

**Malvern Hills District Council**

**Statement of Community Involvement  
Consultation Statement**

**September 2014**

# Appendix 1 – Statement of Community Involvement

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# Appendix 1 – Statement of Community Involvement

## 1. Introduction

This Consultation Statement sets out the consultation process on the Council's revised Statement of Community Involvement (SCI). The SCI sets out whom, how and when the Council will engage in the preparation and formulation of planning policies, and the determination of planning applications.

The document contains the following:

- Section 2. Consultation process
- Section 3. Responses to Consultation and Council's response.

The revised Malvern Hills Statement of Community Involvement, containing the revisions suggested in the light of the consultation is available for councillors to view in the Members Room, ahead of the Council meeting.

## 2. Consultation process

The Council sought views on the content of the SCI consultation draft over a seven week period between 15<sup>th</sup> November 2013 – 3<sup>rd</sup> January 2014. Public consultation was carried out jointly between the three South Worcestershire Authorities.

The consultation comprised the following methods:

- Notification letters and emails were sent to organisations and individuals registered on the Councils' shared development plan consultation database;
- Notification emails were also sent to local Town and Parish Councils
- A press release was issued to local papers on 21st November 2013 (Appendix 2);
- The consultation was publicised on the three Councils' websites: [http://swdp-consult.limehouse.co.uk/portal/statement\\_of\\_community\\_involvement/sci\\_consultation](http://swdp-consult.limehouse.co.uk/portal/statement_of_community_involvement/sci_consultation)
- Copies of the draft SCI were made available to view at each Councils' Customer Service Centres and local libraries.

Respondents were invited to make comments:

- Online via the South Worcestershire Councils' consultation system
- By submitting responses using a comments form (Appendix 3) which could be returned by post or emailed.
- Alternatively, comments could be emailed to [contact@swdevelopmentplan.org](mailto:contact@swdevelopmentplan.org).

3. Consultation responses

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**Summary of Representations and Responses**

**Note, some representations were applicable to all SCI's and some just to Malvern Hills SCI**

**Plan Making**

<b>Respondent</b>	<b>Response Summary</b>	<b>Officer Response</b>
Woodland Trust	Request to be consulted on planning policy documents/consultations as a 'general consultation body'.	<b>No Change</b> Noted. WT are not covered within Statutory Instrument 2012/767 definition of general consultation bodies. However WT contact details are on the South Worcestershire Development Plan contact database. At para 3.6.5. insert: The three South Worcestershire local planning authorities maintain " <b>an upto date</b> "database of contact details ...
Hereford and Worcester Fire and Rescue and West Midlands Police	Uncertain whether HWFRS contact details are included in the consultation database referred to in paragraph 3.6.5	<b>Change required</b> Noted. HWFRS are not covered within Statutory Instrument 2012/767 definition of general consultation bodies. However HWFRS contact details are on the South Worcestershire Development Plan contact database.  At para 3.6.5. insert: The three South Worcestershire local planning authorities maintain " <b>an upto date</b> "database of contact details ...
Woodland Trust	Request to be consulted on planning policy documents/consultations as a 'general consultation body'.	<b>No Change</b> Noted. WT are not covered within Statutory Instrument 2012/767 definition of general consultation bodies. However

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		WT contact details are on the South Worcestershire Development Plan contact database.
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DJD Architects	Design Review arrangements for Development Plans and SPDs should be included.	<p><b>No change required.</b> The cross-disciplinary nature of the DPD/SPD preparation teams addresses this matter and the consultation process in itself includes architects and those with an interest in design matters.</p> <p>Design Review is more appropriate to the planning application process.</p>
Network Rail	<p>Network Rail is listed as a statutory consultee and in this regard request that the South Worcestershire Council's take into account the matters below in due preparation of future policy.</p> <p>Network Rail's comments however are concerned the Developer Contribution SPD.</p>	<p><b>No change required</b> Network Rail are listed as 'specific consultation bodies' in the respective paragraphs of each LA in the Chapter on Plan Making.</p> <p>Network Rail's comments are relevant to Developer Contributions SPD.</p>
Canal and River Trust	Canal & River Trust were not listed as a specific consultation body within the Town and Country Planning (Local Planning) (England) Regulations 2012 which came into force in April 2012, nor in the revoked 2004 regulations (as amended). However, Canal and Rivers Trust would welcome continued work with us and consultation on local planning matters relating to the River Severn.	<p><b>Change required</b> Noted. The Council and South Worcestershire Authorities will continue to work with and consult with the C&amp;RT on relevant planning policy documents in accordance with Government legislation and guidance. Canal and Rivers Trust's contact details are on the SWDP contact database. At para 3.6.5. insert: The three South Worcestershire local planning authorities maintain "<b><i>an upto date</i></b>" database of contact details ...</p>
Dinah Sage	Please consider sustainability.	<p><b>No change required</b> Noted.</p>
Hereford & Worcester Fire and Rescue and West Midlands Police	Support commitment to working with organisation	<p><b>No change required</b> Police and Crime Commissioners are a statutory consultee as listed in paragraph 3.6.2 of SCI.</p>
Dinah Sage	Concern over use of internet and electronic communications for consultation.	<p><b>No change required</b> While all Councils are making an increasing use of e-</p>

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		mail and other forms of digital communications the Councils will continue to use traditional formats such as letters and hard copy publications as well.
Worcestershire County Council	Supportive of proposals for consultation for each SCI. However From Table 1 in the Malvern Hills, and Wychavon SCI documents and Figure 4 in the Worcester City SCI document, you are not providing the same consultations methods for document production across the three districts	<b>Change required</b> Amend table 1 and figure 4 to align consultation methods across the three South Worcestershire local planning authorities. This is necessary as most planning policy documents will be produced jointly by all three councils in the future.
Vivian Jones	Supportive comment. Figure 1 does not make it clear how "Statement of Community Involvement" relates to other elements in the Framework; no link is shown with other elements.	<b>Change required</b> Agree. The SCI runs parallel for the documents in the Framework, providing a reference as to how consultation should be carried out.  Amend Figure 1 to clarify this.
Vivian Jones	"Sustainability" is not defined in this context	<b>No change required</b> Noted. The term Sustainability is referred within the context of Sustainability Appraisals, which are an appraisal process of policies and strategies within a Local Development Document. This is defined within the glossary.
Vivian Jones	Preproduction refers to "collect evidence" "Evidence" usually describes an indication or ground for belief whereas what is being assembled here are issues relating to the planning process.	<b>No change required</b> Noted. Evidence in terms of the preparation of planning policy documents does refer to the collection of issues to inform the content of documents. It is a common term used in the production of such documents.
Vivian Jones	Figure 3 refers to "evidence gathering" when what is being identified and collated at this stage are presumably planning related issues.	<b>No change required</b> Noted. 'Evidence gathering' is a term used to describe the initial stage in the production of a planning policy document.
Canal and River Trust	Canal & River Trust were not listed as a specific consultation body within the Town and Country Planning (Local Planning) (England) Regulations 2012 which came into force in April 2012, nor in the revoked 2004 regulations (as amended). However, Canal and	<b>Change required</b> Noted. The Council and South Worcestershire Authorities will continue to work with and consult with the C&RT on relevant planning policy documents in accordance with Government legislation and guidance.

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	Rivers Trust would welcome continued work with us and consultation on local planning matters relating to the River Severn.	Canal and Rivers Trust's contact details are on the South Worcestershire Development Plan contact database. At para 3.6.5. insert: The three South Worcestershire local planning authorities maintain " <b><i>an upto date</i></b> " database of contact details ...
Worcestershire County Council	Supportive of proposals for consultation for each SCI. However From Table 1 in the Malvern Hills, and Wychavon SCI documents and Figure 4 in the Worcester City SCI document, you are not providing the same consultations methods for document production across the three districts	<b>Change required</b> Amend Table 1 and Figure 4 to be aligned to ensure consistency of practice across the three authorities as it is envisaged that the majority of planning policy documents will be prepared on a joint basis in future.
Councillor Lynn Denham	Queries the proposed use of media releases, social networking and focus group mechanisms for policy documents consultations.	<b>No Change</b> While there can be no cases when the local authorities fail to discharge their responsibilities arising from the equalities act it is necessary for a more flexible approach to consultation to be permitted in future.
Councillor Lynn Denham	No reference to addressing the potential need for alternative languages.	See para 2.5 in Malvern SCI. This is shown on the back cover.
St Peter's Parish Council	To whom and in what circumstances will 'name, address and contact details be made available to on request'?	<b>Not applicable to Malvern SCI</b> Clarify paragraph 3.46 and 3.48. Delete of Worcester SCI "but will not be available for inspection on request".  Para 3.46 insert "Generally anonymous comments are not accepted for consultation purposes. Exceptionally" prior to "at the early and informal stages..."
St Peter's Parish Council	To whom and in what circumstances will 'name, address and contact details be made available to on request'?	<b>Not applicable to Malvern Hills SCI</b> Clarify paragraph 3.48 of Worcester SCI. Delete "but will not be available for inspection on request".
Hallam Land Management	Supportive of content	<b>No change required</b> Noted
Age IK (Droitwich)	Please add Age UK Droitwich Spa to the list of consultees covered by the "other interest groups" referred to in paragraphs 3.30-3.31.	<b>No change required</b> Age UK Droitwich Spa are registered on the shared SWDP consultation database.

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Cotswold Conservation Board	Supportive comment. However, The Board would wish to be included in the list of consultees included in Appendix 3.	<b>No change required</b> Cotswold Conservation Board contact details are contained on the South Worcestershire's contact database for plan making.
Age UK (Droitwich)	Concern over consultation methodology favouring IT in terms of access for organisation's client base.	<b>No change required</b> Noted. Para 3.41 does state that 'For those who do not have internet access, other formats are available on request. Documents can also be made available in formats accessible to people with visual impairments.'

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### Planning Applications

Respondent	Response Summary	Officer Response
Government Pipelines and Storage Systems	Attached plan showing route of pipeline and to contact if development falls within vicinity.	<b>No change required</b> Noted. Fuel pipelines are located on the Council's GIS development management constraint layer, which is updated
Network Rail	Network Rail to be consulted on future planning applications on sites adjoining the railway.	<b>No change required</b> Noted. Network Rail are a statutory consultee so will automatically be consulted on planning applications which adjoin their network.
Mr Martin O' Brien	Councillors should examine all representations submitted by members of the public for each planning application; rather than relying on the officer summary.	<b>No change required</b> Councillors have access to all documentation and representations for each planning application. The officer report summarises comments for Councillors.
Mike Stephenson, Police and Crime Commissioner	Does the Police and Crime Commissioner mean that his representatives such as myself are seen as the consultees?	<b>No change required</b> Local Planning Authorities are not required to consult the P and CC on planning applications ,rather we consult with West Mercia's Architectural Liaison Officer/ Crime Risk officer. NB PCC are a consultee for DPDs-See para 3.6.2
Woodland Trust	The Woodland Trust would like to be consulted on all planning applications that threaten ancient woodland in South Worcestershire.	<b>No change required</b> Noted. The Woodland Trust are not a statutory consultee. However the MHDC landscape officer is consulted and would refer if appropriate.
Hereford and Worcester Fire and Rescue and West Midlands Police	Concern that there is little mention about involving WMP and HWFRS, in pre-application discussions.	<b>Change required</b> Noted. Pre-application meetings are paid for by the developer and only if they wanted WMP/HWFRS input would they be invited.

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		Clarify section for 'Pre-application discussions' in Chapter 4 Giving Local Communities a say before applications are submitted; at para 4.9 add "Pre-application discussion <b>also provides an opportunity to engage with the wider community and others such as infrastructure providers and</b> should...
DJD Architects	Figure 4 indicates Design Review is required for all Tiers of Significant Development. Unclear where the arrangements for either Design Review Panel or Design Review are defined. NPPF states LPA should have Design Review arrangements in place.	<b>No change required</b> NPPF para 62 states LPAs 'should have local design review arrangements in place'. MHDC do have a Design Review Panel.
DJD Architects	If the LPA is not intending to organise its own Design Review function then the cost of external review should be met by the LPA	<b>No change required</b> Internal Design Review Panel cost is absorbed by the Council. However, if applications are referred to MADE Design Review in Birmingham then the Applicant will be responsible for the cost, although taking an application to MADE cannot be enforced.
Hallam Land Management	Unclear whether the consultation arrangements detailed in Table 4 are applicable to the Council only or also specify requirements for applicants/developers.  Table should be re-named to clarify its purpose i.e. "Council's consultation arrangements for planning applications"	<b>No change required</b> The SCI provides advice to applicants to assist the development management process, speeding up decision making and improving the chances of a positive decision in favour of the applicant. The local planning authorities cannot insist that this advice is followed by applicants.
Hallam Land Management	Reference to need for Design Review	<b>No change required</b>

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	Panel should be deleted.	The local planning authorities cannot insist that a developer submits their proposal to a design review panel but in most circumstances where this is proposed it will reduce the time it takes to determine a planning applicant and increase the likelihood that an application will be determined favourably.
Canal and Waterways Trust	Supportive of pre-application consultation.	<p><b>Change required</b></p> <p>Noted. The Council and South Worcestershire Authorities will continue to work with and consult with the C&amp;RT on relevant planning applications, in accordance with Government legislation and guidance.</p> <p>For clarification purposes from a comment made by HWFRS, insert clarification of text at para 4.9 under section for 'Pre-application discussions' in Chapter 4 . Pre-application discussion <b>also provides an opportunity to engage with the wider community and others such as infrastructure providers and</b> should ...</p>
Hallam Land Management	Unreasonable to “expect” all applicants/developers to consult with interested parties in advance of submitting a planning application. Therefore recommend first sentence of paragraph 4.9 and 4.10 , if it is to retain references to consultation by developers/applicants, is amended to “encourage where appropriate” applicants/developers to carry out consultation with local communities for	<p><b>No change required</b></p> <p>Paragraph 4.9, 4.10 represents best practice and suggests a proportionate and appropriate approach to pre application consultation which will reduce the time it takes to determine planning applications which is in the interest of applicants and the local planning authorities.</p>

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	development proposals.	
Hallam Land Management	Public exhibitions may not be one of the most appropriate consultation methods for larger developments. Amend para 4.11 to “Where such engagement does take place, community engagement may include a public exhibition of the proposals, interested parties and local parish or town councils”.	<b>No change required</b> The SCI contains advice to promoters of development. The local planning authorities cannot insist that applicants hold public exhibitions but in most cases this will reduce the time it takes to determine submitted planning applications that propose significant development.
Hallam Land Management	No procedural requirement for planning applications to be accompanied by a ‘Statement of Community Consultation. Recommend amendment to first sentence, para 4.12: “if and when a formal application is submitted for ‘significant development’ and has been the subject of consultation, the Council will encourage the developer to include a Statement of Community Consultation or appropriate references within the design and Access Statement outlining what consultation has been carried out and how the results have been considered in the application proposals. The Council recognises...”	<b>No change required</b> The local planning authorities cannot require that an applicant submits a statement of community consultation but in most cases this will assist the development management process and reduce the length of time it takes to determine major planning applications.
Canal and Waterways Trust	Canal & River Trust have recently introduced two notified areas, one for Environmental Impact Assessment and Major scale developments and one for Minor and Household scale developments.  Canal & River Trust, have produced a	<b>No change required</b> Noted. The Council and South Worcestershire Authorities will continue to work with and consult with the C&RT on relevant planning applications, in accordance with Government legislation and guidance.

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	Policy Advice Note (PAN) on Inland Waterways. Appendix 2 sets out a development management and control checklist for waterside development which is a useful reference tool in relation to assessing whether a proposal may adversely affect inland waterways.	
DJD Architects	The applicant/agent should have the same opportunity to speak at Planning committee on applications recommended for refusal.	<p><b>No change required</b> Both the objector and promoter can request to speak at Planning Committee.</p> <p>The procedure is explained on the MHDC website <a href="http://www.malvern hills.gov.uk/public-participation">http://www.malvern hills.gov.uk/public-participation</a></p>
Councillor Lynn Denham	No reference to Conservation Area Advisory Committee and its role?-NB relevant to Worcester SCI	<p><b>No Change required</b> <b>Note, not applicable to Malvern SCI.</b> CAAC is a form of Design Review Panel to which some applications are taken too. Note there is no CAAC panel in MHDC</p> <p>Reference will be made to CAAC in Worcester SCI in relation to Design Review Panel in Figure 5.</p>
Vivian Jones	Clarify the statement "Objectors are notified of Committee upon request"	<p><b>Change required</b> Objectors to planning applications need to request to be kept informed of the date an application is going Planning Committee. Other individuals/organisations with an interest in the application also need to request to be kept informed.</p> <p>Clarify wording of sentence to: 'Objectors need to request to be notified of Planning</p>

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		Committee'.
St Peter's Parish Council	Why not harmonise web site publication notice to 21 days for all developments advertised on the web, i.e. the same period as a site notice?	<b>No change required</b> The 14 day period in question, is specified within The Town and Country Planning (Development Management Procedure) (England) Order 2010.
Councillor Lynn Denham	Queries whether data protection requirements differs between planning applications and DPDs/SPDs.	<b>No change required</b> Data protection applies to both planning policy representations and planning applications.
Age UK (Droitwich Spa)	Age UK (Droitwich Spa) would like to be involved in pre-application consultation on planning applications.	<b>No change required</b> Noted. Age UK are not a statutory consultee and they would not be invited to a pre-application meeting unless the developer wanted them there.
Canal and Rivers Trust	Document does not identify the means by which consultation is undertaken with statutory consultees, however, we understand it is by electronic consultation only. Due to our security firewall electronic consultations sent from you containing a hyperlink with a numeric IP address are blocked.	<b>No change required</b> Noted. This is an IT systems matter.

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### Monitoring

Respondent	Response Summary	Officer Response
Councillor Lynn Denham	Inconsistent use of abbreviation of AMR	<p><b>Change required</b> Noted. Change reference in para 5.1 from Annual Monitoring Report, to Authorities Monitoring Report In MHDC SCI, the reference to AMR that follows in para 5.2 does not require change.</p>
Hereford and Worcester Fire and Rescue and West Midlands Police	Malvern to consider whether there is a need to include a link to the Statutory Consultees set out in Schedule 5 to the GDMPO 2010 (like Worcester's Appendix 4).	<p><b>Change required:</b> Insert within para 4.2 4.2 Planning legislation sets out a minimum standard of publicity and notification of applications, depending on the nature of the application. . Statutory Consultees as listed in Schedule 5 of The Town and Country Planning (Development Management Procedure) (England) Order 2010, should be consulted. For further information please see:</p> <p><a href="http://www.legislation.gov.uk">http://www.legislation.gov.uk</a></p> <p>NB this refers to the general web link, as specific link may become out of date.</p>

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### General Comments

Respondent	Response Summary	Officer Response
Bill Simpson	Comments relate to the SWDP and Inspectors consideration of representations.	<p><b>No change required</b></p> <p>Noted. Comments relate to plan making. The Inspector will conclude on the SWDP. The SCI will not affect the content of the SWDP. However as referred to in paragraph 1.4 of Malvern’s SCI, it may not always be possible or appropriate to consider all comments as there may be other material considerations.</p>
Mrs Geraldine Stevens	Comments conclude that infrastructure and employment needs to be planned prior to housing, which does not occur at present.	<p><b>No change required</b></p> <p>Comments do not relate to the content of the Statements of Community Involvement.</p>
Mr Martin O'Brien	Councils have not formally notified each Parish Council about the “consultation on consultation”, nor of other important additions made in the last eight months to the list of SWDP documentation	<p><b>No change required</b></p> <p>The three Councils have consulted all Parish and Town councils on the draft SCI consultation. Specific comments on the consultation on the SWDP will be part of the Examination process, Parish &amp; Town Councils have been made aware of the SWDP Examination webpage.</p>
Mr Martin O'Brien	If the proposed consultation process does not include key points raised, the impression will be given that the SWDP consultations have been costly and time-consuming.	<p><b>No change required</b></p> <p>Noted. Specific comments on the consultation on the SWDP will be part of the Examination in Public process.</p>
Mr Martin O'Brien	Consultation practices will follow the then Government's Practice Guidance on Strategic Housing Land Availability	<p><b>No change required</b></p> <p>The SWCs have consulted on SHLAA over the years. The SWDP background</p>

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	Assessments (2007), ignored by SWDP Councils in developing the proposed Development Plan.	papers on housing assessments of sites refer specifically to SHLAA site reference numbers in the assessment of site allocations. The SHLAA has not been ignored. The SWDP Examination will consider the consultation approach to the SWDP
Mr Martin O'Brien	Irrelevant to argue that this SHLAA Practice Guidance (PG) has been rendered obsolete since March 2012 by the NPPF.	<b>No change required</b> Noted.
Mr Martin O'Brien	The partnership approach urged by the Practice Guidance is the model which has to be adopted by the District Councils if future consultations are to be seen to be genuine	<b>No change required</b> The SWDP is a partnership approach to the development plan by the three councils
Mr Martin O'Brien	The DCs ignored the partnership approach advocated in the PG (SHLAA) in spite of being specifically advised to use the standard methodology that it advocates in order to "ensure that the Assessment findings are robust and transparently prepared. When followed, a local authority should not need to justify the methodology used in preparing its assessment, including at independent examination..." (para. 15).	<b>No change required</b> The Duty to Co-operate and consultation approach are tested at Examination. The SHLAA has been produced as a joint document.
Mr Martin O'Brien	The importance of a partnership approach is spelled out by the PG in paras. 11-15. (SHLAA)	<b>No change required</b> Noted. The SHLAA is a technical background document and has been consulted upon, including specific briefing of PC/TC's.
Mr Martin O'Brien	A partnership approach requires good organisational help and training given by DCs to Parish/Ward Councils.	<b>No change required</b> The SWDP Councils have regularly consulted PC/TC's on the SHLAA/ SWDP

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	Without, their representatives cannot participate in planning process discussions.	through letters/ e-mails/ briefings and staffed consultation events.
Mr Martin O'Brien	An advantage of a partnership approach will enable continuing two-way feedback between Districts and 'grass-roots'.	<b>No change required</b> Noted. Regular consultation has taken place on the SHLAA and SWDP at each stage of the plan making process.
Mr Leonard Sanger	No comment on SCI content. Consider concerns have been addressed.	<b>No change required</b> Noted
Councillor Lynn Denham	Not all language options are labelled in English.	<b>Change required</b> Noted. Missing headings will be added to the final version of the Worcester SCI
Mr David Bryden	Concerned about the document 's content being very general and needs to be 'more specific about intentions'	<b>No change required</b> It is considered that the SCI cannot address the respondent's concerns, at it addresses a general consultation approach.

### No Comment

Respondent	Response Summary	Officer Response
Marine Management Organisation	No comment on SCIs	<b>No change required</b> Noted
Natural England	Unable to comment on individual SCIs	<b>No change required</b> Noted
Christopher Roper	Comment of general support for content of SCI	<b>No change required</b> Noted

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## Appendix 1 Notification letter

The South Worcestershire Councils

15 November 2013

To the Addressee

Dear Sir/Madam

### Statement of Community Involvement (November 2013 Draft)

We are writing to you in response to your request to be kept informed of consultation events concerning future plans and policies for South Worcestershire, or because you are recorded as a regular agent for the submission of planning applications.

You will probably be aware that the three Councils of Malvern Hills, Worcester City and Wychavon are working together on the joint South Worcestershire Development Plan (SWDP). In addition, the three authorities have now agreed to produce a number of further joint planning documents and to each review and update their current adopted Statement of Community Involvement (SCI).

The SCIs set out what each Council will do to involve the community and other stakeholders in the preparation and revision of planning policy documents and how the community will be consulted on planning applications.

The proposed plan-making consultation arrangements set out in the draft documents are aligned, although there will be slight differences in the text due to the three Councils' individual corporate procedures. The consultation arrangements in respect of planning applications will be different for each Council.

### How to Comment:

The three Councils have decided to invite comments on the draft SCIs over a seven week consultation period. Comments can be submitted by anyone with an interest in the document(s).

Comments should be made in writing, preferably by email or via the online consultation portal, and should be received no later than **5pm on Friday 3 January 2014** in order to be considered.

Could you please make it clear in your response whether you are commenting on only one or all three of the SCIs, and if you are referring to any particular text, please state the relevant paragraph number.

The comments will be registered and acknowledged and all relevant comments will then be carefully considered in preparing the final documents for adoption by the respective Council. A summary of the comments received and officer response will be reported to the relevant Planning Committee or Cabinet.

Any responses should be made either:-

- by email to: [contact@swdevelopmentplan.org](mailto:contact@swdevelopmentplan.org)
- through the SWDP online consultation portal at: <http://swdp-consult.limehouse.co.uk/portal>

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- in writing to: South Worcestershire Development Plan, Orchard House, Farrier Street, Worcester, WR1 3BB

The draft documents and comments forms are available to view or download on each authority's website or through the SWDP website.

Wychavon District SCI	<a href="http://www.wychavon.gov.uk">www.wychavon.gov.uk</a>	Tel. 01386 565000
Malvern Hills District SCI	<a href="http://www.malvern hills.gov.uk">www.malvern hills.gov.uk</a>	Tel. 01684 862151
Worcester City SCI	<a href="http://www.worcester.gov.uk">www.worcester.gov.uk</a>	Tel. 01905 722233
SWDP Website	<a href="http://www.swdevelopmentplan.org">www.swdevelopmentplan.org</a>	

Hard copies of the relevant SCIs are available for inspection at the Customer Contact Centres in each of the three local authority areas where sets of comments forms will also be available. Hard copies of the documents can be obtained on request for a cost of £5.00 each including postage and packaging.

### The SWDP Consultation Database

The three Councils set up a joint web-accessible consultation database for the SWDP. This database will also be used for other joint planning policy documents, including the forthcoming Traveller and Travelling Showpeople Site Allocations DPD and a number of joint Supplementary Planning Documents. We are taking this opportunity to advise you that we will be 'cleansing' this consultation database over the coming months, by way of removing duplicate entries and those which are evidently out of date. **We would be grateful if you could advise us if you no longer wish to receive consultations** or if your contact details are out of date. Alternatively, if you are registered for online access you can update these details yourself.

Please note that any further contact regarding South Worcestershire plans and policies is likely to be by e-mail so that best use of limited resources can be achieved. If we have a contact email address for you then this will be used for notification or consultation purposes unless you contact us to explain why this would not be appropriate.

### Further advice

If you have any queries on the content of this letter, please contact us by e-mail [contact@swdevelopmentplan.org](mailto:contact@swdevelopmentplan.org), or by telephone using one of the numbers set out above.

Yours faithfully



**on behalf of the South Worcestershire Councils  
Malvern Hills District Council, Worcester City Council and Wychavon District Council**

# Appendix 1 – Statement of Community Involvement

## Appendix 2 Press release



### Press release

#### For immediate release

21 November 2013

## Have your say on Malvern Hills District Council's consultation procedures

Malvern Hills District Council is keen to hear your views on the process it follows for planning consultations.

The council has produced a draft Statement of Community Involvement, a legally required document that sets out how we will seek public views on the compiling of local plans (such as the South Worcestershire Development Plan) and planning policy documents. It also looks at the process for making sure residents have their say on individual planning applications.

Residents from the Malvern Hills district have until 3 January to have their say on the draft Statement, before it's formally adopted by the council.

To take part in the consultation, log on to [www.malvern hills.gov.uk](http://www.malvern hills.gov.uk), where you can read the draft Statement of Community Involvement and give your comments on it.

Alternatively, printed copies of the document can be viewed at the council's Customer Service Centres in Malvern, Upton upon Severn or Tenbury Wells. Hard copies of the documents can be obtained upon request by contacting Customer Services on 01684 862151 for a cost of £5.00 each including postage and packaging.

### Notes to editors

The consultation on the draft revised Statements of Community Involvement runs over a seven week consultation period: 15<sup>th</sup> November 2013 to 5pm on 3rd January 2014

Any responses should be made, preferably electronically, either:-

- by email to: [contact@swdevelopmentplan.org](mailto:contact@swdevelopmentplan.org);
- through the SWDP online consultation portal at: <http://swdp-consult.limehouse.co.uk/portal>; or
- in writing to: South Worcestershire Development Plan, Orchard House, Farrier Street, Worcester, WR1 3BB

**ENDS**

**Issued by the Communications department at MHDC**

**Tel: 01684 862158/862426**

# Appendix 1 – Statement of Community Involvement

## Appendix 3. Comments Form

### Statement of Community Involvement (SCI): Consultation Draft (November 2013)

### Comments Form

Please return by **5.00pm** on **3<sup>rd</sup> January 2014** to:

South Worcestershire Development Plan Team  
Orchard House  
Farrier Street  
Worcester  
WR1 3BB

or [contact@swdevelopmentplan.org](mailto:contact@swdevelopmentplan.org)

Ref:

(For official use only)

#### How we will use your details

The personal information you provide on this form will be held and processed in accordance with the requirements of the Data Protection Act 1998.

Please note that your name, postal address and comments may be made publicly available when displaying and reporting the outcome of this consultation and cannot be treated as confidential. Any other details, including signatures, private telephone numbers and email addresses will not be published on the Councils' websites, but the original representations will be available in full for inspection on request.

I. Personal details		2. Agent's details (if applicable)	
Title			
Full name			
Job title (if applicable)			
Organisation (if applicable)			
Address			
Postcode			
Telephone number			
E-mail address			

Please use the tick boxes below to make it clear whether you are commenting on only one or all three of the draft SCIs:-

## Appendix 1 – Statement of Community Involvement

1. Worcester City
2. Malvern Hills
3. Wychavon
4. All three


Please make your comments below, as clearly and concisely as possible. For instance, if you are referring to any particular text, please state the relevant paragraph number. Please continue on an additional sheet securely attached, if necessary.

The comments will be registered and acknowledged and all relevant comments will then be carefully considered in preparing the final documents for adoption by the respective Council. A summary of the comments received and officer response will be reported to the relevant Planning Committee or Cabinet meeting.

Signature

Date