

REVISED STATEMENT OF COMMUNITY INVOLVEMENT

Submission Document

**Consultation Statement
(Supporting Document)**

October 2005

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



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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 consultation and public participation processes associated with the Malvern Hills District Council Statement of Community Involvement (SCI) undertaken in accordance with regulations 25, 26 and 28 of the above regulations.

2.0 Informal Pre-Submission Consultation and Participation

Consultation under Regulation 25

- 2.1 Before preparing the Statement of Community Involvement (SCI) we consulted a wide variety of consultees. Between 6th April 2005 and 20th April 2005 the District Council undertook pre-submission informal 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. We sent a copy of the initial draft SCI together with a comment sheet in order to gather views on the methods of consultation. We consulted the bodies set out in Appendix A and these comprised the Regional Planning Body, the West Midlands Regional Assembly, the Highways Agency, Worcestershire County Council, neighbouring planning authorities and Parish /Town councils covering the same area as our District. (Note – at this stage we did not consult parish councils in neighbouring districts.)
- 2.2 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 and methods of consultation (end of Appendix B)
- 2.3 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 B provides a copy of the Planning Committee report together with an Update Sheet, which identifies respondent's comments, the main issues raised and recommended changes to the initial draft SCI. The main issues raised are set out in Update Sheet. There was general support for the purpose, content and presentation of the initial draft SCI and changes proposed by the Consultees were adopted where ever possible.

3.0 Pre Submission Consultation

Consultation under Regulation 26 (Regulation 28 Statement)

3.1 We then prepared a formal draft SCI and carried out consultation on this draft for a six week period from the 6th May 2005 to 5.30 p.m. on 17th June 2005. Public participation in accordance with Regulation 26 can be summarised as follows:

- The document, including a statement of the proposals matters was placed on formal deposit and made available in:
 - Malvern Customer Service Centre, The Library, Graham Road Malvern. (Monday to Friday 9.00am – 5.30pm)
 - Tenbury Area Office, The Pump Rooms, Tenbury (Monday to Friday 9.00am - 1.00pm)
 - Upton Public Libraries. (Normal Opening Hours)
- 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.malvernhills.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.
- The consultation period was advertised (local advertisement) through the publication of a public notice (Appendix C) 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 C also provides details of the newspapers and their circulation dates.
- 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 D provides details of the consultees for public participation purposes and Appendix E provides copies of the supporting documentation referred to above. The consultees were advised that the draft SCI could be sent to them in electronic form.
- All local Parish Councils were sent a copy of the draft SCI together with a poster for notice boards advertising the SCI and the period and arrangements for public consultation.

Additional public participation

- 3.2 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 G.

3.3 Availability, Format and Assistance

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). Large type, Braille and audio tape versions of the Draft were available on request. A translation service for Bengali, Chinese, Punjabi, Italian, Polish and Urdu speakers was also available (and is referred to on the reverse of the Draft SCI). 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.

- 3.4 In addition to the formal consultation documents, the council issued a four page questionnaire entitled 'Have your say' which asked for responses on how we might improve our approaches to consultation and involve people in planning matters (see Appendix E).

Dealing with the Responses

- 3.5 We received 32 representations within the statutory period. Eight were in support of the SCI, eight raised objections, three generally supported the document but raised specific objections and 13 made comments without indicating either support or objection. An assessment of the representations and proposed changes were reported to the Planning Committee on the 9th August 2005 and a copy of the Committee report and the schedule of representations is contained in Appendix H . In summary, changes were made to the SCI in response to 18 of the representations. The changes to the SCI recommended by the Planning Committee were accepted by Full Council on the 27th September 2005 subject to the results of an additional consultation exercise with adjacent Parish Councils in neighbouring districts (see following paragraph). Individuals and organisations who made representations at this stage have been written to and advised on how their comments have been considered.

Consultation with adjacent Parish Councils

- 3.6 In early August 2005, the Council were advised by the Planning Inspectorate of the need to consult parish councils in adjoining authority areas as well as the district/country planning authorities on the draft SCI. Accordingly the Council carried out a similar formal consultation exercise and sent copies of the draft SCI to 30 neighbouring parish councils. A copy of the covering letter with the Notification is in Appendix I. The statutory period for

representation was between the 19th August and 5th October 2005. Statutory Advertisements were placed in the four local newspapers for publication in the week ending on the 19th August. No representations were received from adjoining parish councils in the statutory period. An update of this consultation was reported to Full Council on the 27th September and the Head of Planning services was authorised to proceed with the Submission of the SCI after the 5th October.

4 Submission of the SCI Document to the Secretary of State

Consultation undertaken under Regulation 28 (Regulation 31 Statement)

- 4.1 We amended the draft SCI in view of the comments and made arrangements to formally submit this final version to the Secretary of State on the 28th October 2005. The Submission Document was placed on deposit for a six week period of public consultation from the 28th October to the 9th December 2005. The changes made from the draft SCI were highlighted in the Submission Document.
- 4.2 The Submission Document of the SCI, including a statement of the proposals matters and supporting information were made available in the following locations, and are the same locations as listed in the Regulation 26 Statement:
- Malvern Customer Service Centre, The Library, Graham Road
Malvern. (Monday to Friday 9.00am – 5.30pm)
 - Tenbury Area Office, The Pump Rooms, Tenbury (Monday to
Friday 9.00am - 1.00pm)
 - Upton Public Libraries. (Normal Opening Hours)
- 4.3 As with the draft SCI, the Public Notice, Statement of Consultation and response form (enabling the online submission of comments) are also available for inspection on our website www.malvern hills.gov.uk with a statement explaining where and when paper copies of the documents are available for inspection.
- 4.4 A Public Notice was placed in the following local newspapers covering the district during the week ending the 28th October: (copies of the Notices will be added to this Consultation Statement in due course)
- Ludlow (Tenbury) Advertiser
 - Gloucester Echo
 - Malvern Gazette
 - Berrow Worcester Journal

- 4.5 Copies of the Submission SCI along with the proposals matters and a formal Representation form together with details of the documents availability were sent to statutory consultees and local individuals and organisations contained in our LDF database. Details of these are as set out in Appendix A with minor changes taking into account the representations received at the draft SCI stage. These changes are highlighted in the Submissions Document.
- 4.6 A copy of the proposal matters and the Public Notice is given in Appendix K.
- 4.7 Following the close of the consultation on the Submission Document, this Statement will be updated to include details of the following:
- The total number of representations received with a breakdown of the numbers objecting to the SCI or part of the SCI;
 - The number of individuals who wish to appear and present their case at the Public Examination;
 - The number of individuals who wish to have their objection considered as a written representation;
 - The number of individuals who have not indicated a preference;
 - The numbers who have withdrawn their objections on the basis of the changes made;
 - A summary of the main issues and the Council's response to them.
- 4.8 We will make all representations available to view at the Customer Service Centre, the Library, Malvern. Representations will also be made available on our website.
- 5.0 **Further Information**
- 5.1 For further information regarding this document please contact:

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Or contact one of our Customer Service Officers on 01684 862151.

Or view our website: www.malvernhillsgov.uk