

# Statement of Community Involvement For Ipswich

Getting Involved in the Planning of Ipswich

Adopted 11th September 2007

one-**ipswich**



**IPSWICH CENTRAL**  
committed to a better town centre



Strategic Planning and Regeneration  
Ipswich Borough Council  
Grafton House  
15-17 Russell Road  
Ipswich  
IP1 2DE

Tel: (01473) 432933  
Email: [planningandregeneration@ipswich.gov.uk](mailto:planningandregeneration@ipswich.gov.uk)



**IPSWICH**  
BOROUGH COUNCIL

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## Statement of Community Involvement: An Overview

The Statement of Community Involvement (SCI) sets out how Ipswich Borough Council intends to involve the community in the planning system. The 'community' comprises voluntary and community groups, local residents, businesses, landowners, statutory agencies and others with an interest in planning.

The planning policy system is made up of a collection of local development documents (LDDs). These LDDs set out the planning strategy and policies for the Borough of Ipswich. The Local Development Framework (LDF) comprises all of the LDDs, including the SCI. The SCI deals with community involvement in both LDD production and in determining planning applications.

The SCI is, therefore, a key element of the planning system. Its introduction reflects the intention of central government to encourage greater public involvement in the early stages of (and throughout) the planning process. The Regulations<sup>1</sup> set out requirements for consultation and the SCI incorporates and goes beyond these minimum obligations. The Council considers that all those likely to have an interest in the planning process should have the opportunity to be involved. This includes involvement in the preparation of planning documents and the consideration of planning applications.

This SCI gives a brief introduction to the new planning system of LDDs. It explains the linkage between the SCI and other consultation initiatives currently being undertaken (and to be undertaken in the future). The Council's strategy on community involvement is set out. It illustrates how it will involve the community and others with

an interest in both the plan-making process and in the consideration of planning applications.

Resourcing and managing the process of community involvement is considered in the SCI. Arrangements for monitoring and review are also explained. In addition to this, the SCI provides information on how to get help and advice relating to the planning system.

**Acronyms and technical terms used in the SCI are explained in the Glossary (see Appendix 9).**

<sup>1</sup> *The Town & Country Planning (Local Development) (England) Regulations 2004*

### A Note of Caution

Sometimes it is not possible to find solutions that satisfy everybody as planning seeks to achieve a balanced and sustainable approach to development. Further issues such as available resources, statutory requirements and national and regional policy guidance also need to be taken into account. Getting involved does not, therefore, guarantee that all of your views will prevail. Despite this, the Council will endeavour to address issues that you and others raise and explain why if it cannot do what you asked for.

# 1. Introduction

1.1 The importance of effective community involvement in planning is set out in guidance<sup>2</sup> from the Government. Ipswich Borough Council must set out how it intends to involve the community on planning matters. This Statement of Community Involvement (SCI) explains the Council's strategy for community involvement in the planning process. This includes how the community will be consulted on (a) all Local Development Documents (LDDs) that the Council will prepare under its Local Development Framework (LDF) and (b) planning applications.

2 Planning Policy Statement 1: Delivering Sustainable Development (2005)

1.2 This document comprises two parts. The main part of the document forms the Council's *Statement of Community Involvement* (SCI) and the second part (the appendices), sets out supplementary information relating to the specific details of the Council's community involvement strategy. The appendices do not form part of the statutory SCI.

1.3 To ensure a clear and open planning process, that has the support of the general public, the community needs to be engaged in the early stages of developing local development documents (LDDs). It is vital that local people are involved in planning the future of their communities. Once the SCI is adopted, the Council must comply with the standard requirements for consultation as set out within it when producing LDDs.

1.4 Research has shown that more comprehensive involvement of the community in the planning process has several benefits. These include:

- improved decision making;
- greater community ownership of the policy framework that shapes the future development of an area; and
- quicker decisions being made as issues can be resolved at an early stage.

## 2. Setting The Context

### The Ipswich Local Development Framework (LDF)

- 2.1 Appendix 1 summarises the framework of the new planning system. It explains why we plan and what a *Development Plan* is. It sets out what new documents within the Ipswich LDF are designed to do and outlines the role of sustainability appraisal in the process.
- 2.2 New LDDs within the Ipswich LDF will progressively replace the currently adopted Ipswich Local Plan (1997). Together, these will set out the vision, objectives, spatial strategy and policies for planning and development in Ipswich extending over the next 15 years or so. They will seek to ensure that the future development of Ipswich is planned in a sustainable way.
- 2.3 The LDDs to be prepared, in conjunction with the community, will comprise these types:
1. Development Plan Documents (DPDs)
  2. Supplementary Planning Documents (SPDs)
  3. Future reviews of this SCI
- 2.4 DPDs will form part of the statutory *Development Plan* for Ipswich<sup>3</sup>. The *Development Plan* sets out the spatial planning strategy and planning policies for the area. The DPDs that are prepared will ultimately replace the Ipswich Local Plan (1997) and, in a similar way to the Local Plan, will be subject to a public examination by a government appointed Inspector.
- 2.5 SPDs are non-statutory documents expanding on, or providing further detail to, policies in a DPD. They can take the form of design guides, master plans or issue-based documents. Although SPDs will be subject to full public consultation, they will not be independently examined.

- 2.6 The process for preparing these LDDs, highlighting the main opportunities for community involvement, is set out in Section 4. The process for preparing SPDs is more simple but similar to that for preparing DPDs.

<sup>3</sup> *The other parts of the Development Plan are the Suffolk Structure Plan 2001 and/or the East of England Regional Spatial Strategy.*

### Sustainability Appraisal

- 2.7 The social, economic and environmental impacts of the strategies and policies within the LDDs must be assessed from the very start of their preparation onwards. This continuing assessment, known as Sustainability Appraisal (SA), will be used at each stage of the preparation of LDDs. SA will guide the strategies and policies that are being developed, ensuring that they meet the Government's aims for sustainable development.
- 2.8 The Council's programme for the preparation of new LDDs covering a period of three years or so is set out in the *Local Development Scheme* (LDS) document. The SA process will run alongside this programme for each document produced, with several opportunities for consultation taking place. The LDS document and programme is available from the main offices of the Council and can be found on the website [www.ipswich.gov.uk/services/strategicplanning/local+development+framework/local+development+scheme/](http://www.ipswich.gov.uk/services/strategicplanning/local+development+framework/local+development+scheme/).

## A Community Plan for Ipswich

- 2.9 This SCI has been produced having regard to the Community Plan for Ipswich. There are three key ways in which this has been achieved. First, through early consultation with the community. An underlying aim of the Community Plan is to work with the community to identify priorities for the town. Through early consultation on issues and options (see Table 1), this SCI helps the Council to do just that in relation to the planning of the town.
- 2.10 Second, this SCI includes the use of Area Forums as a part of consultation on future planning policy. These forums are central to the Community Plan: it is the five community forums (South East, South West, Central, North East and North West) that identify the issues and priorities for the town set out in that strategy. This SCI therefore has strong links to the Community Plan.
- 2.11 Third, through making reference to the Customer Service Centre as a source of information. The Community Plan states that the centre would be established as a means to provide better access to services. This Centre has since opened, and this SCI refers to the Centre as a key point of contact for information on planning applications.

### 3. Community Involvement in Preparing Plans & Determining Planning Applications

- 3.1 The Council is committed to ensuring that the views of the community are taken into account as far as possible in its LDF. Community involvement will ensure that the various LDDs are 'sound' and provide opportunities for the full plan-making process to be more inclusive. Issues can be identified and debated early on with the aim of resolving any conflicts that may arise.
- 3.2 The SCI sets out how the community will be able to get involved in the development of all plans and policies relating to the planning system. The SCI will also reflect ways that the community has stated it prefers to be consulted. It provides the framework which will ensure that each LDD is 'sound'. 'Soundness' is achieved (as set out in para 4.24 in *Planning Policy Statement 12*) by a plan document that meets the nine prescribed tests stated in Appendix 2. DPDs and SCIs are required to meet different soundness tests. For DPDs the tests are broadly split into three main categories: '*procedural*', '*conformity*', and '*coherence, consistency and effectiveness*'.
- 3.3 More comprehensive involvement of the community in the planning process has several benefits. These include:
- Strengthening the evidence base and information for plans, strategies and planning decisions;
  - Quicker decisions being made as issues can be resolved at an early stage;
  - Improved decision making;
  - Greater community ownership of the policy framework that shapes the future development of an area; and
  - Strengthening delivery through partnership working with stakeholders and the local community.
- 3.4 Local authorities are expected to improve continuously. There is a clear need to ensure that developments in the planning service are driven by local choices and preferences. As a result, improvements in performance are judged by local people.
- 3.5 As part of its response to the need for greater community involvement in the planning process, the Council has set out its objectives towards meeting the Government's requirements. These are to:
- Offer advice and assistance to, and develop the knowledge and skills of, people and groups with little previous experience of the planning system.
  - Seek views on the subject matter of the local development document.
  - Make background documents available to be used as part of the preparation process for local development documents.
  - Publicise the availability of documents.
  - Provide opportunities for informal representations during preparation of documents.
  - Publicise opportunities for views to be expressed in the presence of elected members of the Council.
  - Provide opportunities for formal representations.
  - Try to build consensus and mediate between parties with opposing views.
  - Publicise the Council's decisions on representations received.
  - Publicise the arrangements and timing of events in relation to the independent examination of a development plan document.

## Who Will Be Consulted On Local Development Documents (LDDs)

3.6 The Regulations state that certain bodies must be consulted at specific stages in the preparation of LDDs. The minimum requirements for pre-submission consultation are outlined. They require the local planning authority to consult with:

*(a) each of the 'specific consultation bodies' to the extent that the local planning authority thinks that the proposed subject matter of the DPD affects the body; and*

*(b) such of the 'general consultation bodies' as the local planning authority considers appropriate.*

3.7 These consultation bodies are listed in Appendix 3 and are included in the Council's 'LDF consultees databases'. The databases store the details of these and other groups, organisations and businesses which the Council considers should normally be consulted. The databases are updated as necessary and will be expanded to include any individuals/groups that have expressed an interest (including previous respondents).

3.8 The Council will aim to develop a flexible, sensitive, customised approach to facilitate involvement of all groups (see Section 6). In addition, it welcomes any invitations for officers to attend groups / meetings to give advice and answer questions to secure the involvement of under-represented groups.

3.9 The Council is keen to raise the general awareness of what planning does. It will continue to talk, on request, to schools and colleges and other interested parties and engage with them. Such events will be arranged, where possible, at a time and venue convenient to the particular group.

3.10 All general consultation groups will be invited to register their interest for involvement in each of the proposed DPDs on the LDF consultee databases. The Council has, however, also included groups that are considered relevant even if an initial indication of interest has not been received. This is done to ensure that every opportunity for their involvement has been taken.

## Who Will Be Consulted On Planning Applications

3.11 For planning applications, the general approach to consultation is outlined in Section 8. The "statutory" consultees to be involved in each individual case are specified in the Town and Country Planning (General Development Procedure) Order 1995 (as amended). These will vary on the basis of the particular detail of the Regulations in force at the time when the application is submitted. The consultees will also vary in respect of:

- the specific nature of the proposals
- the specific consultees required for that class of development proposal.

3.12 The Council also seeks the views of a wide range of other agencies from time to time on certain types of applications.

3.13 Appendix 4 identifies statutory and other main consultees for planning applications.

3.14 Beyond these specified organisations, the Council recognises that it should put in place consultation measures which are accessible to all who might have an interest in a plan or planning application. Groups who might face particular barriers to participation are included in this. For example, these groups may include young people, black and ethnic minority groups and people with learning or communication difficulties.

3.15 As the appendices to this document do not form part of the formal SCI, they will be updated as and when required. The lists in Appendices 3 and 4 are therefore not intended to be definitive. Any non-statutory group or individual showing an interest at any stage of the process can and will be added to the lists.

## 4. Preparation of Local Development Documents

### Development Plan Documents (DPDs)

- 4.1 Development Plan Documents (DPDs) will form part of the LDF. These documents will be produced following the timetable submitted in the Local Development Scheme (LDS). This timetable will be subject to annual review. The Ipswich Local Development Scheme can be found on the Council's website ([www.ipswich.gov.uk](http://www.ipswich.gov.uk)) or on request from the Strategic Planning and Regeneration Service (contact details are provided at Appendix 8).
- 4.2 Each of these DPDs will play an important part in setting out the planning policy framework to guide future development in the Borough. The Council's LDS document describes in detail the content and programme for the production of these documents.
- 4.3 The Council will also fulfil its responsibility to involve the community in the production of the Sustainability Appraisal (SA) work. SA will be carried out as part of the LDF process (see Appendix 1).
- 4.4 The preparation process for DPDs can be divided into 5 main stages as summarised in Figure 1(a). A more detailed explanation of the consultation techniques to be used is given in Section 5.
- 4.5 During the pre-production stage of the plan preparation process, the Council will undertake a range of consultation activities. The response from community consultations (as set out in Appendix 5) has informed our decisions on the methods of consultation (as set out in this SCI)
- for each LDD. This 'front-loading', or early consultation, aims to achieve consensus with the community on the preferred options for each DPD. Preferred methods of consultation will be adopted at each stage of preparation for each LDD.
- 4.6 Under Regulations 25 and 26, the Council is required to formally consult with statutory and non-statutory consultees. There will be a period of informal consultation (Regulation 25) on the options set out in the DPD using the techniques identified in this SCI. The Preferred Options will then be placed on statutory deposit for formal consultation (Regulation 26). The response will then inform the production of a draft DPD for submission to the Secretary of State (Regulation 28).
- 4.7 Following the statutory six-week period of public consultation, a government-appointed planning inspector will hold a public examination. The inspector will assess the soundness of the document, taking into account comments made during the consultation. Most representations will probably be considered by written representations, but there is a right to be heard. The majority of issues will probably be considered at informal or round table sessions. After the examination, the Inspector will produce a binding report that sets out any changes that should be made to the DPD. The local authority is obliged to integrate any changes recommended by the Inspector into the document. The Council can then adopt the revised document.

Figure 1(a): Preparation Stages for Development Plan Documents



## Supplementary Planning Documents (SPDs) and the Statement of Community Involvement (SCI)

4.8 A similar process is undertaken for SPDs and the SCI (see Figures 1b and 1c). The key difference for SPDs is that they do not undergo public examination by a government-appointed planning inspector. The key difference for the SCI is that it does not undergo sustainability appraisal.

Figure 1(b): Preparation Stages for Supplementary Planning Documents

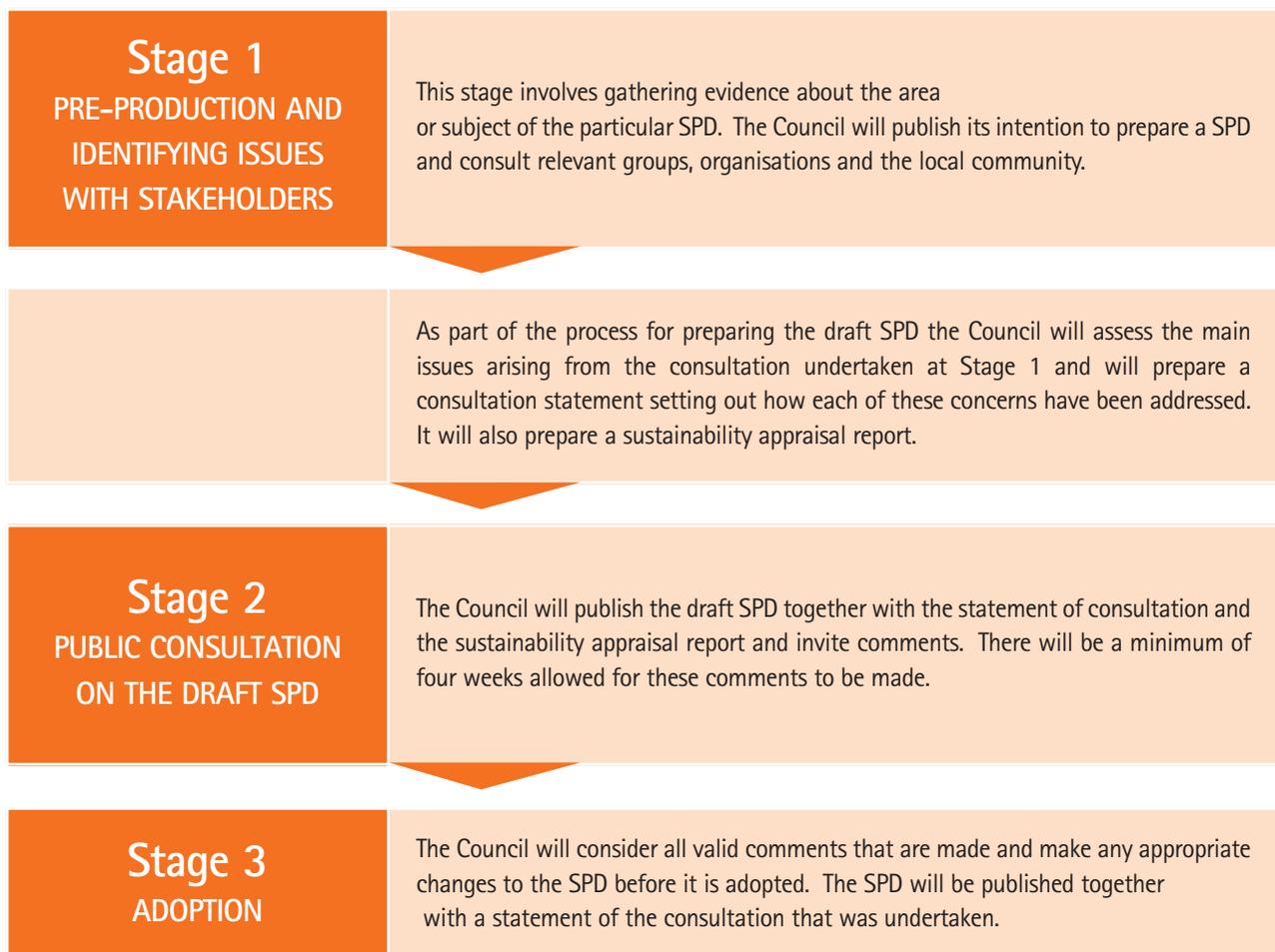


Figure 1(c) Preparation Stages for the Statement of Community Involvement for Ipswich



## 5. Approach & Process

- 5.1 The planning system places great emphasis on early consultation and consensus building with local communities. Traditionally, community involvement in the planning process would involve inviting comments on policies and proposals that are contained in a written document (with relevant maps) at specific stages. The planning system now encourages even more community involvement throughout the process. In order to fully engage the community and take on board their views and opinions as early as possible, the Council will use the methods outlined below. This SCI outlines the proposed approach based on the feedback to its community consultation leaflet and forms published in May 2005, and the responses to the Council's draft SCI published in May 2006 (see Appendix 5). The use of these methods is aimed at creating a stronger local dialogue between the Council and the community. This general approach will be used throughout the process of DPD preparation.
- 5.2 There are many techniques that can be used to involve the community. A level of commitment from participants, however, is required for wider, more comprehensive community involvement.
- 5.3 The Council recognises that many of the techniques are resource intensive. As a result, this statement aims to strike a balance between meeting the objectives of community involvement (as reflected in the responses received) and the resources available to undertake such methods.
- 5.4 It is clear that the approach outlined has resource implications for the Council. The resources required to implement the programme of community involvement set out in this statement include officer time and production costs for any exhibitions and workshops etc. It is estimated that each stage of consultation will take approximately 150 officer hours of work for development plan documents, and 60 officer hours for other local development documents. Costs will vary according to the scale of consultation undertaken, but will include printing, stationery, postage, advertising and room hire. These financial costs are budgeted for and allocations made within the Council's Strategic Planning and Regeneration Service budget. The staffing will be supplied by officers from the same department as part of their day to day duties. Where possible, some of these resources will be shared by consulting on more than one development plan document at a time.
- 5.5 The Council will aim to ensure that, wherever possible, consultation on the LDF takes place in tandem with other relevant consultation exercises. This is to avoid 'consultation fatigue' and to make best use of available resources.
- 5.6 Whenever the publication timetables coincide, the LDF process will be publicised in 'The Angle', the Council's newspaper that is sent free of charge to all households in the Borough. Whenever there is a consultation stage for any LDD or supporting documentation such as Sustainability Appraisal, the Council will publicise this in the local press and on its website

[www.ipswich.gov.uk](http://www.ipswich.gov.uk). Subject to the requirements of the Regulations, the Council will seek to maximise its use of electronic communications (e-mail and the Internet) to advise stakeholders of the availability of consultation documents. The Council will also encourage consultees to make use of the website rather than send out paper copies of documents, although paper copies will remain available.

5.7 In terms of receiving representations and comments, the Council is able and willing to receive written comments by email or letter. At the formal stages of the process, those making representations will be encouraged to use official comment forms. Nevertheless all comments, however received, will still be registered. Notes taken from events such as workshops and drop-in sessions will also be recorded and taken into account. Representations made by telephone cannot normally be registered as formal representations. Any such comments made should be confirmed in writing and officers will advise this course of action.

5.8 The proposed approach to community involvement relating to DPDs is shown in Table 1 below. Certain methods of community involvement are considered to be more appropriate than others for different target groups and also different DPDs. The approach for each DPD is based on an analysis of responses to the consultations carried out in 2005, and in May and June 2006 (see Appendix 5).

5.9 Please note that in the event of alterations being proposed to any of the local development documents, the same consultation methods will be used (as those used in the preparation of the original document) at the appropriate stages during that process of alteration.

5.10 In accordance with the Regulations, the "specific consultation bodies" will be approached to seek their input in preparing all of the LDDs at each stage in the process.

5.11 As indicated in Section 4 above, there are five stages in DPD production. Continuous community involvement will take place during the pre-production and production stages of the plan preparation process.

5.12 In addition to this, there will be a formal six-week period of consultation at submission stage. During this, the community can submit its views effectively to the Secretary of State. These comments will then be considered by an independent Planning Inspector. The Inspector's Report will be produced and be legally binding.

## Methods for Involving The Community

5.13 The details of ways in which the Council will involve the community and others with an interest in the plan-making process are set out in Table 1 below. Table 2 provides a summary of the provisions set out in Table 1 (as well as summarising the consultation methods to be employed for planning applications). Table 1 shows what the Council will do to engage the community and others during the preparation of LDDs. It identifies when the community will be involved in the plan preparation process, making reference to the stages highlighted in Figures 1(a), 1(b) and 1(c) as necessary. It then sets out the ways in which the Council will seek that involvement. In consulting with the community, the Council will take account of the interests of individuals or groups and the extent of their knowledge of the process. The Council will endeavour to present the relevant information and engage people in the most effective way possible within the broad consultation methods set out in the table. In addition, any documents at any of the stages will be available, on request, from the Council in a range of formats such as large print, Braille and audio tape. The Council will endeavour to provide assistance to those who need documents to be translated into alternative languages. Where proposals could impact on neighbouring parishes, the Council will also use the most appropriate methods contained in Table 1 to inform and involve residents outside of Ipswich Borough.

5.14 The proposals and actions below have been informed by the comments received through periods of consultation with the local community which took place in May and June 2005, and May and June 2006. The results of those consultations are set out in Appendix 5.

Table 1: Method of Engaging & Informing The Community During The LDD Process

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>Pre-Production and Issues and Options</b></p> <p>Same for DPDs, SPDs and SCI (minus consultation events) - Stage 1 of Figures 1(a), 1(b), and 1(c) .</p> <p>Preparing issues and alternative options and sustainability appraisal report, in consultation with statutory consultees (Regulation 25) and the community.</p>	<p>Seek views on the subject matter of the local development document and provide opportunities for informal representations.</p> <p>Publicise the availability of documents setting out issues and options and invite comments.</p> <p>Go beyond the formal requirements as set out in the Regulations by providing extra opportunities for informal participation during the plan production process.</p> <p>Make Council – produced background documents available to be used as part of the preparation process for local development documents.</p>	<p><b>Notification of consultation</b></p> <ul style="list-style-type: none"> <li>• by notices / press releases in the local newspapers, on the Council's website and where possible in the Council newspaper 'The Angle';</li> <li>• by direct letter or e-mail to statutory consultees and to other relevant bodies, organisations and individuals included on the LDF consultees database;</li> <li>• The above will detail the documents being consulted on, where documents and comment forms can be accessed, and any relevant consultation events taking place.</li> </ul> <p><b>Access to documents and comment forms</b></p> <ul style="list-style-type: none"> <li>• by publishing all main documents on the Council's website in a downloadable form;</li> <li>• by distributing all relevant documents to statutory consultees as required by the Regulations (see Appendix 3);</li> <li>• by making paper copies of the documents available either free or at a reasonable charge – where there is a charge, additional copies of a document will be placed in the Library for lending purposes; and</li> <li>• by placing paper copies of associated/ background documents available to view at the Council's offices and libraries.</li> </ul> <p><b>Participation events</b></p> <ul style="list-style-type: none"> <li>• drop in sessions and public exhibitions, where considered appropriate, for DPDs and SPDs;</li> <li>• area forums used, where feasible and appropriate, for DPDs and SPDs;</li> <li>• meetings with stakeholders and other groups used where appropriate; and</li> <li>• informal meetings with specific consultation bodies and non-statutory consultees.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>Issues and Options</b></p> <p>Reporting comments made.</p> <p>Same for DPDs, SPDs and SCI.</p> <p>Responding to comments that respondents have made about the issues and options papers.</p>	<p>Consider and respond to the comments received and publicise the Council's decisions on representations received</p>	<p><b>Actions taken</b></p> <ul style="list-style-type: none"> <li>by publishing a summary report setting out relevant comments and representations received at this stage of the preparation process;</li> <li>by acknowledging directly by e-mail or post individuals and organisations submitting comments or formal representations to the Council – in some instances the Council will also send out copies of the summary report or relevant extracts.</li> </ul> <p><b>Access to documents</b></p> <ul style="list-style-type: none"> <li>by publishing the summary report on the Council's website;</li> <li>by making copies of the summary report available at the main Council offices, libraries and at any other locations where the issues and options documentation was made available for viewing; and</li> <li>by making paper copies of the summary report available either free or at a reasonable charge – where there is a charge, additional copies of a document will be placed in the Library for lending purposes.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>Preferred Options (DPDs)</b></p> <p>This stage relates only to DPDs- Stage 2 of Figure 1(a)</p> <p>Preparation of preferred options document (including responding to informal comments made during previous stage), sustainability appraisal of the preferred options, and public participation (Regulation 26).</p>	<p>Publish and publicise a preferred options report</p> <p>Provide opportunities for formal representations</p> <p>Go beyond the formal requirements as set out in the Regulations by providing extra opportunities for informal participation during the plan production process.</p> <p>Make available background documents to be used as part of the preparation process for local development documents.</p>	<p><b>Notification of consultation</b></p> <ul style="list-style-type: none"> <li>by notices / press releases in the local newspapers, on the Council's website and where possible in the Council newspaper 'The Angle';</li> <li>by direct letter or e-mail to statutory consultees and to other relevant bodies, organisations and individuals included on the LDF consultees database;</li> <li>where a document identifies a development proposal relating to a specific area of land, by posting notices in prominent locations within the area;</li> <li>by distributing leaflets/letters to those most likely to be affected;</li> <li>by writing to relevant persons or organisations included on the LDF consultees database and to all those</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
		<p>making comment at earlier stages of the document's preparation and attaching a notice indicating that a new document has been published, and where and when it can be inspected - some of these consultees will also be supplied with a copy of the document;</p> <ul style="list-style-type: none"> <li>• by placing a statement on the website indicating where the document(s) can be viewed, together with when, how and to whom any formal representations should be sent;</li> <li>• The above will detail the documents being consulted on, where documents and comment forms can be accessed, and any relevant consultation events taking place.</li> </ul> <p><b>Access to documents and comment forms</b></p> <ul style="list-style-type: none"> <li>• by publishing all main documents on the Council's website in a downloadable form (including those required by the Regulations);</li> <li>• by distributing all relevant documents to statutory consultees as required by the Regulations (see Appendix 3) and to non-statutory consultees who have confirmed that they would like to receive a hard copy;</li> <li>• by making paper copies of the documents available either free or at a reasonable charge - where there is a charge, additional copies of a document will be placed in the Library for lending purposes;</li> <li>• by placing paper copies of associated documents so that they are available to be viewed at the Council's offices and libraries;</li> <li>• by sending a preferred options summary leaflet which will be delivered to every household in the Borough if possible, as part of 'The Angle';</li> <li>• by distributing forms for formal responses with all documents dispatched and to all local libraries and main Council offices and other appropriate locations where the preferred options document has been placed for inspection;</li> <li>• by making forms for formal representations available on the website, with the facility to complete and reply on-line.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
		<p><b>Consultation Events</b></p> <ul style="list-style-type: none"> <li>• by holding open participation events/exhibitions where planners will be available to discuss issues on an individual basis;</li> <li>• by holding events, such as focus groups and workshops, for invited community representatives, organisations and individuals;</li> <li>• where invited, and where possible, by attending other organisations meetings;</li> <li>• by arranging specific events for groups who need particular encouragement to get involved, as required.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>Preferred Options (SCI)</b></p> <p>This relates only to the SCI- Stage 2 of Figure 1(c)</p> <p>Preparation of preferred options document (including responding to informal comments made during previous stage) and public participation (Regulation 26).</p>	<p>Publicise the availability of documents</p> <p>Provide opportunities for formal representations</p> <p>Go beyond the formal requirements as set out in the Regulations by providing extra opportunities for informal participation during the plan production process.</p> <p>Make available background documents to be used as part of the preparation process for local development documents.</p>	<p><b>Notification of consultation</b></p> <ul style="list-style-type: none"> <li>• by notices / press releases in the local newspapers, on the Council's website and where possible in the Council newspaper 'The Angle';</li> <li>• by direct letter or e-mail to statutory consultees and to other relevant bodies, organisations and individuals included on the LDF consultees database;</li> <li>• by writing to relevant persons or organisations included on the LDF consultees database and to all those making comment at earlier stages of the document's preparation and attaching a notice indicating that a new document has been published, and where and when it can be inspected - some of these consultees will also be supplied with a copy of the document;</li> <li>• by placing a statement on the website indicating where the document(s) can be viewed, together with when, how and to whom any formal representations should be sent;</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
		<ul style="list-style-type: none"> <li>• The above will detail the documents being consulted on and where documents and comment forms can be accessed.</li> </ul> <p><b>Access to documents and comment forms</b></p> <ul style="list-style-type: none"> <li>• by publishing all main documents on the Council's website in a downloadable form (including those required by the Regulations);</li> <li>• by distributing all relevant documents to statutory consultees as required by the Regulations (see Appendix 3);</li> <li>• by making paper copies of the documents available either free or at a reasonable charge - where there is a charge, additional copies of a document will be placed in the Library for lending purposes;</li> <li>• by placing paper copies of associated documents so that they are available to be viewed at the Council's offices and libraries;</li> <li>• by distributing forms for formal responses with all documents dispatched and to all local libraries and main Council offices and other appropriate locations where the preferred options document has been placed for inspection;</li> <li>• by making forms for formal representations available on the website, with the facility to complete and reply on-line.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>Preferred Options</b></p> <p>This stage relates only to DPDs and the SCI – Stage 2 of Figures 1(a) and 1(c).</p> <p>Assessment of and reporting back on the representations received during preferred options and sustainability appraisal participation (Regulation 27).</p>	<p>Publicise the representations received</p>	<p><b>Actions taken</b></p> <ul style="list-style-type: none"> <li>• by publishing a summary report setting out relevant comments and representations received at this stage of the preparation process;</li> <li>• by acknowledging directly by e-mail or post individuals and organisations submitting comments or formal representations to the Council – in some instances the Council will also send out copies of the summary report or relevant extracts;</li> </ul> <p><b>Access to documents</b></p> <ul style="list-style-type: none"> <li>• by publishing the summary report on the Council's website;</li> <li>• by making copies of the summary report available at the main Council offices, libraries and at any other locations where the issues and options documentation was made available for viewing; and</li> <li>• by making paper copies of the summary report available either free or at a reasonable charge – where there is a charge, additional copies of a document will be placed in the Library for lending purposes.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>Submission of the DPD/ SCI</b></p> <p>Strictly speaking this stage relates only to DPDs and the SCI, but the same action would be taken for consultation on a draft SPD – Stage 3 of Figures 1 (a) and 1 (c), and Stage 2 of Figure 1(b).</p> <p>Preparation of submission development plan document and amendments to sustainability appraisal report, and submission of both to the Secretary of State for independent examination (Regulation 28), along with</p>	<p>Publicise the availability of documents</p> <p>Provide opportunities for formal representations</p> <p>Go beyond the formal requirements as set out in the Regulations by providing extra opportunities for informal participation during the plan production process as a precursor to formal representations being submitted.</p> <p>Make available background documents to be used as part of the preparation process for local development documents.</p>	<p><b>Notification</b></p> <ul style="list-style-type: none"> <li>• by notices / press releases in the local newspapers, on the Council's website and where possible in the Council newspaper 'The Angle';</li> <li>• by direct letter or e-mail to statutory consultees and to other relevant bodies, organisations and individuals included on the LDF consultees database; and</li> <li>• where a document identifies a development proposal relating to a specific area of land, by posting notices in prominent locations within the area;</li> <li>• by distributing leaflets/letters to those most likely to be affected;</li> <li>• by writing to relevant persons or organisations included on the LDF consultees database and to all those making comment at earlier stages of the</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p>statements that outline the Council's response to the main issues that have arisen during previous consultation stages.</p> <p>Statutory six-week period of consultation from the date of submission (Regulation 28)</p> <p>For an SPD, publication of a draft for comment.</p> <p>Publication of representations received on DPDs in accordance with Regulations 31, 32 and 33</p>	<p>Publish Representations Received on Submission DPD</p>	<p>document's preparation and attaching a notice indicating that a new document has been published, and where and when it can be inspected – some of these consultees will also be supplied with a copy of the document;</p> <ul style="list-style-type: none"> <li>• by placing a statement on the website indicating where the document(s) can be viewed, together with when, how and to whom any formal representations should be sent;</li> <li>• The above will detail the documents being consulted on, where documents and comment forms can be accessed, and any relevant consultation events taking place.</li> </ul> <p><b>Access to documents and comment forms</b></p> <ul style="list-style-type: none"> <li>• by publishing all main documents (as required by the Regulations) on the Council's website in a downloadable form;</li> <li>• by distributing all relevant documents to statutory consultees as required by the Regulations (see Appendix 3);</li> <li>• by making paper copies of the documents available either free or at a reasonable charge – where there is a charge, additional copies of a document will be placed in the Library for lending purposes;</li> <li>• by placing paper copies of associated documents so that they are available to be viewed at the Council's offices and libraries;</li> <li>• by distributing forms for formal responses with all documents dispatched and to all local libraries and main Council offices and other appropriate locations where the preferred options document has been placed for inspection;</li> <li>• by making forms for formal representations available on the website, with the facility to complete and reply on-line.</li> </ul> <p><b>Participation events</b></p> <ul style="list-style-type: none"> <li>• by holding open participation events/ exhibitions where planners will be available to discuss issues on an individual basis;</li> <li>• by holding events, such as focus groups, for invited community representatives, organisations and individuals;</li> <li>• where invited, and where possible, by attending other organisations meetings;</li> <li>• by arranging specific events for groups who need particular encouragement to get involved, where appropriate and feasible.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>Public Examination of the DPD/ SCI</b></p> <p>(Stage 4 of Figure 1(a) and stage 3 of Figure 1(c))</p> <p>When dates for the pre-examination meeting and public examination have been determined by the inspector.</p>	<p>Publicise the arrangements and timing of events in relation to the independent examination of a Development Plan Document/ Statement of Community Involvement</p>	<ul style="list-style-type: none"> <li>• by notifying directly those who have outstanding objections to the development plan document;</li> <li>• by placing an item on the Council's website;</li> <li>• by publishing at least one public notice in the local press;</li> <li>• by issuing press releases to the local media; and</li> <li>• where possible, placing an item in 'The Angle'.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>Consideration of comments made about draft SPD</b></p> <p>Stage 3 of Figure 1(b)</p>	<p>Publicise the representations received</p>	<p><b>Actions taken</b></p> <ul style="list-style-type: none"> <li>• by publishing a summary report setting out relevant comments and representations received at this stage of the preparation process;</li> <li>• by acknowledging directly by e-mail or post individuals and organisations submitting comments or formal representations to the Council - in some instances the Council will also send out copies of the summary report or relevant extracts;</li> </ul> <p><b>Availability of documents</b></p> <ul style="list-style-type: none"> <li>• by publishing the summary report on the Council's website;</li> <li>• by making copies of the summary report available at the main Council offices, libraries and at any other locations where the issues and options documentation was made available for viewing; and</li> <li>• by making paper copies of the summary report available either free or at a reasonable charge - where there is a charge, additional copies of a document will be placed in the Library for lending purposes.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>Adoption</b></p> <p><b>DPDs and SCI:</b> Formal adoption of a DPD/SCI must be accompanied by an adoption statement and, in the case of DPDs, a Sustainability Appraisal Report. The recommendations and reasons provided by the Planning Inspector at examination must also be published by the Council after adoption.</p> <p><b>SPDs:</b> Formal Adoption must be accompanied by an adoption statement and a statement setting out consultation comments and the Council response to them.</p>	<p>Issue formal notices and publish documents.</p> <p>For SPDs, also publish Council's responses to comments made on the consultation draft.</p>	<p><b>Notification</b></p> <ul style="list-style-type: none"> <li>• by placing a notice in the local press;</li> <li>• by notifying anyone who has asked to be kept informed.</li> </ul> <p><b>Access to documents</b></p> <ul style="list-style-type: none"> <li>• by placing the relevant documents in Council offices and libraries; and</li> <li>• by placing a notice and relevant documents on the Council's website.</li> </ul>

STAGE IN LDD PREPARATION PROCESS	WHAT THE COUNCIL INTENDS TO DO	HOW THE COUNCIL INTENDS TO INVOLVE THE COMMUNITY
<p><b>All Stages</b></p> <p>At all stages of preparation as necessary</p>	<p>Offer advice and assistance to, and develop the knowledge and skills of, people and groups with little previous experience of the planning system.</p> <p>Try to build consensus and mediate between parties with opposing views</p>	<ul style="list-style-type: none"> <li>• provide officer advice and help;</li> <li>• arrange 'orientation' events for representatives of hard to reach groups to inform them about the planning process and how it works, as required;</li> <li>• work with Ipswich Partnership and community groups to develop their roles as 'champions', encouraging participation in planning matters in their communities and providing a community view on planning matters;</li> <li>• promote the services offered by Planning Aid amongst disadvantaged communities, the black and minority ethnic population, people with disabilities, young people and the elderly;</li> <li>• hold meetings, as required, with selected individuals and groups to explore particular issues in more depth, and secure agreement on detailed policy wording; and</li> <li>• facilitate the exchange of agreed and disputed information.</li> </ul>

TABLE 2: Summary of SCI Consultation Methods

CONSULTATION METHODS	POLICY DOCUMENTS			STATEMENT OF COMMUNITY INVOLVEMENT	PLANNING APPLICATIONS								
	Core Strategy/ Topic Areas (DPDs)	Site/ Area Specific DPDs and SPDs	Subject Specific Guidance (SPDs)		LEVEL 1			LEVEL 2			LEVEL 3		
					Pre- application	Pre- determination	Post- determination	Pre- application	Pre- determination	Post- determination	Pre- application	Pre- determination	Post- determination
<b>General Publicity</b>													
Site Notices		✓PS				✓			✓			✓	
Newspaper Articles/Notices	✓	✓	✓	✓		✓			✓			✓	
Leaflets and Newsletters	●	●	●		A●	●		A●	●				
Presentations	●PS	●PS											
Letters/Email	✓	✓	✓	✓	A●	✓	✓	A●	✓	✓	A●	✓	✓
Press Releases	✓	✓	✓										
<b>Public Consultation Events</b>													
Public Exhibitions/Drop In Sessions	✓	●I ✓PS	●	✓S	A●	●		A●	●				
Public Meetings	●	●			A●								
Area Forums	●	●	●		A●	●							
Consultation with Community Groups/Panels	●	✓	●		A●	●							
Discussion Groups/Workshops	✓	✓	✓										
Discussions with neighbours					A●	●		A●	●		A●	●	
<b>Electronic Consultation</b>													
Website Information	✓	✓	✓	✓		✓	✓		✓	✓		✓	✓
<b>Other</b>													
Customer Service Centre	✓	✓	✓			✓			✓			✓	
Stakeholder Meetings	✓	✓	✓		A●	●		A●	●				
Conservation Panel*					✓	✓		✓	✓		✓	✓	
Public Speaking at Council meetings						✓			✓			✓	

**KEY**

- ✓ Definite consultation method
  - Method to be used where possible and appropriate to the policy area/ planning application
  - A Applicants encouraged to do this
- DPD Stages (given where methods are not used at every stage):
- I = Issues and Options
  - P = Preferred Options
  - S = Submission (of DPD/SCI, consultation on draft SPD)

\*The Conservation Panel considers applications affecting listed buildings and conservation areas.

**LEVELS OF PLANNING APPLICATIONS**

- Level 1: Major applications of 10 or more residential units or more than 1000m<sup>2</sup> of floorspace
- Level 2: Applications that are departures from the development plan
- Level 3: All other applications

See Appendix 6 for an assessment of the consultation methods chosen and their benefits.

## 6. Consulting Hard To Reach Groups

6.1 The Council considers the following broad groups to be 'hard to reach' or 'marginalised':

- People from Black/ Minority Ethnic groups
- Faith groups
- Gypsies and Travellers
- People with disabilities
- Lesbian, Gay, Bisexual and Trans-gender (LGBT) groups
- Young people
- Some older people
- People with learning difficulties
- Asylum seekers and refugees
- Homeless people
- Lone parents
- Carers
- People living in areas of deprivation or on a low income
- Employed / Working People

6.2 In accordance with its Corporate Plan 'Transforming Ipswich', the Council will ensure that all reasonable efforts are made to make everything we do equally accessible to everyone, within acceptable cost constraints. The Council will try to involve and engage representative organisations and groups from each of the identified 'hard to reach' groups. It will attempt to understand the barriers to their involvement and find ways to overcome them.

6.3 Some of the key ways in which we will seek to engage these groups in this way are:

- Young people: engagement through schools and contact with teachers;
- Minority Ethnic, faith, LGBT groups: contact through community organisations;
- Gypsies and travellers: contact with gypsy liaison groups;
- People with disabilities, learning disabilities, older people, homeless people, people in deprived areas: contact through outreach groups and workers. Documents will be made available in Braille and audio tape, and it will be ensured that consultation events are wheelchair-accessible;
- Carers and lone parents: communication by post (both through notification of consultation and the ability to receive and comment on documents) will be particularly useful in engaging those who find it easier to take part from home. The Council will also seek opportunities to provide care for their dependents to enable them to attend consultation events;
- Employed people: By ensuring that consultation events take place at a variety of times to ensure that employed people can attend.

## 7. Reporting Back

- 7.1 The Council recognises that it is important to report back to the community and other stakeholders as to how their comments and suggestions are taken on board. Feedback on all consultations will be published by the Council on its website and in documents available at the Council offices and libraries. It is intended that this will take place within two months of the closing date for each consultation stage. This timeframe may vary depending on the amount of content consulted on and the scale of the response. Where consultation involves regular meetings, the Council will report back to those appropriate meetings. The Council will also contact the community and other stakeholders by letter or email to inform them of the response to their suggestions and views.
- 7.2 The consultation procedures used by the Council, detailed in this SCI, will be kept under review. Where the procedures prove to be unsuccessful or revised procedures are needed to meet new circumstances, a formal review of the SCI and re-submission to the Secretary of State will be undertaken. It is important to note that in this first round of SCI development, amendments to techniques and methods may occur due to experience gained in delivering the first set of local development documents. Subsequent SCIs will take such experiences into account when they come to be reviewed and prepared.

## 8. Planning Applications

### Background

- 8.1 When people wish to carry out building works or change the use of buildings, this is termed as "development". Successive Governments have put procedures in place to ensure the effects of development are controlled. These procedures take the form of obtaining permission from the local planning authority (i.e. Ipswich Borough Council). Most commonly, this is called planning permission. Many development proposals require planning permission. Others need different types of permission, such as listed building consent for works to buildings identified as being of architectural and/or historical interest. Some minor developments, however, require no planning permission at all.
- 8.2 Development control involves:
- The provision of informal advice on people's development proposals;
  - The consideration of formal applications for development, where necessary;
  - The monitoring of development as it proceeds; and enforcement action where breaches of control take place.
- 8.3 This section of the SCl deals with the first two of these points and sets out how the Council will consult the community on development proposals.

- 8.4 The Government has prescribed legally required minimum standards for publicity on planning applications. It also encourages councils and developers to undertake pre-application discussions and community involvement on a voluntary basis, particularly on significant applications. This is not, however, a legal requirement.
- 8.5 The Council deals with a variety of applications for planning permission and allied permissions and consents. It carries out consultation, publicity and notification in accordance with the statutory requirements as specified in relevant legislation, currently in force. The Council also carries out consultation in excess of the statutory requirements. For most types of application, other than applications for advertisement consent, the Council will carry out consultation to an extent consistent with that required for a planning application, even though there may be no statutory requirement for this.

### Consultation on Community Involvement In Planning Applications

- 8.6 In 2005 the Council asked the community how it would prefer to be involved in the determination of planning applications. Following on from this consultation, the Council produced its draft Statement of Community Involvement. People were then asked to comment on this draft document in May 2006.

8.7 The Council has now produced a final list of techniques that will be used for various levels of planning applications. The responses received to the above consultations, as well as practical considerations such as time and resources, have been considered in the development of this section of the Statement.

8.8 The key techniques preferred by those who responded involve public notices, notices in the local press, letters, information on the website, the availability of applications for inspection at the reception of the Council offices and public speaking at Council meetings. The Council is already exercising these techniques and is seeking to improve them further and to also provide more ways of engaging with the community on planning applications.

#### Summary of Existing Consultation Methods For Planning Applications

8.9 The Council currently uses a combination of the following methods of consultation on planning applications:

- site notices
- letters to local residents / businesses
- press advertisements
- weekly list of applications (to both the public and consultees) - by paper copy and email
- weekly list of applications on the website: [www.ipswich.gov.uk](http://www.ipswich.gov.uk)
- specific consultation with statutory and non-statutory consultees including local community groups and amenity / conservation societies

8.10 For the purpose of consulting neighbouring residents and businesses, the Council will display a site notice and send letters to individual premises. The extent of any mailshot depends primarily upon the scale of the proposal. Consultation letters invite responses to be made within 21 days of the date of the letter. Where the owner or occupier of neighbouring land cannot readily be identified, the Council will rely upon the site notice.

8.11 All applications, apart from those for Advertisement Consent, are advertised in the local press (normally Monday's edition of the Evening Star).

8.12 If an application is significantly amended during its consideration, the Council will normally send a further round of consultation letters. These will be sent to nearby residents and to any additional people who have already written in with comments. The letters will inform them of the amendments and invite any further views. The extent of any further consultation will depend upon the nature of the changes made and the extent to which individual parties are affected.

8.13 The Council will make copies of applications and accompanying plans available for public inspection at the Customer Services Centre in the Town Hall (see Appendix 8 for the address).

8.14 The Council accepts and handles comments received by letter and email.

8.15 The Council website is able to:

- display the full details of all planning applications, including results of publicity and consultation;
- receive comments interactively; and
- allow applicants to check on the progress of their application.

These facilities will be further updated and improved.

8.16 The Council operates a Planning & Development Committee comprising Councillors who consider planning applications received by the Council. The Council allows public speaking at this committee in respect of those applications which the Council itself is determining. Under current arrangements, the applicant (or agent) and an agreed representative of all those who have submitted written objections to the application may address the Committee. Further details on the arrangements for this are set out in a leaflet available from the Planning & Development Team at the Council's main offices. Contact details are set out in Appendix 8.

8.17 At the time when a decision is issued on any application, the Council will send letters to all those who have submitted written comments. The letters will advise whether the application has been approved or refused. A copy of the decision notice is sent to the applicant (or agent).

8.18 The following sets out how the above described arrangements are adopted and employed by the Council throughout the planning application process.

## Pre-Application Discussions and Consultation

8.19 Ipswich Borough Council already carries out extensive pre-application discussions with potential applicants, and intends to continue this in the future. The Borough Council feels that this is a useful way to address planning issues before finalised proposals are drawn up and planning applications made. Thus the standard of applications received is improved, and the time needed to determine applications reduced. Pre-application discussions should be used:

- To clarify whether a development is acceptable in principle;
- To clarify details concerning what information should be given to the authority to enable it to determine the application.

This stage of discussion should involve authorities, applicants and interested groups working together to discuss these preliminary issues.

8.20 The Council will strongly encourage potential applicants to publicise and consult on emerging larger scale projects before they submit a planning application. In addition to the techniques set out above it may well be appropriate to engage in one, or a series of public exhibitions and/or meetings (see also Table 2 above). These events will be at the applicant's expense. This technique has been used successfully previously either with Council officers being present or with the developer alone engaging with the public.

**8.21** The results of this pre-application consultation process should be seen as a part of the planning application process. The Borough Council welcomes such early consultation for all planning proposals. As set out in Table 2 above, the more extensive pre-application consultation techniques, such as those discussed above, would be expected for all major applications, i.e.:

- 10 or more dwellings (or half a hectare or more);
- 1,000 square metres or more of commercial development.

## Application Consultation

### WEEKLY PLANNING LIST

**8.22** A weekly list of all the planning applications received within the last seven days is produced every Friday. The list is received by all councillors. Copies of the list are available for public inspection at local libraries and the Council offices.

**8.23** The list can also be viewed on the Council's website at [www.ipswich.gov.uk](http://www.ipswich.gov.uk). In addition, hard copies and/or e-mail versions of the list are sent to the local press for publication. These are sent to a range of local organisations and bodies for information (a list of which is available on request from the Strategic Planning and Regeneration Service—see Appendix 8 for contact details).

### SITE NOTICE

**8.24** As well as notices that are legally required, the Council often displays site notices where it is felt that there is wider interest in a proposal. This includes cases where the proposal may have an environmental impact

over a wider area than just the site in question. A notice is also displayed for applications for prior approvals, applications for telecommunications and demolition works. Notices are fixed to the nearest fixed feature (e.g. a lamp post or fence). The notice includes the date of display and gives details of the site address, description of the proposal, its application number and where further information can be acquired. The notice also states that any comments on the proposal should be made in writing within 21 days of the date of original display of the notice.

### NEIGHBOUR NOTIFICATION

**8.25** The Council seeks to notify any potentially affected adjoining owner and/or occupier irrespective of whether a site notice is displayed. 'Adjoining' may include sites both opposite and to the rear of the proposal site. If a proposal involves a property with more than one occupier, efforts are made to notify all the occupiers of the building. Where it may be difficult to identify landowners, the Council relies on the site notice.

**8.26** In some instances, notification will be broadened beyond adjoining sites. It is not possible to specify a rule applying to every case as each should be assessed on its own merits. Notification needs to be based on the likely level of public interest and the scale and sensitivity of the case. Examples where wider notification may take place include applications for major development and proposals that may have an environmental effect over a wider area (e.g. proposals considered visually intrusive, fast food takeaways, telecommunications masts).

Any amendments to proposals may be the subject of further consultation by letter where it is considered necessary.

#### LOCAL ADVERTISEMENT

**8.27** In order to meet statutory requirements, the Council will place an advertisement in the local press (normally in Monday's Ipswich Evening Star). The public are advised that they have 21 days from the date of the advert to submit any comments.

#### VIEWING APPLICATIONS

**8.28** All planning applications are available for public viewing at the Customer Service Centre at the Town Hall between 8am - 6pm, Monday to Friday, and from 9.30am to 12.30 pm on Saturdays. Details of applications can also be viewed electronically via the Council's website at [www.ipswich.gov.uk](http://www.ipswich.gov.uk).

#### ACCESS TO PLANNING OFFICERS

**8.29** Applicants, their representatives, members of the public or other interested parties are able to seek advice from planning officers at the Council offices. A request for information or advice can be made via letter, e-mail or telephone. Once an application has been submitted, officers are unable to express an opinion as to the likely outcome of an application. This remains the case until all interested parties have had an opportunity to submit their views and information.

**8.30** Contact details for the Council's Planning & Development Service are set out in Appendix 8.

#### COMMENTING ON APPLICATIONS

**8.31** The Council welcomes any comments on all planning applications, whether they support or object to particular proposals. Comments received in writing (including e-mail) will be used to help inform the decision making process and will be open to public inspection. Comments received will help the Council to decide if a proposal is to be determined by the Head of Planning, Transport and Regeneration, through delegated powers (see Appendix 7), or by the Planning & Development Committee.

**8.32** For a comment to be taken into account, however, it has to be considered to be a material consideration. This means that the comment has to be relevant in planning terms (e.g. the loss of light or the over-development of a site). Examples of comments that cannot be taken into account include property devaluation or trespass. Again, each case has to be judged on its own merits. For example, a concern raised relating to increased traffic is unlikely to be a material consideration for a small extension to a house, whereas increased traffic could be a material consideration in a change of use application to a takeaway restaurant.

**8.33** If it is decided that an application must go to Planning & Development Committee for a decision then there will be an opportunity for an objector and the applicant to present verbal comments to the Committee (see paragraph 8.16 above).

8.34 The Council acknowledges the receipt of any written comments by letter, postcard or email. Those making comments are advised to keep in touch with the relevant area team if they wish to follow the application's progress.

## OFFICER REPORTS

8.35 Once all relevant information on a particular planning application has been collated, officers prepare a recommendation regarding the proposals within the application. Where appropriate, these reports are presented to the Committee. The Committee agenda is made available to the public up to a week before the Committee meeting. Agendas are available at the Council's offices and on the website at [www.ipswich.gov.uk](http://www.ipswich.gov.uk). Councillors on the Committee will have an opportunity to view all representations received from the public.

## After an Application is Determined

### INFORMATION ON DELEGATED DECISIONS

8.36 In the case of a decision being reached via delegated powers, the Council writes to the applicant (or their agent) and any other interested party to advise them of the decision. A list of all delegated decisions is reported to the Planning & Development Committee.

### INFORMATION ON COMMITTEE DECISIONS

8.37 As Committee meetings are public meetings, attendance is the quickest way to find out the decision of a particular planning application.

8.38 If an application is being considered at a particular Committee meeting, an update on the decision can be obtained by contacting the relevant area team the day after the meeting.

8.39 Minutes of each Committee meeting are produced and presented within the papers for the next meeting. Minutes are then confirmed as a true record. This information can be obtained from the Planning & Development Team at the Council offices (see Appendix 7).

8.40 Following a Committee meeting where a decision has been made, the case officer will write to people who made representations, informing them of the decision.

## Appeals

8.41 Where a planning application has been refused, only applicants have a right of appeal. A person or organisation that has objected to a proposal (or supported it) has no right of appeal if the application is approved or refused. In other words, there is no third party right to appeal a decision.

8.42 Everyone whom the Council originally consulted or who wrote to object or support the application will normally be notified in writing if an appeal is lodged. They will also be informed about how to make their views known. If they had already written to the Council, their letter will be copied and sent to the Planning Inspectorate, which is responsible for handling appeals.

## How To Complain

**8.43** Planning can be a very subjective topic. It is often difficult to ensure everyone is fully satisfied when differing views are put forward relating to a particular proposal. An applicant may feel aggrieved where a refusal is issued. A consultee may feel aggrieved if the representation submitted does not prevent an approval. As a result, whilst the Council makes every effort to offer a professional, high quality service, there may be occasions where people feel unhappy with the way in which the planning process had been undertaken.

**8.44** Any aggrieved party should firstly contact the case officer who has been dealing with the planning application in question. They should describe their concerns and discuss them with the officer. Confirmation of the concerns raised may be requested in writing so that they can be formally replied to.

**8.45** If, after this, it is felt that the concerns raised have not been fully dealt with, contact with the case officer should continue. However, if this does not resolve the situation, a formal complaint can be made. This should be addressed to the Head of Planning, Transport and Regeneration, through the Council's complaints procedure. A letter of confirmation from the Council will be sent out within five working days. This letter will acknowledge receipt of the complaint and confirm the name of the officer dealing with it. The Council will also indicate how long it is likely to take to give a full explanation (usually within 28 days). If it is likely to take longer this will be indicated and further notification will be sent. Following this, if there is still no satisfactory resolution, the

complaint may then be moved on to a more senior officer. Ultimately, the Local Government Ombudsman may be contacted. Please note that it is important to have gone through the Council's full complaints procedure before referring the matter to the Ombudsman. The Ombudsman is unable to investigate a complaint unless the Council has had a full opportunity to answer it. The Ombudsman can only investigate claims of mal-administration (whether correct procedures were followed) and cannot consider the merits of, or reverse any planning decision. A leaflet entitled 'How To Complain To The Local Government Ombudsman' is available at the Council's offices.

**8.46** Full details of the complaints procedure is available to view on the Council's website at [www.ipswich.gov.uk](http://www.ipswich.gov.uk) and from the details provided in Appendix 8.

## 9. Monitoring and Review

9.1 The ways of involving the community suggested in the SCl are based on experience of the effectiveness of a wide variety of consultation methods. Such methods will be used in relation to the planning process, regeneration and other aspects of the Council's functions. The SCl proposes some new ways of involving the community that have not been used previously in the planning process. However, the techniques have been successful in other areas of the Council's activities.

9.2 The effectiveness of each community involvement initiative in relation to the planning process will be assessed. For each LDD, a statement on key findings will be published alongside feedback on how comments have been considered. Representative samples of responses from consultation exercises will be analysed to identify any problems in engaging with traditionally under-represented groups. The LDF Annual Monitoring Report (AMR) will highlight where the assessment findings indicate that a fundamental change in methods is required. In such circumstances, the SCl may need to be reviewed. A review of the SCl may also be needed to reflect emerging best practice and government requirements, or to respond to changing local expectations with respect to community involvement.

## 10. How To Get Advice and Help

10.1 The planning system can look complicated and can put people off getting involved in plan-making or commenting on planning applications.

Where can you turn to for help?

10.2 The first point of contact should be a member of the Council's planning staff who can answer queries and offer advice. Contact information for these officers and other useful contacts are identified in Appendix 8.

10.3 Other organisations and agencies where you may find help include:

### Planning Aid

10.4 A charity offering free and unbiased advice to groups and individuals unable to afford a planning consultant;

### Local Government Ombudsman

10.5 They will investigate a case if you feel that the Council has made a procedural or administrative mistake in its decision making process.

10.6 Contact details for these organisations can be found in Appendix 8.

## APPENDIX 1

### Summary of The Planning System

#### Why Plan?

Planning provides the process for influencing the future of communities in both urban and rural areas. The framework of land use in Britain is largely provided by the Town and Country Planning System. This aims to secure the most effective and efficient use of land in the public interest. Although planning is a land use function, it can help individuals, groups and businesses respond to social, economic and environmental challenges.

Planning has always encouraged community involvement and in the past it was one of the very few policy arenas where there was a statutory requirement to involve the public. Planning does not seek to prevent development and change and does not represent the interests of just one group or individual but seeks to achieve a balanced and sustainable approach to development.

A Government booklet 'Creating better places to live: A guide to the planning system in England' provides an introduction to the planning system and is available, free of charge, from the Council or directly from the Department for Communities and Local Government (DCLG). Contact details for the Council are set out in Appendix 8.

#### What Is A Development Plan?

Decisions on whether to allow proposals to build on land or to change its use are made by local planning authorities. Development plans set out each local planning authority's policies and proposals for the development and use of land in

their area. Decisions on planning applications are made in accordance with this Development Plan and any other material considerations in given circumstances.

The new planning system, to which this document relates, was introduced in 2004 under the Planning and Compulsory Purchase Act.

Under the previous planning system, the Development Plan for Ipswich was made up of two plans. The Suffolk Structure Plan set out the strategic policies for the county, and the Ipswich Local Plan 1997 (and the First Deposit Draft Local Plan 2001) identified specific areas of land to be developed or protected and set out detailed policies to guide and control development proposals. The policies in these plans will be saved until replaced by new policies included in Development Plan Documents (DPDs) prepared under the current planning system.

Under the new planning system the development plan will comprise:

- the Regional Spatial Strategy setting out the broad spatial development strategy for the East of England; and
- a series of Development Plan Documents within the Local Development Framework.

#### Local Development Framework

The Local Development Framework (LDF) is the name given to a collection of documents related to the new plan-making system as illustrated in the diagram below:

LOCAL DEVELOPMENT FRAMEWORK: a portfolio of local development and other documents								
LOCAL DEVELOPMENT DOCUMENTS					OTHER DOCUMENTS			
DEVELOPMENT PLAN DOCUMENTS				Supplementary Planning Documents	Statement of Community Involvement	Local Development Scheme	Sustainability Appraisal	Annual Monitoring Report
Core Strategy and Policies	Requirements for Residential Developments	Site Allocations and Policies	IP-One Area Action Plan					
<i>These documents and the Regional Spatial Strategy will comprise the Development Plan for the area and ultimately replace the Local Plan and Structure Plan.</i>								

There are basically two types of documents within the LDF - Local Development Documents setting out the spatial strategy and planning policies for the area, and other documents relating to the plan making process.

Like the existing Local Plan the purpose of the Local Development Documents within the LDF is to establish a framework for the consideration of planning applications for the development or use of land. These will need to ensure the most efficient use of land by balancing competing demands, within the context of sustainable development. In summary, the Local Development Documents are:

**A. Development Plan Documents (DPDs):**  
Together with the Regional Spatial Strategy, these will comprise the statutory Development Plan and deliver the spatial planning strategy for the area. The Development Plan Documents will be subject to independent public examination.

The Core Strategy and Policies DPD must generally conform with the Regional Spatial Strategy and all other DPDs must conform with the Core Strategy.

**B. Supplementary Planning Documents (SPDs)**  
These are non-statutory documents expanding on or providing further detail to policies in a Development Plan Document - they can take the form of design guides, development briefs, master plans or issue-based documents. Although SPDs will be subject to full public consultation, they will not be independently examined.

**C. Statement of Community Involvement (SCI)**  
This sets out the policies for involving the community and others with an interest in the development process both in the preparation and revision of Local Development Documents and with respect to planning applications.

The other documents included in the LDF are:

- i. **The Local Development Scheme (LDS)** – setting out the details of each of the Local Development Documents to be started over a period of three years or so and the timescales and arrangements for preparation. The current Ipswich Local Development Scheme can be viewed on the Council's website at [www.ipswich.gov.uk](http://www.ipswich.gov.uk)
- ii **Annual Monitoring Report (AMR)** – assessing the implementation of the Local Development Scheme and the extent to which policies in the Local Development Documents are being achieved.

In addition to the change in format, the emphasis of plan making is changing. Planning is now required to more consciously and deliberately take into account the economic, social and environmental implications when weighing up competing demands for land. The new emphasis, known as spatial planning, encourages community involvement in the early stages of plan making and provides a greater scope to promote and manage 'looked-for' change.

## Sustainability Appraisal

Local Development Documents should contribute to the achievement of sustainable development. Further, European Union (Strategic Environmental Assessment) Directive 2001/42/EC requires that a formal strategic environmental assessment is carried out for certain plans and programmes that are likely to have a significant effect on the environment, including planning and land use documents.

Local Development Documents (except this SCI) will therefore be subject to a sustainability appraisal (SA), which will incorporate the requirements of the Strategic Environmental Assessment (SEA). This will be a continual and integrated process starting when a new (or revised) Local Development Document is to be prepared.

The SA/SEA process requires an examination of the baseline information of the Borough as it is now together with data on how it may change in the future.

Sustainability objectives and indicators have been developed and will be used to test policies and proposals contained in Local Development Documents. The policies can then be adjusted accordingly to ensure that they are as sustainable as possible.

Appraisal at each stage of a document's preparation will inform the direction adopted at the next stage and sustainability appraisal reports will be subject to consultation alongside the document as it is developed.

## APPENDIX 2:

### The Nine Tests of Soundness

Independent examinations will be carried out on the Statement of Community Involvement and Development Plan Documents. These will primarily test their 'soundness'. The following tests of soundness are extracted from Planning Policy Statement 12 (PPS12). PPS12 sets out the government's policy on Local Development Frameworks. Further guidance has been developed by the Planning Inspectorate.

#### Statement of Community Involvement

In assessing whether the Statement of Community Involvement is sound, the Inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in the Regulations;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives (e.g. the Community Strategy);
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for different stages in the preparation of Local Development Documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

## Development Plan Documents

A Development Plan Document will be sound if it meets the following tests:

### *Procedural*

- i. it has been prepared in accordance with the Local Development Scheme;
- ii. it has been prepared in compliance with the Statement of Community Involvement, or with the minimum requirements set out in the Regulations, where no Statement of Community Involvement exists;
- iii. the plan and its policies have been subject to sustainability appraisal;

### *Conformity*

- iv. it is a spatial plan which is consistent with national policy and in general conformity with the Regional Spatial Strategy for the region, or in London, the spatial development strategy and it has properly had regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas;
- v. it has had regard to the authority's community strategy;

## *Coherence, Consistency and Effectiveness*

- vi. the strategies/policies/allocations in the plan are coherent and consistent within and between Development Plan Documents prepared by the authority and by neighbouring authorities, where cross-boundary issues are relevant;
- vii. the strategies/policies/allocations represent the most appropriate in all circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base;
- viii. there are clear mechanisms for implementation and monitoring; and
- ix. the plan is reasonably flexible to enable it to deal with changing circumstances.

## APPENDIX 3

### Consultation Bodies for Local Development Documents

The Government Regulations relating to the preparation of Local Development Documents require that certain minimum standards should be met for consulting on pre-submission DPDs (Regulations 25 and 26) and on draft SPDs (Regulation 17). These regulations make reference to:

- specific consultation bodies which must be consulted where the proposed subject matter of the LDD affects that body; and
- general consultation bodies which should be consulted if the local planning authority considers it appropriate.

The defined consultation bodies are listed below. The names and make up of the individual bodies change from time to time.

#### Specific Consultation Bodies:

- The regional planning body (the East of England Regional Assembly);
- a relevant authority any part of whose area is in or adjoins the area of the local planning authority (this includes parish councils, Suffolk County Council, Mid Suffolk District Council, Suffolk Coastal District Council and Babergh District Council);
- Countryside Agency;
- Environment Agency
- English Heritage
- English Nature
- Highways Agency
- Network Rail
- The Regional Development Agency whose area is in or adjoins the area of the local planning authority (East of England Development Agency);
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003 (eg. British Telecom);
- Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority (e.g. British Telecom, NTL, Orange etc); and any bodies from the following list who are exercising functions in any part of the area of the local planning authority:
  - Strategic Health Authority;
  - Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986 (e.g. British Gas)
  - Sewage undertaker; and
  - Water undertaker.

## Government Departments

- Government Office for the East of England, and any relevant land-owning government departments.

## General Consultation Bodies

- Voluntary bodies some or all of whose activities wholly or partially benefit any part of the local planning authority's area (eg. Ipswich Community and Voluntary Service, residents associations and tenants groups etc). Partnership arrangements between Ipswich Borough Council and the Ipswich Voluntary and Community Organisations are set out in the Ipswich Compact. The consultation of these organisations will, where possible, reflect the provisions set out in this contract;
- Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- Bodies which represent the interests of different faith groups in the local planning authority's area;
- Bodies which represent the interest of disabled persons in the local planning authority's area;
- Bodies which represent the interests of persons carrying on business in the local planning authority's area (e.g. Home Builders Federation, Chamber of Commerce etc).

## Other Consultees

A list of other possible agencies and organisations, which it is suggested that local planning authorities should consider the need to consult, is also set out in the Government's Planning Policy Statement (PPS) 12 on Local Development Frameworks. The Council considers that many of these would be regarded as general consultation bodies representing one of the interests listed above. Others such as environmental, conservation and wildlife groups would usually be consulted as a matter of course where the subject of the Local Development Document relates to such aspects. All the agencies and organisations suggested in PPS12 (with the exception of Transport for London and the Commission for New Towns) are, or will be included on the Ipswich LDF consultee database together with other organisations such as schools, estate agents, consultants, major landowners etc. and, of course, relevant government departments.

## APPENDIX 4

### Consultation Bodies for Planning Applications

#### STATUTORY CONSULTEES

Ancient Monuments Society  
All adjoining Parish Councils to Ipswich Borough  
Council for British Archaeology  
Department for Environment, Food and Rural Affairs (DEFRA)  
East of England Development Agency  
East of England Regional Assembly  
English Heritage  
English Nature  
Environment Agency  
Government Office for the East of England  
Health and Safety Executive  
Highways Agency  
Network Rail  
Sport England  
Suffolk County Council

#### MAIN OTHER CONSULTEES

Ipswich Borough Council service areas (as relevant)  
Anglian Water  
Associated British Ports Ltd  
Civil Aviation Authority  
Commission for Architecture and the Built Environment (CABE)  
Crown Estates  
Suffolk Constabulary  
Suffolk Wildlife Trust  
Sustrans

## APPENDIX 5

### Consultation Results on SCI Options (May and June 2005) and the Draft Statement of Community Involvement for Ipswich (May and June 2006)

#### Background

In May 2005 and May 2006, two different consultation documents were sent out to relevant stakeholders (national, regional and local organisations, voluntary and community groups and the general public).

The 2005 document invited respondents to indicate on an Options Table their preferences for possible methods of consultation for each type of document, as well as planning applications (see Table A below).

The results of this initial consultation were integrated into the Draft SCI that was produced in 2006. This 2006 document set out in detail the proposed methods that the Borough Council would use to involve the public in plan preparation and the determination of planning applications. The 2006 consultation invited people to comment on this draft document.

#### Summary of Results

##### Part 1. A Summary of Comments Received on the 'Statement of Community Involvement: Methods of Consultation' Document Published May 2005

A total of 91 comments were made in response to the 2005 consultation. These results are indicated in Table B, where the percentage of the total number of respondents indicating a preferred method is shown by the shading of relevant boxes (see the key to the tables).

There are two key findings to note from these results:

1. From the responses received, it would appear that, generally, the Council broadly correctly assessed the preferred methods for consulting the community as the majority of preferred methods indicated (see Table B) matched those set out by the Council in Table A.
2. A key area of consultation for the future in addition to existing, traditional methods will be via website technology and interactive on-line communication.

#### Council Response from the 2005 Consultation

Table B identifies a revised list of methods which the Borough Council intends to employ for particular documents. These are denoted by ticks and dots. Table B also identifies the methods which are unlikely to be employed due to resource limitations and lack of success in previous consultations. These are denoted by a cross.

**TABLE A:**  
Options table used in the 2005 consultation

CONSULTATION METHODS	POLICY DOCUMENTS			PLANNING APPLICATIONS		
	Strategic Policy Issues	Site/Area Specific Documents	Subject Specific Guidance	Level 1	Level 2	Level 3
<b>General Publicity</b>						
Public Notices				✓	✓	✓
Newspaper Articles/Notices	✓	✓	✓	✓	✓	✓
Leaflets and Newsletters						
Presentations						
Letters	✓	✓	✓	✓	✓	✓
TV/Radio Interviews						
Press Releases	✓	✓	✓			
<b>Public Consultation Events</b>						
Public Exhibitions/Drop In Sessions		✓				
Public Meetings						
Survey Questionnaires						
Area Forums		✓				
Consultation with Community Groups/Panels		✓				
Discussion Groups/Workshops	✓	✓	✓			
<b>Electronic Consultation</b>						
Website Information	✓	✓	✓	✓	✓	✓
Text Messaging						
Interactive E Card						
Interactive On-Line						
<b>Other</b>						
LPA Reception	✓	✓	✓	✓	✓	✓
Stakeholder Meetings	✓	✓	✓			
Out of Office Hours Services						
Local Architectural/Design Panels						
Public Speaking at Council meetings				✓	✓	✓

**KEY:** Level 1 Applications: 10 or more residential units or more than 1,000m<sup>2</sup> of floorspace  
Level 2 Applications: Departures from the development plan.  
Level 3 Applications: All other applications

✓ IBCs Stated Preferred Method

**TABLE B:**

**Results from the 2005 Consultation and the Ipswich Borough Council Response**

CONSULTATION METHODS	POLICY DOCUMENTS			PLANNING APPLICATIONS		
	Strategic Policy Issues	Site/Area Specific Documents	Subject Specific Guidance	Level 1	Level 2	Level 3
<b>General Publicity</b>						
Public Notices	X	●	X	✓	✓	✓
Newspaper Articles/Notices	✓	✓	✓	✓	✓	✓
Leaflets and Newsletters	●	●	●			
Presentations	●	●				
Letters	✓	✓	✓	✓	✓	✓
TV/Radio Interviews						
Press Releases	✓	✓	✓			
<b>Public Consultation Events</b>						
Public Exhibitions/Drop In Sessions	●	✓				
Public Meetings	●	●				
Survey Questionnaires	X	X				
Area Forums	●	✓				
Consultation with Community Groups/Panels	●	✓				
Discussion Groups/Workshops	✓	✓	✓			
<b>Electronic Consultation</b>						
Website Information	✓	✓	✓	✓	✓	✓
Text Messaging						
Interactive E Card						
Interactive On-Line						
<b>Other</b>						
LPA Reception	✓	✓	✓	✓	✓	✓
Stakeholder Meetings	✓	✓	✓			
Out of Office Hours Services						
Local Architectural/Design Panels						
Public Speaking at Council meetings				✓	✓	✓

TOTAL RESPONSES = 91

**KEY**

	0%–9%
	10%–24%
	25%–40%
	50%+

**Levels of Planning Applications**

- Level 1 Applications:** Major applications of 10 or more residential units or more than 1,000m<sup>2</sup> of floorspace
- Level 2 Applications:** Applications that are departures from the development plan
- Level 3 Applications:** All other applications

✓ IBCs Stated Preferred Method      ● Method used where appropriate      X Method unlikely to be used

## PART 2. A Summary of Comments Received on the Draft Statement of Community Involvement for Ipswich (May 2006)

A total of 39 responses were received to the second consultation. Some of those responses referred to consultation address details, or to simple grammatical comments. However, 22 respondents made comments that related to the issues within the SCI. Below are some of the key findings from the consultation response:

1. Respondents expressed broad support for the draft SCI;
2. The SCI should set out more details regarding the preparation stages and consultation on the SCI itself;
3. The SCI should emphasise the role of drop-in sessions and other consultation events.
4. More details should be given in relation to the resource implications of the provisions set out in the SCI;
5. The SCI need to set out the process for altering LDDs;
6. More information is needed regarding the involvement of hard-to-reach groups;
7. More details should be provided about pre-application discussion and consultation in relation to planning applications.

### Council Response

Wherever feasible and practical, people's comments were integrated into the submission draft SCI. Key changes made to the document as a result of this consultation include:

- A new Figure 3d (1(c) as amended) setting out the preparation stages for the Statement of Community Involvement, and amendments to Table 1 to include consultation provisions for the Statement of Community Involvement itself;
- More emphasis given to consultation events (see Table 1);
- The status of area forums increased to 'method used where appropriate' for strategic policy issues (see Table B above).
- More information given regarding the resources needed to fulfil the provisions set out in the SCI (see paragraph 5.4);
- A brief explanation of the consultation process for alterations to LDDs (see paragraph 5.9);
- More information given regarding methods to be used to engage hard to reach groups (see new paragraph 6.3);
- More emphasis and information given relating to pre-application discussions and consultation (see paragraph 8.19 and a new paragraph 8.21).

## APPENDIX 6

### Assessment of Consultation Methods Chosen and their Benefits

The selection of methods was based on both the past experience of planning officers, and on the preferences of the community. The methods chosen are those that received the most support during public consultation: see Appendix 5 Table B for more details.

#### Public Notices

For most types of planning application a public notice will be fixed to the nearest feature (e.g. a lamp post or fence) to the site of the application. In some cases this is a legal requirement, although in others the Council will display site notices where it feels the application is of wider interest or significance. These notices are useful in informing people who live or spend their time in the area of an application. Notices will also be placed where appropriate in relation to area or site-specific planning documents

#### Newspaper Articles/Notices

The Council is legally required to place notices in a local newspaper of important stages in the plan production process, and of current planning applications. The placing of articles in local newspapers is an effective way to publicise planning issues, inform the public and to get people involved.

#### Letters

Letters are an important way to ensure that the right people are informed of planning issues. The Council will send letters to people who are likely to be affected by planning applications. It will also write to the appropriate groups in relation to planning policy issues. The Council keeps a list of all those people who have asked to be involved in planning policy decisions, and letters will be sent out to people on this list at all key plan production stages.

Leaflets and newsletters will be posted to Ipswich residents to inform them of planning policy issues where it is considered appropriate by the Council.

#### Press Releases and Presentations

There will be times when the Council will need to issue press releases to inform people of important events relating to planning policy. This is an important way for the Council to put information across, and provide explanations for the decisions that it takes in relation to policy issues.

#### Public Consultation Events

There are a variety of public consultation events that will be carried out by the Council to enable the public to become actively involved in discussions relating to planning policy issues. Public exhibitions and drop-in sessions are open events that enable people to speak informally to planning policy staff about policy issues.

Area Forums and consultation with Community Groups/ Panels are more formal public events. They will involve a planning officer speaking to a particular group, and inviting comments and questions. Discussion Groups or Workshops involve meetings with invited guests to discuss particular issues in detail. These are very useful in gathering views and information on specific topics.

### **Website Information**

The Council will make available information regarding planning policy issues and planning applications on its website. This will include links to planning policy documents and publicising consultation events, as well as providing access to planning applications lists and to more detailed information regarding the details for each application received. This is an increasingly effective way to make a large amount of information easily available to the public.

### **Ipswich Borough Council Reception**

Another way to find out information about planning issues in Ipswich is to visit the Council's Reception at Grafton House, or to visit the Customer Service Centre in the Town Hall. This enables the public to come and speak to Council personnel, including planning officers, and to get information and advice.

### **Stakeholder Meetings**

Like discussion groups/ workshops, stakeholder meetings are an effective way to discuss specific planning policy issues with invited guests.

## APPENDIX 7:

### Delegated Powers Scheme (as at March 2006)

#### *Relevant Delegations to the Head of Planning and Development*

1. Subject to the limitation below, to determine applications and deal with consultations on, and notifications of development:

- (a) for planning permission; or approval under conditions or reserved matters attached to a planning permission; alterations to a proposal already having planning permission and renewals of a planning permission;
- (b) for consent to display advertisements;
- (c) to construct overhead electricity lines;
- (d) for consent to top, lop or fell trees subject to a Tree Preservation Order or trees in Conservation Areas;
- (e) for a certificate of lawful use or development (whether the development or change of use has taken place or not);
- (f) for listed building or conservation area consents;
- (g) for development by Suffolk County Council, or of its land;
- (h) for development by the Council, or of the Council's land;

- (i) for development by government departments;
- (j) for development of land outside the Borough where the Council is consulted; or
- (k) for hazardous substances consent.

*Guidance note:* Whilst there is no limit on the powers of the Head of Development Control's powers to decide these matters, it is expected that the Head of Development Control will exercise judgment about which cases are referred to committee and in doing so will normally consider the following factors:

- the scale of the proposal
- any controversial planning issues raised by the application
- any views expressed by Councillors
- the extent to which the proposal is in accordance with planning policies
- government targets for decisions to be taken by officers under delegated powers.

2. Information about applications

The power to decide what information is needed before a decision can be taken on any application (including the power to decide whether or not an environmental impact assessment is needed and screening and scoping opinions).

### 3. Acceptance of Land

To exercise the Council's powers to accept land, where the land is or is to be transferred to the Council under planning obligation or for another planning purpose.

### 4. Notifications of Development and applications under Permitted Development Rights

To take any action in response to notifications of proposed development required to be given before exercising permitted development rights, and to deal with any subsequent application for consent.

### 5. Enforcement

(a) To take any enforcement action including the issue and service of any statutory notice which includes (but is not limited to):

- enforcement notices
- stop notices
- breach of condition notices
- listed building enforcement notices
- planning contravention notices
- hazardous substances contravention notices
- advertisement discontinuance notices.
- untidy site notices.

(b) To exercise any statutory power to withdraw any such notice, to waive or relax any of their contents, or extend a period for compliance.

### 6. Building Preservation Notices

To serve and withdraw building preservation notices on unlisted buildings. The reasons for the notice and any question of potential compensation must be reported to earliest available meeting of the Development Control Committee.

### 7. Urgent Works Notices

To serve urgent works notices where the Head of Development Control is satisfied that it is necessary to serve such a notice without delay to avoid damage or the risk of damage to an unoccupied listed building. The reasons for the notice and any question of potential compensation must be reported to earliest available meeting of the Development Control Committee.

### 8. Trees

To make Tree Preservation Orders where the Head of Development Control is satisfied that it is expedient to make such an Order.

To confirm Tree Preservation Orders where no objections are received.

To take any action which the Council has power to take in order to require the planting of any tree.

To serve compensation directions concerning applications for works under a tree preservation order.

## 9. Hedgerows

To exercise the Council's powers with respect to hedgerows.

## 10. Highways

To deal with obstructions to the highway in the vicinity of any shop.

## 11. Planning Agreements

To authorise the Council to enter into any planning obligation agreement which relates to:

- provision of social housing
- provision of public open space or any kind of play area
- the use of a family annexe as a dwelling
- the payment of an education contribution for the benefit of the local education authority.

## 12. Grants with respect to Listed Buildings and Conservation Areas

To make any grant that the Council has power to make in connection with a listed building or another building of architectural or historic interest or conservation areas.

*Note: Ipswich Borough Council's Head of Planning and Development has overall responsibility for Development Control, Conservation and Local Land Charges. The Head of Development Control manages the processing and determination of planning applications, and associated functions.*

## APPENDIX 8

### Useful Contact Details

All enquiries relating to planning policy issues and the Local Development Framework should be directed to:

#### Strategic Planning & Regeneration Team

Ipswich Borough Council  
3rd Floor Grafton House  
15-17 Russell Road  
Ipswich, IP1 2DE

Tel: (01473) 432933

E-mail: [planningandregeneration@ipswich.gov.uk](mailto:planningandregeneration@ipswich.gov.uk)

All enquiries relating to planning applications, the Planning and Development Committee and advice on development proposals should be directed to:

#### Planning & Development Team

Ipswich Borough Council  
3rd Floor Grafton House  
15-17 Russell Road  
Ipswich, IP1 2DE

Tel: (01473) 432901

E-mail: [planninganddevelopment@ipswich.gov.uk](mailto:planninganddevelopment@ipswich.gov.uk)

#### Customer Service Centre

Access to information regarding planning applications, as well as other Council services should be sought at:

Customer Service Centre  
Town Hall  
Princes Street  
Ipswich, IP1 1BZ

Tel.: 01473 432000

E-mail: [enquiry@ipswich.gov.uk](mailto:enquiry@ipswich.gov.uk)

#### Planning Aid: East of England

For all initial planning enquiries in this region please contact:

Christine Flittner  
Caseworker  
Planning Aid  
PO Box 289  
Redgrave  
Diss  
Norfolk  
IP22 1WZ

Tel: 0870 850 9801

E-mail: [eecw@planningaid.rtpi.org.uk](mailto:eecw@planningaid.rtpi.org.uk)

Available Tuesday, Wednesday, Thursday morning and Friday morning. If calling outside of these times, please leave a message.

#### Local Government Ombudsman

For more information and contact details please log on to: [www.lgo.org.uk](http://www.lgo.org.uk)

## APPENDIX 9

### Glossary

	<b>Adopt</b>	The final confirmation of a plan as a statutory document by the local planning authority.
	<b>Allocation of Land</b>	The identification of how land should be developed or built on in the future (eg. new housing development).
<b>AMR</b>	<b>Annual Monitoring Report</b>	Report submitted to Government on the progress of preparing the Local Development Framework and the extent to which policies are being achieved.
	<b>Appeals</b>	The process whereby an applicant can challenge an adverse decision on an application by means of written representations, as in a formal hearing or formal inquiry proceedings.
<b>AAP</b>	<b>Area Action Plan</b>	A type of development plan document relating to specific areas of major opportunity and change or conservation.
	<b>Best Practice</b>	Proven, practical and successful solutions to common problems.
	<b>Circular</b>	A Government publication setting out policy approaches.
	<b>Code of Practice</b>	Guidance.
<b>CABE</b>	<b>Commission for Architecture and the Built Environment</b>	CABE is a statutory body sponsored by the Department for Culture, Media and Sport (DCMS) and funded by them and the Office of the Deputy Prime Minister (ODPM).
	<b>Community Forum</b>	A non-statutory public forum for discussing neighbourhood and community issues and needs.
	<b>Community Plan</b>	Sets out a long-term vision and details the principles and priority aims necessary to achieve its vision for the Borough and to improve services.
	<b>Consultation</b>	Seeking people's views to guide decision-making.
	<b>Consultees Database</b>	A list containing details of groups, organisations and individuals to be consulted on planning policy documents. To be included on the list, contact Strategic Planning and Regeneration on 01473 432933 or e-mail: <a href="mailto:planningandregeneration@ipswich.gov.uk">planningandregeneration@ipswich.gov.uk</a>

	<b>Core Strategy</b>	A Development Plan Document setting out the spatial vision and objectives of the planning framework for the area, having regard to the Community Strategy. All other Development Plan Documents must conform with the Core Strategy.
	<b>Corporate</b>	With reference to the Local Authority, all service areas and interests acting as a united group.
	<b>Corporate Consultation Strategy</b>	Outlines the purpose, needs and benefits of a consultation framework.
<b>DCLG</b>	<b>Department for Communities and Local Government</b>	Government department responsible for town and country planning, policy and administration.
<b>DEFRA</b>	<b>Department for Environment, Food and Rural Affairs</b>	Government department.
	<b>Development Plan</b>	Documents setting out the policies and proposals for the development and use of land and buildings. Under the new planning system it comprises the Regional Spatial Strategy and Development Plan Documents, whilst under transitional arrangements between the old and new planning systems it comprises the Structure Plan and Local Plan.
<b>DPD</b>	<b>Development Plan Document</b>	A local development document in the Local Development Framework which forms part of the statutory development plan. The core strategy, documents dealing with the allocation of land, area action plans and the proposals map are all development plan documents.
	<b>Feedback</b>	Reporting back information on something that has been done.
	<b>Freedom of Information Act 2000</b>	Details the general right of access to information held by public authorities.
	<b>Independent Examination</b>	The process by which an independent Planning Inspector publicly examines the soundness of a DPD and any representations made against it before issuing a binding report.

	<b>Ipswich Partnership</b>	The Local Strategic Partnership (LSP). Set up to bring together a range of organisations to give the town a strong voice. The main aim is to improve social, economic and environmental well-being by providing existing services more effectively, improving areas and setting a vision for the future which will be guided by the Community Strategy.
	<b>Local Authority</b>	Organisation governing the area (eg. the Borough Council, County Council etc).
<b>LPA</b>	<b>Local Planning Authority</b>	The Local Authority that is empowered by law to exercise planning functions. Normally this is the Borough or District Council.
<b>LDD</b>	<b>Local Development Document</b>	An individual document in the Local Development Framework. It includes Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
<b>LDF</b>	<b>Local Development Framework</b>	The overarching term given to the collection of Local Development Documents which collectively will provide the local planning authority's policies for meeting the community's economic, environmental and social aims for the future of the area where this affects the development and use of land and buildings. The LDF also includes the Local Development Scheme and the Annual Monitoring Report.
<b>LDS</b>	<b>Local Development Scheme</b>	A public statement setting out the programme for the preparation of Local Development Documents.
	<b>Local Plan</b>	A statutory development plan prepared under previous legislation (the old planning system. It is a legal document containing all the policies and standards that are currently used to determine decisions on planning applications received by the Council.
	<b>Material Consideration</b>	A matter which should be taken into account in deciding on a planning application or on an appeal against a planning decision.
	<b>National Planning Policy</b>	Government policy contained within Planning Policy Guidance (PPG) and Planning Policy Statements (PPS)
	<b>Non-Statutory</b>	Not strictly required by written law.

	<b>Planning Application</b>	An application for permission from the local planning authority to commence building work or change of use of buildings.
	<b>Planning &amp; Compulsory Purchase Act 2004</b>	Government legislation introducing a new approach to development planning.
	<b>Planning &amp; Development Committee</b>	A panel of elected Council members whose role is to consider difficult or complicated planning and other applications. Normally meets every three weeks.
<b>PPG</b>	<b>Planning Policy Guidance</b>	Government documents providing policy and guidance on a range of planning issues such as housing, transport, conservation etc. PPGs are currently being replaced by Planning Policy Statements.
<b>PPS</b>	<b>Planning Policy Statements</b>	Government documents replacing PPGs and designed to separate policy from wider guidance issues.
	<b>Policies</b>	Legal guidance documents.
	<b>Proposals Map</b>	Illustrating on an Ordnance Survey base the policies and proposals of development plan documents and any 'saved' policies of the Local Plan.
<b>RPG</b>	<b>Regional Planning Guidance</b>	Planning policy and guidance for the region issued by the Secretary of State. RPG became the Regional Spatial Strategy upon commencement of the Planning & Compulsory Purchase Act 2004.
<b>RSS</b>	<b>Regional Spatial Strategy</b>	Statutory regional planning policy forming part of the Development Plan and prepared by the regional planning body. The Local Development Framework must be in conformity with the RSS.
	<b>Saved Policies</b>	Policies within the Local Plan and Structure Plan that remain in force for a time period pending their replacement as necessary by development plan documents of the Regional Spatial Strategy.
<b>SSSI</b>	<b>Site of Special Scientific Interest</b>	An area of land which, in the opinion of English Nature, is of special interest at a national level due to its flora, fauna or geological or physiographical features.

	<b>Six Week Period</b>	A statutory period of time for public consultation to take place on specific local development documents.
	<b>Soundness</b>	In the process of examining a planning document an inspector assesses whether the document is reasonable, shows good judgement and is justifiable (ie. sound).
	<b>Spatial Planning</b>	Taking into account the economic, social and environmental implications when weighing up competing demands for land.
	<b>SCI</b>	Statement of Community Involvement Sets out the standards to be achieved in involving the community and other stakeholders in the preparation, alteration and review of local development documents and in significant development control decisions.
	<b>Statement of Conformity</b>	A statement setting out how a planning document is a spatial plan which relates to other policies and strategies, is consistent with national planning policy and is in line with the Regional Spatial Strategy.
	<b>Statutory</b>	Required through written law, usually through an Act of Parliament.
<b>SEA</b>	<b>Strategic Environmental Assessment</b>	A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes.
	<b>Structure Plan</b>	A statutory development plan setting out strategic policies for environmental protection and development and providing the more detailed framework for local plans. Policies in the structure plan will be saved for a time period under the transitional arrangements of the Planning & Compulsory Purchase Act 2004.
<b>SPD</b>	<b>Supplementary Planning Document</b>	A local development document which provides further detail of policies in the development plan documents or of saved local plan policies. They do not have development status.

SPG	Supplementary Planning Guidance	Providing additional guidance expanding policies in a local plan. SPGs will remain relevant where they are linked to saved policies but will ultimately be replaced by supplementary planning documents.
	Sustainable	To maintain the vitality and strength of something over a period of time.
	Sustainable Development	Development that meets the needs of the current generation without compromising the ability to meet those of future generations.
SA	Sustainability Appraisal	Identifies and evaluates social, environmental and economic effects of strategies and policies in a local development document from the outset of the preparation process. It incorporates the requirements of the Strategic Environmental Assessment (SEA) Directive.
	Third Party Right of Appeal	An applicant for planning permission who is not happy with the Council's decision can appeal to a third party, normally the Planning Inspectorate. An inspector will be appointed to review the Council's decision.
	Transitional Arrangements	Government regulations describing the process of development plans begun before, and to be completed after, the Planning & Compulsory Purchase Act 2004.
	Vision	A long term view, an image of how things might be in the future.
	Voluntary Sector	Non-statutory organisations controlled by people who are unpaid and usually elected.







This information can be made available on audio tape, braille or alternative formats upon request  
**01473 432933**

উপরক্ত অনুসন্ধানের অনুবাদ (ট্রান্সলেশান)  
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যোগাযোগ করুন **01473 432933**

您如需要以上信息的  
翻譯稿，請聯系：**01473 432933**

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