

Buckinghamshire Statement of Community Involvement

First Review Document

Adopted January 2015



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1. Introduction

- 1.1. The local planning authorities in Buckinghamshire consist of Buckinghamshire County Council and four District Councils (Aylesbury Vale, Chiltern, South Bucks, and Wycombe). Planning responsibilities are split between the County and District Councils. The District Councils are responsible for the planning control and production of planning policies for most types of development, except in respect of minerals and waste developments, for which the County Council is responsible.
- 1.2. The County Council is responsible for producing planning policy documents (Local Development Documents), such as Local Plans and Supplementary Planning Documents, to plan for how and where minerals and waste development will take place. The County Council is also responsible for determining planning applications for minerals and waste development. Other planning matters, such as housing and employment, are addressed by each of the four District Councils. All local planning authorities are also responsible for determining planning applications for their own developments needed in connection with the services they provide. In the County Council's case, this would include applications for certain school developments and roads.
- 1.3. The Planning and Compulsory Purchase Act 2004 requires all local planning authorities to produce a Statement of Community Involvement (SCI) to explain how and when people can be involved in these planning processes. This document sets out how the County Council intends, with the resources available, to involve the community in shaping minerals and waste planning policy documents, and in consulting on planning applications and other Development Management matters for both minerals and waste developments, and for its own developments. This Buckinghamshire Statement of Community Involvement only applies to the matters for which Buckinghamshire County Council is the local planning authority, as set out above. It does not apply to District Council planning matters.

Purpose and Principles of the Statement of Community Involvement (SCI)

- 1.4. The revised SCI sets out the methods by which people and organisations can take a meaningful part in the planning process. The planning matters that the County Council deals with can often be contentious and affect residents,

businesses, and those working in or visiting the area. It is very important therefore, that the community is kept informed and that local needs and expectations can be heard and addressed at an early stage, so that there is time to try and resolve issues, and avoid the need for late changes. This should help encourage a position where communities accept, and take responsibility for, the development that is required to meet their needs.

1.5. To this end, the community involvement process should ensure that people:

- Have access to information;
- Appreciate the challenges and development needs of an area;
- Can offer their ideas and comments;
- Feel assured that they will be heard;
- Influence decision making;
- Receive feedback and are kept informed.

1.6. The community involvement process therefore has the following distinct objectives:

Informing: This involves raising awareness about the subject, by providing relevant information and ensuring that people are kept up to date on the process.

Consulting: This means asking what people think and inviting comment on proposals and approaches.

Participating: This entails a more interactive approach of encouraging people to put forward views, ideas and proposals for discussion, rather than simply reacting to the subject matter.

Giving Feedback: This is the stage of the process where people learn how their involvement has informed decision making.

1.7. Buckinghamshire County Council adopted its first SCI in September 2007. Since that time, the Government has made significant changes to the planning system. The SCI has now been reviewed and updated in order to incorporate and implement these changes. In addition, the SCI has been revised in order to include recent changes to the County Council's own internal processes, as well as to produce a more concise, and accessible document. This revised SCI seeks to set out the statutory consultation requirements that the County Council must undertake, who will be consulted, the methods of consultation and how individuals and organisations can become involved. It does not make any changes to the principles of the first adopted SCI.

- 1.8.** The Review SCI was made available for public comment for a period of six weeks from 17th July 2014 to 28th August 2014 (with an extension to 18th September 2014 for Parish Councils). Notification of this consultation was sent to all those who were involved in producing the first adopted SCI.

2. Community Involvement in Planning Policy

- 2.1. The mineral extracted in the greatest volume in Buckinghamshire, sand and gravel, is essential for construction activities, including building homes, schools, and roads. In addition, the waste produced by households, industry, and commercial interests in the area needs to be dealt with safely through waste management facilities. Both minerals and waste development are therefore vital to the economic, social, and environmental needs of our society.
- 2.2. It is the role of the County Council to prepare local development documents to provide policies and proposals for guiding where and how such development should be carried out in the Council's area. In so doing, a balance will need to be found between the need for the development, and adequate protection of communities and the environment.

Planning Policy Documents in Buckinghamshire

- 2.3. Buckinghamshire County Council adopted its **Minerals and Waste Core Strategy (MWCS)** in November 2012. The MWCS contains the overall vision and strategic planning policy framework for minerals and waste development in Buckinghamshire to 2026. The MWCS also included strategic site allocations vital to the delivery of the waste strategy. Following this, the County Council intends to produce a **Replacement Minerals and Waste Local Plan** to sit alongside and supplement the MWCS.
- 2.4. The **Replacement Minerals and Waste Local Plan (RMWLP)** will provide more policy on minerals and waste planning matters including the identification of areas that are considered suitable, in principle, for the extraction of minerals, the processing of materials to produce 'alternative aggregates', and the location of new local recycling and composting waste management facilities¹. The RMWLP will provide detailed policies for use in the determination of minerals and waste planning applications, and replace

¹ The scope of the Replacement Minerals and Waste Local Plan may change as it goes through the processes leading to its adoption. This may include producing a separate Minerals Local Plan and Waste Local Plan if deemed more appropriate at a later stage.

the remainder of the 'Saved' policies in the existing Buckinghamshire Minerals and Waste Local Plan, adopted in 2006.

- 2.5. A **Policies Map** was also produced alongside the MWCS to illustrate the policies and site allocations on an Ordnance Survey map base. This will be updated as the RMWLP is prepared and adopted.
- 2.6. **Supplementary Planning Documents (SPDs)** may also be produced. These expand upon policies already adopted, providing additional detail.
- 2.7. To ensure that the Local Plans are prepared with a view to contributing towards sustainable development, they must be subject to a **Sustainability Appraisal (SA)**, and a **Strategic Environmental Assessment (SEA)**. Sustainability Appraisal involves providing a critical evaluation of the Local Plan against pre-determined social, economic, and environmental criteria so that the sustainability impact of the strategies and policies can be assessed, modified if necessary, and the Local Plan's performance improved. Strategic Environmental Assessment entails assessing the Local Plan for any likely significant effects on the environment that may result, and identifying any reasonable alternatives. The **Sustainability Appraisal (SA) Report** (incorporating Strategic Environmental Assessment) will be prepared and consulted upon alongside the Replacement Minerals and Waste Local Plan.
- 2.8. The timeframes and key milestones for producing the Replacement Minerals and Waste Local Plan (RWMLP), including consultation stages, are set out in the **Local Development Scheme (LDS)**. As production of RMWLP progresses, the timetable for delivery may change, and the LDS will be updated to reflect these changes. The LDS is available to view in electronic format on the County Council's website, and available to view in hard copy at the main reception of the County Council's offices in Aylesbury.
- 2.9. The **Monitoring Report (MR)** is the method by which the County Council monitors the extent to which the County Council's planning policies are being implemented, and can be used to identify whether specific policies need to be reviewed. It also monitors the progress of the production of the RMWLP against the timetable contained in the LDS, and explains any reasons why the timetable may not be being met. In addition, the Monitoring Report includes details of any actions the Council has taken over the preceding year to engage with relevant bodies under the 'Duty to Cooperate', as required by the Localism Act 2011. The MR will be published as and when information is available, and in three separate elements; policy usage and LDS progress, waste capacity monitoring, and the **Local Aggregate Assessment**. All sections of the MR will be made available to view in electronic format on the

County Council's website, as well as in hard copy at the main reception of the County Council's offices in Aylesbury.

- 2.10.** Following the publication of the National Planning Policy Framework (NPPF), the County Council is required to publish an annual **Local Aggregate Assessment (LAA)**. The LAA helps the County Council to plan for an adequate and steady supply of aggregates, by assessing the supply of, demand for, and potential constraints to aggregate production within Buckinghamshire, on a yearly basis. It will be available to view in electronic format on the County Council's website, and in hard copy at the main reception of the County Council's offices in Aylesbury.

Consultation Bodies

- 2.11.** The Town and Country Planning (Local Planning) (England) Regulations 2012 direct the formal stages which the County Council must undertake when preparing Local Plans and Supplementary Planning Documents (SPDs). In addition, the Regulations also prescribe 'specific' and 'general' consultation bodies with whom the County Council should consult and the minimum consultation requirements for each stage of the documents preparation.
- 2.12. Specific Consultation Bodies –** These bodies must be consulted by the County Council in the preparation of Local Plans, if the subject matter of the proposed Local Plan affects that body. Specific Consultation Bodies are defined in the Regulations, and include relevant District, Parish, and County Councils, both within and adjoining Buckinghamshire, as well as government agencies such as Natural England, the Environment Agency and English Heritage.
- 2.13. General Consultation Bodies –** This category refers to bodies which are voluntary bodies. It is a matter of discretion as to who of these bodies are to be included in any given consultation, and this will be determined by the County Council, according to which body or bodies are appropriate for any given consultation. General Consultation Bodies include voluntary organisations, and those that represent the interests of different racial, ethnic, national groups, religious bodies, bodies that represent the interests of businesses, and people with disabilities.
- 2.14.** In addition to the specific and general consultation bodies defined above, the County Council will also use its discretion to consult with residents or persons carrying out business in the County. For this purpose, the County Council

holds a database of statutory consultation bodies and interested parties that will be notified of formal consultations. If any organisation or individual wishes to be added to, or removed from the database, or wishes to provide more up to date contact details, they could contact the County Council's Policy, Strategy and Development Team².

- 2.15.** The Localism Act 2011 introduced a 'Duty to Cooperate', whereby the County Council must actively seek to discuss and co-operate with certain bodies on 'strategic' planning matters. This engagement will be on-going through the plan making process. The County Council will publish details of any activities it has undertaken under the 'Duty to Cooperate', in the yearly Monitoring Report.
- 2.16.** The County Council will always meet the statutory requirements of the Regulations, or any successor regulations, when preparing Local Plans and SPDs. However, the precise consultation bodies involved in the preparation of a Local Plan or SPD will vary, depending on the type and subject matter of the document being prepared.

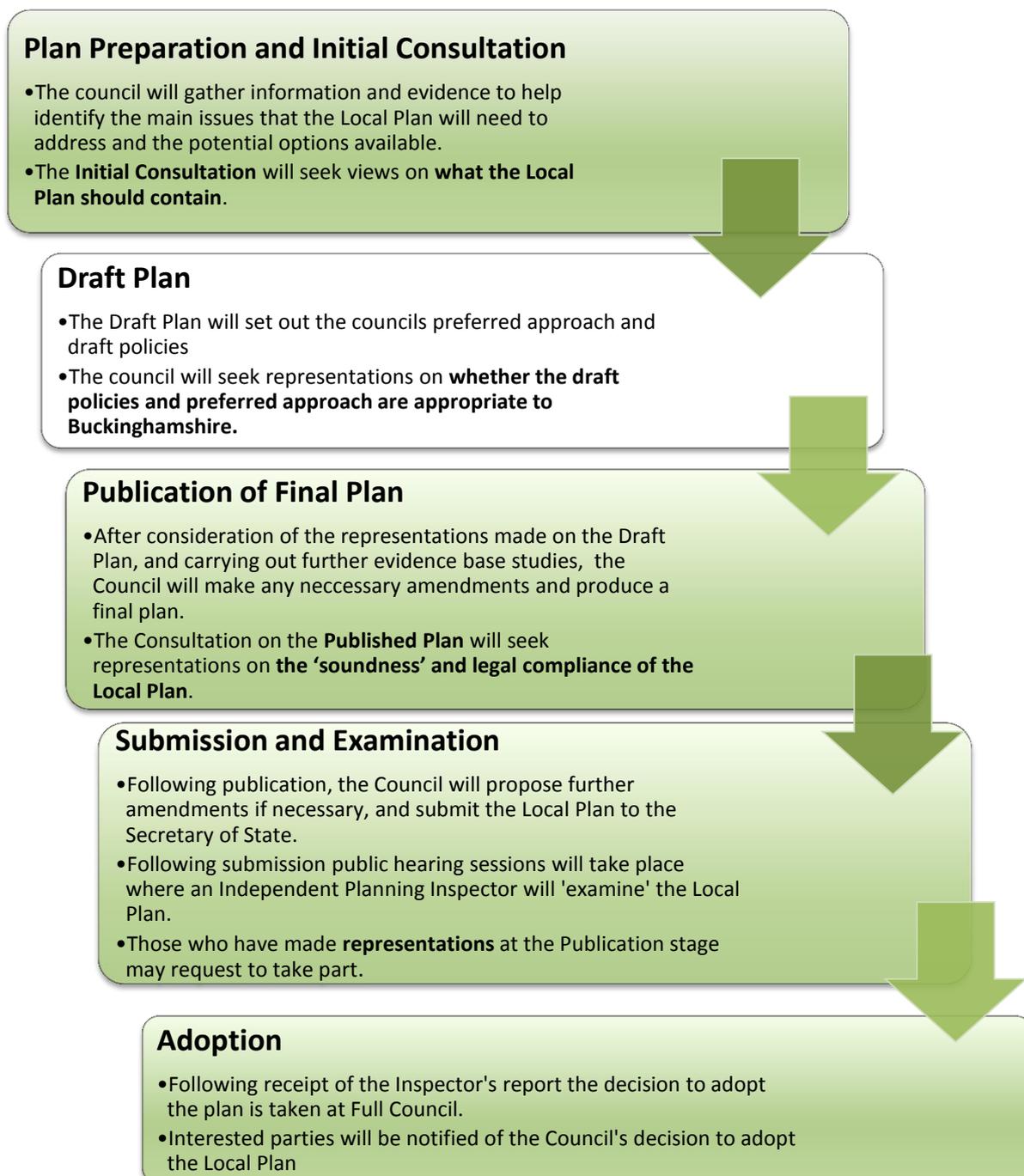
Consultation Stages for Local Plans

- 2.17.** The statutory requirements for producing local development documents are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. In addition to these, the County Council may also undertake additional consultation stages if deemed appropriate. This will be dependent upon the type, and subject matter, of the document(s) being prepared. The opportunities for community involvement in the preparation of a Local Plan, including any additional non-statutory stages, are set out in the County Council's LDS. This is available to view electronically on the County Council's website, and will be updated as and when required. Figure 1 illustrates the process for the production of Local Plans.
- 2.18. Plan Preparation and Initial Consultation** – This stage is aimed at scoping the content of both the Local Plan and the Sustainability Appraisal (SA) Report, commencing discussions with Duty to Cooperate bodies, gathering the evidence necessary for the production of the Local Plan and identifying the main issues and options. The initial consultation is aimed at seeking views on what the Local Plan should contain.

² Contact details are included in Appendix 1 of this document.

- 2.19. Draft Plan** – Following consideration of the evidence gathered, and the responses that have been made to the initial consultation, the County Council will produce a ‘draft’ version of the Local Plan setting out the Council’s preferred approach and draft policies. The consultation on the Draft Local Plan will invite representations on whether the draft policies and preferred approach are appropriate for Buckinghamshire.
- 2.20. Publication** – Following consideration of the representations received from previous consultations, the County Council will make further changes to the Draft Local Plan as necessary, and produce a final submission version. This will then be published, alongside other relevant documents such as the SA Report, and then a further consultation will be carried out. The consultation on the published plan will invite representations on the ‘Soundness’ and legal compliance of the Local Plan. Following this consultation, the County Council may propose additional modifications to the Local Plan.
- 2.21. Submission and Examination** – The County Council will submit the Local Plan, Policies Map, SA Report, and Consultation Statements to the Secretary of State for Examination by an independent Planning Inspector. Copies of representations received at the Publication Stage will also be submitted. The County Council will notify all bodies invited to make comments during the plan preparation, and any persons who have requested to be notified of submission of the Local Plan, that the Local Plan has been submitted. All submission documents listed above will be made available for members of the public to view, as set out in paragraphs 2.27 and 2.28 of this SCI. Information on where and when to view the documents will also be included in the notifications letters. The Hearing Sessions (as part of the overall Examination in Public) take place in public, and those parties who have made valid representations at Publication Stage may request to take part in the Hearing Sessions.
- 2.22. Adoption** – Following receipt of the Inspectors Report, the decision to adopt the Local Plan will be taken at a full County Council meeting. Interested parties will then be notified of the formal adoption of the Local Plan.

Figure 1: The Plan-making process. Stages in green boxes are statutory requirements



Consultation Stages for Supplementary Planning Documents

2.23. The formal process for producing Supplementary Planning Documents (SPDs) is simpler than the process for producing Local Plans. Unlike Local Plans, SPDs are not subject to examination by an Independent Planning Inspector. The County Council will prepare the SPD in consultation with key stakeholders, and then carry out a formal consultation. Formal adoption of the SPD would follow consideration of any representations received.

Figure 2: Process for preparing Supplementary Planning Documents



Methods of Community Involvement

- 2.24.** The Regulations set out the minimum requirements that the County Council must meet when carrying out consultations on Local Plans and SPDs. In addition to the statutory requirements, the County Council may use additional methods to engage with the community and consultation bodies during the preparation of these documents, as set out below, if appropriate and cost effective. The types and methods of engagement used will be proportionate and appropriate to the nature and subject matter of the document being prepared.
- 2.25. Consultation Periods:** Where a formal consultation is carried out, this will be for a minimum of six weeks for Local Plans and four weeks for SPDs. Where a consultation falls within a holiday period, where possible, the consultation period will be extended to accommodate members of the public who may be away at these times.
- 2.26. Direct Notification of Consultees:** The County Council will directly notify the relevant specific consultation bodies, and any general consultation bodies, residents or business that the County Council considers appropriate. Notifications will be sent electronically, via email, where the County Council holds an email address for a consultee. If this is not possible, the County Council will send a notification letter in the post. The notification will include details of the consultation, the availability of documents for inspection and the procedure for making representations.
- 2.27. Availability of Documents:** All consultation documents and supporting materials will be made available to view in electronic format on the County Council's website from the first to the last day of the consultation period. To enable members of the public without access to the internet to take part in consultations, this information may be viewed online, free of charge, at all libraries in Buckinghamshire during normal working hours.
- 2.28.** Hard copies of all consultation documents will be made available for public inspection at the main reception of Buckinghamshire County Council in Aylesbury, and at each of the primary offices of Aylesbury Vale, Chiltern, South Bucks, and Wycombe District Councils. Copies of consultation documents can be sent to interested parties upon request, either in CD or paper format, however these may be subject to a fee to cover the costs associated with production, postage and packaging.

- 2.29.** All documents will be produced in plain English. At different stages of the local planning process, the County Council may produce summary leaflets to inform and stimulate debate and dialogue about key issues.
- 2.30. Internet and Social Media:** The County Council will seek to publicise the commencement of all formal consultations on its website. Where possible and appropriate, the County Council will raise awareness of consultations through social media such as Twitter and Facebook.
- 2.31. Local Media:** At appropriate stages during the preparation of Local Plans and SPDs, the County Council will prepare press releases to circulate to local newspapers and/or radio stations to raise awareness of consultations and to encourage community involvement.
- 2.32. Workshops/Meetings:** Where appropriate, the County Council will hold workshops or meetings with key stakeholders to discuss particular issues and key technical matters in depth.
- 2.33. Town/Parish Councils and other existing community forums:** Where appropriate, the County Council may utilise Town/Parish Council meetings, as well as other existing community forums, to raise awareness of, and discuss issues arising from, proposed Local Plans. Other groups to be used may include:
- Local Area Forums (LAFs);
 - Neighbourhood Forums; and
 - Local Liaison Groups, established for large minerals or waste sites, which provide a forum for discussion between minerals and waste operators, representatives of the County, District and Town/Parish Councils and members of the local community. ‘Local Liaison Groups’ are useful for disseminating information, and providing meaningful feedback on issues affective the community, in relation to operational minerals and waste sites.
- 2.34.** Where possible, District and Town/Parish Councils will be given advance notice of forthcoming consultation periods, with a view to them disseminating this information to encourage the involvement of the wider community. Town/Parish Councils can provide useful local knowledge and input into key issues. The County Council will send direct notification of all consultations to Town/Parish Councils within Buckinghamshire, to enable them to represent the views of their local residents.
- 2.35. Public Exhibitions and Meetings:** Where appropriate, the County Council may hold exhibitions, with staffed or unstaffed drop-in sessions, to help

inform the community, or hold public meetings to allow people to debate particular issues. However, such meetings can be costly, both in terms of staff time, and logistical considerations such as hiring halls, and consequently such events are likely to be arranged for groups of communities, and reserved for issues that cannot effectively be dealt with in any other way.

- 2.36. Presentations and Attendance of Meetings:** Where appropriate, and by arrangement, the County Council may deliver presentations, hold question and answer sessions, or attend meetings of external groups and organisations, in order to discuss particular issues. Where appropriate, and by arrangement, the County Council may also meet with individuals.

Making Representations

- 2.37.** At each stage of consultation, the County Council will publish a 'Statement of the Representations Procedure'. This will include details of the dates of the consultation, where and how interested parties can view the relevant documents, and how representations can be made. A copy of this Statement of the Representations Procedure will be sent to consultees together with notification of the consultation (see paragraph 2.26), and will also be published on the County Council's website.
- 2.38.** Consultees and interested parties will be able to submit comments directly through the County Council's website. Alternatively, comments and completed representation forms sent via email or through the post will also be accepted, provided they are received before the end of the consultation period.

How the results of Community Involvement will be taken into account

- 2.39.** The County Council will take careful account of the views and suggestions expressed through public consultations, and these will be used to inform the SPD or Local Plan being prepared. In some cases, this will result in changes to the content of the emerging documents. However there may also be circumstances where particular consultation responses do not lead to a

change in the proposals. This may be because the County Council has a responsibility to deliver documents that provide for the interests of the community as a whole, and cannot be unduly influenced by individual interests, particularly where these would conflict with the objectives of the document. In addition, comments received may relate to matters that it is not practical to implement, or are not within the powers of the County Council.

- 2.40.** As part of the preparation of a Local Plan, the County Council will produce a Consultation Statement. This will set out how bodies and persons were consulted, include a summary of the main issues raised, and will identify how those issues were taken into account in the preparation of the Local Plan. The Consultation Statement will be made available on the County Council's website, and will form part of the set of documents that will be submitted to the Secretary of State. A summary of the main issues raised at the Publication Stage, and copies of each of those representations, will also be submitted to the Secretary of State, in accordance with the Regulations.
- 2.41.** As part of the consultation process, the County Council will also seek to gather information about respondents for equalities monitoring purposes. This information will be kept confidential, and will be used to identify any groups that underrepresented in consultations, so that the County Council can seek to improve inclusivity and participation in future consultations.

3. Community Involvement in Planning Applications

- 3.1.** Buckinghamshire County Council's Development Management Team is responsible for determining planning applications for the following types of development:
- The 'winning and working' (i.e. extraction) of minerals;
 - The management of waste (including recovery and disposal);
 - The County Council's own development, such as certain schools, libraries and new roads
- 3.2.** The County Council does not handle planning applications for new houses and house extensions, or for new or extended business premises. Planning applications for development such as these are dealt with by the appropriate District Council.
- 3.3.** Members of the public, and other stakeholders, have the right to comment on planning applications, and the County Council actively encourages local communities to engage in the planning application process. This part of the SCI outlines how the County Council will publicise and consult the community and stakeholders through the development management process, through consultation at pre-application, application and appeal stages, in accordance with legislative requirements.

Pre-application Advice

- 3.4.** Paragraph 188 of the National Planning Policy Framework (NPPF) states:

“Early engagement has significant potential to improve the efficiency and effectiveness of the planning application system for all parties. Good quality pre-application discussions enable better co-ordination between public and private resources and improved outcomes for the community.”

- 3.5.** The Development Management Team offers pre-application advice to all prospective developers. Such advice can inform developers about the planning application process, and can provide a forum in which relevant planning policies can be discussed. Where appropriate, the Development Management Team may seek the views of stakeholders on technical matters

as part of issuing pre-application advice. Further information about the Council's pre-application service, including fees, is available on the Council's website.

- 3.6.** The County Council encourages developers to actively engage with relevant stakeholders, including local communities, interest groups, Parish and Town Councils, and Local Members, prior to submitting a planning application. Depending on the type, nature, and scale of individual developments, this may include public exhibitions and meetings, newspaper advertisements, the distribution of flyers to affected properties, and/or the provision of information online.

Planning Application Stage

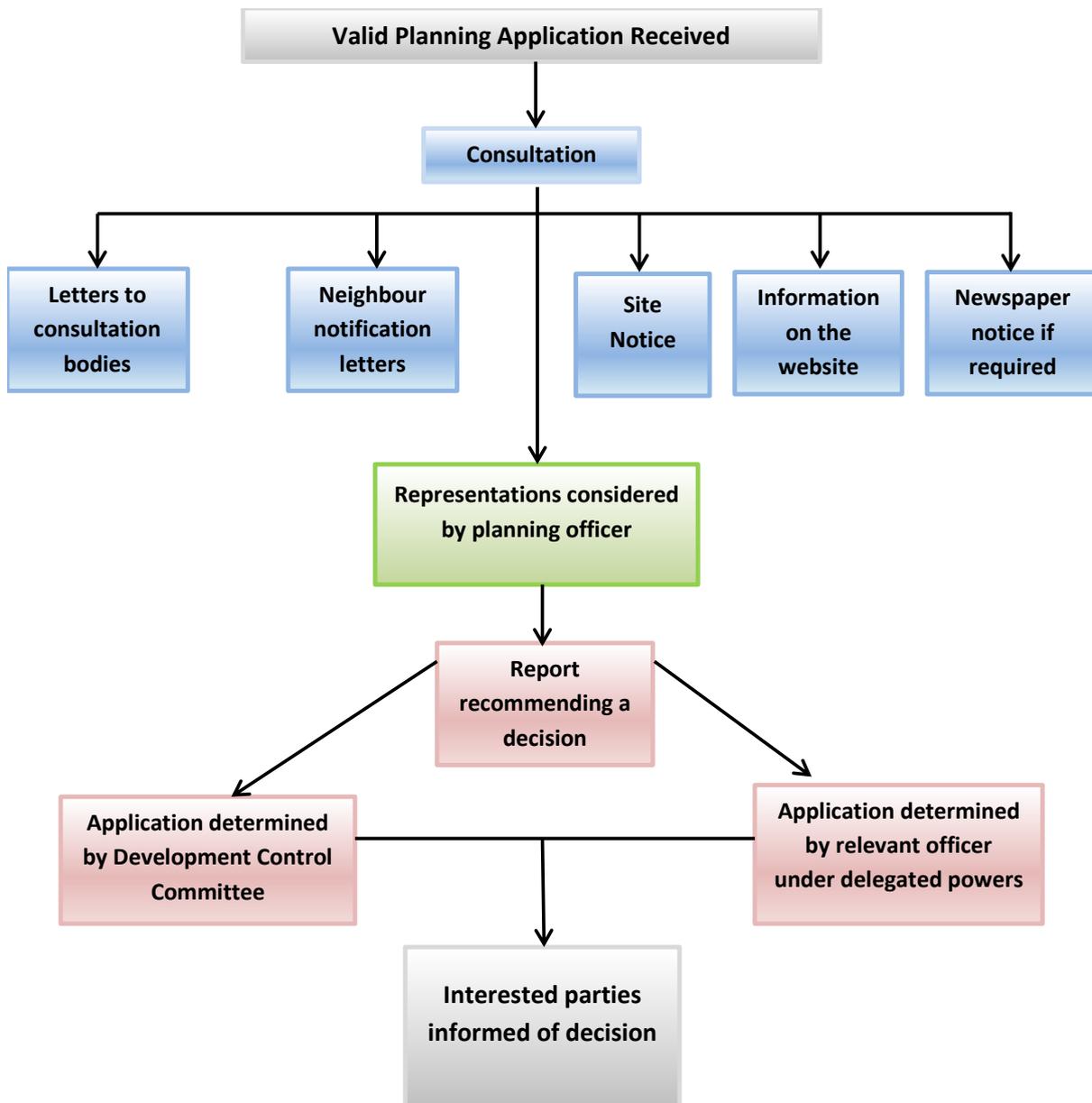
- 3.7.** The County Council encourages interested parties and individual to actively participate in the determination of planning applications. Therefore, as a minimum, the County Council will meet the requirements for publicity and consultation of planning applications, summarised in Figure 3, as set out in the Town and County Planning (Development Management Procedure) (England) Order 2010, and other legislation.
- 3.8.** All planning applications are made available to view on the Council's website, as well as on the planning register held by the relevant District Council. Hard copies of plans, or planning application files, can be viewed at the County Council officer, by prior arrangement with the Development Management Team.
- 3.9.** The relevant Local Members(s) and Town/Parish Council(s) are notified of all County Matter planning applications within their areas (as well as significant District Council applications which affect their County Ward area). Statutory consultees are also notified, and invited to comment where appropriate. Once the County Council has published details of a planning application, anyone wishing to make comment must do so before the deadline set for each particular consultation, in written format, either by letter, email, or online through the Council's website. Responding online is encouraged, as it is the cheapest and fastest method of response.
- 3.10.** In line with the County Council's scheme of delegation, some planning applications are determined by officers, and some are determined by the Development Control Committee, which is made up of County Councillors.

Members of the public have the right to speak at meetings of the Development Control Committee in relation to planning applications. All requests to speak must be registered with the Democratic Services Team by 10 am on the morning of the Friday prior to the Committee meeting.

Figure 3: Minimum Publicity Measures for Planning Applications

Planning Application Type	Site Notice	Direct Notification to Adjoining Properties	Newspaper Advert
<p>Category A</p> <ul style="list-style-type: none"> • Accompanied by an Environmental Statement; • A departure (i.e. the proposal does not accord with the development plan); • Likely to affect a public Right of Way under the terms of the Wildlife & Countryside Act (1981); • Works to a Listed Building; • Affects the setting of a Listed Building or Conservation Area; • Is within or adjacent to a Conservation Area 	✓	✓	✓
<p>Category B</p> <p>Does not come under Category A, but is defined as Major Development, for example:</p> <ul style="list-style-type: none"> • Waste development • The winning and working of minerals • The provision of building(s) where the floorspace exceeds 1000 square metres; • Development on a site of more than 1 hectare 	✓	✓	✓
<p>Category C</p> <p>A planning application not covered by Categories A or B</p>	✓	✓	

Figure 4: Process for Determining Planning Applications



Planning Appeals

3.11. An appeal may be submitted to the Planning Inspectorate by an applicant when planning permission has been refused, where planning permission has been granted subject to condition that the applicant considers unreasonable, or where the application has not been determined within an appropriate

timescale. The planning application is then reconsidered by an independent Planning Inspector.

- 3.12.** If an appeal is made, the County Council will re-notify all parties who were notified about the original planning application, as well as anyone who commented on the planning application. Further comments should then be sent directly to the Planning Inspectorate (and not the County Council) for their consideration.

- 3.13.** Some appeals are heard at a hearing or public inquiry, and in those instances, interested parties who have made an objection are given the opportunity to appear before the Planning Inspector. The Inspector will consider all evidence, and decide whether or not to agree with the Council's decision. When an appeal decision is received by the County Council, it will be published alongside the application documents on the Council's website.

Appendix 1: Contact Details

For queries relating to the production of Minerals and Waste planning policy documents, please contact the Policy, Strategy and Development Team.

For queries relating to planning applications, please contact the Development Management Team.

Address:

Buckinghamshire County Council
County Hall
Aylesbury
Buckinghamshire
HP20 1UY

Email:

Policy, Strategy and Development Team:

mineralswastepolicy@buckscc.gov.uk

Development Management Team:

planningdc@buckscc.gov.uk

Website:

www.buckscc.gov.uk

Appendix 2: Consultation Bodies

The following list of consultation bodies is based on the Town and Country Planning (Local Planning) (England) Regulations 2012. Not all those bodies or organisations listed below will be consulted on any individual planning application or plan-making consultation. Rather, the bodies that will be notified will depend on the type of planning applications being consulted upon or local development document being produced, and the local context specific to Buckinghamshire, and will be at the discretion of the County Council. The County Council will consult other stakeholders as appropriate, and this list relates to successor bodies where re-organisations and changes in law occur.

The County Council holds a database of consultation bodies, many of which are represented through generic descriptions in the following lists. If any organisation or individual wishes to be added to the database, they should contact the County Council's Policy, Strategy and Development Team.

Duty to Co-operate Bodies

These are parties that the Local Planning Authority must 'engage' with during the plan-making process, as a requirement of Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

- Environment Agency
- The Historic Buildings and Monuments Commission for England (known as English Heritage)
- Natural England
- The Mayor of London
- The Civil Aviation Authority
- The Homes and Communities Agency
- Each Primary Care Trust established under section 18 of the National Health Service Act 2006 or in continued existence by virtue of that section (N.B. These have now been replaced by Clinical Commissioning Groups)
- The Office of Rail Regulation
- Transport for London
- Each Integrated Transport Authority
- Each Highway Authority within the meaning of Section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the Highways Authority)
- The Marine Management Organisation
- Local Enterprise Partnership
- Local Nature Partnership

Specific Consultation Bodies

- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as English Heritage)
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- The Highways Agency
- A relevant authority any part of whose area is in or adjoins the local planning authority's area (Parish Councils, District Councils, County Councils and Unitary Authorities)
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106(3)(a) of the Communications Act 2003, and who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
- Clinical Commissioning Groups and Local Area Team, in respect of the National Health Service (for example, the Aylesbury Vale Clinical Commissioning Group)
- A person to whom a licence has been granted under Section 6(1)(b) or (c) of the Electricity Act 1989, if it exercises functions in any part of the local planning authority's area
- A person to whom a licence has been granted under Section 7(2) of the Gas Act 1986, if it exercises functions in any part of the local planning authority's area
- A sewerage undertaker, if it exercises functions in any part of the local planning authority's area
- A water undertaker, if it exercises functions in any part of the local planning authority's area
- The Homes and Communities Agency
- Where the local planning authority is a London Borough Council, the Mayor of London

General Consultation Bodies

- Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area
- Bodies which represent the interests of different religious groups in the local planning authority's area

- Bodies which represent the interests of disabled persons in the local planning authority's area
- Bodies which represent the interests of persons carrying on business in the local planning authority's area

Within Buckinghamshire, General Consultation Bodies may include:

- Environmental Interest Groups, such as:
 - Berks, Bucks and Oxon Wildlife Trust (BBOWT)
 - Buckinghamshire Gardens Trust
 - Chilterns Conservation Board
 - Council for the Protection of Rural England
 - Friends of the Earth
 - Guinness Trust
 - Local Conservation and Environmental Groups
 - Open Spaces Society
 - The Chiltern Society
- Other Interest and Amenity Groups, such as:
 - Action Groups
 - British Waterways
 - Bucks Fire and Rescue Service
 - Civic Societies
 - Commission for Architecture and Built Environment
 - Community Groups
 - Cultural, Ethnic and National Group Organisations
 - Educations Establishments
 - Organisations for Persons with Disabilities
 - Race Equalities Councils and Groups
 - Religious Groups
 - Residents Associations
 - The National Trust
 - The Showman's Guild of Great Britain
 - Townswomen's Guild
 - Other Traveller Organisations
 - Women's Institutes and other Women's Groups
 - Youth Groups
- Business and Commercial Interests, such as:
 - Airports
 - Bus Operators
 - Business Associations/Federations/Institutes
 - Chambers of Commerce

- Construction Companies
- Developers
- Electricity Companies
- Gas Companies
- Haulage Companies
- House-builders
- Landowners
- Manufacturing Companies
- Planning and Land Agents/Surveyors
- Rail Companies
- Service Industries
- Telecommunication Companies
- Waste Management Companies
- Water Companies

Appendix 3: Glossary

Adoption: The final confirmation of a Local Development Document as a statutory document by the Local Planning Authority

Aggregates: Sand, gravel and crushed rock (known as primary aggregates) and other mineral waste such as colliery spoil, industry wastes and recycled materials (known as secondary aggregates) from construction, demolition and excavated wastes. Aggregates are used in the construction industry to produce concrete, mortar, asphalt etc.

Appeal: The process whereby an applicant can challenge a refusal to grant planning permission by the Local Planning Authority. The appeal may be considered through the submission of written representations, an informal hearing, or formal inquiry sessions. Appeals can also be made against the failure of a Local Planning Authority to issue a decision, against conditions attached to a planning permission and against the issue of an enforcement notice

Consultee: Any person, organisation or body who is consulted

Development Management: The process where a Local Planning Authority receives and considers the merits of a planning application, and whether it should be given permission having regard to the development plan and all other material considerations

Development Management Policies: Policies that set out the criteria against which proposals for development are assessed

Development Plan: The combination of all statutory documents that set out the Local Planning Authority's policies and proposals for the development and use of land and buildings in the authority's area

Duty to Co-operate: The Duty was created in the Localism Act 2011. It places a legal requirement on Local Planning Authorities, County Councils in England and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of Local Plan preparation relating to strategic and cross boundary matters

Examination in Public (EiP): Consideration of public views on a proposed Local Plan, held before an Independent Planning Inspector

General Consultation Bodies: Bodies and organisations that the County Council is directed to consult with, where appropriate. These include voluntary organisations and those that represent the interests of different racial, ethnic or national groups,

religious bodies, bodies that represent the interests of businesses and bodies that represent people with disabilities

Inspectors Report: A report issued by a Planning Inspector regarding the planning uses debated at the Independent Examination of a Local Plan. These reports are binding upon Local Planning Authorities

Local Aggregate Assessment (LAA): An annual assessment that allows for the planning for a steady and adequate supply of aggregates, based on a rolling average of 10 years sales data and other relevant local information, and constitutes an assessment of all supply options. It is a requirement of paragraph 145 of the National Planning Policy Framework that Mineral Planning Authorities produce a Local Aggregate Assessment annually

Local Development Document (LDD): Local Development Documents are both statutory and non-statutory planning policy documents, including Local Plans and Supplementary Planning Documents

Local Development Scheme (LDS): The Local Planning Authority's published plan for the preparation of Local Development Documents

Local Planning Authority (LPA): Any organisation with statutory planning powers. In most areas this would be the County, District or Unitary Council

Minerals and Waste Core Strategy (MWCS): The Local Development Document that sets out the County Council's vision, objectives and overall spatial development strategy for minerals and waste matters

Minerals and Waste Local Plan (MWLP): The Replacement Minerals and Waste Local Plan will provide the policies for development management decisions, and will include new 'preferred areas' for minerals extraction

Minerals Planning Authority (MPA): The Local Planning Authority responsible for the preparation of Minerals planning documents and development management matters for mineral extraction proposals

Monitoring Report (MR): A document covering the period 1st April to 31st March each year, which assesses the implementation of the Local Development Scheme and the extent to which policies in local development documents are being achieved

National Planning Policy Framework (NPPF): This sets out national planning policies how these should be applied. The NPPF consolidates and supersedes the previous Planning Policy Statements (PPSs), Planning Policy Guidance (PPGs), Minerals Policy Statements (MPSs) and Minerals Planning Guidance (MPGs), with the exception of Planning Policy Statement 10: Planning for Waste Management (PPS10)

Saved Policies: Policies within Local Plans that are saved for a period of time during production of replacement Local Development Documents

Site Allocations: Sites or areas of land identified in the Local Plan for specific types of development

Soundness: In order to be 'sound' a Local Plan must be:

- *Positively Prepared* – the Local Plan should seek to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development
- *Justified* – the Local Plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence
- *Effective* – the Local Plan should be deliverable and based on effective joint working on cross boundary strategic priorities
- *Consistent with National Policy* – the Local Plan should enable the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework

Specific Consultation Bodies: Bodies and organisations that must be consulted by the County Council in the preparation of Local Plans if the subject matter of the proposed Local Plan affects that body. Specific Consultation Bodies are defined in the 2012 Local Planning Regulations.

Stakeholder: A person, body or organisation who has an interest in the plan-making process, or a planning application

Strategic Environmental Assessment (SEA): A procedure (set out in the Environmental Assessment of Plans and Programmes Regulations 2004) which requires the formal environmental assessment of certain plans and programmes which are likely to have significant effects on the environment

Supplementary Planning Documents (SPDs): Documents which add further detail to the policies in the Local Plan. They can be used to provide further guidance for development on specific sites, or on particular issues, such as design. SPDs are capable of being a material consideration in planning decisions but are not part of the development plan

Sustainability Appraisal (SA): An appraisal of the economic, environmental and social effects of a plan, from the outset of the preparation process, to allow decisions that accord with sustainable development to be made

Waste: Any material or object that is no longer wanted, and required disposal. If a material or object is re-usable, it is still classed as waste if it has first been discarded

Waste Planning Authority (WPA): The Local Planning Authority responsible for waste development planning and control. They are usually Unitary Authorities, or County Councils in non-unitary areas