

APPENDIX A:

STATEMENT OF COMMUNITY INVOLVEMENT

STATEMENT OF COMMUNITY INVOLVEMENT



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1. What is the Statement of Community Involvement?

- 1.1. The Statement of Community Involvement explains how Cambridge City Council (the council) will consult and involve residents, business, community groups and interested parties in the planning process.
- 1.2. All local planning authorities must prepare a Statement of Community Involvement (SCI) as defined by the Planning and Compulsory Purchase Act 2004 (which received minor amendments through the Localism Act 2011).
- 1.3. Section 18, sub section 2 of the Planning and Compulsory Purchase Act 2004 (as amended) states that “The statement of community involvement is a statement of the authority’s policy as to the involvement...of persons who appear to the authority to have an interest in matters relating to development in their area.”
- 1.4. Planning shapes the places where people live and work, so it is right that people should be able to take an active part in the process. Community involvement is vitally important to planning. It is also important that the community can be involved from the beginning of the process, identifying issues and debating options from the earliest stages.

2. What is involved in the planning process?

- 2.1. Most new buildings, major changes to existing buildings (including their use) or significant changes to the local environment need consent: this is known as planning permission. Without a planning system, anyone could construct buildings or use land in any way they wanted, no matter what effect this would have on other people in the area.
- 2.2. Cambridge City Council is the local planning authority for Cambridge; planning applications are submitted to Cambridge City Council to be assessed. These applications could include house extensions, the construction of a new shopping centre, or a major development.
- 2.3. Cambridgeshire County Council is also a local planning authority but deals specifically with plan-making in relation to minerals and waste management in Cambridgeshire, and the consideration of planning applications for minerals, waste and county council service developments e.g. schools. The county council produces its own Statement of Community Involvement for this purpose.
- 2.4. When determining a planning application, local planning authorities must have regard to their Local Plan.
- 2.5. According to English law, a Local Plan - which may be a single document or a series of documents - must be prepared; these documents contain planning policies and a policies map which outlines how planning should be managed in the area and provides considerations which must be taken into account when determining planning applications.
- 2.6. In addition to Local Plans, the Localism Act 2011 has now introduced the concept of neighbourhood planning. This means that communities can prepare their own planning policies for their area. The city's approach to neighbourhood planning will be incorporated into a future update of the Statement of Community Involvement.

3. How can I get involved in the planning process?

3.1. There are many ways that you can get involved in the planning process, for example:

- Responding to consultations during the production of the Cambridge Local Plan, other development plan documents and supplementary planning documents;
- Having your say on planning applications affecting your community;
- Reporting planning control breaches (such as a neighbour building a large extension to their home without planning consent);
- Getting involved with your local community to produce a neighbourhood plan;
- Commenting on appeals relating to applications that have been refused by the council.

3.2. Cambridge City Council has produced a *Code of Best Practice on Consultation and Community Engagement 2011*, which establishes clear principles to guide Cambridge City Council in ensuring a structured and proportionate approach to all consultations. The Statement of Community Involvement follows these principles and the *Code of Best Practice's* requirements of:

- Openness
- Accountability
- Accessibility and Inclusiveness
- Transparency

3.3. The following sections explain in more detail how you can get involved.

4. Planning for the future – the Cambridge Local Plan, Development Plan Documents and Supplementary Planning Documents

Introduction

- 4.1. The Cambridge Local Plan 2014 will set out the planning framework to guide the future development of Cambridge. It will contain the spatial strategy for the development of the city, site-specific allocations and development management policies. It will be complemented by other development plan documents which currently include the North West Cambridge Area Action Plan, the Cambridge East Area Action Plan and the Cambridgeshire County Council's Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011) and the Site Specific Proposals Plan (February 2012) Development Plan Documents (the county council produces its own Statement of Community Involvement for this).
- 4.2. Other planning policy documents may include supplementary planning documents; these documents are designed to support and add more guidance to policies in the Local Plan.
- 4.3. Sustainability Appraisals and Habitats Regulations Assessments may have to be undertaken as part of the preparation of a development plan document or supplementary planning document (where relevant) and these documents will be published in tandem with the relevant planning documents.
- 4.4. Information regarding the Local Plan timetable and the development of other development plan documents can be found in the council's *Local Development Scheme* document, which can be found online at:
<https://www.cambridge.gov.uk/local-development-scheme-and-latest-information>

How will we consult?

- 4.5. The council must conform to certain rules and regulations set by Government to demonstrate how they must consult. The Town and Country Planning (Local Planning) (England) Regulations 2012 list 'specific consultation bodies' that we must consult with. These are:
 - The Coal Authority;
 - The Environment Agency;
 - English Heritage (Historic Buildings and Monuments Commission for England);
 - Marine Management Organisation;
 - Natural England;
 - Network Rail Infrastructure Limited;
 - The Highways Agency;
 - Adjoining Local Planning Authorities;

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- Relevant telecommunications companies;
 - The Primary Care Trust or relevant successor body;
 - Relevant electricity and gas companies;
 - Sewerage and water undertakers.
- 4.6. We are also required to consult any 'general consultation bodies' which may be affected by the contents of the document being produced. These include
- voluntary bodies, some or all of whose activities benefit any part of the council's area;
 - bodies which, in the council's area, represent the interests of different needs groups.
- 4.7. The council will also consult 'other consultation bodies' which they consider to be appropriate to planning and who have not fallen into the above categories, these may include:
- Residents' Associations;
 - Developers and agents;
 - Landowners;
 - Special interest groups;
 - Environmental groups;
 - A selection of businesses or business networks;
 - Educational establishments.
- 4.8. The council is keen to involve under represented or hard to reach groups of people. This may include the following:
- Black and Minority Ethnic communities (BME);
 - Women;
 - Disabled people;
 - Lesbian, gay, bisexual and trans-gendered communities (LGTB);
 - Children, young and older people; and
 - Faith and belief groups.
- 4.9. Consultation on planning policy documents will normally be undertaken for a minimum of 6 weeks.
- 4.10. We also hold a database of names and addresses of residents and stakeholders who have been asked to be kept informed of any consultations that may come forward. An individual or organisation may request to be added or removed from the database at any time. At the end of a major plan production phase (such as a Local Plan), we may update the database by deleting those who appear to us, were only interested in the production of that particular plan. This prevents unwanted and costly mail being sent to people.
- 4.11. The methods that we employ to notify and involve you in the consultation process are listed below. Methods may vary depending on what document is being produced, but some methods may include:
- Letters or emails to respondents to previous consultations;

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- Publicising the consultation on our Development Planning Policy webpages;
 - Distributing leaflets to key locations;
 - Posting information on our blog:
<http://cambridgelocalplan.wordpress.com/>
 - Issuing a public notice in the local newspaper;
 - Issuing press releases and articles in Cambridge Matters;
 - Hosting exhibitions within the city;
 - Putting up posters in key locations around the city;
 - Pre-consultation workshops or one-to-one meetings with interested parties.
- 4.12. The Localism Act 2011 introduced a new section (33A) into the Planning and Compulsory Purchase Act 2004 (as amended), requiring local planning authorities, such as Cambridge City Council, to formally co-operate with neighbouring authorities and other bodies when they prepare their plans and proposals. Likewise, neighbouring authorities have to co-operate with the City Council when it prepares plans.
- 4.13. Cambridge City Council will seek to work closely and seek opportunities for cross boundary working with its neighbouring authorities. This will be particularly important with regards to South Cambridgeshire District Council where the plans and policies of the neighbouring authority will have a significant impact.

How can I respond to consultations?

- 4.14. There are many ways in which you can respond to consultations on the Cambridge Local Plan and other development plan documents and supplementary planning documents. Consultations will be publicised on our Development Planning Policy webpages and you can respond in the following ways:
- By using our online consultation system <http://cambridge.jdi-consult.net/ldf/> (this is our preferred means of contact). Please note that this on-line system might not be used for all consultations e.g. for very technical policy documents, where only limited and specialist comments are likely to be received.
 - By filling in a paper representation form and posting it to us at: Planning Policy, Cambridge City Council, PO Box 700, Cambridge, CB1 0HJ
 - By emailing us at: policysurveys@cambridge.gov.uk
 - If you have any issues with any of the above you can also phone Planning Policy on 01223 457000, where a member of staff will be able to assist you.
- 4.15. A copy of the consultation document will also be available to view at the Customer Service Centre in Mandela House, Regent Street. In some instances, further copies of the relevant documents may be deposited at libraries within Cambridge.
- 4.16. All consultees and interested parties will be encouraged to use the council's website for viewing or downloading documents, although it is appreciated that this is not appropriate for everyone.
- 4.17. All comments received will be published on the online consultation system (although addresses and contact details will be removed), they may also be repeated in public

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documents, such as within the committee pages of our website. Comments will require a 100 word summary and you should only include information that you are happy to be made available on the internet. All comments received during the Proposed Submission consultation of a development plan document will also be read by a Planning Inspector, who may want to contact you for further information.

- 4.18. Copies of the document will be made available to purchase and prices will be displayed on the appropriate webpage, or be made available on request.
- 4.19. We very much appreciate your time and effort in submitting comments on our draft policy documents. They greatly help us shape and refine our policies. We will try to amend our documents to meet your requirements as best we can, but competing views or national policies may prevent us from meeting requests.
- 4.20. We will also publish on our website a report summarising the comments made, so you can see what others thought of the draft plans and proposals

What happens after the consultation?

- 4.21. After the final stage of consultation of a development plan document (such as the Local Plan), the document, consultation responses and the evidence base used to inform the creation of the planning document are submitted to the Secretary of State. An independent planning inspector will then carry out an examination of the document considering the views of interested people. The inspector will decide who and how people get involved in the examination stage. If an inspector is happy the Plan (with or without changes), the council is then able to adopt it. For more information visit the Planning Advisory Service webpages:
<http://www.pas.gov.uk/pas/aio/25131>
- 4.22. After consultation on a supplementary planning document, submission to the Secretary of State is not required. Instead the council will consider comments, amend the document and then adopt it. More detailed guidance on the legal requirements and process can be found via the Planning Advisory Service webpages:
<http://www.pas.gov.uk/pas/core/page.do?pagelD=469626>

5. Development Management – Planning Applications, Appeals and Enforcement

Introduction

- 5.1. There are three main types of planning application, which are listed below. Additionally, conservation area consent and listed building consent applications may be required in some instances.
- 5.1.1. **Outline Applications** – These allow for a decision on the general principles of how a site can be developed. As a minimum outline applications must include information on: the approximate location of buildings, routes and open spaces included in the development, the upper and lower limit for the height, width and length of each building included in the development proposed, the area or areas where access points to the development proposed will be situated¹. After an Outline Application is granted permission, one or more Reserved Matters Applications must be approved, before development can commence.
- 5.1.2. **Reserved Matters Applications** – These applications follow on from outline applications and include the detailed plans, drawings and information for all (or part) of the site, providing a more comprehensive proposal for the site. Development cannot begin on-site until all reserved matters for all (or part) of the site have been approved.
- 5.1.3. **Full Applications** – These applications provide all the detailed information, strategies and plans for the development of a site in one application.
- 5.2. If you are unsure whether you need planning permission, or what type of permission you should apply for, the council has a Planning Expert System, which provides advice: <https://www.cambridge.gov.uk/planning-expert-system> . Alternatively you can talk to a Duty Officer who can provide you with advice and guidance relating to simple enquiries such as:
- proposals relating to works to individual homes, such as:
 - the erection of an extension (including a conservatory);
 - a garage or outbuilding;
 - new or altered access;
 - dormer windows or roof alterations;
 - a wall or fence;
 - a satellite dish;
 - conversion of a garage;
 - new windows or doors;
 - a new porch.
 - the completion of planning application forms and plans that need to be presented with an application

¹ Required through The Town and Country Planning Act (Development Management Procedures) (England) Order 2010 (as amended)

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- the planning process and how planning applications are assessed
 - conditions that have been attached to approved planning permissions.
- 5.3. Duty Planning Officers are available from 10.30am to 3pm every weekday at the Customer Service Centre at Mandela House, Regent Street with no appointment necessary, meeting time is limited to 15 minutes. You can also contact them via telephone on: 01223 457000 (<https://www.cambridge.gov.uk/duty-planning-officer-advice>)
- 5.4. The council also now offers pre-application advice; this is the phase before a planning application is formally submitted. It helps the applicant and the council to understand a scheme in its early stages of development. No decision is made at this stage but discussions may result in improvements and alterations to a scheme before the application is submitted, enabling a quicker processing of the application. You may be charged for this service, more information can be found on our website: <https://www.cambridge.gov.uk/pre-application-advice> or by contacting the Duty Officer.

How will we consult?

- 5.5. *The Town and Country Planning (Development Management Procedure) (England) (Amendment) Order 2013* amends *The Town and Country Planning (Development Management Procedure) (England) Order 2010* and sets out the minimum requirements for publicising and consulting on planning applications.
- 5.6. A community or individual can comment (make representations) on any planning application. The level and extent of consultation and publicity will vary depending on the size, scale, location and nature of the proposed development. However, all planning proposals have the potential to raise issues and be sensitive - publicity and consultation is therefore an integral part of the planning process.
- 5.7. Planning applications are public documents and as such, can be viewed by visiting the Customer Service Centre or by visiting the Public Access system: <https://www.cambridge.gov.uk/monitor-an-application>. A weekly list of planning applications is also published on this site.
- 5.8. Consultation on planning applications will take place with both statutory and non-statutory consultees. Those consulted will vary depending upon the nature of the proposal and location. Statutory Consultees are set out in Schedule 5 of *The Town and Country Planning (Development Management Procedure) (England) Order 2010* as amended. Non-statutory consultees are chosen at the discretion of the council.
- 5.9. Some applications will require that a site notice is displayed, these notices will be displayed on or near to the site which is applying for planning permission. Details of the application and how to find out more, including a relevant website will be displayed on the notice.
- 5.10. Planning applications are publicised as illustrated in Figure 1.

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Figure 1: Publicity for Planning Applications

Nature of development	Publicity and consultation timescale	Additional publicity (at discretion of planning officer)
Major development & applications of wider concern	<ul style="list-style-type: none"> Advertisement in local newspaper* (21 days) and; Site Notice (21 days) & neighbour notification (21 days) 	
Minor development	<ul style="list-style-type: none"> Neighbour notification (21 days) 	Site notice if application is of wider concern
Listed Building application	<ul style="list-style-type: none"> Advertisement in local newspaper (21 days) and; Site notice (21 days) 	Neighbour notification (dependent on site situation)
Development affecting the character or appearance of a Conservation Area	<ul style="list-style-type: none"> Advertisement in local newspaper (21 days) and; Site notice (21 days) 	Neighbour notification (dependent on site situation)
Conservation Area Consent application	<ul style="list-style-type: none"> Advertisement in local newspaper (21 days) and; Site notice (21 days) 	Neighbour notification (dependent on site situation)
Development affecting the setting of a listed building	<ul style="list-style-type: none"> Advertisement in local newspaper (21 days) and; Site notice (21 days) 	Neighbour notification (dependent on site situation)
Applications accompanied by an Environmental Statement	<ul style="list-style-type: none"> Advertisement in local newspaper (14 days) and; Site notice (21 days) 	Neighbour notification (dependent on site situation)
Applications which are a departure from the Development Plan	<ul style="list-style-type: none"> Advertisement in local newspaper (21 days) and; Site notice (21 days) 	Neighbour notification (dependent on site situation)
Applications which affect a public right of way	<ul style="list-style-type: none"> Advertisement in local newspaper (14 days) and; Site notice (21 days) 	Neighbour notification (dependent on site situation)
All other planning applications	<ul style="list-style-type: none"> Neighbour notification (21 days) <p>(Site notice can be used but only if neighbour letters alone would be insufficient)</p>	Neighbour notification (dependent on site situation)

* The council automatically give 21 days for all press advertisements.

5.11. There are applications that fall outside the category of a major development but that are likely to be of 'wider concern' and as such may warrant an advertisement in addition to the possibility of a site notice or neighbour notification. These cases will

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normally have one or more of the following impacts associated with them, with the potential to affect more than just the adjoining properties:

- Where the development will affect nearby property by causing noise, smell, vibration, dust or other nuisance;
- Attracts crowds, traffic and noise into a generally quiet area;
- Cause activity and noise during unsocial hours;
- Introduce significant change e.g. particularly tall buildings;
- Result in serious loss of light or privacy to more than just the adjoining properties;
- Affect the setting of an ancient monument or archaeological site;
- Affect trees subject to tree preservation orders.

Planning staff will use their discretion and judgement in determining the need to publicise applications of wider concern.

- 5.12. Applications such as CLUED – Certificate of Lawfulness of Lawfulness for Existing Use or Development, are not required to meet the publicity and consultation requirements.

How can I respond to consultations?

- 5.13. At the beginning of the process, all consultees, including statutory bodies with an interest in the application, have 21 days in which to respond. Sometimes these responses mean that the case officer (the planning officer who is dealing with the planning application) needs to contact the applicant to request more information or to suggest amendments. The minimum statutory requirements are set out in the *Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended)*. If the application is amended either before a decision is made or after it has been approved, consultees may need to be re-notified.

- 5.14. Comments on planning applications can be made in the following ways:

- Online through our Public Access System <https://www.cambridge.gov.uk/monitor-an-application>. This is our preferred means of contact and your comments will be instantly recorded on our system;
- By emailing us at: applicationsupport@cambridge.gov.uk;
- By writing to us at: Application Support, Planning Services, Cambridge City Council, PO Box 700, Cambridge, CB1 OHJ.

Comments received via email or post must clearly state the application reference that you are commenting on, your name and full postal address.

- 5.15. Representations must be on planning grounds. Representations that are not on planning grounds will be reported, but cannot be taken into account in the determination of the planning application. Advice on what constitutes planning grounds is contained in the neighbour notification letter, although the list of matters is not exclusive. If you are in any doubt about whether what you wish to say is a planning consideration, contact the planning case officer who is dealing with the planning application, whose name will be on correspondence and on the application details on the council's website.

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- 5.16. Representations should be clear and succinct, drawing out the key issues and salient points that you wish to make. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the council.
- 5.17. In addition the council operates a Development Control Forum, this is a meeting where petitioners can present their views to councillors, planning officers and the applicant, some weeks before a planning application is finally determined. The aim of the forum is to allow early discussion of the planning issues raised by petitioners and to explore the scope for building consensus and for resolving concerns. It is an informal meeting and the forum does not determine the application. A formal committee ultimately determines the application.
- 5.18. In addition, the council runs the following panels and groups, which may provide input into the determination of planning applications.
- Disability Consultative Panel
 - Conservation and Design Panel
 - Public Art Steering Group
- 5.19. More information on the Development Control Forum or the panels and groups mentioned above can be found by visiting the councils committee pages <https://www.cambridge.gov.uk/about-council-committees-and-meetings> or by contacting the democratic services team:
- By email: democratic.services@cambridge.gov.uk
 - By phone 01223 457013
 - In writing: Committee Managers, Cambridge City Council, The Guildhall, Cambridge, CB2 3QJ.

What happens after the consultation? Decisions and committee meetings

- 5.20. Planning Officers will use the council's development plan documents (such as the Cambridge Local Plan), supplementary planning documents, responses from the consultation and any other relevant guidance both at national and local level to determine the planning application. Officers do not generally reply to individual letters and objections, but will address the key issues and comments in their report.
- 5.21. All comments and correspondence received on planning and tree work applications are open to public inspection and will be published on public access as part of the online application file, they may also be repeated in public documents, such as within the committee pages of our website (<https://www.cambridge.gov.uk/councillors-and-committees>). Comments will be summarised within the case officer's report and you should only include information that you are happy to be made available over the internet (which means your information will be available worldwide).
- 5.22. Prior to publication we will redact the sender's name, personal signatures, personal email addresses and personal telephone and mobile numbers. We will also redact any sensitive personal data, such as medical information. Applicants' names and addresses are published because they form part of the statutory planning register. For business letters, we only redact signatures.
- 5.23. In the event of an appeal, your representations will be forwarded to the Planning Inspectorate (<http://www.planningportal.gov.uk/planning/planninginspectorate/>) and

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the appellant. The Planning Inspectorate may publish appeal documentation, including copies of representations received, on the Planning Portal website. All information provided on your representation, including your name and address, will be published. If you object to publication in this way, please contact the Planning Inspectorate directly giving them details of the appeal reference number.

- 5.24. Most minor applications are decided by officers under delegated powers and supported by a Principal Planning Officer. Councillors make decisions about applications that cannot be decided in this way, or may decide to 'call in' delegated applications for further scrutiny.
- 5.25. The Planning Committee (which meets monthly) makes decisions about major applications while the four area committees (which meet every eight weeks) handle local applications.
- 5.26. The council's committee pages <https://www.cambridge.gov.uk/councillors-and-committees> publish agendas and reports before the committee meetings and the meetings are open to the public. Members of the public who have submitted comments to the consultation will be notified in writing if they are able to speak at committee. If you wish to speak about a planning application at a committee meeting, you must already have submitted a written representation in relation to that application, and notify the committee manager that you wish to speak no later than midday on the working day preceding the meeting. More information is available at this address: <https://www.cambridge.gov.uk/speaking-at-committee-meetings>
- 5.27. When a decision has been made, the council's target is to send out notification letters to neighbours who commented on the application, within two days of the date of decision. Decision notices are also posted on the council's Public Access System <https://www.cambridge.gov.uk/monitor-an-application>.

Planning appeals

- 5.28. If the person who applied for planning permission does not agree with the decision that the council has made to refuse their application (or attach conditions), they may lodge an appeal to the Planning Inspectorate. No one else has the right to appeal the decision. However, when an application has been appealed the council does inform all parties that objected during the application stage. The council advises of this as soon as it receives notification from the Inspectorate. All copies of letters and comments received during the application stage are also forwarded to the Planning Inspectorate.

Planning Enforcement

- 5.29. 'Planning Enforcement' is the term used to describe the processes involved in making sure people comply with planning law and the requirements of a planning permission. It does not involve consultation due to the confidentiality of on-going investigations.
- 5.30. The majority of cases arise through referrals from the public, councillors and council officers. There is no public consultation on compliance cases; however, the council will ensure that the complainant is advised of the progress with investigations into

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alleged breaches of planning control and advised officer's findings. Complaints are treated in the strictest of confidence.

- 5.31. Where a breach of planning control is reported, an officer will investigate and assess the complaint to gather evidence and establish what, if any, the most appropriate course of action should be. Many investigations result in the submission of a planning application in an attempt to regularise a breach. When this is the case the community can become more involved in the same way as with any other planning application. If the breach cannot be regularised, the council will need to take formal enforcement action. For further information, contact Planning Enforcement.
- 5.32. Alleged breaches of planning control can be reported by completing and submitting a confidential complaint via the following means:
- By email: planningenforcement@cambridge.gov.uk
 - By telephone: 01223 457163
 - In writing: Planning Enforcement, Environment, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH

6. Monitoring and Review of the Statement of Community Involvement

- 6.1. This Statement of Community Involvement is expected to change over time as we learn from our efforts of involving people, and respond to any emerging guidance and changes in law. Its success will be monitored through the authority's Annual Monitoring Report, which is normally published at the end of December/beginning of January each year.
- 6.2. Any revisions the council makes to any of its statutory planning documents must go through the consultation procedures detailed in this document. The review process ensures the documents remain relevant and take into account the most up to date advice and guidance available.