



Broxtowe  
Borough  
COUNCIL

Positive People - Positive Leadership - Positive Partnerships

# Statement of Community Involvement REVISION 2009

Having your say on Planning Matters



Adopted Version

Planning

# **BROXTOWE BOROUGH COUNCIL**

## **REVISION STATEMENT OF COMMUNITY INVOLVEMENT**

### **“Having Your Say on Planning Matters”**

This document is a revised version of the SCI prepared in October 2006

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# Statement of Community Involvement – Having Your Say On Planning Matters

## Introduction:

1. Planning is already one of the most democratic processes involving wide consultation and key decisions taken by local councillors. But too often decisions become contentious because of the perceived lack of public involvement in decisions that leave under represented groups frustrated and disenchanted.
2. In 2004 the Government introduced The Planning and Compulsory Purchase Act, updated in part by the Planning Act 2008. These Acts require local authorities to prepare a Local Development Framework (LDF) to replace the previous system of local plans and county structure plans. The documents in the LDF gives details of where new development will take place and the policies which will lead the decisions on planning applications. The LDF is designed to be regularly reviewed and updated. It consists of a number of Development Plan Documents (DPDs), accompanied by Supplementary Planning Documents (SPDs), which support and enlarge upon the content of the DPDs. The overall plan which informs these documents is the Regional Spatial Strategy (RSS). In order to ensure proper and consistent consultation throughout these processes the Council must prepare and adopt a Statement of Community Involvement (SCI) and this document is to comply with that requirement. A statement of community involvement (“SCI”) is a document which sets out how a local planning authority intends to involve interested persons in the exercise of certain of its town and country planning-related functions, including the preparation of DPDs.
3. The Local Development Scheme (LDS) gives the title and a summary of each of the documents that combine to form the LDF. A timetable for the production of each of the documents and an explanation of how this is to be achieved and monitored is included in the LDS. Referring to that document will provide full details of content and the times for involvement and comment. Appendix 1 contains a current list of documents within the Council’s LDS while Appendix 2 provides a glossary of planning terms (many of which arise from the new planning process).
4. From the Government’s Planning Policy Statement 12 (PPS12), and recent publications including the Lyons’ Enquiry and Planning White Paper, the following four principles in particular have been identified as crucial to good community engagement:

## frontloading

5. This relates to engaging the community from the early stages of document preparation, at a point where they can influence policies and where any issues can be more easily addressed. This SCI should provide opportunities for active community engagement in the scoping and pre-production stages of document preparation as well as in the subsequent stages. Decisions should be made early in the process to enable full and effective engagement.

### **meaningful engagement**

6. This refers to the provision of opportunities for the community to be more actively engaged and to see how views have influenced outcomes. This SCI will need to provide opportunities for the community to contribute ideas (rather than simply being consulted on a draft document or a range of options). The Council will also need to identify effective mechanisms for documenting views and clear lines of feedback, to enable it to demonstrate how community engagement has influenced and benefited a document.

### **place-shaping**

7. Place-shaping refers to establishing a sense of identity within a local area, which can help to create a local sense of pride and greater sense of community. This SCI should ensure that the community has an active role in shaping the place in which they live and can take more responsibility for finding solutions. The Council will need to demonstrate mechanisms for supporting community decision-making and, where this isn't possible, for feeding in and evaluating information collated to ensure community views can influence document content.

### **integrated approach**

8. The Council will need to demonstrate how it will overcome resource limits and consultation fatigue by identifying existing engagement mechanisms and other local processes (the Sustainable Community Strategy in particular) and how they can be utilised, linked to or built upon (including opportunities for joint working), thereby streamlining processes.

### **There are three elements to this SCI:**

- Part 1: The process of community**
- Part 2: Community Involvement in policy documents**
- Part 3: Community Involvement in planning applications.**

**This document does not contain new planning policies, allocate sites or change material considerations for planning applications but outlines how the Council will involve all sections of the community in future document preparation and planning applications.**

## **PART ONE – THE PROCESS OF COMMUNITY INVOLVEMENT**

### **Relationship with the Council's aims and objectives:**

The Council's broad visions relate to its overall service delivery. These set out the Council's priorities in service delivery to ensure that all aspects engage with the community at all levels.

1. The council has five corporate priorities overall, many of which it already pursues through the local plan process and expects to continue to meet on implementation of all LDDs. While the corporate priorities relate to the whole of the Council's functions those that relate in particular to the planning function are:
  - Housing - in particular delivering affordable housing and raising standards of new houses.
  - Place shaping - providing employment opportunity, revitalising towns, better standard of design
  - Green issues - climate change, renewable energy, protecting valued environments and creating new habitats
  - Bringing people together - community engagement
  - Community safety - designing out crime
  
2. The council is committed to community involvement at all levels and this is also achieved partly through the Sustainable Community Strategy which informs the Council's Planning Strategies. The corporate priorities of the Broxtowe Partnership include tackling the following:
  - Anti-social behaviour
  - Burglary
  - Drugs & alcohol misuse
  - Violent crime / domestic violence
  - Affordable decent housing

It is expected that community involvement will encourage progress in achieving all of the above aims and while the sustainable community strategy has no formal requirement of consultation, this document will provide appropriate guidelines for that to take place.

### **Requirements of the process**

3. The council will submit DPDs to the Secretary of State prior to adoption.

When submitting these the Council must also submit the adopted SCI and a statement setting out how the Council complied with Regulation 25 on participation in production of a DPD showing:-

- Who was invited to make representations
- How they were invited
- Summary of the main issues raised
- How these representations were taken into account;

This will also include a statement relating to the formal representations procedure following publication of the DPD and showing:-

- The number of representations received
- Summary of the main issues raised.

A DPD has to be in compliance with the SCI and the Council must demonstrate that it has carried out consultation consistent with this document.

PPS12 states that, to be 'justified', a DPD needs to be founded on a robust and credible evidence base involving evidence of participation of the local community and others having a stake in the area – the consultation process must have allowed for effective engagement of all interested parties.

Regulations were amended in 2008 so that representations are made on a DPD before it is submitted to the Secretary of State. This will have the benefit of reducing time between submission and the start of any oral hearing.

Once adopted by the Council the SCI will be included in the Local Development Framework.

### **Scope of Involvement**

4. To ensure the need for frontloading, groups will be invited to contribute to discussions and an exchange of ideas once the preparation of a new document is due to commence. Statutory consultees comprise the organisations included in the Town and Country Planning (Local Development) (England) (Amendment) Regulations, 2008; and consultation bodies listed in the Plan Making Manual on the Planning Advisory Service website.
5. It would be unrealistic to expect to speak individually to everyone in the borough, but there are many representative groups that are best placed to communicate the views of the communities they represent. New specific interest groups may be formed as a result of widening of public involvement in many planning issues. The Council will endeavour to be inclusive and consult regardless of ethnic origin, gender, religion or sexual orientation. We recognise however that there are 'hard to reach' groups who tend to be underrepresented in responding to consultation exercises and are therefore 'seldom heard' from. For this reason the



Council will make additional efforts to obtain feedback from any identified organisations which fall into these categories.

These include:

People in poverty  
Religious communities  
Young people  
Older people  
Those with disabilities and access problems  
Black and minority ethnic groups  
Refugee and asylum seekers  
Those unable to read/write/speak English  
Those whose principal means of communication is not speech and/or hearing  
Those with learning difficulties  
Gypsies and travellers  
The homeless  
Deprived communities  
Single parent families  
Carers  
Gay, lesbian, bi-sexual and transgender groups

The Race Relations (Amendment) Act 2000 and Disability Discrimination Acts 1995, and 2005, apply to this document and the provisions of these acts are complied with.

The community will be continually involved to help the Council maintain and update its record of contact groups.

### **Methods of engagement**

6. A range of methods will be adopted by the council to ensure meaningful community engagement. These will be chosen according to their suitability for each document and area of interest. Early involvement is to be encouraged to enable identification of issues. Once contact has been made with groups/individuals the Council will continue to maintain that contact through agreed methods most acceptable to the groups concerned e.g. paper, email, telephone, meetings etc.

### **Regular methods of engagement**

7. The traditional method for the public and interest groups to react to complex planning proposals is through a draft document specifically prepared for public comment. Documents are produced in printed form, with “deposit” points (locations where a document can be viewed) clearly advertised. They are also always reproduced on the Council’s website, with suitable facilities to send responses. This consultation

method centred on documents is however not suitable for some “hard to reach” groups, for example non-readers.

It is usually desirable to “launch” a document and draw attention to its consultation period by holding a public meeting. The Council advertises such meetings widely and attempts to make sure they are as inclusive as possible and involve meaningful engagement with a question-and-answer format to ensure two-way communication. For those attending a local meeting, there can be an enhanced sense of identity about offering a communal response to proposals, which helps to establish the Council’s priority for place-shaping.

8. In order to formalise and organise the feedback from written documents and public meetings, the Council normally uses questionnaires. These need to be carefully designed so as not to include “leading” questions, and if there is a poor response, caution needs to be taken to properly consider whether responses are statistically representative.
9. Questionnaires are usually provided in an interactive form on the Council’s website. E-engagement is an important element of community engagement.
10. Exhibitions can also help with the concept of place-shaping, and are useful for drawing attention to proposals for a small area such as a town centre.
11. Documents, questionnaires and exhibitions will normally be advertised in the local press. There are free papers circulating in the borough which are used as well as the Nottingham Evening Post. The Council’s website is to an extent taking on the publicity function which has traditionally been handled by the local press and other media.

### **Other potential methods of engagement**

12. Some further methods may be suitable for specific projects, in particular to enhance the need to involve “front loading” where stakeholders are engaged at an early stage about the relevant issues.
13. Individual focus groups can be set up to respond to particular proposals but these are demanding on resources as they need the input of a trained facilitator. They may lead on to workshops or “planning-for-real” visioning exercises which similarly tend to focus on specific issues. These methods can be very restrictive in representation and are not suitable for all “hard to reach” groups.
14. The Citizens Panel is a countywide initiative known as “Nottinghamshire Listens”. It comprises 8,000 citizens, of which 1,000 are Broxtowe residents, as representative as possible in terms of the split of its total population by age, gender and ethnicity. The Panel is

used for major questionnaire on particular themes three or four times a year. It is particularly useful for benchmarking information with other councils. It is managed by MORI on behalf of the County Council and has the potential to be used for reacting to planning proposals.

### **Community Action Teams**

15. In order to reduce the possibility of 'consultation fatigue', participation in the broader issues the Council is involved with, a network of effective community liaison meetings has been established. These "Community Action Teams" (CATs) meet on a quarterly basis. As they already represent a broad range of organisations, CATs are able to perform a useful function in dealing with planning issues and may also be able to suggest some other ways of contacting 'hard to reach' groups.

### **Broxtowe Partnership**

16. The Broxtowe Partnership members will be contacted and asked to participate. The partnership has a broad interest base with members of community associations, voluntary groups and the business community, all with a different perspective and a set of contacts which will prove useful.

### **Stages of involvement**

17. It will be important to use methods of engagement which are relevant to the stage of document reached and to ensure their appropriateness.

### **Feedback, monitoring and review:**

18. It is important that in order to be fully inclusive, feedback should be given to all those involved in the local planning process. Acknowledgement will be made of all LDF related responses received in the post, by email or fax. A database will record all such representations and contributors will be kept informed and invited to participate further when necessary. A record of all such representations may be made available on the Council's website as well as in a hard copy format, and therefore, contributors need to be aware that their comments will be public. Representations will be considered and any amendments deemed to be necessary will be made as a result. A schedule of representations will be submitted to the Secretary of State with the final documents.

### **Annual Monitoring Report**

19. The council is required to produce an annual monitoring report each December. The report looks at progress against the LDS programme (among other things) and at that stage it may be necessary to adjust the timetabling of the LDS to make provision for unforeseen events

and delays. The report is a public document and available to view at the council offices and on the council website.

20. Procedures for public involvement will also be reviewed at this time to ensure a robust and successful process.

#### **Availability of Information:**

21. LDF documents will be made available to view, at all council offices, libraries in the borough and on the council website. Publicity will be given to this availability by advertising in the local newspaper and on the website. Details of availability and an end date for representations will be given at the same time. Printed documents will be available to purchase but all consultees will be encouraged to view or download electronic copies of documents from the Council's website. Statutory consultees and known interest groups will be notified by letter and/or email according to agreed preferences. The council will aim to inform groups and individuals living and working beyond the borough boundary who may be affected by the content of documents relating to this borough. The period set for community involvement is at least 6 weeks for DPDs and between 4-6 weeks for SPDs dependent on complexity. The duration of the consultation will be determined during the initial preparation of each document.

#### **Quality of documentation and accessibility**

22. The council aims to write documents in Plain Language. This can be particularly difficult given the large number of acronyms and the potential for jargon associated with the planning process. However, the Council will endeavour to explain these where there is no alternative way to express requirements. A glossary of planning terms has been included as Appendix 2 in this document.

#### **Submitting representations**

23. All representations must be submitted within the allocated time period, either as a letter, a response form where supplied, electronic forms on the Council website, email or fax. Responses received after the given time and date have elapsed will not be considered. All information received as a result of the consultation will be publicly available. If a representation is to a particular form of wording in documents, respondents will be requested to suggest preferred replacement wording.

#### **How to be added to the consultee database**

If you would like to be added to the consultee database, please contact the Council at:

Ruth Hyde, Chief Executive, Broxtowe Borough Council, Council Offices,  
Foster Avenue, Beeston, Nottingham NG9 1AB

Telephone: 0115 917 7777

Fax: 0115 917 3377 Email: [pabc@broxtowe.gov.uk](mailto:pabc@broxtowe.gov.uk)

### **Data protection**

In handling personal information for community involvement purposes, the council will comply with the principles of the Data Protection Act 1998 to ensure that they are:-

- Fairly and lawfully processed
- Processed for limited purposes
- Adequate, relevant and not excessive
- Accurate and up to date
- Not kept for longer than is necessary
- Processed in line with individual rights
- Secure
- Not transferred to other countries without adequate protection.

### **Resources and Management:**

24. The Council is committed to maintaining the standards it has set in this Statement of Community Involvement and will therefore ensure the necessary resources - both staffing and through back office systems are available to support the process.
25. Through introduction of new IT systems, the Council has prepared itself to undertake the extensive administrative and communications requirements to handle the necessary extent of the consultation processes covered in this Statement. These systems include a specific computer package known as the Local Development Framework module, which helps with organising and categorising responses to incoming contributions. Systems associated with emails and the website also have had relevant developments to help with elements which contribute to the functions of the SCI. All documents and responses will be electronically scanned to make them widely available when required.
26. These resources have already been committed and while future requirements will always be part of the budgetary process - the statutory function of the local planning process will ensure that this has the highest priority.

## Monitoring and review

27. The Annual Monitoring Report will require a review of how the council has met the commitments and standards set out in its SCI. This should include:

- demonstrating how the commitments have been delivered in practice
- a review of individual approaches and their relative success
- a review of how effective community engagement has been in shaping documents.

The review provides an opportunity to identify key lessons learned and determine whether our approach can be improved.

The SCI will be reviewed on an ongoing basis and revised to reflect any changes that have occurred. The Council will undertake a formal review and revision every three years. Other trigger points could include a review of the SCS (the process of doing this can be used to revisit community expectations for engagement), the proposed requirement to develop a broader strategy for engagement and/or local government re-organisation, which is likely to require policy documents to be aligned or merged.

When reviewing our SCI, we will look at other councils' SCIs, especially within the joint Core Strategy area, to learn any lessons from what other people are doing. In addition, the Planning Inspectorate's document: *Local Development Frameworks: Lessons Learnt Examining Development Plan Documents* highlights the lessons learned from examining Core Strategies, which includes a key focus on the role of community engagement.

## **PART TWO – POLICY DOCUMENTS**

### **Introduction**

1. The Statement of Community Involvement (SCI) sets out the council's intentions in involving the community in preparing documents which form the Local Development Framework. The reason for doing this is to give groups and individuals the opportunity to have meaningful dialogue and express their opinions on a wide range of issues. These will contribute to the overall production of Local Development Documents (LDDs), which will shape the way that the borough will adapt, develop and be conserved over the next few years. If this part of the process is successfully carried out, it can considerably reduce the time taken in the examination, thus shortening the time needed to take documents through to final adoption. The council's vision is greater participation in and ownership of documents and their contents by a wider spectrum of groups and individuals.
2. Realistically, it is recognised that not every view can be incorporated into plans and therefore a balance will be needed, achieving general consensus, rather than attempting to please every individual. If unresolved issues remain after the process of engagement, these will be taken, as before, to the examination. However, prior discussions should lead to a reduction in the number of issues being considered, resulting in a shorter examination.

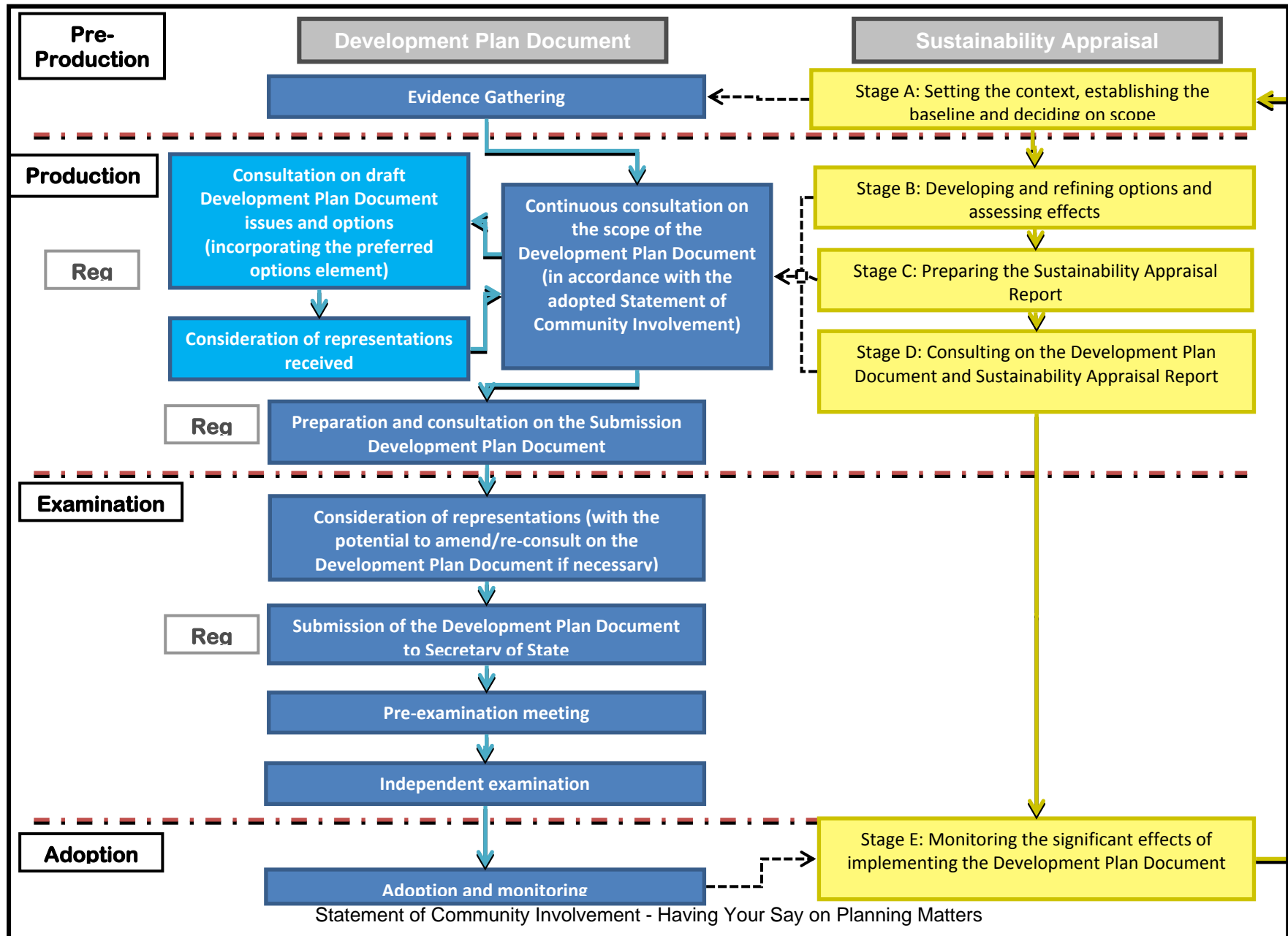
### **Which Local Development Framework documents will be consulted upon?**

3. The LDF will supersede the current Saved Local Plan Policies under the Broxtowe Local Plan (2004) and will comprise a number of separate documents based on specific issues. The SCI describes part of the process, whilst others will allocate sites, list development management policies or give details of redevelopment based on specific geographical areas, such as a town centre. These Development Plan Documents (DPDs) will be subject to regular monitoring and review. Other documents, known as Supplementary Planning Documents (SPD) will give details for developers to follow and advice to the public in respect of planning applications.
4. As part of the new framework, the council is required to make the process transparent by publishing a programme of work detailing 'key milestones' in the production of each document to assist community involvement. This programme can be viewed as part of the LDS document which is available on the Council website. The programme may be subject to change if monitoring proves that the timetable is unrealistic or falling behind. This will be recorded in an Annual Monitoring Report available from 1 January each year.

## **Stages of the process which incorporate community involvement**

5. LDDs, DPDs and SPDs are all subject to community involvement. The government expects a continuous dialogue to take place throughout the process of producing all documents. There are however, specific periods of more intensive activity within the timetable at some of the key milestone stages, which will be indicated in the relevant programme management chart.
  - DPDs will cover such topics as; the Core Strategy, Proposals Map, Site Allocation, Development Management and Area Action Plans.
  - SPDs will give guidance, expansion and explanation of policies.
6. DPDs are subject to “sustainability appraisal” which will help to check the soundness of the document by ensuring that it reflects sustainable development objectives. The results of the appraisal will form part of the reasoned justification for policies.
7. The intended objective is early and effective engagement throughout the plan preparation process. This will ensure that those consulted on will be more effectively involved in the plan making process.
8. The time for making formal representations to a plan is before the point of submission to the Secretary of State.
9. The following page has a DPD preparation main stages flowchart.





## **Tests of Soundness**

9. In order to be adopted a document prepared under the planning process has to be “sound” as explained in planning legislation. It is important for all representations to a document to be framed in terms of how they relate to the tests of soundness and the section below provides an indication of these tests.
10. PPS12 presents 3 tests of soundness for a DPD – whether it is justified, whether it is effective and whether it is consistent with national policy, coupled with the requirement that the Inspector checks that the DPD satisfies the legal procedural requirements.

### **The tests:**

#### **(i) is it justified?**

11. PPS12 provides that to be ‘justified’ a DPD needs to be:
  - founded on a robust and credible evidence base involving:
    - evidence of participation of the local community and others having a stake in the area
    - research/fact finding – the choices made in the plan are backed up by facts
  - the most appropriate strategy when considered against reasonable alternatives.

#### **(ii) Is it effective?**

12. PPS12 states that core strategies should be effective. This means they are:
  - Deliverable – embracing clear objectives and priorities based on realistic timescales and understanding of who will deliver
  - Based on sound infrastructure delivery planning
  - Free of regulatory or national planning barriers to delivery
  - Supported by delivery partners who are signed up to it
  - Coherent to the strategies of neighbouring authorities
  - Flexible and capable of responding to a variety of or unexpected change in circumstances.

#### **(iii) National Policy**

13. The DPD should be consistent with national policy. Where there is a departure, the Council must provide clear and convincing reasoning to justify its approach.

## **Types of consultation on specific documents**

14. Government at all levels consults on documents which impact on planning in Broxtowe.
15. Individual national infrastructure projects will have community involvement under new national planning policy, undertaken by a new Infrastructure Planning Commission (IPC).
16. The Regional Plan will be consulted upon by the East Midlands Regional Assembly with four key stages on:-
  - Draft Projected Plan and associated documentation;
  - Options consultation and associated documentation;
  - Formal consultation on the Draft Revised Regional Plan and associated documentation; and
  - Formal consultation on proposed changes to the Regional Plan and associated documentation following the Examination in Public.

## **Joint Core Strategy**

17. The most important DPD for the local area is the Core Strategy which is being undertaken jointly in alignment with the district councils within the Nottingham core Housing Market Area.
18. The alignment of the various stages of this document means that public consultation will take place in several districts around Nottingham at the same time, but not necessarily using the same methods as each district will adhere to its own SCI.
19. The SCI will therefore set the minimum level of involvement and in certain cases this may be exceeded by a different approach being taken in response to another council's methods. For example, the Core Strategy work may involve a stakeholder's workshop on issues and options, in order to achieve consistency between adjoining councils and because this would be an appropriate stage to employ such a method. However it would not be appropriate to schedule a workshop for all types of Development Plan Document.

## **Core Strategies**

20. The involvement of the public in preparing the core strategy must follow the approach set out in this SCI.
21. The Sustainable Community Strategy provides a key community input to the preparation of the core strategies. "Communities" include businesses as well as residents.
22. As a result of Growth Point status (designed to provide Government support to those communities pursuing large scale and sustainable growth), the Broxtowe community will be involved in considering the options for the strategy before the final document is produced.

## **Development Plan Documents**

23. The Government's objective is quality and effective community involvement as part of the LDF process including early and effective engagement. One of the intentions of the LDF system is that it should be able to respond rapidly and flexibly to changing circumstances.
24. This is part of a broader commitment by the council to take a greater lead in the overall consultation it has with the community on all council matters, through a Sustainable Community Strategy.
25. The council will undertake early and ongoing involvement with the community and key stakeholders as part of the initial plan making process.

26. There will be an 'issues and options' stage of formal consultation. The council will publish and receive representations on plans prior to submission to the Secretary of State. The period is to be at least 6 weeks.

### **Other development plan documents**

27. Other DPDs must be prepared in accordance with this SCI including Supplementary Planning Documents.
28. The process of planning at urban community or parish level can bring wide benefits in terms of deepening community involvement. However where communities or developers wish to use the statutory planning process (ie SPDs) as part of their approach, they should work with the council from the outset. The council will pay close attention to the contents of non statutory parish and community plans as part of its community involvement.
29. For SPDs, there is not necessarily an implication that because they have a lower status that they would need less public involvement than DPDs. If they have a particularly specialist subject area, such as affordable housing, then it may be appropriate to arrange additional methods of engagement such as a forum discussion for agencies dealing with this subject.
30. The process and methods for community involvement for different types of local development documents and for the different stages of plan preparation are summarised in table 1 at the end of this part.

Table 1 Process Involved in Preparing a Development Plan Document: Community Engagement and Involvement, and Regulations

STAGE	Reg. No.	PROCESS INVOLVED IN PREPARING A DEVELOPMENT PLAN DOCUMENT (DPD)	WHAT WE WILL DO
<b>EARLY TASKS</b>		<b>Commencement</b> of Document preparation	Consult the three statutory bodies (in Appendix) on the scope of the sustainability appraisal. Announce <b>commencement</b> .
	<b>25</b>	Notify each of the specific bodies as to the subject of the proposed DPD <b>And</b> , along with the <b>general consultation bodies</b> the council thinks may have an interest in the subject of the document, all should be invited to make representations on what it should contain.	In Appendix  Stakeholders selected from the list of organisations in Appendix  Contact Government Office for the East Midlands
		<b>Produce Sustainability Appraisal Scoping Report</b> of the issues and options that are to be covered by the Document	Statutory consultees  The performance of different options will be indicated to help the public.

<p><b>EARLY COMMUNITY ENGAGEMENT</b></p>		<p><b>If the Council is consulting on the Sustainable Community Strategy or other, the Council could request that participants suggest the issues that the core strategy ought to cover.</b></p> <p><b>Initial consultation and engagement</b> with relevant stakeholders to address the issues and options that may need to be covered by the DPD and ensure that potential solutions are identified.</p> <p>Likely to include a non-statutory consultation period of 6 weeks duration.</p> <p>("Front-loading" exercise).</p>	<ul style="list-style-type: none"> <li>• Local strategic partnership, participants of overall programme of strategic planning</li>   <li>• Notification by letter or email to consultees /stakeholders as stipulated in PPS12 and shown in Appendix;</li> <li>• Internal consultation with other Council departments and services;</li> <li>• Notices within Reception and Customer Services;</li> <li>• Notices within 'Deposit Points';</li> <li>• Potential use of Planning Aid</li> <li>• Potential use of "Planning for Real" exercise;</li> <li>• Possible use of Roadshow, Public Meetings; or area/site based exhibitions or other events and activities set up purposefully to gather views of the 'hard-to-reach' and other residents;</li> </ul>
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			<ul style="list-style-type: none"> <li>• Potential for awareness raising through use of media (TV/Radio etc);</li> <li>• Use of web</li> </ul>
		<b>Analyse and consider findings</b> of early community engagement	
		<b>Produce and publish report</b> of early community engagement	<i>Report to Planning Policy Working Group, place copy of report in 'Deposit Points' and on the Council's web-site.</i>
		<b>Prepare and publish</b> Issues and Options Report and carry out Sustainability Appraisal and Strategic Environmental Assessment	<i>Report to Planning Policy Working Group and Pre-Submission Consultation (Regulation 25).</i>
<b>PRE-SUBMISSION CONSULTATION ON ISSUES AND OPTIONS</b>	<b>25</b>	<b>Undertake consultation</b> on Issues and Options Report  <i>(REGULATION 25)</i>	<ul style="list-style-type: none"> <li>• Adverts in all local Newspapers (Beeston Express, );</li> <li>• Placing documents within 'Deposit Points', libraries, Council Planning office and Customer Services:</li> <li>• Placing document within the Council's web-site;</li> <li>• Notices within Reception and Customer Services:</li> <li>• Notification by letter or email to consultees as stipulated in PPS12 and shown in Appendix;</li> </ul>



			<ul style="list-style-type: none"> <li>• Internal consultation with other Council departments and services;</li> <li>• Article in “Broxtowe Matters” if possible;</li> <li>• Possible use of Roadshows; Public Meetings; or area/site based exhibitions or other events and activities set up purposefully to gather views of the hard-to-reach and a other residents;</li> <li>• For site specific issues and allocations use of notices to be placed on site(s);</li> <li>• Area based/site based exhibitions;</li> <li>• Possible use of Media productions to raise awareness and public engagement;</li> </ul>
		<b>Analyse findings from consultation</b> and any informal feedback on Issues and Options Report	
		<b>Produce report</b> outlining the findings of the Issues and Options consultations	<i>Report to Planning Policy Working Group placed within 'Deposit Points' and on the Council's web-site.</i>
		<b>Identify preferred options</b> making use of the findings of the consultation, and undertake a SA/SEA of these options	<i>Report to Planning Policy Working Group placed within 'Deposit Points' and on the Council's web-site</i>

<p style="text-align: center;"><b>PRE-SUBMISSION PUBLIC PARTICIPATION ON PREFERRED OPTIONS</b></p>	<p style="text-align: center;"><b>25</b></p>	<p><b>Publish Preferred Options Report</b> and SA/SEA Report, together with a statement on Consultation and any relevant documents.</p> <p><b>Invite comments</b> during a 6 week period</p>	<ul style="list-style-type: none"> <li>• Adverts in all local Newspapers (Beeston Express, );</li> <li>• Placing documents within the 'Deposit Points' all libraries, and Council's Planning offices and Customer Services;</li> <li>• Placing document within the Council's web-site;</li> <li>• Notices within Reception and Customer Services;</li> <li>• For site specific issues and allocations use of notices to be placed on site(s) and/or letters to adjoining properties;</li> <li>• Notification by letter or email to consultees as stipulated in PPS12 and shown in Appendix;</li> <li>• Article in "Broxtowe Matters" if possible;</li> <li>• Possible use of roadshows; Public Meetings; or area/site based exhibitions or other events and activities set up purposefully to gather views of the 'hard to reach' and other residents;</li> <li>• Area based/site based exhibitions;</li> <li>• Possible use of media productions to raise awareness and public engagement:</li> </ul>
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			<ul style="list-style-type: none"> <li>Internal consultation with other Council services and departments;</li> </ul>
		<p><b>Analyse findings from the Preferred Options Consultation</b> and any informal feedback on this Options Report or the SA/SEA Report</p> <p>Discuss the draft final plan</p>	<p>Key stakeholders</p>
		<p><b>Produce statement</b> outlining the Council's response to consultation on the Preferred Options Report and SA/SEA Report</p>	<p><i>Report to Planning Policy Working Group, placed in 'Deposit Points' and on Council's web-site;</i></p>
	<b>25</b>	<p><b>Prepare the Submission Version</b> of the DPD, and SA/SEA Report, making use of the public or stakeholder comments on the Preferred Options Report together with the Council's responses and feedback</p>	

<b>SUBMISSION OF DPD</b>	<b>27</b>	<p><b>Submit the DPD</b>, any changes to the proposals map, the sustainability report, a Statement of Consultation and other relevant supporting documentation to the Secretary of State.</p> <p><i>(REGULATION 27)</i></p>	<p><i>Report to Planning Policy Working Group and Full Council approving the Submission of the DPD to the Secretary of State</i></p>
<b>FORMAL SUBMITTED DPD</b>		<p><b>Publish all submission documents.</b></p>	<ul style="list-style-type: none"> <li>• Placing documents within the 'Deposit Points' all libraries, Council Planning offices and Customer Services;</li> <li>• Placing document within the Council's web-site;</li> <li>• Notices within Reception and Customer Services;</li> <li>• Send to specific and general consultation bodies</li> <li>• Adverts in all local Newspapers (Beeston Express, );</li> <li>• Notification by letter or email to consultees as stipulated in PPS12 and shown in Appendix;</li> <li>• Internal consultation with other Council services and departments;</li> <li>• Article in "Broxtowe Matters" if possible;</li> </ul>

	<p><b>28</b></p>	<p><b>REPRESENTATIONS ON DPD's</b> on their soundness for at least 6 weeks</p> <p><i>(REGULATION 28)</i></p> <p>It may be appropriate to include non-statutory consultation on options which may assist the plan making process.</p>	<ul style="list-style-type: none"> <li>• Place copies of representations into 'Deposit Points';</li> <li>• Place copies on the Council's website (where possible);</li> </ul> <ul style="list-style-type: none"> <li>• <b>The council must take into account any representations received as a result of preparing the development plan document. This is a duty which may technically be fulfilled up to the time of its publication.</b></li> </ul>
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	<b>30 &amp;31</b>	<p><b>Produce a summary of the main issues raised by the representations</b></p> <p><b>Submit specified documents</b></p>	<p>Make copies available at the same places as above (<i>as per Regulation 27</i>)</p> <p>Notify people of submission by request</p> <p>Display on website</p> <p><b>Local advertising</b> in newspaper</p> <p>Send documents to specific consultation bodies</p> <p>Notify general consultation bodies</p>
		Appoint Programme Officer and make arrangements for the holding of the Public Examination	
<b>PUBLIC EXAMINATION</b>	<b>34</b>	<p><b>Notify</b> all persons who have requested the opportunity to appear before the Public Examination at least 6 weeks before the opening of the examination</p> <p><i>(REGULATION 34(2))</i></p>	<ul style="list-style-type: none"> <li>• Place notice within the Council's web-site at least 6 weeks before the opening of the examination;</li> <li>• Publish Notice in ALL local newspapers, informing of date of Examination and Person Appointed;</li> <li>• Notices within Reception and Customer Services;</li> </ul>

			<ul style="list-style-type: none"> <li>Inform by letter or email any person who has made representations in above and not withdrawn such representations.</li> </ul>
		Hold a <b>Pre-Examination Meeting</b>	Invite relevant parties and/or objectors to the meeting so that the Inspector may set out rules for the Examination.
<b>PUBLIC EXAMINATION</b>		Hold a <b>Public Examination</b> , during which the Inspector will assess the “soundness” of the DPD.	See “Tests of Soundness” that the inspector will apply at the Examination
	<b>35</b>	<b>Receive Binding Report</b>  <i>(REGULATION 35)</i>	<ul style="list-style-type: none"> <li>Publish the Inspector’s Report after full council adoption and locate in places under Regulation 27;</li> <li>Place Inspector’s Report in the Council’s web-site;</li> <li>Give notice by letter or email to all persons who requested to be notified of the receipt of the Inspector’s Report;</li> <li>Report receipt of Inspector’s Report to Planning Policy Working Group;</li> </ul>

<b>ADOPTION</b>	<b>36</b>	<b>Amend the DPD</b> following receipt of the Inspectors Report	
		<b>ADOPT the DPD</b> <i>(REGULATION 36)</i>	Report to Cabinet and final Adoption by Full Council
<b>POST-ADOPTION</b>		<b>Publish and make available the DPD</b> , Final SA/SEA Report, Inspector's Recommendations and Reasons Report, Adoption Statement and Summary Statement of how the SA/SEA was taken into account.  <i>(REGULATION 36)</i>	<ul style="list-style-type: none"> <li>• Publish the Adopted plan and locate in places under Regulation 27;</li> <li>• Give notice by letter or email of Adoption of DPD to all people who requested to be notified including the Secretary of State;</li> <li>• Place Adopted documents into the Council's web-site;</li> <li>• Advertise</li> </ul>
	<b>37</b>	<b>Publish a statement</b>	<ul style="list-style-type: none"> <li>▪ Website</li> <li>▪ Notice by local advertisement</li> <li>▪ Notify anyone who made a representation under Regulation 28 not withdrawn.</li> <li>▪ Remove documents from website and locations under Regulation 27 and 32.</li> </ul>
<b>WITHDRAWAL OF A DPD</b>			



		<p><b>Monitor DPD</b> within the Annual Monitoring Report</p>	<p>The Annual Monitoring Report will provide details of the progress of preparation of the DPD and will consider the effectiveness of the DPD once it is adopted. Following monitoring it may be indicated that revisions or replacement of the DPD is required. Such revisions or replacement will undergo the same procedures as indicated in the Table.</p>
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## **PART THREE - PLANNING APPLICATIONS**

### **Introduction**

1. The development control process involves dealing with pre-application enquiries, applications for planning permission, appeals following the imposition of conditions or refusal of permission and enforcement cases relating to unauthorised developments. The determination of planning applications is the most familiar function of the development control section to members of the public and these decisions can impact on the lives of residents. Unlike planning policy work such matters are dealt with in relatively short timescales and will involve many issues that require extensive consultation with stakeholders and interested parties. Since the outcome of such applications can lead to direct changes in the circumstances of a site (eg new development or change of use) the need to consult with the public in the immediate locality is important.
2. The Council has developed a comprehensive system for consulting on all types of planning applications. This is a robust system developed as a result of years of experience and has been reviewed to ensure that consultation procedures are up to date and continue to meet the requirements of current legislation. This section of the SCI sets out those procedures. A list of individuals and organisations the Council consult, when required, is included at Appendix 3.

### **Pre – application advice:**

3. The council encourages developers and householders to seek pre-application advice on their proposals for which the council currently charges no fee. Although no guarantee can be provided as to the outcome of an application at pre-application stage, the discussions give the opportunity for an applicant to address any initial issues or problems before a formal application is submitted. This pre-application advice also applies to Section 106 Agreements where an additional legal document is drawn up to ensure that specific benefits derive from such developments, eg affordable housing, improved road access, new school or open space provision. The Council does not consult with the public on such pre-application discussions as these are considered to be confidential.

### **Publicising Planning Applications:**

4. The council has issued guidance in the form of an information leaflet entitled 'How the Council Publicises Planning Applications'. This guidance is carried forward and will be reviewed if required arising from associated policy or legislative changes.

5. In general all comments that raise material planning considerations received through the consultation process are welcome and will be taken into account when determining planning applications. All responses received are recorded and retained on file. However, comments cannot be treated as confidential (unless made in respect of an enforcement complaint (see below) and can be viewed if requested under the Local Government Miscellaneous Provisions (Access to information) Act and subsequent Freedom of information legislation.

**Officer site visits:**

6. The case officer dealing with a particular application will visit each application site in order to fully consider the proposal. The case officer may also request to view the application site from a neighbouring property if it is considered necessary to assess the input of a proposal. Sometimes the occupier of a neighbouring property may request that a case officer views the site from their land and this will normally be agreed. At the time of such visits, the neighbour will have an opportunity to view the plans and this will be of particular help to those prevented from viewing the plans by the other means, for example people with limited mobility or the infirm.

**Statutory consultees:**

7. When applications are received and registered, notification is sent to each of the statutory consultees<sup>1</sup> who may have an interest in a particular proposal; these consultees are given a statutory 14 days to provide their views. A list of statutory consultees is included at Appendix 3. Not all statutory consultees are notified of every application. In the main such consultations are made in writing. With the development of the Council's website copies of all applications are available to view and in most cases therefore such consultees will be expected to view applications on line. In the case of larger applications containing extensive information and drawings etc – paper copies or CDs with the relevant information may be supplied.

**Neighbour notification:**

8. The Council will consult by letter the occupiers of all properties which adjoin the site as identified from the Ordnance Survey (OS) plan. In this context, adjoining means the property has a common boundary with any part of the application site. In some cases a site visit may identify other properties that would benefit from consultation and in such cases

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<sup>1</sup> Statutory consultation requirements are set out in Article 8 of the Town & Country Planning (General Development Procedure) Order (as amended). For Conservation Areas and Listed Building consent applications, the requirements are set out in Regulation 5 of the Planning (Listed Buildings and Conservation Areas) Regulations, 1990 (as amended)

letters will also be sent to those properties. The normal period for comment will be 21 days from the date of the letter in the first instance and 7 days where additional consultation takes place (see below). The letters contain a pre printed returnable form for making comments. It is not necessary to have received a consultation letter in order to make a comment on a planning application.

**Site Notices:**

9. Where an application is classified by the Council as a major application or one which is in the wider public interest (usually new dwellings and A3/A4/A5 uses), or where an adjacent site is unoccupied and owners/occupiers cannot be identified, a site notice is displayed. There is a statutory period of 21 days from the date of display during which comments can be made. The Council will record proof of posting. A site notice is also displayed in cases where proposals may affect the character or appearance of a conservation area; affect a listed building or an ancient monument.

**Press Advertisements:**

10. Where proposals may affect the character or appearance of a conservation area, affect a listed building or an ancient monument, an advertisement will be placed in the local press (currently the Nottingham Evening Post and very occasionally in the London Gazette). Additionally any applications which represent a significant departure from the local plan and which the council is minded to approve, or those that fall within the 'major development' category are also advertised in the press.

**Viewing Application details:**

11. The Council's planning pages of the website also contain details of all applications and are available at any time. The website also provides an option to respond to an application electronically via the internet. All applications are available to view at the main Council offices in Beeston. Additionally plans can be viewed by prior arrangement at the Council offices in Eastwood on a Thursday morning.
12. An update of new applications can also be obtained from the weekly list of planning applications available on the council's website and at the council offices

**Additional consultation:**

13. The Council's preference is to negotiate improvements to applications when necessary and appropriate. This is generally when the changes are minor and there is time to do this in advance of the statutory decision date. In such cases, neighbours and other consultees may be

re-consulted on amendments to the application or if supplementary information is supplied by the applicant. Consultees are usually given 7 days in which to respond to an amendment notification. Where a site notice was originally displayed, a revised site notice is displayed to advertise any amendments to the application. Where alterations to an application are sufficiently different so as to require a fresh planning application, the full consultation process would begin again.

#### **Development Control Committee:**

14. The majority of planning applications are dealt with by officers under the delegation scheme. However major applications, applications considered to be in the wider public interest or those applications called in by a Ward Councillor are considered by the Development Control Committee. Residents who have made representations can apply to speak at the committee in accordance with the council's separately published guidelines. The committee meetings are public meetings. The Council will write to all those who have commented, in advance of the committee, with an invitation to speak and a wish to speak must be registered in advance of the meeting. Usually only one objector and either the applicant or a supporter of the application is allowed to speak, for a maximum of three minutes each. However in special circumstances, for major applications, more than one objector and supporter are allowed to speak. In such cases there must be an equal number of speakers from each side and each person is allowed to speak for a maximum of one minute each. No public involvement is allowed in the debate by members, which follows.

#### **After a decision:**

15. Once a decision on the application has been issued, all those who made representations will receive a letter advising them of the outcome. Decision notices and committee reports can also be viewed on the council website.
16. Applicants have a right of appeal against the decision of the council in respect of either conditions imposed or against a refusal of permission. There are no third party rights of appeal. When an appeal is received, all those who made representations on the original application and the occupiers of adjoining properties will be notified and informed about how they can make further representations to the Planning Inspectorate. If an appeal is to be determined by a hearing or public inquiry, rather than the more usual method of written representations, then notices are usually placed in the local press to advise of the date, time and location of these events.

## **Enforcement issues:**

17. Sometimes development is undertaken without first obtaining permission and the planning enforcement service will be involved. The majority of such cases are raised as a result of enquiries or complaints from members of the public. The department will follow up reported cases and take necessary action to deal with planning issues. The Council does not, as a general rule, consult with neighbours about enforcement matters other than keeping the complainant informed of progress in accordance with the Council's enforcement charter. In respect of planning enforcement cases themselves, all correspondence will be treated confidentially<sup>2</sup>. In many cases the action taken will involve a new planning application to regularise the development. If a planning application is made as a result of the investigations, then the resulting application will be subject to the normal consultation procedures outlined above and correspondence on that application will be available for inspection.

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<sup>2</sup> subject to the terms of the Freedom of Information Act 2000

<b>How the Council will consult on planning applications</b>						
<b>Stage</b>	<b>Written</b>	<b>Email</b>	<b>Website</b>	<b>Newspaper</b>	<b>Via Council Offices</b>	<b>Site Notice</b>
<b>Notification</b>	✓		✓	✓	✓	✓
<b>Viewing</b>			✓		✓	
<b>Comment</b>	✓	✓	✓			
Written - The invitation to view plans and comment upon planning applications will be made in writing to statutory consultees and those sharing a common boundary with the site. Comments can be made in writing regarding the application. A pre printed form is included in the consultation letter						
Email - It is possible to contact the council with comments via email. If this method is used, the Council may reply using the same format, provided that you include your email details						
Website - We will put details of planning applications on our website for easy access. The weekly list of applications is also on the site. Whilst all effort is made to put details and plans onto the website quickly, there may be some short delay at times, in which case reference should be made to copies of applications at the council offices.						
Newspaper - In certain specified cases, major applications will be publicised in the public notice section of the local newspaper. This also includes departures from the local plan, and those which have an effect on a listed building or its setting or in a Conservation Area and having an impact upon it.						
Via Council Offices - The weekly list of planning applications and the application details and plans are available to view at the Council Offices in Beeston. Copies of the plans can be made available to view on Thursday mornings at Hill Top, Eastwood, by prior arrangement.						
Site Notice - A site notice will be placed near to the proposed development in the above circumstances or where adjoining land-owners cannot be identified.						

## **Title and description of Local Development Documents**

### **Core Strategy** - Sets out:-

- an overall vision which sets out how Broxtowe and the places within it should develop;
- strategic objectives for the area focussing on the key issues to be addressed;
- a delivery strategy for achieving these objectives; setting out how much development is intended to happen where, when, and by what means it will be delivered. Locations for strategic development will be indicated on a key diagram; and
- clear arrangements for managing and monitoring the delivery of the strategy.

**Housing and Employment Site Allocations** - To identify and allocate sufficient housing and employment land to cover the period to 2021, in accordance with the core strategy (above).

**Primary Development Control Policies** - Will comprise a limited set of development control policies to guide development for which locational or site-specific provision has not been made elsewhere.

**Affordable Housing SPD** - To ensure provision of affordable housing in accordance with identified need and viability.

**Beeston Town Centre SPD** - Examining development opportunities in the town centre with additional detail for the centre of Beeston where the possible extension of the tram route will need to be accommodated.

**Trowell Parish Plan and Village Design Statement** - Parish Plan and Design Guide led by Parish in conjunction with Broxtowe Borough Council. This will become part of the Local Development Framework in the future, when sustainability appraisal work and further consultation are undertaken.

Remaining town centre studies:

**Stapleford Town Centre** - Examining development opportunities in the town centre.

**Kimberley Town Centre SPD** - Examining development opportunities in the town centre.

**Eastwood Town Centre SPD** - Examining development opportunities in the town centre.



## APPENDIX 2

### Definition of Terms used in this Document

**AMR – Annual Monitoring Report** – for the purpose of Local Development Framework monitoring.

**CAT- Community Action Team** A local team of interested residents set up initially to discuss combating crime in their specific area. These teams now cover the district and have become interested in a much wider range of issues.

**DPD – Development Plan Documents** - These will include, the core strategy, proposals map and site allocations.

**Examination** - A planning inspector will look at the DPD to see that it is “sound” and complies with the regulations. He/she will also look at representations that remain unresolved and will deal with both the document and outstanding issues, either through written statements or through a hearing where the objector will be able to attend and put their case in person.

**Exhibition** - A display of proposals for site allocations or other issues which the council wish to receive views upon. These may have staff present to offer advice and assistance or may be remote, giving information and the opportunity to comment via other means.

**Hard to Reach Groups (Seldom Heard Groups)** - Groups known to exist, but which are normally outside the scope of the consultation procedure. A list of examples is given in the text.

**LDD – Local Development Document** - These documents will comprise Development Plan Documents (forming part of the statutory development plan), the SCI and Supplementary Planning Documents.

**LDF – Local Development Framework** - The folder of LDD’s which make up the entire policy framework for the location of future development and for the protection of natural habitats and the built environment.

**LDS – Local Development Scheme** - The Scheme lists which other documents will be produced to make up the Local Development Framework and programmes the work to be done on these with key milestone stages.

**Saved Local Plan Policies** - The existing policy document which will be replaced by the LDF. There are specified policies for which the Secretary of State has issued a direction to save in order to cover the period before adoption of the LDF.

**Sustainable Community Strategy** - A partnership document which translates other strategies produced by the council and other organisations into a co-ordinated plan for the area which benefits communities now and in the future.

**LPA – Local Planning Authority** - The council dealing with planning issues for a particular geographical area.

**LSP – Local Strategic Partnership** - Representatives from the public, private, voluntary and community sectors all come together to share ideas and information and identify actions to meet the needs of the community, including community and faith groups, the council, police and fire & rescue services, charity groups, businesses, schools, health bodies and more. The Council and the LSP is guided by Government to co-ordinate consultation.

**Housing and Planning Delivery Grant** - The government offers this grant to councils performing well, to assist in further development of their services and improvements to housebuilding and delivery.

**Public Meetings** - A meeting open to anyone to attend to discuss with officers and Councillors proposals put forward in a policy or process document or site allocations.

**Questionnaires** - A structured response form aiming to obtain views on specific aspects of a policy or process issue or site allocation.

**RSS – Regional Spatial Strategy** – Part of the development plan for the district which is general but allocates land requirements to districts for inclusion in LDDs, particularly housing numbers.

**SCI – Statement of Community Involvement** - This document sets out the way that the council intends to involve the community in decision making.

**SPD – Supplementary Planning Document** - Produced to support policies and add further information for the use of developers and the general public.

**SPG – Supplementary Planning Guidance** - SPD will replace this in the future, but in the short term, it will continue to support the local plan until various parts are replaced.

**Written consultation** - This will take the form of a letter either informing immediate neighbours of a planning application or a consultation on a LDF document.

## List of consultation bodies

## Appendix 3

Name	Classification	Consultee type
<b>SPECIFIC CONSULTATION BODIES</b>		
The Government Office For The East Midlands	Central Government	Statutory Consultee
East Midlands Development Agency	Government Agency	Statutory Consultee
English Heritage	Government Agency	Statutory Consultee
Environment Agency	Government Agency	Statutory Consultee
Highways Agency	Government Agency	Statutory Consultee
Natural England	Government Agency	Statutory Consultee
Coal Authority	Government Agency	Statutory Consultee
Secretary of State for Transport	Government Agency	Statutory Consultee
Broxtowe and District PCT	Health Authority	Statutory Consultee
Ashfield District Council	Local Authority	Statutory Consultee
Amber Valley District Council	Local Authority	Statutory Consultee
Derbyshire County Council	Local Authority	Statutory Consultee
Erewash Borough Council	Local Authority	Statutory Consultee
Gedling Borough Council	Local Authority	Statutory Consultee
Nottingham City Council	Local Authority	Statutory Consultee
Nottinghamshire County Council	Local Authority	Statutory Consultee
Rushcliffe Borough Council	Local Authority	Statutory Consultee
Aldercar & Langley Mill PC	Parish Council	Statutory Consultee
Annesley & Felley PC	Parish Council	Statutory Consultee
Awsorth Parish Council	Parish Council	Statutory Consultee
Barton In Fabis PC	Parish Council	Statutory Consultee
Brinsley Parish Council	Parish Council	Statutory Consultee
Cossall Parish Council	Parish Council	Statutory Consultee
Eastwood Town Council	Parish Council	Statutory Consultee
Greasley Parish Council	Parish Council	Statutory Consultee
Heanor Town Council	Parish Council	Statutory Consultee
Hucknall Town Council	Parish Council	Statutory Consultee
Kimberley Town Council	Parish Council	Statutory Consultee
Nuthall Parish Council	Parish Council	Statutory Consultee
Sandiacre Parish Council	Parish Council	Statutory Consultee
Stapleford Town Council	Parish Council	Statutory Consultee
Thrumpton Parish Council	Parish Council	Statutory Consultee
Trowell Parish Council	Parish Council	Statutory Consultee
Nottinghamshire Police	Police Authority	Statutory Consultee
British Gas	Service Provider	Statutory Consultee
British Telecom	Service Provider	Statutory Consultee
Vodafone UK	Service Provider	Statutory Consultee
O2	Service Provider	Statutory Consultee
Orange	Service Provider	Statutory Consultee
3	Service Provider	Statutory Consultee
East Midlands Gas	Service Provider	Statutory Consultee
Severn Trent Water	Service Provider	Statutory Consultee
Transco Plc	Service Provider	Statutory Consultee
<b>GENERAL CONSULTATION BODIES</b>		
Asset Development	Developer	Non Statutory Consultee
Radleigh Homes	Developer	Non Statutory Consultee
Richard Walters	Developer	Non Statutory Consultee
British Waterways	Government Agency	Non Statutory Consultee

C.A.B.E	Government Agency	Non Statutory Consultee
Commission For Racial Equality	Government Agency	Non Statutory Consultee
Health & Safety Executive	Government Agency	Non Statutory Consultee
Sport England	Government Agency	Non Statutory Consultee
Homes & Communities Agency	Government Agency	Non Statutory Consultee
De Montfort Housing Society Ltd.	Housing Association	Non Statutory Consultee
Derwent Housing Association	Housing Association	Non Statutory Consultee
East Midlands Housing Association Ltd	Housing Association	Non Statutory Consultee
Leicester Housing Association	Housing Association	Non Statutory Consultee
NET Development Team	Local Authority	Non Statutory Consultee
Airport Operators Association	Other Interested Party	Non Statutory Consultee
Action For Beeston Local Economy	Other Interested Party	Non Statutory Consultee
African-Caribbean & Asian Forum	Other Interested Party	Non Statutory Consultee
Age Concern	Other Interested Party	Non Statutory Consultee
Alf Plumb	Other Interested Party	Non Statutory Consultee
Ancient Monuments Society	Other Interested Party	Non Statutory Consultee
Arriva Fox	Other Interested Party	Non Statutory Consultee
Asian Women's Project	Other Interested Party	Non Statutory Consultee
Atisreal	Other Interested Party	Non Statutory Consultee
Barton Wilmore	Other Interested Party	Non Statutory Consultee
Base 51	Other Interested Party	Non Statutory Consultee
Beeston & District Local History Society	Other Interested Party	Non Statutory Consultee
Beeston And District Civic Society	Other Interested Party	Non Statutory Consultee
Beeston Gardenholders	Other Interested Party	Non Statutory Consultee
Beeston South Gardenholders	Other Interested Party	Non Statutory Consultee
Bramcote Conservation Society	Other Interested Party	Non Statutory Consultee
Savills	Other Interested Party	Non Statutory Consultee
British Geological Survey	Service Provider	Non Statutory Consultee
British Horse Society (The)	Other Interested Party	Non Statutory Consultee
Broxtowe Youth Council	Other Interested Party	Non Statutory Consultee
Broxtowe Youth Homelessness	Other Interested Party	Non Statutory Consultee
BTCV	Other Interested Party	Non Statutory Consultee
Campaign To Protect Rural England	Other Interested Party	Non Statutory Consultee
Changeworks	Other Interested Party	Non Statutory Consultee
CBI	Other Interested Party	Non Statutory Consultee
Charles Hutchinson	Other Interested Party	Non Statutory Consultee
Chilwell Gardenholders	Other Interested Party	Non Statutory Consultee
Civil Aviation Authority	Service Provider	Non Statutory Consultee
Chemical Business Association	Other Interested Party	Non Statutory Consultee
Church Commissioners For England	Other Interested Party	Non Statutory Consultee
Coal Authority (The)	Other Interested Party	Non Statutory Consultee
Council For British Archaeology,	Other Interested Party	Non Statutory Consultee
Cromwell Association	Other Interested Party	Non Statutory Consultee
Cross Country Trains	Other Interested Party	Non Statutory Consultee
Crown Estate Office	Other Interested Party	Non Statutory Consultee
D.H Lawrence Society	Other Interested Party	Non Statutory Consultee
Diocesan Board of Finance	Other Interested Party	Non Statutory Consultee
Disabled Persons Transport Advisory Committee	Other Interested Party	Non Statutory Consultee
Dunn Line	Other Interested Party	Non Statutory Consultee
East Midlands Trains	Other Interested Party	Non Statutory Consultee
Eastwood & District Trades Guild	Other Interested Party	Non Statutory Consultee
Eastwood Peoples Initiative	Other Interested Party	Non Statutory Consultee
Eastwood Volunteer Bureau	Other Interested Party	Non Statutory Consultee
ENCAMS	Other Interested Party	Non Statutory Consultee

Equality & Human Rights Commission	Other Interested Party	Non Statutory Consultee
Erewhash Canal Preservation&Development Association	Other Interested Party	Non Statutory Consultee
Felicity Wie, Malcolm Judd & Partners	Other Interested Party	Non Statutory Consultee
Friends Of The Earth	Other Interested Party	Non Statutory Consultee
Freight Transport Association	Other Interested Party	Non Statutory Consultee
Friends, Families & Travellers Advice Centre	Other Interested Party	Non Statutory Consultee
Fusion Online Ltd	Other Interested Party	Non Statutory Consultee
Georgian Group	Other Interested Party	Non Statutory Consultee
Greasley & District Civic Society	Other Interested Party	Non Statutory Consultee
Greenwood Partnership	Other Interested Party	Non Statutory Consultee
Groundwork East Midlands	Other Interested Party	Non Statutory Consultee
Holmes Antill	Other Interested Party	Non Statutory Consultee
Home Builders Federation	Other Interested Party	Non Statutory Consultee
Ian Baseley Associates	Other Interested Party	Non Statutory Consultee
Inham Nook Allotment Gardeners Association	Other Interested Party	Non Statutory Consultee
Jacqueline Clay -Estate of EW Clay	Other Interested Party	Non Statutory Consultee
Institute of Directors	Other Interested Party	Non Statutory Consultee
Jason Tait	Other Interested Party	Non Statutory Consultee
Jim Strike	Other Interested Party	Non Statutory Consultee
John Acres	Other Interested Party	Non Statutory Consultee
Jon Kirby	Other Interested Party	Non Statutory Consultee
Karibu Trust	Other Interested Party	Non Statutory Consultee
Macedon Trust	Other Interested Party	Non Statutory Consultee
Local Equality Group	Other Interested Party	Non Statutory Consultee
London Midland	Other Interested Party	Non Statutory Consultee
Moorgreen Country Show	Other Interested Party	Non Statutory Consultee
Muslim Women's Organisation	Other Interested Party	Non Statutory Consultee
National Farmers Union	Other Interested Party	Non Statutory Consultee
National Playing Fields Association	Other Interested Party	Non Statutory Consultee
New Toton Youth Club	Other Interested Party	Non Statutory Consultee
Nottingham Black Drugs Project	Other Interested Party	Non Statutory Consultee
Nottingham Building Preservation Trust	Other Interested Party	Non Statutory Consultee
Nottingham Care Standards	Other Interested Party	Non Statutory Consultee
Nottingham City Transport	Other Interested Party	Non Statutory Consultee
Nottingham Family Health Services	Other Interested Party	Non Statutory Consultee
Nottinghamshire & Derby Traction	Other Interested Party	Non Statutory Consultee
Nottinghamshire Anglers Association	Other Interested Party	Non Statutory Consultee
Nottinghamshire Biological & Geological Records Centre	Other Interested Party	Non Statutory Consultee
Nottinghamshire Bowling Association	Other Interested Party	Non Statutory Consultee
Nottinghamshire Chamber Of Commerce & Industry	Other Interested Party	Non Statutory Consultee
Nottinghamshire Trading Standards - petroleum officer	Other Interested Party	Non Statutory Consultee
Nottinghamshire Wildlife Trust	Other Interested Party	Non Statutory Consultee
Ofsted Early Years Directorate	Other Interested Party	Non Statutory Consultee
Pakistan Centre	Other Interested Party	Non Statutory Consultee
Peacock & Smith	Other Interested Party	Non Statutory Consultee
Pedals	Other Interested Party	Non Statutory Consultee
Pegasus Planning Group	Other Interested Party	Non Statutory Consultee
Post Office Property Holdings	Other Interested Party	Non Statutory Consultee
Property Services Agency	Other Interested Party	Non Statutory Consultee
Ramblers Association	Other Interested Party	Non Statutory Consultee
Road Haulage Association	Other Interested Party	Non Statutory Consultee
Rural Community Action Notts	Other Interested Party	Non Statutory Consultee
Shelter	Other Interested Party	Non Statutory Consultee
Smith Stuart Reynolds	Other Interested Party	Non Statutory Consultee

Stagecoach East Midlands	Other Interested Party	Non Statutory Consultee
Stapleford Volunteer Bureau	Other Interested Party	Non Statutory Consultee
Stapleford Youth Club	Other Interested Party	Non Statutory Consultee
Sure Start Children's Centre	Other Interested Party	Non Statutory Consultee
The Active Communities Team	Other Interested Party	Non Statutory Consultee
The Boots Company	Other Interested Party	Non Statutory Consultee
The Carers Federation Ltd	Other Interested Party	Non Statutory Consultee
The Gypsy Council	Other Interested Party	Non Statutory Consultee
The RSPB	Other Interested Party	Non Statutory Consultee
The Showmans Guild Of Great Britain	Other Interested Party	Non Statutory Consultee
The Woodland Trust	Other Interested Party	Non Statutory Consultee
Transport 2000	Other Interested Party	Non Statutory Consultee
Traveller Law Reform Project	Other Interested Party	Non Statutory Consultee
Trent Barton	Other Interested Party	Non Statutory Consultee
Twentieth Century Society	Other Interested Party	Non Statutory Consultee
Victorian Society	Other Interested Party	Non Statutory Consultee
Virgin Trains	Other Interested Party	Non Statutory Consultee
Volunteer Centre Broxtowe	Other Interested Party	Non Statutory Consultee
Young Potential Ltd	Other Interested Party	Non Statutory Consultee
Beeston Police Station	Police Authority	Non Statutory Consultee
Broxtowe & District PCT	Primary Care Trust	Non Statutory Consultee
Network Rail	Service Provider	Non Statutory Consultee
Nottinghamshire Fire & Rescue Service	Service Provider	Non Statutory Consultee

Consultee	Q1 Group Size	Consultation on Any Part of LDF			Q7 Channels of Communication					Q8 Desired method of Communication					Q9 Consultation Frequency per year										Q10 Method of Informing							Q11 Internet Access	Q12 Locations													
		Yes	No	Don't Know	Meetings	Website	Postal Newsletter	Email	None	Meetings	Newsletter	Email	Web	Other	Postal	Survey	Website	Council office	Presentations	Public Meeting	Meet w Planners	Speak @ Plan Com	Workshop	Newspaper Notices	Radio	Brox Matters	Leaflets	Website	Postal	Forum	Exhibition		Not at all	Libraries	GP Surgeries	Post Offices	Schools	Council Offices	Leisure Centres	SuperMarkets	Council Website	Other*				
Bartons Public Ltd Company	51+	X			X	X	X	X							4	4	4	4	1	4	4	4	1	X	X	X	X	X	X		X	X				X			X		X					
Sandiacre Parish Council	11-30	X			X	X		X			X				4	1	0	0	0	0	0	0							X												X					
Peacock & Smith	11-30	X			X	X		X		X	X	X	X		4	4	4	1	1	1	1	1	1				X	X														X				
Stapleford TC	11-30	X			X	X		X		X	X	X	X		4	4	4	1	1	4	1	4	1	X		X	X	X	X	X	X											X	X			
Eastwood Volunteer Bureau	31-50	X			X		X	X		X	X	X			4	1	1	4	4	4	1	4	1				X	X	X	X							X		X		X					
Beeston & Dist Local History Society	51+	X			X					X					4	1	0	4	0	1	0	0	0	X	X	X	X			X	X						X									
Nottm Friends of the Earth	31-50	X			X	X	X	X		X	X	X	X		1	1	4	1	1	1	1	1	1	X	X	X	X	X	X	X												X				
English Heritage	51+	X			X	X		X		X	X	X	X		4	4	4	1	0	1	1	1	4				X	X														X	X			
Awsorth PC	11-30	X			X			X		X	X	X	X		4	4	4	4	4	4	4	4	4	X	X	X	X	X	X	X							X		X		X					
Broxtowe Green Party	11-30	X			X	X		X		X	X				4	4	4	4	4	4	4	4	4	X	X	X	X	X	X	X					X		X		X		X					
Environment Agency		X																																												
Caunton Engineering	51+	X			X	X	X	X			X				4	4	1	1	1	1	1	1	1					X														X				
Trent Barton	51+	X			X	X		X		X	X				1	1	4	1	4	4	4	1	1			X	X		X														X			
DPP	51+	X			X	X	X	X		X	X				4	4	1	0	0	1	4	4	1				X	X																X		
EMRA																																														
Campaign to Protect Rural England	51+	X				X				X	X	X	X	X	4	4	4	4	4	4	4	0	0	1	X		X	X	X	X	X	X					X			X		X				
The Coal Authority	51+	X			X			X		X	X	X	X																																	
EON Central Networks	51+	X			X			X							4	0	0	0	0	0	0	0	0					X															X			
Eastwood Town Forum for Business	11-30	X			X	X	X	X		X					4	1	4	4	4	1	1	1	1	X			X		X	X													X			
Beeston & Dist Civic Society	51+	X			X	X	X	X				X			4	4	4	4	4	4	4	4	4			X		X	X	X													X			
Pedals	51+	X			X	X	X	X		X	X	X	X		1	1	1	1	1	1	1	1	1				X		X															X		
Savills	51+	X					X	X		X	X	X	X	X	4	1	4	4	1	4	4	1	1				X	X																X		
Volunteer Centre Broxtowe	11-30						X			X	X				4	4	1	4	1	1	1	1	1	X			X	X															X			
Brinsley PC	11-30	X			X	X		X		X	X	X	X	X	4	4	4	4	4	4	4	4	4	X		X	X	X	X															X		
Rushcliffe BC	51=	X			X	X		X			X																X																X			
East Midlands Airport	51+	X			X	X	X	X							4	4	4	1	1	1	1	4	4	1																				X		
East Midlands Regional Authority																																														
Inland Waterways	51+	X			X	X	X			X	X				4	4	1		1	1	1	1	1					X																X		
Totals		23	0	0	21	17	10	21	0	12	16	20	11	4	4	4	1		1	1	1	1		10	4	10	12	13	20	10	10	0						4	0	2	0	11	0	3	20	4

OTHER'

- \* Information sent to Stapleford TC office
- \* Emails & Postal Newsletter/Docs
- \* email only