

TEWKESBURY BOROUGH COUNCIL

DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

NOVEMBER, 2021

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1 INTRODUCTION

- 1.1 The Statement of Community Involvement (SCI) sets out how Tewkesbury Borough Council (TBC) will engage with local communities and stakeholders in the development of planning policy documents and in the determination of planning applications within the Borough, as well as how the Council will support communities undertaking neighbourhood planning.
- 1.2 The purpose of the planning system is to help achieve sustainable development, assisting economic, environmental and social progress for existing and future communities. Planning shapes the places where people live and work, so it is important that communities can take an active part in the process.
- 1.3 The Council's ethos is that whatever we do will be 'Better for Customers, Better for Business'. This ethos supports our Values, as set out in the Council Plan 2020-24, which includes a commitment to involving communities:
 - Putting customers first – placing the needs of customers at the heart of what we do and listen to what they say, treating people fairly and without bias, and
 - Being positive about working with others – continuing to develop productive working relationships with other organisations and our communities including the voluntary sector, town and parish councils and neighbourhood groups, to achieve common goals.
- 1.4 There is a legal requirement under the Planning and Compulsory Purchase Act 2004 (as amended) for Local Planning Authorities (LPAs) to produce a Statement of Community Involvement (SCI), which sets out how the Council intends to achieve community involvement in the preparation of planning policy documents and in making decisions on planning applications.
- 1.5 Tewkesbury Borough Council adopted its previous SCI in 2013. Since then, there have been a number of changes to the planning system which have produced new requirements and processes for producing local plans and for dealing with planning applications. In addition, the recent Covid pandemic has led to a number of changes to the way that communities are involved in planning matters. Given the changes since 2013, it is appropriate now to review how we engage with the public.

What is the Statement of Community Involvement?

- 1.6 The Statement of Community Involvement (SCI) is a document which sets out Tewkesbury's guiding principles and requirements for involving the community, both in preparing and revising planning policy documents and in the consideration of individual planning applications. The SCI describes the consultation and engagement processes and methods that can be used; it explains the statutory requirements that the Council must meet at each stage and what other consultation or engagement processes may be undertaken in addition to these minimum requirements. This gives the public and stakeholders certainty over what sort of engagement they can expect within the planning process and the different ways they can get involved.
- 1.7 The aim of the SCI is to ensure that all sectors of the community in Tewkesbury:
- Are informed about the local planning documents being prepared and planning applications being considered;
 - Are involved early in the decision-making process;
 - Understand how they can share their views;
 - Have ready access to information;
 - Can put forward their ideas about issues and feel confident that there is a formal process for considering these;
 - Can take an active part in preparing proposals or options to manage land use and future development in their community;
 - Can comment on planning applications; and;
 - Can be informed about progress and outcomes.
- 1.8 This SCI covers three areas where the Council is involved in planning. These are:
- a) the preparation of **planning policy documents** – comprising the Local Plan, supplementary planning documents and work the Council will carry out with Cheltenham Borough and Gloucester City Councils on the review of the Joint Core Strategy
 - b) how the Council will support communities preparing **Neighbourhood Plans**; and
 - c) the determination of planning applications through **Development Management processes**.

- 1.9 In setting out the consultation methods and tools that are available and likely to be used by the Council, the SCI retains a degree of flexibility so that consultation and engagement methods can be appropriately tailored to a specific planning document or circumstance. The intention is that this will allow for future changes that may be made to the regulations or best practice guidance, and to reflect any new methods of communication and engagement that may become available over the life of the document.
- 1.10 At the time of writing, the outcome of the consultation in August 2020 of the Planning White Paper, *Planning for the Future*, is awaited. The White Paper sets out a number of proposed substantial reforms to the planning system. which are likely to affect how and when the public and stakeholders can engage in the planning system in the future. This SCI will be kept under review and amended as appropriate.

Our Communities & Stakeholders

The 'community' includes all individuals, groups and organisations that live, work or operate within Tewkesbury borough.

- 1.11 The SCI also refers to 'stakeholders', these are individuals or organisations with a direct influence on the matter under discussion, such as developers, landowners or other important bodies and agencies. Some of our consultation with stakeholders is determined by legislation such as the Duty to Cooperate. The SCI avoids repeating legislation or statutory requirements but focusses on what we are specifically doing in Tewkesbury borough to meet and, where possible, exceed the requirements.

Importance of engagement and consultation

- 1.12 Planning is fundamental to shaping the neighbourhoods and communities in which we all live and work. The Council considers it important that everyone has the opportunity to be involved in and influence planning decisions.
- 1.13 The National Planning Policy Framework (NPPF), updated July 2021, stresses the importance of community involvement in both plan-making and deciding planning applications. Engagement should be proportionate and effective and the NPPF at paragraphs 16 and 39¹, stresses the value in engaging at an early stage, in both plan making and when considering planning applications.

¹ National Planning Policy Framework:
https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/1005759/NPPF_July_2021.pdf

1.14 As illustrated in Figure 1, effective engagement involves a number of stages from awareness raising, providing information, through to consultation and communication, to discussion and debate.

Figure 1: Types of engagement



Source: Planning Aid: Good Practice Guide to Public Engagement in Development Schemes

1.15 Good engagement can reduce conflict, result in better outcomes from development for all and allows communities to influence the future of the places where they live.

2 PRINCIPLES FOR COMMUNITY INVOLVEMENT IN PLANNING DECISIONS

2.1 The Council's Communications Strategy, 2020-24 sets out the following principles which will underpin all communications work across the authority:

- Good quality communication is essential for the effective delivery of our services.
- We will be as transparent, open and accountable as possible.
- We will ensure information is shared, is accessible and meets equality standards.
- All our communication - spoken, written and digital - will:
 - Be honest, accurate, timely and up-to date.
 - Be clear, written in plain English, and easily understood.
 - Be consistent and suitable for the audience - including hard-to-reach groups.
 - Meet the corporate Written Style and Branding Guide² and be clearly identified with TBC
 - Comply with legal requirements and conform to the Code of Conduct on local government publicity.

Figure 2: Principles for community involvement in planning matters

Building on the Communications Strategy, the Council will work to the following core principles for consultation and engagement in the planning process:

1. The Council will meet and, where practicably possible, exceed the minimum standards for community involvement set out in legislation.
2. Consultation will be accessible to all regardless of age, gender, faith, race, disability, as well as knowledge and experience, making it easier for groups and individuals with little or no knowledge of the planning process to get involved.
3. Consultation materials will be clear and concise, and avoid jargon wherever possible.
4. The scope and timing of the consultation will be clear from the start, so respondents know what they can comment on, when they need to comment and how their comments will be taken into account.
5. Consultation methods will make widespread use of electronic and modern media techniques wherever possible to make consultations easier, quicker and more cost-effective. They will be used alongside traditional methods, including printed media, exhibitions and meetings.
6. Engagement in the planning process will be encouraged from the earliest stage possible (front-loaded) when there is the greatest opportunity for the views of interested and affected parties to be reflected in decisions made.
7. Whenever possible, feedback will be given to reflect how comments received have been

² The Council's Written Style and Branding Guide ensures all external communication is written and designed in a consistent and professional manner.

3 DIGITAL METHODS OF CONSULTATION

- 3.1 The restrictions imposed due to the Covid-19 pandemic meant that there had to be a changed approach to consultations and working practices. These changes came into force as temporary measures that were put in place to minimise the impacts on people engaging with the planning process and included a move away from face-to-face activity. The majority of the temporary measures came to an end in June 2021, and for example council committee meetings are now held in person. The Council's Development Management team is currently carrying out business as usual where possible.
- 3.2 In the event of further restrictions being implemented locally or nationally or in any state of public emergency, changes to the way that services are delivered would need to be re-introduced to ensure the health and safety of all those involved. The guidance in Appendix C sets out how planning services would be delivered in the event of the imposition of restrictions and the alternative arrangements that would be put in place for the inspection of documents and consultations.
- 3.3 Greater use of digital technology is likely to continue to play an important role in the planning system in the future and the Council will continue to look to best practice examples in this evolving field. The Planning White Paper, for example, includes proposals for local planning authorities to modernise how they engage with people and encourages the use of digital technology.
- 3.4 Many of the adaptations that have had to be made in response to the Covid-19 pandemic have worked effectively, and indeed have some particular benefits. Greater use of digital consultation approaches can increase engagement from some harder to reach groups, including young people, as online events can make participation easier and less intimidating for certain parts of the community, as people do not have to travel or make their voice heard in a crowd. For young people in particular, they are comfortable and familiar with digital technology which can help with participation; government data on internet use³ in 2019 found that 90.8% of people aged 16 and over had used the internet in the 3 months prior to being surveyed. Online exhibitions can have live chat sessions, which may be one to one, where people can feel comfortable raising their questions. Live polls and the ability to add comments to maps and plans can also increase interactivity and interest especially at the early stages of plan making.

³ <https://www.ethnicity-facts-figures.service.gov.uk/culture-and-community/digital/internet-use/latest>

3.5 The Council will continue to investigate the use and application of digital consultation tools which are set out in the box below:

Formal Consultation software: to capture representations and consultation responses to published material, often closely related to statutory responsibilities of Councils;

Digital Engagement Platforms: software which enables a range of different digital engagement activities specific to a project or series of projects;

Online polling/surveying: software enabling responses to questions or themes which can stand alone from other software/approaches;

Webinar/online events: enabling meetings & workshops to occur in a digital setting as opposed to physical locations;

Digital collaboration tools: other software and tools that can be used to support consultation and engagement, such as interactive whiteboards;

Map based & spatial tools: that can present spatial information in a more engaging way than traditional print documents;

Digital marketing & social media: to recognise the important role of awareness raising and gathering additional feedback via other digital channels.



3.6 Notwithstanding the move towards digital technology, it is important that ‘traditional’, face to face and paper-based consultation methods are retained and used alongside any new digital tools in order to avoid disadvantaging those who are unable or prefer not to engage digitally.

4 COMMUNITY INVOLVEMENT IN PLANNING POLICY

- 4.1 This section of the SCI explains how the Council will give those with an interest in the future development of the area the opportunity to have their say when new planning policies are being developed. The Council will take a flexible, proportionate, and effective approach to consultation that will be tailored to the nature of the document being prepared.
- 4.2 From time to time, the Council will publish other documents on its website which are related to the plan-making process but which are not normally subject to public consultation. These documents include a wide range of technical studies that provide background evidence for the preparation of policies and are described in more detail later in this section.

Which planning policy documents do we consult on?

- 4.3 The most common policy documents which involve public consultation are 'Development Plan Documents (DPDs). These are prepared by local planning authorities and outline the key development goals for the area. DPDs include Core Strategies, Local Plans and Area Action Plans which provide specific planning policy and guidance for a particular location or area of significant change.
- 4.4 In Tewkesbury, as set out in Figure 3, the Development Plan consists of the Joint Core Strategy (the JCS), the Local Plan (the Tewkesbury Borough Plan), Neighbourhood Development Plans and Supplementary Planning Documents (SPDs). The processes for producing these documents vary, and, consequently, so do consultation arrangements and procedures. Further details on these documents and their consultation procedures are set out below.

The Development Plan

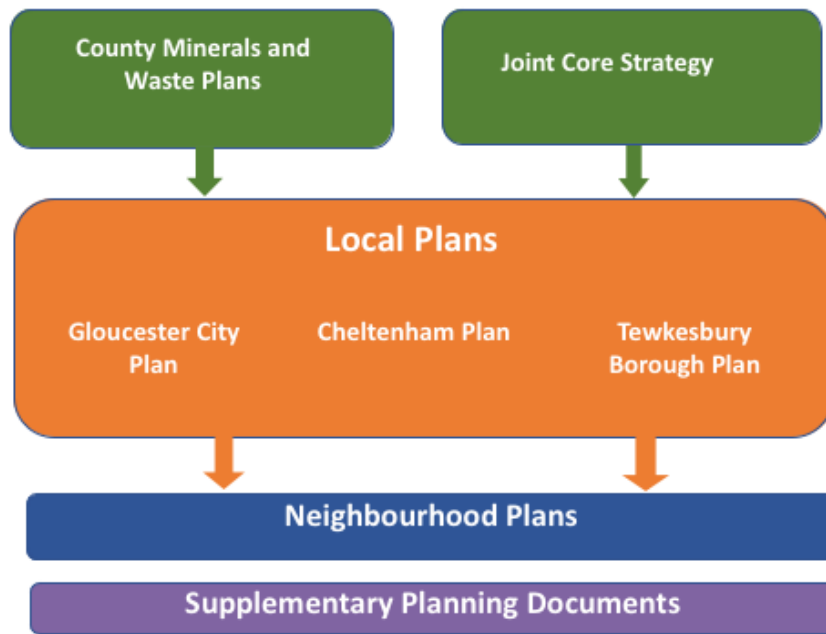


Figure 3: the Development Plan in Tewkesbury Borough

The Joint Core Strategy (JCS)

- 4.5 The Joint Core Strategy provides the strategic policies and requirements for housing, employment and associated infrastructure across the JCS area of Tewkesbury, Gloucester and Cheltenham. It also provides larger scale strategic sites for the delivery of that development. The JCS is currently under review. The review will, among other things, consider the allocation of land for the Tewkesbury Garden Town.

Tewkesbury Garden Town is envisaged to deliver some 10,195 homes and approximately 100 hectares of employment land, and will be supported by infrastructure including roads, schools and green space to meet the community needs. The programme is in its early stages and our ambition is to deliver the programme over the next 30 years. The Garden Town will be brought forward for development through the review of the Joint Core Strategy and through the consideration and approval of planning applications. As such, the proposals of the Garden Town will be the subject of consultation procedures outlined in this SCI

The Borough Plan

4.6 The Tewkesbury Borough Plan provides for smaller scale sites to meet the development requirements set out in the JCS. It also provides the development management policies for Tewkesbury Borough. It is envisaged that the revised Borough Plan will be adopted in 2022

4.7 The legal requirements for consultation and public participation for plan making, is currently set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (the 2012 Regulations) including consultation on the key stages of preparing a plan, including the gathering of evidence, identifying issues, and developing options and public participation on a final version of the plan prior to it being submitted to the Secretary of State for independent examination.

4.8 The preparation of a local plan follows a number of distinct stages, which are summarised in Table 1 below alongside the key consultees and consultation methods likely to be used. These methods will be used for the review of the JCS, the Borough Plan and any Area Action Plan:

Table 1: Stages in Plan preparation (including the JCS and Local Plan)

Stage	What this stage involves	Key Consultees	Consultation methods and tools
Preparation: Issues and Options / Preferred Options	<p>Survey and evidence gathering.</p> <p>Consultation on issues and options</p> <p>Consultation on preferred options</p> <p>Consider consultation responses.</p> <p>Policy formulation.</p>	<p>At the survey and evidence gathering stage, the Council will contact key consultees particularly those with technical knowledge to assist in the identification of issues and options.</p> <p>The formal public consultation is for a minimum of 6 weeks and will involve the following:</p> <ul style="list-style-type: none"> • Relevant specific and general consultation bodies, as defined in the Regulations and set out in Appendix A • Other groups and organisations identified in Appendix A • Parish and town councils adjoining or within the borough 	<p>See Table 3 for more detail on potential consultation methods.</p> <p>During the survey and evidence gathering stage consultation methods will focus on targeted meetings and workshops with technical stakeholders in particular.</p> <p>The Council will publicise any consultation documents by notifying all stakeholders using the following:</p> <ul style="list-style-type: none"> • Press release • Information on the Council website • Social media and other forms of on-line engagement

		<ul style="list-style-type: none"> Residents or other persons carrying on business in the area who are on the council's database 	<ul style="list-style-type: none"> Public exhibitions (physical and on-line) as and if appropriate Public meetings, as and if appropriate Site notices when development allocations are proposed <p>The consultation documents will be made available for public inspection at Council offices and in public libraries within the borough.</p>
<p>Publication and Submission</p>	<p>Publication of the plan for consultation.</p> <p>Submission of the plan to Secretary of State including all associated documents.</p>	<p>The formal period of public participation into the 'soundness' and legal compliance of a plan is for a minimum of 6 weeks and will involve the following groups:</p> <ul style="list-style-type: none"> Relevant specific and general consultation bodies, as defined in the Regulations Other groups and organisations identified in Appendix A Parish and town councils adjoining or within the borough Residents or other persons carrying on business in the area who are on the Council's database 	<p>The Council will publicise the draft Plan to notify all stakeholders using the following:</p> <ul style="list-style-type: none"> Press release Council website Social media and other forms of on-line engagement Public exhibitions (physical and on-line), as and if appropriate Public meetings as and if appropriate Site notices when development allocations are proposed <p>The Plan and supporting documents will be made available online and for public inspection at Council offices and in public libraries within the borough.</p>
		<p>Following the submission of the Plan to the Secretary of State, the Council will make a copy of the Plan and its supporting documents available at the Council offices and public libraries in the borough.</p> <p>The Council will also notify:</p>	

		<ul style="list-style-type: none"> the general, specific and other consultation bodies who were consulted at previous stages, and anyone who asked to be notified of the submission of the Plan <p>as to where and when the Plan and its supporting documents can be inspected.</p>	
Examination	<p>The Planning Inspector holds an examination into the Plan usually including public hearings as well as consideration of written representations. Changes (modifications) to the submitted Plan are proposed by the Inspector and then consulted on. An Inspector's report is published – determining if the plan is 'sound' and whether it can be put forward for adoption.</p>	<p>The Inspector will consider which individuals or organisations ought to be involved at the Examination on Public.</p> <p>The Inspector may suggest modifications are needed to make the plan 'sounds. Consultation on proposed Main Modifications to the Plan will be with the same consultees as for the stage above.</p>	<p>Consultation on Main Modifications will include:</p> <ul style="list-style-type: none"> Press release Council website Social media and other forms of on-line engagement Public exhibitions (physical and on-line) as and if appropriate Public meetings if requested by a town or parish council Site notices when development allocations are proposed <p>The Main Modifications and supporting documents will be made available for public inspection at Council offices and in public libraries within the borough</p>
Adoption	Council adopts the plan	As for the submission of the plan, following its adoption, the Council will make a copy of the plan and its supporting documents available for inspection and will notify key parties as to where and when the documents can be inspected.	

Supplementary Planning Documents (SPDs)

- 4.9 The statutory requirements for preparing SPDs are laid out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). Although they are not subject to independent examination, SPDs undergo public consultation, and must be consistent with national and local planning policies. The regulations set a minimum of 4 weeks for consultation on a draft SPD, although best practice is to consult for longer. The Council will consult on an SPD for a minimum of 6 weeks, which may be extended in certain circumstances, for example if the consultation runs over a holiday period, such as Christmas or Easter.
- 4.10 The process for preparing an SPD is simpler than that for preparing the borough plan or the JCS, and does not require an examination. It is helpful and informative to the preparation of the SPD, for the Council to undertake some informal engagement and consultation at an early stage. Such informal engagement can identify key issues and challenges for the SPD to consider and can also be used to test evolving ideas and move towards consensus, especially where a masterplan or site specific framework is being produced. A draft Consultation Statement, setting out who was consulted and how their comments were considered, should be published alongside the draft SPD at the formal stage of consultation. Should significant changes be made to the SPD following the formal consultation stage, the Council may consider it appropriate to reconsult on the revised document, prior to it being adopted.
- 4.11 The key stages in the preparation of an SPD, together with the key consultees and consultation methods likely to be used are summarised in Table 2 below:

Table 2: Stages in preparing an SPD

Stage	What this stage involves	Key Consultees	Consultation methods and tools
Gathering the evidence base and preparing the draft SPD	Evidence gathering. Opportunity for informal (non-statutory) consultation and engagement and/or discussion of issues with relevant partners and groups. Formulation of options. Prepare draft SPD for consultation.	At the evidence gathering stage, informal engagement should be undertaken; at the very least, this should include key stakeholders, particularly those with local and/or technical knowledge. The consultees at this stage are likely to be determined in part by the nature of the SPD (whether site/ area based or topic based).	During the evidence gathering stage consultation methods will focus on targeted meetings and workshops with local and technical stakeholders in particular. The Council may also make use of a range of other methods to raise awareness and seek input from local residents and businesses.

<p>Consultation on draft SPD</p>	<p>Legal requirement for the consultation to be for a minimum of 4 weeks. The Council will consult for 6 weeks, and may extend this further if the consultation includes holiday periods. Consider comments and representations received during the consultation period.</p> <p>Optional: should the consultation result in significant changes to the SPD, the Council may reconsult on the revised document. The reconsultation will follow the same process as that for the draft SPD.</p>	<p>The formal public consultation on an SPD is for a minimum of 4 weeks and will involve the following:</p> <ul style="list-style-type: none"> • Relevant specific and general consultation bodies, as defined in the Regulations and set out in Appendix A • Other groups and organisations identified in Appendix A • Parish and town councils adjoining or within the borough or area covered by the SPD • Residents or other persons or groups carrying on business in the area covered by the SPD who are or have requested to be on the council's database 	<p>At the formal consultation stage, the Council will consult using methods including:</p> <ul style="list-style-type: none"> • Press release • Information on the Council website • Social media and other forms of on-line engagement • Public exhibitions as and if appropriate (physical and on-line) • Public meetings as and if appropriate <p>Copies of the consultation draft SPD and the draft Consultation Statement, together with any other supporting documents will be made available for public inspection at Council offices and in public libraries within the borough.</p>
<p>Adoption of the SPD</p>	<p>Amend the draft SPD where necessary based on the comments received. Council adopts the SPD.</p>	<p>Following the adoption of an SPD, the Council will make a copy of the SPD, the Adoption Statement and the Consultation Statement available at the Council Offices and public libraries in the borough. The Council will also send a copy of the adoption statement to anyone who has asked to be notified of the adoption of the SPD.</p>	

Other planning documents

4.12 The Council produces a number of other documents. Those which would usually be subject to consultation include:

- **Masterplans and Development Briefs:** these documents may be prepared to provide additional site specific guidance for new development or the redevelopment of an area. They are often brought forward as SPDs, and, in that case, will be subject to the SPD consultation requirements. In other cases, they may be produced as non-statutory planning guidance. Consultation on Masterplans and Development Briefs will usually be similar to that for SPDs in that the Council will publish a draft for consultation and the comments received will inform the final document.
- **Local Development Orders (LDOs):** LDOs provide permitted development rights for specified types of development in defined locations. LDOs are promoted by national planning guidance as a flexible tool to simplify and streamline the planning process, creating certainty for new development and saving time and money for those involved. The process for preparing an LDO includes a formal consultation stage which must include consultation with statutory consultees and any person who would have been consulted on a planning application; publishing the documents on the LPA's website with paper copies available at the LPA's principal offices; advertising the LDO consultation in a local newspaper and displaying site notices. Other consultation methods set to in Table 3 below may also be used to ensure that residents and stakeholders have the opportunity to be informed and have their say
- **Sustainability Appraisal and Strategic Environmental Appraisal (SA and SEA):** the purpose of the sustainability appraisal process is to appraise the social, environmental and economic effects of a plan from the outset. In doing so it will help ensure that decisions are made that contribute to achieving sustainable development. The sustainability appraisal is not a one-off exercise; it needs to be integrated into each stage of plan making and tests the policies and proposals against sustainability objectives enabling them to be modified where appropriate to mitigate potential adverse effects. The Sustainability Appraisal will be published for public consultation alongside DPDs where appropriate.
- **Habitat Regulations Assessment (HRA):** this is an assessment of a plan's impact on European protected species, the process for which is laid out in Government guidance⁴. The HRA is subject to consultation with Natural England and it carried out in conjunction with the Sustainability Appraisal as set out above.

⁴ <https://www.gov.uk/guidance/habitats-regulations-assessments-protecting-a-european-site>

- **Community Infrastructure Levy (CIL):** the CIL allows local authorities in England and Wales to raise funds from developers who are undertaking new building projects in their area. The money raised is used to pay for infrastructure required to support the new development. CIL must be administered in accordance with the Community Infrastructure Levy Regulations 2010 (as amended); the Regulations set out when and how the Council must consult at specific stages of the CIL preparation process. The Council started charging the CIL on planning permissions granted from 1 January 2019. For more information about the CIL and how it applies in the Borough, please see the Council's CIL webpage⁵.

4.13 Other planning documents which the Council produces and are not normally subject to consultation include:

- **Local Development Scheme:** this sets out the Council's work programme for the preparation of new development plan documents and supplementary planning documents, including a description and timetable for each document. The Local Development Scheme is published on the Council's website: <https://www.tewkesbury.gov.uk/local-plan#local-development-scheme> . This is not subject to public consultation.
- **Monitoring Reports:** the Council produces housing and employment monitoring reports which provide details on the progress of planned development and how the Council is meeting the development requirements as set out in the Plan. There will not be consultation on these reports as they are factual documents, but the Council may contact specific groups to obtain some of the data required.
- **Evidence Base:** this includes a range of background studies on specific issues that help to support the preparation of local plan policies. These are technical studies and are not normally subject to consultation although we may contact specific groups to obtain information or data.

Who will we consult?

4.14 The Council wants everyone to have the chance to have their say on the Local Development Documents and will involve individuals, groups, and organisations in the preparation of new planning documents so that everyone has the chance to shape the future of the Borough. The Council will seek to involve and consult a wide range of other interest groups and organisations, developers, and consultants, as well as local residents and businesses.

4.15 The Council is required to consult certain organisations and bodies, and is advised to consult others, depending on the type of policy document. This is in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).

⁵ CIL: <https://www.tewkesbury.gov.uk/community-infrastructure-levy>

- 4.16 The 2012 Regulations set out who must be consulted at the defined stages of plan production by identifying the Specific Consultation Bodies (also known as statutory consultees) and a number of General Consultation Bodies, who are groups or organisations representing the interests of certain parts of the local community. Appendix A to the SCI sets lists the Specific and General Consultation Bodies for the Borough.
- 4.17 The Council is also committed to involving a wide range of other individuals and organisations, including the local community and ‘harder to reach’ groups. These ‘other consultees’ are also identified by the Council and are included in the list at Appendix A. It is important that the needs of those groups of people who do not usually get involved in the process, and who may have specific needs to be met or addressed, are able to get involved if they wish. The methods used for involving the community in planning policy matters need to be varied and responsive to different needs. Where possible, consultations should be taken to the target communities, with face to face events happening in their local area and at different times of day, including evening sessions.
- 4.18 In preparing planning documents the Council will go further than consulting with the required consultees by trying to actively engage groups such as young people, ethnic minority groups, people with disabilities, elderly people, people in rural locations, people in disadvantaged neighbourhoods and/or people with special housing or employment needs. Contact with many of these groups has already been established through the work of the Council’s community development and housing teams. Examples of mechanisms that have previously been used by the Council include: focus groups with parent carers; community open evenings for young residents; and community ambassadors for specific issues. Factors such as mobility, access or religious requirements are important to consider when determining appropriate methods.
- 4.19 The Council will maintain a database containing the contact details of individuals, groups and other bodies that wish to be kept informed of consultations relating to planning policy documents. Consultees are able to specify which subjects are of interest to them. Individuals and organisations on this database will be contacted by email or post when the Council consults on relevant planning policy documents and subjects. The database will be administered strictly in accordance with the provisions of the General Data Protection Regulation, and will be regularly updated.

The Duty to Co-operate and Statements of Common Ground

- 4.20 The Localism Act, 2011, introduced the ‘duty to cooperate’. Neighbouring authorities and other relevant organisations, are required to work together on strategic planning issues that cross local authority boundaries and affect their areas.

4.21 The Council will make sure that it fulfils its legal requirements and will prepare ‘statements of common ground’ with relevant neighbouring local authorities and other strategic organisations and stakeholders where appropriate. The progress made to address strategic cross-boundary matters will be included in the statements of common ground and those statements that are prepared by Tewkesbury Borough Council will be made available on the Council’s website.

How will we consult?

4.22 The Council will keep you informed of consultations and updates of planning policy documents through a variety of methods. The methods used will vary, depending on the type of document being consulted on and the stage that it has reached.

4.23 The increased use of digital services, not least due to the impact of the Covid-19 pandemic, means that digital engagement in the planning system is becoming expected by default. Despite the growing focus of digital consultation, the implementation of this approach requires consideration of what users of the system actually need, and how can it be effectively used by the various stakeholders involved – who often have different interests, technical understanding, and requirements from the engagement.

4.24 Digital engagement approaches offer greater potential to allow for communities and hard-to-reach groups to get involved in shaping the places in which they live, work, and enjoy. The Council will identify and use digital engagement approaches where they are effective and relevant for the nature of individual consultations.

4.25 Digital technology will be used as an additional measure to improve the way we currently undertake consultation and not as a replacement for more traditional consultation methods. There will always be people that would prefer to talk about future plans than interact with a laptop, PC, phone, or other devices. The Council will therefore need to consider how any digital approaches would work alongside other more traditional approaches and requirements to provide for comprehensive engagement and consultation.

4.26 The Council will keep you informed of consultations and updates of planning policy documents through a variety of methods including the following set out in Table 3. The table suggests when certain methods might be used:

Table 3: Potential consultation methods and where they might be used

Consultation Method	What this method entails	When this method might be used
Website	The Council’s Planning Policy web pages will provide information on the preparation of policy documents and current consultations. For current consultations, the website will show the relevant documents, guidance on how to comment and comments forms, where relevant.	Suitable for all consultations
Digital Engagement methods	<p>There is an evolving range of digital tools and approaches which can be used for consultations, especially at the early stages of plan preparation. Digital methods need to be cost effective and relevant to the type of consultation and the needs/ nature of the community to be involved. Tools include:</p> <p>Digital Engagement Platforms that enable a range of different digital engagement activities specific to a project or series of projects</p> <p>Online polling/surveying enabling responses to questions or themes which can stand alone from other software/approaches</p> <p>Webinars/online events enable meetings & workshops to occur in a digital setting as opposed to physical locations;</p> <p>Digital collaboration tools including software and tools that can be used to support consultation and engagement, such as interactive whiteboards</p> <p>Map based & spatial tools that can present spatial information in a more engaging way than traditional print documents</p>	<p>Early stages of preparing a plan or other document</p> <p>Webinars/ online events appropriate for all consultations.</p>
Email and letters	The Council maintains a database of people and organisations who wish to be kept up to date on planning policy document preparation. To help minimise costs, the Council will encourage people to register using their email address. This method will be used as a default unless consultees indicate they require communication by letter. The database will be administered in compliance with the General Data Protection Regulations.	Suitable for all consultations

<p>Parish and Town council seminars</p>	<p>The Council arranges regular seminars for parish and town councils at which council officers from across all service areas provide information and updates on matters relevant to those attending.</p>	<p>Key stages of plan and policy document preparation</p>
<p>Local Media, Social Media and general communications</p>	<p>Effective use of local printed and broadcast media can reach a lot of people and help to stimulate conversations and give the project an air of 'legitimacy'</p> <p>Using a newsletter, such as the Tewkesbury Borough News or parish magazine is a useful complement to other forms of engagement and can be a good way to signpost people meetings or workshops and report the results of such methods.</p> <p>As with local printed and broadcast media, the use of social media platforms including Facebook and Twitter, are useful for announcing consultation events and directing readers to web resources and can attract younger people to get involved.</p> <p>The use of leaflets and posters as part of a communication strategy helps to publicise and convey simple messages, disseminating information to support more in-depth forms of engagement</p>	<p>Suitable for all consultations</p>
<p>Meetings; workshops and design events including Planning for Real</p>	<p>Meetings allow people to raise issues, ask questions, and be given answers that can be heard by others in the room. However, they can be dominated by outspoken individuals and not everyone is comfortable speaking in public. An independent facilitator can help to ensure the smooth running of the event and equal participation.</p> <p>One to one meetings with key people can help to achieve alignment with other strategies and initiatives. Resource intensive and requires senior level officer involvement</p> <p>Workshops encourage active collaboration and joint working to solve problems. The process can help to build a sense of ownership of the results.</p> <p>Planning for Real events are eye catching, hands-on methods which allow participants to place suggestions on a map or model of the</p>	<p>Meetings can be used for all consultations</p> <p>Workshops are useful at early stages of policy formulation and preparation of area based plans and documents.</p> <p>Planning for Real events used for site specific issues such as Tewkesbury Garden Community</p>

	<p>area. The benefits of this approach are its visual impact, its informality, participants can contribute anonymously and all ages can contribute</p>	
<p>Roadshows/ pop-up stalls/ public exhibitions</p>	<p>These provide an opportunity to disseminate information and have in-person conversations using printed material such as maps and plans. They can be combined with other events such as school events or summer fayres and are an effective way to reach a large number of people in a short space of time.</p>	<p>Suitable for all consultations .</p>
<p>Surveys and questionnaires</p>	<p>These can be useful for gauging public reactions to ideas and proposals. They are especially useful at the early stages of policy development, to understand the issues and opportunities and the community's aspirations for an area.</p>	<p>Early stages of plan preparation.</p>
<p>Stakeholder Groups/ Community Reference/Liaison Groups/ Focus Groups</p>	<p>When planning for large scale new development, it can be helpful to establish a stakeholder group bringing together representatives of the local community. In the early days, the Group can provide the opportunity to discuss the vision and objectives of the new development and help to inform the preparation of planning policy, enabling the developer and the local authority to hear the community's views and take them on board.</p> <p>Focus Groups of around 6-12 people selected to be representative of a designated part of the population can improve understanding of how people think and feel about issues. The approach is not, however, an effective way of reaching large numbers of people and, as such, is not a replacement for wider engagement tools.</p>	<p>Large scale developments such as the Tewkesbury Garden Community</p> <p>Focus Groups useful for policy testing</p>
<p>Documents available for inspection</p>	<p>This is a minimum requirement – the Council will make it clear how and when people should respond.</p> <p>Council offices and documents should be accessible to those with disabilities.</p>	<p>Suitable for all consultations</p>

	Documents will also be available on the Council's website	
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When will we consult on planning policy documents?

- 4.27 The Council's Local Development Scheme (LDS) will give an indication of the timescales for the preparation of DPDs and SPDs in Tewkesbury Borough Council's area, including the Joint Core Strategy. This should enable people to broadly know when to expect consultation. Each formal consultation stage will be publicised by the Council.
- 4.28 The regulations relating to each type of planning document set out the requirements for consultation at each stage of the preparation process. The Council will always meet these requirements, but in addition we may undertake additional engagement at appropriate points through the process. In particular, there should be significant effort made at the early stages of preparing our local plan documents, at the point in the process when there is the greatest opportunity to influence the shape of our strategies and policies.
- 4.29 The Council will endeavour to give advance warning to Town and Parish Councils and other stakeholders of upcoming consultations so that they can arrange to respond within the consultation period. The regulations that most planning documents must follow generally require a minimum of six weeks for consultation. Consultations that take place over a holiday period (e.g. school summer holidays, Christmas and New Year) will normally be no less than eight weeks in duration, to reflect Town and Parish Council meeting schedules and for the convenience of members of the public who may need more time to respond.

What happens after a consultation has closed?

- 4.30 All comments received as part of a planning policy consultation will normally be published online. After a consultation period ends, comments will be reviewed and considered by officers and where appropriate, changes to the proposed document will be made by the Council. Where possible, officers will prepare responses for each comment received. However, it is common to receive a large volume of responses to some policy documents and it is not possible to respond to each comment individually. In these cases, comments will be summarised and responses to the issues raised prepared.

- 4.31 A Consultation Statement will usually be produced which sets out the comments received (either individually or in summarised format, dependent on the volume and complexity), the Council's response to those comments and details of how the outcome of the consultation has been reflected in the next stage of the document preparation process. In some cases, it may be appropriate to identify the specific amendments that have been made to a document in response to comments received, however, this will not always be possible, particularly on complex documents or where a large volume of comments have been received.
- 4.32 The Council will notify anyone who has responded to a consultation upon the adoption of the document and when the Consultation Statement is made available, so individuals can see how their comments have informed the process.

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5 Neighbourhood Plans and Neighbourhood Development Orders

- 5.1 Neighbourhood Plans and Development Orders are community-led planning documents, usually led by a parish or town council. The Council is committed to supporting the preparation of Neighbourhood Plans and they are an important way in which local communities can be engaged in the planning system. The Neighbourhood Planning (General) Regulations 2012 (as amended) ⁶ set out the legal requirements for the preparation of Neighbourhood Plans and Development Orders. Consultation as part of the preparation process is undertaken by the parish or town council and, whilst it does not need to meet the requirements of the SCI, the information in this document may provide useful guidance.
- 5.2 The Council has a duty to support local communities wishing to undertake Neighbourhood Planning. The SCI is required by legislation⁷ to set out the council’s policies for giving advice or assistance to organisations preparing a Neighbourhood Plan or Development Order. The table below sets out the support that Tewkesbury Borough Council will provide in terms of neighbourhood planning. The Council cannot write a neighbourhood plan for a parish council but it will provide guidance and support throughout the process.
- 5.3 Further advice, guidance and support can also be found on the council’s webpage: www.tewkesbury.gov.uk/neighbourhood-planning

Table 4: Support for Neighbourhood Planning

Neighbourhood Planning stage	Responsibility	Tewkesbury Borough Council support
Deciding to prepare a neighbourhood plan or development order	Parish/Town Council	We will discuss your ideas for doing a neighbourhood plan to establish if a plan is suitable for your community. We will outline some initial aspects to help you consider whether to proceed.
Designating the Neighbourhood Area	Parish/Town Council applies to designate TBC designates the area	We will review the application and make the necessary arrangements to designate the neighbourhood area. Where necessary, the Council will undertake a consultation on the proposed area (for example: if a parish

⁶ <https://www.legislation.gov.uk/uksi/2012/637/contents>

⁷ <https://www.legislation.gov.uk/ukpga/2017/20/section/6/enacted>

		wishes to work with another on a joint Neighbourhood Plan)
Public consultation on a draft Neighbourhood Plan (Regulation 14)	Parish/Town Council Responsible for the consultation arrangements on the draft plan and for bringing it to the attention of people who live, work or run a business in the designated neighbourhood area.	We will review the plan for environmental assessment requirements and other legislation including general conformity with the Tewkesbury Development Plan and national policy, as well as a more general review of the plan, to help ensure the plan is on track to meet the basic conditions
Submission of the draft neighbourhood plan to the local authority (Regulation 16)	Parish/Town Council submits the plan TBC responsible for next steps	We will make the arrangements to publicise (consult on) the plan for 6 weeks and will appoint the examiner
Examination of the Neighbourhood Plan	TBC	We will make any necessary arrangements for the holding of the examination. On receipt of the examiner's report, we will work with the Parish or Town Council to incorporate any recommended changes to the plan.
Referendum	TBC	The Borough Council is responsible for arranging and holding the referendum

6 Community Involvement in the determination of planning applications

- 6.1 Development management is the process by which the Council determines whether a proposal for development should be granted planning permission
- 6.2 Government is keen to increase community engagement in the planning system by encouraging developers to work with communities before submitting development proposals, particularly for major schemes.
- 6.3 Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning applications. This section sets out our interpretation of how the Council will meet those requirements through the development management process, through the pre-application, application, and appeal stages.

Pre-application consultation

- 6.4 For small-scale development proposals, there is usually less requirement or need for an applicant to undertake pre-application consultation. For larger developments, the Council considers it good practice and therefore encourages applicants to engage with the owners, occupiers of neighbouring land and premises, the parish council(s) affected by the development and the wider community at the earliest stage of preparing their development proposal (pre-application stage). Potentially, everyone benefits from this approach: developers can 'test' local public reaction and identify potential areas of conflict, whilst the community is given a chance to influence proposals before they reach an advanced stage. Open and constructive debate at this early stage helps to raise issues, voice concerns and allow alternative solutions to be explored before submitting an application. Pre-application consultation offers the chance to see how much of a consensus can be achieved and may reduce avoidable objections. But it may not be possible to meet all concerns and does not prejudice the outcome of any subsequent application.
- 6.5 Applicants should tailor pre-application community consultation according to the scale, nature and complexity of the proposed development. Several consultation methods are available, including: online visual exhibitions, video workshops, virtual open meetings and postal surveys. Where and if possible other consultation methods could include public exhibitions, face to face workshops, and surveys. However not all will be appropriate in every case and thus should be proportionate.

- 6.6 The Council recommends that applicants make early contact with the relevant Town and Parish Councils/Meetings on all development proposals. These provide a local community focus for planning matters and a useful source of local opinion.
- 6.7 If a proposal is likely to be controversial, it is vital to ensure that community engagement is fair and equitable, which may mean that Council Officers and Members will be unable to take an active role at this early stage.

Community involvement in the determination of Planning Applications

- 6.8 Once a planning application has been received and validated, there is a process of publicity and consultation for most application types (exempt applications include certificates of lawfulness). This is undertaken to ensure that stakeholders and the community have the opportunity to comment on the proposed development.
- 6.9 The Town and Country Planning (Development Management Procedure) Order 2015 (as amended) requires that at any time before a decision is made on a planning application, stakeholders and the local community should have the opportunity to comment on any aspect of the proposal. The level and extent of consultation will vary depending on the size, scale, location, and nature of the proposed development. In all cases, publicity will meet legal requirements and in some cases, additional publicity may be carried out. Planning applications, supporting information and key dates are available for public inspection online.
- 6.10 The comments that are received during the consultation period will be published on the Council's online planning applications system. Comments cannot be kept confidential although personal information (signatures, email address and phone number) will be redacted. All comments received during the consultation period will be considered in decisions made by and on behalf of the Council. Representations must be in writing, including by email, and can only be taken into account if they relate to material planning considerations. It is current practice to take into account late representations received up to the point of determination of the application. Nevertheless, it is strongly recommended that representations are received by the Council during the time period indicated in the publicity material.

Notification of planning applications

- 6.11 The approach to notification of planning applications will be to:

- Publish details of planning applications online including which applications have been registered, digital copies of the submitted plans and supporting documents. Our online planning software system contains a range of enhanced online search facilities including the ability to search for proposals by area and by development size. Search criteria can be saved enabling quick searches to be undertaken on a regular basis. The online software also enables neighbours and other interested parties to make comments online and to track the progress of the application.

- Involve other organisations, both local and national in the planning application process as appropriate. Statutory consultees (see Appendix A) will be notified electronically. A range of non-statutory bodies who can offer advice may also be consulted. Additionally, each week the Development Management team produces a list of all applications registered during the previous week. An email with a link to this list is widely circulated to a variety of consultees and other interested parties as well as being available on the website.

Residents with an interest in development in their local area are urged to engage with local residents' associations, amenity societies and their Parish/Town Councils. The letter or email which notifies neighbours and other parties will also contain details of the case officer, when they can be contacted and a deadline for returning any comments on the application.

- Undertake appropriate notification as shown in the table (method of publicity) in Appendix B. In some instances, the LPA can go beyond the minimum statutory requirements where the development would potentially have a wider impact and may make use of additional methods of publicity such as social media platform and our website's Planning webpages. Such wider consultation is carried out at the discretion of the planning officer.
- Consult with both statutory and non-statutory consultees. All consultees have 21 days (30 days for applications accompanied by an Environmental Statement) from the issue of the consultation notice to make representations (extended as appropriate where the period extends over public or bank holidays). It is highly recommended that representations are submitted prior to the published consultation deadline.

- All amendments to planning applications will be published on the Council's website. There is no statutory requirement to re-consult on those applications that are amended during the assessment period. However, notwithstanding this, the Council may consider it appropriate to re-consult and afford the opportunity for further representations to be made. Should this be the case, statutory consultees will be given a further 21 days from the issue of the re-consultation notice whilst non-statutory consultees, inclusive of neighbours, will have a timeframe of 14 days.

- 6.12 Where neighbour notification letters/emails are sent out, this will usually be only to those properties immediately adjoining the red line of the planning application site. The planning officer may sometimes determine that neighbour notification letters/emails should be sent beyond this where a development could potentially have an impact on a wider area. This may include properties facing the application site where a proposal is to the front of a property. Such wider consultation is carried out at the discretion of the planning officer. When it is not possible to identify all adjoining properties, a site notice will be displayed as close to the application site as possible.
- 6.13 For a summary of the different types of development and how the Council will notify the community of proposals, please see the table in Appendix B.

Decisions on Planning Applications

- 6.14 Decisions on applications will be made either by the planning committee or by officers under delegated powers in line with the Council's scheme of delegation. All decisions are available to view on the Council's website.
- 6.15 When an application is to be determined by the planning committee, the officer report (including the recommendation) will be available to view on the Council's website 5 working days before the committee meeting. The Council will endeavor to notify objectors and parish councils when an application is to be determined by the committee. Any member of the public wanting to make further comments having read the committee report are able to do so. Any comments received by 5pm the day before the committee meeting will be reported to members. The minutes of all planning meetings are available on the council's website, including if a decision is made by the committee that differs from the officer recommendation. All planning committee meetings are open to the public.

Appeals against planning application decisions

- 6.16 Where an applicant chooses to appeal a decision, the Planning Inspector acts as an independent decision-maker. Any representations made at the application stage will be considered by the Planning Inspector, alongside relevant policy and other material considerations.

Further information about the appeal process can be found on the Planning Portal website and by following the link here: [Appeals | Planning Portal](#).

- 6.17 If an appeal is made, the Council will notify anyone who was notified about the original application, and anyone who commented on the application. Any further comments made at this time should be sent straight to the Planning Inspectorate (not the Council) for their consideration.

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7 Monitoring and Review of the SCI

- 7.1 Once adopted, the SCI is intended to last for at least five years before a review of the document is required by the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- 7.2 The need to review the document within the five year period will be assessed on an annual basis to ensure it remains up-to-date and is appropriate in light of changing factors such as new legislation and regulations, changing corporate policy, changing customer expectations and demand, reductions in staffing and new developments in technology.
- 7.3 If it is considered that any changes are needed to the SCI, this will be done through a formal amendment process which will then be incorporated into the SCI. This will ensure the document remains appropriate and effective in involving the community in both the preparation of planning policy documents and the determination of planning applications. The preparation of an SCI by the Council needs to reflect national policy and guidance and is not required to be subject to consultation.
- 7.4 An exception to the normal approaches to community involvement as set out in the SCI will be a temporary but urgent need to respond and adapt to changing circumstances in response to emergencies such as the Covid-19 pandemic. In such cases, the guidance set out in Appendix C will come into effect.

Appendix A

Indicative consultee list

Specific consultation bodies:

- (a) Coal Authority,
- (b) Environment Agency,
- (c) Historic England,
- (d) Marine Management Organisation,
- (e) Natural England,
- (f) Network Rail Infrastructure Limited,
- (g) Highways Agency,
- (h) a relevant authority any part of whose area is in or adjoins the local planning authority's area (a local planning authority, a county council, a parish council, a local policing body)
- (i) any person—
 - i. to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - ii. who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,
- (j) if it exercises functions in any part of the local planning authority's area—
 - i. a Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
 - ii. a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
 - iii. a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
 - iv. a sewerage undertaker; and
 - v. a water undertaker;
- (k) Homes England

General consultation bodies:

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

- c) bodies which represent the interests of different religious groups in the local planning authority's area,
- d) bodies which represent the interests of disabled persons in the local planning authority's area,
- e) bodies which represent the interests of persons carrying on business in the local planning authority's area.

Other consultees:

The following list will be updated in response to requests for changes or additions once they arise. The full list will be monitored and updated annually (where necessary)

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Government departments and statutory advisors

Department for Levelling Up, Housing and Communities

Department for Digital, Culture, Media and Sport

Department for Environment, Food and Rural Affairs

Department for Transport

Ministry of Defence

Other bodies

Regen South West

South West Tourism Alliance

Culture South West

General consultees:

(The following list is not exhaustive)

National organisations

Age Concern

British Trust for Conservation Volunteers

Campaign for the Protection of Rural England

Canal and Rivers Trust (formerly British Waterways)

Church Commissioners

Civil Aviation Authority

Farming and Wildlife Advisory Group

Friends of the Earth

National Farmers Union

National Gypsy Council

National Playing Fields Association

National Trust

Ramblers Association

The Showman's Guild of Great Britain

The Woodland Trust

Regional organisations

Sport England (South West)

Severn and Wye Energy Agency

County organisations

Cheltenham and Tewkesbury Primary Care Trust

Cotswolds Conservation Board

Cycle Touring Club Gloucestershire

Gloucestershire Association of Parish and Town Councils

Gloucestershire Constabulary

Gloucestershire Fire Service

Gloucestershire Playing Fields Association

Gloucestershire Rural Community Council

Gloucestershire Tourism

Gloucestershire Wildlife Trust

GLOSTRAC

Local Enterprise Partnership (including Gloucestershire First)

Race Equality for Gloucestershire

Registered Social Landlords

Severn and Avon Flooding Group

Tewkesbury Borough Organisations

Tewkesbury Civic Society

Commercial consultees

Local bus operators:

Castleways

Marchants

Stagecoach

Swanbrook

Developers, Planning Consultants and Agents

Local groups and others not covered above:

The following list does not name specific local groups to be consulted as these may change over time. Generic terms are used such as local residents association rather than the specific name of the local group.

Business clubs, forums and chambers of commerce

Women's groups

Men's groups

Local environmental groups

Local amenity groups and societies

Disability and mental health groups

Black and minority ethnic groups

Religious groups

Parent and toddler groups

Local residents and community associations

After school clubs

Appendix B

Summary of notification arrangements for planning applications

Type of development	Site notice	Neighbour notification letter	Newspaper advertisement	Website	Parish/Town Council
Applications for major development less than 50 dwellings or less than 1000 square metres floorspace		✓	✓	✓	✓
Applications for major development 50 + dwellings or 1000+ square metres floorspace	✓	✓	✓	✓	✓
Applications accompanied by an environmental statement	✓	✓	✓	✓	✓
Applications which do not accord with the development plan in force in the area	✓	✓	✓	✓	✓
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	✓	✓	✓	✓	✓
Change of use applications	✓	✓		✓	✓
Change of use to a hot food takeaway	✓	✓		✓	✓
Minor applications		✓		✓	✓
Applications for planning permission: other development not covered above		✓		✓	✓

Type of development	Site notice	Neighbour notification letter	Newspaper advertisement	Website	Parish/Town Council
Development affecting the character & appearance of a conservation area	✓	✓	✓	✓	✓
Applications for listed building consent for works to the exterior of the building on internal works to a grade I or Grade II* listed building	✓		✓	✓	✓
Applications to vary or discharge conditions attached to a listed building consent or conservation area consent, or involving exterior works to a listed building.	✓		✓	✓	✓
Applications for works to a tree preservation order tree	✓			✓	✓
Non-material amendment				✓	
Permission in principle	✓			✓	✓
Technical Details Consent	✓			✓	✓
Certificate of lawful development				✓	
Prior approval notifications under permitted development rights	✓*	✓*		✓	✓
Amended plans: significant changes		✓			✓
<p><i>* we may display site notice(s) on or adjoining the site, and/or notify adjoining owners or occupiers, where considered appropriate. Consultation arrangements will vary according to the type of prior approval and will follow the requirements in the legislation.</i></p>					

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Appendix C

Measures and amended practice that may be necessary in response to a state of public emergency including pandemics

Tewkesbury Borough Council is committed to keeping essential services running where possible. It is important that the planning process continues to move forward in any state of public emergency as planning has an important role to play in supporting our communities and economy. The Planning service will adapt its approach to plan making and planning decisions where necessary in light of any restrictions relating to public emergencies such as the Covid-19 pandemic.

The following guidance and the measures contained within it, will apply when restrictions are introduced by the UK government as a result of a public state of emergency, which could include closure of public buildings, restrictions to movement, and/or social distancing measures. The guidance should be read alongside the rest of the SCI. Should it conflict with, or introduce uncertainty when read alongside other guidance in the SCI, then this guidance will take precedence.

Involving the Community in Planning Policy:

In the event that public buildings have to close, it will not be possible to have hard copies of documents available for public use. Such documents will be made available online on the Council's website. The Council will contact Parish Councils and request that, where possible, they include a link to the Council's webpages and consultation documents on their own websites.

For neighbourhood plans, the Council will work with parish councils to make arrangements to publish consultation materials on its own website, as well as on the respective parish council's website.

Any public consultations on planning policy documents that take place during a period of restrictions, may not be able to make use of physical, in-person meetings, events or exhibitions which are listed as possible consultation methods in the SCI. Instead, the Council will explore consultation and engagement methods using online digital communication tools, such as video conferencing, online surveys, and online presentations. Such tools will be used in place of face to face meetings and events where it is considered that the gathering of people would be contrary to Government guidelines. Where the use of such tools is not possible or feasible, the Council will consider whether to progress an emerging planning policy document to a statutory consultation stage without early engagement or whether progress on the document should be paused to enable such engagement to take place at some time in the future.

Notifications will be sent via email (and also by letter to anyone who has not provided an email address) to all statutory consultees and all persons and organisations on the Council's database. The Council will provide information of formally published policy documents including consultation documents, submission of development plan documents, Inspector reports, and final adopted versions of documents. This will indicate how and where the relevant documents can be viewed on the Council's website. Included within this correspondence will be the contact details of a named officer including phone number and email address which can be used to discuss any problems they may have in accessing documents via the website.

Where restrictions on movement and access allow, public notices will be posted at the Council offices and at public libraries in the borough. The notices will be posted in a position so that they can be read from outside the building from a publicly accessible point. The notices will provide details of the relevant documents or consultation and how and where documents can be viewed in the council's website. The notice will also provide a name, phone number and email address which can be used in the event of difficulties accessing the documents.

Public notices will also be published in local newspapers (it is acknowledged that these may also only be available online).

The Council will issue a press release and will use its social media channels to raise awareness about consultations and documents and how and where they can be viewed.

Involving the Community in Planning Applications

The Planning Service has a robust system with the technology to allow planning applications to be determined remotely. The Council may need to change some of the usual working practices around the display of site notices and site visits. In the case of pre-application consultation, applicants are encouraged to discuss the approach to this with their case officer to ensure that it remains useful in informing proposals.

In the event that public buildings have to close, it will not be possible to have hard copies of documents available for public use. Such documents will be made available online on the Council's website.

Notifications: The public will still be advised of relevant applications by neighbour notification letters or emails and/or press notices. It may not be possible to put up site notices, depending on the nature

of restrictions. In the case of neighbour notification letters, adjoining properties will be identified remotely using maps, rather than from a site visit, which may reduce the accuracy. Every planning application has a case officer that the public can contact should they encounter any issues in accessing these documents.

Site Visits: as part of any Government guidance or restrictions on social distancing and /or movement, planning officers will minimise or cease site visits to properties. Instead, officers will review what information they have available to them in order to make a decision, whether this be by doing site visits from the public realm, reviewing planning histories, and contacting applicants to undertake virtual site visits by requesting photographs with guidance from the officers.

Any site visits that the Council is able to carry out and where access onto the site is essential, will be governed by government guidance and a risk assessment, which will set out any precautionary procedures required.

Planning committees and meetings: where face to face meetings and committees cannot take place, the Council will arrange for planning committees and other meetings to take place online and will allow remote viewing and participation in these meetings.

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