SCHEDULE OF REPRESENTATIONS MADE ON THE DRAFT STATEMENT OF COMMUNITY INVOLVEMENT (SCI) NOV / DEC 2013 & PROPOSED AMENDMENTS TO THE SCI.

SCI Ref	Representee No / Representation No.	Response received	Council's Proposed Response	Proposed Amendment to SCI
	001/1	No comments made	-	-
6.3 paragraph How the Council makes its decisions	002/1	Given we are moving to a Committee system next year will this have re written accordingly once we fully understand how it will work?	Yes, the section on the Councils Council's Member Processes can be updated to include the new arrangements for the Committee based system.	Update when SCI to include the new arrangements for the Committee system (text will be provided by Democratic Services).
-	003/1	No comments made; do not want to be included on future consultations unless affected by Section 110 of the Localism Act 2011.	Noted	n/a
-	004/1	Asked whether the PC should be consulted on such documents as they are outside Cambridgeshire	Officers have confirmed that the Parish Council was consulted as some consultations extend into neighbouring authority areas, and therefore we have consulted relevant adjacent Parish Councils on this SCI.	n/a
-	005/1	No comment	-	-
-	006/1	No Comment	-	-
-	007/1	No comment	-	-
-	008/1	No comment	-	-

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-	009/1	No comment	-	-
6.7 Public speaking at Planning Committee	010/1	Request that Parish Councils be added to the public bodies that can take part in public speaking at Planning Committee	Agreed	Amend the relevant section of para 6.7 to read: The following parties may take part in public speaking at Planning Committee: Public bodies (district / city / town / parish council, Environment Agency, Natural England, Sport England etc)
-	011/1	No comment	-	-
6.7 Public speaking at Planning Committee	012/1	slot, which should be separate to any third parties wishing to speak in support of the scheme. It is recommended that an additional separate speaking slot should be made available for members of	The Procedures for Public speaking were determined by the Development Control (now Planning) Committee. These were relatively recently reviewed and confirmed (May 2011). Any amendment would need to be considered by Planning Committee. Notwithstanding this, the suggested change would skew the public speaking arrangements by giving supporters of a scheme twice as much public speaking time as those who opposed it, which would not be a fair arrangement.	None

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Pg11 Statement of Community Involvement	012/2	at pre- application stage for major applications. Whilst no objection is made to this, it is considered that additional flexibility should be provided dependent on the complexity and public interest in	Page 11 relates consultation on the SCI, not major planning applications. There is no prescribed period for preapplication consultation on major planning applications (page 22). The applicant is advised to undertake the actions set out; the timescale within which this can be done may vary according to the project.	None
Pg 22 Planning Applications	012/3	No objection to the approach for either a 'high level' or 'standard level' of community involvement dependent on the complexity of the scheme.	Noted	None
Pg 22 Planning Applications	012/4	There is no objection to the definition of Category A developments as set out on page 22. To provide additional flexibility it is considered that an additional	extension.	None

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		sentence should be added to this sentence along the following lines: 'There may be instances where development within the above categories is not contentious. For example a proposal for a school extension within a Conservation Area, but to the rear of the school may not impact upon the character and appearance of the Conservation Area. In instances such as this CCC Planning Officers will use their discretion to determine if the application is a Category 'A' High Level or Category B 'Standard Level.'	application the proposed development must either be a departure from the Development Plan; and / or have potential to give rise to significant environmental effects. Thus a school extension could be Category 'A' High Level or Category 'B' Standard Level depending on its nature. The suggested change is not necessary.	
Pg 22 Table 1 Planning Applications	012/5	Table 1 it is recommended that the following amendments are made to introduce additional flexibility: First sentence under 'Community Involvement' heading add the word 'recommended' after the word 'are' and before the words 'to be.'	Good quality pre-application	Amend the tables in Section 3(1) relating to planning applications to read: 'To reflect best practice, applicants should undertake the following actions'

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			The Council is required to prepare an SCI under the Planning and Compulsory Purchase Act, to set out its policy on community involvement. Applicants are required to demonstrate how they have responded to the SCI when they submit applications for major new development.	
			It is noted that the NPPF states that the local authorities cannot require that a developer engage in pre-application discussions. However, the SCI should be clear in setting out the Council's expectations, and (in recognition of the overall policy thrust of the NPPF outlined above) that it is best practice to follow the Council's policy.	
			The wording in the SCI should be amended to reflect this situation.	
Pg 22 Table 1 Planning Applications	012/6	Subject to the above amendment being made, the wording within Table 1 is generally supported. It	Noted. Responses are set out above and below on these matters.	n/a

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		is considered that the above changes are required in order to ensure consistency with paragraph 189 of the National Planning Policy Framework (NPPF). The only area of concern relates to the requirement for proposals to be referred to the Cambridgeshire Design Quality Panel. This is discussed under section 4 of the report below.		
Pg 39 Appendix 3 Cambridgeshire Design Quality Panel	012/7	paragraph 189 of the NPPF. It is recognised that the process for referral of applications to the Design Quality Panel (DQP) is of use in instances where schools are located in sensitive locations. However it is considered that there needs to be more flexibility		None

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			DQP. This is because a new school will be extensive and will by its nature have a significant and long term impact on its locality, either in an existing or new settlement. It is therefore considered appropriate that it always be considered by the DQP and no change should be made to the SCI in this respect.	
Pg 39 Appendix 3 Cambridgeshire Design Quality Panel	012/8	For example in instances where schemes have been subject to on- going discussions with Urban Designers and Planners, the DQP can introduce contrasting ideas that conflict with established principles. Consultation with the DQP can also result in delay to the delivery of important educational proposals. It is therefore recommended that the following changes are made to this section: Delete the word 'All' before the word 'New Schools.' Add an additional sentence after the words New School to state:	Appendix 3 states that all new schools must go to the DQP. This is because a new school will be extensive and will by its nature have a significant and long term impact on its locality, either in an existing or new settlement. It is therefore considered appropriate that it always be considered by the DQP, and no change should be made to the SCI in this respect.	None

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		 'Where they give rise to significant effects on the locality and where Planning Officers/Urban Designers consider that there is a significant need for design issues to be addressed.' Extensions to School- It is recommended that the following wording be inserted prior to the words 'which are likely to establish': 'It is not likely that an extension to a school would be required to be referred to the DQP. However in exceptional circumstances' 	3 already makes it clear that school extensions will only go to the DQP when 'they give rise to significant effects'.	None
Pg 39 Appendix 3 Cambridgeshire Design Quality Panel	012/9	It is also recommended that at the end of this section a general sentence is added along the following lines: 'In instances where proposals are required to be referred to the DQP, the rationale for the referral will be clearly explained and justified to the applicant. Upon feedback from the DQP the County Planning Authority will review the response from the	The draft SCI (page 22) advices applicants to have discussions with Planning Officers at preapplication stage to determine if the proposal needs to be referred to the DQP, and whether this needs to be done prior to the applicant's pre-submission consultation. Providing this clarity should ensure that abortive work on a scheme is not undertaken; that a firm steer on design is	None

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		DQP to ensure consistency between advice given and earlier advice given from officers on proposals. In the instances where significant discrepancies are provided between advice given at the DQP and the County Planning Authority / District Planners / Urban Designers, the position of the Planning Authority will be clearly justified having regard to paragraphs 72 and 173 of the NPPF. In particular the need to provide a balance between providing a facility that provides an exceptional educational facility to be delivered within a working budget, against the high visual design aspirations of the DQP.'	resources are a consideration when determining the design of a scheme.	
General / Pg 39 Appendix 3 Cambridgeshire Design Quality Panel	012/10	CCC Education is generally supportive of the Statement of Community Involvement and support the ethos behind detailed and meaningful community engagement. It is considered that additional flexibility should be provided within the SCI to ensure compliance of the document with	General support for the SCI is noted. See 012/5 above	See 012/5 above

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		paragraph 189 of the NPPF, which sets out encouragement for community engagement rather than requiring it as a mandatory element. Although CCC Education fully support early and meaningful engagement, this needs to be proportionate to the scheme and in particular the system for referral to the DQP is a key area that needs to be amended in accordance with the recommendations set out in this response.		
General	013/1	Cambridgeshire and Peterborough Clinical Commissioning Group supports the principles set out in the Statement and would like to suggest that health commissioning organisations, such as the Clinical Commissioning Group and NHS England are considered as 'Strategic Stakeholders' within the community.	Statutory land use planning consultees (for Local Plans) are defined by the Town and Country Regulations 2012 and include 'Primary Care Trusts established underthe National Health Service Act 2006.' This Act was subsequently updated by the Health and Social Care Act 2012 which set the framework for establishing Clinical Commissioning Groups which have taken over core work previous undertaken by PCTs.	Add the following advisory footnote to Appendix 2: 'The Health and Social Care Act 2012 set the framework for establishing Clinical Commissioning Groups which have taken over core work previous 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

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			The statutory list in the Regulations is therefore out of date. It is suggested that a footnote be added to Appendix 2 to update it and include the Cambridgeshire and Peterborough Clinical Commission Group and NHS England. As with other consultees the Mineral / Waste Planning Authority will still have discretion to decide when it is appropriate to consult.	ensuring that the correct bodies are consulted.'
-	014/1	No Comments	-	-
4.3 Statutory Consultees	015/1	We welcome the identification of English Heritage as a statutory consultee in Appendix 2 of the document, although it would be helpful to also include us in the list of example statutory consultees in paragraph 4.3. We welcome that statutory consultees will be notified of consultations relating to the Minerals and Waste Local Plan,	Agreed	Add English Heritage to the list of statutory bodies mentioned in paragraph 4.3.

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		the SCI and Supplementary Planning Documents.		
Pg 14 Section 5 Local Transport Plan	015/2	the avoidance of doubt, we would like English Heritage to be mentioned explicitly on page 15. We have a remit to comment on	'Any other persons considered appropriate'. A stakeholder consultation database, which includes details for English Heritage, has been developed and his will be updated when necessary. This database	

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Pg 16 Section 6 Area Based Transport Strategies	015/3	On a similar note, we would wish to be notified of Area Based Transport Strategies. The table on page 16 does not refer to statutory consultees at all, but it would be very helpful to be notified of such strategies given the potential impacts on the historic environment. We recently provided comments on the Transport Strategy for Cambridge and South Cambridgeshire given the historic environment issues, although we were not notified of the consultation.	A stakeholder consultation database, which includes the details for English Heritage, has been developed and this will be updated when necessary. This	 Table on p.16 to amended to include following points: Other individuals / groups/ organisations considered appropriate from the list provided in Annex D of the DfT guidance on producing Local Transport Plans Any other individuals / groups/ organisations considered appropriate but not included above Individuals/groups/organisations listed in the stakeholder database will be notified of consultations on area based transport strategies
Flood and Water Matters	015/4	The various water related documents on pages 18, 20, 27 and 28 can have implications for the historic environment, both in terms of direct physical impacts on heritage assets such as archaeology (e.g. through	Noted	None

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		interventions to alleviate flooding or improve drainage), but also in terms of indirect impacts on the setting of heritage assets. While it may not be appropriate for us to comment on all consultations, it may be necessary to consult us where there are considerable historic environment Issues. The Council's archaeology team and the Districts' conservation officers may be able to provide local advice where necessary.		
Pg 21 Planning Applications	015/5	potential impacts on the historic environment (e.g. development within the setting of a highly graded listed building). Where	Noted. The SCI advises that applicants should undertake preapplication discussions with statutory consultees. When Planning Officers become aware that proposals may affect the setting of the historic environment applicants are advised to undertake pre-application discussion with English Heritage.	None

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		heritage.org.uk/professional/advic e/our-planning-role/charter/.		
Pg 14 – 15 Local Transport Plan	016/1	Pages 14 – 15, LTP introduction and table, amend to read: Local Transport Plan 3 2011-2026 Policies and Strategy which aim[remove extraneous 's'] to address existing transport problems while at the same time catering for the transport needs of new communities and improving air quality Local Transport Plan 3 2011 – 2026 Implementation Plan which is essentially a business plan detailing how the LTP3 will be delivered. Add: 'The Rights of Way Improvement Plan (ROWIP), a daughter document of the LTP, highlights where investment in the local path network is needed to contribute to public health and well-being, and economic growth, for example through tourism. The Policy was	Agree it is appropriate to add reference to the Rights of Way Improvement Plan which forms part of the LTP.	Amend as suggested to take account of the County Council Rights of Way Improvement Plan.

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		adopted in 2006 and is due to be reviewed in 2016'. Add in the LTP table, on page 15, as a separate entry: 'Rights of Way Improvement Plan - consultation on high level objectives and strategy areas Consult statutory consultees and other relevant parties, in particular 'hard to reach' groups e.g. ethnic minorities and disabled groups through		
Section 2 Local Flood Risk Management Strategy – Para's 1-2	017/1	holding target meetings'. Para 1 states that the County Council has new legislative responsibilities as a 'Lead Local Flood Authority; Para 2 states that they are to oversee Cambridgeshire Flood Risk Management Partnership with various organisation including the District Council, under the Community Involvement section it states that the District Councillors are regularly updates on information when required on flood risk management activities	Town Council. The Flood and Water Team also engage with	None

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		via the 'In your patch' meetings. Whittlesey Town Council would like to advise that no information is disseminated from these meetings to the Whittlesey District to Town Council Councilors, furthermore they do not have any District representation on the 'In your patch' meetings. Whittlesey Town Council would like to request that the have a district representative at these meetings who can feedback to the Town Council		
Section 2 Local Flood Risk Management Strategy – general	017/2	Whittlesey Town Council is proactive and has initiated a Flood Warden scheme that is up and running and is very successful. The current Flood Warden team works with the Environment Agency and Fenland Emergency Flood planning team. It is essential that we become part of the community involvement.	The Flood and Water Team engage with Parish and Town Councils as appropriate on schemes in their area.	None
Section 2 Local Flood Risk Management	017/3	This section states that information is provided to Town and Parish Councils on how they	The Flood and Water Team engage with Parish and Town Councils as appropriate on	None

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Strategy – bullet 9		contribute to local flood risk management schemes, by attending meetings, sometimes on site, to discuss flooding concerns. If any meetings have been arranged as far as we are aware no member of Whittlesey Town Council or any other organisation i.e. Delph Ward Flood Wardens have been invited to attend.	schemes in their area. They will ensure that when they undertake a scheme in Whittlesey, they will engage with the Town Council as appropriate.	
Section 2 Local Flood Risk Management Strategy – bullet 11	017/4	This states that advice is available on Council web pages and via email / telephone – no information has been received by either of the methodologies mentioned. The Town Council requests it be sent such information. Whittlesey Town Council is the only area with wash land. This area is different to other areas in and around the District. This area is designated as a reservoir to the South of the River Nene.	General information on flood risk management is available on our web pages. Should the Flood and Water Team receive a specific request for more detailed information then they will respond via telephone or email.	None
Section 8 Surface Water Management	017/5	Members would like to reiterate, no information is disseminated to Whittlesey Town Council either	General information on flood risk management, and the flood and water management team is	None

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Plans (SWMP)		directly or via the District Council. Bullet point 4 makes reference to the 'County Council's Flood and Water Team' the Town Council has no knowledge about this team.	available on our web pages. Should the Flood and Water Team receive a specific request for more detailed information they will respond via telephone or email.	
Section 3 Planning Applications – High & Standard Level	017/6	This states that pre-application stage discussions are undertaken with statutory and non statutory consultees (including District / City and Parish / Town Councils), Whittlesey Town Council can confirm that at no time has it been included in any discussions and feel it is mandatory that it is a consulted on high and standard level applications.	Whittlesey Town Council is a statutory consultee on any planning applications which are made within the authority's area. However, pre-application discussions are not mandatory so the County Council cannot insist that applicant discusses the proposals with the Town Council.	None
Section 3, Major New Developments	017/7	There are no details about any developments in Whittlesey or its surrounding villages.	Noted. In the event that major development proposals come forward these will be included.	None
General	018/1	SCI is very much welcomed; the approach being taken fits well with our approach to community engagement when projects are implemented on the ground.	Noted	None
General	019/1	The document is long on aspirations but short on the details on how these aspirations	Comment noted. This document is intended to set the Council's overarching policy for community	None

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		will be achieved.	involvement. The officers for each project area will determine the detailed actions required to deliver effective consultation outlined in the SCI.	
General	019/2	The document should be paragraph numbered throughout and not just to page 5.	The contents page and the paragraph numbering of the document will be revised to make the SCI structure more clear.	The contents page and the paragraph numbering of the document will be revised to make the SCI structure more clear.
Page 3, Para 4.4	019/3	Hard to reach groups: how will you do the detailed identification and location of these people?	These groups will be defined having regard to the subject of the consultation. Advice is available within the County Council for officers undertaking consultations. There is also an LGA Knowledge Hub through which best practice on consultation can be shared and advice sought.	None
Page 4, Para 5.9	019/4	How will non-web users learn about these contact telephone numbers?	Contact names and numbers will be included on all correspondence and consultation materials.	None
Page 5, Para 6.5	019/5	Names and contact details for 'Points of Contact' required.	Include additional note to advise where the public can find details of who their local councillor is i.e. on the Council's website.	Include an additional sentence which advises where members of the public can find out who is their local councillor.

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Page 6, ePetitions	019/6	Email address required.	Include email address to which ePetitions can be sent.	Include email address to which ePetitions can be sent.
Page 8, Minerals and Waste Plan Initial Consultation	019/7	How will parish councils know that they need to make such requests?	Parish Councils do not need to make a request to be consulted on any emerging Minerals and Waste Local Plans; the Development Plan Regulations requires the County Council to consult all Parish Councils within and adjacent to their area, so all are consulted automatically.	None
Page 9, Minerals and Waste Plan Adoption	019/8	Same comment as page 8.	Parish Councils do not need to make a request to be consulted on any emerging Minerals and Waste Local Plans; the Development Plan Regulations requires the County Council to consult Parish Councils within and adjacent to their area, so all are consulted automatically.	None
Page 14, Local Transport Plan	019/9	a) Include parish councils in "relevant parties" b) Focus groups: who are they and how are they selected? c) Household distribution: who does this and who pays?	 a) Parish councils are already included under the category 'statutory consultees' b) for the LTP3, facilitated workshop focus groups were held in each district of Cambridgeshire involving a large number of stakeholders from a range of 	

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			organisations – public, private, and voluntary sectors. The stakeholders focus groups included statutory and nonstatutory consultees, these groups were selected using internal staff knowledge, widely available public search tools, and through the County Councils' extensive network of partners. c) for the LTP3 leaflets with questionnaires were distributed to all households in Cambridgeshire. The County Council commissioned and paid a printing and distribution company to carry out the households distribution.	
Page 16 Area Based Transport Strategies	019/10	"in a timely manner" to be added to "Draft Strategy".	There is no need to insert 'in a timely manner'. Consultation on these policy documents would take place over a set period of between 4-6 weeks. Consultation letters would be sent out at the start of this period to ensure all statutory and other consultees have the same period to reply.	None

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Page 17 Area Based Transport Strategies	019/11	Focus groups: same comment as page 14.	See 019/9 (b) above	See 019/9 (b) above
Page 20 Surface Water Management Plans	019/12	The steering groups should include parish councils from villages at high risk of flooding.	Steering groups can include representation from the town and parish councils in high risk areas. The Floods & Water Team has undertaken detailed surface water management plans in some areas of the County, and the steering groups do include representation from the Town and Parish Councils.	None
Page 33, Media	019/13	Define "hotlines".	A hotline is a direct phone line set up for a specific purpose, in this case for communication regarding a consultation.	None
Page 35, Citizens Panel	019/14	How are the individuals identified and selected?	This is a generic reference to Citizen's Panels. Normally they are made up of a representative sample of residents who agree to give their views on consultation topics. The members of Panels are usually selected from citizens who apply to the Council to join.	None
-	019/15	Where do we find a flood risk map for Harston please?	Interactive maps, including Surface Water Flood maps, are available on the Environment	None

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		Agency's web pages. http://watermaps.environment- agency.gov.uk	

Representee No.	Representee
001	Natural England
002	Cllr Simon Bywater
003	Safety and Airspace Regulation Group
004	Clopton Parish Council
005	Howard Evans, Elm Pond
006	Braintree District Council
007	Manea Parish Council
008	Elm Parish Council
009	St Ives Town Council
010	Hemingford Abbots Parish Council
011	Little Paxton Parish Council
012	CCC Education Capital
013	Cambridgeshire & Peterborough Clinical Commissioning Group
014	Witcham Parish Council
015	English Heritage
016	CCC Assets & Commissioning
017	Whittlesey Town Council
018	CCC Head of Local Infrastructure and Street Management
019	Harston Parish Council

Hyperlink for comments 015/3 and 015/3:

(http://webarchive.nationalarchives.gov.uk/20110509101621/http:/www.dft.gov.uk/adobepdf/165237/ltp-guidance.pdf)