

Preface

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Picture .1

إذا احتجت للمساعدة في فهم هذه النشرة , برجاء الاتصال بفريق المساواة في مجلس سالفورد,
هاتف رقم 0161 793 3536

এই পুস্তিকাটি বোঝার জন্য যদি আপনার সাহায্যের প্রয়োজন হয় তাহলে সেলফোর্টে কাউন্সিলের ইকুয়ালিটি টিমের সঙ্গে যোগাযোগ করুন টেলিফোন নম্বর 0161 793 3536

如果您有關於本宣傳頁的任何問題,請聯繫 Salford 理事會的 Equalities 團隊,電話號碼為
0161 793 3536

જો આ લીફલેટ સમજવા મોટા તમને મદદની જરૂરત હોય, કૃપા કરી ઇકવાલિટીઝ ટીમ સર્કોર્ડ કાઉન્સિલનો ટેલિફોન નમ્બર 0161 793 3536 પર સંપર્ક કરો.

ਜੇ ਤੁਹਾਨੂੰ ਇਸ ਲੀਫਲੈਟ ਨੂੰ ਸਮਝਣ ਵਿਚ ਸਹਾਇਤਾ ਦੀ ਜ਼ਰੂਰਤ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਸਾਲਫੋਰਡ ਕੌਂਸਲ (Salford council) ਵਿਚ ਇਕੁਅਲਿਟੀ ਟੀਮ (Equalities Team) ਨਾਲ ਫੋਨ ਨੰਬਰ 0161 793 3536 'ਤੇ ਸੰਪਰਕ ਕਰੋ।

اگر آپ کو اس لیف لیٹ کے سمجھنے میں مدد کی ضرورت ہو تو براہ کرم اکیویٹی ٹیم کو سلفورڈ کونسل سے اس ٹیلی فون نمبر 0161 793 3536 پر رابطہ قائم کر سکتے ہیں۔

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1 Introduction

WHAT IS A STATEMENT OF COMMUNITY INVOLVEMENT?

1.1 The city council is required to produce a Statement of Community Involvement. Throughout this document we will use the term 'involvement' to include various forms of engagement activity, and the Statement of Community Involvement will set the council's policy for:

- community engagement in the production of formal planning documents, known as Local Development Documents which together form part of Salford's Local Development Framework; and
- community engagement in the determination of planning applications.

1.2 The Statement of Community Involvement aims to increase public involvement in planning processes in accordance with Government and council objectives. It sets out who will be involved, by what method and at what point in the process of document production or in the determination of planning applications. It is hoped that this will give more certainty to those wishing to get involved in the planning process.

~~1.3 Considerable guidance has been published on community engagement and full regard has been had to this in the production of this document. This document follows the processes and recommendations set out in:~~

- ~~• The Town and Country Planning (Local Development) (England) Regulations 2004;~~
- ~~• Planning Policy Statement 12 – Local Development Frameworks; and~~
- ~~• Creating Local Development Frameworks – A Companion Guide to PPS12 (2004).~~

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- The Town and Country Planning (Local Development) (England) Regulations 2004;
- The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008;
- Planning Policy Statement 12: creating strong safe and prosperous communities through Local Spatial Planning; and
- The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009

RECENT CHANGES TO THE PLANNING SYSTEM

1.4 In 2004, the Government introduced a number of changes to the planning system which has resulted in changes at all levels; national, regional and local. New types of planning policy and guidance document will be produced at each level. The changes are summarised in the table below:

Table 1.1 Changes to Documents

| | PRIOR TO THE CHANGES | NOW |
|-----------------|---|--|
| National | Planning Policy Guidance Notes (PPGs) | Planning Policy Statements (PPSs) |
| Regional | Regional Planning Guidance (RPG) for the North West | Regional Spatial Strategy (RSS) for the North West |

| | PRIOR TO THE CHANGES | NOW |
|--------------|---|---|
| Local | Unitary Development Plan (UDP) (Single document) | Local Development Framework (LDF) (Folder containing a number of Local Development Documents (LDDs)) |

1.5 Previously Salford's 'development plan' consisted solely of the UDP, but since 2004 it has also included the RSS and any DPD produced by the city council (these are a type of Local Development Plan Document and are described further below). The 'development plan' is an important concept, as all planning applications need to be determined in accordance with it unless material considerations indicate otherwise.

1.6 The LDF will contain a number of LDDs and other associated documents. The different types of document that will make up the LDF are listed in the table below alongside a summary of the purpose of each document.

Table 1.2 Overview of New Documents

| NAME | PURPOSE OF DOCUMENT |
|---|---|
| Local Development Scheme (LDS) | Timetable of how and when each LDF document will be prepared. Can be found at www.salford.gov.uk/localdevscheme |
| Statement of Community Involvement (SCI) | Sets out who, how and when the council will consult in the preparation of planning documents and on planning applications. This can be viewed at www.salford.gov.uk/salfordsci |
| Development Plan Documents (DPDs) | Spatial planning documents that are subject to independent examination and set out policy relating to the future development of the city. These documents carry Development Plan status and can be found at www.salford.gov.uk/salforddpd . Documents include: <ul style="list-style-type: none"> • Core Strategy - setting out the spatial vision, spatial objectives and core policies for the development of the area addressing social, economic and environmental issues • Thematic documents - setting out detailed policies and site specific allocations of land for particular purposes such as housing, the economy and the environment. • Area Action Plans - providing a detailed planning framework for specific areas where change or conservation is required. • Proposals Map - illustrating the geographical extent of policies |
| Supplementary Planning Documents (SPDs) | Expand on the policies in a DPD or provide guidance on their implementation. They are not part of the Development Plan, however they will carry significant weight in the determination of planning applications. SPDs can be viewed at www.salford.gov.uk/salfordspd |
| Annual Monitoring Report (AMR) | Produced each December, this document reviews progress and the meeting of targets and milestones in the LDS, as well of the impact and effectiveness of planning policies. The AMR can be viewed at www.salford.gov.uk/annualreport www.salford.gov.uk/planning-annual-monitoring-report |

- 1.7 Figure 1.1 below illustrates how all of these documents fit together to form both the Development Plan and the LDF:

Figure 1.1 Local Development Framework



GOVERNMENT PRINCIPLES FOR COMMUNITY INVOLVEMENT

- 1.8 Whilst the planning system already offers extensive opportunity for local people to become involved, the changes to the planning system aim to build upon this base. The Government has set out a number of guiding principles that Salford is keen to take on board to ensure that maximum community involvement is achieved. The key principles are outlined as follows:

Front loading of involvement - opportunities for involvement should exist at the earliest opportunity. By placing community engagement at the front of the process, decisions can still be influenced and a greater sense of ownership around the outcomes can be generated. It is also hoped that earlier involvement will help to keep people engaged throughout the process. The SCI is an important part of front loading as it sets out the engagement standards for the production of planning documents and planning applications in advance.

Use of engagement methods that are relevant to the community concerned - recognition should be given to the fact that not everyone will want to be consulted in the same manner and that it may not be appropriate to consult everybody in the same way. This is especially important if the whole community is to be offered an equal opportunity to participate.

Continuous Involvement - there should be clearly articulated opportunities for continuing involvement as part of an ongoing programme, not a one off event. Front loading should encourage people to become involved in the process early on but those taking part need to know how and when they can be involved in future stages.

Transparency - there should be certainty about who will be involved in a process, how and at what point. Feedback is important to show how involvement has influenced decisions. Those involved also need to know the reason if the decisions taken do not accord with their suggestions. The SCI will help to generate this certainty and transparency.

Accessibility - community involvement should take into account the needs of all groups within the community and should offer everybody access to documents in a format that suits them.

Planning for Involvement - community involvement needs to be planned into the process for the preparation and revision of Local Development Documents. This will ensure that it is carried out in an effective and efficient manner.

WHY SHOULD YOU GET INVOLVED?

- 1.9** The council recognises that there are clear benefits for everyone involved in the planning process by increasing the level of community and stakeholder engagement, and in striving to follow the Governments guiding principles. These benefits include:

Strengthening the evidence base for plans, strategies and planning decisions - local communities know local areas. Therefore the expertise, opinions and insight of local people can help to bring a different perspective to the planning process.

Community commitment to the future development of an area - local communities can help to make a difference to their area, this often has long term benefits, helping to successfully implement plans and proposals.

Promoting regeneration and investment - by publicising proposals and inviting the involvement of stakeholders and local communities, the council can demonstrate its commitment to improving areas and facilitating joint working to achieve better quality outcomes.

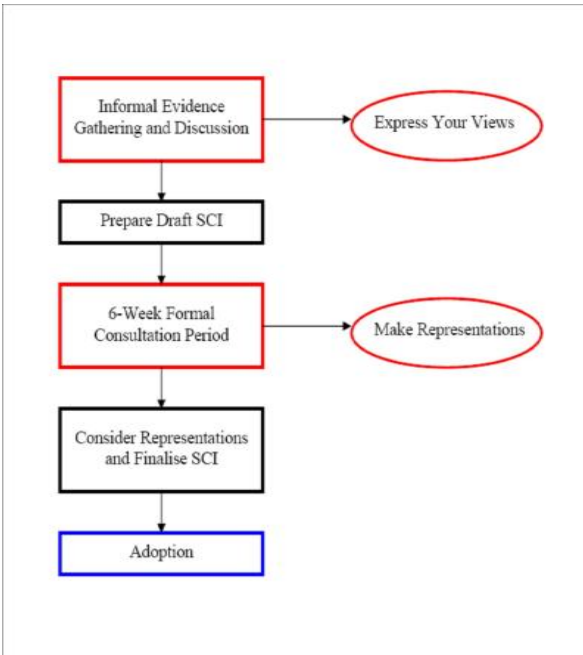
Fostering ownership and strengthening delivery - joint working between the council, local communities and stakeholders will often be an essential part of the LDF. By involving communities at an earlier stage ('front loading') of the process, issues can be identified and resolved from the outset therefore achieving a common commitment. This in turn may avoid the need for lengthy independent examinations.

PROCESS FOR PRODUCING THE STATEMENT OF COMMUNITY INVOLVEMENT

- 1.10** Salford City Council's SCI aims to bring together the government's principles for community engagement as discussed in paragraph 1.8 to ensure that the benefits discussed in paragraph 1.9 are achieved in the production of LDDs and the determination of planning applications. The SCI must go through a formal process of production prior to its adoption. This process is outlined in Figure 1.2 below. **[Please note that the process for producing a Statement of Community Involvement was altered by the Planning Act 2008 which removed the need to submit the SCI to the Secretary of State and the formal examination.]**

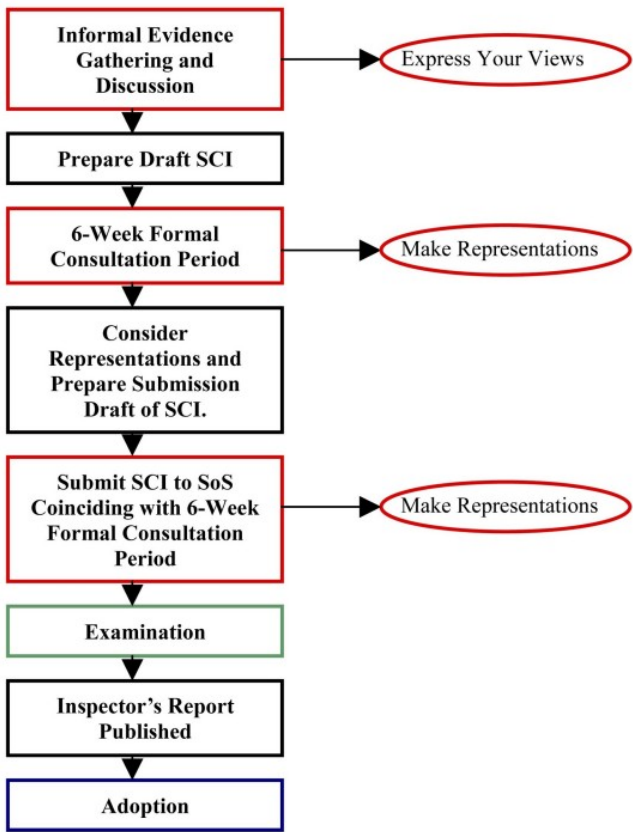
New Figure 1.2

Figure 1.2 The Statement of Community Involvement Production Process



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Figure 1.2 The Statement of Community Involvement Production Process



1.11—Informal evidence gathering and discussions were carried out in a number of different ways. An extensively advertised half-day stakeholder conference was held around the theme of community engagement in planning. This was supplemented by an on-line questionnaire for those who were unable or did not wish to attend the conference. Councillors were also asked for their opinions on community engagement. All of this work informed the production of the Draft SCI which was published in November 2006.

1.12—A formal 6-week period of consultation on the draft version of the SCI was undertaken in November/ December 2006. Two consultation workshops were held in November 2006 and questionnaires were produced and distributed across the city to allow local communities and other stakeholders to submit their views. Formal representations on the Draft SCI were also invited. The results of these engagement exercises were taken into account in producing the submission draft of the SCI.

1.13—The final 6-week period of community engagement was held between 17th August and 27th September 2007, at the time of the document's submission to the Secretary of State, when formal representations were again invited. These were assessed by an independent Planning Inspector who issued the council with a binding report which recommended some further changes to the SCI. Salford City Council adopted this Statement of Community Involvement in March 2008.

1.14—A statement clearly explaining how the council dealt with the representations received has been published alongside the SCI.

1.11 This document represents a revision to the SCI that was adopted in March 2008. The adopted SCI will be replaced by this version but until then, the SCI adopted in March 2008 remains the adopted SCI for the city.

1.12 When preparing LDDs or determining planning applications the city council must comply with the community engagement requirements set out in the adopted SCI. When a DPD is submitted to the Secretary of State (see paragraph 3.8) a 'Statement of Compliance' will be required to be submitted alongside it outlining how the community engagement requirements of the SCI have been met during the production of the document.

2 Community Involvement in Salford

2.1 The characteristics of the population of the city has implications for how community engagement exercises should be approached in order to ensure public input is maximised. Different people and groups have different levels of willingness and ability to respond to the various forms of community engagement, and adjustments to consultation exercises may need to be made accordingly. This may involve something as simple as giving consideration to the timing of an event or something more fundamental such as the method used for presenting information or the format of a meeting. A broad sample of some of the features of the population of Salford which may need to be considered in this respect are presented below:

- 39.2% of Salford's households do not have access to at least one car or van against 26.8% of England's households
- 16.8% of Salford's households are one person pensioner households against 14.4% of England's households
- 12.5% of Salford's households are lone parent households against 9.5% of England's households
- 22.8% of Salford's residents have a limiting long term illness against 17.9% of England's residents
- 2.4% of Salford's population are Jewish, against 0.52% of England's population
- 4.5% of Salford's population were claiming unemployment benefit in March 2006 against 3.6% of the UK's population
- 50.9% of school pupils in Salford taking GCSEs in 2006 gained 5 or more A* to C grades against 58.5% across England
- 62.8% of school leavers (post 16) remained in full time education in 2005 against a 76.5% England average
- 35.5% of Salford's residents have no formal qualifications against 28.85% of England's population

2.2 Some of these features are more significant than others when it concerns the issue of public consultation. For example, low private car access may mean that more thought needs to go into where consultation events are held. The high number of single parents may require that thought goes into the timing of events, the provision of creche facilities and the lower than average number of 16 and 17 year olds in education may mean that more thought needs to go into how to access this group. Important dates and days relating to certain religions will also need to be considered when preparing for a consultation event (for example, avoiding Fridays with regards to the Muslim population and also Saturdays in order to ensure participation of the Jewish community).

2.3 Though these statistics are presented on a city-wide level, Salford is a city of sharp contrasts and cannot always be taken as whole. Wealth, educational attainment or religion for example vary widely between wards of the city. For example:

- 45.2% of the population of Langworthy have no formal qualifications against 20.4% of the population of Worsley & Boothstown
- 21.2% of households in Ordsall are lone parent households against 10.7% of households in Walkden South
- 33.7% of the population of Kersal are Jewish against 0.32% of the population of Worsley & Boothstown
- 59.4% of households in Broughton have no access to a private car or van against 22.45% of households in Walkden South.

- 2.4** It is therefore equally important to be aware of such characteristics on a very localised level, particularly if community engagement exercises are targeting a specific area of the city rather than the population as a whole.
- 2.5** When undertaking future engagement exercises, whether carried out by the city council or developers, such characteristics should be taken into account and the methods of consultation designed around these. This is important in ensuring that the findings from consultation exercises genuinely represent the views of the community affected and can therefore be used to produce positive and effective outcomes which meet the needs of the local community.

Picture 2.1



LINKS WITH OTHER STRATEGIES

- 2.6** The Statement of Community Involvement and its aims, objectives and the methods of consultation it proposes are guided by several city-wide plans and strategies which sit above it. The Statement of Community Involvement is an important tool with which to implement these plans and strategies and so it is vital that it is in conformity with these. The key local level plans and strategies which feed into the Statement of Community Involvement are as follows:

1. Making the Vision Real: Community Plan for Salford 2006-2016
2. Salford Agreement
3. Community Engagement Strategy for Salford
4. Gold Standards IN Community Involvement
5. Gold Standards IN Community Consultation

MAKING THE VISION REAL: COMMUNITY PLAN FOR SALFORD 2006-2016

- 2.7** Salford's Community Plan is produced by the Local Strategic Partnership (LSP) and sets out the overarching vision for the future of the city and the aims and objectives which partners within the city will work towards in making Salford a better place to live, work and visit.
- 2.8** The LSP brings together public, private, community and voluntary agencies working in Salford to agree a common approach for improving the city. The LSP consists of:
- **Salford Strategic Partnership:** This brings together over 40 representatives from the city's public, private, community, voluntary and faith sectors. These groups work

closely together to ensure that all of Salford's citizens have an equal chance to thrive. Members of Salford Strategic Partnership have made a commitment to achieve the vision (see para 2.9) and the targets set out in the Community Plan and Salford Agreement. All partners come together twice a year to look at the major issues in the city and to decide what the partnership will focus on in the coming months.

- **Salford Strategic Partnership Executive:** This is a smaller group who meet regularly to make sure the partnership is on track and making a difference.

2.9 The LSP's vision for the city, expressed within the Community Plan is as follows:

"In 2016, Salford will be a beautiful and welcoming city, driven by energetic and engaged communities of highly skilled, healthy and motivated citizens, who have built a diverse and prosperous culture and economy which encourages and recognises the contribution of everyone for everyone"

2.10 Underneath this vision sit seven key themes on which efforts will be focused in order to achieve the vision. These are:

- A Healthy City
- A Safe City
- A Learning and Creative City
- A City where Children and Young People are Valued
- An Inclusive City
- An Economically Prosperous City
- A City that's Good to Live In

2.11 By working closely with the Local Strategic Partnership and any other groups flowing from the Community Plan the council will ensure that the Local Development Framework is closely integrated with the Community Plan.

2.12 The fourth and fifth of these themes are of particular relevance to the Statement of Community Involvement and these have been important in setting its priorities and content. They are discussed in more detail below.

a) An Inclusive City

2.13 Sitting underneath this theme are a number of key priorities. One such priority focuses on creating a city of active and engaged citizens with the aim being to *"enable and support all individuals to play a full role in their community."* A further priority focuses on creating a city of influential citizens within cohesive communities. This has been the aim *"to build cohesion by enabling communities, especially excluded communities, to influence decision-making in the city."* Given the influential role it plays in promoting and prescribing better approaches to community engagement and public involvement, the Statement of Community Involvement has been designed with these priorities in mind.

2.14 The Statement of Community Involvement achieves this through promoting the provision of adequate support structures which allow communities to become involved in planning within Salford to the extent to which they wish to do so. These support structures may involve giving more thought to what the community needs to help them make informed comments that can genuinely influence decision making, such as better information provision, earlier involvement in processes or better advertisement of how to get involved. It is the Statement of Community Involvement's role to promote best practice and facilitate public involvement in planning issues within Salford in order to contribute to achieving the priorities of this theme of the Community Plan.

b) A City where Children and Young People are Valued

- 2.15** One of the key priorities within this theme is to *"ensure that all children and young people in Salford have the opportunity to take part in and influence decision-making."* In line with this priority, the Statement of Community Involvement encourages a proactive approach to be taken when designing community engagement events and programmes to ensure the involvement of young people in engagement exercises. Often, traditional methods of consultation may not capture the views of this group and it is important that the Statement of Community Involvement recognises the need for specific efforts to be made and alternative methods to be employed to consult with children and young people. This will help to ensure that their voices are heard, and thereby contributing to the delivery of this priority of the Community Plan. The importance of engaging with children and young people is discussed further in paras 3.28-3.31.

Picture 2.2



SALFORD AGREEMENT

- 2.16** The Salford Agreement is the city's local area agreement (LAA) and is produced by the LSP. The agreement is based on five key objectives. These are:

- Improving Economic Prosperity
- Improving Health and Reducing Inequalities
- Improving Community Safety
- Improving Community Engagement
- Improving Environmental Sustainability

- 2.17** The Statement of Community Involvement works towards delivering the key objective of Improving Community Engagement and those parts of other objectives that involve the community in decision-making processes.

COMMUNITY ENGAGEMENT STRATEGY AND GOLD STANDARDS

- 2.18** The LSP operates a Good Practice in Community Involvement Team tasked with enhancing the processes and outcomes of community engagement within Salford. They have recently developed a city-wide Community Engagement Strategy which underpins the community engagement elements of the Community Plan and the Salford Agreement.

- 2.19** A key feature of the Community Engagement Strategy are the LSP's Gold Standards IN Community Consultation and Gold Standards IN Community Involvement, which set out aspirational aims for community involvement and procedural guidance in achieving these aims. The city council is committed to following the Gold Standards when undertaking any community engagement and in producing consultation guidance and procedural documents such as the Statement of Community Involvement. The Gold Standards are as follows:

Gold Standards IN Community Involvement

1. Value the skills, knowledge and commitment of local people.
2. Develop working relationships with communities and community organisations.
3. Support staff and local people to work with and learn from each other (as a whole community).
4. Plan for change with and take collective action with the community.
5. Work with people in the community to develop and use frameworks for evaluation.

Gold Standards IN Community Consultation

1. Check if anyone else has done consultation work with results you can share.
2. Ensure that consultation can affect change. It should be a dialogue that leads to decisions, so consult before decisions are made.
3. Make sure you allow adequate time for your consultation project. You need to consider time for planning, conducting, collecting and responding to your activities.
4. Try to use methods of consultation that will make the best use of your resources and give you the best results from your target audience.
5. Try to make your consultation as inclusive as possible but be aware of over-consulting certain groups.
6. Always give feedback to those who have participated in your consultation exercises.
7. Turn your consultation into action. Don't leave consultation work on the shelf.
8. Share results of your work with others.

- 2.20** Whilst the Community Plan, Community Engagement Strategy and Gold Standards have heavily influenced the content of the Statement of Community Involvement, it should be noted that the guidance within the SCI is relatively broad and it is therefore beyond its scope to interpret how these apply directly to individual community engagement exercises undertaken within the city. The overriding community engagement aims, objectives and priorities taken from the plans and strategies as detailed here should therefore be continually referred to and used in designing more specific elements of engagement exercises.

BEST PRACTICE EXAMPLES

- 2.21** It is intended to use the Statement of Community Involvement as a guide to ensure that all future community engagement exercises undertaken within the city are able to tap into the valuable views and information held by Salford's communities and genuinely make use of these to influence decision making. The city council prides itself on carrying out consultation of a high quality and good examples of this within the field of planning already exist. Outlined below are two examples of community engagement projects that have taken place recently within Salford.

Vision for Central Salford

"In 2005, the Urban Regeneration Company (URC) responsible for the Central Salford vision and development took a calculated gamble that paid off. They had world experts working up their 'vision' for the area - now they needed to talk to local people about it.

The usual route would have been to bring in an external consultancy company to do this work. Instead, they were persuaded to take another approach. Salford's community & voluntary sector has some big players who know the city inside out. They pre-empted what the URC would do and suggested that Salford's community & voluntary sector undertake the consultation. The URC were convinced by the local knowledge & skills the groups have, their ability to deliver but also that the money would be 'recycled' in Salford. The Salford 'Collective' was born!

The Collective worked quickly and drew up a tendering, support and monitoring process. Work was tendered out across geographical areas and around thematic groups of people. The Collective appointed an organisation to monitor and organise the process and although hectic, the Collective felt that they were working together instead of competing against each other.

The result was a fantastic response from the Collective and the people they interviewed. People felt better by being interviewed by one of their 'own', but also specialist organisations were able to involve older frail people, people with disabilities and the Orthodox Jewish community, who would have been unable to take part in a 'normal' consultation."

Supplied by Paul Brighthouse (Salford Council for Voluntary Service (CVS))

Lower Broughton Regeneration, Salford

The regeneration of Lower Broughton is being carried out by an innovative partnership between the private house builder Countryside Properties, Salford City Council, Contour Housing Group Limited (the RSL) and residents. The aim is to build a new sustainable community within 10-15 years, while protecting and supporting existing residents. Recognising the need for effective community engagement, Countryside Properties employed consultants Kevin Murray Associates to provide expertise and innovation and to act as a broker between partners. A variety of community participation methods have been used to help to overcome residents' scepticism and potential negative perceptions of private developers. An initial 'listening' event attended by over 200 residents identified what the community liked and disliked about the area. A study trip to Peckham in London and to Great Notley in Essex, was organized to demonstrate the successes achieved elsewhere by Countryside Properties. Themed design workshops brought together all local stakeholders, permitting the exploration of detailed design issues. An information and consultation bus toured every street in Lower Broughton for ten weeks. The creation of a formal steering group, the Lower Broughton Regeneration Partnership, with representation from across the area, has further strengthened community involvement, and it has successfully lobbied service providers to improve services locally. Partners have also worked with young people in Lower Broughton to establish a youth forum that feeds into the main steering group. Through the effective involvement of local residents, Countryside Properties have been able to secure positive and participative support for the regeneration process. Key to this has been the developer's commitment to remain open and honest, to acknowledge constraints and never to make unrealistic promises. The first houses have now been delivered.

2.22 Both of the above examples demonstrate conformity with a number of the aims, objectives and priorities of the plans and strategies discussed above including:

- Utilising local knowledge
- Partnership working with voluntary/community groups
- Front loading - early public involvement to define issues to be addressed
- Taking consultation to the affected community, not vice-versa
- Community engagement carried out over a period of time and at different stages - not a one-off event
- Use of Steering Groups
- Proactive efforts to involve young people
- Remaining realistic about the role and influence of the community's input - not promising to deliver what is not deliverable.

2.23 The Statement of Community Involvement seeks to ensure that all future community engagement exercises within the city play a role in implementing the aims, objectives and priorities of the plans and strategies detailed above, through promoting the highest standards of community engagement which is fully inclusive and capable of influencing outcomes.

3 Consultation on Local Development Documents

WHEN WILL WE CONSULT?

- 3.1** Government guidance in Planning Policy Statement 12 sets out the key stages in the production of Local Development Documents (DPDs and SPDs), and public consultation is central to many of these stages. The views of the public are very important in ensuring that Local Development Documents are appropriately designed to meet the needs of the city, tackle problems and capitalise on opportunities. One of the main purposes of the SCI is to set out clearly when and where the opportunities to become involved in the production of planning documents exist. It is hoped that this will generate greater certainty in the planning process. The stages of document production, including where periods of consultation and participation exist, are outlined below.

Development Plan Documents (DPDs)

- 3.2** As key documents in the LDF, early identification of all issues is essential to the success of DPDs. Timely involvement of the public and other stakeholders and front loading of consultation are therefore critical. This is especially important where the DPD is dealing with site allocations. As such the council will strive to ensure that as far as is reasonably possible all stakeholders are involved from the earliest stage in the document's production and to secure this involvement at all subsequent stages. The DPD production process can be viewed on the next page in Figure 3.1 - Development Plan Document Production process.

Stage 1 - Pre-production

~~3.3 The pre-production stage includes evidence gathering to provide a robust evidence base for the document. This may involve meetings, surveys or informal discussions in order to engage anyone who may be affected by the document in order to establish their opinions and views. At the pre-production stage we will identify how stakeholders will be involved throughout the process and the potential methods for consultation.~~

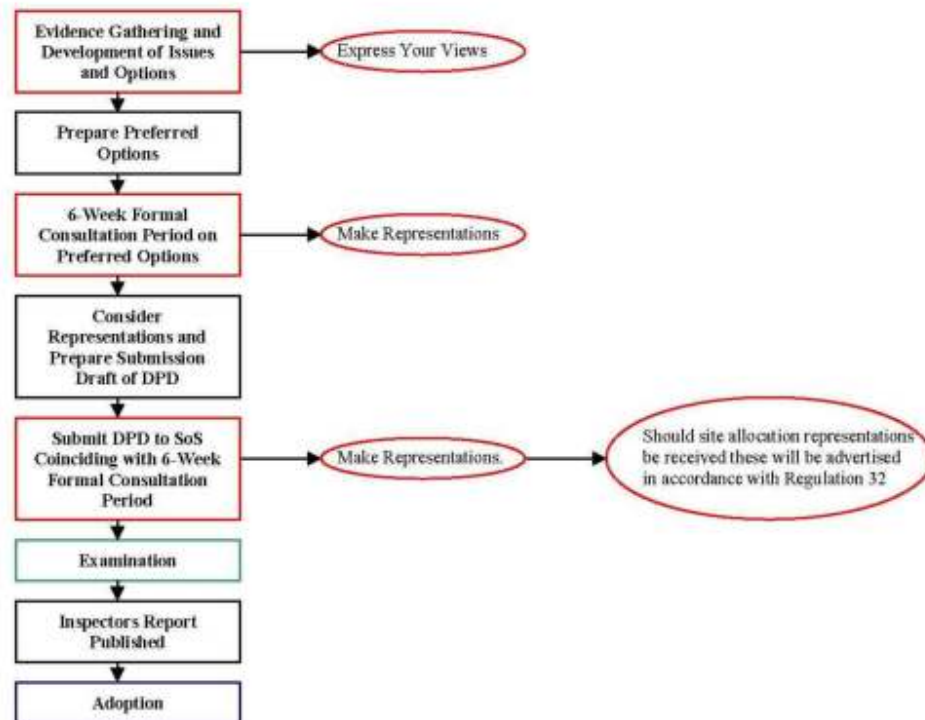
Stage 2 - Production

a) Examining Issues and Options

~~3.4 Based on the evidence gathered during the pre-production stage, consultation exercises with all relevant organisations, interest groups and individuals will be undertaken to aid in the identification of issues and the development of preferred options. For key DPDs, namely those that will be applicable to the whole of the city, the scope of community engagement will be much broader than when preparing more detailed Area Action Plans where a smaller section of the population is likely to be affected. This initial period of community engagement is a key stage in the preparation of DPDs as it enables people to express their views, put forward their own ideas and to actively participate in developing options before any firm proposals have been drawn up.~~

Figure 3.1 to be removed.

Figure 3.1 Development Plan Document Production Process



b) Production of draft SCI or DPD Preferred Options

3.5—A document will be produced setting out the 'Preferred Options' taking into account the information obtained during the earlier stages. (The preferred options document will set out the proposed policy direction together with relevant issues, proposals and alternative approaches where appropriate.) A Sustainability Appraisal will be submitted alongside the document (see paragraph 3.20). At this stage there will be a formal six week period of consultation where the opportunity will exist to make representations on the preferred options and the accompanying Sustainability Appraisal.

3.6—The council will consider ALL representations made during the six week formal consultation period. It must be noted that representations received can sometimes be conflicting, however, the council will weigh up the issues as they produce the submission document.

3.7—The SCI follows a similar route to the DPD, however a draft SCI rather than a preferred options document is produced. In addition, the SCI does not require the submission of a Sustainability Appraisal.

Stage 3 – Examination

3.8—Following the preferred options consultation, the Submission DPD will be submitted to the Secretary of State for an Examination. The Submission DPD will be accompanied by:

- the Sustainability Appraisal;
- a statement outlining how the representations received previously have been taken into account in revising the document; and
- a 'Statement of Compliance' which will outline how the community engagement requirements of the SCI have been met in producing the DPD.

3.9—A second formal six week period of consultation will begin once the document is submitted to the Secretary of State. Representations are invited at this time, however they should:

- relate to the 'soundness' of the document;
- suggest alternatives that are more suitable or necessary to the 'soundness' of the document; or
- be in support of, or against, the Sustainability Appraisal.

3.10—The document will be considered 'sound', if:

- it has been prepared in accordance with the LDS;
- it has been prepared in compliance with the SCI;
- it has been subject to a Sustainability Appraisal;
- it is a spatial plan that is consistent with national policy and in general conformity with the Regional Spatial Strategy (RSS) and it has properly had regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas;
- it has regard to the Community Plan;
- the strategies, policies and allocations in the plan are coherent and consistent within and between DPDs prepared by the authority, and by neighbouring authorities where cross boundary issues are relevant;
- the strategies, policies and allocations represent the most appropriate in all the circumstances having considered the relevant alternatives and they are founded on a robust and credible evidence base;
- there are clear mechanisms for monitoring and review; and
- the plan is reasonably flexible to enable it to deal with changing circumstances.

3.11—Should representations be submitted that support new, site specific proposals or seek to change or delete existing proposed allocations, the council will advertise these as soon as possible after the close of the six week consultation period. Those suggesting new site specific proposals will be the subject of a further six week consultation period and should be supported by a full Sustainability Appraisal which should be submitted with the representation. Any objections to these suggested new site specific proposals will be forwarded to the Inspector presiding over the examination. They will be treated as supporting representations to the submitted DPD as they will not support the suggested new proposal.

3.12—Prior to the examination the council will not make any fundamental changes to the document. The Inspector can run the Examination in one of four ways, through written representations; round table discussions; informal hearings and; formal hearings. The procedure used will depend on the issue or evidence that the Inspector is dealing with and the nature of the representations

themselves. All written comments made in the six-week consultation period at the submission stage will be considered fully by the Inspector. In addition, any individual that has made a representation on the DPD has a right to appear at the examination.

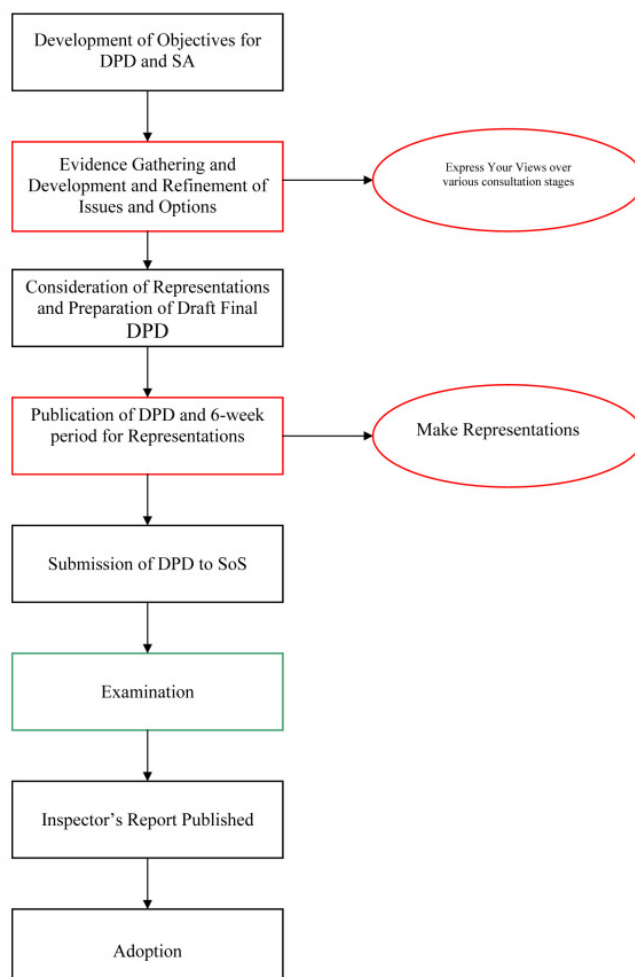
Stage 4 – Adoption

3.13 Once the examination has been completed the independent Inspector will issue the council with a binding report which will be made available for public viewing. The council is required to make any changes that are suggested in the report. Once these changes are made the council must formally adopt the document.

- 3.3 The initial tasks include defining the objectives for the DPD as well as the framework and scope of the Sustainability Appraisal. Consultation on the scope of the Sustainability Appraisal with the 3 statutory bodies (Environment Agency, Natural England and English Heritage) represents the formal commencement of a DPD.
- 3.4 The next stages of DPD preparation will involve identifying the main issues and options for the DPD and developing the necessary evidence to support the DPD. This may involve a number of periods of consultation with all relevant organisations, interest groups and individuals to aid the identification and exploration of issues, and the development of a preferred option. For DPDs that cover the whole city the scope of engagement will be much broader than when preparing more detailed Area Action Plans where a smaller section of the population is likely to be affected. This initial period of community engagement is a key stage in the preparation of DPDs as it enables people to express their views, put forward their own ideas and to actively participate in developing options before any firm proposals have been drawn up.

New figure 3.1

Figure 3.1 Development Plan Document Production Process



3.5 The council will take into account any representations received as a result of the consultation as it prepares the final document. It must be noted the representations received can sometimes be conflicting and therefore the council will have regard to all opinions expressed as they produce the final document.

3.6 Before the council submits a DPD to the Secretary of State it will publish it in order for representations relating to issues of soundness to be made. The council is required to publish:

- the DPD;
- the Sustainability Appraisal report;
- changes to the Proposals Map (if appropriate);
- a statement setting out :
 - who was invited to be involved in the plan preparation;

- how they were invited to be involved in the plan preparation; and
- a summary of the main issues raised and how they have been taken into account; and
- any other supporting documents relevant to the preparation of the DPD.

3.7 The period for representations that follows publication will normally be 6 weeks but can be longer if the council feels this is appropriate. Representations at this stage should relate to the 'soundness' of the document.

3.8 The document will be considered 'sound' if it is justified, effective and consistent with national policy. To be justified the document must be founded on a robust and credible evidence base and be the most appropriate strategy when considered against reasonable alternatives. To be effective the document must be deliverable, flexible and able to be monitored. In addition the Inspector will check that the document has complied with the relevant legislation. This includes checking that the document:

- has been prepared in accordance with the Local Development Scheme and is in compliance with the Statement of Community Involvement and the Regulations;
- has been subject to a sustainability appraisal;
- has regard to national policy;
- conforms generally to the Regional Spatial Strategy; and
- has regard to any Sustainable Community Strategy for the area.

3.9 Following the period for representations to be submitted the council must produce a summary of the main issues raised by the representations. Once the representations have been summarised the DPD will be submitted to the Secretary of State.

3.10 If very significant issues are raised by representations at this stage that make the council question the fundamental soundness of the plan, then the council may decide not to submit the document but to redraft it and repeat the publication stage.

3.11 The Submission DPD will be submitted to the Secretary of State for an examination. The Submission DPD will be accompanied by all the documents produced at the publication stage and also the following:

- a statement setting out:
 - the number of representations made at publication;
 - a summary of the main issues raised by the representations; and
- copies of all the representations made following publication.

3.12 Prior to the examination the council will not make any fundamental changes to the document. The Inspector will decide how the examination is run and this can be through written representations and/or hearing sessions. Hearing sessions are structured discussions used to explore issues which the Inspector needs further clarification on to determine whether the document is sound. The inspector will invite participation at hearings from those who wish to be heard and anyone else who might be required to explore the relevant issue. All written representations made at publication stage will be considered fully by the Inspector. In addition any individual who has made a representation at this stage has a right to appear at the examination.

3.13 Once the examination has been completed the independent Inspector will issue the council with a binding report which will be made available for public viewing. The council is required to make any changes that are suggested in the report. Once these changes are made the council must formally adopt the document.

Local Development Orders

3.14 Since June 2006 the council has had the powers to produce Local Development Orders (LDOs). An LDO grants permission for certain types of development, which are specified in the LDO, removing the need for a planning application where the use is consistent with the Development Plan. Whilst these documents are not LDDs the procedure for their production and community involvement is similar to that of a DPD, which is why they have been included at this point.

Supplementary Planning Documents

3.15 SPDs are produced to support and provide additional information to policies and proposals within DPDs and the UDP. The process for SPD production is similar to, but shorter than, that for DPDs and there is no independent examination. The process is set out below and is also shown in Figure 3.2.

Picture 3.1



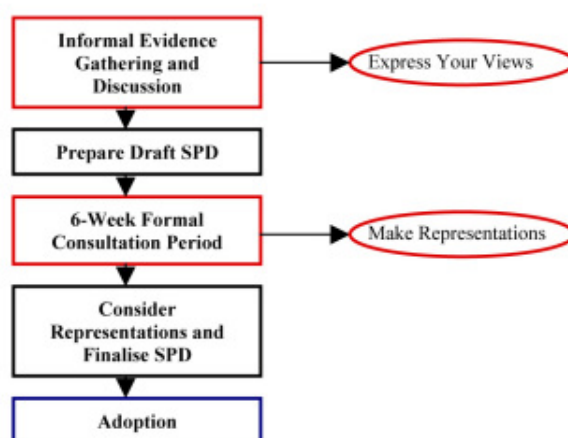
Supplementary Planning Documents and the Statement of Community Involvement

3.15 SPDs are produced to support and provide additional information to policies and proposals within DPDs and the UDP. The process for SPD production is similar to, but shorter than, that for DPDs and there is no independent examination. The process for producing the SCI is now the same as for a SPD. The process is set out in the following paragraphs and is also shown in Figure 3.2.

Stage 1 - Pre-production

3.16 This stage, as for DPDs, is based around the gathering of evidence and asking people to identify issues and make suggestions for what should be fed into the SPD. This may involve targeted community engagement that focuses on those directly affected by a proposal if, for example, the SPD relates to a major development site or may involve specialist stakeholders (such as GMPTE) if the SPD is of a more technical nature.

Figure 3.2 Supplementary Planning Document
Production Process



Stage 2 - Production

3.17—There is no separate “issues and options stage” required for an SPD. Instead, a draft document is produced following the pre-production, though alternative options are considered as part of the Sustainability Appraisal process before publishing the draft. Regulations require that Draft SPDs be subject to consultation for a period of between 4-6 weeks, however the city council will always consult on the draft SPD for 6 weeks in order to maximise potential involvement. The principles of ‘soundness’ are also applicable to SPDs (see paragraph 3.10), although there is no independent examination of an SPD to test the soundness of the document.

3.17 There is no separate “Issues and Options” stage required for a SPD. Instead a draft document is produced following the evidence gathering and early discussions with stakeholders. Regulations require that the draft SPDs are subject to a consultation period of between 4-6 weeks, however the city council will always consult on the draft SPD for 6 weeks in order to maximise potential involvement. The principles of ‘soundness’ are also applicable to SPDs (see paragraph 3.8), although there is no independent examination of an SPD to test the soundness of the document.

3.18 The city council will carefully consider any representations received during the consultation period, having regard to the need to ensure the general soundness of the document, and will update the SPD where it is felt necessary and appropriate.

Stage 3 - Adoption

3.19 The SPD will then be adopted. A summary of representations received and how they have been taken into account will be published at this stage.

Sustainability Appraisal

3.20—Every DPD and SPD must be subject to a Sustainability Appraisal to ensure that the council is contributing to the achievement of sustainable development. The Sustainability Appraisal must incorporate the requirements of the European Union Strategic Environmental Assessment Directive (2001/42/EC). The appraisal must assess the social, environmental and economic affects of the policies and proposals as the DPD or SPD is produced, and identify opportunities for mitigation. There will be opportunities to make representations on the Sustainability Appraisal during the formal 6 week consultation periods.

- 3.20** Every DPD must be subject to a Sustainability Appraisal to ensure that the council is contributing to the achievement of sustainable development. The Sustainability Appraisal must incorporate the requirements of the European Union Strategic Environmental Assessment Directive (2001/42/EC). The appraisal must assess the social, environmental and economic effects of the policies and proposals as the DPD is produced and identify opportunities for mitigation. There will be opportunities to make representations on the Sustainability Appraisal when the DPD is published. SPDs will be screened to see if a Sustainability Appraisal is necessary. Unless there are impacts that have not been covered in the appraisal of the parent DPD or an assessment is required by the SEA Directive, a Sustainability Appraisal is unlikely to be necessary.

WHO WILL WE CONSULT?

- 3.21** The council will produce a wide range of documents that will cover different topics and different geographical areas. Who we will consult during the production of a document will be affected by the topic being covered in the document and the geographical coverage of the document.

~~3.22 The Planning and Compulsory Purchase Act 2004, and the Town and Country Planning (Local Development) (England) Regulations 2004, outline the types of group and Government Departments and agencies that should be consulted on the LDDs.~~

- 3.22** The Planning and Compulsory Purchase Act 2004, the Town and Country Planning (Local Development) (England) Regulations 2004, the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009 outline the various organisations and Government Departments and agencies that should be consulted on LDDs.

- 3.23** In line with Government advice, this SCI does not identify all of the separate agencies, organisations or individuals that the council will consult during the plan making process. It does, however, provide guidance on the **types** of stakeholder that the council will consult. For any particular LDD, those that the council considers will be affected by the document will be consulted along with individuals who have specifically asked to be consulted.

- 3.24** Broad consultation groups that will be consulted are shown in Table 3.1. Appendix B provides additional detail on who these bodies are for Salford.

Table 3.1 Broad Consultee Groups

| GROUP | DESCRIPTION |
|---|---|
| Specific and General Consultation Bodies | These are bodies identified in PPS12 as having to be consulted to meet Government regulations. Specific bodies will be consulted on the preparation and revision of all documents when the proposed subject matter has the potential to affect them. The Government Office for the North West will be consulted at all key stages throughout the production and revision of LDDs. |
| Neighbouring Authorities | County Councils, Local Authorities and Parish Councils adjoining Salford will have an interest in the development of the city, especially where development is in close proximity of the boundaries. They will therefore be consulted when they could be affected. |

| GROUP | DESCRIPTION |
|--|--|
| Elected Representatives | Members of Parliament, Members of the European Parliament and Local Councillors all have an interest in the development of the city and the views of the community that they serve. They will be consulted when their constituencies could be affected through the production of the document. |
| General Public | Those living, working and visiting the borough. The general public will be consulted on city-wide documents and appropriate members of the population will be consulted when documents affect a certain area of the city. |
| Landowners, Developers and Agents | Those owning land, or those wishing to develop within Salford and their agents have a strong interest in the way that the future development of the area is planned. They will be consulted on documents which affect them. |
| Local Strategic Partnership | Officially called Partners IN Salford. Brings together public, private, community and voluntary agencies with a common aim of improving life for those who live and work in Salford. The LSP will be invited to be part of the consultation for all documents. |
| Community Committees | Representatives of Salford's 8 community committees form part of the LSP, however for area based documents the relevant committees will be particularly important. Each will receive a simplified LDS and will be able to inform the council of which documents they wish to have involvement with. Community Committees will be consulted on documents which affect their community. |
| Interest Groups and Organisations (including Salford CVS) | Salford City Council will endeavour to make contact with any groups or organisations who are not covered under the headings above (e.g. transport organisations). Through work carried out at the initial informal consultation stage of the SCI links have been formed with Salford Community Voluntary Service (CVS) who have a database of local community groups (currently numbering more than 1,200). |
| Consultation Database | A database of individuals who have previously expressed interest in the LDF is maintained by the council (currently numbering around 400). Each individual/ group has recently been given the opportunity to remain on the database and to register interest in specific documents and topics enabling us to target consultation effectively. Those registered will need to inform us of any change of details. No group or organisation will be removed unless they request this and any group, organisation or individual may be added to the database by contacting the city council. |
| 'Hard to Reach' Groups | Groups that have traditionally been hard to engage with. See paragraph 3.26. Hard to reach groups will be consulted on documents which affect them. |

- 3.25** The council will ensure that all people who make representations at the early stages of the production of a document are consulted on all subsequent stages of the production process, provided that they supply their contact details and unless they request otherwise.

Hard to Reach Groups

3.26 It is important that the views of the whole community are represented in the LDF process, however there have traditionally been particular groups within the community that it has been difficult to engage with. These groups are often referred to as being 'hard to reach' or 'seldom heard' and include:

- black and minority ethnic communities
- those with physical or learning disabilities
- women with pre-school age children
- young people
- elderly people
- gypsies and travellers
- the homeless
- those on low incomes
- refugees and asylum seekers

3.27 These groups do not always respond to community engagement exercises, for example because the information does not reach them or because ineffective methods have been used. The fifth theme of the Community Plan is to create "*An Inclusive City*" and it is important that community engagement is approached with a view to contributing to achieving this goal through providing the whole community with means to get involved in influencing decision making. This may require more proactive efforts in order to ensure that particular groups can be accessed and their views captured. As such, the council will take the following action during the preparation of LDDs:

- make use of the CVS database to target specific groups within 'hard to reach' communities. It may be that representatives of these targeted groups may be willing to act as intermediaries, translators for the rest of their community, or consultees themselves;
- make use of the LSP as explained in paragraph 2.8;
- make use of Language Line translation facilities to enable those whose first language is not English to be able to understand the document;
- where appropriate employ the use of translators or sign language interpreters for public events and meetings;
- ensure that documents can be obtained in a variety of formats, such as Braille, audio, large print, alternative languages, paper and electronic, and state this at the start of all documents;
- make use of the Consultation Library being developed by the city council and containing a number of best practice guides in consulting with certain Hard to Reach Groups;
- allow flexibility in the approach to consultation to ensure that people can communicate with us in the most efficient manner for them, as levels of literacy vary considerably across the city;
- produce simplified and/or summary documents where appropriate;
- make use of the council's 'Accessibility Checklist' to ensure that venues for consultation are accessible to all;
- make documents available at a variety of locations so that they are easily accessible to the whole community; and
- have regard to the Race Relations (Amendment) Act 2000, The Disability Discrimination Act 1995 and other relevant legislation when reviewing and preparing LDDs.

Children and Young People

- 3.28** Salford's Community Plan also places a great deal of importance on helping children and young people to realise their full potential, with its fourth theme being to create *"A City where Children and Young People are Valued."* Three priorities sit underneath this theme:
1. To enable every child and young person to enjoy life and to achieve their full potential
 2. Making a positive contribution
 3. Reducing inequalities for young people around health, safety, security and economic well-being.
- 3.29** Community consultation has an important role to play in contributing to the achievement of the above goals and the city council is committed to using community consultation exercises accordingly. In addition, children and young people have different day-to-day experiences of their city than adults. They move about it in a different way and have different needs from their natural and built environment, and so taking their views on board can ensure that their needs are met and can help to achieve better planning outcomes.
- 3.30** This creates many challenges. Children and young people are often excluded from traditional means of consultation, whilst at the same time they are not a generic group and it is inappropriate to use the same methods of consultation for all age ranges. Considerable thought should be given to issues such as these in making sure that children and young people are fully involved in consultation and their views genuinely influence outcomes. Links are being developed with local schools and these will be used as a way of increasing the inclusion of children and young people in consultation exercises and enhancing the methods of consultation employed. The city council also has a 'Children's Champion' whose involvement in future community engagement exercises will be important in ensuring children and young people are fully involved.
- 3.31** Recent community consultation on Salford's Design SPD provides an example of best practice when consulting with children and young people and demonstrates the level of importance that will be placed on the views of children and young people in the future production of DPDs and SPDs.

Salford Design SPD - consultation with local school pupils

In the production of the Design SPD the city council recognised the value of the input that children and young people could provide on a design related topic. It was also recognised that their unique views and experiences of the city were a valuable and often untapped resource. It was felt that if these views could be heard, they could be effectively incorporated into a document on this topic to produce a better quality SPD.

11 to 15 year old school pupils within the city were targeted through the engagement exercise. Whilst a brief was sent to each participating school it was felt necessary to use the knowledge of school teachers who work with the children every day to design more specific elements of the consultation project. Given the age group involved and the topic concerned, an alternative approach to submitting views was used to that which may be employed if consulting with adults. Pupils were simply asked to express what was special about their area through the use of artwork. This was seen as a more stimulating way for pupils to get across their feelings

for their local area. However, whilst not getting too bogged down in how the findings would be used and explaining details of the planning system, it was important that the pupils understood why they were undertaking this piece of work and how their work could have an impact on the future development of their local area and the city more generally if the exercise was to be of a long-term benefit.

The work submitted provided some useful information to feed into the Design SPD, including an indication of what pupils felt was important about their local area, such as safety, green spaces or access to shops; an indication of what they thought their local area was lacking or the challenges they faced when moving about their local area for example. Keeping the brief broad allowed an equally broad spectrum of feelings and emotions to come out of the project and answered a great number of questions about pupils' views of their local areas.

The pupils' work had a strong bearing on the character appraisal statements which feature within the Design SPD. These appraisals consider the character of the built environment in each area and are used to dictate the form, scale and design of new development encouraged.

This consultation exercise has produced some very positive results, however the finished artwork was not the end result and pupils were kept informed of progress in production of the SPD and how their work fed into this. It was also important not to limit this exercise to 'another' school project. Prizes were awarded to the best pieces of work and presentations were made to winning pupils at a subsequent consultation event attended by over 80 planning, design and architecture professionals held at the Lowry Centre in Salford Quays in February 2007.

HOW WILL WE CONSULT?

3.32 The audience could be a particular group or the whole population of Salford. As part of the SCI production process, the council has tried to ascertain what methods of consultation stakeholders prefer and which are generally most effective at engaging people and eliciting a response. This has been carried out in the following ways:

- *Stakeholder Conference/ Consultation Workshop*
Events were held prior to production of the Draft and Submission SCI where delegates were asked to discuss the ways in which they would prefer to be consulted at different stages of document production and on planning applications. They were also asked to discuss the ways in which they would prefer to submit their comments to us. The events were open to anyone who wished to attend. Over 1,200 community groups were invited and adverts for the events were placed in the council's LIFE IN Salford magazine, distributed to residents of the city and in the Salford Advertiser. The events were very successful and a large amount of information was obtained.
- *On-line/Paper Questionnaires*
A variety of questionnaires were produced based around similar themes to those discussed at the stakeholder conferences. A questionnaire was made available online, whilst paper questionnaires were distributed to residents and businesses recently involved in consultation on planning applications and a further questionnaire was distributed across the city via public libraries along with a summary of the draft version of the SCI. Respondents were asked to choose their preferred methods of consultation both for planning documents and planning applications and were given the opportunity to make open comments relating to consultation.
- *Internal Meetings*

Internal meetings have been held with a number of council employees who may have been involved in community engagement or may have knowledge, experience or contact with specific groups, particularly those who have been previously considered hard to reach to ensure that our methods of community engagement are as appropriate and effective as possible. These meetings have provided substantial amounts of information and have helped to form strong links that will be a valuable resource in achieving effective community engagement in the future.

- 3.33** The findings and comments obtained from the above have fed into the production of the SCI and in particular have informed the proposed methods of community engagement.
- 3.34** With the exception of the community engagement methods that the Government says must be undertaken, the city council will not be endorsing a standard approach to consultation. The suggested methods of consultation on each occasion will need to carefully consider the target audience, the stage of the document, the resources available and the types of comments/ involvement that are being sought.

Picture 3.2



Forms of Community Engagement

- 3.35** The methods of community engagement used will vary depending upon the required outcomes of the community engagement exercise. Whilst the term "community consultation" is informally accepted as the general term used to describe any form of community engagement, consultation is in fact only one form of community engagement and it is important to be aware of the different forms of engagement when designing community engagement exercises. The forms of community engagement, as identified by the Local Strategic Partnership (LSP) Community Engagement Strategy, are:

Information Giving - providing information to assist the community in understanding the issues, decisions or alternatives and providing opportunities to get involved.

Community Consultation - process of dialogue that leads to a decision. It is related to a decision that an agency intends to take but where the views of the community should be taken into account before a decision is reached.

Community Involvement - people are involved in the design, development and direction of community activities and services in cooperation with public agencies and organisations.

Devolved Responsibility - building upon community involvement but involves a responsibility for the community to deliver the activities, actions and services agreed by the decision-making body (see para. 3.37)

Methods of Community Engagement

3.36 Table 3.2 shows the methods of community engagement that Salford City Council is proposing to use to consult on their Development Plan Documents and Supplementary Planning Documents.

Table 3.2 Proposed Methods of Community Engagement

| METHOD | OVERVIEW | PURPOSE | WHO WILL MOST BENEFIT |
|----------------------------|--|--|--|
| Local Newspapers and Radio | Articles or advertorials to make the wider public aware of consultation events and opportunities to get involved. Choice of newspaper or radio station may help inform specific groups. | Information Giving | General Public |
| Newspaper Notices | Public notice in a paper circulating throughout Salford to formally notify that documents are available for inspection at the council offices and at other venues where appropriate (e.g. libraries) including the times at which they can be inspected. Normally use the Manchester Evening News. | Information Giving | General Public |
| Press Release | To inform the wider community that an event is taking place. | Information Giving | General Public, Interest Groups and Organisations, Landowners, Developers and Agents |
| LIFE IN Salford Magazine | To advertise and summarise key elements of the LDD to all households throughout the wider community, and identify opportunities to get involved and how to give feedback. | Information Giving & Community Consultation | General Public |
| Leaflets and Flyers | To provide information about consultation events that are taking place and to summarise key elements of the LDD. May be used in specific areas or to target specific groups of stakeholder. | Information Giving & Community Consultation | General Public |
| One-to-One Discussions | To involve certain groups or stakeholders in the process where their opinion could be particularly helpful in informing the document's production. | Information Giving, Community Consultation & Community Involvement | Interest Groups and Organisations, Landowners, Developers and Agents |

| METHOD | OVERVIEW | PURPOSE | WHO WILL MOST BENEFIT |
|--|---|--|---|
| Public/ Stakeholder Meetings | Opportunity to provide information on preferred options or proposals to the whole community or specific groups and for attendees to feed back their opinions on the information given. | Information Giving, Community Consultation & Community Involvement | General Public, Interest Groups and Organisations, Landowners, Developers and Agents and 'Hard to Reach' Groups |
| Workshops and Seminars | Opportunities to invite the whole community or specific groups to come together to take part in exercises to express their feelings and opinions and to discuss issues, ideas or options. Likely to be used to identify issues, generate options and discuss preferred options. | Information Giving, Community Consultation & Community Involvement | General Public, Interest Groups and Organisations, Landowners, Developers and Agents, 'Hard to Reach' Groups. |
| Salford City Council Website | All documents will be available to view and download on the council's website. Representations on documents can be made on-line. | Information Giving and Community Consultation | General Public, Interest Groups and Organisations, Land owners, Developers and Agents |
| Posters in Public Places | Posters placed in local shops and facilities in a particular area to raise awareness of consultation events taking place and to invite the community to get involved. | Information Giving | General Public |
| Consultation Games | People come together to play games based around planning related themes. Often useful at looking at potential outcomes. | Community Consultation & Community Involvement | General Public and 'Hard to Reach' Groups |
| Planning for Real Exercises | Visual form of interaction to allow views and opinions to be expressed, may be based around models, photos or maps. Opens discussion and debate with those most likely to be affected by a proposal. | Information Giving, Community Consultation & Community Involvement | General Public and 'Hard to Reach' Groups. |
| Letters or emails to Specific and General Consultees | Statutory Consultees will be informed by letter that consultation is taking place, the timing of consultation events and where the document can be viewed. Copies of the documentation will normally be sent to them either electronically or in hard copy. | Information Giving and Community Consultation | Specific and General Consultees |
| Consultation Database Letters | Letters informing those who have previously expressed an interest in a document that consultation is taking | Information Giving and Community Consultation | General Public, Interested Groups and Organisations, |

Consultation on Local Development Documents

| METHOD | OVERVIEW | PURPOSE | WHO WILL MOST BENEFIT |
|--|---|--|--|
| | place and where the document can be viewed, or sending them a copy where appropriate. | | Landowners, Developers and Agents |
| Public Exhibitions/ Displays | To display information relating to consultation and in particular proposed options in appropriate places. | Information Giving and Community Consultation | General Public |
| Documents Available for Inspection | There is a statutory requirement that documents are available at council offices and other locations as appropriate (e.g. libraries) throughout the full 6 week consultation periods. Forms on which to make representations will be available at the same venue. | Information Giving & Community Consultation | General Public, Interest Groups and Organisations |
| Questionnaires | To establish opinions and views regarding a specific topic or topics. Either internet based or mailed out to specific groups. | Community Consultation & Community Involvement | General Public, Interest Groups and Organisations |
| Production of Documents in Alternative Formats | Where requested to allow all members of the community to access consultation. Language Line translators will be available if required. | Information Giving & Community Consultation | General Public and 'Hard to Reach Groups' |
| Notification to Councillors | Councillors will be informed of when consultation on a document is taking place. | Information Giving | Councillors |
| Telephone | Planning Officers will be available to discuss issues relating to documents or to give out further information. All documents, letters, leaflets, notices etc will include a contact number. | Information Giving & Community Consultation | General Public, Interest Groups and Organisations, Landowners, Developers and Agents |
| Letters or emails following Submission | Letters to those people who have specifically asked to be notified of the submission of a document together with all who have made formal representations previously. | Information Giving & Community Consultation | All |
| Letters or emails to People At Adoption | Letters to those who have specifically asked to be notified of a documents adoption, together with all who have made representations previously. | Information Giving | All |
| Letters or emails to Neighbouring Authorities | Letters to neighbouring authorities advising them of each stage in the documents production. Includes Parish and County Councils. | Information Giving & Community Consultation | Local Authorities |

| METHOD | OVERVIEW | PURPOSE | WHO WILL MOST BENEFIT |
|------------------------------------|--|---|---|
| Steering Group and Community Forum | Opportunity for the community to be involved in the groups that operate in their local area. Such bodies meet on a regular basis and discuss the findings or other consultation activities and come to a decision on the most appropriate way forward. | Community Involvement | General Public and Hard to Reach Groups |
| Social Networking Websites | To display information, invite comments and allow discussion | Information Giving and Community Consultation | General public especially young people |

- 3.37** Devolved responsibility is a level of community engagement that will not be reached when engagement exercises are undertaken in the production of LDDs or the determination of planning applications. Final decisions will always lie with the city council or the Secretary of State.
- 3.38** Wherever possible the city council will seek to use existing engagement channels / mechanisms rather than establish new ones which people will not be familiar with. Furthermore, when possible it will link planning consultations in with other community engagement events. Information gained from other community engagement exercises will be used where relevant to help inform the early stages of document production. These will all hopefully minimise the potential for "consultation fatigue" and ensure the efficient use of time and other resources.
- 3.39** Choosing the right methods of consultation does not mean that the delivery of consultation exercises will be effective and fully inclusive. In considering the most appropriate ways to undertake community engagement exercises in different scenarios, it is important to give consideration to the more specific elements of methods that are employed. For example, letters or other publication materials need to be jargon free so that readers can understand what they are commenting on, the role of the LDD and how their comments will be used. Additionally it is important that event venues are accessible and welcoming. The city council has recently developed a Consultation Library which holds a number of best practice guides on how to consult with various groups and the different methods of consultation. It will be important to draw on such guidance when designing future consultation strategies and organising events and material.
- 3.40** The council, on occasions, may chose to employ external facilitators to carry out or assist with community engagement exercises. These facilitators will be an independent third party who are experienced in carrying out effective community engagement or particular methods of engagement. Salford City Council have worked with agencies such as North West Planning Aid in the past to deliver community consultation events. Contact details for North West Planning Aid can be found within Appendix D: Contact Details.
- 3.41** The LSP and Salford CVS may also be asked to become involved when community engagement is being undertaken as they have strong links with many 'hard to reach' communities. As such they offer an important resource in engaging with the whole community.

- 3.42** Table 3.1 'Broad Consultee Groups' outlined the different groups that Salford City Council wants to involve in the planning process. These groups are wide ranging and the council recognises that not all of these groups will have the same level of knowledge and understanding of the planning system or respond effectively to the same means of community engagement. Therefore, different methods of engagement will need to be used depending on who is being consulted and what the purpose of the engagement is.
- 3.43** Table 3.3 'Community Engagement Methods Employed at Different Stages of LDD Production' shows the methods of community engagement that the council may use at each stage, as well as the methods that the Government says have to be used (shown with a red tick). Salford City Council will always look to carry out more than the minimum requirements. It should be noted that these methods represent the potential engagement methods that may be used at each particular stage and so it may not be appropriate or feasible to use them all. The choice of engagement method will need to depend on the group being consulted, the theme of the document, the area of the city that will be covered by it and the resources that are available. Alternative methods may also need to be employed if it is found that they are more effective at reaching a particular target audience.

Picture 3.3



Existing Table 3.3 to be removed.

To be removed Table 3.3 Community Engagement Methods Employed at Different Stages of LDD Production

| | SUPPLEMENTARY PLANNING DOCUMENTS (SPDs) | | | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|
| | | | | | | | | | | |
| Local Newspapers and Radio | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Newspaper Notices | - | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Press Release | - | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| LIFE IN Salford Magazine | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Leaflets and Flyers | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| One-to-One Discussions | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Public/ Stakeholder Meetings | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Workshops & Seminars | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Salford City Council Website | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Posters in Public Places | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Community Engagement Games | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Planning for Real Exercises | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Letters to Statutory Bodies | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Consultation Database | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Public Exhibitions/ Displays | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Documents Available for Inspection at Council Offices and Libraries | - | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Questionnaire | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | - |
| Production of Documents in Alternate Formats | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

| | SUPPLEMENTARY PLANNING DOCUMENTS (SPDs) | | | | | |
|--------------------------------------|--|---|---|---|---|---|
| | | | | | | |
| Notification to Councillors | ✓ | ✓ | ✓ | - | ✓ | - |
| Telephone | - | ✓ | ✓ | - | ✓ | - |
| Letters to People Regarding Adoption | - | - | - | ✓ | - | ✓ |
| Letters following Publication | - | ✓ | ✓ | - | - | - |
| Letters to Neighbouring Authorities | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |

New Table 3.3

Table 3.3 Community Engagement Methods Employed at Different Stages of LDD Production

| Method | Local Development Documents | | | | | |
|---|---|-----------------------------|----------------------------------|-----------------------------------|-----------------------------------|-----------------|
| | Development Plan Documents | | Supplementary Planning Documents | | | |
| | Consultation during early stages of production (Reg 25) | Publication of DPD (Reg 27) | Adoption of DPD | Pre-production Evidence Gathering | Public Participation on Draft SPD | Adoption of SPD |
| Local Newspapers and Radio | ✓ | ✓ | | ✓ | ✓ | |
| Newspaper Notices | | ✓ | ✓ | | ✓ | |
| Press Release | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| LIFE IN Salford Magazine | ✓ | ✓ | ✓ | ✓ | ✓ | |
| Leaflets and Flyers | ✓ | ✓ | | ✓ | ✓ | |
| One-to-One Discussions | ✓ | ✓ | | ✓ | ✓ | |
| Public/Stakeholder Meetings | ✓ | ✓ | | ✓ | ✓ | |
| Workshops and Seminars | ✓ | ✓ | | ✓ | ✓ | |
| Salford City Council Website | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| Posters in Public Places | ✓ | ✓ | | ✓ | ✓ | |
| Community Engagement Games | ✓ | | | ✓ | | |
| Planning for Real Exercises | ✓ | | | ✓ | | |
| Letters to Statutory Bodies | ✓ | ✓ | | ✓ | ✓ | |
| Consultation Database | ✓ | ✓ | | ✓ | ✓ | |
| Public Exhibitions/Displays | ✓ | ✓ | | ✓ | ✓ | |
| Documents available for Inspection at Council Offices and Libraries | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Questionnaire | ✓ | | | ✓ | | |
| Production of Documents in alternate formats | ✓ | ✓ | ✓ | | ✓ | ✓ |
| Notification to Councillors | ✓ | ✓ | | | ✓ | |
| Telephone | ✓ | | | | ✓ | |
| Letters to people regarding Adoption | | | ✓ | | | ✓ |
| Letters following Publication | | ✓ | | | | |
| Letters to Neighbouring Authorities | ✓ | ✓ | ✓ | | ✓ | ✓ |

RESOURCE IMPLICATIONS

3.44 Community engagement clearly has resource implications for the city council. It is envisaged that a large proportion of the consultation work will be carried out by existing staff, however this will have to be balanced with their other work load commitments. Outside consultants will be employed where the council considers that this may be beneficial but clearly this, like a number of the proposed methods, such as 'Planning for Real', are particularly expensive options and therefore their use may need to be limited. The resource implications of each of the proposed community engagement methods are summarised in Table 3.4 'Resource Intensity of Different Methods of Community Engagement'.

Table 3.4 Resource Intensity of Different Methods of Community Engagement

| METHOD | RESOURCES REQUIRED | RESOURCE INTENSITY |
|---|--|--------------------|
| Local Newspaper and Radio | Cost of Advertisement & Staff Time | Low |
| Newspaper Notice | Cost of Notice & Staff time | Low |
| Press Release | Staff Time | Low |
| LIFE IN Salford Magazine | Cost of Advertisement & Staff Time | Low |
| Leaflets and Flyers | Cost of Printing and Staff Time for Delivery | Medium |
| One-to-One Discussions | Staff Time | High |
| Public/ Stakeholder Meetings | Staff Time, Cost of Venue and Publicity & Expenses for Attendees | High |
| Workshops and Seminars | Staff Time, Cost of Venue and Publicity & Expenses for Attendees | High |
| Salford City Council Website | Staff Time to Keep up to Date | Low |
| Posters in Public Places | Cost of Printing and Staff Time for Delivery | Medium |
| Community Engagement Games | Staff Time, Cost of Venue & Game | High |
| Planning for Real Exercises | Staff Time, Cost of Venue & Materials | High |
| Letters to Statutory Bodies | Staff Time & Cost of Printing & Postage | Low |
| Consultation Database | Staff Time & Cost of Postage | Low |
| Public Exhibitions | Staff Time, Cost of Materials and Facilities | Medium |
| Documents Available for Inspection at Council Offices and Libraries | Staff Time to Deliver Documents | Low |
| Questionnaires | Staff Time, Cost of Printing, Postage & Distribution | Medium |
| Production of Documents in Alternate Formats | Staff Time & Cost of Production | High |
| Notification to Councillors | Staff Time & Cost of Letter | Low |

| METHOD | RESOURCES REQUIRED | RESOURCE INTENSITY |
|--------------------------------------|------------------------------|--------------------|
| Telephone | Staff Time | Medium |
| Letters to People Regarding Adoption | Staff Time & Cost of Postage | Low |
| Letters following Draft Submission | Staff Time & Cost of Postage | Low |
| Letters to Neighbouring Authorities | Staff Time & Cost of Postage | Low |

- 3.45** The city council has a budget for producing, monitoring and updating the LDF, but this is reasonably limited, and therefore the council needs to be realistic about what can be achieved. The council considers that the level of community involvement identified in the SCI is realistic as the methods of engagement will be informed by the budget available, the cost, the effectiveness of the methods compared to the likely level of involvement and response, and the need to be as inclusive as practicable.

HOW TO MAKE A REPRESENTATION

- 3.46** ~~At each formal consultation stage a form will be available for people to make representations.~~ At the Publication stage of a DPD a representation form will be made available for people to make representations. The form will be based on the model representation form developed by the Planning Inspectorate which focuses on the tests of soundness. Representations must be made in writing by either using this form or by letter, fax, email or on-line and must include a name and address. Verbal representations cannot be considered at the formal consultation stage. Whilst it is not compulsory that the form is used or that comments are submitted on-line, doing so will allow the council to consider representations more effectively and enable the council to respond appropriately. Where several documents are being consulted upon at a particular time then different coloured forms will be used for each document. Any comments received cannot be treated as confidential. ~~At Submission stage the representation form will be based on the model representation form developed by the Planning Inspectorate which focuses on the tests of soundness.~~

~~3.47 It should be noted that when submitting representations at Submission stage which propose alterations to site specific allocations, a full Sustainability Appraisal should be undertaken to assess the sustainability impact of the proposed changes and submitted along with the representation.~~

HOW WE DEAL WITH REPRESENTATIONS AND PROVIDE FEEDBACK

- 3.47** Whilst representations will be given full consideration in the production of DPDs and SPDs, there are many other issues which determine the content of these such as national level policy, baseline evidence, and the pre-defined aims and objectives of the document. The city council will need to take a balanced approach to choosing the best options for the content of its LDDs. The council is committed to giving full consideration to the comments that are received at both the pre-production and the production stages of a document. However, other issues or representations may mean that the options or draft LDDs are not amended in the way that individual representations seek. Although the number of representations received on a particular policy or proposal will be an important consideration, consultations will not be treated as referenda where the most votes automatically win, and other factors will still need to be taken into account.

- 3.48** Following each formal stage of consultation a schedule of responses will be produced and this will be published at the next stage of the document's production. This schedule of responses will outline the council's response to the key issues raised in the representations received. It will set out how the document has been changed to reflect the comments received, or where no change has been made, the reasons for this. The schedule of responses will be reported to the elected member(s) for approval prior to its publication. The reports detailing the results of consultations undertaken by the council will be made available on our website, available at www.salford.gov.uk and in hard copy at Salford Civic Centre and in libraries.
- 3.49** Any person having made a written representation on a document will be added to the council's database and as such will automatically be informed of any opportunities to comment at later stages of this document's production. This will enable ongoing consultation throughout the process of producing a document. The council will also write to anyone who has made a representation on a document to notify them when the document has been adopted.

JOINT DEVELOPMENT PLAN DOCUMENTS

- 3.50** Under the provisions of the Planning and Compulsory Purchase Act 2004 the ten unitary authorities in Greater Manchester (GM) have decided to produce a joint Waste Development Plan Document for GM. The GM Authorities consider that this arrangement offers the greatest potential for providing an effective planning policy framework for waste management developments.
- 3.51** The Plan will include detailed development control policies and the identification of sites and preferred areas for a range of waste management facilities and will form an integral part of each of the ten GM Authorities' Local Development Frameworks.
- 3.52** A planning team located within the Greater Manchester Geological Unit will be responsible for the production of the Plan, including consultation, with assistance from the ten authorities as and when required. A consultation strategy has been prepared detailing methods for engagement with stakeholder and the community on this joint Waste DPD. The consultation methods to be used in preparing this joint Waste DPD will be consistent across the Greater Manchester area, and in conformity with the SCIs of the individual local authorities.
- 3.53** Although there are no formal proposals at this time, it is possible that further joint Development Plan Documents may be produced in the future, for example, on minerals. It is envisaged that a similar approach to consultation will be taken as with the joint Waste DPD.

4 Planning Applications

- 4.1** In 2006 Salford City Council received approximately 1,824 planning applications. Currently all planning applications received by the city council are processed, on behalf of the city council, by a company called Urban Vision. Urban Vision is a joint venture company formed by Capita Symonds, Salford City Council and Morrison Construction. Consequently all consultation on planning applications is dealt with by Urban Vision.
- 4.2** The number of planning applications submitted within Salford has increased over recent years. Although there are a variety of different types of application, for the purpose of community involvement three main categories can be identified. These are highlighted in Table 4.1 'Types of Planning Application'. (The descriptions below for 'minor' and 'other' types of application are broad definitions that would require further clarification on an individual application basis).

Table 4.1 Types of Planning Application

| Types of Planning Application | |
|-------------------------------|--|
| APPLICATION TYPE | DESCRIPTION |
| Major | Development within the following categories (as defined in the Town and Country Planning (General Development Procedure) Order 1995): <ul style="list-style-type: none"> • winning and working of minerals; • waste development; • residential development for 10 or more units, or on a site of 0.5 hectares or more if the number of proposed units is not known; • provision of building(s) with a floorspace of 1,000 sq m or greater; and • development that has a site area of 1 hectare or more. |
| Minor | Developments, excluding 'changes of use', that are below the size thresholds for major developments, except for small scale applications that are within the 'other' applications category below. |
| Other | Include: <ul style="list-style-type: none"> • all householder planning applications; • 'changes of use' that do not fall within the definition of major development; and • applications for Listed Building Consent, Conservation Area Consent and Advertisement Consent. |

APPROACH TO COMMUNITY ENGAGEMENT

- 4.3** The extent of community involvement undertaken in the decision making process will depend upon the type of development that is being considered. However, as with LDDs, the commitment is to inform, consult and encourage participation where appropriate.
- 4.4** However, it should not be assumed that if communities are given the means to comment that they will be able to work with the city council and developers to reach satisfactory outcomes. Community engagement exercises carried out on the Statement of Community Involvement have indicated that there is a general lack of understanding on how the planning system works even amongst the most active members of our local communities - people do not understand how decisions are made, what factors influence the decision making process, why their views are not or cannot be taken into account or why the city council sees a particular development as beneficial to the city, whilst they do not, for example.

- 4.5** The city council has a duty to help communities become more involved in planning processes. This is not limited to giving the community the right or the means to speak up, but involves helping communities better understand the planning system, the application process, what planning seeks to achieve and the concept of a development plan and its aims and objectives. Providing such information can give communities more confidence in getting involved in the planning system and help them make more informed comments on planning applications which can ultimately improve the quality of the outcome of community engagement exercises and ensure the right decisions are made. The city council is using its website to provide better, clearer information on the planning system and this source of information will be promoted as a way of giving communities a better understanding of the planning system. This is important in ensuring communities/people are able to use their right to comment and provide input to planning applications more effectively. Agencies such as Planning Aid are also valuable sources of planning support and advice; contact details for North West Planning Aid can be found within Appendix D: Contact Details.

Picture 4.1



Pre-Application Discussions and Community Engagement

- 4.6** The council encourages applicants to undertake pre-application discussions with them prior to the submission of a planning application. In some instances, developers may also be advised as to whether they need discussions with specific infrastructure or service providers like GMPTE. The details of these discussions are treated confidentially. Such discussions will help to ensure that development proposals are of a high quality and, once submitted as a planning application, will enable them to be dealt with efficiently and will increase the application's chances of approval if the advice has been responded to.
- 4.7** For major proposals the council offers the **Development Team Approach (DTA)**. This approach operates by bringing together representatives from appropriate council and Urban Vision services to offer co-ordinated advice on proposed developments.
- 4.8** The development team will assist with any technical and legislative issues that may need to be addressed at the earliest possible stage. This will help to avoid any 'surprises' appearing later in the development process that may have a significant effect on the cost and feasibility of development proposals. In addition it reduces the need for applicants to approach different council services separately and promotes joined up thinking. It acts as a "one stop shop" for advice. Further information regarding the DTA can be found on the council's website at: www.salford.gov.uk/devteamapproach.

- 4.9** In addition to pre-application discussions with the city council, it is also considered important to engage with the local community that could be affected by a development and consult with any organisation whose input will be sought following an application's formal submission to the city council (see Appendix C: List of Consultees for Planning Applications for a full list of such organisations). The council will advise developers during pre-application discussions, and seek their agreement, when it is considered that the proposal would benefit from a community engagement exercise or the involvement of relevant consultation bodies listed within Appendix B: List of Consultees. The council will then recommend how this might be carried out. A community involvement exercise will normally be encouraged for the following types of development:
- significant (i.e. more than local importance) major applications;
 - developments which are not in accordance with the development plan;
 - developments which could affect the character and setting of a Conservation Area;
 - developments which could affect the character or setting of a Listed Building; and
 - telecommunications applications.
- 4.10** Such an exercise will be used to raise awareness of any local issues and will also allow an opportunity for developers to communicate the details and benefits of the proposed development. This can help to improve the quality of proposals and to reduce the likelihood of objections when the application is submitted. The form of community involvement encouraged will depend on the nature of the proposed development but may include:
- circulating a letter or statement supported by plans and/or diagrams explaining the proposals;
 - circulating a specially prepared leaflet;
 - arranging an exhibition and inviting local people;
 - arranging a press release or advertisement in local newspapers;
 - arranging public meetings;
 - arranging a meeting with community groups; or
 - arranging a 'citizens jury'.
- 4.11** When undertaking community involvement it is important that local Ward Councillors are made aware of the development proposals before or at the same time as the local community. Details of how to contact local councillors can be found at: www.salford.gov.uk/councillors.
- 4.12** For minor and other applications, a full community involvement exercise would not normally be sought. However, the council encourages prospective applicants to discuss their proposals with their neighbours prior to any application being submitted. Minor changes to proposals or simply some forewarning can often reduce the potential for objections.
- 4.13** When a developer does undertake a community engagement exercise prior to the submission of a planning application, the application should be accompanied by a record and analysis of the exercise undertaken, setting out how the results of the exercise have been used to inform the submitted development proposal. As a guide, the statement should set out:
- who the community engagement exercise was targeted at and why - for example, local residents, local school children, etc;

- the number of people involved in the exercise, including the level of response to any request for the community's input and a profile of those who submitted comments as far as it is possible to provide this;
- the methods used in consulting;
- why the methods used were appropriate taking into account issues such as the scale and likely effect of the development on the local community and who the target consultees were;
- key findings from the exercise presented in quantitative and qualitative form as appropriate; and
- a summary of how the community engagement exercise findings have been used to finalise the development proposals or other ways in which a compromise has been reached to satisfy demands or concerns from consultees, including a summary of any issues, concerns or objections that may not have been resolved.

4.14 Following this checklist will allow developers to demonstrate how their pre-application community engagement exercises have been conducted in line with the general advice within the Statement of Community Involvement. Thorough pre-application community engagement exercises can help to add support to a development proposal and in such cases it is important that applicants provide a comprehensive account of community engagement exercises undertaken to demonstrate why their results should be used as a material consideration in support of the development in question.

PROCESSING THE PLANNING APPLICATION

4.15 There are a number of methods that can be used to inform and consult people on new applications. The case officer will determine the type and level of engagement that is required having regard to the nature and detail of the planning application and the advice within the Statement of Community Involvement. The different types of consultation that may be used for planning applications and when they are used are described in Table 4.2 'Methods of Consultation for Planning Applications'.

Table 4.2 Methods of Consultation for Planning Applications

| Community Engagement on Planning Applications | |
|---|--|
| TYPE OF ENGAGEMENT | WHEN IT WILL BE USED |
| Neighbour Notification Letters | <p>Sent out to all 'adjoining occupiers' in respect of every planning application. 'Adjoining' in this sense means, as a minimum:</p> <ul style="list-style-type: none"> • any properties which share a boundary with the application site; • in the case of developments or extensions adjoining a highway, properties that immediately overlook the proposed development across that highway; or • in the case of uses that may potentially have a significant impact on neighbours (e.g. a take-away falling under Use Class A5) the notification will include properties above and to the front, side and rear of the site. <p>In cases where complaints have been received via Enforcement and the complainant is not someone who would normally be notified consistent with the above, the complainant will be contacted via the Enforcement Officer in order to retain their anonymity. Should a response be received this would then go on the planning file and would be in the public domain in the same way as any other representation.</p> |

| Community Engagement on Planning Applications | |
|---|--|
| TYPE OF ENGAGEMENT | WHEN IT WILL BE USED |
| Press Notices and Site Notices | <p>Used in the following circumstances:</p> <ul style="list-style-type: none"> • applications with an accompanying environmental statement; • departures from the Development Plan - where the council is minded to approve the application; • applications that affect a right of way as defined by the Wildlife and Countryside Act 1981; • development affecting the character or appearance of a Conservation Area; • development affecting the setting of a Listed Building; • applications for Listed Building Consent or Conservation Area Consent; • development where adjoining owners are not easily identifiable; • development where the impact is wider than its immediate location; and • major development. <p>Site notices will be displayed in at least one location at or near to the site for at least 21 days, during which time representations may be made. Press notices will appear in an appropriate newspaper circulating in the area where the application site is located and will request that representations are made within 14 or 21 days depending on the nature of the application.</p> |
| Community Committees | Community Committees are notified of all major applications. |
| Weekly List | <p>A weekly list of all planning applications received is made available in the following ways:</p> <ul style="list-style-type: none"> • the council website; and • via email to anyone who has made a request. <p>Printed copies can be made available to interest groups who do not have access to the Internet.</p> |

- 4.16** Depending on the nature of the application, the council also notifies and consults relevant statutory consultees (as set out in the Town and Country Planning (General Development Procedure) Order 1995) and other non-statutory consultees including individuals, interest groups and the wider community. Appendix C 'List of Consultees for Planning Applications' sets out the council's standard list of statutory and non-statutory consultees. When consulting with any Statutory or General Consultee Body, hard copies of relevant parts of the application and accompanying plans and reports will be provided. Planning Officers will assess which sections of the application will be of interest to the consultee in question.

Viewing Planning Applications

- 4.17** Planning applications and the accompanying plans are available for inspection at the Urban Vision reception in Eccles (Emerson House, Albert Street, Eccles, Salford, M30 0TE). They are also available on the council's website (www.salford.gov.uk/planninglist) via 'Public Access' which is an online service that allows people to monitor the progress of an application. Printed copies can also be made available at a charge.

How We Deal with Your Representation

- 4.18** Representations must be made in writing by letter, fax, email or on-line and must include a name and an address. Verbal representations cannot be considered in the determination of planning applications.
- 4.19** The council will not determine applications before the end of the statutory period of consultation (normally 21 days) given in either neighbour notification letters, press or site notices. Consideration will be given to all representations received after the expiration of publicity provided the application has not been determined. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of the council.
- 4.20** Where an applicant submits significant changes to their application before it is determined, any persons that have previously been notified of the application will be re-notified and given a further 10 days to make any representations on the proposed changes. In determining the extent to which changes are significant, regards will be had to a number of factors. This could include the size of the development in relation to the proposed amendment, and the location of the proposed amendment (e.g. is it in a secluded location away from neighbouring occupiers and public viewpoints such as public highways).

Determining Applications

- 4.21** The vast majority of decisions on planning applications (88.8% during financial year 2006/2007) are made by council officers under powers delegated by the Planning and Transportation Regulatory Panel. However, very significant applications or applications that are considered controversial are determined by the Planning and Transportation Regulatory Panel. Further information on the scheme of delegation can be found on the council's website at www.salford.gov.uk/plan-summary.
- 4.22** For all applications, whether delegated to officers or determined by the Panel, the case officer will write a report which outlines all of the material planning considerations relevant to the application and all of the comments received as a result of the engagement exercise. Decisions on planning applications by law have to be made in accordance with the statutory development plan unless material considerations indicate otherwise (the development plan currently consists of the Regional Spatial Strategy for the North West and the City of Salford UDP, the latter of which will gradually be replaced by a series of DPDs as discussed above). If the development plan contains material policies or proposals and there are no other material considerations, the application must be determined in accordance with the development plan. Where there are other material considerations, the development plan should be the starting point, and other material considerations should be taken into account in reaching a decision.

4.23 Other material considerations are defined as follows:

"In principle...any consideration which relates to the use and development of land, is capable of being a material planning consideration."(*PPG1 paragraph 50*) Whether a particular consideration falling within that broad class is material in any given case will depend on the case (*Stringer v MHLG 1971*). Material considerations must be genuine planning considerations i.e. they must be related to the development and use of land in the public interest. The considerations must also fairly and reasonably relate to the application concerned.

4.24 Listed below are some of the more important but not exhaustive matters which are taken into account when considering an application:

Table 4.3 Planning Application Considerations

| THEME | CONSIDERATIONS |
|--|--|
| General Considerations | <ul style="list-style-type: none"> • The potential for the development to cause flooding. • Making developments accessible to all. • Effects on a town/ district/ neighbourhood centre. • Means of surface water and foul water drainage. • Planning history on the site. • Representations by consultees, owners and tenants and the local community (where they relate to a material planning consideration). • Public safety and crime. • Whether the site is previously developed or greenfield land • Ensuring that new developments can be easily accessed by sustainable modes of transport. |
| Buildings and Structures | <ul style="list-style-type: none"> • Siting and density - including relationships with other buildings and spaces. • Design and external appearance-including colour and texture of external materials, architectural details such as windows and doors; the overall size, shape and proportion of the buildings and its appropriateness to the locality. • Whether the proposed use, or mix of uses is appropriate to the area. • Effect on buildings in the immediate area, particularly listed buildings, ancient monuments, buildings/ spaces in conservation areas and archaeology. |
| Environment and Amenity (Living Conditions) | <ul style="list-style-type: none"> • The effect on the landscape (including trees) and environmental quality of the surrounding area. • The effect on the privacy and living conditions of residents of existing or proposed development, including overshadowing/ overbearance by large buildings. • Provision of landscaping. • General environmental considerations such as peace and quiet, noise, vibration, odour and pollution generally. • Effects of development on water and air quality. • The effects on the safety of individuals and property from any development involving the use or storage of hazardous materials including hazardous waste. • The stability of land and whether the site is contaminated. |

| THEME | CONSIDERATIONS |
|-----------------------------|---|
| | <ul style="list-style-type: none"> • The safeguarding of natural habitats or protected species plants and animals. • The protection of flood plains from development, which may reduce flood storage capacity. |
| Highways and Traffic | <ul style="list-style-type: none"> • The effects of a development on speed, safety and free flow of existing traffic and vehicular/ pedestrian conflict. • The means and design of access to a development. • The capacity of existing highways to safely carry increased traffic volumes. • Parking facilities for delivery and other vehicles. • Provision of turning areas. • Effect of development on an approved / protected line of proposed new roads, road improvements or other (e.g Metrolink and other public transport proposals). • Public rights of way. |

4.25 The following are generally not material to the consideration of planning applications:

- Loss of view from an individual property.
- Loss of value to a property.
- Complaints about procedures in dealing with planning applications.
- Precedent unrelated decisions that have been made before.
- Construction issues such as the standard of work and the way that it is carried out and the time taken to do the work.
- Issues between neighbours/ properties such as boundary disputes; private rights of way; light or other easements; private covenants or agreements; damage to property; feelings towards neighbours; the applicants conduct; private affairs or how a business is run; age; health or status of anyone objecting to the application; what the applicant intends to do with the building in the future; the applicants motives (e.g. profit).
- The direct effects of competition on similar or other business premises.
- Matters controlled by other legislation including public health, consumer protection and health and safety and the Building Regulations-including safety of construction materials, capacity of private drains, encroachment of foundations and gutters and pipes etc, the structural stability of the property or adjacent property (can apply in some cases where conversions in the green belt are applied for).
- Ownership of land is not generally relevant to the decision.
- Moral issues, e.g. in relation to public houses, amusement arcades, betting shops and casinos.
- Financial considerations such as the cost of a development.

Applications determined by the Planning and Transportation Regulatory Panel

4.26 The Panel meets on the first and third Thursday of every month in the Civic Centre in Swinton. Panel meetings start at 9.30am and can finish late in the afternoon depending on the items to be considered. All those who have submitted a written response on the planning application are notified of the date, time and location of the meeting.

4.27 The Panel can also resolve to visit the site of planning proposals prior to determining the application. Such visits happen on the second Thursday in the month. The purpose of the visit is to further understand a particular impact of the proposed planning application

(for example, to appreciate the specific character of an area or assess a road junction). It is a fact finding exercise. It allows both the applicant and other interested parties to point out certain facts or issues. The application is then reported back to the next Panel meeting, to which those who have made representations and the applicant are again invited to attend.

- 4.28** Panel meeting agendas and reports are available to the public five working days before the date of the meeting, both on the council's website and by paper copy on request (see: www.salford.gov.uk/councilpapers).
- 4.29** Public speaking is permitted at the Panel meeting in accordance with 'The Planning and Transportation Regulatory Panel: Listening to You' Leaflet. A maximum of two people are allowed to speak in favour of the application and a maximum of two people are allowed to speak against it. This may be increased at the discretion of the Chairman, but only if this includes issues not covered by other speakers. If a large number of people wish to speak for or against the application it is advised that a single person be nominated to put forward that point of view.

Following a Decision on a Planning Application

- 4.30** Following the decision being made on an application, a letter is sent to any person or organisation that made a submission on the application (excluding statutory and non-statutory consultees) advising them of the decision that has been made (whether it was determined by officers under delegated powers or at a Panel meeting). The decision, if taken by the Panel, is also publicised in the minutes on the council's website. In addition, as part of the city's council's commitment to providing feedback on community engagement and information on how decisions have been reached following engagement exercises, Officers' Reports, produced for each planning application, setting out in detail why a decision has been made to grant or refuse planning permission and how various factors, including the views of the community have been taken into account, are available on the city council's website via the Public Access database which stores information on all planning applications submitted since 2004. Public Access can be viewed at www.salford.gov.uk/planninglist or via the city council's Planning & Building Control web pages at www.salford.gov.uk/living/planning.

Planning Appeals

- 4.31** Applicants have the right to appeal against a refusal of planning permission, against conditions imposed on a planning approval, or against a non-determination of a planning application.
- 4.32** Non-determination is where the Local Planning Authority does not determine an application within the time allowed.
- 4.33** All individuals and organisations that were consulted at the time that the application was originally submitted, and all those who subsequently made comments in relation to the application, will be notified in writing of the appeal and how to make their views known. If they had already written to the council, their letter will be copied and forwarded to the Planning Inspectorate (the government body which appoints inspectors to determine appeals on planning applications).
- 4.34** The applicant can appeal using three methods. The first is by written representations where the applicant and the council produce written reports demonstrating why the proposed development is acceptable/unacceptable. The appointed inspector will consider

these written statements, the development plan and any other material planning considerations and will visit the site. The inspector will produce a notice of decision, a written report that clearly identifies how the decision has been reached.

- 4.35** Secondly, an informal hearing can be held. Here written statements are produced (much like those described above) and the inspector will conduct an informal debate, involving the applicant, the city council and any other interested parties, around the key issues. Legal advocates are not normally present and the conduct of the hearing is relatively informal.
- 4.36** Lastly, a public inquiry can be used, where written evidence is produced by the applicant and the council. A cross examination by legal counsel of expert witnesses on both sides is undertaken. The purpose of this is to test the evidence submitted by each party.
- 4.37** In all types of appeal local residents and the community have the opportunity to take part in the appeal process. Where an appeal is to be heard at an informal hearing or public inquiry the council also erects a site notice and publicises in the press the date, time and location of the hearing or inquiry.
- 4.38** Please note, there are no third party rights of appeal against the determination of a planning application. This means that if permission is granted for an application, those who were not in support of it cannot appeal that decision, although a legal challenge may be mounted if it is considered that the council has not followed the correct procedures in determining the application or has not had regard to all of the material planning considerations. Application for a legal challenge must normally be made within 6 weeks of a decision being made.

5 Monitoring and Review of the SCI

- 5.1** Monitoring and review are important elements of the planning system. As such, the SCI will be closely monitored and its effectiveness will be reported in the Annual Monitoring Report.
- 5.2** Continual monitoring will help to inform when there is a need to review the document. The need for a review may be triggered by a number of factors such as the proposed methods of engagement not working effectively, evidence suggesting that certain sectors of the community are not being reached, or new developments in community engagement techniques that need to be taken into consideration in the SCI.
- 5.3** When people submit a representation on a LDD they will also be asked to complete an optional form providing details such as their age, gender, faith, ethnic background and whether they are disabled. This will allow the response rates from different groups, in particular those considered 'hard to reach' (see paragraph 3.26 and 3.27), to be monitored. Should it be found that certain groups are not responding, then the council will have to consider if this is due to this group choosing not to respond or if there is reason to think that the methods of community engagement outlined in this SCI are not working effectively to engage this group.
- 5.4** Where a need to update the SCI has been identified then the procedures for doing this will be the same as those used in the preparation of the original document.

Picture 5.1



Appendix A Glossary

Adoption - Local Development Documents are described as being adopted when the final version of the Local Development Document has been formally approved by the council.

Annual Monitoring Report (AMR) - An annual report measuring achievement of targets and milestones, and the effectiveness of policies.

Area Action Plan (AAP) - Development Plan Document providing a planning framework for a specific area of the city.

Community Consultation - The process of consulting communities about decisions which affect them directly. Consultation should be related to a decision that an agency intends to take, but where the views of a community must be taken into account. The process should be fully inclusive, and provide feedback on any decision made.

Community Engagement - This is both the process and the result of working together to ensure the whole population influences the decision making processes that affect their lives. Community engagement is the development and sustaining of working relationships between public bodies and community groups and citizens to assist all of them to understand and address the needs and issues experienced by particular communities.

Community Involvement - This is when people are involved in the design, development and direction of community activities and services in cooperation with public agencies and organisations. This results in the people who use the services having a say in decisions about how and by whom services are purchased, provided and controlled.

Community Strategy - Also referred to as the Community Plan, it is a framework for regeneration and service improvement. The Local Development Framework should seek to take forward the spatial dimension of the Community Strategy.

Core Strategy - Development Plan Document setting out the long term spatial vision for Salford through strategic policies. Development proposals will be assessed, in part, against the Core Strategy.

CVS - Salford's Council for Voluntary Service (CVS) is an umbrella organisation for all the voluntary organisations in Salford.

Development Plan - Made up of the Regional Spatial Strategy, Unitary Development Plan and Development Plan Documents. Sets out the policies and proposals for development within Salford. Forms the basis for decisions made on planning applications.

Development Plan Document (DPDs) - An LDD that has been subject to an independent public enquiry run by a Planning Inspector. Once adopted following an enquiry these documents will have statutory status as defined by section 38(6) of the Planning and Compulsory Purchase Act 2004.

Devolved Responsibility - This builds upon the community involvement method but also includes a responsibility for the community to deliver the activities, actions and services agreed by the decision making body. This method therefore requires the greatest amount of input from the community and is sometimes known as Community Management or Ownership.

Formal Consultation Period – the period of consultation following publication of a DPD or on a draft SPD.

Front Loading - The carrying out of community engagement exercises from the very beginning of a document's production.

Government Office for the North West (GONW) - representative of the Government, including the Secretary of State for Communities and Local Government on planning related matters, in the North West of England.

Independent Examination - Public meeting where an inspector from the Planning Inspectorate considers the 'soundness' of a Development Plan Document or the Statement of Community Involvement. Those who have made representations will have the right to be heard at this.

Information Giving - This is where residents and communities are provided with information on public services, including how to access them, their performance, future changes, and progress on issues affecting them, but do not have the opportunity to provide direct comment.

Inspector's Report - Report issued by the inspector overseeing the independent examination following its conclusion. The report is binding upon the council, meaning that any changes that are suggested within the report must be made.

Local Development Document (LDD) - A document that forms part of the LDF. LDDs include 2 different types of documents Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).

Local Development Framework (LDF) - Folder of Local Development Documents setting out the planning policies for Salford, along with the Statement of Community Involvement (SCI), the Annual Monitoring Report (AMR), and the Local Development Scheme (LDS).

Local Development Order (LDO) - Area designation within which certain types of development will be allowed without the need for planning permission. The permitted development must be consistent with the development plan.

Local Development Scheme (LDS) - Three year timetable setting out key milestones for the production of Local Development Documents and the Statement of Community Involvement.

Local Strategic Partnership (LSP) - Officially called Partners IN Salford, the LSP brings together public, private, community and voluntary agencies with a common aim of improving life for those who live and work in Salford.

Planning Application - Where people apply to the council for:

- consent to change the use of a building;
- consent to build a new structure or extension;
- consent to alter or demolish a Listed Building;
- consent to demolish a building in a conservation area;
- consent to carry out some forms of alteration to buildings in a conservation area;
- consent to display advertisements;
- consent to carry out works to trees protected under Tree Preservation Orders;
- consent or prior approval to erect telecommunications equipment; or
- consent for the presence on, over or under land of any hazardous substance in excess of a 'controlled quantity'.

Planning Inspectorate (PINS) - Government body which appoints the Inspector who carries out the independent examination into the 'soundness' of Development Plan Documents and the Statement of Community Involvement and appeals on planning applications

Planning Policy Statement (PPS) - Sets out national level planning policy.

Planning Policy Guidance Note (PPG) - Old style national level planning guidance in the process of being replaced by Planning Policy Statements.

~~**Preferred Options** - Following initial public consultation on a DPD, the council will draw up a limited range of more detailed options and will provide a report explaining why these were chosen and other options rejected. These preferred options will then be subject to a 6 week consultation period, before a full draft DPD is produced.~~

Proposals Map - Illustrates the site specific policies and proposals within Development Plan Documents.

Regional Spatial Strategy (RSS) - Sets out the planning policies for the North West region, and forms part of Salford's development plan.

Representations - Comments that are submitted to the council relating to a Development Plan Document or Supplementary Planning Document that is undergoing a formal 6 week period of consultation.

Soundness - Development Plan Documents and the Statement of Community Involvement are required to be 'sound' when tested against a set of criteria . See paragraph 1.15 for the SCI and paragraph 3.11 for DPDs.

Stakeholder - Anyone who has or may have an interest in development within Salford.

Statement of Community Involvement (SCI) - This document sets out who will be consulted, by what method and at what point in the planning process. This document forms part of the LDF but is not a Local Development Document.

Strategic Environmental Assessment (SEA) - Local Authorities are required to comply with European Union Directive 2001/42/EC, undertaking a high level, strategic assessment of Local Development Documents or other programmes where they are likely to have significant effects on the environment.

Supplementary Planning Document (SPD) - An LDD which is subject to public consultation but is not subject to an independent public enquiry. These will form a material consideration in determining planning applications but do not have the weight of development plan status.

Sustainability Appraisal (SA) - An appraisal of the social, economic and environmental effects of policies and proposals (and other realistic options) in Development Plan Documents ~~and Supplementary Planning Documents~~ . This will normally incorporate an SEA where required.

Unitary Development Plan (UDP) - Adopted in 2006. The Unitary Development Plan sets out the planning strategy, policies and proposals for Salford. This will be replaced over time by the documents contained within the Local Development Framework.

Written Representations Examination - A procedure whereby the soundness of a DPD or SPD is tested by way of submitting written representations commenting on the document rather than through appearing and speaking at a public meeting. This procedure may be used in the examination of certain DPDs the SCI.

Appendix B List of Consultees

SPECIFIC AND GENERAL CONSULTEEs FOR LOCAL DEVELOPMENT DOCUMENTS

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

SPECIFIC CONSULTATION BODIES

The following bodies are specific consultation bodies and will be consulted by the council in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004:

- The North West Regional Assembly
- A relevant authority, any part of whose area is in or adjoins the area of the local planning authority, including:
 - Bolton Metropolitan Borough Council
 - Bury Metropolitan Borough Council
 - Manchester City Council
 - Trafford Metropolitan Borough Council
 - Warrington Borough Council
 - Wigan Metropolitan Borough Council
 - Rixton with Glazebrook Parish Council
 - Partington Parish Council
 - Grappenhall and Thelwall Parish Council
 - Culcheth and Glazebury Parish Council
 - Carrington Parish Council
 - Warburton Parish Council
 - Westhoughton Town Council
- The Coal Authority
- Cheshire Police Authority
- The Environment Agency
- Greater Manchester Police Authority
- The Highways Agency
- The Historic Buildings and Monuments Commission for England (English Heritage)
- Homes and Communities Agency
- Natural England (taking over from The Countryside Agency and English Nature)
- Network Rail The Secretary of State for Transport
- The North West Regional Development Agency
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3)(a) of the Communications Act 2003 and who owns or controls electronic communications apparatus situated in Salford
- Greater Manchester Strategic Health Authority Salford Primary Care Trust
- Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:
 - Person to whom a licence has been granted under section 7 (2) of the Gas Act 1986
 - United Utilities

The following Government Departments may, where relevant, be consulted:

- Government Office for the North West (GONW)
- Defence Estate Organisation (Ministry of Defence)

- Ministry of Justice
- Department for Culture, Media and Sport (DCMS) (through GONW)
- ~~Department for Education and Skills (DfES) (through GONW)~~ Department for Children, Schools and Families
- Department for Environment, Food and Rural Affairs (DEFRA) (through GONW)
- Department of Innovation, Universities and Skills
- Department for Transport (DfT) (through GONW)
- Department for Work and Pensions (DWP)
- ~~Department of Trade and Industry (DTI) (through GONW)~~ Department for Business, Enterprise and Regulatory Reform
- Department of Health
- Office of Government Commerce (OGC)
- Department for Communities and Local Government (DCLG) (through GONW)
- The Home Office (HO) (through GONW)
- HM Treasury

GENERAL CONSULTATION BODIES

The following general consultation bodies will be consulted as the local planning authority consider appropriate:

- Voluntary bodies some or all of whose activities benefit any part of the authority's area;
- bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- bodies which represent the interests of different religious groups in the authority's area;
- bodies which represent the interests of disabled persons in the authority's area; and
- bodies which represent the interests of persons carrying on business in the authority's area.

Advice in PPS12 specifies that the council should consider the need to consult, where appropriate, the following agencies and organisations in the preparation of Local Development Documents:

- Age Concern
- Airport Operators (Manchester Airport and Barton Aerodrome)
- British Chemical Distributors and Traders Associations
- British Geological Survey
- British Waterways, canal owners and navigation authorities (e.g. Manchester Ship Canal Company)
- Centre for Ecology and Hydrology
- Chambers of Commerce, Local CBI and branches of Institute of Directors (i.e. Greater Manchester Chamber of Commerce, CBI North West Office and the Institute of Directors North West)
- Church Commissioners
- Civil Aviation Authority
- ~~Coal Authority~~
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee

- Electricity and the National Grid Company
- Environmental Groups at national, regional and local level, including
 - Council for the Protection of Rural England
 - Friends of the Earth
 - Royal Society for the Protection of Birds
 - Wildlife Trusts
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Freight Transport Association
- Friends, Families and Travellers
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and Skills Councils
- Local Agenda 21 including:
 - Civic Societies
 - Community Groups
 - Local Transport Authorities
 - Local Transport Operators
 - Local Race Equality Councils and other local equality groups
- National Playing Fields Association
- Passenger Transport Authorities (i.e. GMPTA)
- Passenger Transport Executives (i.e. GMPTE)
- Police Architectural Liaison Officers/ Crime Prevention Design Advisors
- Port Operators
- Post Office Property Holdings
- Rail Companies and Rail Freight Group
- Regional Housing Boards (i.e. North West Regional Housing Board)
- Regional Sports Boards (i.e. North West Sport Board)
- Road Haulage Association
- Royal Mail
- Sport England
- The Home Builders Federation (formally the House Builders Federation)
- Woman's National Commission

Appendix C List of Consultees for Planning Applications

CONSULTATION BY DEVELOPMENT TYPE FOR PLANNING APPLICATIONS

Table C.1 Types of Planning Application

| TYPE OF DEVELOPMENT | CONSULTEE |
|---|--|
| Householder Extension | <ul style="list-style-type: none"> Engineers (only when creating or altering access to the highway) |
| Advertisements | <ul style="list-style-type: none"> Engineers |
| Hot Food Takeaways/ Restaurants/ Pubs/ Snack Bars | <ul style="list-style-type: none"> Engineers Greater Manchester Geological Unit (GMGU) |
| Industrial/ Commercial/ Offices/ Warehousing (Class B1, B2 and B8) | <ul style="list-style-type: none"> Engineers GMGU Greater Manchester Police Architectural Liaison Officer (where 100m² or more gross floor space) |
| Nursing and Care Homes | <ul style="list-style-type: none"> Engineers GMGU Strategic Director of Community, Health and Social Care Greater Manchester Police (GMP) |
| Day Nurseries | <ul style="list-style-type: none"> Engineers GMGU Strategic Director of Community, Health and Social Care Greater Manchester Police (GMP) |
| Walls/ Fences/ Railings and other means of enclosure | <ul style="list-style-type: none"> Engineers Greater Manchester Police (GMP) |
| Creation of new or alterations to existing access | <ul style="list-style-type: none"> Engineers |
| Retail/ Financial/ Professional services | <ul style="list-style-type: none"> Engineers GMGU (where property is adjoining or adjacent to residential property) Greater Manchester Police |
| New schools and extensions to existing schools | <ul style="list-style-type: none"> Engineers Sport England (if playing fields are affected) Greater Manchester Police Architectural Liaison Officer GMGU |

| TYPE OF DEVELOPMENT | CONSULTEE |
|--|--|
| New shop fronts/ roller shutters or other security measures | <ul style="list-style-type: none"> Engineers |
| Car Parks | <ul style="list-style-type: none"> Engineers Greater Manchester Police Architectural Liaison Officer |
| Houses/ Flats | <ul style="list-style-type: none"> Engineers GMGU Greater Manchester Police Architectural Liaison Officer (where 6 or more units created) Environment Agency United Utilities |
| Applications to fell, prune etc protected trees or trees in conservation areas | <ul style="list-style-type: none"> Arboricultural Consultant |
| Formation of a Cemetery | <ul style="list-style-type: none"> Engineers Environment Agency Environmental Health |
| Petrol storage tanks | <ul style="list-style-type: none"> Engineers GMGU Environment Agency Petroleum Officer |
| Amusement Arcades/ Bookmakers/ Taxi Booking Offices | <ul style="list-style-type: none"> Engineers GMGU |
| Stables, Catteries and Kennels | <ul style="list-style-type: none"> Engineers GMGU Environment Agency RSPCA |
| Flues and Chimneys | <ul style="list-style-type: none"> GMGU |
| Waste Transfer Stations | <ul style="list-style-type: none"> Engineers GMGU Environment Agency Greater Manchester Geological Unit |
| Telecommunications | <ul style="list-style-type: none"> Engineers Schools (if within 200m of a proposed installation) |
| Employment Development (B1, B2, B8) | <ul style="list-style-type: none"> United Utilities |
| Development which involves or is likely to affect the provision of an existing or proposed strategic infrastructure project as notified by the Northwest Regional Development Agency and which is likely to have a significant impact upon a policy in the Regional Economic Strategy | <ul style="list-style-type: none"> The Northwest Regional Development Agency Economic Development GMGU |

List of Consultees for Planning Applications

| TYPE OF DEVELOPMENT | CONSULTEE |
|---------------------|---|
| | <ul style="list-style-type: none">• Engineers• Highways Agency (where appropriate) |

CONSULTATIONS RESULTING FROM LOCATION OF DEVELOPMENT

Table C.2 Location of Planning Application

| LOCATION OF DEVELOPMENT | CONSULTEE |
|--|---|
| Provision of a building within the Coal Authority's area | <ul style="list-style-type: none"> • The Coal Authority |
| In an area likely to flood and/or within: <ul style="list-style-type: none"> • 8m of a water course • 6.7m of a regional sludge main • 3.5m of the Mersey Valley High Pressure Sludge Main | <ul style="list-style-type: none"> • Environment Agency • United Utilities |
| Within 6.7m of the Thirlmere Aqueduct | <ul style="list-style-type: none"> • United Utilities |
| Developments within 8m of the Manchester, Bolton and Bury Canal | <ul style="list-style-type: none"> • Environment Agency • Manchester, Bolton and Bury Canal Society |
| Development within 30m of a high pressure gas pipeline | <ul style="list-style-type: none"> • Transco |
| Development within 30m of a high voltage power line | <ul style="list-style-type: none"> • National Grid |
| Development within 5m of an operational railway land | <ul style="list-style-type: none"> • Railtrack |
| Development in, or likely to affect, a Site of Special Scientific Interest (SSSI), or within the Nature Conservancy Zone and within 2km of a SSSI | <ul style="list-style-type: none"> • Natural England • Lancashire Trust for Nature Conservation • Greater Manchester Ecological Unit |
| Development within or likely to affect a Site of Biological Importance (SBI) | <ul style="list-style-type: none"> • Greater Manchester Ecological Unit |
| Development within a HSE hazard zone which involves provision of: <ul style="list-style-type: none"> • residential accommodation • more than 250sq.m of retail floorspace • more than 500sq.m of office floorspace • more than 750sq.m industrial space • any material increase in people visiting or working within an area | <ul style="list-style-type: none"> • Health and Safety Executive (HSE will be consulted using their online self-assessment tool) |
| Development within sites of historic interest and antiquity | <ul style="list-style-type: none"> • Greater Manchester Archaeological Unit |
| Development within 250m of land used as a tip (also includes former tips) | <ul style="list-style-type: none"> • Greater Manchester Waste Authority • Greater Manchester Geological Unit • GMGU |
| Development within Central Salford | <ul style="list-style-type: none"> • Central Salford Urban Regeneration Company (URC) |
| Development that may affect protected trees | <ul style="list-style-type: none"> • Arboricultural consultant |

List of Consultees for Planning Applications

| LOCATION OF DEVELOPMENT | CONSULTEE |
|--|--|
| Development which affects a public footpath | <ul style="list-style-type: none"> • Open Spaces Society • Ramblers Association • Greater Manchester Pedestrians Association • Peak and Northern Footpath Society • Greater Manchester Police (GMP) |
| Development adjacent to Metrolink | <ul style="list-style-type: none"> • Greater Manchester Passenger Transport Executive |
| Development within 67m of the centre of any motorway or any development involving access to these roads or result in a material increase in the volume of traffic entering or leaving these roads | <ul style="list-style-type: none"> • Highways Agency |
| Development at Northbank Industrial Estate | <ul style="list-style-type: none"> • Northbank Management Board |
| Residential Development within 30m of a railway or classified road | <ul style="list-style-type: none"> • GMGU |
| Applications adjacent to the boundary of an adjacent planning authority or major development with implications for adjacent authorities or applications affecting access in adjacent authorities | <ul style="list-style-type: none"> • Adjoining authority |
| Development near Barton Aerodrome which would have implications for flight paths | <ul style="list-style-type: none"> • Civil Aviation Authority • Lancashire Aero Club |
| Applications involving the import of goods and their unloading on the Manchester Ship Canal | <ul style="list-style-type: none"> • The Port Health Authority • Manchester Ship Canal Company |
| Works for demolition or partial demolition of a listed building | <p>As appropriate the following will be consulted:</p> <ul style="list-style-type: none"> • Royal Commission on the Historic Monuments of England • English Heritage • Georgian Group • Victorian Society • Ancient Monuments Society • The Council for British Archaeology • The Society for the Protection of Ancient Buildings • The 20th Century Society |
| Applications likely to involve material alteration of a Grade I or II* Listed Building or for development which affects their setting | <ul style="list-style-type: none"> • English Heritage |
| Any application located within 150 metres of the centre line of the Manchester, Bolton and Bury Canal which has the potential to affect the safety and integrity of the waterway | <ul style="list-style-type: none"> • British Waterways |

| LOCATION OF DEVELOPMENT | CONSULTEE |
|---|---|
| Development affecting playing fields as defined by S.I. 1817 (1996) | <ul style="list-style-type: none"> • Sport England |
| Any development to or affecting theatres | <ul style="list-style-type: none"> • Theatres Trust |
| Development which is within an area as notified by the Northwest Regional Development Agency and is likely to affect the implementation of a strategic regional investment or employment policy in the Regional Economic Strategy | <ul style="list-style-type: none"> • The Northwest Regional Development Agency |

Appendix D Contact Details

You can contact us in the following ways:

For all matters relating to the Local Development Framework please contact the Spatial Planning Team on:

By telephone: 0161 793 3782

By email to: plans.consultation@salford.gov.uk

By letter to: Spatial Planning Team, Sustainable Regeneration, Salford City Council, Civic Centre, Chorley Road, Swinton, M27 5BY

For all matters relating to planning and other applications, or if you want to arrange a pre-application discussion or to discuss Community Involvement Exercises, please contact:

By telephone: 0161 909 6545

By email to: planning.contact@salford.gov.uk

By letter to: Development Control, Emerson House, Albert Street, Eccles, Salford, M30 0TE

For free, independent and professional planning advice and support please contact North West Planning Aid using the following details:

By telephone: 0161 969 3672

By email to: nwco@planningaid.rtpi.org.uk

By letter to: North West Planning Aid, 2nd Floor, Friars Court, Sibson Road, Sale, Cheshire, M33 7SF