

MALVERN HILLS DISTRICT
STATEMENT OF COMMUNITY
INVOLVEMENT

Consultation Statement

May 2005

Malvern Hills District Council
Planning Services
The Council House
Avenue Road
Malvern
Worcestershire

Version 1



Contents

1.	Introduction	1
2.	Pre-Submission Consultation	1
3.	Pre-Submission Public Participation	1-2
4.	Additional Public Participation	2-3

Appendices

1.	Pre-Submission Consultees	5-7
2.	Planning Committee – 25 th April 2005 – Planning Report and Update Sheet	8-25
3.	Publication of Public Notices	26-28
4.	Public Participation Consultees	29-32
5.	Public Participation Documentation	33-42
6.	Public Notice	43-44
7.	Press Release	45-46

1. Introduction

- 1.1 Under the provisions of the Planning and Compulsory Purchase Act 2004 and The Town and Country Planning (Local Development) (England) Regulations 2004 the District Council is required to undertake consultation and public participation regarding the preparation of any Local Development Document (LDD). The District Council is also required to prepare a statement setting out the fact that pre-submission documents have been made available for inspection and the places and times that they can be inspected.
- 1.2 This document sets out the pre-submission consultation and public participation processes associated with the Draft Statement of Community Involvement (SCI) undertaken by the District Council in accordance with regulations 25 and 26 of the above regulations.

2.0 Pre-submission Consultation

- 2.1 Between 6th April 2005 and 20th April 2005 the District Council undertook pre-submission consultation. This involved seeking comments upon an initial draft of the SCI, which was approved for pre-submission consultation purposes by the District Council's Planning Committee on 5th April 2005.
- 2.2 Copies of the Draft SCI were sent to a wide variety of organisations including the West Midlands Regional Assembly, adjoining local authorities and the Highways Agency in accordance with Regulation 25 (2). Appendix 1 provides the details of pre-submission consultees.
- 2.3 A focus group session was held (7th April 2005) with representatives of the Malvern Hills Citizens Panel to consider issues associated the SCI and public participation on planning issues (Appendix 2 includes a summary of responses).
- 2.4 Responses to the pre-submission consultation and feedback from the focus group session were reported to the District Council's Planning Committee on 25th April 2005. Appendix 2 provides a copy of the Planning Committee report together with an Update Sheet, which identifies respondents, summaries of responses and recommended changes to the SCI.

3.0 Pre-submission Public Participation

- 3.1 The District Council has undertaken pre-submission public participation into the Draft SCI for 6 weeks between 6th May 2005 and 5.30 p.m. on 17th June 2005. Public participation in accordance with regulation 26 can be summarised as follows.
- 3.2 The consultation period was advertised (local advertisement) through the publication of a public notice (Appendix 3) for one week in local newspapers for the district. The public notice clearly states the duration of the public participation period and appeared on 5th and 6th May (depending upon newspaper circulation days). Appendix 3 also provides details of the newspapers and their circulation dates.

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- 3.3 A wide variety of organisations and individuals were informed of the public participation period and provided with copies of the Draft SCI, public notice, response form and a questionnaire. Appendix 4 provides details of the consultees for public participation purposes and Appendix 5 provides copies of the supporting documentation referred to above.
- 3.4 The Draft SCI, public notice, response form (enabling on line submission of comments) and the questionnaire were available on the District Council's web site www.malvern hills.gov.uk on 6th May 2005. The website presentation included clear links to the SCI from the web site home page. The Draft SCI clearly indicated how and where other key documents referred to in the SCI could be inspected on-line where this is possible.
- 3.5 Copies of the Draft SCI and supporting documentation were placed on formal deposit at the locations referred to in the public notice, as well as local libraries throughout the District.

4.0 Additional public participation

- 4.1 Copies of a SCI public participation poster was sent to all Parish and Town Councils throughout the District for use on notice boards (week commencing 9th May 2005). A copy is attached as Appendix 6.
- 4.2 A press release was issued for distribution to local media (week commencing 9th May 2005 to enable coverage during that week). A copy is attached as Appendix 7.
- 4.3 A focus group meeting for selected local agents and organisations is to be held during the public participation period (details will be subsequently added to this statement).
- 4.4 Availability and Format.
- 4.5 The SCI was available for purchase from 6th May 2005 (via the Customer Service Centre – see public notice). The price was set at £5 (plus £1 postage and packing) (however, copies could be downloaded for free from the District Council's web site).
- 4.6 Alternative Format
- 4.7 Large type, Braille and audio tape versions of the Draft available on request. A translation service for Bengali, Chinese, Punjabi, Italian, Polish and Urdu speakers is also available (and is referred to on the reverse of the Draft SCI).
- 4.8 Advice and Assistance
- 4.9 Arrangements were made to ensure that officers at the Customer Service Centre were briefed regarding the Draft SCI and public participation requirements to enable questions to be answered in person or by telephone. In addition a duty planning officer was on call to answer specific detailed questions if necessary.

4.10 For further information regarding this document please contact:

Customer Service Centre
The Library
Graham Road,
Malvern,
Worcestershire
WR14 2HU

Tel: 01684 862151

www.malvernhillsgov.uk

Appendices

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APPENDIX 1
Pre-submission Consultees

Adjoining Local Authorities

Forest Dean District Council
Herefordshire Council
South Shropshire District Council
Tewkesbury Borough Council
Worcestershire County Council
Worcester City Council
Wychavon District Council
Wyre Forest District Council

Other Organisations

Abberley Parish Council	Clerk to Mamble Parish Council
Acting Clerk to Rochford Parish Council	Clerk to Newland Parish Council
Advantage West Midlands	Clerk to Pendock Parish Council
Aquila	Clerk to Pensax Parish Council
British Gas Transco	Clerk to Rushwick Parish Council
British Waterways	Clerk to Stockton on Teme Parish Council
Castlemorton Parish Council	Clerk to Stoke Bliss, Kyre and Brockleton Parish Council
Clerk to Alfrick and Lulseley PC	Clerk to Suckley Parish Council
Clerk to Astley and Dunley Parish Council	Clerk to the Shelsleys Parish Council
Clerk to Bayton Parish Council	Clerk to West Malvern Parish Council
Clerk to Berrow Parish Council	Countryside Agency
Clerk to Birtsmorton PC	English Heritage
Clerk to Boadwas and Cotheridge PC	English Nature
Clerk to Bushley Parish Council	Environment Agency
Clerk to Clifton upon Teme Parish Council	Government Office for the West Midlands
Clerk to Croome Parish Council	Government Offices for the West Midlands
Clerk to Earls Croome Parish Council	Great Witley & Hillhampton Group Parish Council
Clerk to Eastham Parish Council	Guarlford Parish Council
Clerk to Eldersfield Parish Council	Gypsy Council
Clerk to Grimley Parish Council	Hallow Parish Council
Clerk to Hanley Parish Council	Hanley Castle Parish Council
Clerk to Kenswick and Wickenford Parish Council	Highways Agency NS West Midlands
Clerk to Knighton on Teme Parish Council	Holt Parish Council
Clerk to Knightwick and Doddenham Council	Kempsey Parish Council
Clerk to Lindridge Parish Council	Leigh & Bransford Parish Council
Clerk to Little Malvern and Welland Parish Council	Lower Broadheath Parish Council
Clerk to Little Witley Parish Council	Malvern Hills Highways Partnership
Clerk to Longdon, Holdfast and Queenhill PC	Malvern Town Council
Clerk to Lower Sapey Parish Council	Malvern Wells Parish Council

Clerk to Madresfield	Martley Parish Council
Norton Juxta Kempsey Parish Council	
Powick Parish Council	
Ripple Parish Council	
Royal Commission - Historical Monuments	
Severn Stoke & Croome A'Abitot Parish Council	
Severn Trent Water Limited	
South Worcestershire Primary Care Trust	
Stanford with Orleton Parish Meeting	
Strategic Rail Authority	
Tenbury Town Council	
Tetlow King Planning Ltd	
Upton-upon-Severn Town Council	
West Midlands Regional Assembly	
Worcester Racial Equality Council	
Worcestershire Archaeology Service	
Worcestershire County Council	
Worcestershire County Council	
Worcestershire County Council Countryside Services	

Appendix 2
Planning Committee - 25th April 2005
Planning Report and Update Sheet

Agenda Item: 5

Ward: All

Portfolio Holder: Cllr J.W. Raine

Special Planning Committee

25th April 2005

Report of Head of Planning Services

Statement of Community Involvement (SCI) and Pre-Submission Consultation Requirements

1. Purpose of Report

- 1.1 The purpose of this report is to update Members on the production of the Statement of Community Involvement (SCI) as outlined in the Council's Local Development Scheme (LDS) and considered any representations received (which will be set out in a schedule circulated at the meeting) in the initial pre-submission consultation phase and any recommended officer changes.

Recommendation that –

- (i) Members consider the comments made and authorise revisions to the draft SCI for the next phase of consultation;**

2 Background

- 2.1 Members will recall a comprehensive report considered at their last meeting, which set out the background to the preparation of the Statement of Community Involvement (SCI) and outlined the formal and informal consultation arrangements and the time scale prescribed. Members agreed the recommendation to carry out pre-submission consultation as described in the report. Copies of the Draft Preliminary Statement were sent to all Parish and Town Councils in the district, together with the main statutory consultees, on the 6th April 2005 with a request to receive any responses by the 20th April 2005. Officers also held a 'focus group' on the 7th April 2005 with representatives of the citizens panel, to discuss the Council's general approach to consultation on planning matters. Notes of the feedback were collected by officers and the members of the group are likely to feedback with their individual views.

- 2.2 A schedule of responses received by the 22nd April and any recommended officer changes to the draft SCI will be prepared for consideration at the meeting with a view to revising and improving the Statement prior to the next formal 6 week stage of consultation.
- 2.3 The public consultation period will commence on 4th May 2005 and run until 15th June 2005 (inclusive). Details of the consultation arrangements will be set out in the formal adverts, associated publicity material and on the Council's web site.

3. Corporate Considerations

(Reproduced from previous report)

<p><u>Resource Implications:</u> (Identify Financial, Legal, Property and Personnel issues)</p>	<p>Failure to meet the timetable for the production of the SCI as identified in the LDS is likely to impact upon future levels of Planning Delivery Grant. In addition, failure to comply with statutory procedures will necessitate additional consultation, which may impact upon staff and financial resources.</p> <p>The regulations require formal "local advertisements" which will cost around £2500.00 to achieve district wide coverage. Printing and distribution will be met from existing budgets. There is currently no budget provision for a public local inquiry into the SCI.</p>
<p><u>Policy Implications:</u> (Identify how proposals link to Council priorities and the current policy framework, and if they do not, identify implications)</p>	<p>The requirement to demonstrate 'frontloading' of consultation prior to document preparation is a requirement of PPS12 and PPS1.</p> <p>Failure to comply with the requirements outlined in the Town and Country (Local Development) England Regulations 2004 will prevent the adoption of the SCI and its use to test the soundness of other LDDs.</p>
<p><u>Equalities Issues:</u> (Identify potential human rights issues and any impact on grounds of race, gender, disabilities, age, sexual orientation and religious belief)</p>	<p>The Town and Country Planning (Local Development) England Regulations 2004 set out minimum requirements for community involvement. PPS12, paragraph 3.7 identifies the LPA's duties with regard to the Race Relations (Amendment) Act 2000, Equal Opportunities and the Disability Discrimination Act 1995.</p>

4. Risk Management

Risk Identified	Inherent Risk Evaluation		Proposed measures	Residual Risk Evaluation	
<ul style="list-style-type: none"> ▪ Failure to deliver agreed work programme as outlined in the LDS 	Risk Score	7	<ul style="list-style-type: none"> ▪ Agreed programme of pre-submission consultation. 	Risk Score	5

NB: Risk Score derived from level of Impact and Likelihood, calculated from the Risk Matrix

5. Conclusions

- 5.1 Members will be advised at the meeting of any representations received during the initial period of consultation so that the draft Statement can be finalised for advertisement and consultation.
- 5.2 Consultation arrangements for the SCI will meet the requirements of The Town and Country (Local Development) (England) Regulations 2004 and the guidelines established by the draft SCI itself.

Gary Williams
Head of Planning Services

Appendices:	None
Background Papers:	PPS12 Local Development Frameworks ODPM
Related Information:	Town and Country (Local Development) England Regulations 2004
References: (To or from other Committees)	None
Report Author/ Contact Officer:	Jo Scrutton 01684 862492 e-mail: jo.scrutton@malvern hills.gov.uk

**SPECIAL PLANNING COMMITTEE
25TH APRIL 2005**

UPDATE SHEET

Malvern Hills District Council - Statement of Community Involvement (SCI)

Summary of responses to pre-submission consultations

At the time of writing 12 responses to the pre-submission consultation have been received during the consultation period (6th April 2005 to 20th April 2005). The following represents a summary of responses and key points. The update sheet also includes feedback received during a focus group session held with 5 representatives of the Malvern Hills District Citizens Panel on 7th April 2005 (Appendix 1).

Any additional / late representations will be reported to Committee verbally.

The presentation and consideration of summary responses at this pre-submission stage is considered appropriate. It should be noted that at the next formal consultation stage in the preparation of the SCI, each response will be individually registered and provided with an individual response. Any unresolved duly made objections will be considered by an Independent Planning Inspector.

Details of respondents at the pre-submission stage are provided in Appendix 2 to this update sheet.

Responses

General

- (i) On the whole representations have been supportive of the SCI with respect to its purpose, content and presentation.
- (ii) It has been suggested that greater explanation of specific technical terms, processes and legislative requirements should be provided to aid understanding by non-specialist readers. Less jargon and more plain English should be used.
- (iii) Greater attention should be given to defining and measuring outcomes associated with the proposed processes and levels of community involvement in planning matters.
- (iv) Various typographical and grammatical errors have been noted throughout the document.
- (v) Concern expressed regarding the very limited time provided for Parish Councils to respond to the consultation and it was suggested that future consultation should recognise that Parish Councils may meet infrequently which does not enable responses within short consultation periods.
- (vi) Concern expressed that Parish Councils may not have access or regular access to the internet or email and that electronic communication in the future may take precedence over written communications.
- (vii) More information required regarding how the Council will feedback to those who have contributed.
- (viii) A4 summary of entire document is required.

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- (ix) Consultation processes associated with LDD documents too long and bureaucratic.
 - (x) There is a potential mismatch between the content of Parish Plans and LDD documents.
 - (xi) The tenor of references to 'community' involvement is considered to be patronising. There is risk that the public will remain disengaged from the planing process.

Officer recommended response

- (i) Support for the draft SCI is noted and welcomed.
- (ii)-(iii) The draft SCI should be amended to reflect the above comments.
- (iv) Accept and amend accordingly
- (v) Noted: The Draft SCI (Paragraph 4.2) states that the Council will give the consultees the longest possible time to respond to consultation exercises. However, it should be also be recognised that certain consultation periods are set out in legislation or represent effective maxima if other targets are to be met (such as national standards for processing planning applications). With respect to pre-submission consultation associated with the Draft SCI it should be recognised that the short consultation represents a pre-cursor to 6 weeks formal consultation commencing in May 2005. Further, Parish Councils are being encouraged by bodies such as CALC to employ greater use of delegation arrangements to enable quick responses to be provided where necessary / essential.
- (vi) Noted but no change recommended. Both the benefits and limitations of greater reliance upon electronic and web based communication are highlighted in the SCI. In order to meet national and local E-Government objectives maximum use should be made of available technology where this can improve and speed up consultation processes, and reduce costs. However, where consultees can not access electronic material hard copy will continue to be supplied for the time being.
- (vii) Accept and amend accordingly.
- (viii) Noted. Recommend summary page provided.
- (ix) Noted but no change recommended. Whilst the SCI provides a basis for tailoring and adapting consultation to meet the needs of the district, the basic requirements associated with LDD consultation are established under national legislation.
- (x) Noted but no change recommended. The point raised would be more appropriately addressed through the annual review of the district's Local Development Scheme.
- (xi) Noted but no change recommended. Monitoring of the effectiveness of the provisions of the new planning system and specifically the SCI will provide a measure of whether the new process represents a positive change.

Section 1 - Introduction

- (i) Several responses considered the Introduction to be unduly technical and orientated towards setting out legislative requirements as opposed to providing readers with a more general introduction to the purpose of the Draft Statement of Community Involvement and the District Council's commitments.

Text in the body of the document could be brought forward to provide a summary page.

- (ii) Paragraph 1.11: The table setting out the components of the Local Development Framework (LDF) should include production dates where these are known.
- (iii) Paragraph 1.4: Should be clarified to identify which organisations can produce the various LDF documents listed.
- (iv) Paragraph 1.15: Request for funds for Parish Councils to help the process of internet access and email usage.

Officer recommended response

- (i) Include revised summary statement at beginning of the document.
- (ii) Add production dates to Table under Paragraph 1.11.
- (iii) Accept and amend accordingly.
- (iv) Noted. No change recommended as request is outside the remit of the SCI.

Section 2 - The aim of the SCI and the process involved.

- (i) Paragraph 2.6: There should be an additional paragraph, which summarises the process set out in the table under 2.6.
- (ii) The Parish council is somewhat suspicious of para 2.7, which precludes discussion of spatial land use policies and matters concerning Regional Spatial Strategy (RSS).

Officer recommended response

- (i) Accept. Include an additional paragraph.
- (ii) No change recommended. The respondent appears to have mis-interpreted para 2.7, which simply outlines that as the SCI does not include spatial land use policies or proposals (dealing only with the process of consultation) there is no requirement for it to be tested for general conformity with the RSS. LDD documents referred to in Section 6 of the Draft SCI would inevitably include examination of any spatial policies and proposals, whether of regional, strategic or local significance.

Section 3 - The profile of our community - meeting the challenges

- (i) Paragraph 3.2: The SCI should recognise that conclusions drawn with respect to a low density population at the district level can not be applied to Malvern which includes nearly half the district population.
- (ii) Paragraph 3.3: The SCI should make reference to using the fullest range of consultation channels.

Officer recommended response

- (i-ii) Accept. Text in Section 3 should be amended accordingly.

Section 5 - Methods of Community Involvement

- (i) Paragraph 5.2: Within the Table under 5.3 greater consideration should be given to ways of making updated information on the Council's website more easily available / accessible and / or providing updated information automatically to interested parties via email.
- (ii) Paragraph 5.2: Within the Table under 5.3 there is a hint that Parish Councils may have an opportunity to assist in the preparation and distribution of consultation material. How and what funding will be made available.

Officer recommended response

- (i) Accept and amend accordingly.
- (ii) Noted but no change required. The potential cost and resource implications for Parish Councils is noted, but each consultation exercise and associated resource implications would have to be considered on an individual basis having regard to wider partnership objectives and the content / purpose of the consultation exercise.

Section 6 - Consultation on Local Development Documents (LDDs)

Paragraph 6.3:

- (i) Table under Paragraph 6,.3 is too complex and individual summary tables should be provided for each type of consultee.
- (ii) The requirements in the table under Paragraph 6.3 should be treated flexibly.

Officer recommended response

- (i) Not accepted. There is a requirement to ensure that the SCI is no more than 25 pages plus appendices. Providing individual summary tables would add significantly to the length of the SCI. In addition the current table enables readers to see how requirements differ for each type of consultee.
- (ii) Accepted: Additional text to be provided to clarify that the table will be used to provide a minimum guide

Section 7 - Consultations on Development Proposals and Planning Applications

- (i) Paragraph 7.4: Clarification is required with respect to intentions regarding the erection of telecommunications masts under Tier 3.
- (ii) Paragraph 7.5: Include reference to Councillors with respect to the provision of guidance (last line).
- (iii) Paragraph 7.14: Include additional text to stress that summaries of Parish and Town Council comments on planning applications will not dilute or change the meaning of the comments made.
- (iv) Paragraph 7.16 - Concern regarding post decision reporting via the Council's website. Particularly, if reasons for decision contrary to Parish Council's comments are not provided.

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- (v) Where development affects the lives of local residents both they and the developer should be invited to a meeting to present their cases.

Officer recommended response

- (i) Accept. Reference should be changed to refer to masts exceeding 15 metres in height.
- (ii) Accept and amend accordingly.
- (iii) Accept and amend accordingly.
- (iv) Concerns regarding access to the website are noted. It should be noted that the full text of Committee agenda reports and minutes can already be inspected on the website. Also following legislative changes all decisions to approve development are accompanied by reasons as to why the development has been allowed. In addition it is proposed that Public Access will be introduced in the near future which will enable fuller online interrogation of planning application records.
- (v) Noted but no change proposed. The SCI already recommends that applicants for certain forms of development undertake pre-submission consultation. This however, can be encouraged but not required. There are very few applications that do not affect someone and to extend such a proposal to all applications would not assist in meeting national targets for the processing of planning applications. Those applications which, are presented to a Development Control Committee are subject to public speaking procedures both for and against a proposal.

Appendix 1

- (i) Include in Section 2 of SCI.

Officer recommended response

- (i) Accept and insert in Section 1.

Appendix 5

- (i) Include the following as LDD consultees:
- * Central Technology Belt (CTB)
 - * Rural Regeneration Zone (RRZ)
 - South Worcestershire NHS Primary Care Trust
- (iii) Reference needed to requirement to consult AWM under requirements of Town and Country Planning (General Development Procedure) (England) Order 2003 to notify AWM with respect to specific regionally significant projects / proposals.
- (iii) Correct references to :-
- * Worcestershire Telecare (not Worcestershire Careline)
 - * Malvern Hills Conservators
 - * Correct current reference to Worcestershire CAB

Officer recommended response

(i) - (iii) Accept and amend accordingly

Glossary

- (i) Sustainability Appraisal (referred to twice with different definitions)
- (ii) Improved definition of the Regional Spatial Strategy (RSS) is required.
- (iii) Move to front of document - between Index and Introduction.

Officer recommended response

(i-iii) Accept and amend accordingly

Recommended Changes to Draft Statement of Community Involvement

Insert revised / expanded Glossary immediately following Contents Page (delete Glossary from Appendices).

Insert new summary page before Introduction

“Summary

Key objectives of the new national planning system are to strengthen community involvement, to improve the quality of the planning process and secure better outcomes and forms of development that meet community needs. This Statement of Community Involvement (SCI) explains what Malvern Hills District Council will do to involve you in the preparation of planning policy and when we are considering planning and related applications. But even more importantly it actively invites your participation in planning matters.

Section 1 of the SCI briefly explains the new planning system introduced in 2004 and the principal changes to both plan making / planning policy development and the Development Control process (essentially how we deal with planning and related applications). The SCI provides you with advance notice of what you can expect the Council to do as a minimum. This Section also sets out how the Community Strategy for Malvern Hills District acts as a lead for what we do in most areas of planning.

Section 2 of the SCI spells out the purpose of the SCI in greater detail highlighting the benefits for the community through greater involvement in planning matters and the District Council itself. This Section will also provide you with information related to the process of developing and adopting a SCI and how and when you can influence its content.

Effective community engagement and involvement in planning requires that the Council understands the specific characteristics of Malvern Hills District and its communities. Greater understanding of the differences between our urban and rural areas will enable the Council to adapt and tailor consultation to reach a wider and increased audience. Section 3 highlights key issues in this area, which need to be addressed through the SCI.

The Council already has a corporate Communication and Consultation Policy / Strategy. However, the SCI adds to this stating that we intend to undertake planning consultation in line with specific guiding principles. Section 4 sets these out in greater detail but they are based upon:

- Communicating clearly;
- Making it easy to get involved
- Considering ideas and comments fairly
- Making sure involvement is meaningful and effective; and,
- Learning and being creative.

Section 5 establishes the methods of consultation we will employ. These may change and widen over time as new ideas and technological solutions come forward. Future consultation will need to be effective but also represent value for money.

Therefore, your feedback on this aspect of the SCI is particularly important. In effect what's the best way for us to let you or your organisation know about planning issues and related applications?

Section 6 and 7 provide you with the details of how and when your views will be sought in relation to new plans / planning policies and planning / related applications.

Finally the SCI in Section 8 identifies how our resources will be used and how the SCI will be implemented.

Readers of this document should recognise that the SCI is about process not planning policy as such. Furthermore, you should be aware that the SCI is not an end in itself, rather it is a means of improving the planning process, in particular the preparation of planning policy and the delivery of sustainable development.”

Sections 1 and 2 (Genera)

These Sections are to be re-ordered to provide easier introduction into the SCI and avoid excessive detail regarding the new LDF system at the start of the document.

Paragraph 1.1

Amend to table to include programmed dates for LLD preparation, as follows:

Core Strategy and Strategic Policies - Commences preparation July 2006
 Generic Development Control Policies - Not programmed
 Allocations - Not programmed but will follow adoption of Core Strategy
 Annual Monitoring Report - August to December
 Proposals Map - Commences preparation July 2006
 Statement of Community Involvement - January 2005 to January 2006

Paragraph 1.23

Delete as included in new summary.

Paragraph 2.6

Delete the last two sentences. Add additional new paragraph 2.7 (existing table to follow) and renumber Section 2 accordingly.

"2.7 The preparation and adoption of the SCI follows a formal process to which the Council must comply. The process provides for a 6 weeks period in which formal comments about the SCI can be submitted directly to the Council by anyone with an interest in the document. The Council is required to register, acknowledge and respond individually to all representations it receives. The Council is then required to provide the Secretary of State with copies of the SCI, together with other related material such as the nature of comments received and how the Council has responded to the comments, together with details of the consultation we have undertaken. The comments are considered by an Independent Inspector, who may decide, in exceptional circumstances, that a formal Public Inquiry is required to

consider objections to the SCI. Otherwise the Inspector will consider comments and the 'soundness of the SCI' on the basis of written representations only. Ultimately, the Council will receive a binding Inspector's report, setting out any changes required to the SCI, the SCI is then formally adopted and receives status as a LDD document. The following table sets out in summary the key stages."

Table re July 2005 to be amended to read "we compile the relevant documentation, including the final draft of the SCI and submit it to the Secretary of State for consideration (Reg 28)".

Paragraph 3.4

Add to the end of the existing paragraph. "Whilst significant at the district level low population density within the principal towns is clearly not a significant factor in influencing approaches to public consultation. This means that there are opportunities to consider tailoring consultation exercises and mechanisms to meet the respective needs and opportunities within both urban and rural locations / issues."

Paragraph 3.8

Add additional second, third and fourth bullet points:

- * " The need to consider developing and using different consultation mechanisms in urban and rural locations, tailored to meet specific locational needs and opportunities"
- * " To consider the widest range of possible consultation mechanisms to deliver a meaningful response"
- * "Where appropriate / possible offer decision makers options with respect to consultation measures to be undertaken, identifying the potential resource implications for each option"

Paragraph 5.2

Add to column dealing with advantages / disadvantages related to the Council's website. "The Council will consider ways in which access to updated web based information can be improved, either by improving links to new information or providing updates via email".

Paragraph 6.3

Add the following to the footnote to the Table " In addition the consultation arrangements shown represent a minimum and will be treated flexibly. Each consultation exercise will be re-evaluated on its merits and the issues involved prior to the commencement of consultation."

Paragraph 7.2 (Tier 3) - Third Bullet point.

Reword to read "Planning applications for Telecommunications Development for the erection of masts, which exceed 15 metres in height."

Paragraph 7.5

Amend last sentence to read " Furthermore, we intend to publicise the availability of such advice and provide guidance for officers, councillors and public alike."

Paragraph 7.14

Add after 4th sentence "Furthermore, every attempt will be made to ensure that any summary does not dilute or change the content of the Parish or Town Council representation". The remainder of the paragraph is to become new paragraph 7.15. Renumber the remainder of the Section accordingly.

New Paragraph 8.5

8.5 "The Council intends to develop a range of indicators, which will try to measure the effectiveness of the SCI and related measures. Reporting will be undertaken as part of the Annual Monitoring Report and will have regard to outputs such as:-

- Numbers of people engaged in planning consultations
- Satisfaction ratings
- Participation in public speaking
- Seeking direct feed back on specific consultation mechanisms / exercises
- Citizens Panel Review
- Focus Groups
- Levels of participation with recognised hard to reach groups
- Impact of public feedback on planning policy / decisions.

8.6 The SCI has been prepared in parallel with a best Value Review of Planning Services, which has resulted in an ambitious Improvement Plan for the next 2 to 3 years. Significant actions within the Improvement Plan (which will be available from mid May 2005 on the Council's website) are closely related to providing greater information and improvements associated with customer standards and specifically consultation, reporting arrangements and the advice we offer. The provisions of the Best Value Improvement Plan will therefore significantly add to the minimum requirements established by the SCI itself."

Appendix 1

Insert after paragraph 1.12 and delete reference to Appendix 1 in paragraph 1.12.

Appendix 2 – Malvern Hills District Council: Communications and Consultation Policy and Strategy

Delete - the inclusion of the corporate policy and strategy have lead to some confusion over the content of the SCI and adds considerably to the overall length of the SCI. The document can be inspected on the Council's website.

Renumbered Appendix 2 - Planing Application Consultees

Add to foot of Table: The District Council is also required to consult the Regional Development Agency (advantage West Midlands) on regionally significant applications / proposals under the requirements of the Town and Country Planning (general Development Procedure) (England) Order 2003. In addition the District Council has endorsed a regional consultation protocol of regionally significant proposals with the Regional Planning Body for the West Midlands (details of which can be supplied upon request).

Appendices / Glossary / Minor Textual Changes - Corrections

Update as requested/ necessary.

Additional Appendix – Conservation Issues

6. “Consultation on Conservation Matters

The Council will also consult with the public on the following activities and initiatives:

1. Conservation Area designation or review
2. Introduction of Article 4(2) Directions
3. Serving Tree Preservation Orders
4. Works to protected trees and important hedgerows.

Conservation

The Council may also be required to notify property owners where there is a listed building considered to be at risk and advise of changes to, additions or removals from the Statutory List.

In the case of Conservation Area designation or review the Council would also normally engage in meetings with the Parish/ Town Council and local community groups with opportunities for comment. Information would also be available for public view in Customer Contact Centre (Hub) in Malvern and where possible a location local to the Conservation Area.

The Council’s web site will be used to provide information about the service and activities undertaken by the Conservation Team within Planning Services, with contact details available for staff.

Protected trees and hedgerows

In making, serving, reviewing or revoking Tree Preservation Orders, the Council will consult with those landowners and residents deemed to be affected by the Order. This will involve sending copies of the Order to the interested parties including the local Member and Parish/ Town Council (and associated Tree Wardens) and inviting comments within the statutory 28 day period. Where the landowner cannot be identified a copy of the Order will be posted on the tree(s) affected. The Council will

consider all representations received within 28 days of the date of serving and a decision on whether to confirm, modify or revoke the Order will be made by the relevant Development Control Committee within 6 months of the date of serving. Where no objections are received the Order will be confirmed without modification and without reference to the Development Control Committee.

Applications for works to trees covered by a Tree Preservation Order will be determined within 8 weeks from the date of receipt. Notification for works to trees in conservation areas will be determined within 6 weeks from the date of receipt and if consent is not given, the Council will consider placing a Tree Preservation Order on the tree(s).

With respect to applications and notifications for works to protected trees, Officers have delegated powers to determine all, (with the exception of works to protected trees on Council owned land), taking into account representations received.

Consultations on works to protected trees will be undertaken with the local Members, Parish/ Town Council and other interested parties where appropriate. Details of applications for works to trees covered by a Tree Preservation Order and within Conservation Areas are published on the Council's web site on a daily basis.

Following any decision, a decision letter will be sent to the applicant and letters informing of the decision will be sent to those interested parties who made representation.

Important Hedgerows - All notifications to remove hedgerows under the Hedgerow Regulations 1997 will be determined within 6 weeks of the date of receipt. Consultation will be carried out with all relevant statutory and interested bodies, including Worcestershire Wildlife Trust and Worcestershire County Council, in addition to the local Member and Parish/ Town Council. All comments received will be taken into account in making a decision to consent removal or issue a Hedgerow Retention Notice.

With respect to Conservation and other related planning enforcement matters, the Council intends to produce separate from the SCI more detailed guidance regarding enforcement policy, procedures and arrangements for handling comments."

Responses from Citizens Panel Focus Group – 7th April 2005

Methods of consultation

- * Parish and town councils:
- * Consult them on applications and documents
- * Ask them to distribute information to parishioners
- * Ask them for best ways to consult their parishioners
- * Involve them in pre-application discussions
- * Use their notice boards
- * Use their newsletters
- * Get planners to attend their meetings
- * Provide them with a 'Planning manual' which contains copies of all the literature etc..

- * Use the existing annual Business Survey
- * Letters to residents
- * Planning newsletter
- * Church newsletters
- * Site notices
- * Newspapers
- * Ask them to list applications geographically
- * Have a dedicated section for planning issues
- * Radio
- * Talking magazine
- * Flyers through doors / in newspapers
- * E-mail
- * Have section on the website where residents can submit their e-mail address and so receive the weekly list and other planning updates
- * Consultees can receive amendments via e-mail
- * Website
- * need to publicise what information / facilities are on the website e.g. committee reports and facility to track applications
- * Information/ documents in public buildings e.g. post offices, doctors, pubs, library
- * Public meetings
- * Use groups/ people to disseminate information e.g. Neighbourhood Watch, Social Services, district nurses, Chamber of Commerce
- * Schools - use Planning for Real or equivalent to engage young people
- * Text
- * Produce an "Idiot's Guide" to the planning process and make readily available
- * Use other Council documents e.g. Council Tax leaflet

Other points:

- * Advertise where information can be found and put the onus on residents to keep checking for updates/ developments
- * Increase consultation area for applications
- * Clearer justification needed for decisions
- * Need for improved consistency in decision-making

Respondents: Statement of Community Involvement (SCI) April 2005

- * Mr B J Fishwick - Alfrick
- * Kempsey Parish Council
- * Worcester City Council
- * South Shropshire District Council
- * British Waterways (no specific comments at this stage)
- * Cllr J Tretheway - Malvern Wells
- * Malvern Hills Highways Partnership Unit
- * Hallow Parish Council
- * Mr A R Drenth
- * Mr I Wellings
- * Advantage West Midlands
- * South Worcestershire NHS Primary Care Trust

APPENDIX 3

Publication of Public Notices

**Planning and Compulsory Purchase Act 2004
The Town and Country Planning (Local Development) (England) Regulations
2004**

Notice of Pre-Submission Public Participation

Draft Statement of Community Involvement

Malvern Hills District Council has prepared a Draft Statement of Community Involvement (SCI) as part of the Local Development Framework (LDF) for the District. The Statement of Community Involvement sets out how the community will be engaged in the preparation of the Local Development Framework and in significant planning applications. When the Statement of Community Involvement is adopted it will form a Local Development Document within the Local Development Framework.

Copies of the Draft Statement of Community Involvement have been published under Regulation 26 of the above regulations and are available for inspection free of charge at the following locations:

- Malvern Customer Service Centre, The Library, Graham Road, Malvern, Monday – Friday, 9.00am – 5.30pm;
- Tenbury Area Office, Pump Rooms Monday – Friday, 9.00am – 1.00pm
- Upton Library = normal opening hours

The Draft Statement of Community Involvement is available for view on the Council's website www.malvernhills.gov.uk. In addition copies of the Draft Statement of Community Involvement have been supplied to all Parish and Town Councils within the District.

Representations on the Draft Statement of Community Involvement should be submitted within the 6 week consultation period ending 5.30pm on 17th June 2005, and they should be sent in writing to Mr G Williams, Head of Planning Services, Malvern Hills District Council, Council House, Avenue Road, Malvern, Worcestershire, WR14 3AF. Representations can also be submitted electronically using the Council's website www.malvernhills.gov.uk. Representations should specify the matters to which they relate, and the grounds on which they are made. To help in the making of representations a form is available at the above locations and can be downloaded from the above website.

Further information is available from the Malvern Customer Service Centre, The Library, Graham Road, Malvern, Worcestershire WR14 2HU Tel 01684 862151. If you have any difficulties with reading or obtaining the Draft Statement of Community Involvement, please contact the Malvern Customer Service Centre for assistance.



**GARY WILLIAMS
Head of Planning Services
6th May 2005**

Publication Name and Date

Ludlow (Tenbury) Advertiser	Thursday, 5 May 2005
Gloucestershire Echo	Thursday, 5 May 2005
Malvern Gazette	Friday, 6 May 2005
Berrow Worcester Journal	Friday, 6 May 2005

APPENDIX 4

Public Participation Consultees

Abberley Parish Council	Clerk to Clifton upon Teme Parish Council
Acting Clerk to Rochford Parish Council	Clerk to Croome Parish Council
Advance Housing and Support Ltd	Clerk to Earls Croome Parish Council
Advantage West Midlands	Clerk to Eastham Parish Council
Advantage West Midlands	Clerk to Eldersfield Parish Council
Age Concern (Malvern and District)	Clerk to Grimley Parish Council
Age Concern Leominster	Clerk to Hanley Parish Council
Alfrick Village Hall Committee	Clerk to Kenswick and Wickenford Parish Council
Aquila	Clerk to Knighton on Teme Parish Council
Autumn in Malvern Festival	Clerk to Knightwick and Doddenham Council
Barton Willmore Planning Partnership	Clerk to Lindridge Parish Council
Bigwood Associates Limited	Clerk to Little Malvern and Welland Parish Council
Bio Diagnostics	Clerk to Little Witley Parish Council
Bransford Nurseries	Clerk to Longdon, Holdfast and Queenhill PC
British Gas Transco	Clerk to Lower Sapey Parish Council
British Rail Property Board	Clerk to Madresfield
British Waterways	Clerk to Mamble Parish Council
British Waterways	Clerk to Newland Parish Council
British Wind Energy Association	Clerk to Pendock Parish Council
Bromford Housing Group	Clerk to Pensax Parish Council
Brookend Residents Association	Clerk to Rushwick Parish Council
Business Link for Herefordshire and Worcestershire	Clerk to Shrawley Parish Council
Castlemore	Clerk to Stockton on Teme Parish Council
Castlemorton Parish Council	Clerk to Stoke Bliss, Kyre and Brockleton Parish Council
Central Technology Belt	Clerk to Suckley Parish Council
Centro	Clerk to the Shelsleys Parish Council
Chase High School	Clerk to West Malvern Parish Council
Churches Together in Malvern	Coca Cola Enterprises Ltd
Churches Together in Upton	Commission for Architecture and the Built Environment
Churches Together in Upton	Commission for Racial Equality
Citizens Advice Bureau Malvern Hills District	Commission for Social Care Inspection
Citizens Advice Bureau Tenbury Wells	Community Action (Malvern District)
Civic Trust	Community First
Civil Aviation Authority	Community Safety Officer
Clerk to Alfrick and Lulseley PC	Consulting Civil and Structural Engineer
Clerk to Astley and Dunley Parish Council	Cottage in the Woods Hotel
Clerk to Bayton Parish Council	Council for British Archaeology
Clerk to Berrow Parish Council	Council of Upton-upon-Severn Civic Society
Clerk to Birtsmorton PC	Countryside Agency
Clerk to Boadwas and Cotheridge PC	County Association of Local Councils
Clerk to Bushley Parish Council	CPRE Malvern Hills District
CTC Right to Ride	Herefordshire Council

Defence Estates Central Region	Highways Agency NS West Midlands
DEFRA	Holt Parish Council
Department Culture Media and Sport	Home Office
Department of Education and Skills	House Builders Federation
Department of Trade and Industry	Housing Corporation
DIAL	Humberts
Dialogue Com	Inventures
Early Years and Child Care Service	Kempsey Parish Council
Eastnor Castle	Learning and Skills Council
English Braids	Legal Services Commission
English Heritage	Leigh & Bransford Parish Council
English Nature	Lower Broadheath Parish Council
Enigma Business Park Partnership	Malcolm Scott Consultants Ltd
Environment Agency	Malvern Baptist Church
Environment Directorate	Malvern Civic Society
Equal Opportunities Commission	Malvern Civic Society Planning Sub-Committee
Farmhouse Flora	Malvern College
Farming and Rural Conservation Agency	Malvern Country Meals
FCH	Malvern Evangelical Church
Federation of Small Businesses	Malvern Gazette
Festival Housing Group/Elgar H.A.	Malvern Girls College
Forest Dean District Council	Malvern Hills AONB
Forestry Commission	Malvern Hills Conservators
Fountain Inn	Malvern Hills Footpath Society
Friends of the Earth	Malvern Hills Highways Partnership
Friends of the Earth	Malvern Hills Local Agenda 21
Georgian Group	Malvern Hills Science Park
Government Office for the West Midlands	Malvern Instruments
Government Offices for the West Midlands	Malvern Priory Church
Government Pipeline and Storage System	Malvern Theatres
GPU Power Engineering	Malvern Town Council
Great Malvern Association of Traders	Malvern Wells Parish Council
Great Malvern Priory	Marches Housing Association
Great Witley & Hillhampton Group Parish Council	Martley Parish Council
Guarlford Parish Council	MHHYAT
GVA Grimley	Ministry of Defence - Estates
Gypsy Council	National Farmers' Union
Hallow Parish Council	National Playing Fields Association
Hanley Castle Parish Council	National Trust
Headway Worcester Trust Ltd	Network Rail
Health and Safety Executive	Nicholson and Co
Heart of England Tourist Board	Norton Juxta Kempsey Parish Council
Hereford and Worcester Fire Brigade	Pegasus Planning Group
Hereford and Worcester Gardens Trust	Pickersleigh Residents Group
Herefordshire Council	Pickersleigh Residents Group
Pickersleigh Residents Group	The Wildlife Trusts

Pickersleigh Residents Group	Three Counties Agricultural Society
Pickersleigh Residents Group	Turning Point
Pickersleigh Residents Group	Twentieth Century Society
Powick Parish Council	University College of Worcester
QinetiQ	Upton Civic Society
QinetiQ Malvern	Upton Community Care
Railtrack	Upton Jazz Association Ltd
Ramblers Association	Upton-upon-Severn Town Council
Religious Society of Friends Quakers	Vice Chair of Kempsey Parish Plan Working Party
Ripple Parish Council	Vision 21 Partnership
Roundabout	Waitrose
Royal Commission - Historical Monuments	West Mercia Constabulary
Royal Fine Arts Commission	West Mercia Housing Association
Royal Society for the Protection of Birds	West Midlands Planning and Transportation Sub-Committee
RPS	West Midlands Regional Assembly
Sanctuary Housing Association	Woodland Trust
Say It Yourself	Worcester City Council
Severn Leisure Cruises	Worcester Racial Equality Council
Severn Stoke & Croome A'Abitor Parish Council	Worcester Volunteer Centre
Severn Trent Water Limited	Worcestershire Archaeology Service
Smith Stuart	Worcestershire Biodiversity Partnership
Social Services	Worcestershire County Council
Society - Protection of Ancient Buildings	Worcestershire County Council
South Shropshire District Council	Worcestershire County Council
South Worcestershire Primary Care Trust	Worcestershire County Council
Sport England	Worcestershire County Council
St Wulstan's Residents' Association	Worcestershire County Council Countryside Services
Stanford with Orleton Parish Meeting	Worcestershire Housing Association
Stansgate Planning	Worcestershire Telecare
Stay Put Service	Worcestershire Wildlife Trust
Strategic Rail Authority	Wychavon District Council
Teme Valley Sports Initiative	Wyre Forest District Council
Tenbury Historical Society	
Tenbury Town Council	
Terence O'Rourke	
Tetlow King Planning Ltd	
Tewkesbury Borough Council	
The Camping and Caravan Club	
The Ecclesiastical Parish of Hanley Castle with Hanley Swan	
The Garden History Society	
The Planning Bureau	
The Theatres Trust	
The Victorian Society	

APPENDIX 5

Public Participation Documentation



The Council House, Avenue Road, Malvern, Worcs. WR14 3AF

Our Ref: GW/bs/PP105H
Telephone: (01684) 862293
E-Mail: gary.williams@malvern hills.gov.uk

4th May 2005

Dear Sir / Madam

Malvern Hills District Local Development Framework Consultation: Draft Statement of Community Involvement (SCI) (May 2005)

Have your say.

Please find enclosed a copy of the Draft SCI recently produced by Malvern Hills District Council. The SCI sets out how the District Council will involve you or your organisation in the preparation of future planning documents and plans together with planning applications.

The SCI is a statutory planning document and the District Council is required to publish the Draft SCI for public consultation before submitting the document to the Secretary of State for consideration and adopting it as a Local Development Document (LDD).

On the reverse of this letter is a copy of the formal advert setting out arrangements for this consultation exercise. However, please note that if you wish to submit any comments about the Draft SCI, whether in support or objection, it is essential that they are received by the District Council between **Friday, 6th May 2005 and 5.30pm on Friday, 17th June 2005.**

The consultation exercise enables comments to be submitted in a number of ways and locations. However, I would encourage you to consider submitting your comments on line via the District Council's website www.malvern hills.gov.uk.

Section 2 of the enclosed Draft SCI will provide you with more information about the process of preparing and adopting the SCI.

Also enclosed with this letter is a response form, should you wish to post your comments to the District Council or hand them in person. In addition please take a few minutes to complete the enclosed questionnaire as feedback received will enable the Council to improve future consultation arrangements on planning issues and planning applications.

If you have any questions regarding the Draft SCI or about making comments, please contact a Customer Services Officer on 01684 862151.

Yours faithfully

Gary Williams
Head of Planning Services

Have your say

Community Involvement in Planning Malvern Hills District

Malvern Hills District Council has published its first Statement of Community Involvement (SCI), which aims to strengthen community involvement within the new planning system and to improve the process of consultation.

The SCI is required to address the Council's proposed arrangements for community involvement in the preparation of plans and planning policy together with consultation associated with planning applications (known as the Development Control process).

In preparing the Draft SCI the Council has already undertaken preliminary consultation with a number of representative organisations together with members of the public drawn from a district-wide Citizens Panel. The Draft SCI has already been revised to reflect initial feedback.

However, in accordance with the Council's commitment to effective community involvement we want to continue to gather information about how we might improve our approaches to consultation. You are invited to take 5 minutes to complete this questionnaire to give us your views on the best ways to involve you in planning matters. As the SCI is a statutory planning document (known as a Local Development Document – LDD) there is also a separate response form for formal representations about the SCI. We welcome your comments either in support or objecting to the SCI which should be submitted between Friday, 6th May 2005 and 5.30pm on Friday, 17th June 2005.

This questionnaire can be downloaded (or completed on line) on the Council's web site www.malvernhills.gov.uk.

It can also be posted to Head of Planning Services, Malvern Hills District Council, The Council House, Avenue Road, Malvern WR14 3AF.

Alternatively questionnaires can be handed in at:

- Customer Service Centre, The Library, Graham Road, Malvern, Worcestershire, WR14 2TB (Monday to Friday between 9.00am and 5.30pm)
- Tenbury Area Office, Pump Room, (Monday-Friday 9.00am-1.00pm)
- Upton Library = normal opening hours

There is no formal deadline for the submission of questionnaires however it would be useful to receive your views by Friday, 17th June 2005, so that responses can be co-ordinated with the formal consultation on the Draft SCI. Details of the formal consultation are also available from the above sources.

Gary Williams
Head of Planning Services
Malvern Hills District Council

1. Have you been involved in any planning issues before? If yes, please ✓ the relevant box(es).

- Local Plan Review
- Supplementary Planning Guidance / Documents
- Making a Planning Application
- Commenting upon a Planning application
- Enforcement Issues
- Tree Preservation Orders or works to protected trees
- Conservation issues
- Making a complaint about Planning Services
- Other (please specify).....
-

2. Feedback from our meeting with the Citizens Panel suggested a wide variety of possible ways for increasing community awareness about planning issues. From their list of suggestions (below), please pick your top 10, giving a score of 1 to your most preferred and 10 to your least preferred.

- | | | | |
|-------------------------------|--------------------------|------------------------|--------------------------|
| Letter | <input type="checkbox"/> | Talking Magazine | <input type="checkbox"/> |
| Parish Newsletter | <input type="checkbox"/> | Radio | <input type="checkbox"/> |
| Church Newsletter | <input type="checkbox"/> | Leaflets | <input type="checkbox"/> |
| Site Notices | <input type="checkbox"/> | Public Meetings | <input type="checkbox"/> |
| Posters | <input type="checkbox"/> | Focus Groups | <input type="checkbox"/> |
| Exhibitions | <input type="checkbox"/> | Parish or Town Council | <input type="checkbox"/> |
| Newspapers (public notices) | <input type="checkbox"/> | The Council's Web Site | <input type="checkbox"/> |
| Newspapers (general articles) | <input type="checkbox"/> | Email | <input type="checkbox"/> |
| Planning Newsletter | <input type="checkbox"/> | Phone Text Messaging | <input type="checkbox"/> |

3. In the past, when the Council has wanted to undertake direct consultation on specific planning issues, it has tended to use the following consultation methods. From the list provided please rank the methods shown, scoring 1 for your most preferred method and 9 for your least preferred.

- | | | | |
|---------------------------------|--------------------------|-----------------------------|--------------------------|
| Questionnaires | <input type="checkbox"/> | Posters | <input type="checkbox"/> |
| Exhibitions | <input type="checkbox"/> | Public meetings | <input type="checkbox"/> |
| The Council's Web Site | <input type="checkbox"/> | Press releases | <input type="checkbox"/> |
| Leaflets | <input type="checkbox"/> | Newspapers (public notices) | <input type="checkbox"/> |
| Documents left at key locations | <input type="checkbox"/> | | |
| Other (please specify))..... | | | <input type="checkbox"/> |
| | | | |

4. Malvern Hills District covers a large area with a number of urban centres such as Malvern, Tenbury and Upton, as well as extensive open countryside with scattered communities. The Council normally makes sure consultation material can be inspected at the Customer Service Centre in Malvern, the Tenbury Area Office and Upton Library in Upton. However, are there any other types of locations we should use to meet your needs (e.g. schools / doctors surgeries) and can you provide any specific examples?

Types of location.....	Specific examples.....
.....
.....
.....

5 At the Planning Application stage we currently consult by letter (neighbours and formal consultees only), in addition to site notices and press notices where appropriate. In the near future you will be able to inspect planning applications drawings on-line via the Council's web site.

How would you like to be consulted on planning applications, which affect you or your organisation in the future? Give a score of 1 to your most preferred and 5 to your least preferred,

Email	<input type="checkbox"/>	Press advert	<input type="checkbox"/>
Letter	<input type="checkbox"/>	Telephone	<input type="checkbox"/>
Site Notice	<input type="checkbox"/>		
Other (please specify)			
.....			

6. About the SCI (please give us your views by circling or highlighting the most appropriate response).

1.	How did you find the presentation and content of the Draft SCI?			
	Very Good	<input type="checkbox"/>	Poor	<input type="checkbox"/>
	Good	<input type="checkbox"/>	Very Poor	<input type="checkbox"/>
	Average	<input type="checkbox"/>		
2.	Did you find the Draft SCI easy to understand?			
	Very Easy	<input type="checkbox"/>	Quite Difficult	<input type="checkbox"/>
	Easy	<input type="checkbox"/>	Very Difficult	<input type="checkbox"/>
3.	How did you find out about the Draft SCI?			
	Newspaper	<input type="checkbox"/>	Leaflet	<input type="checkbox"/>
	Radio	<input type="checkbox"/>	Word of Mouth	<input type="checkbox"/>
	Poster	<input type="checkbox"/>	Parish or Town Council	<input type="checkbox"/>
	Received Copy Direct	<input type="checkbox"/>	District Councillor	<input type="checkbox"/>
	Other (please specify)			
4.	How easily did you obtain a copy of the Draft SCI?			
	Easily	<input type="checkbox"/>	With Some Difficulty	<input type="checkbox"/>
	Fairly Easily	<input type="checkbox"/>	Very Difficult	<input type="checkbox"/>

7. If you have accessed the Planning Services pages on our website, how helpful did you find them?

Very helpful Fairly helpful Neither
Fairly unhelpful Very unhelpful

If you found them unhelpful, please could you identify which aspects and state why:

.....
.....
.....

About you

Any information you provide will be treated confidentially and will be used by the District Council for planning and monitoring purposes only.

Name.....

Address.....

Telephone.....

Email address.....

If the Council was to establish a planning update service via email messaging would you wish to receive automatic update information.

Yes No

Need Help?

If you would like this questionnaire in a different format, for example Braille, audio tape, large print or computer disc, please contact Mr David Murray on 01684 862319, or for community languages please contact 01905 25121.

If you require assistance in completing the questionnaire please contact a Customer Services Officer on 10684 862151.

Thank you for taking the time to complete this questionnaire



<p>For official use only:</p> <p>Ref No:</p> <p>Date recd:</p> <p>Date ack:</p>
--

**Form for supporting or objecting to the
Malvern Hills District Draft Statement of Community
Involvement (SCI) – May 2005**

Please read the attached guidance notes before completing this form in BLACK INK/TYPESCRIPT.

You may photocopy this form or obtain further copies free of charge from the District Council.

1. Please complete your name and contact details

Name: (BLOCK CAPITALS):	
Organisation: (if applicable)	
Address:	
Postcode:	
Daytime telephone no:	E-mail address:
Fax No:	
Agents Name: (BLOCK CAPITALS):	
Organisation: (if applicable)	
Address:	
Postcode:	
Daytime telephone no:	E-mail address:
Fax No:	

2. Are you supporting or objecting? *Please tick appropriate box.*

Objecting Supporting

3. Please specify which part of the SCI you wish to support/object to:

Paragraph No:	Omission: (<i>summarise</i>)
Section/Topic:	Subject:

Please use a separate form for each specific element of the SCI supported or objected to.

4. Please provide a brief summary of your comment clearly stating the relevant section of the SCI which your comment relates to.

5. If objecting, please specify what change you are seeking to the SCI which could resolve your objection.

6. **The Council is likely to hold an informal round table discussion into objections to the SCI prior to submission of the SCI to the Secretary of State. The purpose of the round table discussion would be to determine whether objections could be overcome through changes to the SCI. It would not prejudice respondent's statutory rights with respect to the formal consultation process.**

Would you wish to participate in an informal round table discussion? Please tick appropriate box.

Yes No

7. **If there is to be a future Hearing/Inquiry to consider outstanding issues, would you wish to submit written representations or present evidence verbally? Please tick appropriate box.**

Written Representation *Appear at the Inquiry*

Please note that written representations carry the same weight as evidence presented verbally.

8. **If others may have made a similar objection, would you be willing to present a joint case at any future Hearing/Inquiry? Please tick appropriate box.**

Yes No

Signature Date

Please return completed form(s) together with **five** copies of any supporting documents or site plans to:

Gary Williams, Head of Planning Services, Malvern Hills District Council, Council House, Avenue Road, Malvern WR14 3AF

Forms must be returned by 5.30pm Friday 17th June 2005.

Guidance Notes on making a representation

Please use this form for making comments in support of, or in objection to, the SCI. All completed forms must be received between **Friday, 6th May 2005 and 5.30pm Friday, 17th June 2005**. Using the online comments form (available at www.malvern hills.gov.uk) will help us to efficiently enter your comments directly into our database. Please note only those objectors whose objections are made within the six week period have a right to have their objections considered at a future Hearing/Public Local Inquiry. The District Council is not obliged to accept any representations received outside of the formal consultation dates.

Please complete a separate form for each matter objected to or supported. If you are submitting additional documents in support of your representation(s) please supply **five** copies with each completed form.

When considering making a representation about the Draft SCI you should be aware that the Draft SCI is about the planning process not planning policy as such. Therefore, comments about the merits of, or decisions about, specific planning issues, development sites and enforcement problems are unlikely to be appropriate. Furthermore, you should be aware that formal consultation associated with the Draft SCI is separate from other recent consultation associated with the Malvern Hills District Local Plan (October 2004). Consequently, you should consider making a formal representation on the Draft SCI even if you have previously written to the District Council regarding consultation arrangements associated with the emerging Local Plan.

In addition the Council has prepared a short questionnaire regarding the Draft SCI consultation arrangements which you are invited to complete and return with your comments. Information received through questionnaire returns will help the Council develop and improve the effectiveness of future consultation exercises.

What happens now?

Your individual comment(s), in support or objection to the Draft SCI will be checked to see if they have been “duly made” i.e. in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004. Each comment will be given a specific reference and acknowledged in writing.

- Submitted representations can be viewed by the public, they will be available as soon as possible following submission at Malvern Customer Service Centre, The Library, Graham Road, Malvern, Worcestershire (Mon - Fri between 9am and 5.30pm)
- Comments will be entered into the District Council's SCI database.
- The District Council will then carefully consider all representations made
- An Inquiry to consider any outstanding objections, should it be required, is anticipated to commence in October 2005.
- The Inspector's response to objections and any the Public Inquiry, will inform any final adjustments which may be required to the SCI and will be binding on the Council.
- The Malvern Hills District SCI will be adopted as a Local Development Document (LDD) and will form part of the statutory Local Development Framework (LDF) for the District.

Need Help?

If you would like this information in a different format, for example Braille, audio tape, large print or computer disc, please contact the Development Plans Team on 01684 862185, or for community languages please contact 01905 25121.

If you require any assistance in completing this form please contact a Customer Services Officer on 01684 862151.

Appendix 6

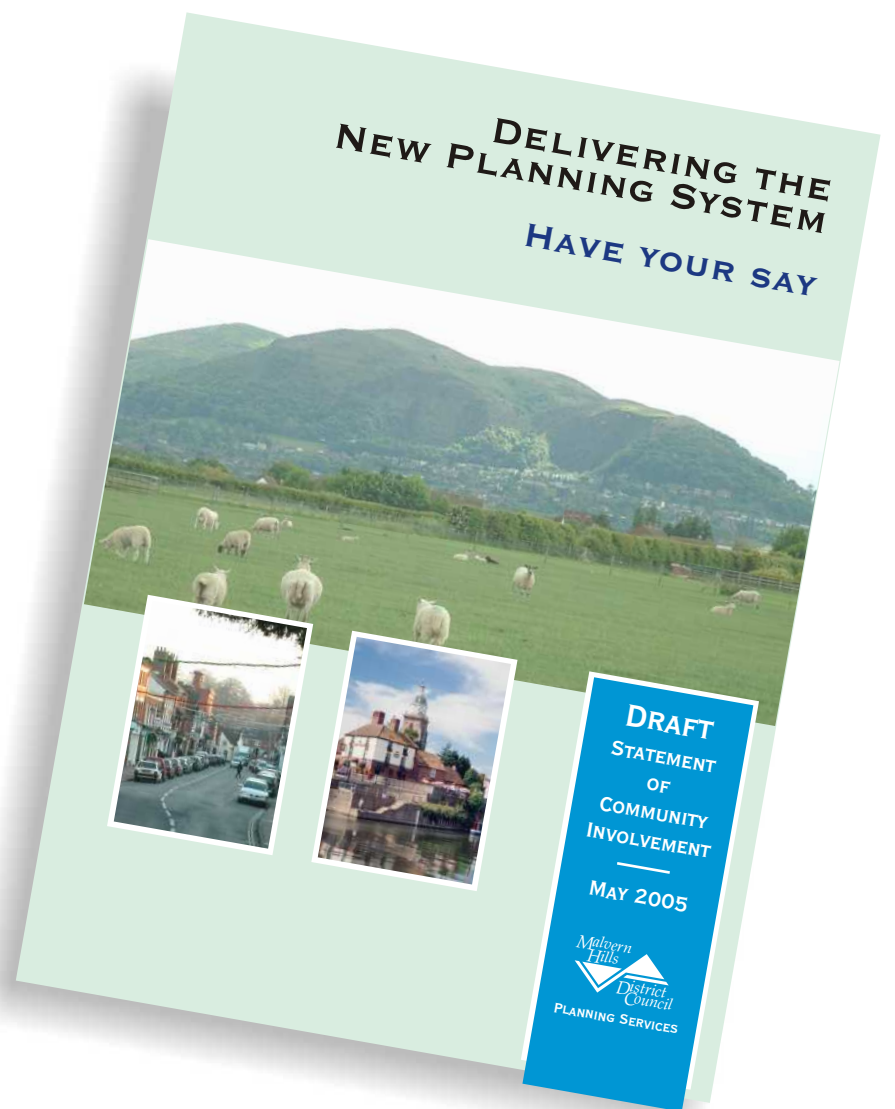
Public Participation Poster

MALVERN HILLS DISTRICT DRAFT STATEMENT OF COMMUNITY INVOLVEMENT 2005

Malvern Hills District Council has published its Draft statement of Community Involvement (SCI) for consultation.

The Draft SCI sets out how the community will be involved in the preparation of planning policy documents and when considering significant planning applications.

The Draft SCI is a statutory planning document which will guide future consultation arrangements, so it is important that you have your say.



Where can I view the SCI?

The SCI can be viewed and comments forms are available from Friday 6th May at the following locations:

- **Malvern Customer Service Centre, The Library, Graham Road, Malvern. Tel 01684 862151**
email:
worcestershirehub@malvernhills.gov.uk
- **Tenbury Area Office, Pump Rooms**
- **Upton Library**
- **www.malvernhills.gov.uk**

Copies can also be viewed at all local libraries. Your Town Council or Parish Council has also been sent a copy of the SCI.

Copies can be purchased from the Customer Service Centre, The Library, Graham Road, Malvern.

Have your say - how to comment

Comments can be made either in support or objection to the contents of the SCI or omissions in the SCI.

They must be received between **6th May 2005 and 5.30pm 17th June 2005**. Comments received by the Council after **5.30pm on the 17th June 2005** will not be accepted.

In addition to formal representations you are also invited to complete a SCI questionnaire.



PLANNING SERVICES
MAY 2005

Appendix 7
Press Release

6th May 2005**PLANNING MALVERN HILLS DISTRICT – HAVE YOUR SAY**

Malvern Hills District Council has published its first Statement of Community Involvement (SCI) which aims to strengthen community involvement by setting out how the District Council will actively invite participation in planning matters.

The SCI explains the Council's proposed arrangements for community involvement in the preparation of future planning documents, plans and planning applications. The Council is required to publish a draft of this statutory document for public consultation before submitting it to the Secretary of State.

The benefits of greater community involvement in planning include a greater sense of inclusion, a focus on priorities identified by the community, and plans that meet local needs.

To have your say on the proposed SCI and how it will involve you, submit your response form to the Council in the 6 week consultation period, ending 5.30pm Friday 17th June 2005.

Copies of the Draft SCI and response forms have been supplied to all Parish and Town Councils in the District and are available to view free at Malvern Customer Service Centre, Tenbury Area Office, Upton Library and on the council website (www.malvern hills.gov.uk)

Gary Williams, Head of Planning Services, says: "In producing the Statement of Community Involvement, the District Council demonstrates its commitment to developing and promoting effective community engagement and involvement."

Mr Williams adds: "The purpose of the SCI is to ensure that all sections of the community – residents, businesses, groups, organisations, regional and national bodies – have the opportunity to be actively involved and influence future development within the District."

-ends-

For further information contact:**David Murray****Development Control Manager****01684 862318**David.Murray@malvern hills.gov.uk

Need help with this? Tel: 01905 25121

এটার জন্য কি সাহায্য দরকার? টেলিফোন : ০১৯০৫ ২৫১২১	(Bengali)
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