



Local Development Framework

# Revised Statement of Community Involvement

November 2013



## Foreword

The Statement of Community Involvement contains many acronyms referring to documents to be produced. For ease of reference, the frequently used acronyms are listed below:

**LDF** - Local Development Framework  
**DPD** - Development Plan Document  
**LDD** - Local Development Document  
**SPD** - Supplementary Planning Document  
**SCI** - Statement of Community Involvement  
**LDS** - Local Development Scheme  
**SA** - Sustainability Appraisal

A glossary has been provided at the end of the document to explain many technical terms, including those above, or other acronyms not in common use.

Revisions to the Statement of Community Involvement were available for public consultation between 24 July 2013 and 11 September 2013. All representations were taken into consideration in progressing the document to adoption. A Report of Representation has been produced and is available via the Council's website: <http://ldf.sthelens.gov.uk> . The Revised Statement of Community Involvement was adopted on 20/11/2013.

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## 1. Introduction

1.1 St.Helens Council is reviewing the Unitary Development Plan (UDP) for the Borough, which will be replaced by a Local Development Framework (LDF) in line with current legislation. A key element of the preparation process is to involve the local community, businesses, local residents, landowners, statutory agencies and interest groups, at an early stage and to ensure all views are taken into account. Community involvement in the plan preparation process is of great benefit to the Council, helping to identify problems and opportunities, problem-sharing and ensuring efficient use of resources. One of the aims of the planning system is to facilitate early involvement in the process and maintain continuous engagement with stakeholders and the community. It is essential that those wishing to make proposals or land allocations within the plan, do so early in the preparation stage, before the Development Plan Document is prepared for submission, so that it can be subject to Sustainability Appraisal. This Statement of Community Involvement (SCI) sets out the Council's policy for the involvement of the local community in:

- Preparation of the Local Development Framework; and
- Determination of planning applications

Throughout this SCI document the term 'consultation' is used to refer to periods of public participation in the preparation and consideration of documents. Prior to submission for examination a Development Plan Document is published for representations to be made. Any representations received at this stage are considered by the Inspector. Therefore, this stage is not technically 'consultation' by the Council, as no further changes are normally allowed to take account of the comments received. However, at points in the document these periods for representation will be referred to as consultation to avoid complication.

- 1.2 This document aims to explain how and when effective involvement can be achieved, by:
- i. explaining the legal requirements of the system;
  - ii. outlining the documents that will form part of the St.Helens Local Development Framework;
  - iii. demonstrating how consultation will be undertaken on the Local Development Framework, with whom and at what stages;
  - iv. demonstrating how consultation will be undertaken on planning and related applications, with whom and at what stages;
  - v. outlining the resources available to undertake consultation; and
  - vi. demonstrating how feedback will be provided on representations received.

1.3 The first St.Helens SCI was adopted in January 2007 following independent examination. However, since that time there have been important changes to the planning process as a result of new legislation<sup>1</sup>. These changes seek to simplify the procedures to be followed in preparing development plan documents, whilst ensuring that public participation is effective and the results are fully taken into consideration.

1.4 Community groups and individuals can receive free help and advice in relation to the planning process and development control matters from The Prince's Foundation, Locality, The Royal Town Planning Institute, and the National Association of Local Councils in partnership with the Campaign to Protect Rural England.

1.5 Each of these services offer independent and professional advice on planning matters providing a vital part of the planning system, enabling local communities to participate effectively in planning matters and can be contacted at:

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<sup>1</sup> Town & Country Planning (Local Planning)(England) Regulations 2012

**The Prince's Foundation for the Built Environment**

19-22 Charlotte Road  
London  
EC2A 3SG

**Locality**

0845 458 8336  
Email: [info@locality.org.uk](mailto:info@locality.org.uk)

**Planning Aid**

Advice Line 0330 123 9244  
[advice@planningaid.rtpi.org.uk](mailto:advice@planningaid.rtpi.org.uk)  
[www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)

**National Association of Local Councils in partnership with the Campaign to Protect Rural England**

CPRE,  
128 Southwark Street,  
London,  
SE1 0SW  
Planning Hotline (available on Thurs afternoons) 020 7981 2868.

## 2. Need for Review

2.1 Part 17 of the Planning and Compulsory Purchase Act 2004 states that the local planning authority must produce a Statement of Community Involvement (SCI) as part of the Local Development Framework. The first St.Helens SCI was adopted in January 2007 and sought to build on the requirements set out in the Town & Country Planning (Local Development) (England) Regulations, 2004 (2004 Regulations). As the 2004 Regulations were revised by the Town & Country Planning (Local Development) (England) Regulations, 2012 (2012 Regulations) the SCI must be updated to reflect these changes, as detailed below. Together with the changes in Regulations several documents have progressed in their preparation, or may have been replaced and the opportunity has been taken to update these.

### Changes in Town & Country Planning (Local Development)(England) Regulations

#### Preparation

2.2 In order to streamline the preparation of Development Plan Documents (DPD) Regulation 25<sup>2</sup> (“Pre-Draft Consultation” or “Issues and Options”) and Regulation 26 (“Preferred Options”) have been replaced with a new Regulation 18<sup>3</sup>: “Preparation of a Local Plan”. The arrangements for making representations are to be decided by the Council as they consider appropriate.

#### Submission

2.3 Formerly, a six week period for representations to be made on the DPD, commenced on the day the Council submitted the DPD to the Secretary of State (2004 Regulations 28 and 29). There was no opportunity for the Council to make changes to the submitted DPD following this period for representation.

2.4 Under the 2012 Regulations, before a DPD is submitted, there must be a period of at least six weeks during which people may make representations on the DPD proposed for submission (Regulation 19 & 20). The Council considers any representations before the document is submitted to the Secretary of State. There is an opportunity for the Council to make minor amendments to the DPD between the period for representation and submission of the DPD to the Secretary of State.

### Changes in Methods

2.5 The Council are seeking to move towards more electronic engagement and consultation methods. These include regular updates to the web pages and the production of an electronic LDF Newsletter, providing information on current projects together with progress being made on LDF documents and related services. The Newsletter is forwarded to all those on our LDF database with electronic communication, paper copies are available at St.Helens Libraries and at the Town Hall.

2.6 St.Helens Council took part in a pilot scheme to publicise services through Digital TV. As a method of engagement this did not prove cost effective. Following the switch in signal provision to digital the method was less accessible and the decision was taken to withdraw from the scheme. The loss of this method is not considered to be significant to our engagement.

2.7 Many of the groups meeting at the time of the previous SCI have since disbanded or been superseded. Reference to specific groups have been updated or deleted where necessary.

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<sup>2</sup> Town & Country Planning (Local Development)(England) Regulations 2004

<sup>3</sup> Town & Country Planning (Local Development)(England) (Amendment) Regulations 2012

### 3. St.Helens Context

#### Documents to be prepared

3.1 Local Development Frameworks will consist of a number of Local Development Documents (LDDs). There are two types of LDDs:

- i. Development Plan Documents – containing planning policies, site allocations and other designations, which are subject to independent examination and have development plan status; and
- ii. Supplementary Planning Documents – providing more detailed guidance on how policies should be used. These do not have development plan status, but are subject to community involvement.

3.2 The St.Helens Local Development Framework will include the following:

#### Local Development Scheme

This is a public statement specifying Local Development Framework contents, plan resources and 3-year programme of delivery. This explains the plan preparation system and can be viewed on the Council's website at <http://ldf.sthelens.gov.uk>.

#### Statement of Community Involvement (SCI)

A document that forms part of the LDF and which sets out how the Council will involve the community and other stakeholders in the preparation, alteration and review of all DPDs and SPDs, and on planning applications. All LDDs must be accompanied by a statement which demonstrates conformity with the SCI. In the case of DPDs, failure to meet the required standard, as set out in the SCI, will affect the soundness of the document.

#### Core Strategy DPD

The DPD that sets out the vision and objectives, spatial strategy and core policies for the spatial development of the Borough. It is the local strategic document. The Core Strategy was adopted on 31<sup>st</sup> October 2012.

#### Site-Specific Allocations and Sustainable Development Local Plan

This document will include the allocation of land for specific uses (including mixed use), and cover specific development proposals of a more detailed nature not dealt with in the Core Strategy for which no specific allocation is made e.g. advertisements, telecommunications apparatus.

#### Proposals Map

This will show on an Ordnance Survey base map the adopted development plan policies and allocations in the Core Strategy and Allocations DPD.

#### Waste DPD

A joint DPD has been produced by the Local Planning Authorities of Merseyside and Halton on the treatment and management of all types of waste, including municipal, commercial, industrial and special waste.

#### Area Action Plans

An Area Action Plan (AAP) is proposed to provide more detailed policies on Bold Forest Park.

#### Future Development Plan Documents

The documents above may in future be supplemented by additional Development Plan Documents as need arises. The Council will apply the same consultation procedures to future documents. The LDS will indicate which DPDs are being prepared. This is reviewed through the Annual Monitoring

Report.

### **Supplementary Planning Documents (SPDs)**

Several SPDs have been adopted and further are in the process of preparation. Details can be found on the Council's website <http://ldf.sthelens.gov.uk>

### **Authority's Monitoring Report (AMR)**

A report produced to set out the progress in terms of producing LDDs against the timetable set out in the LDS, the progress in implementing policies and sets out necessary revision to the LDS. The AMR will also assess the effectiveness/impact of the documents produced as part of the LDS/LDF, including any saved UDP Policies.

### **Joint LDDs**

In certain circumstances, joint DPDs may be produced with other Merseyside Authorities e.g. waste. Together with compliance with the methods and procedures outlined in this SCI, additional consultation will be undertaken including a joint exercise with other authorities.

### **Stages of Preparation**

3.3 There are various stages involved in the preparation of Local Development Documents. The following diagrams outline the process of production for both Development Plan Documents and Supplementary Planning Documents. The four main stages of DPD production are:-

#### **Pre-production stage**

The pre-production stage includes survey and evidence-gathering to ensure a comprehensive understanding of the main issues to be addressed in the document. Sustainability appraisal must be fully integrated at the pre-production stage to help shape the document content from a sustainable development perspective. This should be continued throughout its preparation.

#### **Production stage**

The 2012 Regulations<sup>4</sup> removed one of the formal stages of consultation, providing Local Authorities with discretion to undertake consultation as they consider appropriate to the level of the document being produced.

Therefore as a minimum the Council will:

- Undertake consultation during the preparation of a DPD (Reg.18);
- Publish the proposed submission document and SA for a period for representation for a minimum of six weeks (Reg. 19)

#### **Examination**

Copies of all representations received during the period for representations on the published submission document, together with a summary of previous issues and how they were dealt with, will be forwarded to the Secretary of State who will appoint an Inspector to carry out the examination into the soundness of the document. The Council will publish a notice in the local press<sup>5</sup>, of the time and place where the examination will be held, and the name of the Inspector.

#### **Adoption**

Following the examination, the Inspector's Report will set out recommendations for changes to the

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<sup>4</sup> The Town & Country Planning (Local Development)(England) Regulations 2012

<sup>5</sup> Where required by Regulation

Development Plan Document. Once the Council has integrated the changes, it will adopt the Development Plan Document and incorporate it into the Local Development Framework. Upon adoption of the document, notice of the adoption will be published on the Council's website, and consultees that have requested it will be notified.

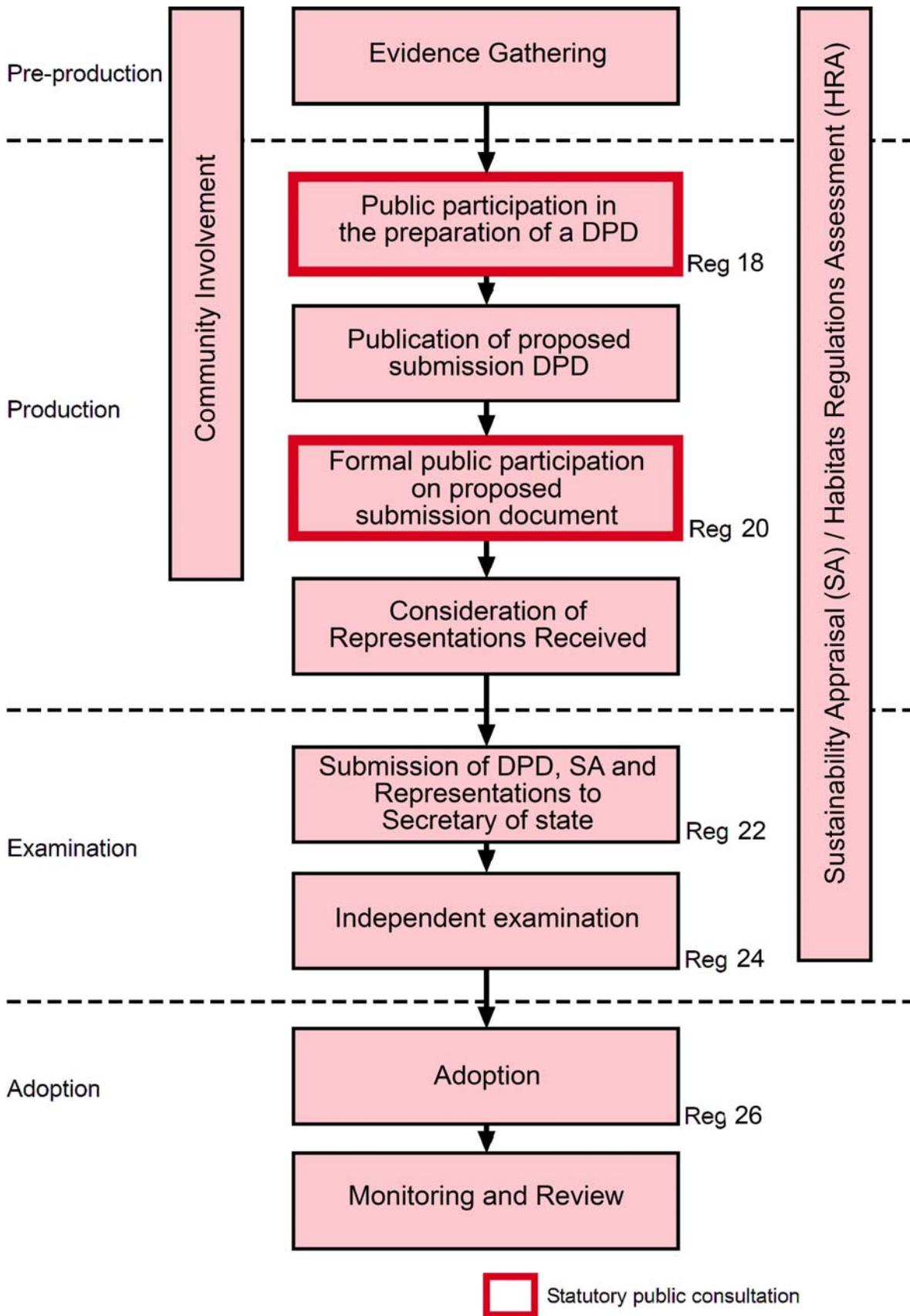


Figure 3.1 Stages in the Preparation of Development Planning Documents

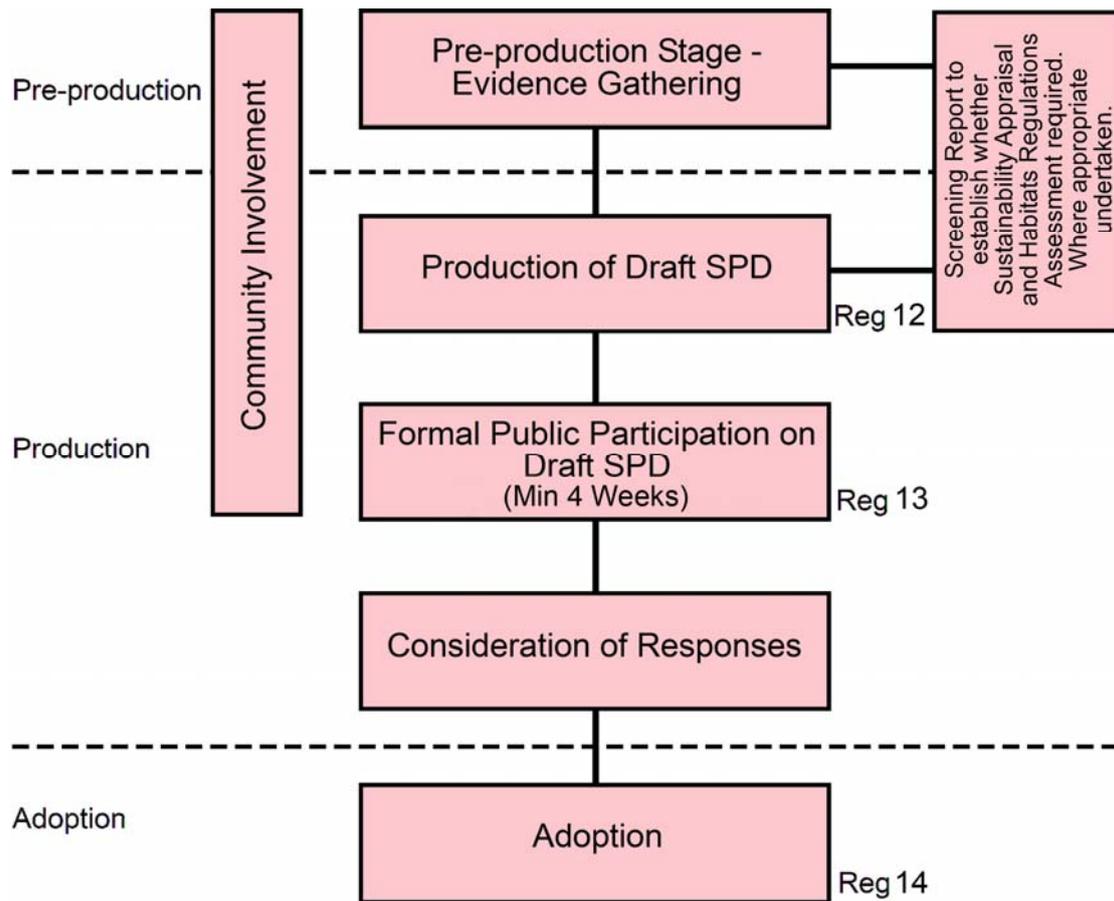


Figure 3.2 Stages in the Preparation of Supplementary Planning Documents

3.4 The stages of SPD production are slightly more straight forward than for DPDs:

**Pre-production stage**

This will include evidence gathering and focused consultation with key stakeholders, where appropriate. A Screening Report will be prepared to establish whether a Sustainability Appraisal or Habitats Regulations Assessment is required. Where considered necessary, these will be undertaken.

**Production Stage**

The Council will prepare a draft Supplementary Planning Document and undertake consultation on the published document for a period of not less than 4 weeks. Following the consultation, the document will be revised, where appropriate, to take into account the comments received.

**Adoption**

The final version of the Supplementary Planning Document will be adopted by the Council. Copies will be made available at the main council office. Notice of the adoption will be published on the Council’s website, and consultees that have requested it will be notified.

## Equality Considerations

3.5 The Council will ensure that the Local Development Framework complies with the objectives of its Comprehensive Equality Policy, which are based upon the general duty of the Equality Act 2010: to eliminating discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people in a diverse community. Community involvement in planning, as set out in this SCI, is designed in accordance with the St.Helens Council Consultation Code, Community Engagement Framework and the Corporate Standard for Equality Monitoring to promote the involvement of our diverse community.

3.6 St.Helens Council has undertaken an Equality Impact Assessment on the SCI to ensure due regard the general duty of the Equality Act 2010 has been given when (i) considering planning applications and (ii) within the decision-making process of the Planning Committee.

## Links to existing strategies

3.7 Government advise that the Local Development Framework should have effective links to the Community Plan and act as the development delivery mechanism for its objectives and policies. The SCI similarly must demonstrate links with strategies and initiatives which require community involvement. The St.Helens Plan 2013-2016 is both the Sustainable Community Plan for the Borough and the Council's Corporate Plan. It's vision is "to make St.Helens a modern, distinctive, economically prosperous and vibrant Borough". This will be achieved through the following objectives:-

- **Improving People's Lives**  
We want people to be:
  - Healthy and Active
  - Skilled and Educated
  - Independent and Empowered
  
- **Creating a Better Place**  
We want St.Helens to be:
  - A Thriving, Vibrant and Competitive Place
  - A Safer and Stronger Place
  - A Cleaner, Greener and Accessible Place
  
- **Delivering Effectively Together**  
We want all Partners to:
  - Share the Same Principles and Values
  - Consult, Engage and Empower Our Communities
  - Be Open, Accessible and Transparent
  - Be Successful

The Local Development Framework will seek to give spatial interpretation to the St.Helens Plan.

3.8 Specifically in relation to the Statement of Community Involvement, the St.Helens Plan provides the core principles and values which guide community involvement.

3.9 Together with the St.Helens Plan, the Council are partners in several initiatives, which will direct the Local Development Framework. In Spring 2002, St.Helens was selected as one of 4 areas in England, the only one in the North West, to pilot a new approach to economic development, via the preparation of a City Growth Strategy (CGS). The responsibility for driving and monitoring CGS progress now lies with the Enterprise Forum, a private sector led sub-group of St.Helens Chamber Board that evolved out of the original CGS Board. Early consultation was

undertaken with the CGS Board to ensure the Local Development Framework responds to and fulfils the requirements of the strategy.

3.10 St.Helens has three neighbourhoods designated as Neighbourhood Management Areas. A multi agency strategy has been developed to address crime, worklessness, health and environmental problems within these neighbourhoods as part of a wider understanding of social exclusion, sustainable development and the need for greater care of our urban communities. A key aim is to build the capacity of residents to have a greater involvement in the improvement of their neighbourhoods through the shaping of service provision and direct participation as activists and agents of change. These aims have been reflected in the Local Development Framework.

3.11 St.Helens Council is committed to the principles of Agenda 21, the United Nations global action plan for environmentally sustainable human development. The Cooperative Community Members Group has been established as an independent association to promote its principles locally (social, economic, environmental, climate change) and to liaise with the Sustainable St.Helens Community Network. The Local Development Framework will be informed by an assessment of the land use implications to support the principles of Sustainable Development.

3.12 The Council have prepared a Code of Consultation to which this SCI must conform. The seven consultation principles are:

- Time consultations well and allow sufficient time to respond.
- Clearly present relevant information and encourage informed opinion.
- Be well targeted and reach out to seldom heard groups.
- Offer genuine options and ask objective questions.
- Be well planned, managed and co-ordinated.
- Be listed on Consultation Finder and be well communicated.
- Provide fair, accessible feedback.

3.13 Consultation has become an integral part of policy and service planning in Local Authorities since the onset of Best Value. This placed a duty on Local Authorities to consult customers, staff and any other interested parties, on how services should be delivered and improved. The Local Government and Public Involvement in Health Act 2007 established a statutory duty on local authorities and local strategic partnerships to inform, consult and involve local people in providing local services. This 'Duty to Involve' was extended in the Local Democracy Act 2009 to include other statutory bodies including the police, health authorities, and passenger transport authorities. The Authority produce an Annual Report providing information about how it has performed, together with its partners, to deliver further improvements to peoples lives.

3.14 Where other corporate initiatives are in preparation and reach consultation stage at the same time as a Development Plan Document, joint consultation will be considered to share resources and avoid consultation fatigue.

## 4. Consultation Policy

**The Council will ensure that all sections of the community and stakeholders are aware of, and have the opportunity to influence, the Local Development Framework and the determination of planning applications.**

4.1 In order to achieve the above aim, the Council will pursue the following objectives:

1. Encourage public involvement in the planning process
2. Include all sectors of society
3. Facilitate involvement by using various methods of community involvement
4. Raise awareness of the planning process
5. Ensure public access to help and advice
6. Maximise available resources to ensure efficient consultation

## 5. Methods of Consultation

The Council will seek to engage with the community in a variety of ways to ensure sufficient width and depth of consultation. The following methods will be employed at each stage as appropriate:

### Meetings

Meetings will be held at various stages of plan development with a range of groups. Stakeholders and LSP Focus Groups will be engaged at an early stage to aid the preparation of documents. Presentations will be offered to community and business groups to inform on progress on the plan. Developers may be required to hold public meetings to discuss major proposals with local residents. The public are invited to attend Planning Committee to observe determination of applications and, when directly involved in an application, to address committee.

### Letters and Emails

Letters and emails will be used to inform those on the databases, held by the Council, of relevant stages of plan preparation and, where appropriate, to invite comment. The Council will also request coordinating groups e.g. CEN and St.Helens Chamber to notify their wider membership, by similar methods, of consultation events. Anyone wishing to receive such notification may be added to the LDF consultees' database, see paragraph 6.3. Letters of notification of receipt of planning applications will be sent to those neighbours directly affected by proposed development, see chapter 7 and Appendix 2.

### Information Release

Information will be made available via press release or public notice<sup>6</sup> to publicise periods of consultation to the wider community. Regular updates will be made to the Council's website to inform on both plan preparation and planning applications, responses can also be made online. Community and specialist magazines will be used, where appropriate, to inform hard to reach groups. Developers may be required to organise exhibitions to publicise major applications prior to submission of a planning application. We will continue to enhance and develop electronic consultation methods through the provision of online services such as consultation response reports, planning application submission and viewing, and interactive development plans. It is planned to develop a dedicated web-page to display public notices.

### Local Deposit of Documents

LDF consultation documents will be available in paper form at St.Helens Town Hall and St.Helens Central Library and in electronic version at all local libraries, during office hours. Planning applications can be viewed via the internet, this is available free of charge at all local libraries by library members. A list of contact details for deposit locations is included at Appendix 3. Where there is a large amount of documentation, the documents may be provided electronically on CD or via free internet access at libraries. This is for environmental and cost effectiveness reasons. Table 5.1 shows at what stages the various methods of consultation will be employed.

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<sup>6</sup> Where required by Regulation

|   | Document preparation | Reg. 18 Stage | Post consultation feedback | Publication of DPD Reg. 20 or SPD Reg. 12 | Pre-application submission | Consultation on planning application | Post-Decision |
|---|----------------------|---------------|----------------------------|---|----------------------------|--------------------------------------|---------------|
| Stakeholder Meetings                                  | •                    |               | •                          |   |                            |                                      |               |
| Individual Consultation Letter/email                  |                      | •             |                            | •   | ✓                          | •                                    | •             |
| Publication in Community Magazine                     | •                    | •             | •                          | •   |                            |                                      |               |
| Publication on Website                                |                      | •             | •                          | •   |                            | •                                    | •             |
| Pubic Notice <sup>7</sup> or press release            |                      | •             |                            | •   |                            |                                      |               |
| Deposit in Public Buildings <sup>8</sup>              |                      | •             | •                          | •   | ✓                          | •                                    |               |
| Presentation offered to business and community groups |                      | •             | •                          | •   |                            |                                      |               |
| Consultation Letter/email to interest groups          | •                    | •             | •                          | •   |                            | •                                    |               |
| Articles in Specialist Publications                   |                      | •             |                            | •   |                            |                                      |               |
| Exhibition/ Public Meeting                            |                      |               |                            |   | ✓                          |                                      |               |

Table 5.1 Methods of consultation employed at various stages



Consultation by Developer

<sup>7</sup> Where required by Regulation

<sup>8</sup> as Listed in appendix 3

## 6. Involvement in Local Development Framework Process

### Preferred Methods of Consultation

6.1 Community involvement in the plan preparation process is of great benefit to the Council, helping to identify problems and opportunities, problem-sharing and ensuring efficient use of resources. Accordingly, the Council has sought to assess the methods by which people prefer to be consulted. Research, undertaken in preparation for a corporate consultation strategy, indicated that businesses were prepared to attend one-off meetings but preferred consultation by survey; also residents' preferred method of contact was postal surveys and comment forms. Consultation confirmed that the preferred method of involvement was via questionnaire/survey. The Council will continue to make all Development Plan Documents available electronically, in addition to paper copies at specific locations, as responses have indicated the benefits of this medium. Continued evaluation of the consultation methods used will be undertaken to ensure maximum involvement.

### Consultees

6.2 It is important that the consultation techniques used reach a broad cross-section of the community. St.Helens Council have existing networks with which we currently engage, giving access to their client database and therefore a wider audience. These include the following established groups:

- Local Strategic Partnership
- Community Empowerment Network
- Disability Advice and Information St.Helens
- City Growth St.Helens - Enterprise Forum
- St.Helens Cooperative Community Members Group

6.3 The Council has developed a LDF consultees' database of interested parties, to which anyone may add their details. Anyone who has previously made a comment on the Local Development Framework or expressed an interest at the pre-consultation activities, will be included on our electronic database. The database has been developed over recent years and is regularly updated. The following methods will be used to keep the database up to date:

- An opportunity is provided to be added to the database via the Council's website, <http://ldf.sthelens.gov.uk>
- New consultees may be added through contact with the Planning Policy Team on 01744 676190 or [planningpolicy@sthelens.gov.uk](mailto:planningpolicy@sthelens.gov.uk)
- Periodic reviews to remove consultees who are no longer interested

6.4 Wherever possible, existing interest or stakeholder groups will be used to target consultation to seek to avoid consultation overload. The documents will be made available in large print, Braille, audio and translations where requested.

6.5 The following table sets out the different sectors of society and how the Council will seek engagement in the consultation process. The minimum methods to be employed during the formal consultation periods mentioned in 6.7 are the 'Methods of Engagement', printed in red. Prior to formal consultation, the Council will seek to involve as many relevant groups as possible in informal discussions. Meetings will predominantly be with representative groups, so as to provide an equitable cross-section of the community rather than the views of individuals. If any methods outlined in table 6.1 cease to be available the Council will seek to use a suitable alternative method of consultation/engagement.

6.6 Parish Councils within adjacent authorities will receive notification of LDF consultation in the same way as those within St.Helens. All community/interest groups registered on the LDF consultees' database will receive individual notification.

6.7 Public Participation would be undertaken at the following stages of document production:

- Minimum 6 weeks participation period at Regulation 18 stage – Preparation of a DPD
- Minimum 6 weeks period for representation at Regulation 20 stage - Publication of a DPD
- Not less than 4 weeks participation period Regulation 12 - Preparation of SPD

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| <p><b>Residents</b></p> <p><b>Methods of Engagement</b><br/>                 Publication of consultation documents and questionnaire on Council's Website<br/>                 Press release or public notices in local media;<br/>                 Distribution of consultation poster in participating Local Supermarkets and Parish Halls;<br/>                 Deposit of documents in St.Helens Town Hall and all local libraries;<br/>                 Individual letters or email to those on the LDF consultees' database indicating documents available for comment.<br/>                 Articles in local media;</p> <p><b>Methods of Involvement</b><br/>                 LDF Newsletter<br/>                 Regular updates within St.Helens First(*)</p>  |
| <p><b>Specific Consultation Bodies</b></p> <p><b>Methods of Engagement</b><br/>                 A letter or email with copies of the consultation documents will be sent to specific consultees;<br/>                 Publication of consultation documents on Council's Website;</p> <p><b>Methods of Involvement</b><br/>                 Meetings offered to discuss content of LDF e.g. Environment Agency, United Utilities, Police, adjacent Local Authorities as appropriate.</p>   |
| <p><b>Voluntary Groups/Interest Groups</b></p> <p><b>Methods of Engagement</b><br/>                 Press release or public notices in local media;<br/>                 Articles in local media;<br/>                 Individual letters or emails through Voluntary Groups e.g. Community Empowerment Network, the Disability Advice and Information St.Helens and LDF consultees database indicating documents available for comment<br/>                 Consultation with Merseyside Travellers' Forum.</p> <p><b>Methods of Involvement</b><br/>                 Meetings during formal consultation with Community Empowerment Network.<br/>                 Offer of presentations to Voluntary Groups making use of existing networks e.g. CEN;<br/>                 Article in available newsletters;(*)</p> |
| <p><b>Local Businesses</b></p> <p><b>Methods of Engagement</b><br/>                 Publication of consultation documents and questionnaire on Council's Website<br/>                 Press release or public notices in local media;<br/>                 Distribution of consultation poster in participating Local Supermarkets and Parish Halls;<br/>                 Deposit of documents in St.Helens Town Hall and all local libraries;</p>   |

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|---|
| <p>Individual letters or email to those on the LDF consultees' database indicating documents available for comment<br/>                 Consultation through St.Helens Chamber with all its members</p> <p><b>Methods of Involvement</b><br/>                 Offer of presentations through St.Helens Chamber</p>  |
| <p><b>Elected Members</b></p> <p><b>Methods of Engagement</b><br/>                 Article on Members' Notice-Board (Electronic)<br/>                 Individual letters or email to Councillors indicating documents available for comment</p> <p><b>Methods of Involvement</b><br/>                 Articles in the council@work magazine for staff and members (*)<br/>                 Presentations to Cabinet and full Council<br/>                 Discussions with Portfolio Holder<br/>                 Deposit of documents in Member's Room</p>  |
| <p><b>Parish Councils</b></p> <p><b>Methods of Engagement</b><br/>                 Individual letters or email to Clerks indicating documents available for comment<br/>                 Copy of consultation documents provided to each Parish Council</p> <p><b>Methods of Involvement</b><br/>                 Meeting offered to St.Helens Parish Councils as required either individually or at Joint St.Helens Parish Council meeting (*)</p>   |
| <p><b>Local Strategic Partnership</b></p> <p><b>Methods of Engagement</b><br/>                 Provision of copy of consultation documents;<br/>                 Letter or email of notification of commencement of consultation period;</p> <p><b>Methods of Involvement</b><br/>                 Offer of presentation to LSP Board; and individual Thematic Groups;<br/>                 Progress reports offered to LSP Board and associated Thematic Groups.</p>   |
| <p><b>Developers/Agents/Landowners</b></p> <p><b>Methods of Engagement</b><br/>                 Publication of consultation documents and questionnaire on Council's Website<br/>                 Press release or public notices in local media;<br/>                 Deposit of documents in St.Helens Town Hall and all local libraries;<br/>                 Individual letters or email to those on the LDF consultees' database indicating documents available for comment<br/>                 Articles in local media</p> <p><b>Methods of Involvement</b><br/>                 Offer of presentation to Developers/Agents Forum (*)<br/>                 Regular updates on progress to Developers/Agents Forum</p> <p>*A number of the methods outlined occur only periodically, therefore their use will be dependent on the timing of the consultation period. The production of DPD will not be delayed to correspond with the timing of these consultation methods.</p> |

Table 6.1

6.8 Where several Development Plan Documents are prepared in parallel, joint consultation will be undertaken to avoid consultation overload.

**Specialist Consultation**

6.9 As part of the general participation outlined above, specific Development Plan Documents and Supplementary Planning Documents will require the involvement of specialist groups.

For example, due to the specialised nature of the DPD produced on waste, consultation was tailored to ensure that the relevant interest groups, businesses and environmental groups were consulted. Where DPDs and SPDs are produced jointly, much of the consultation will be undertaken jointly with authorities across Merseyside, and may include a limited number of consultant-led presentations to interested groups. Similarly, as with the Area Action Plans, DPDs may relate to a specifically defined geographical area and consultation will be concentrated both locationally and to specific consultees.

| Local Development Document | Target Groups   |
|----------------------------|---|
| Waste Local Plan           | Waste companies consulted by letter and notified of availability of consultation documents.                               |
| Area Action Plans          | Local community & businesses by additional publicity posted in shops. Meetings will be offered to the business community. |

Table 6.2 – Examples of targeted consultation

6.10 Some policies may relate specifically to certain sectors of business and community e.g. Telecom. Consultation will be targeted to ensure groups and organisations that may be directly affected by DPDs are consulted e.g. Telecommunications operators.

**Sustainability Appraisal**

6.11 A Sustainability Appraisal will be undertaken in accordance with the relevant Sustainability Appraisal scoping report at each stage of the preparation process of the Local Development Documents produced. The Sustainability Appraisal will inform the public of the effect of the document’s proposed strategies and policies, on the three strands of sustainable development, social, environmental and economic. This will enable everyone to make an informed decision between the options available. The appraisal will be undertaken in accordance with the requirements of Government Guidance and a report will be produced. Formal consultation on the report will be undertaken at Regulation 18 and Regulation 20 stage with those on the LDF consultees’ database, which includes all key organisations in relation to the three strands of sustainable development.

6.12 A responses report will be prepared in relation to representation on the Sustainability Appraisal and will be available in paper copy or via the Council’s website.

## 7. Consultation on Planning Applications

7.1 The system for consulting the community on planning applications has changed to encourage pre-application consultation. Under the current system there are minimum legal requirements for consultation and publicity on planning applications. The Council's current practice exceeds these minimum requirements and is set out at Appendix 2.

7.2 There are a variety of different applications that the Development Control Team process including; planning applications, applications for advertisement consent, applications for works to protected trees, applications for hazardous substance consent, applications for listed building consent/conservation area consent and prior notifications.

7.3 Different types and scale of application attract different levels of interest from the public, and it is not necessary for the Council to advertise all types of application it deals with.

7.4 The Council will employ the following methods:

- Production of a weekly list of planning applications received
- Public notice
- Site notice
- Neighbour notification letters
- Display of public notice on website

7.5 Appendix 2 sets out how each type of application will be publicised.

The consultation procedures currently undertaken, which exceed national requirements, are considered to provide an inclusive process and will be continued. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

A weekly list of applications received is published on the Website and circulated widely

Anyone wishing to view the weekly list of applications submitted, or decisions taken, can visit our website at [www.sthelens.gov.uk](http://www.sthelens.gov.uk) and follow links to What we do>Planning and Building Control>Planning>Weekly Lists, or visit the Urban Regeneration & Housing Reception, Town Hall, St.Helens. Comments on planning applications should be made in writing, either by post or email, to the case officer indicated on the weekly list or to [planning@sthelens.gov.uk](mailto:planning@sthelens.gov.uk).

### Pre-submission consultation on major applications

7.6 Where the Council consider a proposal to be of a scale and/or nature that is likely to generate significant levels of public interest, the prospective developer will be required to engage the local community. The Council have produced a guide for applicants, developers and agents on 'Involving the Community prior to planning application submission'. The guide outlines the requirement of this SCI and advises on appropriate methods of consultation. Pre-submission consultation can offer many benefits:

- Providing an ideal opportunity for a prospective applicant to explain their proposals to members of the community and for members of that community to say what they would like to see or suggest changes;
- Raising awareness of the issues that may cause concern;
- Enhancing the proposal through local knowledge and input;
- Creating a more sustainable and acceptable proposal;

- Speed up determination of a planning application by avoiding objections at a later stage; and
- Avoiding appeals

7.7 Whilst pre-application consultation will be expected for significant applications, the Council would also encourage consultation between neighbours on proposals for extension or alterations, which will provide similar benefits of raising awareness and potentially avoiding objection.

7.8 The following table outlines the types of application which will justify consideration of pre-submission consultation, and the types of consultation expected. The Development Control Manager may agree to exceptions for non-contentious applications. Developers are also encouraged to consult with Key Stakeholders.

| Application Type  | Pre-submission consultation by developer   |
|---|--|
| Major Developments comprising:<br>Proposals for Dwellings involving 10+ units or site area >0.5ha<br>Proposals for development involving 1000 sqm+ or site area >1ha for:<br>Offices/Research & Development/Light Industry<br>Heavy industry/storage/warehousing<br>Retail, distribution and servicing<br>All other major development | Letter to surrounding residents<br>Consult Parish Council<br>Consult ward Councillors<br>Site Notice<br>Exhibition |
| Hazardous substance consent   | Site Notice<br>Letter to all properties within 50m of the site<br>Public Notice                                    |
| All other development which may result in significant impact on neighbouring properties (check with LPA)  | Letter to surrounding residents  |
| Where applications, which do not fall within a major category, may have implications beyond the boundary of the site, developers may also wish to notify local ward Councillors.  |  |

Table 7.1: Pre-Submission Consultation by Developers

7.9 Developers will be expected to provide evidence of pre-application consultation, which should be undertaken within the three months prior to the date of submission of their application. Such evidence should include:

- Evidence of adequate advance publicity to exhibitions, meetings or events;
- A record of addresses written to and the information supplied;
- A record of press advertisements, press releases and notices and a date on which published;
- A record of the number of persons attending exhibitions and (if possible) meetings;
- Copies of all comment slips filled in by people attending exhibitions or meetings.

7.10 The Council offer a development team approach for major and complex applications. A developer wishing to meet with Council officers, either prior to submission or during consideration of an application, is able to meet with the officers involved and discuss issues. A brochure and further information is available via the website [www.sthelens.gov.uk](http://www.sthelens.gov.uk).

7.11 The Council produce many leaflets offering help and advice on a wide range of planning issues. An example of the leaflets available from the Council and the Department for Communities and Local Government is shown at Appendix 4, together with website contact details.

### **Nationally Significant Infrastructure Project**

7.12 Proposals for projects that are considered to be of national significance<sup>9</sup> will not be determined by the Local Planning Authority, but will be assessed by the Major Infrastructure Planning Unit (or any successor body) and determined by the Secretary of State. The promoter for any such project will prepare a Statement of Community Consultation and consult with the Local Authority. It is expected that any such consultation will meet the requirements set out in this SCI.

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<sup>9</sup> As defined in the Planning Act 2008 (As amended by the Infrastructure Planning (Miscellaneous Prescribed Provisions) (Amendment) Regulations 2013)

## 8. Resources

8.1 Leading the preparation of the LDF is the Development Plans Policy Team. The Team Leader, (Policy) is the project manager and will be responsible for the day-to-day running of the project and the management of staff and resources. The project team comprises:

- Team Leader (Policy) – Project Manager
- The Development Plans Manager
- 1 Senior Planning Officer
- 2 Planning Officers
- 1 Planning Technician

8.2 With the exception of the Development Plans Manager, the project team will be working predominantly on the LDF. The Senior Planning Officer will have responsibility for ensuring consultation is undertaken in accordance with the SCI.

8.3 In addition, support will be drawn from the Development Plans Environment Team and the Merseyside Environmental Advisory Service with regards to issues relating to open space, countryside, and the built and natural environment. The Council's Central Administration Team will provide administrative backup and the Design Studio will assist in the production of publicity and exhibitions.

8.4 The Development Control Section is responsible for processing and determination of planning and related applications. The Section comprises:

- 1 Development Control Manager
- 2 Team Leaders
- 2 Senior Planning Officers
- 2 Planning Officers
- 2 Planning Assistants
- 1 Senior Technical Support Officer
- 1 Technical Support Officers
- 1 Enforcement Team Leader
- 2 Enforcement Officers

8.5 The above team will be responsible for all consultation on planning and related applications undertaken by the Council.

8.6 It is considered that the teams identified above can realistically undertake the consultation outlined within this SCI. The Council have allocated sufficient funding to finance the consultation programme. However, where the need arises, short-term consultants will be used to provide cover, where staff resources are depleted through staff turnover and vacancies.

## 9. Feedback

9.1 The purpose of consultation is to incorporate within the Local Development Framework the views and aspirations of the wider community. It is important that those engaging in the system are kept informed of how their contribution has been integrated into the plan. The Council will employ several methods of reporting the outcome of the consultation process.

9.2 For DPDs - At publication (reg.19) and submission (reg.22) a report will be prepared outlining who was invited to make representations during the preparation of the DPD (reg.18), how they were invited to make representations, a summary of the main issues, and how the main issues have been addressed in the DPD/the representations have been taken into account. At submission (reg.22) a report will be prepared outlining the number of representations made and a summary of the main issues raised in those representations. Notification of the availability of these reports will be mailed to those on the LDF consultees' database, which includes all who make representations, on the relevant document. Wherever possible, St.Helens First, the Community Magazine circulated to all households, will be used to report back to residents and businesses on the outcome of the consultation process.

9.3 For SPDs - Following public participation (reg.12) the Council will prepare a report outlining who was consulted during preparation of the SPD, how those persons were consulted, a summary of the main issues raised in those consultations, and how those issues have been addressed in the SPD. This report will be made available via the web site prior to adoption of the SPD.

9.4 Copies of the above reports will be available on request and via the website.

9.5 A similar report will be prepared, and made available on request, on the responses received to the Sustainability Appraisal. A summary will be included in the Report of Representations.

9.6 Following determination of a planning application, decisions will be made available on the Council's website.

9.7 Should you feel that the Council have failed to comply with the standards outlined above, the following actions are available to you:-

- Contact Development Control on tel. 01744 676115 or [planning@sthelens.gov.uk](mailto:planning@sthelens.gov.uk) to discuss a problem relating to a planning application;
- Contact Development Plans on tel. 01744 676198 or [planningpolicy@sthelens.gov.uk](mailto:planningpolicy@sthelens.gov.uk) to discuss a problem relating to the Local Development Framework;
- Make a complaint following the Council's formal complaints procedure, see below;
- If you feel you have not received a satisfactory answer using these procedures, you may contact the Local Government Ombudsman, who will investigate complaints about councils.

A leaflet is available from Council Offices outlining the complaints procedure both to the Council and the Local Ombudsman. Alternatively, the Council have an online complaints form available at [www.st.helens.gov.uk](http://www.st.helens.gov.uk). The Local Ombudsman can be contacted via the Advice line on Lo-call 0845 602 1983 or at [advice@lgo.org.uk](mailto:advice@lgo.org.uk).

## 10. Next Steps

10.1 The Statement of Community Involvement will be monitored regularly to ensure compliance with the Code of Consultation and any responses received during the consultation process. Revisions will be undertaken, where necessary, to take account of any comments received, to ensure all sectors of society are being reached and it continues to be representative of preferred consultation methods.

## Appendix 1: Key Stakeholders

(as referred to in paragraph 6.2 Consultees)

**Please note, this list is not exhaustive, in terms of general consultation bodies, and also relates to successor bodies where reorganisation has occurred.**

### Specific Consultation Bodies

The Coal Authority  
Environment Agency  
English Heritage  
Natural England  
Highways Agency  
Network Rail  
Adjacent Authorities  
Elected Members of St.Helens Council  
Members of Parish Councils (Both St.Helens & Neighbouring St.Helens)  
Telecommunications Operators  
National Health Service  
Clinical Commissioning Groups & Commissioning Board  
Utility and Service Providers  
Homes and Communities Agency  
Marine Management Organisation  
Local Policing Bodies

### General Consultation Bodies

Local Strategic Partnership  
Local Enterprise Partnership  
Local Nature Partnership  
Residents' Associations  
Community Empowerment Network  
Social housing providers  
Wildlife Groups  
Environmental Organisations  
Civic Societies  
Archaeological Trusts  
Sport Organisations  
Arts and Cultural Organisations  
Disability Groups  
Elderly Persons' Groups  
Youth Groups  
Mental Health Groups  
Local Trusts  
Ethnic Organisations  
Faith bodies  
Women's Organisations  
Historical Societies  
Other Council Departments  
Police and other emergency services  
Higher Education  
Bus companies  
Rail companies  
Aviation Agencies  
Chamber of Commerce

Larger companies  
Home Builders' Federation  
Local house builders  
Professional Associations  
Planning Agents (including solicitors, planning professionals, estate agents.)  
Waste Regulation Bodies  
Waste Companies  
Gypsy & Travellers' Organisations  
Central Area Companies & Residents

**Government Departments**

**(Will be consulted where their interests are affected)**

Department for Communities and Local Government  
Department for Education  
Department for Transport  
Department of Business, Innovations and Skills  
Department for Environment, Food and Rural Affairs (DEFRA)  
Department for Culture, Media and Sport

## Appendix 2: How the Council publicises planning applications

### Consultation with neighbours prior to a decision being made (As referred to in 7.1)

#### Applications for Certificates of Proposed Lawful Use

There is no statutory requirement to advertise this type of application. Given that this type of application is to establish whether planning permission is or is not required to commence development or a use, and not to determine whether permission should be granted, no public consultation will be undertaken on this type of application.

#### Applications for Certificates of Existing Lawful Use

There is no statutory requirement to advertise this type of application. Given that this type of application is to establish whether planning permission is or is not required to retain a building or use, and not to determine whether permission should be granted, generally no public consultation will be undertaken on this type of application.

However, in certain circumstances officers may find it helpful to consult for the purposes of gathering evidence in ascertaining whether the building/use has qualified for immunity from enforcement action.

#### Applications for Advertisement Consent

Under the Town & Country Planning (Control of Advertisements) (England) Regulations 2007 it is not necessary to advertise this form of application. Applications for advertisement consent are usually made on premises within the Town Centre, Local Centres, out of centre retail parks or industrial estates, and other than applications for illuminated advertisements, they tend to attract little public interest. Therefore applications for advertisement consent will be advertised by way of a site notice, **unless** the application is in a Conservation Area **and/or** proposes an illuminated advertisement adjacent to or opposite a residential property, in such cases a residential properties that sit adjacent to and/or opposite the site will be consulted by letter.

#### Applications for consent to undertake Works to Protected Trees

There is no statutory requirement to advertise this type of application, although the DCLG's "Tree Preservation Orders: A Guide to the Law and Good Practice" advises Local Planning Authorities that where local people might be affected by the application or where there is likely to be a good deal of public interest, the LPA should consider displaying a site notice or consulting the residents, authorities or groups affected. In order to ensure a consistent approach, a site notice will be displayed for all applications that propose works to protected trees. In addition if the applicant is not the owner of the tree, the occupant of the land on which the tree is located will be consulted by letter.

#### Applications for Hazardous Substance Consent

Applications for Hazardous Substance Consent are often amongst the most controversial applications that an LPA will consider. There is no statutory requirement for LPAs to advertise applications for Hazardous Substance Consent as The Planning (Hazardous Substances) Regulations 1992 (as amended) make it necessary for the operator to consult people of the proposals by publishing a public notice and displaying a site notice inviting them to submit comments to the LPA at least 21 days prior to the submission of the application. In addition to the statutory requirement for the applicant to publicise the application The Statement of Community involvement requires applicants to consult all properties within 50m of the application site by letter

prior to submitting an application. Notwithstanding this, given the controversial nature of this type of application the LPA will also advertise the application by way of site notice.

*Applications for Prior Notification (Agricultural)*

There is no statutory requirement to advertise this type of application and given the limited time period that LPAs have to determine prior notifications for agricultural developments, no public consultation will be undertaken on this kind of application.

*Applications for Prior Notification (Change of Use)*

Under the Town & Country Planning (General Permitted Development) (Amendment) (England) Order 2013 the LPA is required to notify the adjoining land owners and display a site notice in at least one place on or near the land to which the application relates for not less than 21 days.

*Applications for Prior Notification (Demolition)*

There is no statutory requirement for the LPA to advertise this type of application although it is incumbent of the applicant to display a site notice requesting comments to be submitted to the LPA prior to the submission of the application. Because of this and the limited time period that LPAs have to determine prior notifications for demolition, no public consultation will be undertaken on this kind of application.

*Applications for Prior Notification (Householder)*

Under the Town & Country Planning (General Permitted Development) (Amendment) (England) Order 2013 the LPA is required to consult the occupiers of any adjoining premises about the proposed development serving a notice which includes how far the proposal will extend beyond the rear wall, the maximum height of the extension and the height of the eaves of the extension.

*Applications for Planning Permission*

The Town and Country Planning (Development Management Procedure) Order 2010 (DMPO) requires all applications for planning permission to be advertised by way of either a site notice or a letter notifying all adjoining properties of the development. The exact details of who and how to notify is left to the individual LPA and can vary significantly. Planning applications that attract the most public interest tend to be those adjacent to residential properties, large scale proposals and proposals that can be perceived as 'bad neighbour' developments (i.e. proposals where noise, smells, traffic, etc., have the potential to adversely affect residential amenity). Different levels of public consultation have been set out below to reflect this:

*Householder Applications*

Applications for householder development are amongst some of the smallest developments that the LPA process, but they often have the greatest potential to affect residential amenity and attract the most public interest. All householder developments will therefore be advertised by way of a letter sent to all properties that are adjacent to the property (not including those separated by a road) and a site notice if the owner of a site can not be identified.

*Applications for Major Developments, Applications including an EIA & Applications not in accordance with the Development Plan*

These types of planning application are generally some of the most controversial that the LPA will process. The DMPO 2010 requires these types of application to be advertised by way of a press notice and either a letter to all adjoining properties or a site notice. Given the nature of this kind of proposal all premises adjacent to the application site will be consulted by letter as standard, but for the larger/most controversial developments wider consultation may be appropriate.

*Applications for Telecommunications Equipment (Including prior notification)*

The Telecommunications SPD outlines the way in which this type of planning application will be advertised, namely all properties adjoining and directly opposite the application site will be consulted by way of letter and a site notice will be displayed. In addition all schools, colleges or hospitals within 200m of the application site will be consulted by way of letter and all ward councillors (including those within adjacent wards within 200m of the application site) will be consulted by email.

*All other Planning Applications*

Applications for proposals that are not adjacent to or opposite residential properties tend to attract little interest from the public, yet often necessitate a large number of notification letters being dispatched if the case officer opts to advertise the application by way of neighbour letter (this is particularly the case in the Town Centre and Industrial Estates). Therefore all other planning applications will be publicised by way of a site notice, rather than neighbour letter unless either of the following apply;

- The site is adjacent to/opposite a residential properties, in which case the residential properties will be consulted by letter in addition to the site notice being displayed
- The proposal is considered to be a 'non-conforming' development, in which case all properties that the case officer deems may be affected by the proposal will be consulted by letter in addition to the site notice being displayed.

*Resubmissions of Planning Applications*

Applications for the resubmission of planning applications will be advertised in accordance with the principles outlined above, but in addition all persons who made representations on the previous application will be notified by way of a letter.

*Applications for Listed Building Consent and Conservation Area Consent and Applications for Planning Permission that would affect the setting of a Listed Building or Conservation Area*

The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended) require LPAs to advertise the above applications in the following way; a site notice, a public notice and the publication of a notice on the Council's website. In addition these applications will be advertised as outlined in the 'All other Planning Applications' paragraph above.

*Amendments to applications*

Should an application be amended whilst the proposal is being considered by the LPA, any persons who have made representations and/or will be newly affected by the revisions will be notified by way of letter and given 7 days to comment on the amended plans. **If** the revised proposal has been significantly amended and would be likely to have a materially greater impact.

*Minor Material Amendments*

Minor material amendments are effectively an application for full planning permission under Section 73 of the Town & Country Planning Act 1990. Therefore consultation for minor material amendments will be the same as for an application for all other planning applications.

*Discharge of Conditions & Non-Material Amendments*

There are no statutory requirements to consult the public on these aspects of the Development Management process. Given that they involve the agreement of details post decision, no notification will be undertaken.

Pre applications

Pre-application discussions with the LPA are actively encouraged by the LPA, but at an early stage they are often commercially sensitive and there is no statutory requirement for the Council to publicise them. However, on large-scale/controversial proposals the LPA expects developers to undertake pre-application discussion in accordance with the details contained within table 7.1.

Applications to be determined by Planning Committee

Should an application be determined by the Council's Planning Committee, a letter will be sent to all persons who have made representations advising them of the date and time of the meeting and committee procedures.

Post Determination Notification

All decisions are available on the Council's website as soon as the application has been determined, neighbour letters and site notices advise people to view the website or contact the case officer to find out whether the application has been determined.

## Appendix 3: Deposit Addresses

(As referred to in section 5 - Methods of Consultation)(Opening hours available from individual locations)

|   |  |
|---|--|
| <p><b>Town Hall</b><br/>                 Victoria Square<br/>                 St.Helens<br/>                 WA10 1HP<br/>                 Tel: (01744) 676190<br/>                 Fax: (01744) 676194</p>   | <p><b>Moss Bank Community Library</b><br/>                 Bowness Avenue<br/>                 Moss Bank<br/>                 St.Helens<br/>                 WA11 7EQ<br/>                 Tel/Fax: (01744) 677988</p>   |
| <p><b>Billinge Community Library</b><br/>                 Main Street<br/>                 Billinge<br/>                 WN5 7HA<br/>                 Tel: (01744) 677535<br/>                 Fax: (01744) 677536</p>                                    | <p><b>Newton-le-Willows Community Library</b><br/>                 Crow Lane East<br/>                 Newton-le-Willows<br/>                 Merseyside<br/>                 WA12 9TU<br/>                 Tel: (01744) 677885<br/>                 Fax: (01744) 677892</p> |
| <p><b>Central Library</b><br/>                 Victoria Square<br/>                 St.Helens<br/>                 WA10 1DY<br/>                 Tel: (01744) 676954<br/>                 Fax: (01744) 20836</p>  | <p><b>Parr Community Library</b><br/>                 Fleet Lane<br/>                 Parr<br/>                 WA9 1SY<br/>                 Tel: (01744) 677580<br/>                 Fax: (01744) 677582</p>  |
| <p><b>Chester Lane Community Library</b><br/>                 Four Acre Lane<br/>                 St.Helens<br/>                 WA9 4DE<br/>                 Tel: (01744) 677081<br/>                 Fax: (01744) 677082</p>                            | <p><b>Rainford Community Library</b><br/>                 Church Road<br/>                 Rainford<br/>                 St.Helens<br/>                 WA11 8HA<br/>                 Tel: (01744) 677820<br/>                 Fax: (01744) 677821</p>                       |
| <p><b>Eccleston Community Library</b><br/>                 Broadway<br/>                 Eccleston<br/>                 St.Helens<br/>                 WA10 5PJ<br/>                 Tel: (01744) 677575<br/>                 Fax: (01744) 677577</p>     | <p><b>Rainhill Community Library</b><br/>                 View Road<br/>                 Rainhill<br/>                 L35 0LE<br/>                 Tel: (01744) 677822<br/>                 Fax: (01744) 677823</p>   |
| <p><b>Garswood Community Library</b><br/>                 School Lane<br/>                 Garswood<br/>                 Ashton in Makerfield<br/>                 Nr Wigan<br/>                 WN4 0TT<br/>                 Tel/Fax: (01744) 677797</p> | <p><b>Thatto Heath Community Library</b><br/>                 Thatto Heath Road<br/>                 St.Helens<br/>                 WA10 3QX<br/>                 Tel: (01744) 677842<br/>                 Fax: (01744) 677841</p>   |
| <p><b>Haydock East Community Library</b><br/>                 Church Road<br/>                 Haydock<br/>                 St.Helens<br/>                 WA11 0LY<br/>                 Tel: (01744) 677801<br/>                 Fax: (01744) 677802</p> |  |

## **Appendix 4: List of Guidance Documents Available**

(As referred to in Section 7 - Consultation on Planning Applications)

A number of leaflets are available at Regeneration Reception which offer advice and guidance on planning procedures and building regulations.

Many of the publications are available on the Council's website at [www.sthelens.gov.uk](http://www.sthelens.gov.uk).

Further guidance can be obtained from the Department for Communities and Local Government website at [www.communities.gov.uk](http://www.communities.gov.uk).

Examples include:-

Planning Guide for Business

Building Regulations: An Explanatory Booklet

Guide to taking part in planning appeals

Involving the Community prior to planning application submission

## Appendix 5: Guidance on Committee Meetings and Public Speaking

The leaflet St.Helens Planning Committee - What you need to know has now been withdrawn. Guidance is now provided on neighbour notification letters and includes the following information:

**Committee Meetings and Public Speaking** - St.Helens Council welcomes members of the public to play an active part in the planning process. The Planning Committee is made up of a number of Councillors, representing the political groups of the Council, makes decisions on the planning and related applications on the agenda. Each application has a report and recommendation prepared by the Council's Planning Officers, which includes plans and photographs of the application site. The agenda items are presented by the Development Control Manager or, in his/her absence, a Team Leader. (Officers from Legal, Environmental Health and Highways usually present to advise the Committee in making their decisions). Copies of part, or the whole agenda, are available from 5 working days before the Committee date from Democratic Services, telephone (01744) 676106 or online.

**Who can register to speak?** People who have already written in objection or support of an application may register, as may the Applicant or their agent when there has been a written objection to their application.

**What do I do when I arrive?** The Planning Committee starts at 5.30pm, those wishing to attend should arrive at the Town Hall by 5pm. You will be met by a member of staff from the Democratic Services Section. Please be prepared to give your name, address and, if speaking, whether you are for or against a particular application on the agenda. The reference number must be presented upon arrival at the Town Hall. This will entitle you to address the Planning Committee.

**What is the format at Committee?** The Development Control Manager will present each report on the agenda including any late information received after the report has been compiled. The Chairman will then invite the registered speakers to address the Committee.

- The order for speaking at the Planning Committee is: the Planning Officer will make the first presentation; then the Objector(s) will address the Committee; then the Supporter(s); and finally the Applicant (or their representative).
- Applicants (or their representative) have the right to address the Planning Committee for a period of 5 minutes (unless extended provisions apply), as do the Objectors, and the Supporters. If there is more than one Objector wishing to speak, the 5 minutes shall be split between them and similarly if there is more than one Supporter.
- Extended provisions apply when a minimum of 25 valid independent written representations from individual households/businesses/other organisations objecting or supporting a planning application are received by the Council (for clarification, a petition and cyclo-style letters are not considered to be independent written representations from individual households and will be considered as one individual representation). These provisions extend the period for addressing the Planning Committee from 5 minutes to 10 minutes.
- For the purpose of assessing whether a representation is validly made, the person must be directly affected by the application and the issues raised must be material planning considerations. Further advice can be obtained from the case officer or can be viewed on the Council's website.
- In the case of exceptional applications heard at special meetings of the Planning Committee, the public speaking provisions shall be increased from 10 minutes to 30 minutes, at the discretion of the Chair.
- There is no opportunity for the Applicant, Objectors or Supporters to ask questions of, or enter into a debate with the Council Officers or Members of the Planning Committee.
- The running order of the Planning Committee agenda may be varied so that those items where there are individuals who wish to address the Planning Committee will be heard at the start of the meeting.

After public speaking has taken place, the Development Control Manager will, if necessary, comment on those issues raised if not covered in the report or presentation, before the Committee consider and decide the application. After each resolution, the Chair will inform the meeting of the Committee's decision.

**What facilities are available at the Committee?** Level access, induction loop, Committee reports in large print, and a translation service are all available. However, the translation service does require 3 days' notice. Please let us know as early as possible if you need to use these facilities, or have any other particular needs. The meeting room is on the first floor, accessible by a lift.

## Glossary

| Name  | Description   |
|---|---|
| <b>Area Action Plans</b>                                      | Area Action Plans will have a geographic or spatial dimension and focus upon implementation. They will provide an important mechanism for ensuring development of an appropriate scale, mix and quality for key areas of opportunity, change or conservation. Such plans could be relevant to a wide range of circumstances and will benefit from having development plan status.   |
| <b>Authorities Monitoring Reports (AMR)</b>                   | An annual report which sets out the progress in terms of producing LDDs against the timetable set out in the LDS, the progress in implementing policies and setting out necessary revision to the LDS.  |
| <b>Community Empowerment Network</b>                          | Brings together a wide range of local voluntary and community groups.   |
| <b>Comprehensive Equality Policy</b>                          | Policy stating the Council's commitment to eliminating discrimination, harassment and victimisation, advancing equality of opportunity and fostering good relations between people in a diverse community. Covers: Age, Disability, Gender, Gender Reassignment, Pregnancy and Maternity, Marriage and Civil Partnership, Sexual Orientation, Religion and Race<br>A copy of the document can be found on the Council website <a href="http://www.sthelens.gov.uk/media/17347/st_helens_council_comprehensive_equality_policy.pdf">http://www.sthelens.gov.uk/media/17347/st_helens_council_comprehensive_equality_policy.pdf</a> |
| <b>Cooperative Community Members Group</b>                    | Independent association to promote the principles of sustainability locally.  |
| <b>Core Strategy</b>  | This is the primary Local Development Document and will set out the spatial vision, spatial objective and contain the core policies. All other Development Plan Documents must be in conformity with it.  |
| <b>Corporate Standard for Equality Monitoring</b>             | Guidebook for staff - a tool informing managers how to use Customer Equality Profiles (age, gender, disability, ethnicity) within monitoring to help identify issues or trends that may indicate unlawful discrimination or inequality in the standard of service provision.<br>It is a local initiative that supports implementation of the commitments.   |
| <b>Council@work</b>   | St.Helens Council Staff Magazine, produced bimonthly and circulated to all staff and Elected Members, also available on the Council's Website.  |
| <b>Department for Communities and Local Government (DCLG)</b> | Government Department responsible for planning  |
| <b>Development Plan Document (DPD)</b>                        | An LDD that has been subject to an independent examination run by a Planning Inspector. Once adopted, following an inquiry, these documents will have statutory status as defined by Section 38(6) of the Planning and Compulsory Purchase Act 2004. DPDs form part of the statutory development plan.  |
| <b>GDPO</b>   | The Town & Country Planning (General Development  |

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|   | Procedure) (Amendment) (England) Order 2010 which sets out the requirements for publicity of planning applications. Amended by the Town & Country Planning (General Permitted Development) (Amendment) (England) Order 2013   |
| <b>Local Deposit</b>                            | Plans and documents are available via local libraries across the borough.   |
| <b>Local Development Document (LDD)</b>         | A document that forms part of the LDF. LDDs include a Development Plan Document, a Supplementary Planning Document and a Statement of Community Involvement. These are explained below.   |
| <b>Local Development Framework (LDF)</b>        | The name given to a portfolio of Local Development Documents, which will provide the framework for delivering the spatial planning strategy for the area.   |
| <b>Local Development Scheme (LDS)</b>           | A 3-year programme that sets out the details, the timescales and the arrangements for production for each document that will form part of the LDF. This explains the new plan preparation system and can be viewed on the Council's website at <a href="http://www.sthelens.gov.uk">www.sthelens.gov.uk</a> |
| <b>Local Media</b>                              | Local Papers, used for public notices when required by regulation. In 2013 these may include St.Helens Star, St.Helens Reporter and Warrington Guardian.  |
| <b>Local Plan</b>                               | The Development Plan for an area comprising a collection of Development Plan Documents. The Core Strategy is the principle document.  |
| <b>Local Strategic Partnership (LSP)</b>        | It is a cross-agency, umbrella partnership which brings together the local authority, and service providers (such as schools, the police and health and social services), local businesses, the full range of community groups and the voluntary sector.  |
| <b>Planning &amp; Building Control Handbook</b> | Handbook produced by Development Services to explain how the service operates, their position within the Council and the legal framework within which it operates.  |
| <b>Planning Inspectorate (PINS)</b>             | Independent Planning Inspectors who are appointed by the Secretary of State to carry out an independent examination into the "soundness" of DPDs  |
| <b>Planning Policy Statement (PPS)</b>          | Predecessor of National Planning Policy Framework. Several Planning Policy Statements remain valid together with their supporting documentation, however the majority are superseded by the National Planning Policy Framework.   |
| <b>Proposals Map</b>                            | An illustrative diagram of the main proposals, designations and areas where specific policies or Area Action Plans apply.   |
| <b>Regional Spatial Strategy (RSS)</b>          | The Regional Strategy for the North West of England was revoked on 20th May 2013.   |
| <b>St.Helens Plan</b>                           | The St Helens Plan is the key business planning document for both the Council and the Local Strategic Partnership (LSP), and covers a 3-year period. It replaces the Sustainable Community Plan and St.Helens Council's Corporate Plan with one simplified, shorter document                                |
| <b>St.Helens First</b>                          | A community magazine, produced periodically by St.Helens Council. The magazine is distributed free to all households in   |

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|   | the Borough, is available on the website, and in talking book and Braille on request.   |
| <b>Site-Specific Allocations</b>  | Local planning authorities can produce a document detailing site-specific allocations of land, this must set out clearly the links to relevant policies in other Development Plan Documents.  |
| <b>Stakeholder</b>  | Members of the community including businesses and statutory bodies with an interest in development plan matters. See Appendix 1 for examples.   |
| <b>Statement of Community Involvement (SCI)</b>   | A document that forms part of the LDF and which sets out how the Council will involve the community and other stakeholders in the preparation, alteration and review of all DPDs and SPDs and on planning applications. All DPDs and SPDs will have to show how they have conformed with it.                              |
| <b>Supplementary Planning Document (SPD)</b>  | An LDD, which is subject to public consultation but is not subject to an independent public inquiry. These will form a material consideration in determining planning applications but do not have the weight of development plan status. Their purpose is to elaborate on policies in DPDs.                              |
| <b>Sustainability Appraisal &amp; Strategic Environmental Assessment (SA &amp; SEA)</b> | All policies and proposals in LDDs will be subject to Sustainability Appraisal that includes the requirements for a Strategic Environmental Assessment to ensure they reflect sustainable development principles. The appraisal covers the impact of policies and proposals on environmental, social and economic issues. |
| <b>Unitary Development Plan (UDP)</b>   | Planning policy document under previous legislation. UDP will now be replaced by LDF.   |

**PLANNING AND COMPULSORY PURCHASE ACT 2004**

**STATEMENT OF COMMUNITY INVOLVEMENT**

**ADOPTION STATEMENT**

The Revised Statement of Community Involvement for St.Helens Council was adopted by Cabinet on 20 November 2013 and replaces the Statement of Community Involvement adopted in 2012.

The Statement of Community Involvement sets out the Council's policies for involving the community in the preparation of the Local Development Framework and in the process for considering planning applications. It provides certainty and transparency as to how and when communities and other stakeholders can be involved.

Copies of the adopted Revised Statement of Community Involvement November 2013 are available for inspection at Regeneration Reception, Town Hall, Victoria Square, St Helens, all local libraries in the Borough during normal opening hours, and can be viewed and downloaded from the Council's website at <http://www.sthelens.gov.uk/planningpolicy> or obtained by contacting the Planning Policy Team on 01744 676190.



## St. Helens Council

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Please contact us to request translation of Council information into Braille, audio tape or a foreign language.



**EQUALITY  
FRAMEWORK  
FOR LOCAL  
GOVERNMENT  
ACHIEVING**



**INVESTORS  
IN PEOPLE** | Gold



*2003-2004  
Rethinking Construction  
2007-2008  
Healthy Schools  
2008-2009  
Improving Accessibility*

*2009-2010  
Homes for the Future  
2009-2010  
Raising economic  
prosperity through  
partnership*