

**DRAFT CAMBRIDGESHIRE STATEMENT OF COMMUNITY INVOLVEMENT (SCI)**

*To:* **Economy and Environment Committee**

*Meeting Date:* **10 January 2019**

*From:* **Graham Hughes - Executive Director Place & Economy**

*Electoral division(s):* **All**

*Forward Plan ref:* **Not applicable**      *Key decision:* **No**

*Purpose:* **To consider the revisions to the Cambridgeshire Statement of Community Involvement, which have arisen from representations received during six weeks of public consultation on the draft Cambridgeshire Statement of Community Involvement document.**

*Recommendation:* **Members are asked to:**

- a) Approve the Cambridgeshire Statement of Community Involvement (Appendix 2 of this report).**
- b) Delegate to the Executive Director, Place and Economy in consultation with the Chairman and Vice Chairman of the Committee, the authority to make any minor non-consequential amendments to the document attached, prior to publication.**

<b><i>Officer contact:</i></b>		<b><i>Member contacts:</i></b>	
Name:	Ann Barnes	Names:	Cllr. Bates and Cllr. Wotherspoon
Post:	Principal Planning Officer	Post:	Chair/Vice-Chair
Email:	ann.barnes@cambridgeshire.gov.uk	Email:	<a href="mailto:ian.bates@cambridgeshire.gov.uk">ian.bates@cambridgeshire.gov.uk</a> / <a href="mailto:tim.wotherspoon@cambridgeshire.gov.uk">tim.wotherspoon@cambridgeshire.gov.uk</a>
Tel:	01223 715526	Tel:	01223 706398

## **1. BACKGROUND**

- 1.1 The County Council is required to have a Statement of Community Involvement (SCI) which sets out how stakeholders, including the local community, district and parish councils, and statutory consultees, can participate in the land use planning processes which are undertaken by the County Council in its role as the Mineral and Waste, and County Planning Authority.
- 1.2 The SCI covers the following land use planning activities:
  - The preparation of mineral and waste planning policy (local plan and supplementary planning documents);
  - The preparation of the Local Enforcement Plan; and
  - The determination of the planning applications for mineral and waste management development; and the County Council's own development proposals.
- 1.3 The SCI sets out how we will consult on the above activities, and who will be consulted. It also tells people how they can engage with Councillors, and the democratic processes of the Council. This includes how to find their local Councillor, attendance at meetings, and the right to speak e.g. Planning Committee, and petitions.
- 1.3 This Council's current SCI was approved in 2014 and has to be reviewed no less than every 5 years, as required by The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017. To comply with the Regulations a review of the SCI commenced in autumn 2018.

## **2. MAIN ISSUES**

- 2.1 On 13 September 2018 Economy and Environment Committee considered a draft SCI and approved it for the purposes of public consultation. This took place between 1 October and 12 November 2018. A wide range of consultees were notified of the public consultation including all statutory consultees, and all district and parish councils in and adjoining Cambridgeshire. Consultation also included a wide range of stakeholders such as the mineral and waste management industry, and interest groups such as the RSPB, and wildlife groups. Parties who had responded to, or had previously been consulted on, the emerging Cambridgeshire and Peterborough Minerals and Waste Local Plan were also consulted. Members of the public were also able to comment. Where correspondence was by email the draft SCI was attached; and information on the draft SCI and how to respond to the consultation was also hosted on the Council's webpage.
- 2.2 In total 22 stakeholders responded to the consultation, 10 of which confirmed that they had considered the draft SCI but had no comment. The remaining respondents raised 42 detailed points. These representations are set out in Appendix 1, together with the proposed response and any consequential changes to the SCI.
- 2.3 Of the responses received some are noted and / or answered, but they result in no further changes to the SCI. Others go toward providing greater clarification of matters addressed in the SCI; or the provision of additional helpful information. None of the representations have raised points which require significant change to the SCI.

- 2.4 The revised SCI, which takes into account the representations received is set out in Appendix 2. Where additions are proposed to the SCI these are underlined and in italics, and any deletions are shown with a line through the text, ~~as shown here~~.
- 2.5 Once approved the SCI will set the minimum level of community involvement which will take place in respect to the preparation of planning policy and the Local Enforcement Plan; as well as that related to the determination of planning applications. It will be reviewed again in approximately five years time.

### **3. ALIGNMENT WITH CORPORATE PRIORITIES**

#### **3.1 Developing the local economy for the benefit of all**

When approved the SCI will set out how robust consultation will take place in land use planning processes, including local plans which make provision for the future supply of mineral and waste management facilities; and in the determination of development proposals, which in turn will benefit the local economy.

#### **3.2 Helping people live healthy and independent lives**

There are no significant implications for this priority.

#### **3.3 Supporting and protecting vulnerable people**

There are no significant implications for this priority.

### **4. SIGNIFICANT IMPLICATIONS**

#### **4.1 Resource Implications**

The approved SCI will commit the Council to continue undertaking community involvement which will require funding. The majority of the activities outlined in the SCI are required by legislation or regulations and the costs are already reflected in the existing budgets.

#### **4.2 Procurement/Contractual/Council Contract Procedure Rules Implications**

There are no significant implications for this priority.

#### **4.3 Statutory, Legal and Risk Implications**

The approved SCI will assist in ensuring that land use planning processes are undertaken in line with statutory requirements and that related decisions are legally robust. This will reduce the risk of legal challenge.

#### **4.4 Equality and Diversity Implications**

The County Council has a statutory duty to undertake consultation, which includes consulting with bodies which represent different racial, ethnic, disabled, religious bodies etc. (See Appendix 1 of the SCI).

#### 4.5 Engagement and Communications Implications

The approved SCI will set out proposals for public consultation in respect of activities undertaken by the Council in its role as County, Minerals and Waste Planning Authority. The draft SCI has itself been subject to 6 weeks public consultation; the results of which have been taken into account when preparing this final version of the SCI.

#### 4.6 Localism and Local Member Involvement

The proposed SCI sets out how the local community can engage with County Councillors and the democratic decision making process of the Council (see Section 1 Part 5 of the SCI).

#### 4.7 Public Health Implications

The proposed SCI will ensure that public health bodies will be consulted as appropriate on land use planning activities. (See Appendix 1 of the SCI)

Implications	Officer Clearance
Have the resource implications been cleared by Finance?	Yes Name of Financial Officer: Sarah Heyward
Have the procurement/contractual/ Council Contract Procedure Rules implications been cleared by the LGSS Head of Procurement?	Yes Name of Officer: Paul White
Has the impact on statutory, legal and risk implications been cleared by LGSS Law?	Yes Name of Legal Officer: Fiona McMillan
Have the equality and diversity implications been cleared by your Service Contact?	Yes Name of Officer: Elsa Evans
Have any engagement and communication implications been cleared by Communications?	Yes/No Name of Officer: Joanna Shilton
Have any localism and Local Member involvement issues been cleared by your Service Contact?	Yes Name of Officer: Emma Fitch
Have any Public Health implications been cleared by Public Health	Yes Name of Officer: Stuart Keeble

Source Documents	Location
Draft Cambridgeshire Statement of Community Involvement 2018	<a href="https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/emerging-cambridgeshire-statement-of-community-involvement/">https://www.cambridgeshire.gov.uk/business/planning-and-development/planning-policy/emerging-cambridgeshire-statement-of-community-involvement/</a>

**APPENDIX 1: Schedule of representations made on the Draft Cambridgeshire Statement of Community Involvement (SCI) and proposed responses, including proposed changes to the SCI.**

<b><u>Representer / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
01/1	Para 5.4	For consistency and to make it clearer to the general public amend the following: Amend Involving your Councillor as your Local Member to Involving your Local Councillor and amend 'local member' to 'local councillor' in the second sentence.	Agreed, Para 5.4 has been amended accordingly.
01/2	Para 5.6	Penultimate paragraph amend the following: Amend (d) 'The local member(s)' to 'The local Councillor(s)'.	Agreed, Para 5.6 has been amended accordingly.
01/3	Section 1	The terms, you, your and yourself are used throughout Section 1 when referring to a member of the public except in the following paragraphs: Public question time at Council meetings (excluding Planning Committee) Public speaking at Committees and Sub-Committees (excluding Planning Committee). I believe that in a statement of this nature, which is not addressed to individuals, you, your and yourself should be avoided.	Noted. However, the document is addressing and giving advice to the reader; and the style adopted is intended to be user friendly. (No change is proposed to the SCI).
05/4	Para 3.3	Parish councils and NHS England should explicitly named as stakeholders	In Para 3.3 NHS England has been added as a Strategic Stakeholder. Parish Councils have been included as a statutory consultee in respect of planning policy documents; and it is explained that they are also notified in respect to planning applications and have the opportunity to respond to planning application consultations. (The status of Parish Councils as consultees is defined in planning legislation and can vary in respect of consultation on planning applications, depending on the circumstance. However, they are always notified if a proposal falls within their area).
05/5	General	There is considerable mention of placing documents on the web. It needs to be appreciated that people, including parish councils, may not be aware that particular documents have been published on the web. Stakeholders need to be informed that such publication has taken place.	Noted. When consultations takes place consultees, including parish councils when appropriate, are contacted by email and/or letter and advised that documents have been published on the web site and where they can be found. A contact number / officer details are also provided so alternative means of accessing information can be arranged if necessary

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			e.g. arranging to view hard copies of the documentation. (No change is proposed to the SCI).
06/6	Para 3.3 & Appendix 1	Who are the stakeholders and interest groups?	Examples of the consultees and stakeholders are given at Paragraph 3.3 and in Appendix 1 (in respect to planning policy documents). (No change is proposed to the SCI).
06/7	General	A key aim should be to reduce waste and increase recycling including plastics	Agreed, this falls within the scope of the planning policy documents including the Minerals and Waste Local Plan where a strategic aim will be to manage waste in accordance with the Waste Hierarchy, which seeks to reduce and increase recycling of all types of waste. (No change is proposed to the SCI).
06/8	Section 2	Local Enforcement Plan for Minerals and Waste Management – The widespread use of retrospective planning permission used by operators, coupled with perceived poor enforcement, can lead to a lack of public faith in enforcement.	Noted. It is understood that public perception may vary, and that in some cases public expectation as to what should happen may be different from the enforcement action that is taken. Each enforcement case is unique and can be very complicated. Every case is considered on its own merits and the County Council will take proportionate action, having regard to the policy in its Local Enforcement Plan (which covers matters such as retrospective planning permission), and relevant legislation. (No change is proposed to the SCI).
06/9	Section 2	Minerals and Waste Local Plan - It is vital that the on line portal for making representations is easy to use and is reliable.	Agreed. The on-line portal is used in respect to consultation on the Minerals and Waste Local Plan. This plan is being prepared jointly with Peterborough City Council, and the on-line portal is hosted and operated by Peterborough City Council on behalf of both Councils. The Objective software package is widely used for consultation on local plans; and in the event that consultees do not wish to use it replies can be received by post or via an email address. (No change is proposed to the SCI).
06/10	Para 5.6	Explain the method of creating and submitting petition more fully.	Further information about petitions has been provided under paragraph 5.6.
06/11	Section 2	Minerals and Waste Local Plan – this is comprehensive but proposed timing must be promoted (and updated when required), and the website should be user friendly and clear.	Consultation on the Minerals and Waste Local Plan involves a wide range on consultees, and as the Plan progresses the database of those who wish to be consulted expands. A web page for the emerging Local

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			Plan is maintained at all times (and consultees have been provided with a url to this page). The page already hosts the timetable for the preparation of the Local Plan, and if the timetable were to change this page would be updated. The advice on the page is clear and user friendly. (No change is proposed to the SCI).
06/12	Section 2	Supplementary Planning Documents - How are interested parties kept informed?	When a Supplementary Planning Document (SPD) is prepared a web page would be created and clear advice and updates in respect to the progress on the SPD would be provided. As with the Minerals and Waste Local Plan Consultees will also be contacted by means of email and letters. When consultation takes place contact details / officer details are always provided and the Team preparing the SPD can thereby be reached even when consultation is not occurring. (No change is proposed to the SCI).
06/13	Section 3	Planning Applications – high level requirements need to be adhered to.	Agreed. (No change is proposed to the SCI).
09/14	General	We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. We regret we are unable to comment, in detail.	Noted. (No change is proposed to the SCI).
12/15	Para 3.3	Please could you include Historic England in the example list of statutory consultees at 3.3.	Agreed, Historic England has been added to the examples of Statutory Consultees.
12/16	Section 2	Local Enforcement Plan for Minerals and Waste Management - does this cover all quarries – e.g. Borrow Pits on NSIPs? (e.g. A14, A428, OX-CAM Expressway and Greater Cambs Partnership infrastructure schemes). If not, this should be made clear. Is it only when a scheme becomes a county matter planning application and the County Council is the planning authority that enforcement action can be taken?	Enforcement can only be taken in respect of planning applications which have been determined by the County Council as Mineral, Waste and county Planning Authority. However, exceptionally, the Authority may undertake monitoring of borrowpits for NSIP schemes, where this is agreed with Highways England (No change is proposed to the SCI).
12/17	Section 3	Planning Applications - Is it relevant to include a sentence that explains that the county council has in-	A sentence has been added in the Planning Applications section to advise that 'Pre-application



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		house advisers covering historic and natural environment matters who will also be consulted on applications prior to external community engagement?	advice, which is chargeable, is available from a range of County Council Teams including advice on land use planning, flood and water, transport and historic and natural environment matters. Details for each can be found on the County Council's web page'.
14/18	Para 3, Appendix 1	Throughout the paper there is no mention of consultation with District, Town or Parish Councils. We would have expected to see this in Para 3 of the main paper and in the Appendix 1. It seems to suggest that our only conduit to the County Council is through our County Councillor. The only alternative is for a trawl through the CCC website. We are concerned that this does not give parish councils sufficient access. We believe that the CCC should have an obligation to seek the views of the public through their representative bodies.	Parish Councils have been included in Para 3, and already appear in Appendix 1 listed under Specific Consultation bodies (bullet point 9). Parish Councils are a statutory consultee in respect of planning policy documents; and they are also notified in respect to planning applications and have the opportunity to respond to planning application consultations. (The status of Parish Councils as consultees is defined in planning legislation and can vary in respect of consultation on planning applications, depending on circumstance. However, they are always notified if a proposal falls within their area).
17/19	Appendix 1	We welcome the acknowledgement of Historic England as a statutory consultee under duty to co-operate at Appendix A p18 as a specific consultation body with respect to Local Plans at Appendix A p17. Reference should also be made to the role of Historic England as a statutory consultee with regard to planning applications.	Noted. Historic England has been added as a Statutory Consultee under Paragraph 3.3 which covers plans and planning applications.
17/20	Appendix 1	Please delete the reference to English Heritage in Appendix 1 and leave the reference to Historic England	Agreed, reference to English Heritage has been deleted, and that to Historic England is retained.
17/21	Section 2	Neighbourhood Plans - With regards to neighbourhood planning on p11, we would welcome notification of proposed neighbourhood planning areas as well as consultation on draft plans, although we note this is primarily a matter for the district councils	Noted. However the County Council has no specific legislative duties in relation to Neighbourhood Plans, although it may assist by providing information on occasions. Any notification in respect to the preparation of Neighbourhood Plans would come from the relevant District Council. (No change is proposed to the SCI).
17/22	General	We would welcome consultation at an informal level, in addition to the requirements of the legislation, where issues may benefit from our early involvement.	Noted and agreed. The SCI sets out the minimum level of consultation that will take place. It does not preclude additional consultation if appropriate. (No change is proposed to the SCI).
18/23	Appendix 1	Cambridgeshire Local Access Forum should be in the list of consultees as a statutory consultee.	Statutory consultees are defined by legislation. Whilst Local Access Forums may be a statutory consultee on

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			planning policy documents (by virtue of being a General Consultation Body) they are not a statutory consultee on planning applications (although they may be consulted in practice). It is therefore not appropriate to include Local Access Forums as an example body of a statutory consultee at Para 3.3 of the SCI. However, Local Access Forums have been added as an example of a Strategic Stakeholder.
18/24	Section 2	Planning Applications & Minerals and Waste Local Plan – putting notices in local papers was not cost effective (as it did not reach people who don't get a newspaper). However, applications can be missed and individuals are often not aware of applications until they are well down the planning process. There is a need to continue to put notices on lamp-posts and perhaps this needs a specific mention in the document (otherwise the staff time for this might disappear). The Council has said for the Minerals and Waste Plan that they will attend parish / town council meetings (on request and if this is possible) and LAF thinks it is important that they are given the man power to do these visits as this can in the long term save further time and money as there can be direct instant feedback on issues from a knowledgeable resource.	<p>Planning Applications - the County Council has a statutory duty to post site notices and these, as referred to, may be placed on lamp posts. As this is a statutory duty it must be undertaken and therefore will continue. (No change is proposed to the SCI).</p> <p>Mineral and Waste Plan – the County Council recognises the value of talking direct to the local community and therefore will continue as the SCI proposes to attend parish / town council meetings where a request is received, and where this is possible. However, the SCI recognises that staff resource and staff availability cannot be guaranteed. (No change is proposed to the SCI).</p>
18/25	Section 2	Planning Applications – LAF are unhappy about the move for planning applications to be solely on line resources, with the only alternative being trying to get through to a Council Officer on the phone, and asks whether there are officers with time for this or whether there is still a budget for sending out at least a summary document and map to the person enquiring? Web pages have a large number of documents which are not always titled to indicate their content and files are often too large (sometimes caused by non-essential high quality photos) so take time to download and consume masses of printer ink.	Planning Applications – The SCI states that planning applications will be available for inspection, including via the website. If stakeholders cannot view an application on line arrangements can be made to view a hard copy. Planning application documents are re-named when they go on the website and will, wherever possible, state what the document relates to. There is not the resource to produce a summary statement / map for planning applications received. In any event, each planning application must include a location plan which will be available as part of the planning application documentation; and normally includes a Supporting Planning Statement which includes a summary of the proposed development. (No change is

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			proposed to the SCI).
18/26	General	LAF members expressed the view that the Ramblers, British Horse Society and Cycling Groups should be included as consultees so that they can comment on how development affects access.	These groups have been added in para 3.3 as Strategic Stakeholders. When appropriate they are / will be consulted on planning policy and planning applications.
18/27	Section 2	Planning Applications – For extraction sites it is also important that any planning permission includes a legally binding requirement as to how the land is to be reinstated after extraction and for what purpose, as there are instances where the original intention to restore the land to agriculture or public amenity has been completely changed during the process.	Noted. Planning applications for mineral extraction must, when submitted, include proposals for the restoration of the site. When approved these restoration proposals become the approved restoration plan. If an operator subsequently decides to amend the restoration scheme a new planning application would be required, and this would be subject to consultation in accordance with the SCI, as any new application would be. (No change is proposed to the SCI).
19/28	General	Clarification of the role of the Middle Level Commission has been provided.	Noted. (No change is proposed to the SCI).
19/29	Section 2	Planning Applications – the Commissioners and relevant Internal Drainage Boards continue to review and comment on strategic planning documents and, in this respect, wish to continue to be consulted on such public consultations. However, we have stood back from providing bespoke responses to your Council on planning applications unless requested by the Board concerned and / or applicant as part of our Pre-/Post-Application process. However, the Commissioners and associated Boards, together with other IDBs within Cambridgeshire, are currently partaking in a pilot scheme on how LFA and IDBs can work together more closely in the future to align the process of responding to planning applications. I have recently referred that this could also be extended to your authority's planning team.	Noted, more detailed responses in relation to individual planning applications would be welcomed. (No change is proposed to the SCI).
19/30	Pages 2-3	A comment often made is that the complainant, as a member of the public, states that they were not aware of the public consultation in respect of the items concerned. Therefore, every effort needs to be taken, as is reasonably and economically possible to publicise these matters particularly in this 'age of	Noted. The SCI sets out the minimum that will be undertaken by way of community involvement, and it does not preclude other methods of public consultation from being used – which may include social media. However, there is not the resource available to use this on every occasion (and it may not be appropriate to do

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
		communication'. Are social media outlets such as Facebook and Twitter appropriate means of involvement? Would it be feasible for posters to be issued to relevant stakeholders such as ourselves, the Environment Agency etc. for noticeboards within our offices and /or relevant 'news items' for inclusion on our websites? However, it is appreciated that people are generally not interested in Strategic matters until it affects them directly which is often too late.	so); nor is there the resource to provide posters for stakeholders. However, opportunities are taken where possible, and for example, information is provided (in respect to planning policy documents) to the parish councils through Cambridgeshire Matters. (No change is proposed to the SCI).
19/31	Page 5	Public speaking at Planning Committee – A comment made at a recent District Council Planning Committee meeting is that Statutory Consultees do not attend Planning Committees particularly when they are opposing the application. This may be because it is not viable for them to sacrifice an afternoon simply to have their five minutes. Whilst it is appreciated that there may be certain guidelines to follow, would it be possible to 'attend' by using modern communication methods, Skype etc.?	The facility to attend Planning Committee using Skype is not offered. However, exceptionally, if a representor has difficulty in attending it is possible for their views to be read out to Committee thus ensuring that they are taken into account. (No change is proposed to the SCI).
19/32	Section 2	Minerals and Waste Local Plan – Reference is made in the last sub-section of the table on page 8, and also on page 10, to minerals and waste forums. Is there a reference to these elsewhere detailing what they are and how they function? If not should there be? Having discussed the matter with a contemporary at the Environment Agency she is also unaware of these forums. Give the potential flood alleviation and environmental benefits of worked out quarries throughout Cambridgeshire but, particularly in view of the long term aims and aspirations of the Block Fen / Langwood Fen Masterplan, which appears to be evolving without including two major stakeholders, it is respectfully considered that it would be beneficial for us to also be involved in these forums.	Local Liaison Forums can be formed at major mineral and/or waste management sites. The membership and remit of the forums varies according to the nature of the site, but generally they meet to discuss matters arising in respect to the site including operational matters which may affect the local community, and may include future proposals. Membership varies but can comprise the operator, members of the local community (e.g. close residents), member(s) of the Parish Council, the Environment Agency, and an Officer from the County Planning, Minerals and Waste Team. They are normally chaired by the local county councillor, and can meet on a regular basis, or as / when required. They are not formed for all sites. A footnote regarding Local Liaison Forums has been included in Section 2 Minerals and Waste Local Plan, and other references are crossed referred to this where they occur in the SCI.  With respect to future involvement at Block Fen /

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
			Langwood Fen, Mepal, a Liaison Forum does not exist for this site. However, the Middle Level Commissioners will (and have been) consulted, and will have the opportunity to respond in respect to the emerging Minerals and Waste Local Plan, as well as planning applications in this area. (No change is proposed to the SCI).
19/33	Page 9	Local Enforcement Plan (EP) for Minerals and Waste Management – Whilst it is appreciated that the EP is a planning document and refers to enforcement in respect of the Town & Country Planning Act, it may be beneficial if other stakeholders are aware of it and its contents, particularly if enforcement requires a ‘joint’ approach with other stakeholders.	The Enforcement and Monitoring Team work closely with other regulatory bodies when appropriate, particularly the Environment Agency and local District Councils to ensure that if enforcement action is necessary it is coordinated. This approach is reiterated in the Local Enforcement Plan. When the Local Enforcement Plan is prepared / reviewed a range of stakeholders are consulted, as set out in the SCI. This includes district and parish councils. (No change is proposed to the SCI).
19/34	Para 2 (page 12)	Planning Applications – This mentions the Planning Committee and the Joint Development Control Committee. Is there reference to these elsewhere detailing what they are and how they function? If not should there be?	A sentence has been added to explain that further details of these Committees, including membership, remit, agendas, and minutes, are available on the County Council’s and Cambridge City Council’s web pages respectively.
19/35	Pages 12-13	Planning Applications Category A high Level Involvement – Does this include surface water flooding?	Yes, all applications that would potentially give rise to significant environmental effects, or which are contrary to the development plan, are ‘high level’. This would include applications which could potentially give rise to significant surface water flooding, and to provide the clarification sought this point has been added to the list.
19/36	Pages 13-16	Planning Applications – Like your Council the Commissioners and associated Boards promote pre-application consultation as best practice and, therefore, encourage its use. Item 3.2.8 (page 15) of the Flood and Water SPD provides guidance on development proposals that are of interest and where pre-application consultation is likely to be beneficial to us. Development affecting our navigation system and/or having	Noted. (No change is proposed to the SCI).

<b><u>Representor / Point</u></b>	<b><u>SCI Reference</u></b>	<b><u>Representation</u></b>	<b><u>Proposed Response</u></b>
		environmental impacts on the waterborne environment are also of interest.	
20/37	General	We are pleased that the County Council is aware that 'Many groups are already involved with planning in Cambridgeshire, but the Council is keen to encourage other stakeholders to participate'.	Noted. (No change is proposed to the SCI).
20/38	General	CPRE as a national body with a long history of engagement with the countryside, thriving rural communities and the establishment and protection of greenbelts, is very willing to contribute its expertise as a 'Strategic Stakeholder'.	Noted, and welcomed. (No change is proposed to the SCI).
20/39	General	CPRE welcomes the County Council's intention to engage with 'hard to reach' groups of all types, particularly those living in areas of deprivation / remote rural areas.	Noted. (No change is proposed to the SCI).
20/40	Para 4.2	CPRE will be pleased to participate positively in the planning process whenever and wherever it can be of assistance at each of the stages expressed.	Noted, and welcomed. (No change is proposed to the SCI).
20/41	Section 2	Local Enforcement Plan – CPRE would recommend broadening and strengthening the scope of the Local Enforcement Plan to include working hours; traffic routing agreements; on and off site cleanliness, noise nuisance and light nuisance. It should also mention when necessary the Council will work with other statutory bodies such as the Environment Agency and the Health & Safety Executive to ensure good working practice.	Enforcement action may be taken where development has taken place without the benefit of planning permission, or where a planning condition imposed on a planning permission has not been implemented, or has not been implemented in its entirety. This includes planning conditions in respect to the majority of matters raised in this response, where such planning conditions have been applied. (Off site cleanliness is usually a matter for the police). The Enforcement and Monitoring Team work closely with other regulatory bodies when appropriate, particularly the Environment Agency to ensure that if enforcement action is necessary, it is coordinated. These matters are already set out in the Local Enforcement Plan. (No change is proposed to the SCI).
21/42	General	Throughout the paper there is no mention of consultation with the District, Town or Parish Councils. We would have expected to see this in Para 3 and Appendix 1. It seems to suggest that our only conduit to the County Council is through our local County	Parish Councils have been included in Para 3, and already appear in Appendix 1 listed under Specific Consultation bodies (bullet point 9). Parish Councils are a statutory consultee in respect of planning policy documents; and they are also notified in respect to

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		Councillor. The only alternative is for a trawl through the CCC website. We are concerned that this does not give parish councils sufficient access. We believe that the County Council should have an obligation to seek the views of the public through their representative bodies.	planning applications and have the opportunity to respond to planning application consultations. (The status of Parish Councils as consultees is defined in planning legislation and can vary in respect of consultation on planning applications, depending on circumstance. However, they are always notified if a proposal falls within their area).

**Representors:**

01 Member of the Public  
02 Warwickshire County Council – no comment  
03 Central Bedfordshire and Bedford Borough Council – no comment  
04 Mepal Parish Council – no comment  
05 Harston Parish Council  
06 Cambridgeshire County Councillor  
07 Surrey County Council – no comment  
08 Northumberland County Council – no comment  
09 Natural England  
10 Witcham Parish Council – no comment  
11 Earith Parish Council – no comment  
12 CCC Archaeology Team

13 Bar Hill Parish Council  
14 Buckden Parish Council  
15 Environment Agency – no comment  
16 Peterborough City Council – no comment  
17 Historic England  
18 Cambridgeshire Local Access Forum  
19 Middle Level Commissioners  
20 CPRE Cambridgeshire and Peterborough Branch  
21 Buckden Parish Council  
22 Waterbeach Parish Council – no comment

## **Cambridgeshire Statement of Community Involvement**



# **CAMBRIDGESHIRE STATEMENT OF COMMUNITY INVOLVEMENT (FIRST REVIEW)**

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## **SECTION 1: COMMUNITY INVOLVEMENT**

### **1.0 INTRODUCTION**

- 1.1 This is the second review of the Cambridgeshire Statement of Community Involvement (SCI). Planning legislation requires that each planning authority prepare an SCI which must show how local communities, business (including industry) and other stakeholders (e.g. district/parish councils, Environment Agency, and interest groups) can expect to be actively, meaningfully and continuously involved in the planning processes carried out by the County Council.
- 1.2 In due course it is intended that this SCI will be approved by the County Council as its policy on community involvement in land use planning matters. However, prior to that it will be subject to public consultation in autumn / winter 2018, and the response received will shape it further. The response to the public consultation will then be considered, and approval is anticipated in early 2019.
- 1.3 As a minimum an SCI must include details of what will be undertaken in respect to:
- the preparation, alteration and review of mineral and waste planning policy documents;
  - significant development management decisions on planning applications for mineral extraction and facilities for waste disposal; and
  - significant development control decisions on planning applications related to the services that the County Council provides such as schools, libraries and roads.
- 1.4 This document sets out the minimum level of community involvement that the County Council proposes will be undertaken on the work included in this SCI. This level has been determined bearing in mind the nature of the work; statutory requirements; and level of resources available. There may be occasions when projects or issues arise that warrant going beyond the level of community involvement set out in this SCI, and this document does not preclude that from happening. The approved SCI will be made available on the County Council's website.

### **2.0 WHAT WE DO**

- 2.1 The activities covered by this SCI include the preparation of plans and strategies, as follows:
- Minerals and Waste Local Plan;
  - Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire;
  - Supplementary Planning Documents; and
  - Neighbourhood Planning.

In addition to the delivery of projects and proposals on the ground:

- Planning applications for mineral, waste management and the County Council's own development, such as schools and roads.

### **3.0 WHO MAKES UP OUR COMMUNITY?**

- 3.1 Stakeholders have important local knowledge, expertise, and perspectives which collectively can help us make better plans, strategies and decisions on planning

applications. However, harnessing this wealth of knowledge and experience can be challenging. Many groups are already involved with planning in Cambridgeshire, but the County Council is keen to encourage other stakeholders to participate.

- 3.2 Different stakeholders may benefit from different methods of engagement. Similarly, different documents and proposals will generate different levels of interest. Community engagement is often greatest once it can be seen how proposals relate to communities in a specific way i.e. on the ground in a local area.
- 3.3 The main categories of stakeholders, although some may appear in more than one, are:

**Statutory consultees:** Statutory consultees are bodies which the County Council must consult in order to comply with requirements set out in legislation. This can be on plans and strategies, planning applications and projects, and includes bodies such as government agencies and other local authorities, including those which border Cambridgeshire. For example, district councils, Environment Agency, Highways England, *Historic England*, and Natural England. *Parish Councils are statutory consultees for planning policy documents; and are also notified of, and have opportunity to respond to, planning application consultations.*

**Strategic stakeholders:** This group can be defined as people who represent organisations with particular interests, whether at a national or local level, or who have particular information or expertise to offer. Examples include trade bodies and interest groups such as the Royal Society for the Protection of Birds, Friends of the Earth, *NHS England*, *Ramblers*, *British Horse Society*, *cycling groups*, *Local Access Forums*, and The Wildlife Trust.

**Community stakeholders:** This group includes individuals or organisations that are interested because they live in the community the development will affect, for example interested individuals, local businesses and operators, developers, agents and landowners, and local action groups. These community stakeholders can be the most challenging to engage. Some individuals and groups may have no interest in proposals until they are directly affected by them, but their engagement is often crucial to the success of a strategy or project.

- 3.4 We also need to involve 'hard to reach' groups. This may include the elderly, the young, ethnic groups, people with disabilities, or those living in areas of deprivation / remote rural areas. Such groups of people may historically have been under represented and less participative. To help engage these groups the County Council may make (on request) documents and any other related literature available in a variety of formats e.g. Braille, large print, audio cassette and languages other than English.

#### **4.0 HOW WE WILL WORK WITH OUR COMMUNITY**

- 4.1 **Community involvement in land use planning** - the main techniques for community involvement have been reviewed and can involve people at three different levels:

Informing people – keeping people up to date with the current position at each stage of the process. It is up to the individual / group to make a representation or to

become further involved

Consulting people – finding out what individuals / groups think about particular approaches that are being taken. This is normally a formal period of time when representations will be invited from all parties e.g. on a draft version of a document or planning application

Involving people (Participation) – active involvement from individuals/groups in order to further the discussion around a particular issue. Parties should bring something to the table in a positive way, rather than reacting to a particular issue or document.

- 4.2 There are many models of community involvement. At its most simple level, a community involvement process should ensure that people:
- have access to information;
  - can put forward their own ideas and feel confident that there is a process for considering ideas;
  - can take an active part in developing proposals and options;
  - can comment on formal proposals; and
  - can get feedback and are informed about progress and outcomes.
- 4.3 Different types of techniques have different benefits, therefore a range of community involvement techniques will be used, depending on the nature of the project that is subject to consultation, regulatory requirements, and the target audience. The SCI sets out how the County Council proposes to involve the community in the land use planning work it undertakes.
- 4.4 The majority of the UK population is online. They have high expectations for what makes a good digital service. Cambridgeshire County Council recognises the growing trend by residents to access service information through online resources. This SCI takes this strategy on board and information will normally be available online via the County Council's web site [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk).
- 4.5 If you want to find out about planning applications (current and those already decided) you can also do this online. You can search by application number or geographical area, and see the planning application page. It will allow you to view the documents that have been submitted, and see the status of the application. Each application has a case officer and they are also available to assist should someone need more information or help.
- 4.6 Non-digital communication - not everyone is able to use digital communications, information and services independently, and the needs of people who are not online still need to be considered. If stakeholders cannot or do not wish to be involved through a digital means the County Council will provide contact number / officer they can call. Officers will assist to ensure that everyone can still feed into the consultations.

## **5.0 HOW TO ENGAGE WITH YOUR COUNTY COUNCILLOR AND AT COUNCIL MEETINGS**

- 5.1 As a starting point it is recommended that you respond to the consultation, preferably by the method being used e.g. questionnaire; representation form; online. There will be mechanisms in place to consider all representations made, and the majority of consultations will lead to a decision being made by the Council through its democratic processes e.g. committees.
- 5.2 However, if you feel that you wish to go beyond this, you can consider approaching your local councillor to represent you and / or represent yourself in the decision making process of the Council. Details of how the Council makes its decisions are set out below.
- 5.3 **How the Council makes decisions**  
Committees are responsible for most major decisions. The majority comprise up to ten Councillors. When major decisions are to be discussed or made, these are published in the Council's Forward Plan insofar as they can be anticipated. If these major decisions are to be discussed with Council officers at a meeting of a Committee this will generally be open for the public to attend, except where personal or confidential matters are being discussed. The Committees have to make decisions which are in line with the Council's overall policies and budget. If they wish to make a decision which is outside the approved budget or policy framework (other than decisions undertaken by Planning Committee) this must be referred to the Council as a whole to decide.
- 5.4 **Involving your Local Councillor ~~as your Local Member~~**  
Information about how to find out who represents you is on the County Council's website (under the Council Tab). Your local ~~member~~ councillor is kept informed about developments in your area and is able to represent you at Council meetings; alternatively you may wish to become directly involved yourself (see below).
- 5.5 **Being involved in Council decisions and meetings**  
If you wish to become involved in the decision making processes of the County Council, advice on how to do this is below.
- 5.6 Full advice regarding the following is available on the County Council's website, including the County Council's Constitution. **Please check the website or contact the County Council's Democratic Services Team to ensure that you have the latest advice.**

### Petitions Scheme

Petitioning is one way that individuals, community groups and organisations can participate in the democratic process. A petition can raise issues of public concern with the County Council, thereby allowing Councillors to consider the need for change either within the County or on a wider scale. The County Council welcomes petitions and recognises that petitions are one way in which people can let it know their concerns.

A petition relating to speaking at Council or a Committee Meeting (excluding Planning Committee or Joint Development Control Committee) must be signed by at least 50 local people who have an interest in the subject of the petition (addresses of the signatories must be provided). The petition must also relate to the powers and duties of that Committee / body, and must be submitted no later than 9.00 am, 5 working days prior to the meeting. It must be accepted by the Chairman/woman of the Committee for presentation at the meeting. The petition organiser will normally be asked to make their representation at the beginning of the relevant committee item. (Full details of the petition process are in the County Council's Constitution, Part 4 Rules of Procedure, which can be found on the County Council's website. There are also exceptions to this Scheme which are set out in Part 4.1 of the Constitution.

Petition instructions in respect of the Joint Development Control Committee can be found on Cambridge City Council's website).

#### ePetitions

In addition to paper petitions, the County Council offers an online petitioning service so you can publish and collect signatures on your petition via the link on the website. This means that the petition can be made available to a potentially much wider audience giving you the opportunity to gather names in support.

#### Public question time at Council meetings (excluding Planning Committee)

Up to four members of the public can ask questions of the Leader of the Council or of the Chairman/woman of any committee at each ordinary meeting of the full Council.

#### Public speaking at Committees and Sub-Committees (excluding Planning Committee)

Any member of the public can speak once in any debate at a Committee and Sub-Committee meeting. Members of the public wishing to speak need to make a request in writing no later than 12.00 noon three working days before the meeting.

#### Public speaking at the Planning Committee

Meetings of the Council's Planning Committee are open to the public. In addition, if you have previously submitted written representations about a planning application (either for or against), you may speak to the Committee, provided that you have given advance notice of your wish to do so.

The following parties may take part in public speaking at Planning Committee:

- (a) Public bodies (district / city / town / parish council, Environment Agency, Natural England, Sport England etc.)
- (b) Supporters of the proposals (applicant and / or agent; other supporters)
- (c) Objectors to the proposals

(d) The local Councillor member(s)

Guidance on this matter, including a form to register for speaking at Planning Committee, is also on the Council's website.

## **SECTION 2: WORKING WITH OUR COMMUNITY ON PLANS AND STRATEGIES**

### **1. The Minerals and Waste Local Plan**

The County Council is a Mineral and Waste Planning Authority and has the duty to prepare a plan to guide mineral and waste management development, by setting out policies against which planning applications for such development will be assessed and determined.

The minerals and waste plan will also be used by developers when putting forward proposals and by the County Council and other stakeholders when considering planning applications.

The process of preparing a Minerals and Waste Plan is governed by planning legislation which sets out what stages a plan must go through, and the minimum consultation which must be undertaken. The following table takes into account the statutory requirements and outlines the community involvement that the County Council will undertake when it prepares such a plan. The community involvement set out below goes beyond the minimum required by planning regulations.

The Localism Act 2011 introduced the Duty to Cooperate which requires land use planning authorities to cooperate on matters which are cross boundary and on strategic priorities identified by the Government (which includes mineral and waste management development). Involvement is required to be active, constructive and on an ongoing basis. The County Council has a separate Statement which sets out how as Mineral and Waste Planning Authority it will meet its Duty to Cooperate, and the community involvement proposals outlined below will contribute towards this.

<b>Plan / Strategy</b>	<b>Community Involvement</b>
<b>Minerals and Waste Local Plan</b>  Initial Consultation	<ul style="list-style-type: none"><li>• Consult / inform statutory* consultees and other relevant parties;</li><li>• Place documents and response form on website (the response form will also be available in hard copy on request);</li><li>• Place documents at specified office(s) ;</li><li>• Six week consultation period;</li><li>• Meeting with stakeholders (as appropriate following the receipt of representations);</li><li>• Press release / media interviews (as appropriate);</li><li>• Attend parish / town council meetings (on request, and if this is possible); and</li></ul>



Plan / Strategy	Community Involvement
	<ul style="list-style-type: none"> <li>• Advise minerals and waste liaison forums<sup>**</sup> (as meetings allow).</li> </ul>
Draft Plan Consultation	<ul style="list-style-type: none"> <li>• Consult / inform statutory* consultees and other relevant parties;</li> <li>• Place documents and response form on website (the response form will also be available in hard copy on request);</li> <li>• Place documents at a specified office(s);</li> <li>• Six week consultation period;</li> <li>• Meeting with stakeholders (as appropriate and following receipt of representations);</li> <li>• Press release / media interviews (as appropriate);</li> <li>• Attend parish / town council meetings (on request, and if this is possible); and</li> <li>• Advise minerals and waste liaison forums<sup>**</sup> (as meetings allow).</li> </ul>
Submission Plan Consultation	<ul style="list-style-type: none"> <li>• Six week consultation period;</li> <li>• Consult 'statutory' consultees and other relevant parties, including those who have requested to be informed;</li> <li>• Place documents on website (the response form will also be available in hard copy on request);</li> <li>• Place documents at a specified office(s);</li> <li>• Press release / media interviews (as appropriate);</li> <li>• Attend parish / town council meetings (on request, and if this is possible);</li> <li>• Advise minerals and waste liaison forums<sup>**</sup> (as meetings allow); and</li> <li>• Submit required documents / evidence to Secretary of State (SoS), and inform those who have requested confirmation of submission.</li> </ul>
Examination	<ul style="list-style-type: none"> <li>• inform statutory consultees and other relevant parties, of the Examination arrangements and the person appointed to carry out the Examination; and</li> <li>• place details of the Examination arrangements &amp; appointed Inspector on website, and at specified office(s).</li> </ul>

Plan / Strategy	Community Involvement
Post Examination	<ul style="list-style-type: none"> <li>• Publish Inspector's Report on the website;</li> <li>• Make Inspector's Report available to view at specified office(s); and</li> <li>• Give notice to those who have requested notification.</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>• Inform statutory consultees and other relevant parties of adoption, including to those who have requested notification;</li> <li>• Place Plan and adoption statement on website;</li> <li>• Place documents and adoption statement at a specified office(s);</li> <li>• Publish Plan and accompanying documents on website; and</li> <li>• Inform minerals and waste liaison forums** (as meetings allow).</li> </ul>

\* See Appendix 1

\*\* Local Liaison Forums can be formed at major mineral and/or waste management sites. The membership and remit of the forums varies according to the nature of the site, but generally they meet to discuss matters arising in respect to the site including operational matters which may affect the local community, and / or future proposals. Membership varies but can comprise the operator, members of the local community (e.g. close residents), member(s) of the Parish Council, the Environment Agency, the District Council, and an Officer from the County Planning, Minerals and Waste Team. They are normally chaired by the local county councillor, and can meet on a regular basis, or 'as and when' required.

## **2. Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire (EP)**

Once planning permission is granted monitoring visits are undertaken to ensure compliance with planning conditions and obligations in legal agreements. Action is also taken to ensure that unauthorised development is addressed and to encourage good working practice. Where appropriate, enforcement action is taken against breaches of planning control in order to bring unauthorised activity under control, and to reverse or reduce any adverse effects of such development.

The Government suggests (through its National Planning Policy Framework) that local authorities prepare an Enforcement Plan (EP) to manage enforcement proactively and in a way which is appropriate to their area. The EP sets out the County Council's approach to achieving planning compliance at mineral and waste management sites within Cambridgeshire through both proactive monitoring of sites and also investigating and pursuing alleged breaches of planning control. Whilst the process of preparing an EP is not governed by legislation, the County Council will involve the community in preparing / reviewing its EP.

<b>Plan / Strategy</b>	<b>Community Involvement</b>
<b>Local Enforcement Plan (EP) for Minerals and Waste Development in Cambridgeshire</b>  Consultation Draft	<ul style="list-style-type: none"><li>• draft copy of the EP and explanatory letter to be e-mailed to the following organisations:<ul style="list-style-type: none"><li>• principal mineral and waste companies which operate in Cambridgeshire;</li><li>• adjoining mineral and waste planning authorities; and</li><li>• district and parish councils in Cambridgeshire.</li></ul></li><li>• consultation period of 6 weeks, responses to be provided in written form; and</li><li>• consultation responses to be published on the Council's website. Each to be considered, and where appropriate the EP amended to address the issues or comments raised.</li></ul>
Approved Plan	<ul style="list-style-type: none"><li>• approved EP to be placed on the Council's website (approval by Planning Committee).</li></ul>

### 3. Supplementary Planning Documents

A planning authority may prepare Supplementary Planning Documents (SPDs) to provide greater detail on the policies of its development plan documents, i.e. the Council's adopted Minerals and Waste Plan. The preparation process of an SPD is subject to planning legislation, both the stages it goes through and the minimum community involvement that must be undertaken, but this is less onerous than preparing a local plan and consultation can be targeted at a certain audience if necessary. SPDs must be consistent with the overarching development plan.

Plan / Strategy	Community Involvement
<b>Minerals and Waste Supplementary Planning Documents</b>  Evidence	<ul style="list-style-type: none"> <li>Information gathering / evidence base.</li> </ul>
Draft SPD	<ul style="list-style-type: none"> <li>Consult statutory* consultees and other relevant parties, setting out arrangements for viewing documents and making representations;</li> <li>Place proposals on website (forms available in hard copy on request);</li> <li>Place documents at a specified office(s);</li> <li>Six week consultation period;</li> <li>Meeting with stakeholders (on request and following receipt of representations);</li> <li>Press releases / media interviews e.g. local radio (on request);</li> <li>Attend parish / town council meetings (on request and if possible); and</li> <li>Advise minerals and waste liaison forums** (as meetings allow).</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>Inform statutory consultees and other relevant parties, including those who have requested notification;</li> <li>Place documents and notice of adoption on website;</li> <li>Press releases / media interviews e.g. local radio (on request); and</li> <li>Inform minerals and waste liaison forums** (as meetings allow).</li> </ul>

\* See Appendix 1

\*\* see footnote on page 8

#### **4. Neighbourhood Plans**

The Localism Act 2001 gave the right for local communities to prepare neighbourhood plans; and this is undertaken at the local level e.g. normally led by the parish and / or district council.

The County Council has no specific legislative duties in relation to Neighbourhood Planning, nor any specific resource (including officer time) set aside to assist any area undertaking Neighbourhood Planning. However, on request, the County Council may be able to accommodate any reasonable request for assistance, such as providing statistical information which the County Council may hold for a specific area.

### **SECTION 3: WORKING WITH OUR COMMUNITY ON THE DELIVERY OF PROJECTS AND PROPOSALS ON THE GROUND**

#### **1. Planning applications for mineral, waste management and the County Council's own development such as schools, libraries, social services buildings, and transport infrastructure**

The County Council determines planning applications for minerals and waste and related development including mineral extraction; aggregates railheads / wharves; mineral processing; waste management facilities. We also process applications for County Council development for example school related development, roads and cycle paths. Planning applications are considered against the National Planning Policy Framework, the Development Plan, the Planning Practice Guidance and other relevant factors known as material considerations. The Development Plan consists both of the County Council's planning policies, and District or City Council planning policies.

The majority of planning applications can be decided by planning officers in accordance with planning policy using delegated powers, with the approval of the Chairman of the Planning Committee and Local County Councillor(s). The most significant controversial planning applications are normally determined by the County Council's Planning Committee or the Joint Development Control Committee depending on the area and nature of the project. Planning officers make recommendations to the relevant Committee based on planning policy to guide the Committee's decision making. Further details of these Committees, including membership, remit, agendas, and minutes, are available on the County Council's and Cambridge City Council's web pages respectively. Applicants are advised to ensure that they understand the Committee processes for the respective Committee that their proposal will go to, as this may vary slightly.

The nature of the planning application will determine what level of community involvement is undertaken. There are two categories - one for 'high level' community engagement. This includes applications which are accompanied by an Environmental Statement or which are likely to raise significant land use planning considerations. The second is 'standard level' which is for applications which are not likely to raise any major land use planning matters.

Pre-application advice, which is chargeable, is available from a range of County Council Teams including advice on land use planning, flood and water, transport and historic and natural environment matters. Details for each can be found on the County Council's web page.

##### i. Category A: "High Level" Community Involvement

These are applications involving potentially significant environmental effects or are contrary to the development plan. This will include developments that are:

- accompanied by an Environmental Statement; and/or
- a major departure from the development plan; and

- applications which are broadly consistent with the development plan but which raise potential site specific issues that will significantly:
  - affect nearby sensitive receptors (people or sensitive biodiversity such as a SSSI) by causing noise, smell, vibration, pollution to the water environment, dust or fugitive emissions to air;
  - raise health concerns;
  - affect floodplains *and / or give rise to significant surface water flooding*;
  - attract heavy traffic into a generally quiet residential area;
  - cause activity and noise during unsociable hours;
  - introduce any significant change to an area, for example, particularly large / tall buildings or structures;
  - affect an ancient monument, conservation area, listed building or archaeological site or the setting of those heritage sites;
  - affect trees subject to Tree Preservation Orders;
  - physically affect a public right of way.

Some of the planning applications the County Council makes as a developer are for major transport infrastructure projects which promote economic growth at a regional and local level, as well as enabling the movement of traffic on the road network, helping the County Council to meet its aim of keeping Cambridgeshire moving and open for business. The County Council's Major Infrastructure Team commission the preparation of these planning applications, sometimes in partnership with the Greater Cambridge Partnership (GCP), and seek planning permission on behalf of the Council. Major transport infrastructure projects include:

- Bypasses and roundabouts;
- Busways;
- Passenger Transport interchanges (e.g. road / rail);
- Bridges;
- Bus priority measures and bus lanes;
- Major road maintenance projects;
- Cycleway projects; and
- Enhancements to the Busway and Park & Ride sites.

All of these projects fall into the 'high level'

ii. Category B: “Standard Level” Community Involvement

All other development proposals that are not triggered by Category A above.

The community involvement associated with each of these categories is set out below.

Project	Community Involvement
<b>Planning Applications – High Level</b>  Pre Application	<b><u>To reflect best practice, applicants should undertake the following actions:</u></b> <ul style="list-style-type: none"><li>• Pre-application discussions with County Council (prior to undertaking the following requirements); and to determine if the proposal needs to be referred to the Cambridgeshire Quality Panel, and if this needs to be prior to the applicants pre-submission consultation with the public (see Appendix 3 for referral criteria) [Applicant]</li><li>• Pre application discussion with statutory and non statutory consultees (including District, City, and parish/town councils). Attendance on request at open Council meetings [Applicant]</li><li>• Pre-application discussions with community [Applicant]</li><li>• Present proposals (if requested) to at least one meeting with County Council / Joint Development Control Committee members and officers, and if appropriate provide a guided site visit [Applicant]</li><li>• One or more manned public exhibitions (to be agreed with CCC). These must be well publicised, including in a local newspaper (minimum two weeks in advance, paid for by the developer). They must be held in a local venue and must include an afternoon and evening. All material to be in ‘plain English’ including a summary of main documents. Provide an opportunity for the local community to provide feedback in oral, written, or electronic form [Applicant]</li><li>• Leaflets / posters in the local area, advertising the public exhibition(s) and providing a ‘plain English’ explanation of the proposed development [Applicant]</li><li>• Media coverage (press releases/parish newsletters/local newspapers) [Applicant]</li></ul>



	<ul style="list-style-type: none"> <li>Liaison groups** (where existing) for minerals and waste development [Applicant]</li> </ul>
Application/Decision Stage	<p><b>The following actions are to be undertaken by the County Council:</b></p> <ul style="list-style-type: none"> <li>Site notices [Council]</li> <li>Neighbour notification [Council]</li> <li>Letter to respondents [Council]</li> <li>Applications available for inspection including <i>via the</i> website [Council]</li> <li>Notification to local County Councillor(s) [Council]</li> <li>Consultation with statutory and non statutory consultees (including District, City, and parish/town Councils) [Council]</li> <li>Media (statutory notices, press releases, parish newsletters (where appropriate)) [Council]</li> <li>One-to-one meetings/group meetings (where appropriate) [Council]</li> <li>Liaison groups (where existing) for mineral and waste development [Council]</li> <li>Letter to respondents &amp; consultees inviting them to speak at Committee [Council]</li> <li>Committee report available for inspection including on website [Council]</li> </ul>
Post Decision Stage	<ul style="list-style-type: none"> <li>Decision Notice to applicant [Council]</li> <li>Letter to applicant, district/city council(s), parish council, community groups and respondents advising of decision [Council]</li> <li>Committee Report and decision notice available for inspection including the website [Council]</li> <li>Advertising any decisions made under Environmental Impact Assessment Regulations 2017 [Council]</li> <li></li> </ul>

Project	Community Involvement
<p><b>Planning Applications – Standard Level</b></p> <p>Pre-application</p>	<p><b><u>To reflect best practice, applicants should undertake the following actions:</u></b></p> <ul style="list-style-type: none"> <li>Pre-application discussions with County Council [Applicant]</li> </ul>

	<ul style="list-style-type: none"> <li>• Liaison groups (where existing) [Applicant]</li> </ul>
Application/Decision Stage	<p><b>The following actions are to be undertaken by the County Council:</b></p> <ul style="list-style-type: none"> <li>• Site notices [Council]</li> <li>• Neighbour notification [Council]</li> <li>• Notification to local County Councillor(s) [Council]</li> <li>• Applications available for inspection including website [Council]</li> <li>• Media (statutory notices where required by legislation) [Council]</li> <li>• Written consultation with statutory consultees (including link to documentation) [Council]</li> <li>• Liaison groups** (where existing) [Council]</li> <li>• Letter to respondents &amp; consultees inviting them to speak at Committee [Council]</li> <li>• Committee report available for inspection including on website [Council]</li> </ul>
Post Decision Stage	<ul style="list-style-type: none"> <li>• Letter to district/city council(s), parish council, community groups and respondents [Council]</li> <li>• Committee Report and decision notice available for inspection including the website [Council]</li> </ul>

\*\* see footnote on page 8

## **Appendix 1: Statutory Consultees for the Minerals and Waste Local Plan and Supplementary Planning Documents**

Statutory consultees for planning policy work (Local Plans and Supplementary Planning Documents) are identified in the Town and Country Planning (Local Planning) (England) Regulations 2012. The County Council as Mineral and Waste Planning Authority is required to consult:

- (a) each of the **specific** consultation bodies to the extent that the local planning authority thinks that the proposed subject matter of the development document affects the body; and
- (b) such of the **general** consultation bodies as the local planning authority consider appropriate
- (c) bodies prescribed under the **Duty to Cooperate** (which may overlap with (a) and (b))

The Minerals and Waste Planning Authority will decide 'the extent' to which proposals affect a specific or general consultation body. Please note these lists are not exhaustive and successor bodies will be consulted when organisational changes occur.

### **A. Specific Consultation Bodies**

- Coal Authority;
- The Environment Agency;
- Historic England;
- ~~English Heritage;~~
- Marine Management Organisation;
- Natural England;
- Network Rail Infrastructure Limited;
- Highways England;
- a relevant authority any part of whose area is in or adjoins the local planning authority's area i.e. Parish, Town, District and Neighbouring County / Unitary Authorities;
- any person to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, (ii) any person who owns or controls electronic communications apparatus situated in any part of the local planning authority's area;
- any body exercising the following functions in any part of the local planning authority's area:
  - a Primary Care Trust\* established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
  - a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
  - a person to whom a licence has been granted under section 7(2) of the Gas Act 1986
- sewerage undertakers;
- water undertakers;
- Homes England (formerly Homes and Communities Agency); and

- Police Authority.

## **B. General Consultation Bodies in the Authority's Area**

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

## **C. Duty to Cooperate Bodies**

- The Environment Agency;
- Historic England;
- Natural England;
- Mayor of London;
- Civil Aviation Authority;
- Homes England (formerly Homes and Communities Agency);
- each Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section\*;
- Public Health England;
- Office of Rail Regulation;
- Transport for London;
- Integrated Transport Authority;
- each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority);
- Marine Management Organisation; and
- The Combined Authority (which includes the former Local Enterprise Partnership).

\*Advisory footnote: The Health and Social Care Act 2012 set the framework for establishing Clinical Commissioning Groups which have taken over core work previously undertaken by Primary Care Trusts (PCTs). Equally NHS England now also undertakes functions previously undertaken by the PCTs. When consulting on a proposal which may have health impacts careful consideration should be given to ensuring that the correct bodies are consulted.

## **Appendix 2: Cambridgeshire Quality Panel**

The Cambridgeshire local authorities have high aspirations for the quality of the new developments that are being brought forward in the County, as outlined in the Cambridgeshire Quality Charter for Growth. The Cambridgeshire Quality Panel provides independent advice to the local authorities after assessing schemes against all four 'C's of the Quality Charter: community, connectivity, climate and character, within the context of the adopted planning policy framework.

This Appendix sets out the County Council's criteria for referring planning applications, made by the County Council, to the Quality Panel. Only these planning applications will be referred.

### **Criteria for referral to the Quality Panel:**

**Infrastructure projects** – stations, transport interchanges, road bridges etc.

**All new schools** (including replacement schools where an existing school is demolished and replaced)

**Extension to schools** – where they give rise to significant effects on the locality e.g. through affecting to a significant degree an important street scene; important views; a conservation area; listed building(s); scheduled monuments or their setting

**Large public buildings** – which are likely to establish, or need to fit in with an already established form of high architectural quality e.g. in a major development / redevelopment area

**Other buildings / infrastructure proposals** – which may not be large, but which are out of the ordinary due to their size; setting; scale; form; materials or surroundings which need detailed design consideration