



# CITY OF STOKE ON TRENT

## Local Development Framework



Adopted Statement of  
Community Involvement  
(August 2007)

A form titled "APPLICATION FOR PLANNING PERMISSION" from the City of Stoke on Trent. The form includes sections for "NAME AND ADDRESS OF APPLICANT", "NAME AND ADDRESS OF DEVELOPER", "PARTICULARS OF PROPOSED DEVELOPMENT", and "AGENCY INTEREST IN THE SITE".



**CITY OF STOKE-ON-TRENT**

**LOCAL DEVELOPMENT FRAMEWORK**

**Adopted**

**Statement of Community Involvement**

**(SOT/LDD/2)**

**August 2007**



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## **Section 1 – What is a Statement of Community Involvement and What Does it Do?**

### **What is a Statement of Community Involvement?**

1.1 This Statement of Community Involvement sets out how the City Council intends to involve people in:

- the planning of future development in Stoke-on-Trent through the preparation of the Local Development Framework; and
- the process of making decisions on planning applications.

It is important to note that whilst the City Council will actively engage communities for their views, consensus will not always be possible.

### **What Area Does It Cover?**

1.2 The City of Stoke-on-Trent, like many cities in the UK, has had problems of people moving out of the City and some areas becoming run down. The Government is now investing a lot of public money in various different ways to help address some of these problems. This includes providing a boost to the local economy by improving job prospects and improving the housing situation. Examples of the funding programmes include the North Staffordshire Regeneration Zone and RENEW, the North Staffordshire Housing Market Pathfinder Project – see Appendix 3 for further details.

### **What Is It About?**

1.3 The planning process is something that affects all of us, although it may not be something that we think about that often. For many of us the only direct involvement we may have in the planning system is if we decide to build an extension to our property and we need to obtain planning permission from the City Council. Or we may receive a letter from the City Council to let us know that a new development is proposed near to where we live or work, and asking us for our views.



- 1.4 However planning is more than about the process of applying for planning permission. It also involves thinking ahead about where it might be best to build new development to provide new homes and new jobs; and at the same time making sure that all the necessary facilities such as schools and doctors surgeries are provided in the right place.
- 1.5 The planning system in England has recently changed. The city council must produce a different style of plan for the city to help guide where new development takes place and what that development will look like. This will replace the City Plan 2001 and Structure Plan 1996-2011 in due course.

### **More Chances to Have Your Say**

- 1.6 A key aim of the new planning system is to involve people much more effectively than has been the case in the past, especially in the early stages of the planning process. In order to show exactly how and when the City Council will involve the community we must produce a 'Statement of Community Involvement'.

### **Our Commitment to You**

- 1.7 The Statement of Community Involvement therefore sets out the standards to be met by the City Council in involving local people and other interested parties in the production of planning documents and in the determination of planning applications. In other words, it gives a commitment that we will carry out consultation in a certain way and at certain times.

### **The Steps to Producing a Statement of Community Involvement**

- 1.8 Details of the stages of the production of the Statement of Community Involvement are set out at Appendix 1.

## Vision and Aims of the Statement of Community Involvement

*'The vision of the Statement of Community Involvement is to ensure that everyone who wishes to become involved in the planning process has an adequate opportunity to do so.'*

- 1.9 The vision of the Statement of Community Involvement is to make sure that, as far as possible, all sections of the community and other interested parties (for example landowners and developers) have a fair chance to get involved in the plan-making process and in the determination of planning applications, and that they are not prevented from taking part.



### What Are the Aims of the Statement of Community Involvement?

- 1.10 The aims of the Statement of Community Involvement are as follows:

*SCI 1* To meet the minimum statutory requirements for consultation on the production of Local Development Documents and in the determination of planning applications and wherever possible to exceed them.

*SCI 2* To provide a framework for consultation which enables anyone who wishes to become involved in the planning process a reasonable opportunity to do so.

*SCI 3* To achieve meaningful involvement in the production of the Local Development Framework and in the determination of planning applications.

*SCI 4* To achieve a greater degree of consensus in the planning process.

*SCI 5* To reduce the time and cost of the Local Development Framework examination process.

### **What are the Benefits of Community Involvement?**

- 1.11 The benefits of the local community getting involved at all stages of plan making are numerous. If a community feels that it really 'owns' a plan or new development it will have a much greater chance of being carried out on the ground to everyone's satisfaction. In addition, early involvement can reduce the time it takes to produce plans, at less overall cost to the taxpayer.



## **Section 2 - Who will be consulted on the Local Development Framework?**

### **Who Can Get Involved?**

2.1 Anyone who has an interest in the drawing up of planning policy can express a view – you may be a landowner who has ideas about the future use of your land, you may be a local person who is interested in the future of your neighbourhood and the City, you may own a business in the City and have an interest in plans for employment growth. You may just be curious about what is going on in your area.

### **Types of Group to Consult**

2.2 In general terms we consider that the key groups we need to involve in the production of the Local Development Framework include:

- a) Local residents (including 'hard to reach' groups)
- b) Community and voluntary sector groups
- c) Environmental, amenity and other interest groups
- d) Businesses
- e) Land owners, developers and agents
- f) Government departments (national and regional level)
- g) Statutory bodies and those organisations that provide electricity, gas and water and deal with sewerage.
- h) Neighbouring local authorities and parish councils

### **What are the Minimum Requirements?**

2.3 The minimum legal requirements for consultation and public participation for the Local Development Framework are set out in the Town and Country Planning (Local Development) (England) Regulations 2004. These regulations state that certain organisations and groups of people must be consulted during the preparation of the Local Development Framework.

### **Mailing List**

2.4 The City Council already has a mailing list of such groups and organisations and details of these (known as 'specific consultation bodies' and 'general consultation bodies') are contained in Appendix 2. This list will be reviewed regularly to ensure that it is as inclusive as possible. Please contact us if you would like to be included on the list at the contact points set out in Section 7 of the Statement.

2.5 In addition there are members of the public, community groups and businesses who have requested to be included on the mailing list. This mailing list has been established over a number of years to try to capture all those who may have an interest in the plan-making process.

2.6 In order to keep the mailing list up-to-date consultation letters will include a standard paragraph requesting notification of any change in contact details or a request to be removed from the database.

### What about Under-Represented Groups?

2.7 We want to make sure that everyone who wants to get involved in the drawing up of new plans for the City, or comment on a planning application has a reasonable chance of being able to do so. There may be certain groups of people that for one reason or another tend not to have their say on planning proposals and we will do our best to remove any barriers that we can. Within the City, 'hard to reach' groups include:

- a) Ethnic and religious minority groups
- b) Young people
- c) Elderly people
- d) Transient populations e.g. students, gypsies/travellers, homeless
- e) People with disabilities and restricted mobility
- f) Small business community
- g) Victims of crime
- h) Gays, lesbians and bisexual

2.8 Specific methods will be used to engage with under-represented groups of people. For example, targeted measures will be used to involve younger people in the planning process.

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Potential Ways to Involve Under-Represented Groups in the Planning Process

<b>Hard to Reach Groups</b>	<b>Examples of Approach to Proactive Engagement</b>
Ethnic and religious minority groups	Improving links with ethnic and religious minority groups, such as the Black and Minority Ethnic Forum, to offer to attend meetings, circulate information and generate a two way flow of information.  One to one meetings with minority groups if required when preparing Local Development Framework documents.
Young people	Working more closely with the City Council's Youth Services to engage with the City Youth Parliament and Area Wide Youth Fora to offer to attend meetings, circulate information and generate a two way flow of information.
Elderly people	Work through Age Concern and other groups. One to one meetings.
Transient Populations	Articles in the media. Invitation to join Local Development Framework consultee database. Website. One to one meetings.
People with disabilities	Work through Stoke Access Group. One to one meetings.
Small business communities	Work through City Council Economic Regeneration Service.
Victims of Crime	Work through Community Safety Partnership. Police liaison.
Gays, lesbians and bisexual	Work with partner agencies. One to one meetings.

### **Our Duty as a Council**

2.9 In order to provide a planning service that is inclusive as possible we will meet our duties as set out in the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995. The Local Government Equality Standard also provides a framework for

embedding equalities into service delivery and employment. It covers disability and gender as well as race equality.

- 2.10 The City Council adopted an Equal Opportunities Policy in September 2001 relating to its role both as a service provider and as an employer. An Equality and Diversity Strategy is currently being prepared to update and replace the Equal Opportunities Policy.



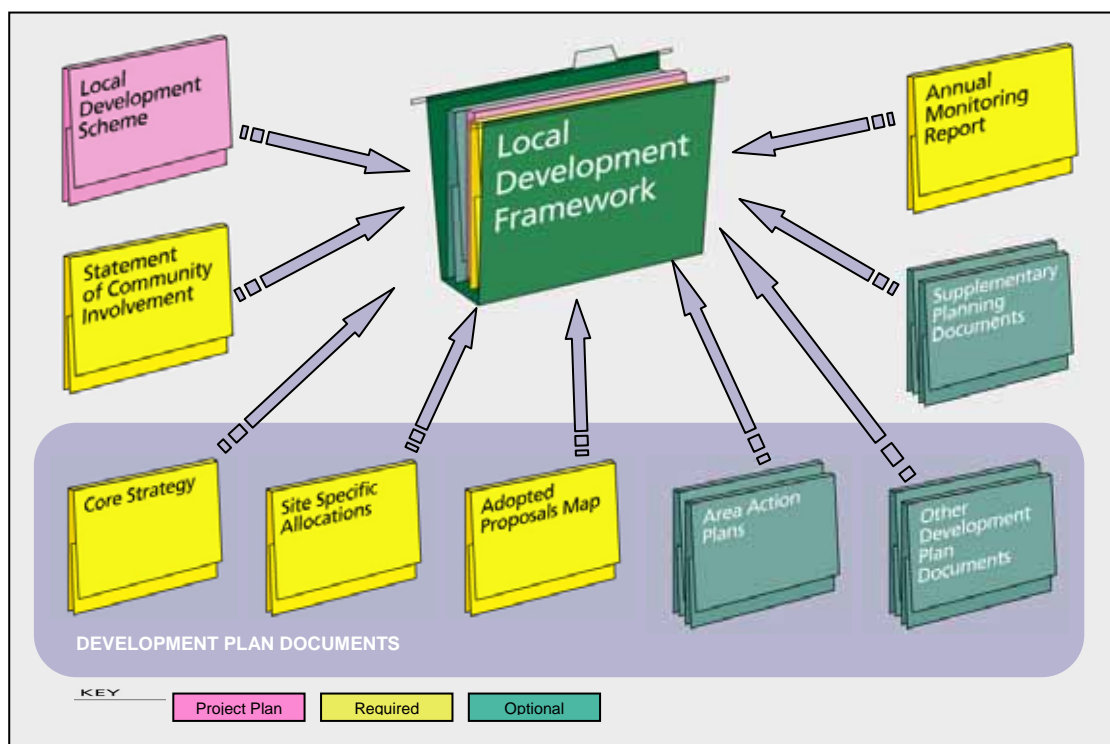
- 2.11 In order to assist our goal in reaching minority groups we will work with local community organisations, for example, the North Staffordshire Racial Equality Council and the Stoke-on-Trent Community Empowerment Network.
- 2.12 The Stoke-on-Trent Community Empowerment Network (CEN) is a vehicle for linking the community and voluntary sectors with the Local Strategic Partnership. The CEN supports people from the voluntary and community sectors to sit on the Local Strategic Partnership so that they are represented at decision making level in the City. This brings together a range of organisations from large 'professional' voluntary agencies to the smallest community or residents group.

## Section 3 - The new 'Local Development Framework' and How the Statement of Community Involvement Fits In

### A New Planning System

- 3.1 The planning system in England changed in September 2004 with the introduction of the Planning and Compulsory Purchase Act (2004). The aim is to make the planning system faster, more responsive to change and to increase community involvement in the planning process.
- 3.2 Previously the City Council was responsible for preparing a local plan for the City (the City Local Plan 2001). The City Plan 2001 consists of a Proposals Map indicating where new development should take place in the City and a written document containing guidance on the design and general considerations that developers need to take into account in drawing up proposals for new development.

**Diagram 1: The Documents That Make Up the Local Development Framework**



Source: Office of the Deputy Prime Minister (ODPM)

**What Does the Local Development Framework Consist Of?**

- 3.3 The City Council is now required to produce a new style of plan for the City called the 'Local Development Framework'. The Local Development Framework consists of a series of different documents and it can be thought of as the name for the folder that contains these documents (see diagram 1). The Statement of Community Involvement is one of the documents in the Local Development Framework 'folder'.
- 3.4 Over the next 3 years or so the old style City Plan 2001 (and also the Staffordshire and Stoke-on-Trent Structure Plan 1996-2011) will be gradually replaced by the documents in the Local Development Framework.

**What is Different about the Local Development Framework?**

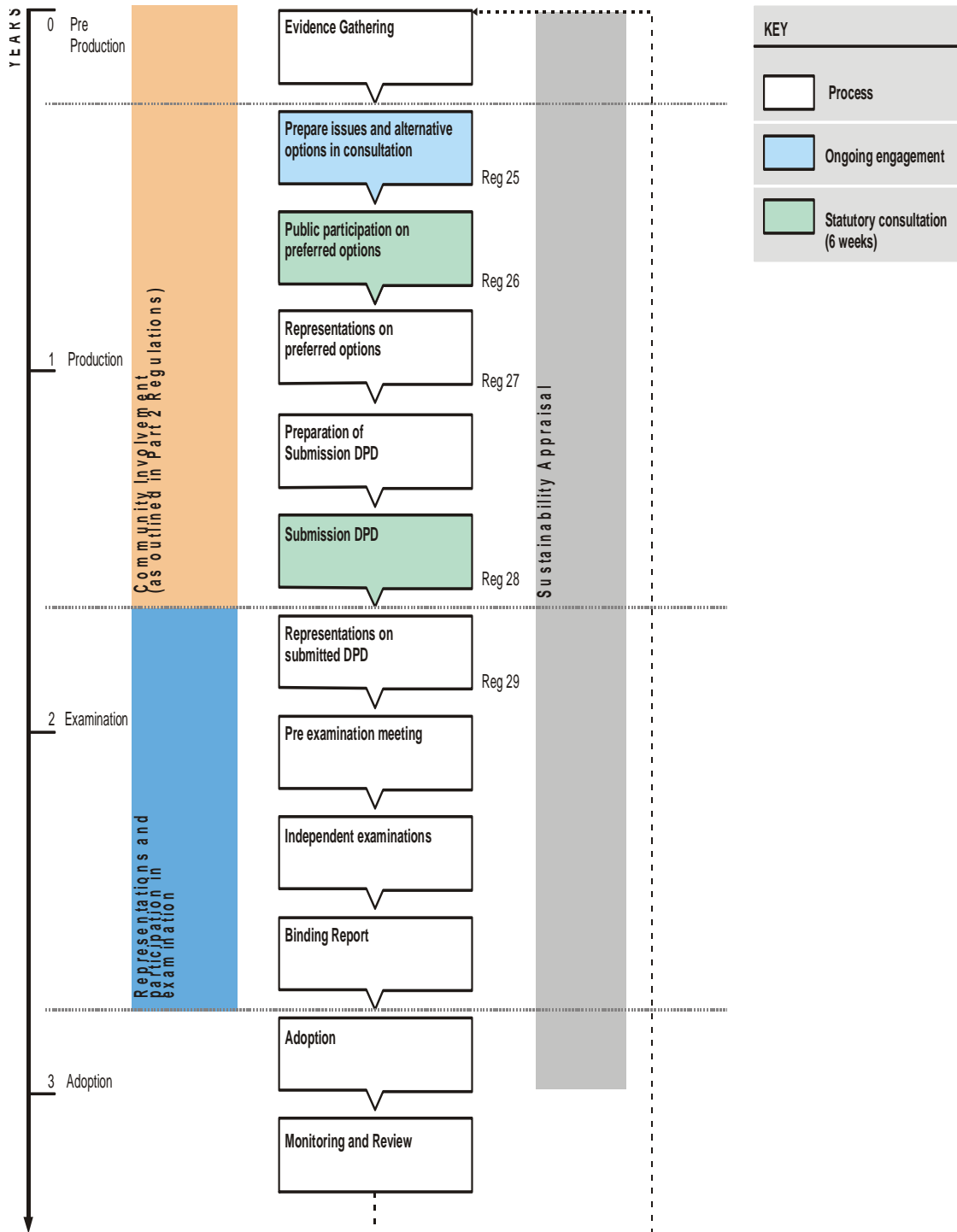
- 3.5 The main difference between the new style of plan making and the old style is that different parts of the new plan or Local Development Framework can be produced separately at different times. Updating the Local Development Framework should be much easier than in the old system because it is made up of lots of smaller plans rather than having one big document that is very time-consuming to change.
- 3.6 Local authorities can decide which documents it wishes to produce as part of its Local Development Framework, however there are certain documents it must produce, including the Statement of Community Involvement.

**A New Local Development Framework for Stoke-on-Trent**

- 3.7 The Stoke-on-Trent Local Development Framework contains a number of individual documents or plans known as 'Local Development Documents'. There are a number of different types of Local Development Documents within the Local Development Framework 'folder':
- a) Development Plan Documents (DPD's) – these contain planning policy and are subject to testing at an examination overseen by an independent inspector. For example Area Action Plans provide a planning framework for areas of change.
  - b) Supplementary Planning Documents (SPD's) – these expand on planning policy in more detail and are not subject to testing at an examination (these can include design guides and site development briefs).
  - c) Statement of Community Involvement (SCI) – this sets standards for consultation on Local Development Framework documents and planning applications and is subject to testing at an examination overseen by an independent inspector.

3.8 The main stages of preparation of a Development Plan Document and Supplementary Planning Document are shown in Diagrams 2 and 3 below.

**Diagram 2: The Stages of Preparation of Development Plan Documents**



Source: Planning Policy Statement 12 (Office of the Deputy Prime Minister)

## Stages Of Production Of Local Development Documents

### DEVELOPMENT PLAN DOCUMENTS

3.9 There are four main stages in the production of Development Plan Documents. These are as follows:

#### **1. Pre-Production Stage**

3.10 This is the very beginning of the plan making process when we decide that we are going to produce a Development Plan Document and include it in the programme of work (known as the 'Local Development Scheme'). Information and evidence about the local area is also gathered together – for example studies may be carried out on issues such as the availability of previously developed land.

#### **2. Production Stage**

3.11 The 'Issues and Options' stage is effectively the first stage of preparing a plan. You will be encouraged to get involved as much as possible at this early stage before the City Council firms up any ideas on what should go in the first draft of the plan. The name given to this early involvement is 'front-loading'.

3.12 Asking people to share their ideas and concerns at the outset can reduce the overall time it takes to produce the plan. It also gives more opportunities for you to influence the plan and in the long-run is likely to result in better plans that more people approve of.

3.13 Information will be gathered at this stage to help inform what the main issues are that need to be tackled in the plan. Rather than having a fixed time period within which you can make comments you will have chance to input your views over a longer timescale.

- 3.14 The 'Preferred Options' stage is effectively the equivalent of producing a 'first draft' plan. The City Council will take on board all the information and comments gathered at the Issues and Options Stage and put forward what are considered to be the best proposals in the circumstances – this is known as the 'preferred options' stage. All the different options that the council has looked at will be set out, with reasons given for selecting the preferred options.
- 3.15 A minimum of six weeks will be allowed for consultation at this stage. All comments must be submitted in writing, preferably on the provided forms. Please be aware that other members of the public can look at any comments received.
- 3.16 When the City Council has considered the comments received, a 'final draft' will be produced before it is submitted to the Government (via the Secretary of State) for approval.

### **3. Examination Stage**

- 3.17 At the 'Submission Stage' a copy of the final draft of the plan is sent to the Government for their consideration and approval.
- 3.18 A further minimum of six weeks of consultation with statutory consultees, interested parties and members of the public is carried out at this point. Any comments or representations received at this stage will be passed to the planning inspectorate. If these representations relate to site proposals then a further six weeks will be allowed for anyone to comment on the sites that are being put forward for development.
- 3.19 All development plan documents and the Statement of Community Involvement are independently examined through the Planning Inspectorate. There will be a Pre-Examination Meeting at which agreement will be reached between the Inspector and all those who have made representations about how their views will be considered. The presumption is that the Inspector will consider the majority of representations by way of written submissions, however there is a right to appear in person to make a case.

### **4. Adoption Stage**

- 3.20 The Planning Inspector will consider all the representations made and then produce a report indicating how a plan should be changed as a result. The Inspector's Report is 'binding' which means that the City Council has no choice but to amend the plan in the way instructed. Once any changes are finalised the plan is officially 'adopted' by the City Council. The City Council must notify any person(s) who have asked to be notified of the adoption, publish an adoption statement as well as make available the adopted document at identified locations.

**SUPPLEMENTARY PLANNING DOCUMENTS**

3.21 Supplementary Planning Documents provide additional detailed guidance to explain policies and proposals. The process for preparing these documents is similar to that for preparing Development Plan Documents but is simplified.

**1. Pre-Production Stage**

3.22 A decision is made to prepare a Supplementary Planning Document and relevant information is gathered together to help prepare the document.

**2. Production Stage**

3.23 There is no requirement to prepare 'preferred options' however there should be community involvement in preparing a draft Supplementary Planning Document. A formal period for public participation of not less than 4 weeks, or more than 6 weeks, is required before adoption.

**3. Adoption Stage**

3.24 The City Council will consider any representations made and make appropriate changes before adopting a Supplementary Planning Document. Adoption will be notified to interested parties as set out in the preceding section.

**Diagram 3: The Stages of Preparation of Supplementary Planning Documents**



Source: Planning Policy Statement 12 (Office of the Deputy Prime Minister)

**Sustainability Appraisal and Strategic Environmental Assessment**

- 3.25 It is a requirement by law that we must examine the potential impact that carrying out the plans we produce will have on the ground. We must, for example, consider the impact on the environment of new developments in terms of how much more traffic is likely to be generated and the effect it will have on levels of air pollution. The proposals which have least impact on the environment will generally be favoured; however other factors such as economic and social considerations must also be looked at and a balanced decision made on the best option.
- 3.26 This assessment, known as 'sustainability appraisal' will be carried out at each stage of preparation of Local Development Documents and you will have the opportunity to comment on the appraisals as well as the plans themselves.

**What is the Link between the Statement of Community Involvement and Other Strategies and Plans?**

- 3.27 The Local Development Framework is just one set of plans which aim to improve the quality of life in Stoke-on-Trent. There are many other initiatives which the Local Development Framework is linked to, for example RENEW the Housing Market Renewal Pathfinder Project.
- 3.28 A summary of the link between the Local Development Framework and some of the various other strategies which have been prepared to help bring about positive change and development in the City is included at Appendix 3.
- 3.29 Of particular importance is the link between the Local Development Framework and the Sustainable Community Strategy. The Strategy sets out the vision and priorities for the future of Stoke-on-Trent which are to be delivered through a 'Local Area Agreement' set up between the Government, the City Council and other key partners as represented through the Local Strategic Partnership. The Local Development Framework can help to make sure that the aims identified in the Sustainable Community Strategy actually happen on the ground. Appendix 3a illustrates how the aims of the current Community Strategy could be taken forward in the Local Development Framework.

## **Section 4 – How the City Council will involve the Community in Planning Policy – the Local Development Framework**

### **Early and Continuous Involvement**

- 4.1. There are many potential ways of involving people in the planning process. The new planning system places a lot of emphasis on early involvement – for example under the old system a draft plan would normally be produced before comments were invited on it, and then further consultation would take place at specific stages during the process. The new system encourages involvement as early as possible and throughout the whole process rather than at a limited number of stages.

### **Resources for Consultation**

- 4.2. All consultation will involve time and money for the City Council, for example in officer time or the cost of putting an advertisement in the local newspaper. A balance therefore needs to be struck in terms of choosing ways of involving people in the planning process that are suitable and effective but that are also realistic and take account of the resources available.

### **What will be Produced and When**

- 4.3. The work programme and timetable for the next three years to produce the Local Development Framework for Stoke-on-Trent is set out in a document known as the 'Local Development Scheme'. The Local Development Scheme will be updated every year to include new plans that may need to be produced. Paper copies of the Local Development Scheme can be seen at the main offices of the City Council at the Civic Centre, Glebe Street, Stoke-on-Trent and at all main libraries in the city. Alternatively it is possible to view or download a copy on our website at [www.stoke.gov.uk/ldf](http://www.stoke.gov.uk/ldf)

### **How We will Consult on the Local Development Framework**

- 4.4. Section 2 of this document sets out who will be consulted on the Local Development Framework and Appendix 2 lists some of the main consultees. There are many techniques that can be used to seek opinions from residents and other stakeholders during the process of preparing planning policy documents or making decisions on planning applications. Table 1 considers the advantages and disadvantages of a range of techniques and their overall relative costs in terms of staff time and money.
- 4.5. Some of the techniques are 'legal requirements' in that the Government says we must use them at key stages in preparing plans or dealing with planning applications. There are other ways of involving people that go beyond the legal minimum and these are also looked at.

- 4.6 Tables 2, 3 and 4 show how we intend to use different techniques at the various stages of preparation of the planning policy documents that will make up the Local Development Framework.

**Table 1: Techniques of Community Involvement**

Method	Advantages	Disadvantages	Staff Resources	Overall Financial Cost	Examples of groups who would benefit from method
<b>MINIMUM REQUIREMENTS:</b>					
Letters	Cost effective way of requesting feedback from statutory consultees and others on specific issues.	No immediate opportunity to explain contents if needed, and issues arising. Can exclude those with poor language skills.	Low	Low	<ul style="list-style-type: none"> <li>• Local residents (on database)</li> <li>• Community and voluntary sector groups</li> <li>• Environmental, amenity and other interest groups</li> <li>• Businesses, landowners, developers and agents</li> <li>• Government Departments / statutory bodies etc</li> <li>• Neighbouring local authorities / parish councils</li> </ul>
Consultation Documents available for public inspection at council offices and other locations e.g. libraries	Particularly useful for those with a knowledge of the subject.	Limited opportunity for discussion. Only available during certain hours. Not user friendly for those with little or no knowledge of the subject.	Low	Low	<ul style="list-style-type: none"> <li>• Local residents</li> <li>• Local Community and voluntary sector groups</li> <li>• Businesses, landowners, developers and agents</li> </ul>
Website	Large volumes of information can be displayed. Available 24 hours a day therefore available to some hard-to-reach groups. Useful means of providing feedback to consultation exercises.	Limited to those with access to the internet and necessary skills.	Medium	Low	<ul style="list-style-type: none"> <li>• Local residents</li> <li>• Community and voluntary sector groups</li> <li>• Environmental, amenity and other interest groups</li> <li>• Businesses, landowners, developers and agents</li> <li>• Government Departments / statutory bodies etc</li> <li>• Neighbouring local authorities / parish councils</li> </ul>

Method	Advantages	Disadvantages	Staff Resources	Overall Financial Cost	Examples of groups who would benefit from method
Public Notices in newspaper	Gives basic details. Potential high coverage	No opportunity for discussion. Not well-read by the public. Limited information. Not user friendly.	Low	Medium	<ul style="list-style-type: none"> <li>• Local residents</li> <li>• Local community and voluntary sector groups</li> <li>• Local businesses, landowners, developers and agents</li> </ul>
<b>ADDITIONAL OPTIONS:</b>					
Media – local press, TV, radio.	Potential for regular updates. Can reach a large number of people and help to raise profile of Local Development Framework.	Can be expensive and time consuming to distribute. Not always read/seen by target audience.	Medium	High	<ul style="list-style-type: none"> <li>• Local residents</li> <li>• Local community and voluntary sector groups</li> <li>• Local businesses, landowners, developers and agents</li> <li>• Local environmental, amenity and other interest groups</li> </ul>
Leaflets	Can provide an outline of the proposed document and good introduction to main issues. Can inform the public about further opportunities to become involved.	Can be expensive to produce and distribute.	Low	Medium	<ul style="list-style-type: none"> <li>• Local residents</li> <li>• Community and voluntary sector groups</li> <li>• Environmental, amenity and other interest groups</li> <li>• Businesses, landowners, developers and agents</li> <li>• Government Departments / statutory bodies etc</li> <li>• Neighbouring local authorities / parish councils</li> </ul>

Method	Advantages	Disadvantages	Staff Resources	Overall Financial Cost	Examples of groups who would benefit from method
City wide publication 'City Life'	Copy sent to all households in the City every quarter. Provides good introduction to main issues.	Timing of publication not always appropriate. Not always read by target audience.	Low	Medium	<ul style="list-style-type: none"> <li>• Local residents</li> <li>• Local community and voluntary sector groups</li> <li>• Local businesses, landowners, developers and agents</li> <li>• Local environmental, amenity and other interest groups</li> </ul>
Focus Groups (selected groups of participants with particular characteristics)	Issues can be explored in depth targeting specific groups. Can be used to communicate with wide range of people including hard to reach groups. Views can be expressed verbally. Useful for area-based discussions and presentation of options.	Some members may be reluctant to take part in group discussions. Can be costly to organise.	Medium	Medium	<ul style="list-style-type: none"> <li>• Community and voluntary sector groups (including local residents groups)</li> <li>• Businesses, landowners, developers and agents</li> </ul>
Member Workshops	Opportunity for Members to explore issues in depth and shape planning policy at very early stages.		Low	Low	<ul style="list-style-type: none"> <li>• Councillors</li> </ul>
Exhibitions	If staffed provide good opportunity for exchange of information. May reach some members of the public not normally reached, including minority groups. Provides opportunity to take the information into appropriate areas of the community.	Resource intensive. May need to be held over a number of days and varying times to ensure that all sections of the community have an opportunity to attend.	Medium	Medium	<ul style="list-style-type: none"> <li>• Local residents</li> <li>• Businesses, landowners, developers and agents</li> <li>• Local community and voluntary sector groups</li> <li>• Local environmental, amenity and other interest groups</li> </ul>

Method	Advantages	Disadvantages	Staff Resources	Overall Financial Cost	Examples of groups who would benefit from method
Presentations	Large volumes of information can be conveyed. Can be useful for targeting specific groups. Can be adapted to suit target audience.	Opportunity for audience interaction limited.	Low	Low	<ul style="list-style-type: none"> <li>• Businesses, landowners, developers and agents</li> <li>• Community and voluntary sector groups</li> <li>• Environmental, amenity and other interest groups</li> </ul>
Meetings	Gives opportunity for community to express views verbally. Helpful for discussing specific issues.	Attendees are self selecting. Can be dominated by a vocal minority.	High	Low	<ul style="list-style-type: none"> <li>• Local residents</li> <li>• Community and voluntary sector groups</li> <li>• Environmental, amenity and other interest groups</li> <li>• Businesses, landowners, developers and agents</li> <li>• Government Departments / statutory bodies etc</li> <li>• Neighbouring local authorities / parish councils</li> </ul>

Table 2: Proposed Arrangements for Public Involvement in Production of the Core Strategy and other Policy Development Plan Documents

TECHNIQUES FOR INVOLVEMENT	MINIMUM REQUIREMENTS:						ADDITIONAL OPTIONS:	Letters to interested parties	Articles in local newspaper	Distribution of leaflets	Articles in City Council publications	Articles in Partners publications e.g. RENEW	Exhibitions	Focus groups	Member workshops	Presentations to interest groups (on request)	Meetings	Engagement with Local Strategic Partnership	Engagement with RENEW	Link to Community Ward Plans
	Consult statutory bodies	Documents available at Council Offices/Libraries	Publication on City Council website	Public notice (local advert)	Notify those who made comments															
STAGE																				
Pre-submission Consultation (Issues and Options)	✓	✓*	✓*	n/a	n/a		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preferred Options Consultation	✓	✓	✓	✓	n/a		✓	✓	x	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Submission of DPD to Secretary of State and Consultation	✓	✓	✓	✓	✓		✓	✓	x	✓	✓	✓	✓	x	✓	✓	✓	x	✓	✓
Examination Period	n/a	n/a	✓	✓	✓		x	x	x	x	x	x	x	x	x	x	x	x	x	x
Inspector's Binding Report, Adoption and Publication	✓*	✓	✓	✓	✓		✓	✓	x	✓	✓	✓	x	x	x	✓	✓	x	✓	✓

\*not a requirement but will be carried out

**Table 3: Proposed Arrangements for Public Involvement in Production of the Area Action Plans and Site Specific Development Plan Documents**

TECHNIQUES FOR INVOLVEMENT	MINIMUM REQUIREMENTS:					ADDITIONAL OPTIONS:	Letters to interested parties	Articles in local newspaper	Distribution of leaflets	Articles in City Council publications	Articles in Partners publications e.g. RENEW	Exhibitions	Focus groups	Member workshops	Presentations to interest groups (on request)	Meetings	Engagement with Local Strategic Partnership	Engagement with RENEW	Link to Community Ward Plans
	Consult statutory bodies	Documents available at Council Offices/Libraries	Publication on City Council website	Public notice (local advert)	Notify those who made comments														
STAGE																			
Pre-submission Consultation (Issues and Options)	✓	✓*	✓*	n/a	n/a	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Preferred Options Consultation	✓	✓	✓	✓	n/a	✓	✓	✗	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Submission of DPD to Secretary of State and Consultation	✓	✓	✓	✓	✓	✓	✓	✗	✓	✓	✓	✗	✓	✓	✓	✗	✓	✓	✓
Site Allocation Representation	✓	✓	✓	✓	n/a	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Examination Period	n/a	n/a	✓	✓	✓	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗	✗
Inspector's Binding Report, Adoption and Publication	✓*	✓	✓	✓	✓	✓	✓		✓	✓	✗	✗	✗	✓	✓	✓	✓	✓	✓

\*not a requirement but will be carried out

**Table 4: Proposed Arrangements for Public Involvement in Production of the Supplementary Planning Documents**

TECHNIQUES FOR INVOLVEMENT	<u>MINIMUM REQUIREMENTS:</u>						<u>ADDITIONAL OPTIONS:</u>													
	Consult statutory bodies	Documents available at Council Offices/Libraries	Publication on City Council website	Public notice (local advert)	Notify requested parties		Letters to interested parties	Articles in local newspaper	Distribution of leaflets	Articles in City Council publications	Articles in Partners publications e.g. RENEW	Exhibitions	Focus groups	Member workshops	Presentations to interest groups (on request)	Meetings	Engagement with Local Strategic Partnership	Engagement with RENEW	Link to Community Ward Plans	
STAGE																				
Preparation and Evidence Gathering	✓*	n/a	n/a	n/a	n/a		✓	✓	x	✓	x	x	x	✓	✓	✓	✓	✓	✓	
Consultation on Draft	✓	✓	✓	✓	n/a		✓	✓	x	✓	x	✓	x	✓	✓	✓	✓	✓	✓	
Adoption and Publication	n/a	✓	✓	n/a	✓		✓	✓	x	✓	x	x	x	✓	✓	✓	✓	✓	✓	

\* Not a requirement but will be carried out, where appropriate, dependent on the nature of the SPD and specialism of the statutory body.

## **Section 5 – How the City Council will Involve the Community in Planning Application Decisions**

### **Introduction**

5.1 Stoke-on-Trent City Council makes decisions on more than 1,600 planning applications a year. We also provide guidance on all development control matters. The planning applications submitted to the City Council range from the more minor householder extensions to major housing developments and industrial schemes.

### **Who Is Consulted on Planning Applications?**

5.2 The City Council carries out consultation, publicity and notification in accordance with the relevant statutory requirements that are in force at the time. We also carry out consultation in excess of the minimum requirements.

5.3 The City Council is required by law to invite comments from a set list of organisations depending on the type of planning application that is submitted. This list of statutory consultees is set out in part 1 of Appendix 4. Part 2 of Appendix 4 lists other consultees. Any member of the public can make comments on planning applications however.

### **Consultation during the Planning Application Process**

#### **Pre-application Discussions**

5.4 There can be many advantages in the City Council, the local community and other interested parties getting involved in the early stages of drawing up of planning proposals before they are actually submitted as planning applications.



5.5 Pre-application discussions can help to reduce the time it takes to process an application when it is finally submitted to the City Council. It can also help people who are most directly affected by the proposals to get involved at the outset and have a chance to influence the proposed development. This gives a sense of 'ownership' of new development and is more likely to result in development that is successful on the ground.

- 5.6 The City Council offers a 'one-stop' shop service for prospective applicants who wish to come in and discuss development proposals before they submit a planning application. These discussions are currently confidential between the applicant and the City Council however we will encourage developers to extend this early consultation to local residents and other interested parties.
- 5.7 In particular we will encourage developers to consult statutory consultees early on in the process before formally submitting a planning application. Applicants can obtain pre-application advice from the statutory bodies listed in Appendix 4 and this practice can help to speed up the decision-making process.
- 5.8 There is no requirement by law for developers to discuss their proposals with the community and invite them to have their say and therefore it is not something that we can currently insist upon. However, we will encourage developers to do this as good practice, particularly with respect to sensitive proposals or areas.

### Registered Planning Applications

- 5.9 The City Council is required to determine most planning applications within 8 weeks. For major planning applications (major applications include minerals and waste proposals, for more than 10 dwellings or for sites bigger than 0.5 hectares; buildings more than 1,000 sq metres in size or any development on land above 1 hectare) the Council has 13 weeks and for an application requiring an Environmental Statement it has 16 weeks. After these time periods an extension of time can be agreed.

 <p><b>APPLICATION FOR PLANNING PERMISSION</b></p> <p>Four completed copies of this form together with four sets of all plans and any fee should be sent to:</p> <p>Department of Environment and Transport PO Box 630, Civic Centre, Stoke Street, STOKE-ON-TRENT ST4 1RP</p>		PART 1	
		App. No. SOT/ _____	
		Date Recd. _____	
		CONS	INSP
		COMMITTEE	OFFICE COPY
		DELEGATED	
App. No. SOT/ _____	Please complete in block letters		
	1. NAME AND ADDRESS OF APPLICANT		NAME AND ADDRESS OF AGENT (to whom correspondence will be sent)
	..... ..... ..... Post Code ..... Tel. No. ....		..... ..... ..... Post Code ..... Tel. No. .... (Personal contact name)
	2. PARTICULARS OF PROPOSED DEVELOPMENT		3. SITE AREA
(a) Location or address of proposed development		Hectares or sq. metres	
..... .....		.....	
(b) Description of proposed development			
..... .....			
(c) Applicant's interest in the land (e.g. owner, lessee, prospective purchaser)			
.....			

- 5.10 Alternatively the applicant can appeal to the Secretary of State against non-determination of the application. Appeals can either be considered by the exchange of written representations, an informal hearing or by Public Inquiry. All of these are overseen by an independent Government Inspector.
- 5.11 When planning applications are received by the City Council a process of advertising and consultation begins. We are required to consult the local community on most types of planning applications. We go further than legal requirements by making sure that all those affected by a proposal are given the opportunity to comment. We publicise planning applications by one or a combination of letter, site notice or public notice in the Sentinel newspaper.

### **Neighbour Letters**

- 5.12 For most applications we send out letters to occupiers of nearby properties having regard to the scale and nature of the proposal and characteristics of the locality.

### **Site Notices**

- 5.13 A site notice(s) will be put in place for the following categories of planning application:
- ❖ 'major' applications
  - ❖ those that require a Public Notice in the press
  - ❖ some categories of application that have a wider area of impact e.g. hotel proposals
  - ❖ some applications for advertisements
  - ❖ some applications for works to trees covered by a Tree Preservation Order
  - ❖ telecommunications proposals



### **Public Notices**

5.14 A Public Notice will be displayed in the local newspaper to advertise the following categories of planning application:

- ❖ 'major' applications
- ❖ proposals that are contrary to the development plan
- ❖ development that affects a public right of way
- ❖ development requiring an environmental assessment
- ❖ development to or affecting a Listed Building or in a Conservation Area

### **Website**

5.15 Our website at [www.stoke.gov.uk/planning](http://www.stoke.gov.uk/planning) contains comprehensive information about the planning process. It includes a list of current and historic planning applications in Stoke-on-Trent. Detailed information and submitted plans on current planning applications can be viewed on-line. This inter-active map based system will allow you to search for planning applications across the city.

5.16 Planning applications can also be submitted electronically via a link to 'Planning Portal' the Government's planning website.

### **Fortnightly Lists of Applications**

5.17 Paper copies of fortnightly lists of planning applications are available on request. This service is subject to a charge (details available on request).

### **Viewing Planning Applications**

5.18 In addition to being viewable on the website, the information that is submitted with each planning application is available at the Civic Centre, Stoke-on-Trent for the public to view. You can inspect the planning register and copies of planning applications during normal office hours. You can also discuss the application with an officer at the time of your visit.

5.19 Alternatively, you may wish to discuss the application by telephone with the case officer. The name and contact details of the officer are shown on letters we send out and on site notices that are displayed.

### **How to comment on or object to an application**

5.20 Guidelines on how to comment on or object to planning applications are contained in Appendix 5.

### **Amended Plans**

5.21 Sometimes amended plans are received before a decision is made on a planning application and these may need to be subject to further publicity. When this occurs, who is consulted and the time period given for comments will vary according to the circumstances.

**Development Control Committees**

5.22 In most cases our planning officers make the decision of whether or not to approve a planning application. Our Development Control Committee makes decisions on around 10 per cent of the applications we receive. These tend to be the larger or more controversial applications. The committee is made up of 13 Councillors that represent local residents.



5.23 The Committee Meetings are open to the public. Information on taking part in Development Control Committee meetings is contained in Appendix 6.

## **Section 6 – How Your Views Will Be Taken Into Account**

- 6.1 We recognise the importance of feeding back to the community and other stakeholders about how their comments and suggestions are taken on board in the planning process. It helps to build confidence that getting involved is worthwhile if the outcomes of consultation can be clearly identified.
- 6.2 All written comments received on the Local Development Framework will be made available for any member of the public to view at the Civic Centre, Stoke-on-Trent.
- 6.3 The City Council will acknowledge by letter all representations received on the preparation of the Local Development Framework. Details of the representations will be recorded in a database. Reports can be generated from this database categorised by headings such as topic, person who made the representation and so on. The system will allow representations on different Local Development Documents that are produced as part of the Local Development Framework to be considered across the board and ensure a consistency of approach between documents.
- 6.4 At the end of each stage of involvement we will analyse the views and suggestions made. A summary of representations and the City Council's response will be included in a Local Development Framework report or planning application report which will be available for inspection electronically or in hard copy at the Civic Centre, Stoke-on-Trent, and all City Council libraries and local centres. One of the purposes of the planning system is to reconcile, if possible, competing interests.

### **Decisions on planning applications**

- 6.5 Before we make a decision, we consider all relevant policies, the views of the local community and any other material considerations. For example all representations to planning applications are set out in the relevant report to Development Control Committee. We inform those who have made comments on planning applications of the outcome of the decision.

### **Monitoring and Review**

- 6.6 The initiatives set out in the Statement of Community Involvement will be regularly monitored and reviewed. They will also be reviewed in the light of changing best practice. These will be reported through the Annual Monitoring Report produced at the end of the year.
- 6.7 The following will be used as performance indicators:
- Number of people logging onto planning website for information,
  - Number of people participating in consultation,

- Number of schemes considered by the City Council's Development Team.
- 6.8 The Statement of Community Involvement will be reviewed as an integral part of the Annual Monitoring Report; when there is substantial change to national policy, regulations and best practice and in any event within 3 years of adoption.



## **Section 7 – Further Information and Contact Details**

### Planning Policy – the Local Development Framework

For further information on this document or on the preparation of the City of Stoke-on-Trent Local Development Framework, please contact a member of the Planning Policy Team at:

Planning Policy Team  
Directorate of Regeneration  
Stoke-on-Trent City Council  
PO Box 630  
Civic Centre  
Stoke-on-Trent  
ST4 1RF

Telephone: (01782) 232302  
Fax: (01782) 232235

E-mail: [stoke.ldf@stoke.gov.uk](mailto:stoke.ldf@stoke.gov.uk)  
Text message: (07786) 200700

### Development Control

For all development control enquiries please contact:

Development Control  
Stoke-on-Trent City Council  
PO Box 630  
Civic Centre  
Glebe Street  
Stoke-on-Trent  
ST4 1RF

Telephone: (01782) 232435  
Fax: (01782) 236676

E-mail: [planning.apps@stoke.gov.uk](mailto:planning.apps@stoke.gov.uk)

Minicom: (01782) 232331

West Midlands Planning Aid Service

West Midlands Planning Aid Service provides free and independent advice on town planning issues to community groups and individuals who cannot afford professional fees. For further information and advice contact the charity direct:

West Midlands Planning Aid Service

Unit 319

The Custard Factory

Gibb Street

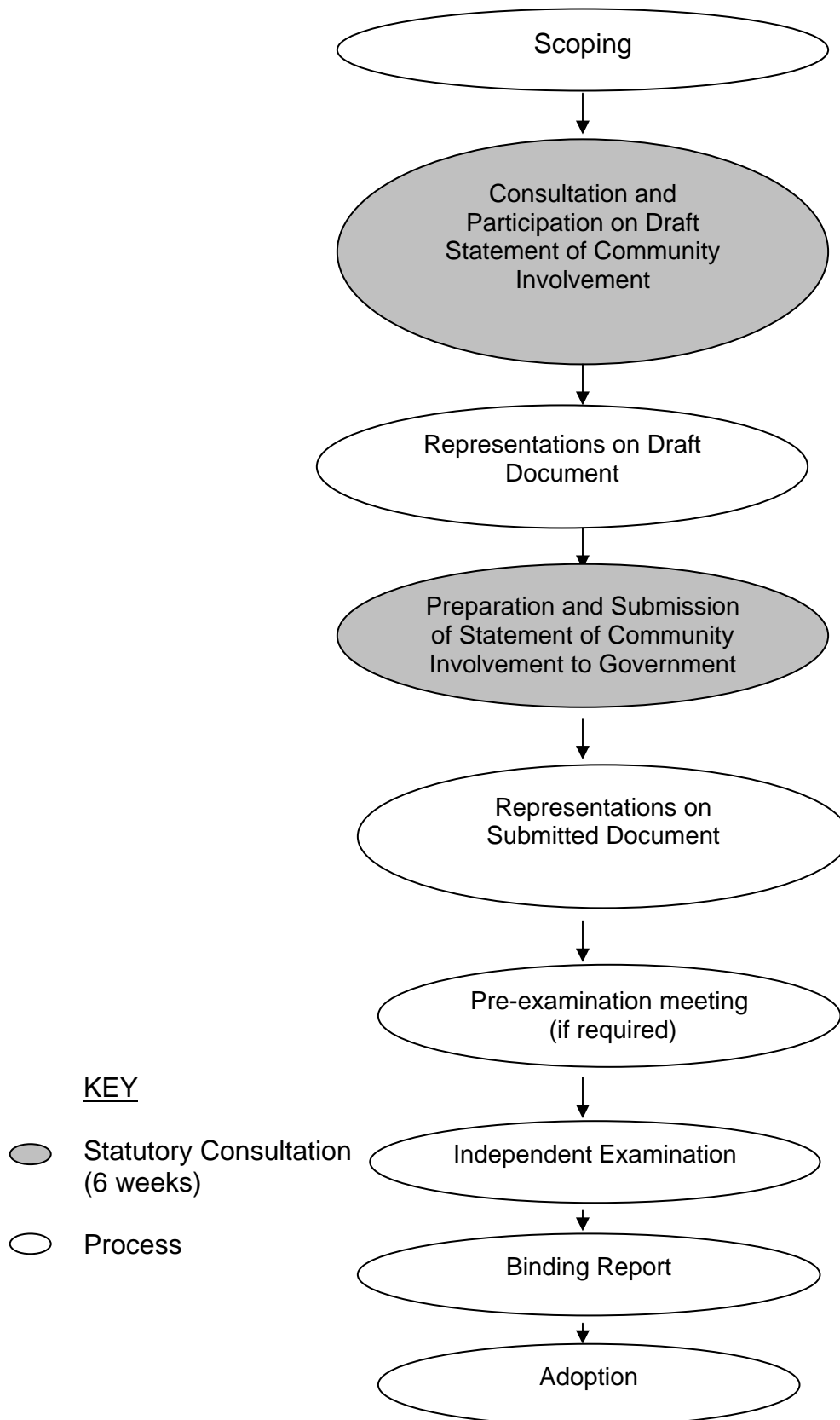
Birmingham

B9 4AA

Telephone:

0121 766 7260 OR 0121 766 8044

E-mail: [wmcp1@planningaid.rtpi.org.uk](mailto:wmcp1@planningaid.rtpi.org.uk) OR  
[wmcw@planningaid.rtpi.org.uk](mailto:wmcw@planningaid.rtpi.org.uk)

**APPENDIX 1 – THE STATEMENT OF COMMUNITY INVOLVEMENT  
PROCESS**

**APPENDIX 2****Stoke-on-Trent City Council  
Local Development Framework  
List of Consultees**

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

**Specific Consultation Bodies**

- Government Office for the West Midlands
- North West Regional Assembly
  
- Local Planning Authorities adjacent to the area covered by the Plan:
  - Newcastle-under-Lyme Borough Council
  - Stafford Borough Council
  - Staffordshire County Council
  - Staffordshire Moorlands District Council
  
- Parish Councils adjoining the authority's area:
  - Bagnall PC
  - Barlaston PC
  - Biddulph PC
  - Brown Edge PC
  - Caverswall PC
  - Draycott in the Moors PC
  - Endon & Stanley PC
  - Forsbrook PC
  - Fulford PC
  - Kidsgrove PC
  - Swynnerton PC
  - Werrington PC
  
- Environment Agency
- Natural England
- Highways Agency
- English Heritage (West Midlands Region)
- Advantage West Midlands
- Network Rail
  
- Bodies who own or control electronic communications apparatus situated in any part of the area of the local planning authority:
  - British Telecom (Head Office)
  - NTL UK
  
- Bodies who exercise services in any part of the area of the local planning authority:
  - North Staffordshire Combined Health Care (Estates Department)
  - North Staffordshire Combined Health Care NHS Trust

- North Staffs Primary Care Trust
- South Stoke Primary Care Trust
- British Gas (West Midlands)
- Biffa Waste Services Ltd
- Severn Trent Water Limited

**Government Departments:**

- Home Office Headquarters
- Department for Works and Pensions
- Department of Constitutional Affairs
- Department for Culture, Media and Sport
- Ministry of Defence
- Office of Government Commerce
- District Valuer
- Employment Service
- H M Prison Services
- Staffordshire Probation Service
- Department for Transport

**General Consultation Bodies**

- ARCH North Staffs
- Asian Cultural Centre
- Beat The Cold
- Bereavement Care
- British Red Cross
- Business in the Environment
- Church Commissioners
- Citizens' Advice Bureau
- City Centre Marketing
- dDeaflinks
- Disability Solutions
- Headway
- Heart of England Baptist Association
- Hindu Cultural Centre
- Home Start Stoke-on-Trent
- Instaffs (UK) Ltd
- Islamic Cultural Centre
- Islamic Educational and Community Centre
- Local Strategic Partnership
- Local Strategic Partnership Black and Ethnic Minority Forum
- MENCAP
- MIND North Staffs (Housing)
- North Staff Asperger/Autism Association
- North Staffs Carers Association
- North Staffs Racial Equality Council
- Norths Staff Users Group
- NSPCC

- Parkinson's Association
- Phab Free Wheelers
- Relate
- RNIB
- Royal Town Planning Institute
- Shopmobility
- Stoke-on-Trent Community Empowerment Network
- Stoke-on-Trent Parent Partnership
- Staffordshire Blind
- Strokes R Us
- The Multiple Sclerosis Society (North Staffs. Branch)
- The Saltbox Christian Centre
- The Salvation Army
- Voluntary Action, Stoke-on-Trent
- Werrington PC
- Women's Rape & Sexual Violence Centre
- YMCA

### **Other Consultees**

- 89<sup>th</sup> Sea Scouts
- Adderley Green and District Residents Association
- Age Concern North Staffordshire
- Airport Operators Association
- Ancient Monuments Society
- Arriva Midlands
- Arriva North West
- Arts Council West Midlands
- Association for Industrial Archaeology
- Bakerbus
- Ball Green Residents Association
- Bennett's Travel
- Bentilee Community Housing Ltd
- Bentilee Neighbourhood Project
- Blatchford Close Neighbourhood Voice Group
- Bloomfield Ltd
- Blurton Farm Residents Association
- Boulevard Residents Association
- Boys Brigade
- Brindley Ford Residents Association
- British Astronomical Association
- British Ceramic Confederation
- British Ceramic Research Ltd
- British Chemical Distributors and Traders Association
- British Gliding Association Ltd
- British Holiday & Home Parks Association
- British Horse Society
- British Motorcycle Federation (Staffordshire Representative)
- British Pipeline Agency Ltd

- British Trust for Conservation Volunteers
- British Waterways
- British Waterways (North West Region)
- Broughton Residents Association
- Burslem Chamber of Trade
- Burslem Community Development Trust
- Canals Regeneration Group
- Carmountside Residents Association
- Cemetery of Friends
- Central Electricity Generating Board
- Central Trains Ltd
- Central Network
- Centre for Ecology and Hydrology (Bangor)
- CENTRO
- Ceramic and Allied Trades Union
- Chatterley Whitfield Community Group
- Chell Area Residents Association
- Chell Heath Residents Association
- Chessington Crescent & Meadow Lane Action Group
- Civic Trust
- Civil Aviation Authority
- Clowes Coaches
- Commission for Architecture and the Built Environment (CABE)
- Commission for New Towns
- Commission for Racial Equality
- Community Council of Staffordshire
- Confederation of British Industry
- Council for British Archaeology
- Campaign to Protect Rural England (Staffordshire Branch)
- Country Land & Business Association (Staffordshire Branch)
- Cross Country Trains Ltd
- Crown Estate Commissioners
- Culture West Midlands
- CTC (right to ride - Staffordshire and Stoke-on-Trent)
- Cycle 2000
- Cyclists Touring Club (National Office)
- D & G Coach and Bus Ltd
- Disability Rights Commission
- Dresden Residents Association
- English Golf Union
- English Tourism Council
- English, Welsh and Scottish Railway Ltd
- Environmental Services Association
- Equal Opportunities Commission
- F Proctor & Sons Coaches
- Fegg Hayes Residents Association
- Fenton Residents Association
- First City Ltd
- Ford Green Residents Association

- Forestry Commission (West Midlands Conservancy)
- Forestry Enterprise (West Midlands Forest District)
- Freedom Bridleways Association
- Freight Transport Association (Midlands Region)
- Friends of Chatterley Whitfield
- Friends of Forest Park
- Friends of the Earth
- Garden History Society
- Georgian Group
- Gladstone Pottery Museum
- Goms Mill Residents and Friends Association
- Grange Residents Association
- Greenfield Residents Association
- Greenpeace
- Groundwork, Stoke-on-Trent
- Gypsy and Traveller Reform Coalition
- Hanley Bank Pottery Local Residents Group
- Hanley One Residents Association/Neighbourhood Watch
- Hartshill and Harpfields Residents Association
- Health & Safety Executive
- Heart of England Tourist Board
- Help The Aged
- Heritage Associates
- Heron Cross Residents Association
- Holden Lane Residents Association
- Hollybush Centre
- Hollybush Residents Association
- House Builders Federation
- Housing Corporation (Regional Office)
- ABC Community Residents Association
- Inland Waterways Association
- Inland Waterways Association (Stoke-on-Trent Branch)
- Keele University
- Learning & Skills Council (WM Region)
- Lichfield Diocesan Office
- Lichfield Diocesan Pastoral Committee
- Lightwood Chase Residents Association
- Longton and District Chamber of Trade
- Longton Hall Residents Association
- Longton United Reformed Church
- MADE (Midland Architecture & the Design Environment)
- Megabus
- Meir Park Residents Association
- Michelin Site Action Group
- Middleport Environment Centre
- Middleport Residents Association
- Midland Red (North)
- Mill Hill Residents Association
- Milton Park Community Group

- Moorlands Buses
- Museums, Libraries & Archives West Midlands
- N.S.G.G.A. (North Staffordshire Group of the Geologist Association)
- National Express
- National Farmers Union (National Office)
- National Farmers Union, (West Midlands Region)
- National Federation of Women's Institutes
- National Grid
- National Playing Fields Association
- National Power PLC
- National Trust (Mercia Regional Office)
- New Victoria Theatre
- Newcastle College
- Newcastle PCT
- Newford Residents Association
- Newshaw Walk Residents Association
- Newstead Residents Association
- Normacot Residents Association
- North Staffordshire Bridleways Association
- North Staffordshire Chamber of Commerce and Industry
- North Staffordshire Community Rail Partnership
- North Staffordshire Field Club
- North Staffordshire Health Promotion Service
- North Staffordshire Hospital Trust
- North Staffordshire LIFT Project
- North Staffordshire Passenger Transport Users Forum
- North Staffordshire Rail Promotion Group
- North Staffordshire Society of Architects
- North Staffordshire Tourism Association
- North Staffordshire Trades Union Council
- North Staffs Heart Committee
- North Staffs Landlords Association
- North Staffs Public Services Alliance
- Northern Rail Ltd
- Norton Green Residents Association
- Norton Local Housing Forum
- Norton Residents Association
- npower
- Old Blurton Community Association
- Open Spaces Society
- Packmoor Residents Association
- Parish Office
- passengerfocus
- Peak and Northern Footpaths Society
- Penkhull Residents Association
- Pittshill Residents Association
- Portland & Cobridge Residents Association
- Potteries Environment Network
- Potteries Heritage Society

- Potteries Pub Preservation Initiative
- Powergen PLC
- Priory Fields Residents Association
- Rail Passenger Council (Midlands)
- Red House Residents Association
- Regional Housing Partnership
- Residents Who Care
- Ripon Road Residents Association
- Road Haulage Association
- Royal Forestry Society
- Royal Forestry Society (NW Midlands Division)
- Royal Mail Address Management
- Royal Society for the Protection of Birds
- RSPB (North West England Office)
- S.A.G.E.
- Scottish Power
- Scraggs Coaches
- Society of the Protection of Ancient Buildings
- South Walk and Friends Residents Association
- Sport Across Staffordshire and Stoke-on-Trent
- Sport England West Midlands
- Springfields Residents Group
- Staffordshire and Cheshire Barn Owl Conservation Project
- Staffordshire Badger Conservation Group
- Staffordshire Bat Group
- Staffordshire Business and Environment Network
- Staffordshire Enterprise Chamber of Commerce
- Staffordshire Family Practitioner Committee
- Staffordshire Fire and Rescue Service
- Staffordshire Gardens & Parks Trust
- Staffordshire Guide Association
- Staffordshire Historic Buildings Trust
- Staffordshire Industrial Archaeology Society
- Staffordshire Moorlands Parish Assembly
- Staffordshire Moorlands PCT
- Staffordshire Partnerships
- Staffordshire Playing Fields Association
- Staffordshire Police
- Staffordshire Police (City Centre NPU)
- Staffordshire Police (Eastern NPU)
- Staffordshire Police (Western NPU)
- Staffordshire Police (South Eastern NPU)
- Staffordshire Police (South Western NPU)
- Staffordshire Police (Northern NPU)
- Staffordshire Police SOT Police Station
- Staffordshire RIGS Group
- Staffordshire University
- Staffordshire University (Health)
- Staffordshire Wildlife Trust

- Staffordshire Gliding Club Ltd
- Stanfields Residents Association
- Stevensons of Uttoxeter
- Stockton Brook and Baddeley Green Residents Action Group
- Stoke-on-Trent 6th Form College
- Stoke-on-Trent Access Group
- Stoke-on-Trent City Centre Chamber of Trade
- Stoke-on-Trent College
- Stoke-on-Trent Sixth Form College
- Stoke-upon-Trent Chamber of Trade
- Sustrans
- Sustrans (Midlands)
- Tawney Wood Residents Association
- Tennis Staffordshire
- The British Wind Energy Association
- The Burslem Port Project
- The Burslem Regeneration Company
- The Close Residents Association
- The Coal Authority (Department of Mining Projects and Property)
- The Gypsy Council
- The Parish Church of St Mary and All Saints
- The Showmen's Guild of Great Britain (Midland Section)
- The Theatres Trust
- The Victorian Society
- The Women's National Commission
- The Woodland Trust
- The Works Trust
- Tourism West Midlands
- Townsend Residents Association
- Transport 2000
- Transport and General Workers Union
- Trent and Mersey Canal Society
- Trent and Peak Archaeological Trust
- Trent Vale Neighbourhood Support Group
- Trent Valley Protection Society
- Tunstall Inner Area Residents Association
- Twentieth Century Society
- Union Street & Forest Park Residents Association
- United Nations Association
- Upper Shelton Residents Association
- Urban Vision North Staffordshire
- Valuation Office
- Virgin Cross Country
- Virgin Trains West Coast
- Wardle Transport
- Waterhead Residents Association
- West Midlands Arts
- West Midlands Bird Club
- West Midlands Environment Network

- West Midlands Regional Housing Board
- Whitfield Valley Wildlife and Conservation Group
- Worldwide Fund for Nature (Stafford)

### **APPENDIX 3 – LINKS BETWEEN THE LOCAL DEVELOPMENT FRAMEWORK AND OTHER STRATEGIES / REGENERATION INITIATIVES**

The Local Development Framework is one of the tools to be used to facilitate regeneration in Stoke-on-Trent. The new style plans and Statement of Community Involvement can help to guide its growth and regeneration along with other initiatives.

Links exist and are being developed with other strategies including:

- ❖ West Midlands Regional Spatial Strategy
- ❖ Regional Economic Strategy
- ❖ Regional Housing Strategy
- ❖ North Staffordshire Regeneration Zone Implementation Plan
- ❖ RENEW North Staffordshire Prospectus and Scheme Update
- ❖ North Staffordshire Integrated Transport Strategy (NSITS)
- ❖ North Staffordshire Integrated Economic Development Strategy (NSIEDS)
- ❖ North Staffordshire Retail and Leisure Study
- ❖ Sustainable Community Strategy for Stoke-on-Trent and the Local Area Agreement.
- ❖ North Staffordshire Local Transport Plan

#### **Sustainable Community Strategy for Stoke-on-Trent**

The Community Strategy for Stoke-on-Trent was launched in June 2004. The strategy is a vision for the City over a period of ten years. The Community Strategy's vision for Stoke-on-Trent is:

'By 2014 Stoke-on-Trent will be a thriving and diverse city where people want to live, work and study'

The strategy is produced by the City Council and the main service deliverers. It aims to identify the main areas of improvement needed for the city and how they can be achieved.

This is done by splitting the strategy into the six 'pillars' of:

- a Healthier City
- a Safer City
- a Wealthier City
- a Greener City
- a Learning City
- a City With a Strong Sense of Community

Under these 'pillars' priorities for action have been identified. The Community Strategy outlines what we are doing to achieve our goals.

The Strategy is being reviewed in 2007 and has been renamed as the Sustainable Community Strategy. This is to emphasise that our

Strategy is delivering locally to improve the quality of life for communities in the City now and in the future as identified in the Central Government publication 'Securing the future – the UK sustainable development strategy'.

### **What is the link between the Sustainable Community Strategy and the planning system?**

The City Council works with the Local Strategic Partnership (a range of organisations from business and community organisations to the police, health and local colleges) to draw up the Sustainable Community Strategy. This is a good way to find out what the people of Stoke-on-Trent really consider is needed to make the city a better place in which to live.

The link between the Sustainable Community Strategy and the planning system is that the planning system can help to make sure that the priorities identified in the Strategy actually happen on the ground.

For example one of the aims of the Sustainable Community Strategy is to develop a 'University Quarter' in order to increase the opportunity for local people to get good, well-paid jobs. The City Centre South and University Quarter Area Action Plan, which is one of the plans that is being produced as part of the Local Development Framework, will look at how this can be achieved, and what changes will need to be carried out in terms of new development to make it happen.

A table showing in more detail how the aims of the current Community Strategy could be taken forward in the new plans is included at Appendix 3a. The Sustainable Community Strategy is however being reviewed in 2007, and these links will need to be updated to make sure that the Local Development Framework reflects the most up-to-date priorities identified in the Strategy.

### **A 'Local Area Agreement' for Stoke-on-Trent**

Stoke-on-Trent has been chosen to develop a new way of working between the organisations responsible for making people's lives better in the city. This is known as a 'Local Area Agreement' which will help organisations in the City to share resources and work together more effectively.

The Local Area Agreement is based on the Sustainable Community Strategy and it sets out priorities for the area. These priorities are agreed between the Government and the local area of Stoke-on-Trent represented by the City Council and other key partners through the Local Strategic Partnership. The Local Area Agreement is a three year contract initially until 2009.

The Local Area Agreement currently concentrates on the following issues:

- Children and Young People
- Healthier Communities and Older People
- Economic Development and Enterprise
- Safe and Stronger Communities

### **Neighbourhood Management**

Neighbourhood management involves communities and local agencies working together to improve services at neighbourhood level. Neighbourhood management tackles 'quality of life' issues in communities through working to narrow the gap between the most disadvantaged neighbourhoods and the rest of society.

Residents and Councillors work in partnership with mainstream service providers, the local authority, businesses and the voluntary and community sectors, to make local services more responsive to the needs of their area. It is a process which recognises the uniqueness of each place; allowing the people that live, work or provide services in it to build on its strengths and address its specific challenges.

Stoke-on-Trent has been sub-divided into five geographical Neighbourhood Management Areas. . A Neighbourhood Manager who is accountable for all services provided in their area has been assigned to each of these Neighbourhood Management Areas.

Directly responsible to the Neighbourhood Manager is a Local Services Manager who has a team of staff responsible for providing Local Authority Services in the area including the provision of Customer access points (Local Centres). Also directly responsible to the Neighbourhood Manager is an Area Implementation Team Manager who has a team of staff responsible for working on multi-agency projects that will be responsive to the needs of residents in the locality whilst also working towards the floor targets in the Local Area Agreements.

The Area Implementation Team includes staff from a range of agencies and partners and works across different agencies. Some of these agencies have changed their operational boundaries to match that of the Neighbourhood Management Area (e.g. Neighbourhood Policing Units) whilst some others are working towards this. Finally the Environmental Manager with a team responsible for environmental issues in the area is also under the direct management of the Neighbourhood Manager.

## **RENEW North Staffordshire**

RENEW, the North Staffordshire Housing Market Renewal Pathfinder Initiative has been established by the Government to address problems in the North Staffordshire area with the poor condition of some of the housing stock and housing market failure. The Pathfinder area includes most of Stoke-on-Trent. The success of the housing market renewal programme is closely linked to the creation of better-paid job opportunities, the provision of a greater variety of houses and improvements in the condition of existing properties plus radical improvement of the urban environment and infrastructure.

The City Council is working closely with RENEW to progress the proposals that are emerging from the project through the planning policy process. Effectively this means that the work of RENEW is informing the production of the plans and proposals of the Local Development Framework.

In particular the preparation of the first four Area Action Plans for the City is to reflect the priority identified by RENEW for regeneration and change in those areas. Some of the larger scale proposals may only be able to go ahead when they have been subject to public consultation through the preparation of the Local Development Framework and considered alongside all the different options.

The City Council will work with RENEW and vice versa wherever possible to co-ordinate consultation programmes and convey the inter-linkage of the two processes.

## **North Staffordshire Regeneration Zone**

The aim of Regeneration Zones is to raise employment levels, increase business activity and improve the quality of life in the most deprived areas of the West Midlands. Significant funding is available from the Government to help achieve this task.

The aim of the North Staffordshire Regeneration Zone is to ensure that:

‘North Staffordshire is a successful and rewarding place in which to work and invest, an exciting place to visit with an increased quality of life for all.’

The Local Development Framework will be important in delivering the priorities of the North Staffordshire Regeneration Zone, which include creating a strong and vibrant City Centre and developing a University Quarter.

APPENDIX 3a: TABLE SHOWING HOW THE LOCAL DEVELOPMENT FRAMEWORK CAN CONTRIBUTE TO THE IMPLEMENTATION OF THE COMMUNITY STRATEGY

Theme 1 - A Healthier City

Priorities	Actions 'Big ideas' in bold	Outcomes	How we might take this forward in the LDF
<ul style="list-style-type: none"> <li>Support the improved health of Families, Mothers and Children</li> <li>Prevent illness and provide effective treatment and care</li> <li>Engage communities and individuals</li> <li>Address the underlying causes of ill health</li> </ul>	<ul style="list-style-type: none"> <li>Develop a <b>Network of Children's Centres</b> to meet local needs</li> <li><b>Transform life for older people</b> through network of dynamic resource centres</li> <li>Redesign of services e.g. new Hospitals, doctors surgeries</li> <li>One stop shops e.g. Bentilee District Centre</li> <li>Community Forums and Area Plans to identify needs, solutions and solutions</li> <li>Welfare to work</li> <li>Provide well maintained parks, open spaces and recreational facilities</li> <li>Improve housing standards through HMR</li> </ul>	<ul style="list-style-type: none"> <li>Improved Primary Care facilities in Cobridge and Fenton</li> <li>8 new Children's Centres</li> <li>Bentilee District Centre</li> <li>New Hospital by 2010</li> </ul>	<ul style="list-style-type: none"> <li>Encourage use of land and buildings and make provision for new community health facilities</li> <li>Draft supplementary planning document on planning obligations to require developer contributions for community health facilities</li> <li>Development of Core Strategy and policies for health education and social welfare.</li> <li>Identify areas of co-ordinated action through LDF Area Action Plans</li> <li>Statement of Community Involvement to highlight importance of need for integrated approach to consultation</li> </ul>

## Theme 2 - A Safer City

Priorities	Actions 'Big ideas' in bold	Outcomes	How we might take this forward in the LDF
<ul style="list-style-type: none"> <li>Tackling the causes of crime</li> <li>To reduce crime and the fear of crime</li> <li>To promote safer communities</li> <li>To reduce the misuse of drugs and alcohol and associated problems</li> </ul>	<ul style="list-style-type: none"> <li><b>Neighbourhood Safety Areas</b></li> <li>Community Forum to identify priorities for action in each area</li> <li>Improve street lighting and environmental safety measures</li> </ul>	<ul style="list-style-type: none"> <li>Neighbourhood Safety Action Plans</li> <li>Completed safety improvements in City's Parks</li> <li>Street lighting PFI</li> </ul>	<ul style="list-style-type: none"> <li>Core Strategy and policies to include designing out crime policy objectives</li> <li>LDF Area Action Plans to integrate community safety concerns by geographical area</li> <li>Supporting Security by Design guidelines</li> </ul>

## Theme 3 - A Learning City

Priorities	Actions 'Big ideas' in bold	Outcomes	How we might take this forward in the LDF
<ul style="list-style-type: none"> <li>Raising Aspirations</li> <li>To Raise Achievement:</li> <li>To develop an inclusive City / raising skills</li> <li>To increase participation</li> </ul>	<ul style="list-style-type: none"> <li><b>University Quarter</b></li> <li><b>Thinking City</b></li> <li>Play Strategy</li> <li>Developing Specialist Schools</li> <li><b>Young persons LSP</b></li> </ul>	<ul style="list-style-type: none"> <li>Developed a high quality University Quarter to provide state of the art learning facilities</li> </ul>	<ul style="list-style-type: none"> <li>Core Strategy and policies for education and social inclusion</li> <li>LDF Area Action Plan to identify land for new education facilities</li> <li>Draft supplementary planning document on planning obligations to require developer contributions for education facilities</li> <li>Make provision for arts, culture, sport and recreational aspirations</li> <li>Statement of Community Involvement to include methodology for active engagement of young people</li> </ul>

## Theme 4 - A Wealthier City

Priorities	Actions 'Big ideas' in bold	Outcomes	How we might take this forward in the LDF
<ul style="list-style-type: none"> <li>To create a culture of enterprise and innovation and make Stoke-on-Trent a good place to do business</li> <li>To make Stoke-on-Trent an investment location</li> <li>To provide new quality jobs for our communities</li> <li>To develop the physical infrastructure to drive economic improvement</li> </ul>	<ul style="list-style-type: none"> <li><b>Real Enterprise - New Opportunity</b></li> <li><b>Innovate for Advantage</b></li> <li><b>Change by Design</b> to provide better designed buildings and spaces</li> <li>Renew City's housing stock through HMR</li> <li>City Marketing Strategy</li> <li>North Staff Tourism Strategy</li> <li>Culture Strategy</li> <li>Further develop the Cultural Quarter</li> <li><b>Develop New Markets for a New Tomorrow</b></li> <li><b>Develop City Centre/town centres</b></li> <li><b>INTRAN</b></li> <li>Enhance the public realm</li> <li><b>Strategic Sites Development - Chatterley Whitfield, Etruria Valley, Radial Park, Trentham Lakes and Stoke Links</b></li> <li>Secure high quality uses on derelict sites e.g. A500</li> <li>Streamline the assembly and development process for derelict land</li> <li>Improve quality of City Centre car parking</li> <li>Link the City Centre to Stoke Station, Festival Park, Learning Quarter and the A500 through high profile, integrated public transport.</li> </ul>	<ul style="list-style-type: none"> <li>Provide a prestigious, modern portfolio of business premises in the City</li> <li>New economic vision through Integrated Economic Development Strategy</li> <li>162ha of land developed at Trentham Lakes for mixed use Business Park (3,500 jobs created)</li> <li>60Ha of employment land developed a Chatterley Valley (3,700 jobs created)</li> <li>Vibrant City Centre of high quality offering access to a broad range of commerce, leisure, shopping and residential facilities</li> <li>Gateway developments 'welcoming' visitors to City</li> <li>A500 Pathfinder completion</li> <li>200Ha of land at Etruria Valley developed for employment, leisure, commercial, residential and recreational use</li> <li>Created a better and more sustainable urban environment</li> <li>Raised the quality of life for local people</li> </ul>	<ul style="list-style-type: none"> <li>Seek to achieve a balance between provision of housing, employment and social infrastructure whilst maximising the use of land</li> <li>Encourage quality of design and sustainability in new housing development, supporting homes for different types of tenure and mixed race levels</li> <li>Have regard to regional/strategic policy and HMR housing projections</li> <li>Encourage and promote mixed use developments</li> <li>Encourage diverse range of employment uses and maximise opportunities for residents to access local employment</li> <li>Core Strategy and policies for urban renaissance, sustainable communities, transport, employment, greenspace, design and town centres etc</li> <li>Identification of areas of co-ordinated action through LDF Area Action Plans e.g. Hanley South, Etruria Valley, Meir, City Centre</li> <li>Draft Supplementary Planning Document on planning obligations to require developer contributions for necessary infrastructure requirements</li> </ul>

## Theme 5 - A Green City

Priorities	Actions 'Big ideas' in bold	Outcomes	How we might take this forward in the LDF
<ul style="list-style-type: none"> <li>• Provide a landscape to be proud of</li> <li>• Provide well used, well maintained parks</li> <li>• Provide good quality pedestrian and cycle routes</li> <li>• Improve energy efficiency</li> <li>• Create a Cleaner City</li> <li>• Protect our Natural Heritage</li> <li>• Be an environmentally aware City</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Greening for Growth</b> - improve strategic routes, corridors and open spaces across the City</li> <li>• Canalside improvements</li> <li>• Improve City's Parks</li> <li>• Greenspace Strategy</li> <li>• Improve play facilities</li> <li>• Create safe routes to schools</li> <li>• Litter management</li> <li>• Sustainable energy development at <b>Chatterley Whitfield</b></li> <li>• Energy efficiency schemes</li> <li>• Improve river water and air quality</li> <li>• Implement Natural Heritage Strategy</li> <li>• Implement Rivers Strategy</li> <li>• Implement LA21 Action Plan</li> <li>• Develop Eco-Schools</li> </ul>	<ul style="list-style-type: none"> <li>• High quality landscapes</li> <li>• 50 safe routes to schools</li> <li>• Hanley Park restoration</li> <li>• Better local play facilities</li> <li>• Improved natural environments</li> <li>• Less litter</li> <li>• Greener business and homes</li> <li>• Well designed urban environment with updated infrastructure</li> <li>• Efficient, safe and environmentally sustainable transport network</li> </ul>	<ul style="list-style-type: none"> <li>• Core Strategy and policies for urban renaissance, sustainable communities, transport, greenspace, and design etc</li> <li>• Draft Supplementary Planning Document on Planning Obligations to require developer contributions for greenspace facilities in residential developments</li> </ul>

## Theme 6 - A City with a Strong sense of Community

Priorities	Actions 'Big ideas' in bold	Outcomes	How we might take this forward in the LDF
<ul style="list-style-type: none"> <li>• To ensure everyone's voice is heard</li> <li>• To ensure everyone has equal access to service</li> <li>• To develop Stoke-on-Trent as a Cohesive Community</li> <li>• Develop cultural activity for all</li> </ul>	<ul style="list-style-type: none"> <li>• Develop Community Forums and Area Plans which identify local needs and issues</li> <li>• Change the image of the City</li> <li>• Further develop Cultural Quarter to achieve critical mass</li> <li>• Enhance the role for community arts and sports in achieving strategic objectives</li> </ul>	<ul style="list-style-type: none"> <li>• Community Forums and Area Action Plans developed</li> <li>• Active, sustainable communities</li> <li>• Increased levels of cultural activity across the City</li> <li>• Further developed cultural industries in Cultural Quarter</li> </ul>	<ul style="list-style-type: none"> <li>• Statement of Community Involvement must ensure local people play an active part in determining future plans for their area, especially young people</li> <li>• LDF Area Action Plans should reflect local needs and aspirations</li> <li>• Early involvement of planners to identify and hopefully resolve potential conflicts</li> <li>• Core Strategy and policies for urban renaissance, sustainable communities, transport, employment, greenspace, design and town centres etc</li> <li>• Encourage and promote high quality design solutions for the built environment</li> <li>• Encourage and promote the use of land and buildings to meet communities cultural needs</li> </ul>

**APPENDIX 4 - STOKE-ON-TRENT CITY COUNCIL LIST OF MOST FREQUENTLY USED DEVELOPMENT CONTROL CONSULTEES**

## Part 1 – Statutory Consultees

- Advantage West Midlands (Regional Development Agency)
- Ancient Monuments Society
- British Waterways
- Coal Authority
- Council for British Archaeology
- Defence Estates
- Department of Environment, Food and Rural Affairs
- Electricity Board (Aquila Networks System)
- Environment Agency
- English Heritage
- Garden History Society
- Georgian Group
- Government Office for the West Midlands
- Highways Agency
- Highway Development Team (Stoke-on-Trent City Council)
- Health & Safety Executive
- National Grid
- Natural England
- Network Rail
- Newcastle-under-Lyme Borough Council
- Open Spaces Society
- Ramblers Association
- Society of the Protection of Ancient Buildings
- Sport England
- Stafford Borough Council
- Staffordshire Fire and Rescue Service
- Staffordshire Moorlands District Council
- The Theatres Trust
- Transco
- Twentieth Century Society
- Victorian Society
- West Midlands Regional Assembly (Regional Planning Body)

## Part 2 – Non-statutory Consultees:

- Burslem Chamber of Trade
- Burslem Development Trust
- Burslem Regeneration Company
- CABE
- Cauldon Canal Society
- City Centre Chamber of Trade
- Civil Aviation Authority
- Campaign to Protect Rural England

- Inland Waterways Association
- Longton Chamber of Trade
- Potteries Heritage
- RENEW North Staffordshire
- Severn Trent Water Authority
- Staffordshire Country Council
- Staffordshire Police – Architectural Liaison Officer
- Staffordshire Wildlife Trust
- Stoke-on-Trent Access Group
- Trent & Mersey Canal Society
- Tunstall Chamber of Trade
- Urban Vision North Staffordshire
- Woodland Trust

Stoke-on-Trent City Council Internal Consultees:

- Arts and Cultural Development
- Building Advisory Services (Access Officer)
- City Archaeologist
- City Secretariat (Legal Services)
- Development Plan
- Director of Community and Adult Services
- Director of Children's Services
- Environment Team
- Community and Adult Services Neighbourhood Renewal Team
- Urban Design

## **APPENDIX 5 – HOW TO COMMENT ON OR OBJECT TO A PLANNING APPLICATION**

Statutory consultees are notified in writing and normally have 21 days from the date that they receive all the necessary information to provide an informed response. Otherwise, if you consider that the proposal will affect you, your views can be submitted so that we can take them into account when assessing the proposal. Comments should be made within 21 days of the date of the site notice, letter, or indicated on the website. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.

Comments can only be accepted where they are made in writing (by letter, fax or email). We strongly recommend that comments are submitted by e-mail; alternatively you can post or fax a letter with your comments. When e-mailing or writing to us, it is important that you provide your name and address and any other contact details in case we need to get in touch with you and so that we can inform you of the decision.

You should remember that the application file will be open to public scrutiny either five days before the application is reported to committee or after a decision is made and what you say will therefore become public information.

### **The types of objections you can raise**

Your comments can only be properly considered if you give reasons which relate to the planning application and to planning matters. For example, objecting on the grounds of loss of value to property is not a valid planning reason. The case officer can advise you whether your concerns are planning related.

If you consider a lot of people share your views about a planning application, you can organise a petition. Petitions should clearly state what the application is for and the reasons for objecting to or supporting a proposal on each page. It should also provide clear legible names and addresses of those signing it. It is better to have a short petition from residents who will actually be affected by the application than a long one signed by those that would not be directly affected. Remember that comments and petitions can be made in support of applications as well as against them.

All representations should include details of the application site address, proposal description and application reference number.

## **APPENDIX 6 – TAKING PART IN DEVELOPMENT CONTROL COMMITTEE MEETINGS**

You can come to our Development Control Committee meetings to listen to the debates. You do not need an appointment to do this.

### **Can I speak at the committee meetings?**

If you are an applicant you can speak for up to five minutes when your planning application is being reported to the committee. In addition to the applicant one other person is usually allowed to speak for up to five minutes to support or argue against an application. The committee may decide to hear from more people if each one intends to talk about different issues. You should be prepared to answer any questions from the committee about your presentation. The application will then be discussed by the committee.

### **Can someone else represent me?**

You can choose an agent, friend or relative to represent you and speak and answer questions on your behalf.

### **What to do if you want to speak at a committee meeting**

Contact the planning officer dealing with the application no later than 12 noon on the day before the committee meeting. This gives everyone reasonable time to come to the meeting.

### **Information to support your case**

If you speak at committee you may want to refer to paperwork not already seen by officers and members of the committee. For example, this may be a letter, report or photographs. If you plan to refer to paperwork we strongly encourage you to send a copy of it to our development control team at least one day before the meeting. This will give us time to consider the documents and tell the person who will be chairing the committee.

### **Planning enforcement cases**

If the committee are discussing a planning enforcement case there is no opportunity for you to speak - unless a planning application relating to the case is being considered at the same time.

## APPENDIX 7 – GLOSSARY OF TECHNICAL TERMS

**Area Action Plan (AAP)** - will be used to provide a detailed planning framework for areas of change and areas of conservation.

**Community** – either a general reference to those people and organisations who live or work in Stoke-on-Trent, or more specifically people belonging to a Community of Interest.

**Community Planning** – the process where a local authority and partner organisations come together to plan, provide and promote the well-being of their communities through a Sustainable Community Strategy. It promotes the active involvement of communities in the decisions on local services which affect people's lives.

**Sustainable Community Strategy** – the plan which local authorities are required to prepare in a Local Strategic Partnership for improving the long term economic, environmental and social well-being of local areas through partnership working and the active involvement of local communities.

**Consultation** – two-way communication with people through various channels in order to discuss issues and to gain opinions.

**Core Strategy** – this sets out the long-term spatial vision for Stoke-on-Trent and the strategic policies and proposals to deliver that vision. It will contain a set of primary policies for delivering the core strategy. Broad locations for development may be set out in a key diagram.

**Development Plan** - comprises the West Midlands Regional Spatial Strategy (RSS) and Local Development Documents (LDDs) contained within the City of Stoke-on-Trent Local Development Framework (LDF).

**Development Plan Document (DPD)** – prepared by the City Council as plan-making authority. They will be spatial planning documents and subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination.

**City Council** – this is the tier of local government that provides a range of services, from sports & leisure and arts to housing, planning, waste collection and environmental protection. Stoke-on-Trent City Council provides services to over 240,000 who live in the City. Policy making is the business where all City Councillors have a voice. The day-to-day management and running of services is carried out by employees of the Council, called officers.

**Forum(s)** – in the context of this strategy, a forum is an opportunity for people from the relevant community to identify or raise issues so that the partnership can consider how best to tackle them.

**Joined up working** – used to describe when different organisations work together to identify and solve local problems, rather than trying to tackle them independently. The Government has pushed this idea as a means of closing the gaps between public services and improving overall performance.

**Local Authority** – an elected body for local government responsible for provision of a range of services for local communities.

**Local Development Framework (LDF)** – comprises a portfolio of Local Development Documents which will provide the framework for delivering the spatial planning strategy for Stoke-on-Trent. The City Council must submit a local development scheme to the First Secretary of State for consideration within six months of the commencement date of the Act regardless of where they are in terms of their current development plan. The transitional arrangements allow for existing adopted plans to be saved for three years from the date of commencement of the Act and for unadopted plans to be saved for three years post adoption.

**Local Development Document (LDD)** – a document that forms part of the Local Development Framework. Can either be a Development Plan Document or a Supplementary Planning Document.

**Local Development Scheme (LDS)** – sets out the programme for the preparation of the Local Development Documents.

**Local Strategic Partnerships (LSPs)** – overarching partnership of stakeholders who will develop ways to involve local people in shaping the future of their neighbourhood in how services are provided. Responsible for producing the Sustainable Community Strategy, and in the Neighbourhood Renewal Areas, for producing Neighbourhood Renewal Strategy.

**Material Consideration** – any consideration relevant to the use and development of land and which is taken into account in determining a planning application is capable of being a material consideration.

**Partners** – groups or individuals with different remits working equally together towards a common objective.

**Partnerships** – vary greatly in how they are established and resourced and how they operate. There are not defining features for partnerships but they should bring together representatives from different sectors and different communities of interest to agree and work towards common goals. Organisations which bring together representatives of those who have an interest in the local area such as local authorities, health trusts, businesses, voluntary organisations, and residents groups.

**Planning Aid** – Voluntary provision by planners of free and independent professional advice on planning to individuals or groups unable to pay for the full costs of such advice.

**Preferred Options** – the City Council will offer alternative proposals and policy options for consultation, however the City Council will highlight those options which it feels is most appropriate.

**Proposals Map** - the function of the proposals map is to illustrate the policies and proposals in the DPDs and any saved policies which are included in the LDF. It will be an Ordnance Survey based map at a scale which allows the policies and proposals to be illustrated clearly in map form.

**Public Consultation** – a process through which the public is informed about proposals fashioned by a local planning authority or developer and invited to submit comments on them.

**Site Specific Allocations/Policies** – this includes allocations of sites for specific or mixed uses or development contained in DPDs. Policies will identify any specific requirements for individual proposals;

**Statement of Community Involvement (SCI)** – will set out the standards which the City Council intend to achieve in relation to involving the community in the preparation, alteration and continuing review of all local development documents and in significant development control decisions, and also how the City Council intends to achieve those standards. The SCI will not be a development plan document but will be subject to independent examination. A consultation statement showing how the City Council has complied with its statement of community involvement will be required for all local development documents.

**Strategy** – an overall plan, which can be short, medium or long term, which clearly shows what is going to be achieved.

**Supplementary Planning Document (SPD)** – will cover a wide range of issues on which the City Council wishes to guidance to supplement the policies and proposals in development plan documents. They will not form part of the development plan or be subject to independent examination;

**Sustainable Development** – development which meets the needs of the present without comprising the ability of future generations to meet their own needs.

**Stakeholders** – people who have an interest in the activities and achievements of Stoke-on-Trent City Council, including residents, local communities of interest, partners, employees, customers, shareholders, suppliers, opinion leaders, regulators and “hard to reach” groups.



For further information on this document or on the preparation of the City of Stoke on Trent Local Development Framework, please contact a member of the Planning Policy Team  
At:

Planning Policy Team,  
Directorate of Regeneration,  
PO Box 630,  
Civic Centre,  
Glebe Street,  
Stoke on Trent  
ST4 1RF

or by email:  
stoke.ldf@stoke.gov.uk  
or by telephone on:  
01782 232302

Any part of the **Local Development Framework** can be reproduced on request in large print, on CD or as spoken word on tape.

If you have difficulty reading this document or require further information, please call 01782 232302

ਜੇ ਕਰ ਤੁਸੀਂ ਇਹ ਕਿਤਾਬਚਾ ਨਹੀਂ ਪੜ੍ਹ ਸਕਦੇ ਤਾਂ ਸਾਨੂੰ ਦੱਸੋ  
ਅਸੀਂ ਤੁਹਾਡੀ ਮੱਦਦ ਕਰਾਂਗੇ । 01782 232302

यदि आप यह पुस्तिका नहीं पढ़ सकते तो हमें बताएं  
हम आपकी सहायता करेंगे । 01782 232302

اگر آپ کو اس کتابچے (پیک) کو پڑھنے میں مشکل پیش آئے، تو ہم سے رابطہ قائم کریں،  
ہم اس کیلئے آپکی مدد کر سکتے ہیں، فون نمبر 01782 232302