

SCI

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Statement of Community Involvement 2010 Update

Preface

The purpose of the 'Statement of Community Involvement' is to set out how the community can be involved in the preparation of the new system of development plans, and planning applications. Planning is a public service with a legal obligation to consult people, and this document is intended to be the cornerstone of the consultation and participation process. A key requirement is to involve all those with an interest in the planning system at an early stage to achieve local ownership and legitimacy for the plans that will shape the future development of our area.

Planning in Luton and southern Central Bedfordshire has never been more important: a total of 23,150 new homes will be built across the area between 2011 and 2026.

The Luton and South Bedfordshire Joint Committee was set up in 2006 to ensure a co-ordinated response to planning in the area. Under the auspices of the Joint Committee, Luton Borough Council and Central Bedfordshire Council will engage in a joint decision making process for development planning with the exception of development management cases.

Public involvement in the consultation process is essential because your views will help to determine the content of planning policy documents and determine planning applications. To this aim, there will be many opportunities for community and stakeholder participation and consultation, so please do not miss out on your opportunity to help shape the future of Luton and southern Bedfordshire.

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1 Introduction

1.1 This document is the consultation version of the Luton and South Bedfordshire Joint Statement of Community Involvement 2010. It sets out how the Luton and South Bedfordshire Joint Committee, hereafter referred to as the Joint Committee, intend to undertake public participation and involve the community in planning the future of the Luton/Dunstable/Houghton Regis and Leighton-Linslade growth area. The document aims to outline how and when everyone who wants to get involved in planning can do so. In particular, the document explains the consultation that will take place in respect of the joint Local Development Framework and individual planning applications.

1.2 Planning for new homes, schools, community facilities, open spaces, employment and transportation; whilst protecting the environment is not an easy task and we need your help to get it right. Planning decisions affect our homes, places of work, travel, leisure, shopping and countryside. Future growth needs to be accommodated in a sustainable and managed way and it is important that the existing community and new residents will benefit from such growth.

1.3 Despite the importance of planning, it is often only a limited number of people who get involved in the planning process. Likewise, very few people get involved in influencing specific planning applications, and even fewer get involved in shaping the planning policies on which major decisions are based.

It is important that you get involved in consultation from the start in order to help guide the content of new planning documents. They will be used to determine major planning applications such as large housing developments, as well as your own planning applications.

The Planning System

1.4 The Planning and Compulsory Purchase Act (2004) considerably changed the composition of the Statutory Development Plan, created as a result of the 1990 Town and Country Planning Act. Furthermore, in July 2010 the Coalition Government announced the immediate revocation of Regional Spatial Strategies. Thus, the Development Plan will in future consist of the Local Development Framework and Waste Local Development Framework. However, whilst the transition is being made, the adopted Structure Plan and Local Plans will be automatically “saved”.

1.5 Following amendments by the Government in 2008 to the Town and Country Planning (Local Development) (England) Regulations, a review of the Statement of Community Involvement (SCI) was required. The amendments to the Regulations have been made to reduce the number of stages in the LDF process before a Development Plan Document can be adopted. This has been achieved by removing the Preferred Options Stage, and by removing the requirement for the SCI’s to be subject to an Examination in Public.

1.6 Additionally, since the adoption of the first SCI, the Councils have made changes to some of their own engagement techniques, and these changes have also been incorporated into this revised SCI.

Local Development Framework

1.7 The Luton and South Bedfordshire Local Development Framework will contain a series of documents called Local Development Documents, setting out the Joint Committee’s policies and proposals for spatial development and land use in the area. Each Local Development Document must go through a production process, which includes formal stages of consultation before it can be approved or “adopted”. Only those documents that have been formally approved can constitute the development plan and then be used to inform decision making related to planning applications. Other planning documents may be given weight when they are nearing adoption.

1.8 When complete, the Luton and South Bedfordshire Local Development Framework will comprise the following documents:

- Local Development Scheme (LDS);
- Statement of Community Involvement (SCI);
- Development Plan Documents (DPDs) including a Core Strategy and Key Diagram, and other DPDs relating to Development Management policies and the allocation of sites for specific uses;
- Supplementary Planning Documents (SPDs);
- Proposals Map;
- Annual Monitoring Report (AMR);
- Sustainability Appraisal (SA), and
- Strategic Environmental Assessments (SEA).

What area is covered by the SCI?

1.9 As part of Local Government Reorganisation, South Bedfordshire District Council and Mid Bedfordshire District Council ceased to exist from 1st April 2009 to be replaced by Central Bedfordshire Council. Bedfordshire County Council also ceased to exist from this date. That said, the name of the Joint Committee will remain unchanged as the Luton and South Bedfordshire Joint Committee and comprise councillors from Luton Borough Council and Central Bedfordshire Council.

1.10 This does not affect the statutory arrangements for the preparation of the Luton and South Bedfordshire Local Development Framework. The Local Government (Structural Changes) (Transitional Arrangements) (No.2) Regulations 2008 have been drafted to 'modify' the legal way the Luton and South Bedfordshire Joint Technical Unit is set up. The Joint Technical Unit will continue to prepare spatial planning policy documents on behalf of the Joint Committee until 31st March 2012.

1.11 The Core Strategy covers the area formerly administered by South Bedfordshire District Council (now administered by Central Bedfordshire Council) and the area administered by Luton Borough Council. For clarity, the SCI refers to this area as "Luton and southern Bedfordshire".

1.12 In terms of Development Control functions, decision making for applications within the former administrative boundaries of South Bedfordshire District Council will now be made by Central Bedfordshire Council. However, these planning applications will still be determined against the policies in the South Bedfordshire Local Plan until such time that these policies are replaced by those in the Luton and South Bedfordshire Local Development Framework.

Resources

1.13 The majority of the work involved in undertaking community involvement will be the responsibility of the Joint Committee's constituent authorities. Major staff and financial resource commitments are required from these resources to ensure that a comprehensive and innovative community involvement approach is adopted and implemented. The Joint Technical Unit, comprising officers from Luton Borough Council and Central Bedfordshire Council, reports to the Joint Committee and is responsible for preparing and co-ordinating the preparation of the Local Development Framework for the Luton and South Bedfordshire Growth Area on behalf of the Joint Committee.

2 The benefits and objectives of community involvement

2.1 Community Involvement can benefit the community by enabling:

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- A greater sense of public ownership and democracy in the planning process;
- Improved delivery of local services, which are better at meeting the needs of the community;
- More attention given to public priorities, thus bringing planning policies in line with the needs of the community; and
- Greater transparency in the planning process (access to and influence on).

2.2 Benefits to individuals and organisations include:

- The ability to influence the planning decision making process from an early stage;
- An enhanced sense of contributing to the community;
- An improved experience and awareness of council services;
- More opportunity to work with the Joint Committee to strengthen the quality of outcomes;
- Access to clear and timely information with documents available in various formats where necessary; and
- Empowering the community through consultation, thus fostering a sense of ownership.

2.3 Benefits to the Joint Committee include:

- A broader public understanding of the Joint Committee duties, responsibilities and constraints;
- Improved relationships with the community;
- A better understanding of community needs;
- Involving the community at the start of the plan making process will identify issues and problems at an early stage;
- Decision-making is improved, conflicts and delays are minimised; and
- Promotion of local regeneration and investment.

2.4 There are eight objectives of Community Involvement:

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1. To ensure that all consultation is purposeful, cost effective and inclusive, and where possible, builds capacity.
2. To ensure that community views are understood and result in better outcomes for those who live in, work in and visit the area.
3. To use new and innovative forms of consultation which go beyond information given and ensure that the community is engaged at the earliest possible opportunity.
4. To provide access to information by making documents available in different formats and plain English where possible.
5. To ensure that everybody who is interested in or affected by a planning decision or planning document has the opportunity to participate.
6. To encourage community ownership and democracy in the planning process.
7. To provide informed feedback on all decisions made as a result of public consultation.
8. To be flexible in our approach to consultation to ensure that it is always fit for purpose.

3 Who will be involved and how?

3.1 The Joint Committee already has a well-established network of stakeholders within the local community. Along with statutory consultees (those we must consult by law; see Appendix 1), this existing network will form the basis of a consultation database, which will gradually be increased by adding new contacts. Please note that you can be added or removed from this database at any time you wish by contacting us.

3.2 The word 'stakeholder' simply means those who have an interest in the services and activities of the Joint Committee. Stakeholders will always be involved in early consultation as they can provide specific knowledge to help form options for wider public consultation. For example, if preparing a transport-related Development Plan Document, a local bus company would be a key stakeholder.

3.3 Table 1 below gives an example of the different groups/individuals who will be consulted for the formulation of the Local Development Framework. This is not a definitive list. A more comprehensive list of consultees is included in Appendix 1.

Table 1: Representative Groups

Community/Stakeholders	Statutory Consultees
General Public	Parish Councils
Landowners/House Builders/Agents	Town Councils

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Community/Stakeholders	Statutory Consultees
Local Groups, Clubs, Organisations	Area Committees and Ward Forums (Luton)
Environmental Groups	National Government
National Organisations	Regional Government
Seldom Heard Groups	Local Government (i.e. Councillors/Council Committees)
Local Business Community	The Highways Agency
Local Forums/Partnerships	

3.4 Some methods for community involvement that are proposed for the Local Development Framework consultation are listed below. They include methods for notifying (more traditional methods) and methods for consulting (more innovative methods). The list below is not definitive but includes those methods considered to be the most effective and practical. It is not the intention to use all these methods for each consultation. A variety of methods may be used as and where appropriate. Methods 1 to 3 are statutory requirements, meaning that they will always be used for any consultation. Appendices 2 to 4 identify the broad range of methods that will be used on each Development Plan document, all Supplementary Planning Documents and Planning Applications.

Methods for notifying and traditional consultation

- 1. Placing documents on Deposit:** It is a statutory requirement that all documents are placed on deposit for the public to view in the offices of both Luton Borough Council and Central Bedfordshire Council. They will also be placed in Town Council offices and all libraries in the area.
- 2. Website:** The Luton Borough Council website (www.luton.gov.uk), Central Bedfordshire Council website (www.centralbedfordshire.gov.uk) and the website of the Luton and South Bedfordshire Joint Committee (www.shapeyourfuture.org.uk) will be used to display information and updates, provide access to documents, and provide opportunities for immediate feedback using an online response form. The latter acts as a consultation website so that consultees are able to submit responses online and is accessed via the Joint Committee web pages. It is a statutory requirement that documents are available to view on line. The use of the internet and new forms of communicating online, such as social networking sites, could potentially be used, in particular to capture the views of young people in the area.
- 3. Letters:** It is a statutory requirement that all statutory consultees are notified in writing when a document goes out to consultation. They will also receive a copy of the document by post. A number of general consultees; to whom a particular document may be of relevance, will also be notified in writing, although this is not a statutory requirement. The general public can submit

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comments and feedback in writing as well as request updates and receive documents by post.

4. **Email:** Everyone with access to a web enabled computer will be able to submit comments and feedback, and may request updates and planning policy documents. A dedicated e-mail address has been set up for this purpose, namely: consultation@shapeyourfuture.org.uk.
5. **Telephone:** The Joint Technical Unit and Development Control/Management teams from Luton Borough Council and Central Bedfordshire Council are always willing to provide advice or discuss planning matters by telephone - 01582 547026 (JTU), 01582 546317 (Luton Borough Council Development Control) or 0300 300 8670 (Central Bedfordshire Council Development Management).
6. **Leaflets and Newsletters:** These are an effective way of accessing the whole community and gaining interest in a particular matter. Leaflets containing a summary of the document which is out for consultation have been published for Core Strategy consultations in the past. It is acknowledged that they need to be attractive with a distinctive message to be effective and that overuse of this method can sometimes be ineffective.
7. **Questionnaires and surveys:** These are an effective means of gaining views of documents and proposals. They can be aimed at a small group or included in leaflets and newsletters to reach the wider community. The questionnaires need to be designed in such a way to gain useful information from the respondent, which can be used to inform planning documents.
8. **Media releases and public relations:** Regular media releases may be issued through local press, Council publications (such as 'LutonLine' in Luton and 'News Central' in Central Bedfordshire) or television and radio to inform the community of key community involvement dates and to report on feedback received. Formal notices will also be published in local newspapers as this is a statutory requirement. The media may be invited to meetings to discuss plan progress and they in turn may help to explain the planning process.
9. **Posters, displays and banners:** These may be displayed in key public locations, including Council offices, supermarkets, leisure centres, libraries and village halls, with the aim of attracting interest and providing information. In appropriate locations displays may also be used.

Methods for consulting and innovative consultation

1. **Community Involvement Events:** A range of community involvement events may be organised at accessible locations in order to capture community views. They will allow all those interested in the planning process to directly discuss the relevant issues, options and planning proposals with planning officers and other staff. They may utilise "hands on" consultation exercises such as "Planning for Real" for which the community are asked to identify what they would like to see developed in their area on a scale model or map. This method would be particularly relevant for master planning for the proposed urban extensions.
2. **Public Exhibitions:** Public exhibitions provide a good visual means of displaying draft proposals, and communicating relevant issues and options. Visitors will

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- be able to discuss these matters with planning officers and other staff and submit their comments at the time.
3. **Workshops and focus groups:** These are increasingly being used to encourage discussions around particular issues, and can offer an opportunity to develop community capacity and offer training.
 4. **Town and Parish Councils and Area Committees:** These play an important role in guiding the planning process as they directly represent their community. Officers will attend and hold meetings with these groups where possible. For major planning applications, developers will be encouraged to hold meetings with these groups.
 5. **Councillors:** Elected Councillors are community representatives and may play an important role in guiding the planning process.
 6. **Use of existing partnerships, forums and panels:** These can provide representative views from a range of organisations/ agencies, such as the Local Strategic Partnership, as well as specific groups within the community. The established Developers' Forum will be used as a platform to engage with landowners and developers.

Support for consultation

1. **The Planning Advisory Service (PAS):** PAS gives local planning authorities the opportunity to tap into a central support network if they are finding it difficult to process major planning applications. It can provide additional professional resources and negotiation skills as necessary. The Joint Committee envisages that this service may have a key role to play in facilitating delivery on planning matters in the new system. For more information please visit www.pas.gov.uk.
2. **Planning Aid:** Planning Aid is a voluntary service linked to the Royal Town Planning Institute. It offers free, independent and professional advice on town planning to community groups and individuals who cannot afford professional advice, thus enabling local communities to participate in planning matters. Every effort will be made to publicise this service where appropriate. www.planningaid.rtpi.org.uk.

3.5 The Local Strategic Partnerships of Luton Borough Council and Central Bedfordshire Council aim to develop close, efficient and more effective equal working arrangements between local voluntary and community organisations and statutory agencies. They represent a forum for sharing ideas and good practice and also for networking. Their effectiveness is enhanced through developing codes of good practice. A wide range of statutory, voluntary and community groups are represented on each Local Strategic Partnership and therefore they are a key means of passing on information about the Local Development Framework.

3.6 The Joint Committee recognises the diverse nature of the community it serves; it aims to treat everyone with dignity and respect and operate in a fair manner. It will make all reasonable efforts to ensure that all community involvement is accessible, inclusive and appropriate in order that the views and opinions of the community may be heard without prejudice or discrimination. It

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will also endeavour to ensure that all community involvement conforms with the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995.

3.7 Within the community there are certain groups of people who are 'seldom heard', meaning that they have been under-represented in consultation in the past. Particular effort will be made to get these groups involved in the consultation process for the Local Development Framework and we recognise that these groups may require direct engagement to allow them to effectively participate in consultation. These groups are identified as follows:

- Gay and Lesbian;
- Transgender;
- People with Disabilities;
- Refugees and Asylum Seekers;
- Black and Minority Ethnic Groups;
- Young people;
- Travellers and Gypsies;
- The homeless; and
- The elderly.

3.8 In addition to the methods listed above, there are some existing forums, groups and services which may be accessed to ensure that seldom heard groups are consulted on planning applications and during the preparation of the Local Development Framework.

- **Luton Race Advisory Forum and Central Bedfordshire Council Equalities and Diversity Forum:** Both Forums comprise representatives from a number of communities and groups.
- **Community Development:** Both Luton Borough Council and Central Bedfordshire Council have community development officers who work in priority areas and neighbourhoods in the area to support and facilitate social inclusion and renewal.
- **Housing Services:** Some tenants of Central Bedfordshire Council owned properties are representative of seldom heard groups. A Tenant Participation Officer is in post to manage tenant consultation and liaise with various tenant groups and may be approached for consultation on the Local Development Framework.
- **Young People's Services:** The Place in Dunstable and The Tactics Centre in Leighton-Linslade are both drop-in centres for young people which can be utilised for future consultation.
- **Travellers Liaison Officer:** There are various travellers sites within Luton and southern Bedfordshire and the Travellers Liaison Officers at Luton Borough Council and Central Bedfordshire Council may be approached to access this group. A countywide Gypsy and Traveller Accommodation Needs Assessment was undertaken and a Travellers Study Group was set up. This group could

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also be accessed for future consultation in particular for the Gypsy and Traveller DPD.

- **Voluntary and Community Sector:** The important role this sector plays in the consultation process is recognised. There are a wide range of representative voluntary and community groups within Luton and Central Bedfordshire whose knowledge and links will be vital in reaching certain groups. Such groups are already represented on the Luton Assembly and the respective Local Strategic Partnerships.

3.9 Please note that most Local Development Documents will be subject to an Equalities Impact Assessment. All Local Development Documents will be screened to see if an assessment is required. Questionnaires and surveys will also include equalities monitoring questions to ensure that all consultation is inclusive.

Resources

3.10 The majority of the work involved in undertaking community involvement will be the responsibility of the Joint Committee's constituent authorities. Major staff and financial resource commitments are required from these resources to ensure that a comprehensive and innovative community involvement approach is adopted and implemented. The Joint Technical Unit, comprising officers from Luton Borough Council and Central Bedfordshire Council, reports to the Joint Committee and is responsible for preparing and co-ordinating the preparation of the Local Development Framework for the Luton and South Bedfordshire Growth Area on behalf of the Joint Committee.

3.11 Wherever possible, a 'joined up' approach to consultation will be adopted to try and avoid consultation overload. Decisions will need to be made at specific stages of consultation regarding appropriate methods of consultation. The type of consultation and community involvement used will depend on the nature of the issues to be discussed within the plan or the size or complexity of the planning application. Each method of community involvement will have resource and cost implications for the Joint Committee and thus the most effective community involvement method will be selected.

Dealing with Racist Representations

3.12 The Local Government (Access to Information) Act 1985 requires any material which is defamatory or likely to incite racial hatred or contempt, to be marked 'confidential' and not disclosed to the public. The Race Relations Act 1976 makes it unlawful for anyone to induce or attempt to induce another person to discriminate on the grounds of race. It also makes it unlawful for an authority or officer to aid and abet discrimination by failing to challenge a discriminatory pressure. Anyone who, either in writing or verbally, objects on racist grounds to a planning proposal is potentially contravening one of these Acts, by applying pressure to discriminate.

3.13 A racist representation is one which includes words, phrases or comments which are likely to be offensive to a particular racial or ethnic group; be racially

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abusive, insulting or threatening; apply pressure to discriminate on racial grounds and stir up racial hatred or contempt.

3.14 Where a representation is wholly racist, and contains no material planning consideration, the representation is unlawful and cannot be considered or disclosed. Its receipt will not be identified in any committee report as it is not material.

3.15 If the representation is racist, but also contains material planning considerations, the Committee may write to the respondent, explaining that only those valid planning matters will be considered or disclosed. If the Committee does not write to the respondent, only valid planning matters will be considered or disclosed and content deemed to be racist may be removed from the representation.

3.16 Main valid planning matters include:

- Amenity - impact on neighbours;
- Highways - suitability of access, parking, traffic generation etc.;
- Policies - are there any government policies which are relevant?;
- Design; and
- Planning history.

4 Getting involved in the Local Development Framework

4.1 The Local Development Framework is a series of documents and maps that together set out the planning policy for the area they cover. It consists of:

- Development Plan Documents (DPDs); and
- Supplementary Planning Documents (SPDs)

4.2 These are also known as Local Development Documents. The Local Development Scheme sets out the timetable for the preparation of the Local Development Framework.

Development Plan Documents (DPDs)

4.3 The process of preparing a DPD involves formulating alternative options for consultation from initial evidence gathering and then submitting a draft plan to the Government. This submitted plan is then tested for soundness at a public examination and an Inspector produces a report indicating changes that need to be made before adoption. This process is accompanied by a “sustainability appraisal” referred to in paragraphs 4.13. Generally, a DPD will take about three years to prepare, including a period of extensive consultation.

4.4 The community will be encouraged to become involved right at the start of plan making (the preparation stage), to frontload the process. One statutory consultation period will follow the evidence gathering stage. Further details of the process are explained in PPS12; Local Development Frameworks and in a companion guide available from www.communities.gov.uk.

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4.5 The basis on which stakeholders are selected for the pre-production stage consultation is at the discretion of officers in accordance with the nature of the document being produced. Statutory consultees are automatically consulted at all stages. Consultation events will also be advertised in advance.

4.6 In line with the 2008 Regulations, any person may make a representation about a DPD. The representation needs to be made within the period which the Joint Committee specifies for the purposes of consultation for that particular DPD. This will be for a period of not less than 6 weeks. The representations also need to be sent to the address specified by the Joint Committee for the purposes of consultation of that particular DPD.

4.7 The Joint Committee will actively encourage the community and stakeholders to provide substantial input to the development of a plan. Table 2 outlines the main stages in the production of a Development Plan Document. Appendix 2: Key stages in the preparation of a Development Plan Document contains further details of the consultation processes.

Table 2 : The Production of a Development Plan Document

Stage	Actions within each stage	Consultation
Stage 1: Preparation		
Preparation Stage <i>Regulation 25</i>	<ul style="list-style-type: none"> ● Gather evidence base to guide the formulation of options. ● Identify options and develop policy to resolve them. ● Appropriate and ongoing engagement with relevant stakeholders. ● Preparation of Sustainability Appraisal Scoping Report should there not be one already prepared. ● Appraise options generated against SA objectives to assist in the selection of the appropriate options and highlighting sustainability implications of each. ● Preparation of consultation statement identifying representations received during consultation. 	<ul style="list-style-type: none"> ● Notify specific and general consultation bodies ● Proportionate, appropriate and ongoing consultation with relevant stakeholders on issues within scale of issues in the plan ● 6 week consultation on SA Scoping Report ● SA Report to be consulted alongside any document published during this stage
Stage 2: Publication and Consultation on the 'Pre-Submission' DPD		

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Stage	Actions within each stage	Consultation
Publication and Consultation of DPD <i>Regulation 27, 28 and 29</i>	<ul style="list-style-type: none"> • Prepare and publish a Submission DPD and SA Report. • Representations received at Stage 1 to be summarised into consultation document setting out how representations received have been taken into account. 	<ul style="list-style-type: none"> • 6 week public consultation on the 'soundness' and legality of the Core Strategy
Stage 3: Submission		
Submission of DPD to Secretary of State <i>Regulation 30 and 31</i>	<ul style="list-style-type: none"> • Submit DPD and SA to Secretary of State (Planning Inspectorate) • Consultation Statement to be submitted • Submit comments received at Stage 2 with the main issues raised for consideration by the Inspectorate. 	<ul style="list-style-type: none"> • Public notice of submission
Stage 4: Examination		
Examination in Public (EiP) of DPD <i>Regulation 34</i>	<ul style="list-style-type: none"> • Publish details of Examination Hearings. • Pre-Hearing meeting to discuss matters to be explored. • Inspector will test soundness of DPD and consider representations received. 	<ul style="list-style-type: none"> • Appropriate public notice of Pre-Hearing meeting • 6 week notice of formal examination
Stage 5: Inspector's Report		
Publication of Inspector's Report <i>Regulation 35</i>	<ul style="list-style-type: none"> • Inspector produces a Report with recommendations • Inspector's Report is binding on the Council 	<ul style="list-style-type: none"> • Make Inspector's Report public
Stage 6: Adoption		
Adoption of DPD <i>Regulation 36</i>	<ul style="list-style-type: none"> • Joint Committee issue notice stating intention to adopt, having made changes • If no legal challenge, DPD will become part of the LDF when adopted by the Joint Committee 	<ul style="list-style-type: none"> • 6 week allowance for any legal challenges • Appropriate public notice of adoption • Make adopted DPD widely available

Soundness of a Development Plan Document

4.8 The process of Independent Examination by an Inspector is to test the soundness of a Development Plan Document in light of three tests as set out in 'PPS12 Local Development Frameworks' (paragraph 4.51 pg 19). For a core strategy to be found sound it should be justified, effective and consistent with national policy. The production of the DPD must also have complied with all of the relevant regulations.

4.9 An examination of the DPD will be carried out by an independent Planning Inspector to test its soundness, taking into account the representations that have been received. Those who make representations may be invited by the Inspector to attend the parts of the examination held in public (the hearings).

Supplementary Planning Documents (SPDs)

4.10 Supplementary Planning Documents provide additional detail regarding an existing policy within a Development Plan Document, such as 'development brief' guidance. They are technically not part of the statutory plan and therefore not subject to independent examination. However, their preparation will be subject to an appropriate level of community involvement relevant to the nature of the document being produced. In accordance with this, all Supplementary Planning Document are subject to a minimum statutory consultation period of 4 to 6 weeks as set out in Table 3 below.

4.11 Supplementary Planning Documents may cover a range of site specific and thematic issues. For a site based Supplementary Planning Document, appropriate stakeholders will be involved in developing options and policies. Where the subject matter is thematic, and of more general public interest (for example, Urban Design Guidance SPD), wider ranging consultation will be undertaken as appropriate. Supplementary Planning Documents are not subject to Sustainability Appraisal.

Table 3 : The Production of a Supplementary Planning Document

Stage	Actions within each stage	Consultation
Stage 1: Scoping		
Pre-production and early community engagement	<ul style="list-style-type: none"> Early consultation with relevant stakeholders to gather evidence to inform the content of the draft SPD 	<ul style="list-style-type: none"> Ongoing
Stage 2: Production and Consultation		
Production of the draft SPD and consultation	<ul style="list-style-type: none"> Preparation of draft SPD Make draft SPD available for a formal public consultation period. The level 	<ul style="list-style-type: none"> 4 - 6 week statutory consultation

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Stage	Actions within each stage	Consultation
	<p>and type of consultation will depend on the type and scope of the SPD.</p> <ul style="list-style-type: none"> • Consultation responses to be analysed and integrated into the draft SPD where relevant and effective. • Report produced summarising the main issues raised and how they have been taken into account in the amended draft SPD. 	
Stage 3: Adoption		
Adoption of the SPD	<ul style="list-style-type: none"> • The Joint Committee will formal adopt the SPD as part of the Luton and South Bedfordshire Local Development Framework. 	<ul style="list-style-type: none"> • Make adopted SPD available for viewing

Sustainability Appraisals (SA)

4.12 Sustainable development is central to the new planning system. The purpose of a Sustainability Appraisal is to promote sustainable development through integrating social, environmental and economic considerations into the preparation of planning documents and guidance. Hence the Joint Committee will be required to produce a Sustainability Appraisal Report for each Development Plan Document. The appraisal will help guide the plan and takes the form of a screening process to evaluate the merits of alternative courses of action. The Sustainability Appraisal also incorporates a Strategic Environmental Assessment.

Other Studies

4.13 In addition to the preparation of planning documents, a number of background documents will be produced to provide essential evidence and information to underpin plan preparation. The Joint Committee will undertake specific consultation on such documents where it is considered beneficial.

Links to other strategies and plans

4.14 The Local Development Framework is a key component to the delivery of ambitions promoted by the Sustainable Community Strategies of Luton and Central Bedfordshire.

4.15 Sustainable Community Strategies are developed by Local Strategic Partnerships that comprise public and private sector organisations and individuals. They set-out a vision for the future, describing how key issues will be attended to so that people will be happier, healthier and more prosperous.

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4.16 The Local Strategic Partnerships will be treated as statutory consultees for each Local Development Document to ensure delivery the relevant aims of the Sustainable Community Strategies.

Monitoring Feedback

4.17 The Joint Committee will ensure that when consultation with the community is undertaken, their comments will be used to inform the content of the planning documents. Consultation will not just be a 'ticking the box' procedure. Careful consideration will be given to how responses to consultation are addressed. Undoubtedly there will be conflicts and differences arising from these responses and there will be a need to balance these accordingly when considering responses at each stage. Details of how feedback on planning applications will be given is in Section 5.

4.18 At the end of every statutory consultation period the Joint Technical Unit will analyse the responses received and prepare a summary report. This will be presented at the Joint Committee meeting with recommendations for required changes. All comments and reports will be available to view at the offices of Luton Borough Council and Central Bedfordshire Council on request.

4.19 At the final stage of consultation a consultation statement will be produced that will address responses received. This statement will be made publicly available on the websites, at the offices of Luton Borough Council and Central Bedfordshire Council and at other public places as appropriate.

4.20 Anyone or any group making comments on this SCI, future Development Plan Documents and Supplementary Planning Documents or any other aspect of the Local Development Framework, will be included in an electronic database and automatically kept informed of all future consultation stages by either letter or email, unless they make it clear that they do not wish to be included in the electronic database.

5 Getting involved in planning applications

5.1 Please note that Development Control and Management Services (planning applications) does not fall under the remit of the Joint Committee and therefore planning applications are dealt with by the respective Local Authority; Luton Borough Council and Central Bedfordshire Council.

5.2 Community Involvement is a vital part of the Development Control and Management Services process as the determination of a planning application can have a considerable effect on people's lives. This section describes the planning process and outlines how and when the community has the opportunity to be involved in each stage of the planning application process. It also sets out the expectations for how developers should get involved in this process.

Stage 1: Pre-application

5.3 Both Local Authorities are keen to encourage developers to discuss their proposals with planning officers before the formal process of determining a planning application begins. This can help to identify potential problems and assist in producing appropriate solutions. In particular, early discussions on large and/or potentially controversial proposals are encouraged.

5.4 The relevant Local Authority cannot refuse to accept an application that has not involved any pre-application public consultation. However, it will encourage all applicants, in particular application for large developments, to inform neighbours and all affected parties of their proposed development (including householder applicants). Developers involved in larger schemes or schemes likely to be controversial are encouraged to undertake some form of wider public consultation. Details of this consultation, feedback and amendments should be submitted with an application.

Early public consultation on proposals is beneficial to both the public and the developer, particularly for large and contentious proposals.

Stage 2: Submitting a planning application

5.5 The application stage is the main stage at which the community can get involved in development proposals. The Government requires that the majority of applications are determined in eight weeks. For major applications this is extended to thirteen weeks or sixteen weeks if an Environmental Impact Assessment is submitted. This requirement places significant pressure on Council officers and influences the amount of consultation that can be achieved.

Stage 2 is the main opportunity to get involved in planning applications.

Publicising applications

5.6 During the application stage, the relevant Local Authority will publicise planning applications in one or all of the following ways depending on the type of application:

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Display site notices at or near the site providing information on the nature of the application, where plans can be viewed and the deadline for submitting comments. Site notices are generally displayed for major applications, those accompanied by Environmental Impact Assessments (EIA), telecoms proposals, applications likely to have a wider public interest or if the owner of adjacent land cannot be identified.

Produce a weekly list of planning applications available on the websites, at Council Offices, and by post on request. The list can be sent to groups and individuals who also subscribe by contacting the Development Control Team.

Advertisements in the local press - applications that are likely to be of general public interest, in particular, major applications, applications accompanied by Environmental Impact Assessment, applications in or adjoining Conservation Areas, affecting a Public Footpath, a departure from the Development Plan and applications relating to Listed Buildings.

Notify all residents and properties that share a boundary with the application site. For applications with a wider impact, additional notification will be given to relevant properties.

Viewing and commenting on applications

5.7 All planning applications submitted will be available to view at the corresponding Council offices. Duty officers will be available at the Council offices during opening hours to provide planning guidance and information both over the telephone and in person. Photocopies can be taken at the offices (at Luton Town Hall for planning applications within Luton or at Central Bedfordshire Council offices for applications within Central Bedfordshire). All planning applications are available to view on both Councils' websites. Comments on planning applications can also now be made via both Council websites.

5.8 Statutory consultees are sent planning applications by hard copy, email or web link depending on preference and invited to respond. Comments should be in the form of a letter or email and must be received within 21 days of receipt of notification. Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Development Control Committee at Luton Borough Council and Planning Committee at Central Bedfordshire Council.

5.9 The community, individuals and relevant properties are given 21 days from receipt of the notification to submit their representations. The representations should be in the form of a letter or email, should relate to the application in question and should only be concerned with planning related matters. It should explain why they support or object to the proposals in relation to the policies

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contained within the Luton or South Bedfordshire Local Plan or the relevant Development Plan Document when published (see Section 4).

5.10 There may be negotiation on planning applications during the course of an application. Where this is considered to improve the proposed development, for example in response to comments received by an interested party, no further notification will be made. If the application requires a significant alteration or amendment, all relevant interested parties will be notified by letter as soon as possible with an appropriate timescale for response. This is often less than the original 21 days.

Community Involvement

5.11 The level of community involvement will depend on the scale, complexity, location and nature of the application. More details on indicative methods of consultation are given in Appendix 4. Where an application is expected to involve a high level of public interest, the relevant Local Authority will promote greater public involvement.

5.12 Alternatively, the relevant Local Authority itself may conduct local exhibitions to ensure as many people as possible are able to view the plans and make comments. This would involve placing displays in an appropriate location, and in some instances Planning Officers will staff exhibitions. Planning Officers may also attend Town and Parish Council or Area Committee meetings, to which all members of the public are welcome.

5.13 If it is difficult for people to attend any of the Council offices or to view plans online, on early request, and subject to their availability, officers may also visit individual properties to show members of the public the plans that have been submitted. In some cases, officers will informally visit adjoining properties as part of an assessment of an application.

Stage 3: Determining the application

5.14 All planning applications will be determined against Development Plan policies, consultation responses and other relevant matters. The case officer will also write a report and recommendation on the planning application.

5.15 Planning decisions at Luton Borough Council, are made by the Development Control Manager, his substitute, or the Development Control Committee. At Central Bedfordshire Council they are either made by the Head of Planning or his substitute, or by the Development Management Committee. As a general rule, only applications that are controversial, complex, or have particular public interest will be decided by the relevant committee.

5.16 Every application that goes to the relevant Committee has a report and a recommendation written by the case officer. This covers all the policy considerations and key issues about the application, including key consultation responses from

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the community and statutory bodies. These reports are available to view online or by request the week of the relevant Committee meeting at Luton Borough Council and Central Bedfordshire Council.

5.17 Those who commented on an application during the application stage will be informed of their right to speak at the Committee, including details of the procedures, the date and the venue. This gives the opportunity for applicants and those objecting to the application to voice their views to the relevant Committee.

5.18 In some circumstances the relevant Committee may decide to visit the application site before determining an application. When planning applications are determined, the decisions are posted on the relevant Councils website. All respondents will be informed of the decision and further details will be available upon request from the relevant Council Offices.

Community involvement in appeals

5.19 Only applicants have a right of appeal against a planning application decision. There are no third party appeal rights. Appeals are made either by written representations, a hearing or a public inquiry. When an appeal is received by the relevant Local Authority all those who were consulted on the original application will be informed and advised how they can make their views known. All new appeals will be displayed on both Councils' websites. If the appeal is to be heard at a public inquiry, a site notice will be displayed showing the time, date and location. Details will be published in local newspapers.

5.20 All representations submitted during the application stage will be forwarded to the Planning Inspectorate who decides the appeal. If there is a hearing or a public inquiry, it is normal procedure for the Planning Inspectorate to invite main parties to prepare a joint statement of agreed facts of common ground.

5.21 Appeal hearings and inquiries are open to the public. The Planning Inspector may also arrange for a public meeting with residents at a local venue in order to hear issues directly. The relevant Council will encourage this type of meeting in cases where there is considerable local interest.

5.22 Anyone involved in the Appeal process will be notified directly by the Planning Inspectorate of the outcome of the Appeal. The relevant Council will inform the local press and councillors of the outcome of appeals. Appeal decisions are also displayed on the Councils' websites.

Community Involvement in enforcement issues

5.23 In some cases development is completed without permission or not in accordance with the approved plans. The relevant Council encourages the community to report such instances to their Enforcement Team and full anonymity is assured in all cases. Complainants will be kept updated on the progress and informed of any resulting action; including appeals and the final outcome. If the complaint results in a planning application or other application being submitted

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this will be publicised and processed in the normal manner. At Luton Borough Council, unauthorised development can be emailed directly to the Development Control office. At Central Bedfordshire Council, unauthorised developments can be directly reported via an online form.

Councillors, Town and Parish Councils and Area Committees

5.24 Councillors, Town and Parish Councils and Area Committees represent the views of their community. Town and Parish Councils are statutory consultees on all planning applications. Area Committees are not statutory consultees and do not give recommendations or submit comments to the Development Control Committee. Due to their meeting cycles, they do not always have time to respond to applications in the normal 21-day period. Council officers and/or Councillors will attend meetings of the above when necessary and appropriate. If a particularly contentious planning application is received a Council officer will be available on request to attend meetings to help explain the planning issues involved.

5.25 Further guidance on planning applications and how to comment on them is contained online www.luton.gov.uk or www.centralbedfordshire.gov.uk. Planning Aid also offer free, independent and professional advice and support to individuals and communities on planning issues. www.planningaid.rtpi.org.uk.

6 Monitoring and reviewing the SCI

6.1 The Joint Committee will regularly monitor the effectiveness of community involvement in the planning process and use the results to review policies and practices. If necessary, the Committee will commence a review of this Statement of Community Involvement (SCI).

6.2 Monitoring forms an integral part of the planning system as it provides a mechanism for ensuring that requirements have been met, and allows for review and improvement. The Annual Monitoring Report (AMR) is published every December, setting out how the Joint Committee's planning policies have been implemented for the previous financial year and whether it has achieved the milestones set out in its Local Development Scheme.

6.3 As the effectiveness of the SCI will form an important part of the AMR, it will be reviewed and updated when a need is indicated in the AMR. The review of the SCI will include feedback from those involved in the preparation of LLDs. This may help explain any reason why involvement initiatives may not have been successful. An assessment may also be undertaken to establish if community involvement initiatives have successfully reached the wider community and those who are traditionally less involved.

6.4 This SCI indicates how the Joint Committee intends to involve the community in the preparation of Development Plan Documents and Supplementary Planning Documents. Thus, subject to AMR findings, it is unlikely that a full review of the SCI will take place until all of these documents have been adopted. Such a review

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would follow the same procedures followed in the preparation of this SCI, subject to any statutory changes that may have subsequently occurred. All involved in the preparation of this SCI would be notified that a review was being undertaken. Feedback from this review may be very useful when regarding the effectiveness of the consultation methods used, and whether a target audience is being effectively involved.

1 Consultation bodies for the Local Development Framework

1.1 Specific Consultation Bodies (i.e. those that must be consulted):

- Secretary of State (Government Office for the East of England)
- East of England LGA
- East of England Regional Development Agency
- County/District/Borough Councils within/adjoining the Joint Committee administrative areas
- The Coal Authority
- All Parish and Town Councils in southern Bedfordshire
- All Area Committees in Luton
- All Parish and Town Councils in the Districts and Boroughs that adjoin the Joint Committee administrative areas
- The Highways Agency
- Strategic Rail Authority/Network Rail
- The Environment Agency
- Natural England (formerly English Nature and the Countryside Agency)
- English Heritage
- Relevant Telecommunication companies
- Strategic Health Authority
- Relevant Electricity Companies
- Relevant Gas Companies
- Relevant Sewerage Undertakers
- Relevant Water Undertakers
- Adjoining local planning authorities
- Local Strategic Partnerships

1.2 General Consultation Bodies and Other Bodies (i.e. those who may be consulted depending on the nature of the document being produced):

- Bodies representing the Voluntary and Community sector
- Bodies representing the Business sector
- Bodies representing or addressing issues faced by those from Black and Minority Ethnic communities
- Bodies representing or addressing issues faced by those from Gay; Lesbian and Bisexual communities
- Bodies representing or addressing issues faced by those from people with disabilities

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- Bodies representing Faith groups
- Bodies representing or addressing issues faced by Gypsy and Travellers and Travelling Showpeople
- Rail companies and Rail Freight Group
- Airport operators, including London Luton Airport Operations Limited
- Local Strategic Partnership Members (LSP) and Related Groups
- Central Government Departments and offices
- Departments/officers within both Luton Borough Council and Central Bedfordshire Council
- HM Prison Service
- Fire and rescue services
- Health and Safety Executive
- The House Builders Federation
- The British Horse Society
- The Ramblers Association
- Housing Corporation
- Regional Housing Forums
- National Playing Fields Association
- Police Service; Police Architectural Liaison Officers
- Sport England
- Bedfordshire and Luton Economic Development Partnership
- British Geological Survey
- British Waterways, Canal Owners and Navigation Authorities
- Centre for Ecology and Hydrology
- Chambers of Commerce, CBI and Institute of Directors
- Church Commissioners
- Commission for Architecture and the Built Environment
- Equality and Human Rights Commission
- Crown Estate Office
- Environmental groups at national and local level
- Forestry Commission
- Homes and Communities Agency
- Learning and Skills Council
- Local transport operators, PTAs, PTEs and Transport for London
- The Theatres Trust
- Post Office Property Holdings
- Skills Funding Agency
- Regional Sport Forums for the English Regions
- Local Schools
- Women's National Commission
- Voluntary and Community Action
- Voluntary Action Luton
- Beds and Luton Green Infrastructure Consortium
- Bedfordshire Rural Communities Charity

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- Bedfordshire Garden Trust
- The Garden History Society

1.3 Other relevant local organisations/group/bodies/individuals in the area of joint working may also be consulted.

1.4 Please note that this list is not definitive. It is not possible to include the names of every individual body/group/organisation who will be consulted; thus the need for some generalisations. All individual consultees are listed in a consultation database and new entries can be added/ removed at any time on request.

2 Key stages in the preparation of a Development Plan Document

Table 4: Key stages in the preparation of a Development Plan Document (DPD)

Regulation	Minimum Statutory Requirements	Core Strategy	Subsequent DPDs
Stage 1: Preparation			
Regulation 25*	<p>Notification of proposed DPD to specific and general consultation bodies.</p> <p>Appropriate ongoing and early engagement with relevant stakeholders, including statutory consultees.</p> <p>Publish and consult on SA Scoping Report for 6 weeks.</p> <p>At end of the consultation, consider all representations and prepare a statement setting out who was consulted, the number of representations made, the main issues raised and</p>	<p>Workshops and Focus Groups</p> <p>Town and Parish Councils/Area Committees</p> <p>Questionnaires and surveys</p> <p>Website</p> <p>Email</p> <p>Letters</p> <p>Press and media releases</p> <p>Use of partnerships, forums and panels</p> <p>Public Exhibitions</p> <p>Posters and banners</p> <p>Councillors</p>	<p>Workshops and Focus Groups</p> <p>Town and Parish Councils/Area Committees</p> <p>Questionnaires and surveys</p> <p>Website</p> <p>Email</p> <p>Letters</p> <p>Press and media releases</p> <p>Use of partnerships, forums and panels</p> <p>Public Exhibitions</p> <p>Posters and banners</p> <p>Councillors</p>

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Regulation	Minimum Statutory Requirements	Core Strategy	Subsequent DPDs
	how these have been taken into account.		
Stage 2: Publication and Consultation of 'Pre-Submission' DPD			
Regulation 27, 28 & 29*	<p>Publish and consult on proposed DPD and SA for 6 weeks.</p> <p>Make proposed DPD available for inspection on both Council websites and offices and other suitable locations.</p> <p>Advertise the document in local newspaper stating where and when the proposed DPD can be inspected.</p> <p>Send copies of proposed DPD and supporting documents to consultation bodies.</p> <p>At the end of the consultation, consider all the representations and prepare and publish a statement setting out who was consulted, the number of representations made, and the main issues raised.</p>	<p>Website</p> <p>Email</p> <p>Letters</p> <p>Press and media release</p> <p>Use of partnerships, forums and panels</p> <p>Councillors</p> <p>Questionnaires and surveys</p>	<p>Website</p> <p>Email</p> <p>Letters</p> <p>Press and media releases</p> <p>Public Exhibitions</p> <p>Use of partnerships, forums and panels</p> <p>Councillors</p> <p>Questionnaires and surveys</p>
Stage 3: Submission			
Regulation 30 & 31*	Submit to the Secretary of State; the submission DPD, SA, Consultation	<p>Press and media release</p> <p>Letters</p>	<p>Press and media release</p> <p>Letters</p>

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Regulation	Minimum Statutory Requirements	Core Strategy	Subsequent DPDs
	<p>Statement relating to Regulation 25 and one relating to Regulation 28, Submission Proposals Map, SCI and supporting documents.</p> <p>Make DPD and supporting reports available for inspection on both Council websites and other suitable locations.</p> <p>Advertise the submission document in the local newspaper stating where and when the document can be inspected.</p> <p>Send copies of the submission document and supporting documents to all specific and general consultation bodies.</p> <p>Give notice to all those requested to be notified of the submission of the DPD to the SoS that is has been submitted.</p>	<p>Website</p> <p>Email</p>	<p>Website</p> <p>Email</p>
Stage 4: Pre-Examination and Examination			
Regulation 34*	Publish time and place of Examination Hearing sessions, along with the name of the Inspector, on the Council websites at least 6 weeks	<p>Press release</p> <p>Letters</p> <p>Website</p> <p>Email</p>	<p>Press release</p> <p>Letters</p> <p>Website</p> <p>Email</p>

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Regulation	Minimum Statutory Requirements	Core Strategy	Subsequent DPDs
	<p>before the Examination starts.</p> <p>Advertise the Examination details in the local newspaper.</p> <p>Give notice to all those who have made representations about the Examination details.</p>		
Stage 5: Inspector's Report			
Regulation 35*	Publish the Inspector's Report on the Councils' websites and at other suitable locations.	Press release Website Email	Press release Website Email
Stage 6: Adoption			
Regulation 36*	<p>Publish the DPD with the adoption statement and SA on the Councils website and at other suitable locations.</p> <p>Advertise the adoption details in the local newspaper.</p> <p>Notify all those people who made representations that the DPD has been adopted.</p> <p>Send the adopted DPD and adoption statement to the SoS.</p>	Press release Website Emails Letters	Press release Website Emails Letters

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Regulation	Minimum Statutory Requirements	Core Strategy	Subsequent DPDs
* The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008			

3 Public consultation procedures and methods for Supplementary Planning Documents

Table 5 : Public consultation procedures and methods for a Supplementary Planning Document (SPD)

Activity/Regulation	Minimum Statutory Requirements	Examples of methods which could be used
Stage 1: Scoping		
Early stakeholder involvement in developing content of draft SPD	The LPA is required to consult in accordance with the SCI.	Workshops and focus groups Town and Parish Councils/Area Committees Web site Email Letters Press releases Partnerships, forums and panels
Stage 2: Production and Consultation		
Formal consultation on draft SPD	Publish and consult on draft SPD for four to six weeks.	Community Involvement Events
Regulation 17 and 18*	Make draft SPD and supporting documents available for inspection on both Councils websites and other suitable locations. Advertise the draft documents in the local paper stating where and	Letters Websites Email Questionnaires and surveys

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Activity/Regulation	Minimum Statutory Requirements	Examples of methods which could be used
	<p>when the report can be inspected.</p> <p>Send copies of proposed SPD and supporting documents to consultation bodies.</p> <p>At the end of the consultation, consider all representations and prepare and publish a statement setting out who was consulted, the number of representations made, the main issues raised at each stage of consultation and how these issues have been addressed in the SPD.</p>	<p>Press and media releases</p> <p>Town and Parish Councils and Area Committees</p> <p>Workshops and focus groups</p> <p>Public Exhibitions</p> <p>Posters and banners</p> <p>Councillors</p>
Stage 3: Adoption		
Adoption of the SPD Regulation 19*	<p>Publish the SPD with the adoption statement and statement of representations.</p> <p>Publish details on both Councils websites and advertise in the press.</p> <p>Notify all those who made representations that the document has been adopted.</p>	<p>Email</p> <p>Letters</p> <p>Website</p> <p>Press release</p>
<p>* The Town and Country Planning (Local Development) (England) Regulation 2004 and The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008</p>		

4 Public consultation procedures and methods for planning applications

Table 6: Public Consultation Procedures and Methods for Planning Applications

Regulation	Minimum statutory requirements	Consultation methods that may be used
Stage 1: Pre-application		
To discuss the potential issues and requirements for a planning application	None	Exhibitions Emails Letters Website Planning for Real Planning Advisory Service Planning Aid Press and Media Releases Town and Parish Councils and Area Committees Partnerships, Forums and Panels Councillors
Stage 2: Submitting a planning application		
Planning application is submitted for approval	Publish a weekly list of planning applications. Make the application available to view during office hours. See Table below on the Statutory Publicity for Planning Applications.	Exhibitions Emails Letters Website Press and Media Releases Planning for Real Planning Advisory Service

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Regulation	Minimum statutory requirements	Consultation methods that may be used
		<p>Planning Aid</p> <p>Town and Parish Councils and Area Committees</p> <p>Posters, displays and banners</p> <p>Questionnaires and surveys</p> <p>Encourage applicants to contact those immediately affected by proposals</p>
Stage 3: Determining the Planning Application		
Determining the planning application	<p>Invite all those who made representations to the meeting of the Development Control Committee at LBC or Planning Committee at CBC if the application is required to be decided by Committee.</p> <p>Publish to Development Control and Planning Committees' Reports on the respective Council website.</p>	<p>Website</p> <p>Press and Media Release</p> <p>Email</p> <p>Letters</p>
Stage 4: Appeal		
Determining the appeal	<p>Consult all individuals and groups who made representations at the application stage.</p> <p>Invite those making representations to produce a joint statement where relevant.</p> <p>Erect a site notice</p>	<p>Website</p> <p>Email</p> <p>Press and Media Release</p> <p>Letters</p> <p>Planing Aid</p> <p>Planning Advisory Service</p>

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Table 7 : Statutory Publicity for Planning Applications

Nature of development	Publicity Required	Statutory Provisions
<ul style="list-style-type: none"> • Development where application accompanied by Environmental Statement • Departure from the Development Plan • Those applications affecting Public Rights of Way 	Advertisement in newspaper and erection of a site notice	Article 8 of the General Development Procedure Order (GDPO) 1995
<ul style="list-style-type: none"> • Major development • Winning/working materials • All waste developments • 10+ dwellings • Buildings 1000 sqm or more • Development land size 1ha or more 	Advertisement in newspaper and erection of site notice and/or neighbour notification	Article 8 of the General Development Procedure Order (GDPO) 1995
<ul style="list-style-type: none"> • Minor development 	Erection of site notice or neighbour notification	Article 8 of the General Development Procedure Order (GDPO) 1995
<ul style="list-style-type: none"> • Development affecting the setting of a listed building • Development affecting the character or appearance of a conservation area 	Advertisement in the newspaper and erection of a site notice	Section 67 and 73 of the Planning (Listed Buildings and Conservation Areas Act 1990)
<ul style="list-style-type: none"> • Permitted development requiring prior notification to local planning authority 	Site notice posted by developer	Relevant part of Schedule 2 of the GDPO

5 Glossary of terms

Table 8 : Glossary of Terms

Annual Monitoring Report (AMR)	Part of the Local Development Framework, the AMR will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented. Please note that this definition of the AMR does NOT relate to the London Luton Airport AMR.
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Community Strategy/Plan	Local Authorities prepare these with the aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to Local Strategic Partnerships, which include local authority representatives.
Development Plan Document (DPD)	Spatial planning documents that are subject to independent examination. They can include, for example, a Core Strategy (the long term vision), Site Specific Allocations of Land, and Area Action Plans. They will all be shown geographically on an adopted proposals map, the program for their preparation is shown in the Local Development Scheme.
Environmental Impact Assessment (EIA)	Refers to the whole process by which environmental information is taken into account in reaching a decision on a planning application, see Circular 02/99 for detailed information. What is termed Schedule 1 development always requires an EIA, whilst Schedule 2 schemes may require an EIA depending on the application of criteria in the legislation.
Local Development Documents (LDD)	This is the generic name for a document that forms part of the Local Development Framework; for example, a DPD, an SPD or the Statement of Community Involvement.
Local Development Framework (LDF)	The name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together, these documents and others, will provide the framework for delivering the spatial planning strategy for a local authority area.
Local Development Scheme (LDS)	Contains a series of tables showing the key stages of production of the various documents in the Local Development Framework that will be subject to consultation. It lists these documents, sets out the timescale for their production and states when consultation will take place.
Milton Keynes and South Midlands Sub-Regional Strategy (MKSMSRS)	Defined a housing and employment growth area centred on the four settlements of Luton/ Dunstable/Houghton Regis and Leighton-Linslade. The document was revoked in July 2010 alongside the Regional Spatial Strategy.

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Planning and Compulsory Purchase Act 2004	National legislation identifying the current local development planning system in England. Regulations to inform the content of the LDF, including the LDS, LDDs, SPDs and AMR.
Proposals Map	Illustrates on an ordnance survey base map the policies and proposals of the LDF and Minerals and Waste Development Framework (where such policies and proposals can be shown on a map base). It will be revised as each new DPD is adopted.
Regional Spatial Strategy (RSS)	A Statutory planning document produced by the Regional Planning Body also known as the 'East of England Plan'. This identified planning policy at the regional level and influenced planning at the local level. The RSS was revoked in July 2010 alongside the MKSMSRS.
Statutory Development Plan	Comprises a set of statutory planning documents, which set out the Local Authorities policies and proposals for the development and use of land in their area. In future the Development Plan for Luton and southern Central Bedfordshire will consist of the Local Development Framework and Minerals and Waste Local Development Framework.
Structure Plan/Local Plan	<i>(old planning system)</i> a statutory plan for the future environment and development of a County covering a 15-year period. The Plan contains written policies and a Key Diagram.
Supplementary Planning Documents (SPD)	These are documents that give policy guidance to supplement policies and proposals in development plan documents. They are not subject to an independent public examination and therefore non-statutory planning documents having less weight in guiding decisions on planning applications than development plan documents.
Sustainability Appraisal (SA)	As identified in 'Creating Local Development Frameworks; A Companion Guide to PPS12', an SA is a test for appraising policies to ensure they reflect sustainable development objectives The Planning and Compulsory Purchase Act 2004 requires that a SA is undertaken for all LDDs, with the exception of the SCI. For further guidance on undertaking SA, please refer to 'Sustainability Appraisals of Regional Spatial Strategies and Local Development Documents, Nov 2005' published by the Office of the Deputy Prime Minister.
Strategic Environmental Assessment (SEA)	This is a system of incorporating environmental considerations into policies and plan to comply with EU directives. It involves the preparation of an environmental report and further consultation. The Strategic Environmental Assessment is incorporated in the Sustainability Appraisal.

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5.1 Please note that details of the specific Development Plan Document can be found in the Local Development Scheme.