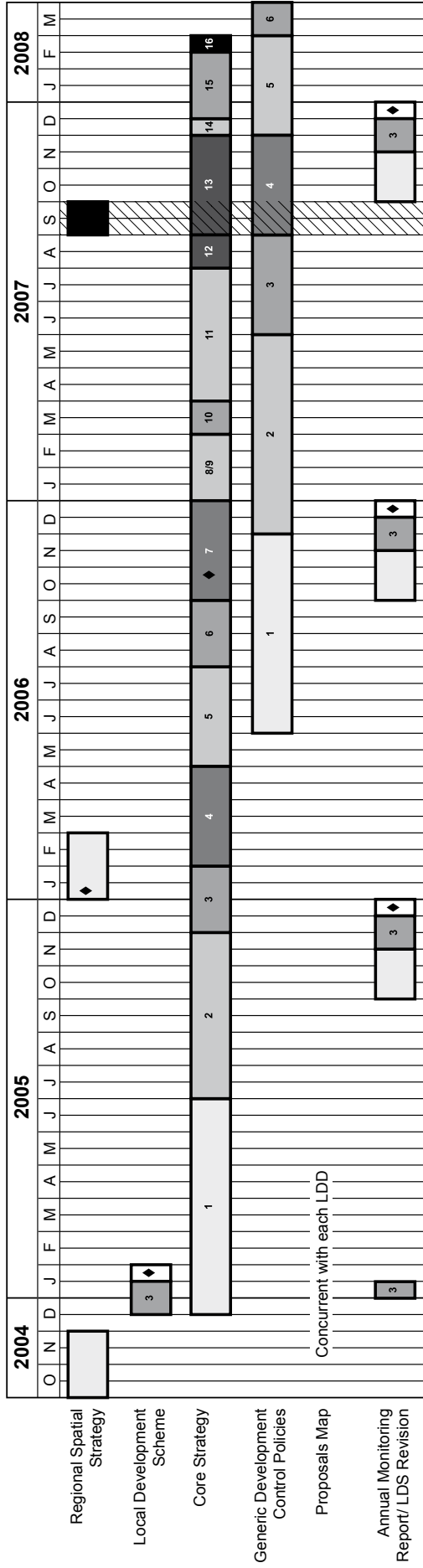
Concurrent with relevant DPDs

Concurrent with adoption of DPDs

Arrangements for Production

Organisational lead	Planning Policy Portfolio Holder
Project leader	Policy Manager (Planning)
Political management	As per relevant LDD
Internal Resources	GIS support at every stage, reprographics, communications team
External Resources	Printing firms if in house resource overstretched
Stakeholders	As per relevant DPD
Community Involvement	See SCI
Risk Assessment	GIS not operational, over stretched resources (reliant on one part time technical officer for graphics) Financial resources for external publishing

North Dorset District Council Local Development Scheme Timetable



Key

- 1 Evidence gathering including stakeholder event
- 2 Analysis evidence, prepare issues and options
- 3 Prepare submission document
- 4 Summarise representations
- 5 Prepare for EIP
- 6 Consider report and implications
- 7 Reporting process
- 8 Analysis/ preparation process
- 9 Report to Planning Policy Committee and Cabinet
- 10 Report to Planning Policy Committee, Cabinet and Full Council
- 11 Report to Planning Policy Committee and Cabinet
- 12 Consultation process
- 13 Participation on preferred options
- 14 Submit to Secretary of State and consult
- 15 Reconsult on representations if required
- 16 Report to Planning Policy Committee and Cabinet
- 17 Report to Planning Policy Committee and Cabinet
- 18 Report to Full Council and adoption
- 19 Examination process
- 20 Examination
- 21 Inspector prepares report
- 22 Adoption
- 23 Submission to Secretary of State
- 24 Government deadline

Please note that this timetable is reviewed annually and should therefore be checked by viewing the Council's web site or by phoning the Planning Policy team.

Appendix C

Specific Consultation Bodies

These are the bodies listed in the Town and Country Planning (Development) (England) Regulations 2004 which the Council consider will have an interest in the Development and Supplementary Planning Documents. (Please note that they are not the same as consultees for Planning Applications)

These bodies will be invited to participate in Special Interest Groups where they have a declared interest and will be consulted at pre-submission and submission stage for each document. This list also relates to successor bodies where reorganisation has occurred.

The South West Regional Assembly (which is the Regional Planning Body)

Dorset County Council

Wiltshire County Council

Somerset County Council

East Dorset District Council

Purbeck District Council

Salisbury District Council

West Dorset District Council

South Somerset District Council

All Parish Councils and Parish Meetings

All Parish Councils adjoining the boundary of North Dorset

The Countryside Agency

The Environment Agency

Highways Agency

The Historic Buildings and Monuments Commission for England

English Nature

The Strategic Rail Authority

South West Regional Development Agency

Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003;

Any person who owns or controls electronic communications apparatus in North Dorset - mobile phone operators, MOD, Ambulance, Police, Fire & Rescue

Strategic Health Authority

Scottish and Southern Electric plc

British Gas

National Grid Company plc

Transco

Wessex Water (for Water and Sewerage)

Appendix D

General Consultation Bodies

(Please note that this list is for Development Plan Documents and not for planning applications. It is a summary of the types of bodies on the database. It is not therefore exhaustive and will be reviewed regularly.)

Central Government

Secretary of State for the Environment via Government Office for the South West (ongoing involvement for advice and as statutory consultee.)

Dorset County Council

Planning and other departments as appropriate, for example, Education, Social Services, Youth Service, Transport, Library Service.

(Officers will be invited to participate in the preparation of any document where there is a responsibility for service delivery. The planning and research functions of the County Council are pivotal in providing baseline data for Core Strategy policies and for Sustainability Appraisal.)

Agents/ Landowners

Local planning consultants
Local architects
House builders/Developers with a local interest
Housing Associations
South West RSL Planning Consortium
Agricultural Advisory Service
National Farmers Union
National House Builders Federation
Ministry of Defence
Church Commissioners
Crown Estate Office
Country Landowners Association
National Trust

(Representatives will be invited to participate in Special Interest Groups and will be notified of pre-submission and submission documents. People with land ownership interests will be encouraged to participate from the beginning of the process to avoid last minute representations regarding specific sites.)

Community Partnerships and other community interest groups

Community Development Workers
Local Community Partnership managers
Dorset Strategic Partnership and Bridging Group
Dorset Association of Parish and Town Councils (DAPTC)
Community offices
Citizens Advice Bureau
Dorset Community Action

Dorset Federation of Women's Institutes
Dorset Racial Equality Council
Secondary Schools
Youth clubs/ workers/ youth service
Disability Action Group
Age Concern
Children and Young People's Strategic Partnership
Early Years Development Unit/ Sure Start
Sport England (Crewkerne) and local sports clubs
Organisations which deliver arts locally
Residents' Associations
Gypsy Council
Gypsy and Traveller liaison
Ethnic Minority Groups
Women's Institute
Local residents who responded to "Raising Awareness" campaign

(The Council will work closely with the community partnerships using mechanisms which have already been set up. Representatives will be invited to sit on Special Interest Groups and will be consulted at every stage of plan preparation to ensure consistency with existing and emerging community plans. Other groups will also be invited to attend Special Interest Groups and will be notified at pre-submission and submission stages.)

Environment

AONB partnerships
The Countryside Agency
Environment Agency
Dorset Agenda 21
Dorset and Wiltshire Energy Advice Centre
English Nature
Royal Society for the Protection of Birds
Local Biodiversity Action Plan group
Local Geological Action Plan Group
Civic Societies
Commission for Architecture and the Built Environment
Arts Council England, South West
Forestry Commission
Campaign to Protect Rural England

(Representatives will be invited to sit on Special Interest Groups relating to environmental issues and will be notified at pre-submission and submission stages so that representations can be made.)

Health and safety

Health and Safety Executive
Dorset and Somerset Strategic Health Authority
Dorset Health Care NHS Trust
Dorset Fire and Rescue Service
Dorset Police liaison

(Representatives will be invited to sit on Special Interest Groups relating to health and safety issues and will be notified at pre-submission and submission stages so that representations can be made. Representation from these groups is vital to inform the new emphasis on “spatial” planning.)

Business

Chambers of Commerce
Local employers
Major Retailers
Local business partnerships
CBI (SW Region)
Local Job Centre Plus managers
Local Connexions managers
Rural area initiatives e.g. “Chalk and Cheese”
Learning and Skills Council

(Representatives will be invited to sit on Special Interest Groups relating to economic issues and will be notified at pre-submission and submission stages so that representations can be made.)

Travelling

North Dorset Community Accessible Transport (NORDCAT)
South West Trains
Wiltshire and Dorset Bus Company
Transport 2000
Dorset Cyclists Network

(Representatives will be invited to sit on Special Interest Groups relating to travelling issues and will be notified at pre-submission and submission stages so that representations can be made.)



Adopted July 2006

© North Dorset District Council 2006

Planning Policy
North Dorset District Council
Nordon
Salisbury Road
Blandford Forum
Dorset DT11 7LL

www.north-dorset.gov.uk

The logo for North Dorset District Council features the words "North Dorset" in a large, elegant, serif font. Below this, the words "DISTRICT COUNCIL" are written in a smaller, all-caps, sans-serif font. A thin horizontal line is positioned directly beneath the words "DISTRICT COUNCIL".