A large teal abstract graphic with white shapes, resembling a stylized animal head or a landscape feature, occupies the right and top portions of the page.

# Statement of Community Involvement Second Draft

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Rossendale Borough Council  
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# Section 1: Background

## Introduction

This Statement explains how Rossendale Borough Council will encourage participation in the development of the Rossendale Local Development Framework (LDF)

The preparation of a Statement of Community involvement (SCI) is required by a Planning Act introduced in September 2004 called [The Planning and Compulsory Purchase Act 2004](#).

This document sets out Rossendale Borough Council's commitment to involving the local community in the planning system. The document has recently been issued for consultation during August – October 2005, in accordance with Regulation 26 of The Town and Country Planning (Local Development) (England) Regulations 2004.

This Draft is now issued for consultation again following revisions to the document following the representations received and the outcomes and subsequent recommendations of a review of the Rossendale Borough Council Planning Service.

**Section 1** of the Statement of Community Involvement (SCI) provides an introduction to the Local Development Framework (LDF) and provides a summary of the documents and the role of Sustainability Appraisal (SA) in preparing each document.

**Section 2** of this Statement of Community Involvement (SCI) sets out how the Council will engage the local community, key stakeholders and representative organisations both before and during the preparation of key components of the LDF, such as Development Plan Documents (DPD) and Supplementary Planning Documents (SPD).

**Section 3** of the document will also set out how the Council will engage the local community in the determination of planning applications, paying particular attention to resolving the issues between the need to meet best value targets for handling major planning applications, whilst integrating community involvement as a central process in the new system.

## What is the Local Development Framework?

The Local Development Framework (LDF) is a folder of documents that will replace the Rossendale District Local Plan that was adopted in April 1995 and covered the period 1990 to 2001.

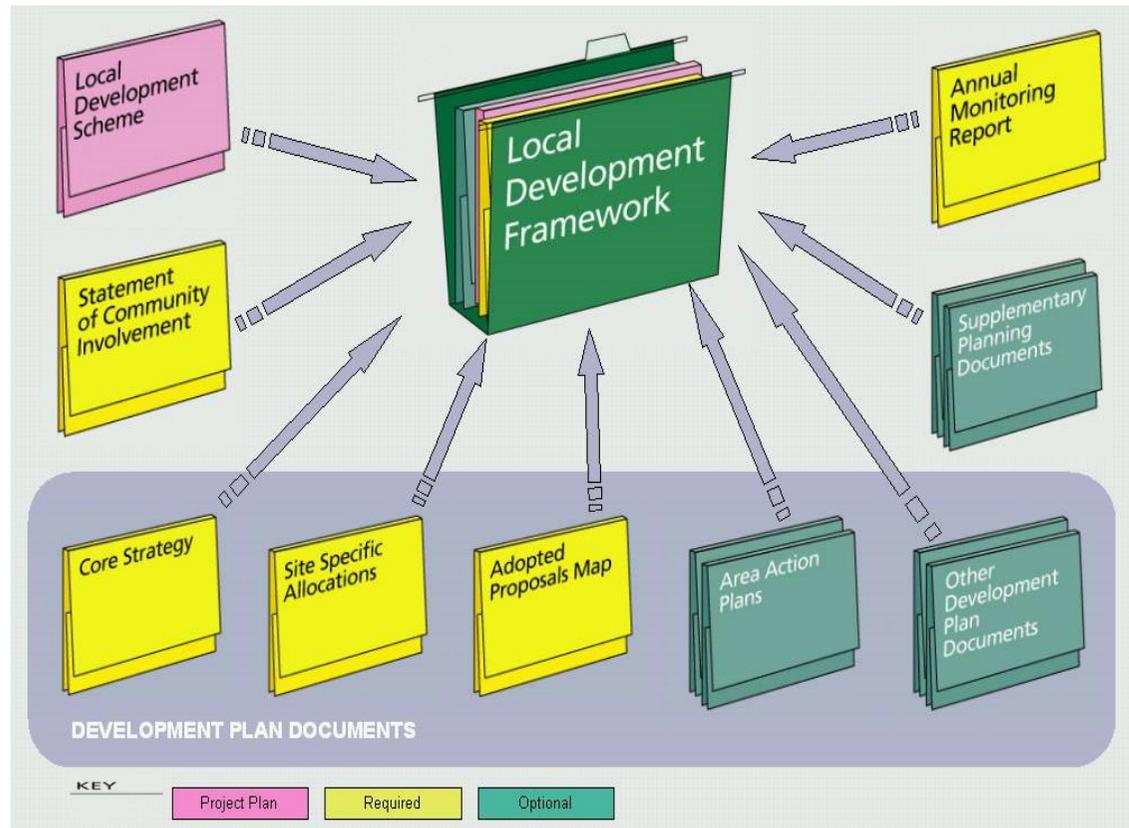
The Local Plan is now time expired and therefore requires the development of the LDF to provide up-to-date planning policy. LDF preparation is ongoing and will develop and grow as the new planning system develops year on year.

The LDF folder will include:

1. Local Development Scheme
2. Statement of Community Involvement
3. Development Plan Documents
4. Supplementary Planning Documents
5. Local Development Orders and Simplified Planning Zones
6. Annual Monitoring Report

LDF documents fall into two categories: Required and Optional.

**(Right) Figure 1:**  
**Documents that form the LDF**



## **1. Local Development Scheme (A required document)**

The Local Development Scheme (LDS) is a 'project plan' identifying which local development documents will be produced, what stages are involved in their preparation, in what order and when they will be developed over a three year period.

The Local Development Scheme provides the starting point of the Local Development Framework and is updated on an annual basis.

The LDS is a public document for the community and stakeholders to find out about Rossendale's planning policies. Rossendale had its initial Local Development Scheme approved on 8th July 2005 and is available to download at [www.rossendale.gov.uk](http://www.rossendale.gov.uk).

A paper copy of the Local Development Scheme can also be viewed at the council's One Stop Shop in Rawtenstall and our offices in Stubbylee, Bacup. The opening hours are:

Mon - Wed (8:45am - 17:15)

Thurs - Fri (8:45am - 17:00)

## **2. Statement of Community Involvement (A required document)**

Like the LDS, the Statement of Community Involvement (SCI) shows how and when planning authorities intend to consult local communities and other stakeholders when preparing other documents that will form the LDF and consultation with planning applications. A key outcome of the SCI will be to encourage 'front loading' – this means that consultation begins at the earliest stages

of a document's development so that communities are given the opportunity to be involved and to make a difference.

A Statement of Community Involvement must provide good levels of access to information. It should be designed to increase the opportunity to create understanding of the planning system and actively encourage communities to contribute ideas and representations, and for Rossendale to provide regular and timely feedback.

## **3. Development Plan Documents (DPDs)**

A Local Development Framework must include a Core Strategy, Site-Specific Allocations of land, a Proposals Map and may also contain optional development documents such as Area Action Plans. These are classed as DPDs and outline the key development goals of the Local Development Framework.

DPDs must follow a strict process of community involvement, consultation, sustainability appraisal and independent examination to ensure that Rossendale has a Local Development Framework that will provide long-term economic, social and environmental benefits.

Following a successful examination a DPD is then adopted. Upon adoption, development control decisions must be made in accordance with the DPDs unless material considerations indicate otherwise.

### **3.1 Core Strategy (A required document)**

The Core Strategy is a key DPD from which other DPDs will be linked. It sets out the general spatial vision and objectives for delivery in the Local Development Framework.

The Core Strategy plays a key part in the delivery of Rossendale's Community Strategy. The Core Strategy will present the development and use of land elements required to deliver the objectives set out in the Community Strategy such as the strategic development needs including housing, leisure, employment and retail

### **3.2 Site Specific Allocations (A required document)**

The allocation of land for specific uses must be set out in a development plan document called Site Specific Allocations, which is separate from the Core Strategy.

This allows the local authority to update allocations in the light of changes to other local development documents or implementation on the ground.

Sites should be identified on a robust and credible assessment of the suitability, availability and accessibility of land for particular uses or a mixture of uses so that the right development is achieved.

### **3.3 Adopted Proposals Map (A required document)**

The Adopted Proposals Map should illustrate all site-specific policies in all the adopted development plan documents in map form.

The Adopted Proposals Map should also identify areas of protection such as nationally protected landscape and local nature conservation areas, green belt land and conservation areas.

Separate inset maps may be used to show policies for part of the authority's area, such as the policies for Area Action Plans. The Adopted Proposals Map must be revised as each new development plan document is adopted and should reflect the up-to-date spatial plan for the area.

### **3.4 Area Action Plans (An optional document)**

An Area Action Plan (AAP) is a development plan document that focuses on a specific location or an area that is subject to significant change or an area that needs to stay the same. This could include a major regeneration project or a conservation area.

The AAP should focus on implementation - providing an important mechanism for ensuring development of an appropriate scale, mix and quality for key areas of opportunity, change or conservation.

An AAP should outline protection for areas sensitive to change and aim to resolve conflicting objectives in areas subject to development pressures.

### **3.5 Other Development Plan Documents (An optional document)**

These can include document based on themes such as housing, open space, employment and retail development.

Other Development Plan Documents can also include development control policies.

The Annual Monitoring Report (AMR) (see point 6) should also highlight if any adjustments to the Local Development Scheme are required.

### **4. Supplementary Planning Documents (An optional document)**

Supplementary Planning Documents (SPDs) expand or add more detail to the policies set out in the development plan documents. These may take the form of design guides, guidance on energy efficiency or form development briefs for sites or buildings, a master plan or issue-based documents.

These documents can use illustrations, text and practical examples to expand on how the authority's policies can be taken forward.

Local authorities must involve the community in the preparation of SPDs. They are also subject to a Sustainability Appraisal to ensure economic, environmental and social effects of the plan are in line with sustainable development targets.

### **5. Local Development Orders and Simplified Planning Zones (Optional)**

The Local Development Framework may also contain Local Development Orders and Simplified Planning Zones.

A Local Development Order is made by a planning authority in order to extend permitted rights for certain forms of development, with regard to a relevant local development document.

A Simplified Planning Zone is an area in which a local planning authority wishes to stimulate development and encourage investment. It operates by granting a specified planning permission in the zone without the need for a formal application or the payment of planning fees.

### **6. Annual Monitoring Report (A required document)**

A report submitted to the government by a local planning authority to assess the progress and the effectiveness of a Local Development Framework.

The Annual Monitoring Report will consider the progress of the Local Development Documents (LDDs) against the authority's Local Development Scheme (LDS) and consider the extent to which the spatial goals are being met.

The Annual Monitoring Report (AMR) should also highlight if any adjustments to the LDS are required.

## Sustainability Appraisal & Strategic Environmental Assessment (SA & SEA)

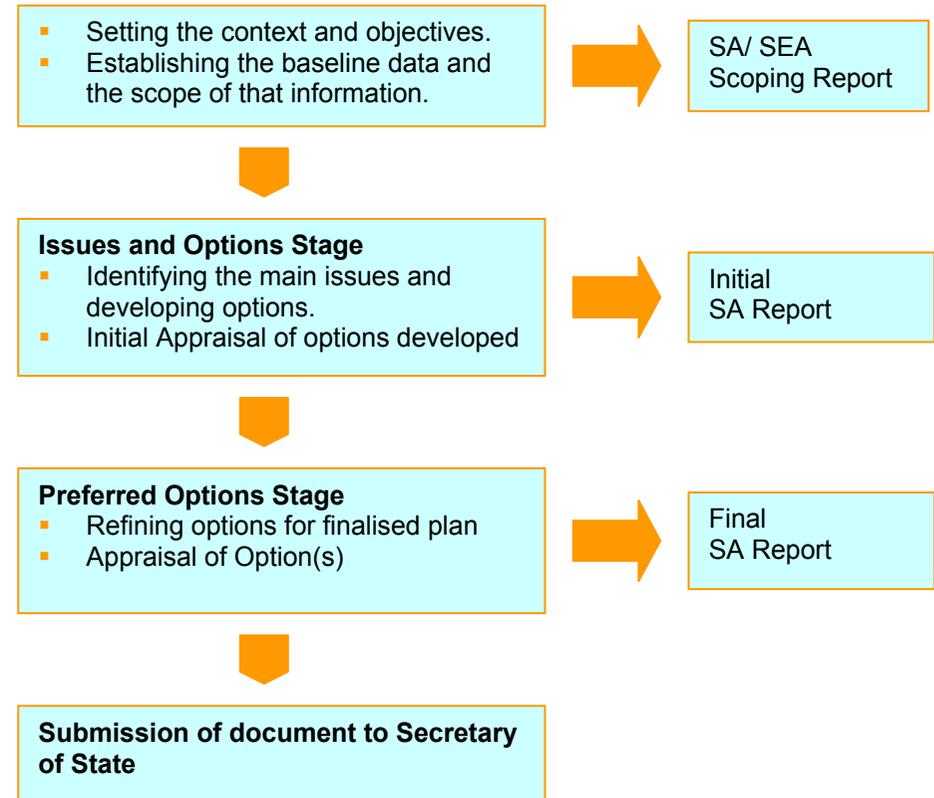
A Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA) are key stages in the LDF. The process starts with the development of a Scoping Report that will identify the main objectives and issues facing the borough. The Scoping report will then be used as the basis for appraisals.

A SA provides an assessment of all documents prepared to form the LDF so that it will provide policies and guidance that ensure development will bring long-term economic, social and environmental benefits to the communities of Rossendale.

The SA will be based on a set of objectives that reflect principles set out in guidance at national and regional levels. The SA will also be based on the objectives presented in documents such as the Community Strategy.

At each stage of a document's preparation an SA will be produced that will assess the options in each document against the criteria set out in the scoping report.

**(Right) Figure 2:  
Role of the Sustainability Appraisal in the LDF preparation process.  
Please Note that preparation stages can vary depending on the type of document being prepared.**



# Section 2: Developing a Statement of Community Involvement

## Principles of Consultation

Government guidance on the SCI and engaging the local community is contained in the following key documents:

1. [Town and Country Planning \(Local Development\) \(England\) Regulations 2004.](#)
2. [Planning Policy Statement 12 \(PPS12\) - Local Development Frameworks 2004.](#)
3. [Creating Local Development Frameworks – A Companion Guide to Planning Policy Statement 12, \(ODPM\) November 2004.](#)
4. [Statements of Community Involvement and Planning Applications, \(ODPM\) December 2004](#)

The advice contained in these documents is clear; there should be a fundamental move towards a more transparent and accountable planning system, involving local communities at the outset in plan and decision making.

The Code of Practice sets criteria for testing the “soundness” of the SCI (see Table 1) which will be used by the inspector during the examination process.

**Table 1: Code of Practice Principles**

Principle	Description
Fit for purpose	Community involvement that has been well considered, and appropriate to each applied level of planning. Different arrangements may be required for different planning processes.
Front Loading	There should be opportunity for participation from the earliest stages of Plan preparation.
Variety of methods to encourage involvement	Methods used to encourage participation should be relevant to the people who are to be involved. There should be no ‘one size fits all’ solution.
Continuous Involvement	Continuous programme of community involvement. Feedback to allow individuals to see how ideas have developed at various stages.
Accessibility and transparency	The process must be clear so people know when they can participate. Involvement should include those who would not normally participate in planning, including hard to reach groups.
Planning for involvement.	Clear timing as to when involvement can take place. Other consultation exercises that could be run in tandem, e.g. Community Strategy, must be set out

## Examination of LDF documents

Before a document is adopted they must all be submitted for Independent examination. This examination is carried out by an Inspector appointed by the Secretary of State. The purpose of an Inspector is to provide an independent assessment of the “soundness” of the document and to ensure the preparation process adopted meets the statutory requirements.

The guidance for developing the LDF is Planning Policy Statement 12 (PPS). PPS12 sets out nine tests which a SCI should meet if it is to be sound. The tests in PPS12 are that the:

1. Local Planning Authority has complied with the minimum requirements for consultation as set out in Regulations;
2. Local Planning Authority’s strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy;
3. Statement identifies in general terms which local community groups and other bodies will be consulted;
4. Statement identifies how the community and other bodies can be involved in a timely and accessible manner;
5. Methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents;
6. Resources are available to manage community involvement effectively;

7. Statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents;
8. Authority has mechanisms for reviewing the Statement of Community Involvement; and
9. Statement clearly describes the planning authority’s policy for consultation on planning applications.

## Testing the SCI

In order for the SCI to become adopted it will have to meet their own specific tests set out by the Planning Inspectorate. These tests are:

### Test i

**The LPA has complied with the minimum requirements for consultation as set out in Regulations.**

This test requires that the SCI should meet the minimum requirements for consultation as set out in the Town and Country Planning (Local Development Regulations) 2004.

The Authority should provide a statement at submission detailing the consultation undertaken under Regulations 25 and 26. When they submit the representations on the Submission SCI, they should provide a statement detailing the consultation undertaken under Reg. 28.

### Key Questions

- Has the LPA consulted with at least the specific consultation bodies (the Regional Planning Body, the Highways Agency, and any adjoining or overlapping planning authority: county councils, LPAs

and parish councils) before preparing their consultation draft SCI as required by Reg. 25?

- Has the LPA carried out consultation on the pre-submission draft SCI to satisfy requirements under Regulation 26?
- Has the LPA carried out consultation on the Submission draft SCI as required by Regulation 28?

### Test ii

**The LPA's strategy for community involvement links with other community involvement initiatives, e.g. the community strategy.**

#### Key Question

- Is it clear from the SCI how the local authority will ensure that the process of community involvement for DPD production will be linked to that for other strategies which are relevant to the DPD in question, including, for example, the community strategy?

### Test iii

**The SCI identifies in general terms which local community groups and other bodies will be consulted.**

#### Key Questions

- Does the SCI make sufficiently clear which general consultation bodies will be consulted on the preparation of DPDs e.g. local community groups, land owners and other bodies?
- Does the list of bodies the LPA lists as consultees at least include the statutory bodies from PPS12 Annex E?

- Is it clear that the LPA will consult with bodies only if the subject matter of the LDD affects them, and that they may consult with additional bodies if appropriate?
- Do the methods of consultation described in the SCI meet the minimum requirements of the Regulations?

### Test iv

**The SCI identifies how the community and other bodies can be involved in a timely and accessible manner.**

#### Key Question

- Does the SCI indicate that community involvement and consultation will be carried out early enough to allow for engagement at each of the stages of DPD preparation, including the issues and options stage?

### Test v

**The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents.**

#### Key Questions

- Are the methods appropriate and accessible for a range of groups?
- Are the methods appropriate for the type of LDDs?
- Does the SCI demonstrate what community involvement and consultation activities will take place with the community and stakeholders at the different stages of LDD preparation?

### Test vi

The resources are available to manage community involvement effectively.

#### Key Question

- Has the local planning authority demonstrated that it has given reasonable consideration to the link between resources and the type/scale of community involvement proposed?

### Test vii

The statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents.

#### Key Questions

- Does the SCI make clear how the decisions regarding DPD and SPD content will be made?
- Is it clear how the results of community involvement will be reported and inform the content of LDDs?

### Test viii

The authority has mechanisms for reviewing the SCI.

#### Key Question

- Is it clear what will trigger a review of the SCI?

### Test ix

The SCI clearly describes the LPA's policy for consultation on planning applications.

#### Key Questions

- Does the LPA's policy and procedures for consultation on planning applications meet the minimum requirements set out in legislation?
- Does the SCI provide a clear and unambiguous statement about how it intends to carry out consultation with the public on planning applications?
- Is it clear how the results of consultation will be reported and inform decisions on planning applications?
- Does the SCI differentiate between different types and scales of application, and make clear the different procedures for consultation that will apply?
- Does the SCI set out the LA's policy towards pre-application consultations, including the expected role of applicants?

### Testing DPDs

In addition to the tests set out for the SCI the Planning Inspectorate has also developed tests for DPDs. These are categorised into three categories:

- Procedural Tests
- Conformity Tests
- Coherence, Consistency and Effectiveness Tests

### The Procedural Test:

- The DPD has been developed in accordance with the Scheme.
- The document has been prepared in compliance with the Statement of Community Involvement (SCI), or with the minimum requirements set out in the regulations where no SCI exists.
- The plan and its policies have been subject to a sustainability appraisal.

### The Conformity Test:

- It is a spatial plan which is consistent with national planning policy and in general conformity with the RSS, and properly had regard to any other relevant plans, policies and strategies relating to the area or adjoining areas.
- It has had regard to the authority's Community Strategy

### Coherence, Consistency and Effectiveness Tests

- The strategies, policies and allocations in the plan are coherent and consistent within and in between development plan documents prepared by the authority and neighbouring authorities;
- The strategies, policies and allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base;
- There are clear mechanisms for implementing and monitoring;

- It is reasonably flexible to enable it to deal with changing circumstances.

In addition to these tests there is a set of soundness tests for SCIs. In order to meet the requirements for soundness an SCI should:

- Demonstrate compliance with the minimum requirements for consultation as set out in the regulations;
- Demonstrate links with other community involvement initiatives;
- Identify in general terms which local community groups and other bodies will be consulted;
- Identify how the community and other bodies can be involved in a timely and accessible manner;
- Show methods of consultation appropriate to the intended audience and for the different stages of preparation of LDDs;
- Show resources available to manage community involvement effectively;
- Show how community involvement is fed into the preparation of development plan documents;
- Outline mechanisms for reviewing the document;
- Clearly describe policy for consultation on planning applications.

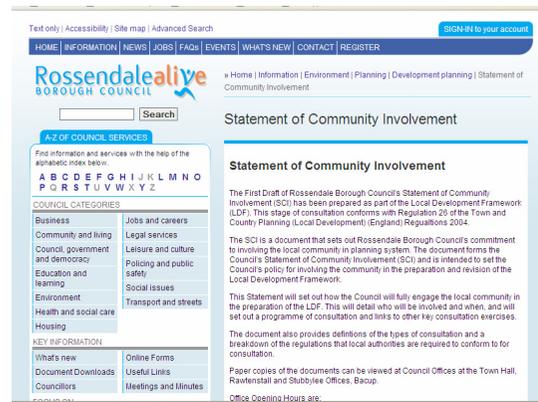
After an examination, the Inspector will produce a report that sets out conclusions on how the document needs to be changed to meet the soundness requirements. Any changes identified will be binding and must be incorporated into the document before it is adopted.

## Consulting with Key Groups and Individuals

The Council is committed to providing and developing effective consultation on all aspects of the LDF process. Further information on consultees is available in Annex 3 of this document.

The Council has developed a consultation database to provide consistency when contacting consultees and to provide the opportunity for more people to get involved in the preparation of the LDF.

A schedule of consultees will be made available online [www.rossendale.gov.uk/forwardplanning](http://www.rossendale.gov.uk/forwardplanning) and in the Council's Offices and provide the opportunity for people and organisations to be added to the database.



## Making Consultation More Effective

Analysis of consultation will be carried out throughout the Local Development Framework preparation process. This will ensure that consultation will continually improve and become more effective.

Research into the preferred methods of consultation have already been carried out at a sub-regional level for Lancashire and East Lancashire which includes analysis of Rossendale. Such work provides a useful “yardstick” to how the Council will develop its methods of consultation.

Further details on the monitoring and analysis of consultation procedures can be found in Appendix 1: Monitoring and Managing the Process.

## Linking to the Community Strategy

The new planning system requires that an LDF gives “spatial expression” to the vision and objectives set out in the [Community Strategy](#).



The Community Strategy has been developed and led by the Rossendale Partnership and sets out a vision for Rossendale based on deliverable objectives. The vision for Rossendale is “Rossendale Alive”.

ROSSENDALE ALIVE:

*“ Our vision outlines how we, Rossendale’s Local Strategic Partnership, will improve the quality of life and life chances for all residents in Rossendale. It commits us to achieving sustainable development through co-ordinated activity of all partners to improve the economic, social and environmental well being of the borough and its communities.’*

The Community Strategy covers a wide range of topics such as the economic, social and environmental aspects of improving the borough. These are:



Community Strategy

Community Network

Education

Culture

Community Safety

Housing

Health and Well Being

Environment

Economy

In developing the Rossendale Partnership the results of any recent consultation exercises undertaken by the Partnership and Community Network will be used to inform the contents and appraisal of documents produced. This will provide a good source of information and, together with further community engagement, will help establish the key issues to be considered in the preparation of the documents that will form the LDF.

Further information on the Rossendale Partnership and Community Network please visit [www.rossendalealive.co.uk](http://www.rossendalealive.co.uk)

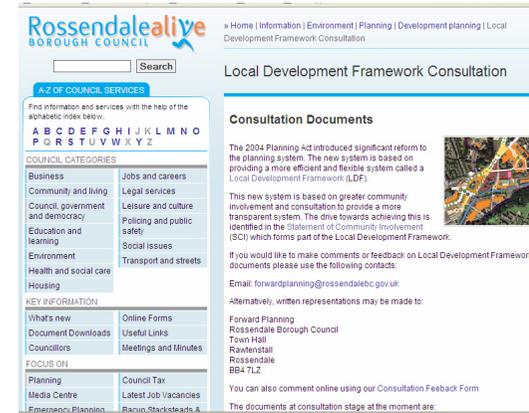
### Where and how to view documents

Documents to be viewed for consultation will be made available in the Council offices and other public buildings in the local plan area. Contact details are provided in Annex 5 of this document.

There will be a number of approaches used to ensure engagement is effective, some of which are subject to regulations that ensure minimum standards are achieved (see Appendix 2 for specific details)

Documents will also be made available on the Council's Website with access through a number of areas including a [Consultation Documents](#) section available from the home page.

Feedback forms are available on request at offices or can be downloaded from the website. Registration to the website also provides the opportunity to comment online by visiting [www.rossendale.gov.uk](http://www.rossendale.gov.uk).



There are a number of services within the Council that can be contacted on a variety of areas. These are:

- Forward Planning Team
- Development Control
- Economic Regeneration
- Neighbourhood Management Team
- Housing Market Renewal Team
- Elevate East Lancashire
- Transport
- Leisure and Culture
- Community and living

Further information and contact details for these services can be found in Appendix 6.

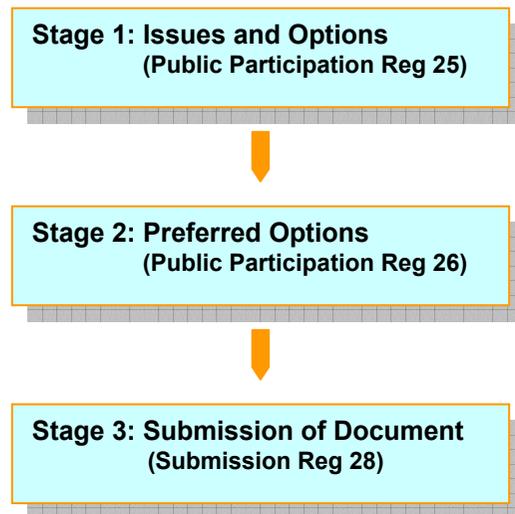
## Key Stages of Consultation and Participation

The minimum requirements for consultation are set out in the Town and Country Planning (Local Development) (England) Regulations 2004.

In addition, the Regulations also identify the key stages when consultation and participation should occur. Rossendale Borough Council is keen to involve the local community in preparation of an LDF to help gain greater understanding of the issues facing the borough. For information on the stages for preparation of an SCI please see [Appendix 2](#).

Rossendale has identified 3 main stages in the preparation of most of the documents that will form the Local Development Framework (LDF). These stages will allow people and organisations to get involved at different points of a documents' development.

**Figure 2: Basic stages for Consultation**



## Representation Process

Planning's purpose has always been to try and make where we live as pleasant a place as possible. But surely the best way of making this happen is to involve you in deciding how your local community is planned.

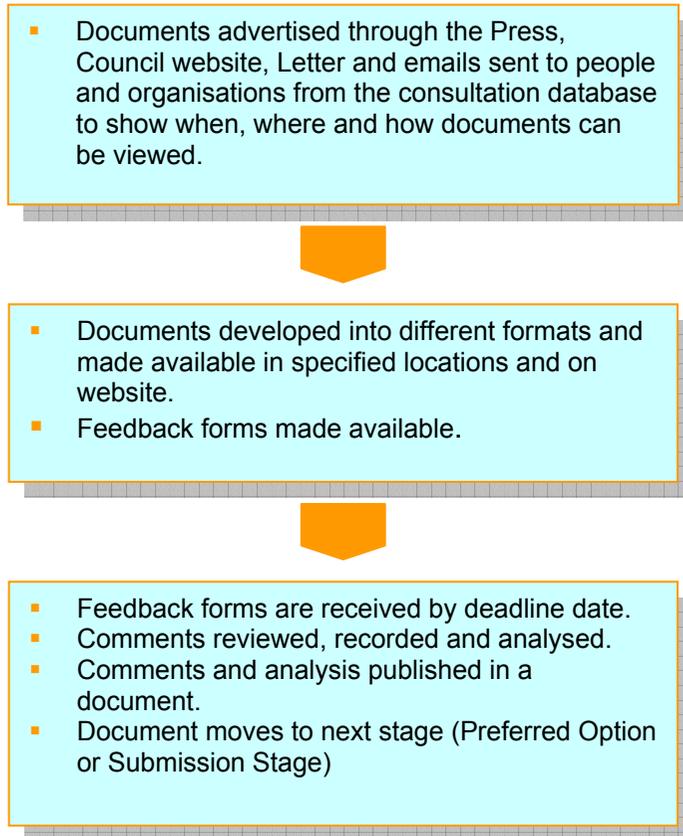
All members of the community (you, businesses, community groups and other members of the public) can contribute to the process of preparing development plans.

Draft plans are also examined at inquiries by independent inspectors from the Government, and everyone has an opportunity to contribute to those. But it's better to get involved right at the start. Local residents must be told about planning applications, and they must be advertised to give people (known as 'third parties') the opportunity to give their views for or against them. Your council and developers may also want to consult you about big planning applications before they are made.

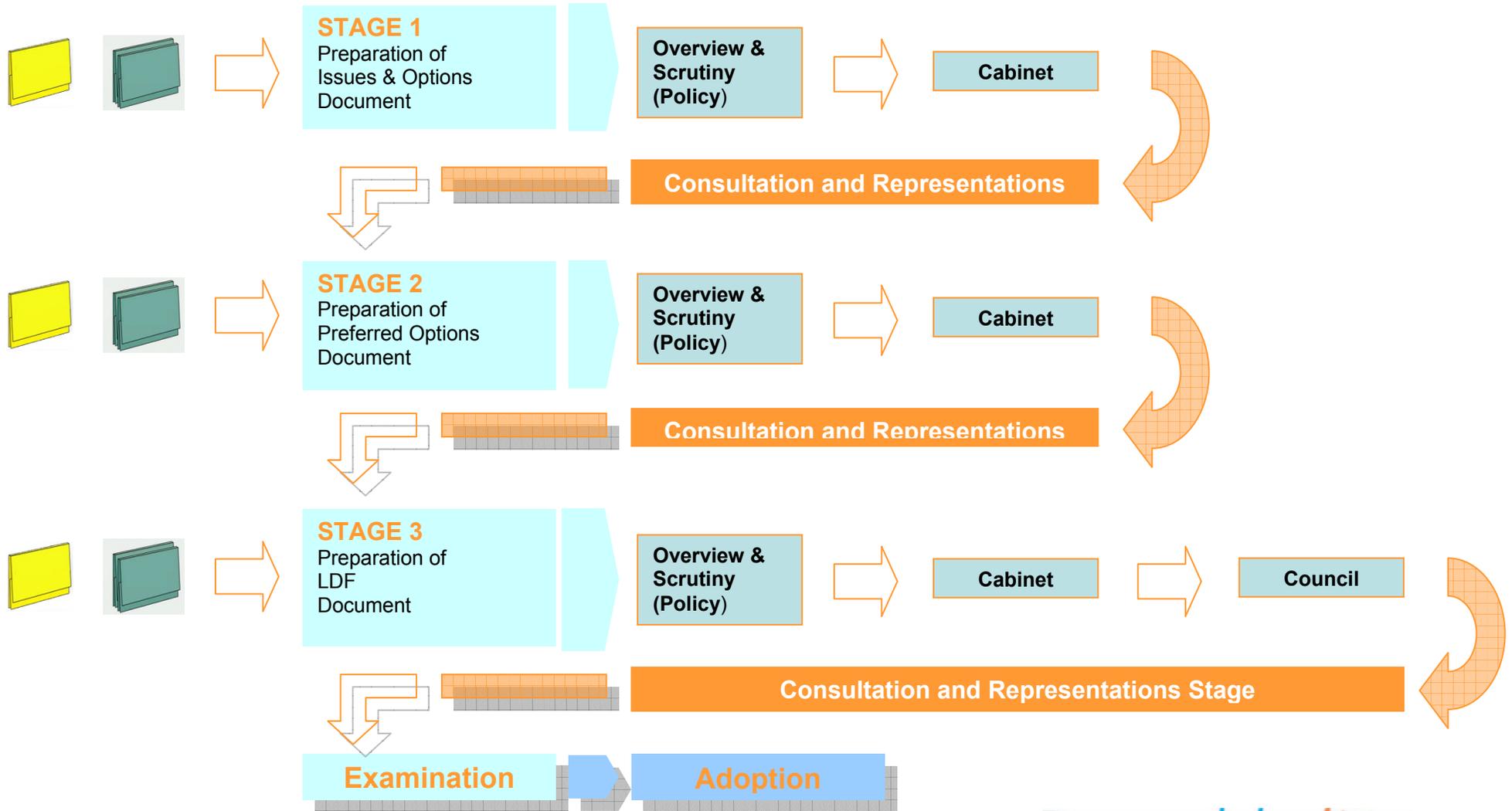
Obviously, other people in your community will have different views that must be taken into account. It is also unrealistic to expect that everyone can decide on the detail of everything that goes on in your area. The points at which an LDF document is available for consultation can vary (see Appendix 2). When a document has reached the required stage for consultation the Council will demonstrate that representations have been received, recorded and analysed and where possible demonstrate the outcomes of this process.

In addition, the Council will develop a range of document formats to make information more accessible to increase the opportunity for people to comment.

Figure 3: The Representation Process



**Figure 4: The Basic Steps of LDF Document Preparation, Consultation and the Forward Plan**



# Section 3: Pre Application Consultation

## Introduction

The [Development Control service](#) receives approximately 800 planning applications each year. These include applications for Planning Permission and those for Listed Building Consent, Conservation Area Consent and Advertisement Consent.

It does not deal with applications for 'County Matters' as these are the responsibility of Lancashire County Council.

Both large and small planning applications can be contentious and can attract intense interest from the various stakeholders in the planning process. The purpose of this section is to outline what the Council already does in ensuring that all stakeholders can participate in the planning application process once an application has been received and to set out what it expects developers (prospective applicants) to do to ensure early consultation on their schemes prior to a formal submission.

## The Council's Practice for Publicising Planning Applications

The [Development Control Customer Charter](#) sets out the Council's current practice on dealing with planning applications. There are statutory requirements for publicity on planning applications. The Council recognises the value of public involvement in decisions about new development in Rossendale therefore its arrangements for publicity and consultation meet the minimum legal requirements and often exceed them.

Its publicity and consultation practices include:

- Online register of new applications and decisions taken: the [Development Control website](#) hosts a list of all current planning applications together with a facility to comment on an application on-line.
- Copies of proposals and other plans available for inspection during working hours: a copy of all planning applications is available to view at the Council's One Stop Shop during normal office hours. A planning officer is available to explain the proposals by appointment.
- Neighbour notification by letter: all owners and occupiers adjacent to a proposal site, or may be materially affected by a development, are notified by letter and given 21 days to comment on a planning application. Where material amendments are made to a planning application, neighbours will be re-notified and usually give 7 days to comment further.
- Display of notices at the proposed site and in the local press: major applications, applications which do not accord with the development plan, applications in Conservation Areas and for Listed Buildings will publicised by a site and press notice together with any applications of wider interest.
- Consultation with other groups: various statutory bodies and non-statutory bodies and interest groups are consulted for specialist advice.
- Weekly List: a list of applications received each week is displayed on the Council's website and distributed to Elected

Members and local interest groups. The lists are available in public libraries and issued to local newspapers for publication.

- Commenting on applications: anyone can comment on a planning application whether they have been notified directly or not. Representations (in support or objection) can be made by letter, fax or e-mail). Alternatively, they may be sent electronically through the on-line comments form. All representations are acknowledged and their contents are summarised in the planning officers report to the Development Control Committee. Both the applicant and the public have rights to speak before the Committee.

The Development Control Customer Charter can be viewed on the Council's website at [www.rossendale.gov.uk](http://www.rossendale.gov.uk). The Development Control section is undertaking improvements to its website and, in early 2006, it will have an on-line applications database containing full details (applications forms, plans, drawings and supporting information) of current and historic planning applications.

When an appeal against a refusal of planning permission or if the Council fails to determine a planning application within the allocated period is submitted; the Council will notify all those who were consulted originally or who made representations to the application. The Council's website contains a list of all planning appeals received. The Planning Inspectorate determines appeals and representations are normally sent to them directly.

## Pre-application Discussions

As detailed in the Development Control Customer Charter, the Council encourages developers to engage in pre-application discussions with planning officers.

The aim of these discussions is:

- To identify key issues and planning policies that the developer should take into account
- To identify likely problems at an early stage and to allow the developer to address them via amendments to a scheme prior to submitting a planning application
- To enable the identification of information that is required to support an application including the form of community consultation.

The advice given by planning officers will be as accurate and objective as possible - but in providing an informal, officer view - will be without prejudice to the final outcome of a planning application.

In addition to meeting the planning officers, developers of smaller scale applications - including house extensions - are encouraged to contact neighbouring occupiers with draft plans and invite comments within a specified time period. Clearly, this is the best time for those, who live nearby, to consider whether they might be affected by a proposal for new development and to make their views known. Developers should also contact statutory undertakers and non-statutory bodies for technical advice.

## Community Consultation

During pre-application discussions on 'major' applications, the consultation requirements for a planning application will be agreed with planning officers. Major applications are defined as schemes involving:

- Residential development comprising the erection of 10 or more dwelling houses or development on a site of 0.5 hectares or more
- Non-residential development exceeding 1,000 square metres of floor space or on sites of 1 hectare or more

The level of community consultation should reflect the nature and scale of the proposed development and the extent to which it accords with development plan policies.

The purpose of community consultation would be:

- To allow the developer to explain his initial ideas
- To obtain the views of the local community and stakeholders

Such an approach benefits all involved by allowing accurate information to be presented to the community thereby pre-empting rumour and misconceived objections. In addition, by making provision for amendments early in the process, the developer may avoid the inconvenience of having to make substantial amendments to an application at an advanced stage of the process and may lead to a speedier decision. In the long run, it should reduce the time and cost in reaching a successful outcome.

Community consultation may take a number of forms depending on the scale and likely interest in the proposals:

- Circulation of leaflets with draft proposals to residents in the vicinity of the site
- On-line and/or on-site information on draft proposals
- Arranging public meetings or exhibitions with community and other local interest groups
- Use of the Planning Aid service and/or specific public engagement techniques
- Requesting feedback within a specified time-scale to allow changes to be made

## Consultation Statement

Applications of 'major' applications are encouraged to submit a consultation statement with their planning application, which describes the community consultation that has been undertaken, including:

- The scale of the notification, including a list of properties and businesses contacted
- A list of interest/community groups or other organisations contacted
- The location and during of any public meeting, exhibition or event held

- A summary of all the comments received and issues raised
- A clear indication of which comments have resulted in amendments to the scheme and what those changes are, and which comments have not, and why not
- Any comments by groups or individuals about the public engagement process

If an applicant fails to carry out any community engagement or provide consultation statement or if either fail to meet the standards set out above, then members of the Committee will be made aware of this in the planning officer's report.

# Appendix 1: Monitoring and Managing the Consultation Process

## Monitoring and Reviewing the SCI

Like all the documents that will form the LDF, the SCI will be able to react to changing circumstances and will be subject to regular review.

The processes of review, or 'plan, monitor and manage' are central to the new planning system and are crucial in delivering the spatial vision and objectives that will steer the LDF.

In order to monitor the effectiveness of the SCI an evidence base will be developed that tracks the effectiveness of the consultation database, gauges opinion on the most and least successful forms of consultation and provides opportunity for analysis of this information.

As this assessment develops, results will be presented as part of revised versions of the SCI and will help identify the thresholds from which a review of the SCI will take place other than changes in the regulatory requirements or guidance in PPS 12.

The main vehicle for presenting information on the effectiveness of the SCI will be the Annual Monitoring Report (AMR). This report is submitted to the Secretary of State no later than the end of December each year and will provide the basis from which all documents that form the LDF will be monitored and revised is necessary.

## Staffing Implications

The development of the Local Development Framework has a considerable impact on the resources available at the Council. The LDF process places specific emphasis on the role of consultation and therefore the Council will demonstrate a commitment to this element of the new planning system based on its capacity to deliver the criteria set out in the document.

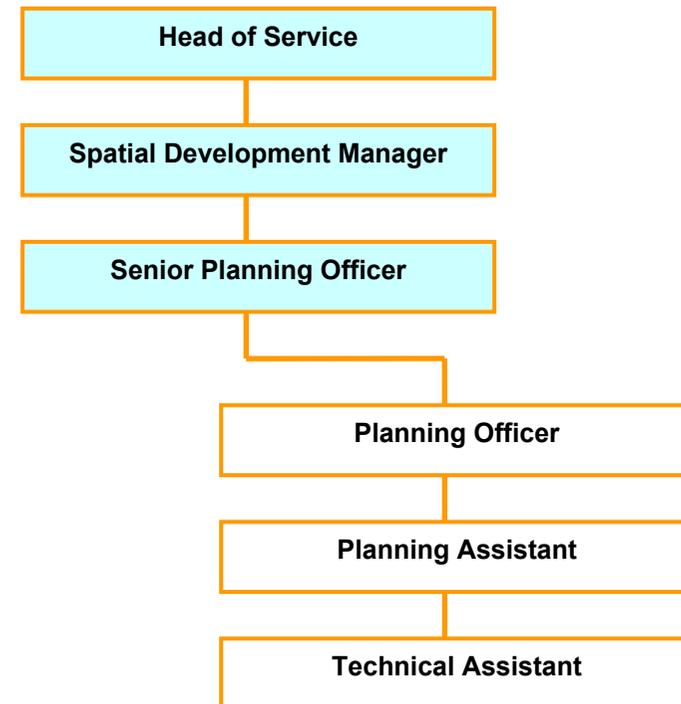
Table 1 of this appendix provides a 'snapshot' of the current status of resources of the Economic Regeneration & Spatial Development Service as at October 2005.

## Additional Assistance

Advice and assistance will be sought from the Community Partnerships and Communication Teams to ensure the effectiveness of community engagement is maximised.

**Table 1:  
Economic Regeneration and Spatial Development  
Resources**

Officer	Tasks	Time spent on LDF (%)
Head of Spatial Development and Economic Regeneration	Overall responsibility for the Council's planning functions, including service business planning.	25%
Spatial Development Manager	Day to day management of the Forward Planning Team i.e. Core Strategy preparation, LDD preparation, consultation.	50%
Senior Planning Officer	Baseline information, managing consultants, monitoring, Core Strategy preparation, LDD preparation, consultation.	100%
Planning Officer & Assistant Planner	Baseline information, managing consultants, monitoring, Core Strategy preparation, LDD preparation, consultation.	100%
Planning Technician	Gathering baseline information, monitoring and survey.	80%



# Appendix 2: Stages and Methods of Consultation

The Council's commitment to consultation
LDF documents this applies to
Methods of consultation

<p>Notification of LDF documents scheduled for preparation.</p> <ul style="list-style-type: none"> <li>Where documents can be viewed.</li> <li>Deadline dates for representations to be submitted</li> </ul>	<p>SCI DPDs SPDs Annual Monitoring Report Sustainability Appraisal</p>	<p>Publication of Local Development Scheme Notices and leaflets Notice Made via the Council's website <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a></p>
<p>Making documents available to view</p>	<p>LDS SCI DPDs SPDs AMR Sustainability Appraisal</p>	<p>Publish relevant documents on Council's website. Documents will be in downloadable form and available in different formats (as appropriate) Make paper copies of documents available to interested parties (as appropriate) Make paper copies of documents available to view at</p> <ul style="list-style-type: none"> <li>Principal Council Offices</li> <li>Other identified Strategic locations within the borough.</li> </ul> <p>Representations form made available online to download and paper copies available in Council Offices and Strategic locations. Online comments form available via registering onto website.</p>
<p><b>STAGE 1</b> Establish community and stakeholder views at Issues and Options stage of a documents production</p>	<p>DPDs SPDs Sustainability Appraisal</p>	<p>Online and paper based consultation on Draft/ Issues and Options Stage of a document Issues and Options Consultation. Publish relevant documents on Council's website, Documents will be in downloadable form and in available different formats (as appropriate) Make paper copies of documents available to interested parties (as appropriate) Make paper copies of documents available to view at</p> <ul style="list-style-type: none"> <li>Principal Council Offices</li> <li>Other identified Strategic locations within the borough (as appropriate)</li> </ul> <p>Representations form made available online to download and paper copies available in Council Offices and Strategic locations. Online comments form available via registering onto website. Presentations and Exhibitions Use of signposting and prompts to assist in effective consultation. Use of existing consultation vehicles such as Local Strategic Partnership and Community Network</p>

	The Council's commitment to consultation
	LDF documents this applies to
	Methods of consultation

<b>STAGE 2</b> Establish community and organisations views at Key consultation stage (Preferred Options) for formal representations to be made on a documents production	SCI DPDs SPDs Sustainability Appraisal	Placing public notice in newspaper that circulates in the borough 'FreePress' Making Notices available on Council's Website indicating: <ul style="list-style-type: none"> <li>• Where the documents can be viewed</li> <li>• How, where and when formal representation should be sent</li> </ul> Online and paper based consultation on Draft/ Preferred Options Stage of a document Publish relevant documents on Council's website, <a href="http://www.rossendale.gov.uk">www.rossendale.gov.uk</a> . Documents will be in downloadable form and available different formats (as appropriate) Make paper copies of documents available to interested parties (as appropriate) Make paper copies of documents available to view at <ul style="list-style-type: none"> <li>• Principal Council Offices</li> <li>• Other identified Strategic locations within the borough.</li> </ul> Representations form made available online to download and paper copies available in Council Offices and Strategic locations. Online comments form available via registering onto website. Presentations and Exhibitions Use of signposting and prompts to assist in effective consultation. Use of existing consultation vehicles such as Local Strategic Partnership and Community Network The community and organisations will be kept informed about the post consultation stages and by:
<b>STAGE 3</b> Submission of LDF document and feedback to responses made by communities and organisations	SCI DPDs SPDs AMR Sustainability Appraisal Inspectors Report	Placing public notice in newspaper that circulates in the borough 'FreePress' Reports on representation received and outcomes published on the Council's website and made available in Council Offices Send reports to relevant statutory consultees
Give notice of Council's intention to adopt LDF Document <ul style="list-style-type: none"> <li>• Consultation process</li> <li>• Issues to arise</li> <li>• How document was revised</li> </ul>	SCI DPDs SPDs AMR Sustainability Appraisal	The Council will make copies of the relevant documents an statements available: <ul style="list-style-type: none"> <li>At Council Offices</li> <li>On the Council's website</li> </ul> Documents will be sent to statutory consultees Placing public notice in local newspaper that circulates in the borough 'Freepress'

## Preparing a Statement of Community involvement

The SCI sets out the minimum requirements of the Council in order to conform with the regulatory requires set out for the new planning system.

Right: Diagram identifying all stages in the SCI preparation process. (Source PPS 12)



# Appendix 3: Schedule of Consultees

Consultation Category	Example of groups and individuals
<b>Government</b> <b>Preparation Stages 1- 3</b>	GONW, NWRA, Lancashire County Council, PINS, Burnley Borough Council, Calderdale Borough Council, Calderdale MBC, Hyndburn Borough Council, Lancashire County Council, Rochdale MBC, Bury MBC, Blackburn with Darwen Borough Council
<b>Government Agents and Departments</b> <b>Preparation Stages 1- 3</b>	<a href="#">Environment Agency</a> , <a href="#">Countryside Agency</a> , NWDA, <a href="#">Highways Agency</a> , <a href="#">Yorkshire Forward</a> , <a href="#">Sport England</a> , <a href="#">ELEVATE</a> , <a href="#">English Heritage</a> , <a href="#">English Nature</a> , <a href="#">Historic Buildings and Monuments Commission for England</a> , Crown Estate Office, Department for Environment, Food and Rural Affairs, Department for Transport (through Government Offices), Department of Constitutional Affairs, Department of Health (Community Health Council), Department of Trade and Industry, Department of Work and Pensions, Diocesan Board of Finance, Home Office (North West Sector), Ministry of Defence (Defence Estates North)
<b>Utilities &amp; Infrastructure Authorities</b> <b>Preparation Stages 1- 3</b>	<a href="#">British Waterways</a> , <a href="#">Transco</a> , Rail Passengers Council, East Lancashire Rail Company, Network Rail, Yorkshire Forward, Ofcom, Mobile Operators Association, Mono Consultants Limited, NTL, British Telecom, Burnley, Pendle and Rossendale Primary Care Trust, East Lancashire Health Authority, Lancashire Education Authority, United Utilities, Manchester Airport.
<b>National and Regional Interest Groups</b> <b>Preparation Stages 1- 3</b>	<a href="#">CPRE</a> , <a href="#">Friends of the Earth</a> , <a href="#">Forestry Commission</a> , Ancient Monuments Society, Bridleway & Cycleways, Groundwork Rossendale, Cheshire/ Warrington Tourist Board, Council for British Archaeology, Cumbria Tourist Board, Footpath & Bridleway Trust, Forestry Commission, Grand National Archery Society, Heritage Trust for the North West, LCC Remade, Lancashire/ Blackpool Tourist Board, North Manchester National Farmers Union, Pennine Paths Protection Society, Society for the Protection of Ancient Buildings, The Barn Owl Trust, The Built Environment, The Coal Corporation, The Council for British Archaeology, The Georgian Group, The National Trust, The Mersey Partnership, The Target Shooting Federation, The Twentieth Century Society, The Victorian Society, Trading Standards Department, West Coast Energy, Wildlife Trust (Lancashire), The Garden History Society, Equal Opportunities Commission, Gypsy Council, Rossendale Civic Society, Rossendale Civic Trust, Royal Society for the Protection of Birds, The Wildlife Trust for Lancashire, Traveller Law Reform Coalition, Women's National Commission, Age Concern England, British Chemical Distributors and Traders Association, British Geological Survey, The Education & Welfare Centre  (Further Interest Groups may be included within different sections of the consultation database)
<b>Regional /Local Partnerships</b> <b>Preparation Stages 1- 3</b>	<a href="#">East Lancashire Partnership</a> , <a href="#">Local Strategic Partnership</a> , Community Network

Consultation Category	Example of groups and individuals
<b>Commercial Interests</b> <b>Preparation Stages 1- 3</b>	<p><u>Chamber of Commerce</u></p> <p><b>Local Businesses</b>  127 other Businesses / Groups / Organisations are included within our further organisations section of the consultation database</p> <p><b>Business Support Organisations</b>  Knowledge North West, Northern Technologies, Rossendale BEA, Small Firms Loan Guarantee, The Guardian Angel Entrepreneur Network, W:ISE Women Investing in Skills for Entrepreneurship</p>
<b>Developers</b> <b>Preparation Stages 1- 3</b>	<p><b>House builders, Employment Land and Mixed Use Developers, Retail Developers</b>  Home Builders Federation, B &amp; E Boys, Barratt Manchester, Belway Homes, Bryant Homes NW Limited, Countryside Residential North West Ltd, GVA Grimley, Harvest Housing Group, MSM Construction, North British Housing Limited, Peel Holdings Ltd, Persimmon Homes (Lancashire) Ltd, Railtrack Property, Rowland Homes Limited, S B Construction, Taylor Woodrow Developments Limited, Westbury Homes (Holdings) Ltd</p> <p>(Further companies may be included within different sections).</p>
<b>Elected Councillors</b> <b>Preparation Stages 1- 3</b>	<p><b>Council Members</b>  The Mayor of Rossendale (Councillor J D Cheetham), Councillor G Atkinson, Councillor A Barnes, Councillor D &amp; L I Barnes, Councillor W Challinor, Councillor M Crosta, Councillor M Disley, Councillor J M Driver, Councillor J Eaton, Councillor L Entwistle, Councillor J Farquharson, Councillor J Forshaw, Councillor J Graham, Councillor David Hancock, Councillor R Huntbach, Councillor Christine Lamb, Councillor B Marriott, Councillor M McShea, Councillor R A Neal, Councillor G J Nicholass, Councillor M E Ormerod, Councillor J &amp; S Pawson, Councillor C Pilling, Councillor A Robertson, Councillor D Ruddick, Councillor G Sandiford, Councillor P Starkey, Councillor P &amp; H Steen, Councillor A C Swain, Councillor J Thorne, Councillor T Unsworth, Councillor C Wadsworth, Councillor P Young</p> <p><b>Parish &amp; Town Councils</b>  Whitworth Town Council, Hapton Parish Council, Cliviger Parish Council, Dunnockshaw &amp; Clowbridge Parish Council, Habergham Eaves Parish Council, North Turton Parish Council, Wadsworth Parish Council</p>
<b>Council Departments</b> <b>Preparation Stages 1- 3</b>	<p>Economic Regeneration, Estates, Highways, Street Scene and Livability , Environmental Health, RBC Tree Officer, Building Control, Engineering Services, Land Charges, Legal Department</p>

Consultation Category	Example of groups and individuals
<b>Local Organisations</b> <b>Preparation Stages 2- 3</b>	<b>Community Groups</b> Haslingden Baptist Church Religious Society of Friends  <b>Residents Associations</b> Burnley Road Action Group, Crawshawbooth & Loveclough Community Association, Cribden Neighbourhood Association, East Lancashire Community Action Partnership, Grane Residents Association, Helmshore Residents Association, Irwell Valley Residents Association, LCC Youth and Community Services, Rawtenstall Residents Association, Rochdale Community Health Council, Stubbins Residents Association, Turn Village Residents Association, Britannia Residents United
<b>General Public</b> <b>Preparation Stages 2- 3</b>	<b>Local residents</b> 215 people who requested to be kept informed on the LDF process were contacted from our Private Address Database. These names and address cannot be displayed for privacy reasons. (Details not provide in accordance Data Protection Act 1998)  <b>Interested Parties</b> 127 other Businesses / Groups / Organisations are included within our further organisations section of the consultation database (Details not provide in accordance Data Protection Act 1998)
<b>Media</b> <b>Preparation Stages 2- 3</b>	Local Newspapers: Rossendale Free Press
<b>Hard to reach groups</b> <b>Preparation Stages 2- 3</b>	<b>Minority Groups</b> Anglo Pakistani Society, Asian girls group, Asian Groups Association, Asian Women's Group, Haslingden Bangladeshi Welfare Association, Masjid-e-Bial and Islamic Centre, Rossendale Muslim Girls and Women's Group  <b>Disabled Groups</b> Aged Blind and Deaf Centre, Blind Society, Disability Rights Commission, East Lancashire Deaf Society Multiple Sclerosis Rossendale, Rosendale Valley Deaf Group, Rossendale Disability Information Service Rossendale MENCAP and Gateway  <b>Elderly, Young</b> Youth4Ria (Further hard to reach groups are incorporated within other sections of the consultation database)

# Appendix 4: Glossary of Terms

## The New Planning System

<b>LDF</b>	Local Development Framework
<b>LDD</b>	Local Development Document
<b>DPD</b>	Development Plan Document
<b>SPD</b>	Supplementary Planning Document
<b>LDS</b>	Local Development Scheme
<b>AMR</b>	Annual Monitoring Report
<b>SCI</b>	Statement of Community Involvement
<b>SA</b>	Sustainability Appraisal
<b>SEA</b>	Strategic Environmental Appraisal

## Definitions of Consultation Stages and Methods

Different methods of consultation will be targeted towards different groups or individuals. The idea is to tailor the method that will best engage the group of people or individuals and encourage responses. Particular attention will be paid to engaging those hard to reach groups. The main forms of consultation are considered below:

### Briefing

Briefing papers or notes will be prepared to gain understanding of the general Local Development Framework process or more detailed specific topics relating to the a DPD or SPD.

### Exhibition/ Posters

Exhibitions will take-place at various stages of the preparation process to provide communication on the key issues and provide links to more detailed levels of information to a wider audience.

### Issues and Options Report

This document that summarises the findings from the base line information collated from the Evidence Base and the Strategic Environmental Assessment (SEA) scoping report and presents the economic, social and environmental issues within Rossendale and will then present the outline planning options available to the borough.

### Local Advertisements and the Media

The media will be used at every possible opportunity to advertise public consultation events and consultation periods. Adverts will be published in the Rossendale Free Press.

### Preferred Option Report

This report will set out the policy issues, including possible alternative approaches. The Preferred Options Report will take full account of the comments received at the pre-submission consultation stage. The report will provide further detail to the spatial vision and objectives and identify what further DPDs and SPDs will be required as part of the Local Development Framework.

### Presentations / Workshops

These will be used to present key findings and issues during the LDF preparation process and allow discussion and opportunity for recording information.

### General Planning Terms

#### **AAP**

Area Action Plans - AAPs form part of the new Local Development Framework system. Their purpose is to provide the planning framework for areas where significant change or conservation is expected or required.

#### **AMR**

Annual Monitoring Report - The AMR is a Local Development Document and forms part of the Local Development Framework. The purpose of the report is to monitor how effective the policies and proposals within individual Local Development Documents are in meeting the vision set out in the Core Strategy, together with monitoring the extent to which targets are being met.

#### **CABE**

Commission on Architecture and the Built Environment - the government's advisor on urban design matters. CABE motivate those responsible for providing our buildings and spaces to design and develop well.

#### **DeTR**

Department of the Environment, Transport and the Regions (responsible for planning between 1997 and 2001).

#### **DfT**

Department for Transport - The Department for Transport's objective is to oversee the delivery of a reliable, safe and secure

transport system that responds efficiently to the needs of individuals and business whilst safeguarding our environment.

**DoE**

Department of the Environment (responsible for planning before 1997)

**DPD**

Development Plan Document - An LDF must include a Core Strategy, Site-Specific Allocations of land, a Proposals Map and may also contain optional development documents such as Area Action Plans. These are classed as DPDs and outline the key development goals of the Local Development Framework.

**DTLR**

Department of Transport, Local Government and the Regions (responsible for planning in 2001 and 2002)

**EiP**

Examination in Public - The EiP process was introduced in 1972 to replace public local inquiries as a means of reviewing the structure plan proposals of county councils. The EiP represented a new procedure that could focus properly on strategic issues.

**EU**

European Union - a union of twenty-five independent states based on the European Communities and founded to enhance political, economic and social co-operation. Formerly known as

European Community (EC) or European Economic Community (EEC).

**GONW**

Government Offices for North West - Government Office for the North West is one of nine Government Offices in England who represent and undertake work on behalf of ten central government departments: Cabinet Office, Department of Trade and Industry, Department for Transport, Department for Education and Skills, Home Office, Department for Environment, Food and Rural Affairs, Department for Culture, Media and Sport, Department for Work and Pensions, Office of the Deputy Prime Minister, Department of Health - co-located with GONW. They also have regular links with other government departments.

**HA**

Highways Agency - an Executive Agency of the Department for Transport (DfT), and is responsible for operating, maintaining and improving the strategic road network in England on behalf of the Secretary of State for Transport. We have a major role in delivering the Government's Ten Year Plan for Transport.

**HMR**

Housing Market Renewal - government pathfinder initiatives designed to regenerate housing in neighbourhoods that have spiralled into decline

**JLSP**

Joint Lancashire Structure Plan 2001-2016 - sets out strategic policies and proposals for the development, use and conservation of land in Lancashire and for the management of traffic. It establishes the amount and general location of development for meeting the future needs of Lancashire's population while protecting and enhancing Lancashire's fine assets.

**LAP**

Local Areas for Play

**LCC**

Lancashire County Council - the strategic planning authority for Rossendale

**LDD**

Local Development Document - these are the collection of documents that make up the Local Development framework. They include DPDs, SPDs and the Statement of Community Involvement (SCI)

**LDF**

Local Development Framework, new local planning framework (in preparation). The LDF is a folder of local development documents prepared by a district council, unitary authority or national park authority that outline the spatial planning strategy for the local area.

**LDO**

Local Development Order - made by a planning authority in order to extend permitted rights for certain forms of development, with regard to a relevant local development document

**LDS**

Local Development Scheme - this document outlines the timetable for the Local development Framework preparation

**LPA**

Local Planning Authority - i.e., National Park Authorities, the Broads Authority, Unitary Authorities and District Councils. Also embraces County Councils where relevant to their role in producing Minerals and Waste LDDs.

**LTP**

Local Transport Plan - Information regarding the production of local transport plans and annual reviews; includes examples of good practice, technical guidance, accessibility planning, major schemes, performance indicators and details of all annual capital settlements to date.

**NWDA**

North West Development Agency - a government agency responsible for the sustainable economic development and regeneration of England's Northwest

**NWRA**

North West Regional Assembly - a government agency responsible for regional planning guidance

**ODPM**

Office of the Deputy Prime Minister - Government department responsible for planning since 2002, formerly known as DTLR, DETR and DoE.

**PDG**

Planning Delivery Grant

**PINS**

Planning Inspectorate - carries out appeals and similar casework under planning and environmental legislation in England and Wales.

**PPG**

Planning Policy Guidance Notes - government planning policy documents by subject matter

**PPS**

Planning Policy Statements - government planning policy documents by subject matter. PPS are replacing the earlier Planning Policy Guidance Notes

**RDLP**

Rossendale District Local Plan 1995-2001- the current adopted development plan for Rossendale Borough, to eventually be

replaced by the LDF

**RES**

Regional Economic Strategy 2003 - prepared by the North West Development Agency (currently under review) - The RES outlines the economic strategy for the north west

**RHB**

Regional Housing Board - specific responsibility for preparing a Regional Housing Strategy as the basis for advice to Ministers on the priorities for strategic housing investment in the region. We also have responsibility to ensure that the high level strategies (including the Regional Economic Strategy and Regional Planning Guidance) in the North West are consistent and support the Communities Plan and the wider objectives of sustainable development.

**RHS**

Regional Housing Strategy - identify key priorities in each region, ensure a link with regional economic and spatial strategies, identify sub-regional themes, and provide a basis on which decisions on housing capital investment can be made.

**RPB**

Regional Planning Body - RPB for each region is responsible for reviewing the 'Regional Spatial Strategy' and preparing draft revisions in partnership with local and regional stakeholders. NWRA is the regional planning body for the North West

**RPG**

Regional Planning Guidance - The overriding aim of RPG is to promote sustainable patterns of spatial development and physical change. The Region's economic, social and environmental interests must be advanced together and support each other.

**RSDF**

Regional Sustainable Development Framework - The Government asked each of the English regions to produce an RSDF to help them understand Sustainable Development and to provide a point of reference for regional activity on sustainability.

**RSS**

Regional Spatial Strategy - prepared by the North West Development Agency (currently RPG13) - The development of the Regional Spatial Strategy (RSS) is an exciting opportunity for the region to link its economic, housing, transport and planning goals together in a broad spatial strategy. This will focus on the needs of the region as a whole but highlight those areas that need more specific guidance or a different approach. This approach should improve the co-ordination and delivery of regional policy and sustainable development.

**RTPI**

Royal Town Planning Institute - The RTPI exists to advance the science and art of town planning for the benefit of the public. The RTPI is a membership organisation, and a registered

charity. Most of its members are fully qualified professional planners.

**RTS**

Regional Transport Strategy - the regional framework that will ensure that the investment programmes of local authorities, transport providers and other key stakeholders in the transport sector complement and support the wider regional objective of delivering a more sustainable pattern of development.

**SA**

Sustainability Appraisal - A sustainability appraisal is a key stage in the LDD preparation process. An SA provides assessment that ensures that an LDD will contain policies and guidance that ensure that development will bring long term economic, social and environmental benefits.

**SCI**

Statement of Community Involvement - this document sets out how the council will engage the local community, key stakeholders and representative organisations both before and during the preparation of key components of the LDF

**SDF**

Sustainable Development Framework - sets out the principles and parameters of a Sustainability Appraisal of Development Plan Documents

**SEA**

Strategic Environmental Assessment - The objective of the SEA Directive is "to provide for a high level of protection of the environment and to contribute to the integration of environmental considerations into the preparation and adoption of plans and programmes with a view to promoting sustainable development".

**SMR**

Sites and Monuments Record - these files hold details of archaeological sites, listed and historic buildings and monuments.

**SOA**

Super Output Areas - a new geographic hierarchy designed to improve the reporting of small area statistics in England and Wales

**SoS**

Secretary of State - ultimately the 'national planning authority' for England and Wales. The SoS has the power to approve or refuse planning policies and applications. Planning Appeals are decided by the SoS

**SPD**

Supplementary Planning Documents - expand or add more detail to the policies set out in the development plan documents. These may take the form of design guides, guidance on energy efficiency or form development briefs for sites or buildings, a

master plan or issue-based documents.

**SPZ**

Simplified Planning Zones - an area in which a local planning authority wishes to stimulate development and encourage investment. It operates by granting a specified planning permission in the zone without the need for a formal application or the payment of planning fees.

**SSSI**

Site of Special Scientific Interest - An SSSI is an area that has been notified as being of special interest under the Wildlife and Countryside Act 1981.

**SUDS**

Sustainable Urban Drainage System - a CIRIA project to disseminate and promote good practice in the implementation of sustainable drainage in the built environment.

**TCPA**

Town and Country Planning Association - an independent campaigning charity calling for more integrated planning based on the principles of accessibility, sustainability, diversity, and community cohesion. Works to improve the quality of people's lives and their environments through promoting and improv

# Appendix 5: The Council Constitution

## The Council's Constitution

At its meeting on 19th December, 2001 Rossendale Borough Council agreed the first Constitution of Rossendale Borough Council. The [Constitution](#) sets out how the Council operates, how decisions are made and the procedures which are followed to ensure that these are efficient, transparent and accountable to local people. Some of these processes are required by the law, while others are a matter for the Council to choose.

The Constitution is divided into various articles which set out the basic rules governing the Council's business. More detailed procedures and codes of practice are provided in separate rules and protocols at the end of the document. The latest version is the third Constitution of Rossendale Borough Council which was approved by Council at its meeting on 24th August 2005.

## What is in the Constitution?

Article 1 of the Constitution commits the Council to provide clear leadership to the Community in partnership with citizens, stake holders, businesses and other organisations to support the active involvement of citizens in its decision making processes. Articles 2 to 14 explain the rights of citizens and how the key parts of the Council operate. These are:

- Members of the Council (Article 2)
- Citizens and the Council (Article 3)
- The Full Council (Article 4)

- Chairing the Council (Article 5)
- The Cabinet (Article 6)
- Overview and Scrutiny Committees (Article 7)
- Policy and Regulatory Committees and Area Forums (Article 8)
- The Standards and Monitoring Committee and the Audit Committee (Article 9)
- Joint Arrangements (Article 10)
- Officers (Article 11)
- Decision making (Article 12)
- Finance, contracts and legal matters (Article 13)
- Suspension, interpretation and publication of the Constitution (Article 14)

## How the Council operates

The Council is composed of 36 Councillors normally elected in thirds and, in usual circumstances; such Councillors would serve for 4 years. The overriding duty and accountability of Councillors is to the whole community, but they have a special duty to their constituents in their Wards, including those who did not vote for them.

Councillors have to agree to follow a Code of Conduct to ensure high standards in the way they undertake their duties.

The Standards Committee advises them on the Code of Conduct and ensures that they receive appropriate training.

All Councillors meet together as the Council. Meetings of the Council are normally open to the Public. Here Councillors decide the Councils' overall policies and set the budget each year. The Council also makes a number of appointments and these are as follows:-

- The Leader
- The Cabinet
- Area Forums
- Standards Committee
- Overview and Scrutiny Committees
- Regulatory Committees
- Appointments and Appeals Committee

Members of the Public are able to ask questions during the Public Question Time at meetings of the Council, the Cabinet and Committees.

### How decisions are made

Most day to day decisions are made by Senior Officers of the Council under delegated authority. The Council has an Cabinet, and other Committees.

### The Cabinet

The Cabinet carries out all of the Council's functions which are not the responsibility of any other part of the Council, whether by law or under this Constitution. The Cabinet is primarily responsible for leading on Community Planning and searching for best value, taking Cabinet decisions on resources and priorities; preparing the budget for approval and leading on Council priorities and being the focus for forming partnerships with other local organisations.

Development Control Committee deals with Planning applications and related matters and the Licensing Committee deals with issues such as Taxi licensing and other licensing matters.

Meetings of the Council, its Cabinet and Committees are, by law, publicised well in advance and are open to the public except where exempt or confidential matters are being discussed.

### Overview and Scrutiny

There are two Overview and Scrutiny Committees which support the work of the Cabinet, and the Council as a whole. One Committee deals with Policy; the other with Performance. They are accountable, to Full Council. They allow citizens to have a greater say in Council matters by holding public inquiries into matters of local interest. These can lead to reports and

recommendations which advise the Cabinet, other Committees and the Council as a whole on its policies, budget and service delivery. The Overview and Scrutiny Committees also monitor the decisions of the Cabinet and other Council Committees. Members and the Committee can “call-in” a decision [of a non-regulatory committee] which has been made but not yet implemented. This enables it to consider whether the decision is appropriate.

It may recommend that the Cabinet, or Full Council should reconsider the decision. It may also be consulted by the Cabinet and other Committees on forthcoming decisions and the development of policy. Another of its functions is to support the Cabinet in ensuring that the Council complies with its duties concerning Best Value, in accordance with the Local Government Act 1999. It has a key role to play in promoting and monitoring good performance management throughout the Council.

### **The Council’s Staff**

The Council has people working for it called “Officers”, to give advice, implement decisions and manage the day to day delivery of its services. Some officers have a specific duty to ensure that the Council acts within the law and uses its resources wisely. Mutual respect between Members and Officers is vital and the Council has adopted a Protocol on Member Officer Relations which is set out in Part 5 of this Constitution.

### **Citizens’ Rights**

Citizens have a number of rights in connection with their dealings with the Council. These are set out in detail in Article 3. Some of these are legal rights, whilst others depend on the Council’s own processes. The local Citizen’s Advice Bureau can advise on individuals’ legal rights.

# Appendix 6: Council Contact Details

Council Team/Service	Description of Service	Contact Address	Email / Website	Telephone
<b>Forward Planning Team</b>	<p>The Forward Planning team has been established to provide services related to the advocacy and development of planning policy documents to form the Local Development Framework.</p> <p>The role of planning policy is to provide a framework of policies by which key land-use planning decisions can be made.</p> <p>Planning policy has a central role in providing a foundation from which Development Control policies can provide effective, sustainable development in Rossendale.</p>	<p>Rossendale Borough Council, Room 120 Kingfisher Centre Futures Park Bacup OL13 0BB</p>	<p><a href="mailto:forwardplanning@rossendalebc.gov.uk">forwardplanning@rossendalebc.gov.uk</a></p>	
<b>Development Control</b>	<p>The section annually receives approximately 800 planning applications a year and deals with enquiries from the public on a wide variety of issues from the need for planning permission to erect a building in a garden to the development of a housing estate.</p>	<p>Rossendale Borough Council, Town Hall Office Rawtenstall, Rossendale, BB4 7LZ</p>		
<b>Economic Regeneration</b>	<p>For further information on the Brownfield Recycling Programme please contact Sarah Dunn, Economic Regeneration Manager.</p>	<p>Rossendale Borough Council, Room 120 Kingfisher Centre Futures Park Bacup OL13 0BB</p>	<p><a href="mailto:sarahdunn@rossendalebc.gov.uk">sarahdunn@rossendalebc.gov.uk</a></p>	<p>01706 244774,</p>

Council Team/Service	Description of Service	Contact Address	Email / Website	Telephone
<b>Market Renewal Team</b>	Deliver the Housing Market Renewal Initiative for Bacup, Stacksteads and Britannia as identified in the Elevate Pathfinder Initiative. The team also provide the borough wide strategies for Housing, Affordable, Housing, Housing Market Needs Assessment	Room 118 Kingfisher Centre Futures Park Bacup OL13 0BB		
<b>Housing</b>	The neighbourhood management team work with community groups, other agencies, businesses and the neighbourhood to make things happen for the people of Bacup, Stacksteads and Britannia. The Neighbourhood Management team aims to encourage communities to work together with local agencies to streamline services at a neighbourhood level to provide a more holistic approach. This can include better management of the local environment, improving community safety and introducing a neighbourhood warden service.	17 Market Street , Bacup, Rossendale OL13 8EX		(01706) 878 026
<b>Elevate East Lancashire</b>	<p>Elevate East Lancashire ; most commonly know as Elevate, is the organisation which is co-ordinating the Housing Market Renewal programme in East Lancashire.</p> <p>Elevate acts as an intermediary between the Office of the Deputy Prime Minister (Central Government) and the local councils. Elevate aims to oversee the housing markets renewal projects and investment from regional agencies, the private sector and other Government departments.</p>		<a href="http://www.elevate-eastlancs.co.uk">www.elevate-eastlancs.co.uk</a> <a href="mailto:info@elevate-eastlancs.co.uk">info@elevate-eastlancs.co.uk</a>	01282 661402.

Council Team/Service	Description of Service	Contact Address	Email / Website	Telephone
<b>Transport</b>	<p><a href="#">Lancashire County Council</a> maintains and improves 3528 miles of road, 1402 bridges, 229 traffic signals, 219 signaled pedestrian crossings, and 153,000 street lights each year.</p> <p>Rossendale Borough Council have formed a partnership with Lancashire County Council to offer a single point of contact for all highway matters.</p> <p>Whether it's a faulty street light, a pot hole or a road that needs salting, this is the organisation to do it.</p>		<a href="http://www.lancashirehighwayspartnership.gov.uk">www.lancashirehighwayspartnership.gov.uk</a>	0845 053 0011
<b>Leisure and Culture</b>	<p>Rossendale Leisure Trust manages a range of facilities including, <a href="#">Ski Rossendale</a>, <a href="#">Haslingden Sports Centre</a>, <a href="#">Haslingden Swimming Pool</a>, <a href="#">Marl Pits Swimming Pool</a> and <a href="#">Bacup Leisure Hall</a>.</p> <p>The Trust also has a growing development team working in the areas of Sport, Arts and Healthy Lifestyles.</p> <p>The work of the organisation is overseen by a board of trustees, drawn from the community.</p> <p>The Trust works in many areas, with current projects ranging from the highly successful Kids Ski Club to Girls in Sport to Arts in the community.</p> <p>We are constantly working on new projects which make a difference to Rossendale.</p>	<p>Head Office Address: 41-45 Kay St, Rawtenstall, Rossendale BB4 7LS</p>	<a href="mailto:enquires@rltrust.co.uk">enquires@rltrust.co.uk</a>	(01706) 242311

Council Team/Service	Description of Service	Contact Address	Email / Website	Telephone
<p><b>Community and living</b></p>	<p>The Rossendale Partnership has produced the <a href="#">Community Strategy</a> which sets out the long term plan for Rossendale's success.</p> <p>The Strategy is being delivered through eight thematic groups. Each theme group has developed its own <a href="#">delivery plan</a> with clear, performance managed targets.</p> <p>The Community Strategy was produced through extensive community consultation.</p> <p>The Rossendale Partnership recognises the changing needs of the community and will review its Strategy periodically, at least every three years and through continuous engagement with the local community.</p>	<p>Rossendale Borough Room 113 Kingfisher Centre Futures Park Bacup OL13 0BB</p>	<p><a href="http://www.rossendalealive.co.uk">www.rossendalealive.co.uk</a></p>	