

Trafford Revised Statement of Community Involvement

CONSULTATION DRAFT June 2015

1. Introduction

- 1.1. Trafford Council is seeking to ensure that the planning system in the borough is as transparent, accountable, socially inclusive and participatory as possible. The Council wishes to encourage more meaningful community involvement that provides opportunities for more active participation and discussion as early in the plan preparation and planning application process as possible.
- 1.2. The Statement of Community Involvement (SCI) is a key document that forms part of the Local Planning Framework. The SCI sets out how and when the community (in its widest sense) will be involved in the preparation of a Local Plan and other planning documents and how they will be consulted on planning applications. It is a statutory requirement under the Planning and Compulsory Purchase Act (2004) for the Council to prepare a SCI.
- 1.3. Since the Planning and Compulsory Purchase Act came into force in September 2004, there have been a number of amendments to accompanying planning regulations, including the Town and Country Planning (Local Planning) (England) Regulations 2012. The 2012 regulations consolidate the existing 2004 Regulations and the subsequent amendments made to them, whilst also making new provisions and amendments to take into account the changes made by the Localism Act 2011, including the "Duty to Co-operate".

About the Statement of Community Involvement

- 1.4. The SCI is one of the planning documents which the Council is required to produce. The document will guide all community involvement on planning matters in Trafford. The SCI has been prepared to ensure that the people of Trafford know when, how and for what reason they will be able to participate in planning matters. It also makes clear the expectations required of developers with regards to community consultation.
- 1.5. In producing the SCI, it is the Council's intention to promote effective public participation in the planning system. This will make sure that all sections of the community have the opportunity to be actively and continuously involved from the very start of the planning process both in the preparation and subsequent revision of development plans and in significant decisions on planning applications.
- 1.6. The aim is that by achieving greater community engagement throughout the planning process our stakeholders and other organisations will have an active involvement in identifying and addressing the main planning issues, and in the development of planning policies and proposals. In this way it is hoped that many objections will be resolved prior to the independent examination of local plans, and prior to the determination of planning applications and there will be greater local understanding and ownership of subsequent development in the Borough.
- 1.7. When preparing planning documents or determining planning applications the Council must comply with the community engagement requirements as set out in the adopted Statement of Community Involvement. When a Local Plan is submitted to the Secretary of State a "

Statement of Compliance" will be required to be submitted outlining how the community engagement requirements of the Statement of Community Involvement have been met during the process.

Why the Statement of Community Involvement has been updated

- 1.8. This document provides a revision to the SCI that was adopted in February 2010. The need to update the SCI has been primarily necessitated as a result of changes in the regulations brought about by the publication of the Town and Country Planning (Local Planning) (England) Regulations 2012 as well as changes to local development management protocols.
- 1.9. The main changes introduced by the 2012 Regulations consolidate the existing Town and Country Planning (Local Development) (England) Regulations 2004 and the subsequent amendments made to them, and make new provisions and amendments to take into account of the changes made by the Localism Act 2011, including the "Duty to Co-operate".

Trafford Partnership

- 1.10. The Trafford Partnership is Trafford's Local Strategic Partnership which brings together local residents and organisations from across the public, private, voluntary, faith and community sectors to work together to achieve the vision; For Trafford to be a place where our residents achieve their aspirations and where our communities are thriving.
- 1.11. The Trafford Partnership's refreshed Sustainable Community Strategy (Trafford Partnership Community Strategy and Vision 2021) sets out a framework for sustaining and improving the economic, social and environmental well-being of the Borough and its residents. The Local Plan will be the main means for delivering the spatial elements of the Community Strategy, and will provide the long-term spatial context within which the Community Strategy will be implemented and reviewed.
- 1.12. The Council will, wherever possible, link consultation on Planning Documents with similar engagement exercises being undertaken by the Trafford Partnership and associated Locality Partnerships as part of the Community Strategy implementation and review process to maximise the benefits of joint consultation, take advantage of best practice, reduce the risk of consultation fatigue and avoid unnecessary duplication of effort.
- 1.13. Further details about the Trafford Partnership and Locality Partnerships can be found here: <http://www.traffordpartnership.org/>

2. Plan Making in Trafford

- 2.1. The Planning Framework in Trafford sets out the principles for how spatial planning will contribute to the achievement of the Trafford Partnership Community Strategy, within the context of national planning policies. The Planning Framework in Trafford consists of the following types of documents:
- The Local Plan - This currently includes the Core Strategy, the emerging Land Allocations Plan, The GM Joint Waste Plan, the GM Joint Minerals Plan, the Revised Unitary Development Plan (UDP) and the Policies Map;
 - Supplementary Planning Documents - These documents are intended to provide additional information to assist with the interpretation and implementation of policies set out within the Trafford Local Plan: Core Strategy and the "saved" Policies and Proposals of the Revised UDP;
 - Neighbourhood Plans – these are small area plans produced by the local community and which form part of the local statutory development plan and are the basis for determining planning applications in that area. At present, there are no formal Neighbourhood Plans in Trafford although there are two designated Business Neighbourhood Areas at Altrincham Town Centre and Trafford Park;
 - Other Plan Documents – These support the production and implementation of the Planning Framework and include the Trafford Community Infrastructure Levy, the Annual Monitoring Report, the Local Development Scheme and the Statement of Community Involvement.

The Duty to Cooperate

- 2.2. The duty to co-operate is a legal requirement of the plan preparation process. It was introduced by the Localism Act and requires local authorities to consider strategic planning beyond their boundaries and provides a mechanism to address larger issues than can be dealt with by the local planning authority working alone. This may include:
- The provision for new housing across a wider housing area
 - The provision of major retail, leisure, industrial and other economic development.
 - The provision of infrastructure such as roads, rail, energy generation, etc.; and
 - The protection and enhancement of the natural and historic environment
- 2.3. The Government expects that local planning authorities should work collaboratively with other bodies to ensure that strategic issues are properly co-ordinated and clearly reflected in individual Local Plans.
- 2.4. The Town and Country Planning (Local Planning) (England) Regulations 2012 usefully clarifies the public bodies which the "duty to co-operate" also covers. This includes, amongst others:
- Neighbouring Local Authorities
 - Environment Agency
 - English Heritage
 - Natural England
 - Civil Aviation Authority
 - Homes and Community Agency
 - Highways Agency
 - Highways Authorities
 - Integrated Transport authorities
 - Local Enterprise Partnerships

- 2.5. Appendix A – Consultation Bodies sets out those specific bodies which Trafford Council will cooperate with on strategic planning matters as part of its Duty to Cooperate. Further details about the Duty to Cooperate and what it means for the preparation of planning documents can be found here: <http://planningguidance.planningportal.gov.uk/blog/guidance/duty-to-cooperate/what-is-the-duty-to-cooperate-and-what-does-it-require/>

The Greater Manchester Spatial Framework

- 2.6. The ten Greater Manchester authorities have agreed to produce a joint Greater Manchester Spatial Framework Development Plan Document (GMSF). The GMSF will provide the overarching framework to strategically manage sustainable growth and development across the conurbation over the next twenty years or so. Principally, the GMSF will identify the housing numbers and employment floorspace needs and associated infrastructure requirements, as well as identifying the key broad opportunity areas where this growth should be focused.
- 2.7. Work on the GMSF will be coordinated and managed by the Association of Greater Manchester Authorities (AGMA) on behalf of the ten districts. This Statement of Community Involvement sets out how the community and other stakeholders will be involved in the preparation of the joint GMSF.
- 2.8. The Greater Manchester Agreement provides for a directly elected mayor with powers over strategic planning, including the power to create a statutory spatial framework for GM (with a unanimous vote of the Mayor’s cabinet). Legislation is required to enable these changes and it is anticipated that the first city region Mayor elections will take place in early 2017. The governance of the document will transfer from a joint development plan document by AGMA Executive Board to the GMSF produced by GM Mayor/Greater Manchester Combined Authority. The consultation arrangements will need to be reviewed at this time.
- 2.9. Further details on the GMSF can be found here: http://www.agma.gov.uk/what_we_do/planning_housing_commission/greater-manchester-spatial-framework/index.html. A list of consultation bodies for Trafford who would be involved in the preparation of the GMSF can be found in Appendix A.

Local Plan Documents

- 2.10. All local authorities are required to produce a Local Plan with the aim of providing a more flexible planning system that adapts to changing priorities and which seeks to secure sustainable development. Local Plan Documents are planning documents that have been subject to independent testing and once adopted form part of the Statutory Development Plan. These are the documents against which planning applications are assessed. Planning decisions must be made in accordance with these documents unless material considerations outweigh the need to stick to their policies.
- 2.11. The Council will consult widely during the preparation of Local Plan documents, inviting representations on what they should contain, the supporting evidence, the key issues, the options for addressing the issues and on the preferred options/approaches. Representations will also be invited on a draft document during a specified time period. Comments that are submitted will be considered prior to the next stage.

- 2.12. At the publication stage, when the proposed submission version of the document is published, the Council will allow formal representations to be made for a period of at least 6 weeks on the soundness of the plan and whether it complies with legal requirements. Following submission an independent inspector will be appointed to undertake a public examination. People who made representations at the Publication stage may be able to appear at the examination, at the Plan Inspector's discretion.
- 2.13. The Local Plan sets out how we will plan the future of development in Trafford. It will guide new developments to appropriate locations, while protecting our natural environment and built heritage, and provides guidance to developers on submitting planning applications.
- 2.14. The Local Plan is shaped by the National Planning Policy Framework - the top tier of planning policy. The Framework provides guidance to local authorities and other agencies on planning policy and the operation of the planning system. It covers issues such as housing, green belts, economic growth, heritage, sustainable development, biodiversity, transport, minerals, open space, sport and recreation.
- 2.15. Further details on the Trafford Local Plan and the documents that make it up, can be found here: <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/local-plan.aspx>. Further details about local plan preparation and the statutory process that needs to be followed can be found here: http://planningguidance.planningportal.gov.uk/blog/policy/achieving-sustainable-development/plan-making/#paragraph_150 <http://planningguidance.planningportal.gov.uk/blog/guidance/local-plans/local-plans-key-issues/>.
- 2.16. A list of consultation bodies who would be involved in the preparation of the Trafford Local Plan can be found in Appendix A.

Supplementary Planning Documents

- 2.17. Supplementary Planning Documents are non-statutory planning documents prepared by the Council in consultation with the local community. These documents are intended to provide additional information to assist with the interpretation and implementation of policies set out within the Trafford Local Plan: Core Strategy and those Policies and Proposals of the Revised UDP which have not been replaced by the Core Strategy.
- 2.18. SPDs will be taken into account as a material consideration when the Council makes its decision on the many planning applications that are submitted. The weight given to Trafford's SPDs is considerable, as they are prepared in consultation with the public, revised and then approved for development control purposes by the Council. The process for adopting SPDs is similar to that for Local Plan documents in that there is a preparation/scoping phase, and a formal consultation prior to adoption. Unlike, Local Plan documents, however, SPDs are normally much shorter in length and go through a less involved production process with no formal Submission or formal examination by an independent planning inspector.
- 2.19. Further details on the Council's Supplementary Planning Documents can be found here: <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/supplementary-planning-documents.aspx>. Further details about the preparation of Supplementary Planning Documents can be found here:

http://planningguidance.planningportal.gov.uk/blog/guidance/local-plans/adoption-monitoring-and-supplementary-planning-documents/#paragraph_028

- 2.20. A list of consultation bodies who would be involved in the preparation of Supplementary Planning Documents in Trafford can be found in Appendix A.

Neighbourhood Plans

- 2.21. Neighbourhood planning is a new right for communities introduced through the Localism Act 2011. For the first time, local people can have a major statutory say in helping to shape development in the areas in which they live. It empowers communities to shape the development and growth of a local area through the production of a neighbourhood plan. Plans will become part of the local statutory development plan and will form the basis for determining planning applications in that area.
- 2.22. Communities will be in the driving seat of neighbourhood planning. The local parish or town council will lead the work. In areas without a parish council, Neighbourhood Forums will need to be established and take the lead. In areas which are predominately commercial (such as a high street or town centre), a Business Neighbourhood Plan should be produced by a Business Neighbourhood Forum.
- 2.23. The local planning authority must provide support and make the necessary decisions at key stages, for example, it will organise an independent examination and, as the responsible authority for running elections in the area, the neighbourhood referendum at the end of the process. The referendum ensures that the local community has the final say on whether a neighbourhood development plan comes into force in their area. For a Business Neighbourhood Plan, there are two referenda – one for residents and one for non-domestic rate payers. This need for a local vote on whether to adopt a Neighbourhood Plan or not is a unique feature and distinguishes it from Local Plans in terms of the procedures involved.
- 2.24. Further details on the Neighbourhood Plans in Trafford can be found here: <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/neighbourhood-planning.aspx>. Further advice on Neighbourhood Planning and details of the process of preparing and adopting Neighbourhood Plans can be found here: <http://planningguidance.planningportal.gov.uk/blog/guidance/neighbourhood-planning/>
- 2.25. A list of consultation bodies who would be involved in the preparation of Neighbourhood Plans in Trafford can be found in Appendix A.

Other Planning Documents

- 2.26. The **Community Infrastructure Levy** (also known as CIL) allows Local Authorities in England and Wales to set a financial levy on developments to provide for essential infrastructure to support planned growth. CIL charges will be based on the size, type and location of the development proposed. The levy will be applied as a charge on each square metre of new building, and most developments in Trafford will be liable for it. The Trafford CIL Charging Schedule came into effect on 07 July 2014. Further details on the Council's CIL regime can be found here: <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/community-infrastructure-levy.aspx>. Full details on the process involved in the preparation and review of Community Infrastructure Levies can be found here:

<http://planningguidance.planningportal.gov.uk/blog/guidance/community-infrastructure-levy/>

- 2.27. The Council's programme for the preparation of development plans can be found in the **Local Development Scheme** (also known as the LDS). The Local Development Scheme is a public statement which sets out the Council's project plan for the production and review of Planning documents, including a description and timetable for each individual document. The LDS is available on the Council's website <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/local-development-scheme.aspx>. More information about Local Development Schemes can be found here: http://planningguidance.planningportal.gov.uk/blog/guidance/local-plans/preparing-a-local-plan/#paragraph_009
- 2.28. The **Statement of Community Involvement** (SCI) sets out how we involve people in preparing planning policies and on planning applications. It includes details about who will be involved, consulted with and how and when this will be done. Further details of the Council's current SCI can be found here: <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/statement-of-community-involvement.aspx>. Further guidance on Statements of Community Involvement can be found here: http://planningguidance.planningportal.gov.uk/blog/guidance/local-plans/preparing-a-local-plan/#paragraph_017
- 2.29. An integral part of the planning system is the requirement for the Council to prepare an **Authority Monitoring Report** (AMR) each year. This report contains information on the implementation of the Local Development Scheme and the extent to which planning policies are achieving their purpose. The most up-to-date and previous Authority Monitoring Reports are available on the Council's website: <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/authority-monitoring-report.aspx> and more guidance about Authority Monitoring Reports can be found here: http://planningguidance.planningportal.gov.uk/blog/guidance/local-plans/adoption-monitoring-and-supplementary-planning-documents/#paragraph_027
- 2.30. The Council has to maintain up to date information from survey and evidence gathering in order to underpin the preparation of its planning policies and proposals. The monitoring of this **Evidence Base** is one of the key indicators of a need to prepare or review a Local Plan Document and covers a wide range of issues including housing and employment land, retail development, open space, flood risk, school provision, etc. Where possible and appropriate, the Council will seek the involvement of relevant groups and organisations in the development of this information base with a view to ensuring reliable and robust evidence which is widely accepted as common ground. Groups and organisations will be selected from the list of specific and general consultees listed in Appendix A as appropriate. Further details of the Council's current Evidence Base can be found here: <http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/evidence-base-and-monitoring.aspx>. Further guidance on the use of an Evidence Base in the preparation of planning documents can be found here: http://planningguidance.planningportal.gov.uk/blog/guidance/local-plans/preparing-a-local-plan/#paragraph_014
- 2.31. **Sustainability Appraisal** (SA) is a key part of developing good planning documents in Trafford. It has to be carried out at all stages of Plan preparation to ensure the documents are assessed against social, environmental and economic objectives and are as sustainable as possible.

Further details about sustainability appraisal and the specific requirements for the appraisal of Local and Neighbourhood Plans can be found here:

<http://planningguidance.planningportal.gov.uk/blog/guidance/strategic-environmental-assessment-and-sustainability-appraisal/>

- 2.32. A list of consultation bodies who would be involved in the preparation of Other Planning Documents can be found in Appendix A.

Who Will We Consult?

- 2.33. It is important to consult a broad range of groups at various stages in the preparation of Local Plan Documents and Supplementary Planning Documents. The key groups are listed below:

- The general public;
- Other Council Services;
- Neighbouring Local Planning Authorities – e.g. Manchester City Council, Cheshire East, etc.;
- Town & Parish Councils – e.g. Partington Town Council, Warburton Parish Council, etc.;
- Resident/ Community Groups;
- Businesses/ representative bodies e.g. Altrincham and Sale Chamber of Commerce;
- The Trafford Partnership & Locality Partnerships (Local Strategic Partnership Members);
- Central Government Departments and Agencies;
- Statutory Bodies;
- Interest Groups/ representative bodies;
- Hard to Reach Groups/ representative bodies including the young; the elderly and the disabled;
- Minority groups/ representative bodies including religious racial, ethnic or national groups

- 2.34. In preparing or revising Local Plan Documents, the Council is required by legislation to consult formally a number of specific bodies to the extent that it considers the proposed subject matter of the document affects them. Legislation and Government guidance also identifies a range of general bodies and other consultees. The Council must consult such of these as it considers appropriate. A full list of Consultees is set out in Appendix A.

- 2.35. The Council has a formal requirement to fulfil the "Duty to Co-operate" and therefore the Council will undertake a proactive and collaborative approach with adjoining authorities and other public organisations, where necessary, when completing the various stages of Plan preparation.

- 2.36. The Council maintains a database of individuals who have expressed an interest in the Development Planning Framework. This enables the community to register to be involved throughout the planning process.

How Will We Consult?

Website:

- 2.37. The Council's website (www.trafford.gov.uk) is used to display all the latest Council publications and consultation documents, together with associated explanatory information, response forms and contact details.

- 2.38. All consultation documents will be contained on our consultations webpage (<http://www.trafford.gov.uk/planning/strategic-planning/local-development-framework/local-plan-consultations.aspx>) to allow businesses and residents to obtain council proposals and documents and allow everyone to be kept fully informed of progress and future consultation events whilst also viewing responses that others have made. All correspondence will include direction to the web address. The website will be used extensively for all elements of the Planning Framework evidence base and at all stages of document preparation.

Social Media:

- 2.39. The Council will use the @TraffordCouncil, @TMBCPlanning, @TPAction and @TraffordBiz Twitter accounts to publicise consultations on planning documents.

Public Notices:

- 2.40. Depending on the type of document being produced, the Council may choose to produce publicity material giving details of the consultation process. There is a statutory requirement to publish a public notice for certain types of development plans such as the Local Plan in a local newspaper.

Availability of Documents:

- 2.41. During the consultation period documents will be made available for inspection during normal opening hours for a minimum of 6 weeks at:
- Trafford Town Hall, Talbot Road, Stretford, Manchester M32 0TH;
 - Sale Waterside Offices: Waterside House, Sale, M33 7ZF
 - And the following libraries: Altrincham Library; Bowfell Library; Coppice Library; Davyhulme Library; Greatstone Library; Hale Library; Lostock Library; Old Trafford Library; Partington Library and Wellbeing Centre; Sale Library; Stretford Library; Timperley Library; Urmston Library; Woodsend Library. For more information about location and opening hours go to <http://www.trafford.gov.uk/leisureandculture/libraries/librariesintrafford/>
- 2.42. Following adoption, documents will be retained at those locations in accordance with statutory requirements.

Availability of Officers:

- 2.43. A planning officer will be available to deal with enquires about the documents over the telephone or face to face at Trafford Town Hall, during normal office hours. The Planning Service has a central email address strategic.planning@trafford.gov.uk and phone number 0161-912-3149 through which enquiries can be made.

Meetings:

- 2.44. Where a specific issue is raised, consideration will be given to requests for meetings with groups, organisations, individuals, and communities.

Stakeholder Workshops:

- 2.45. The Council has made extensive use of Stakeholder Workshops in the past to enable interested bodies to discuss planning issues in a detailed and supportive forum. This will continue in the future and will be particularly used at the early stages of plan preparation. A record will be kept of Stakeholder Workshop proceedings.

Meetings with Partnerships and Communities:

- 2.46. The Council will inform and consult Town & Parish Councils, Neighbourhood Forums, Neighbourhood Partnerships, Town Centre Partnerships, Locality Partnerships, Ward Members and other groups on a regular basis during the production of Local Plan Documents.

Hard to Reach Groups:

- 2.47. The Council will make every effort to engage with these groups directly and/or through representative organisations, whether local or national, and encourage them to get involved in the preparation of Planning Documents. In Trafford, hard to reach groups are considered to be:
- Young People
 - Frail Elderly
 - People with disabilities - mobility impaired, visually impaired and hearing impaired
 - Black Minority and Ethnic Groups
 - Gypsies and Travellers and Travelling Showpeople
- 2.48. Documents can be made available in large type, Braille, in audio format and in other languages upon request. Opportunities to involve hard to reach groups through other Council services (e.g. Public Health, Services for Children, Young People and Families) will be explored. In preparing Local Planning Framework Documents the Council will comply with the requirements of the Equality Act 2010 and the Public Sector Equality Duty.

How Will We Make Decisions?

- 2.49. Based on the Local Authorities (Functions and Responsibilities) (Amendment) (No. 2) (England) Regulations 2004 and recognising the Council Constitution and Schemes of Delegation for the Council, the levels of political responsibility for the production of Local Planning Framework documents are as follows.
- 2.50. For each Local Plan Document and the Community Infrastructure Charging Schedule:
- The approval of documents for the purposes of consultation will be undertaken by the Council's Executive.
 - Full Council Resolution is required for submission and adoption stages following consideration by the Executive.
- 2.51. For each Supplementary Planning Document, the Authority Monitoring report, Local Development Scheme, Statement of Community Involvement and other documents:
- The approval of documents for the purposes of consultation on Supplementary Planning Documents and the Statement of Community Involvement will be undertaken by the Council's Executive Member for Economic Growth and Planning.
 - A decision of the Council's Executive is required for adoption of Supplementary Planning Documents and the Statement of Community Involvement. The Executive will also be required to approve the Authority Monitoring Report and the Local Development Scheme. Such decisions are likely to be "Key Decisions" as they affect communities in more than two wards and would be subject to the Council's Scrutiny Procedure Rules.

3. Planning Applications

- 3.1. The Council's Planning Service is responsible for determining all planning applications submitted to the Council. The Council recognises the value of public involvement in decisions about developments in Trafford and this SCI sets out the Council's processes for involving communities in the process of dealing with planning applications.

Types of planning application

- 3.2. The Council's Planning Service receives approximately 2,500 planning applications per year. These include applications for planning permission and those for Listed Building Consent, Advertisement Consent, etc. More details about the different types of planning applications can be found here: <http://planningguidance.planningportal.gov.uk/blog/guidance/making-an-application/types-of-application/>
- 3.3. Development proposals fall into different categories of application type which include major, minor and other types of application and this can influence the level of community involvement that may be undertaken. Almost 55-60% of applications in Trafford are from householders for extensions and alterations to dwellings, and 2-3% for major developments such as large housing or retail schemes.

Pre-Planning Application Discussions

- 3.4. The aim of the process is to encourage discussion before a formal application is made. It may then be possible to carry out changes to the proposal to respond to points raised by officers, stakeholders or the community, and therefore avoid objections being made at a late stage. If modifications are carried out at pre-application stage, the application is likely to be determined more quickly as the need for changes after the application has been submitted will be reduced. Small scale developments such as house extensions will generally not require pre-application community involvement but applicants are encouraged to discuss their proposal with neighbours and people who are directly affected, prior to submitting an application. Further information on the pre-application stage can be found here: <http://planningguidance.planningportal.gov.uk/blog/guidance/before-submitting-an-application/>
- 3.5. Due to the commercially sensitive nature of pre-application discussions, the Council does not generally carry out wider public consultation on them. However, the Council does encourage all developers of major, significant or contentious applications to undertake consultation with the local community and relevant agencies, such as Highways England, the Environment Agency and Transport for Greater Manchester, prior to the submission of a planning application.
- 3.6. The consultation procedures should be agreed with the Council prior to commencement as part of pre-application discussions with Council officers and members. Staffed exhibitions, if appropriate, will be encouraged for major or particularly contentious schemes. They should be held locally to the proposed development, over a number of days and at varying times of day to ensure their accessibility to all sections of the community. Council officers will not be involved in these pre-application exhibitions.
- 3.7. A Record of Community Involvement should form part of any subsequent planning application. This should include details of all publicity carried out, including a record of all

persons or bodies consulted or who attended meetings/exhibitions, a record of representations received and the developer's response to them. A summary of the Record of Community Involvement will be included in any reports on that planning application.

- 3.8. The Council provides a comprehensive pre-application advice service for business. The service is subject to a modest fee for which applicants are entitled to a meeting with officers and a written response which will seek to provide clear guidance on the acceptability of a proposal. In addition, pre-application advice may form part of a wider Planning Performance Agreement (PPA).

Who Will We Consult?

- 3.9. The Council is committed to involving communities in Trafford in the planning application process and will actively seek the views of the community on all planning applications. The Council's arrangements for publicity and notification will never be less than the statutory minimum and will in most cases exceed it.
- 3.10. In addition to pre-application discussions and wider community involvement there are statutory consultees which the Council must consult on planning applications. The Town and Country Planning (Development Management Procedure) (England) Order 2015 includes a schedule of bodies that should be consulted on planning applications. Exactly which body is consulted depends on the nature of the application but includes organisations such as the Environment Agency, Historic England, Parish Councils and the Local Highway Authority. Statutory consultees have a minimum of 21 days in which to respond. Appendix A lists those consultees who may be consulted on planning applications. Further details on the statutory requirements for consulting on planning applications can be found here: <http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/>
- 3.11. It is the Council's usual practice to inform occupants and owners, if known, of neighbouring properties that a planning application has been received on a site. The extent of neighbour consultation will depend on the nature of the proposed development. Direct neighbour notification by letter (or where appropriate by e-mail) will be undertaken on all planning applications giving the recipient a minimum of 21 days in which to comment. Full details of the Council's approach to neighbour notification can be found in Appendix B.
- 3.12. As general practice, where a new application is made within 12 months of a previous decision or date of withdrawal of an earlier application, all those previously notified will receive direct notification of the new submissions. The case officer will exercise discretion as to whether those who commented on the application will also be directly notified.

How will we consult?

- 3.13. The Council regards direct and indirect methods of publicity on planning applications as complementary and will use the following methods/media to publicise an application once it has been validated. It is not necessary for any person or body to have been the recipient of a notification letter in order to make valid representations prior to the determination of a planning application.

Website:

- 3.14. A list of applications received each week is displayed on the Council's website (<http://www.trafford.gov.uk/planning/planning-applications/weekly-planning-list/weekly-planning-lists.aspx.uk>). Copies of this 'weekly list' are also distributed to Borough Councillors, Parish Councils, libraries and relevant local organisations, etc.
- 3.15. There is also a public access database available on the Council's website (<http://publicaccess.trafford.gov.uk/online-applications/>) which allows planning application details to be viewed online including the planning application forms, plans and related documents.

Social Media:

- 3.16. The Council will use the @TraffordCouncil, @TMBCPlanning and @TraffordBiz Twitter accounts to publicise the weekly list of planning applications.

Public Notices:

- 3.17. Site Notices will be posted for major applications, applications which do not accord with the development plan, that are accompanied by an environmental statement, that may affect a Right of Way, those that are in and adjoining Conservation Areas and for Listed Buildings. Site notices will also be used for publicising proposals wherever direct notification would be difficult to achieve, including employment development within the Main Employment Areas. Site notices will be posted on or near the application site for no less than 21 days.

Availability of Documents

- 3.18. Copies of all applications and appeals are available to view electronically at your nearest library or by appointment at Trafford Town Hall during normal office hours. In some major cases, plans and details will be displayed in Council offices or other public buildings to further facilitate public viewing and accessibility. Following approval, documents will be retained in accordance with statutory requirements.

Availability of Officers

- 3.19. Officers of the Council's Planning Service will be available by appointment during normal office hours to discuss applications or alternatively they can be contacted by telephone, e-mail or letter. The Service has a central email address development.control@trafford.gov.uk and phone number 0161-912-3149 through which enquiries can be made.

Meetings

- 3.20. Where a specific issue is raised, consideration will be given to requests for meetings with groups, organisations, individuals, and communities for applications where there are issues of scale and controversy, and/or which are contrary to the Development Plan for Trafford. This may be in the form of a public exhibition or a one-off open public meeting, as appropriate, and may also involve a specific press release.
- 3.21. As stated above, a minimum period of 21 days is given in which members of the community can comment on applications for development, whether publicised by site notice or neighbour notification letter and all representations received prior to the determination of the application will be taken into account.
- 3.22. When significant amendments to an application are proposed before determination the Council will re-consult neighbours, Parish Councils, statutory consultees and other interested parties, as appropriate, normally giving 10 days in which to comment. In deciding whether this is necessary, the following considerations may be relevant:

- were objections or reservations raised in the original consultation stage substantial and, in the view of the local planning authority, enough to justify further publicity?;
- are the proposed changes significant?;
- did earlier views cover the issues raised by the proposed changes?;
- are the issues raised by the proposed changes likely to be of concern to parties not previously notified?

3.23. Further guidance on reconsultation can be found here:

<http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/re-consultation-after-an-application-has-been-amended/>

3.24. All representations must be made in writing by letter or e-mail through the Council's website (www.trafford.gov.uk) or to development.control@trafford.gov.uk. All comments we receive about an application are taken into account before a decision is made. By law, any comments you make about an application must be made available for public viewing. The Council is unable to acknowledge receipt of comments received.

3.25. When an application is to be determined by the Planning Development Control Committee, members of the public or other interested parties may address the Committee, for or against a proposal. Anyone wishing to speak at planning committee must let the Council know in writing before noon of the day before the committee meeting. At present, the Council's Constitution allows one person to speak for and one person against a development proposal for a period of 3 minutes each.

How Will We Make Decisions?

3.26. Views expressed by members of the community will be considered and assessed when deciding applications and any representation received will be summarised and included in reports for those applications decided under delegated powers or by the Planning Development Control Committee. Most decisions on planning applications in Trafford (approximately 92%) are delegated to officers while only around 8% of decisions are made by elected members on the Council's Planning Development Control Committee.

3.27. Further details about who makes a decision on a planning application can be found here:

<http://planningguidance.planningportal.gov.uk/blog/guidance/determining-a-planning-application/who-in-a-local-planning-authority-makes-a-planning-decision/>. The Council's scheme of delegation is contained with Part 3 of the Council's Constitution:

<http://www.trafford.gov.uk/about-your-council/about-us/docs/part-3-constitution-responsibility-for-functions.pdf>.

3.28. All Trafford Councillors are notified of applications submitted to the Council and may 'call-in' any of them for decision by the Planning Committee. In addition, controversial matters (where 6 or more people from different addresses write in with views contrary to the officers' recommendation) and certain major proposals will be decided by the Committee.

3.29. For applications being determined by Committee, persons or organisations who have made representations on the application, will be notified by telephone or in writing of the Committee date where requested. Committee agendas are posted on the Council's web site prior to the Committee meeting.

- 3.30. All planning decisions, including reasons for refusal or conditions, are published on the Council's website whether or not the decision is made by the Planning Development Control Committee or under delegated powers.
- 3.31. If an appeal is lodged against a refusal of planning permission, the Council will write to all the groups and persons notified or who have expressed an interest in the original application to advise them of the appeal. Interested parties will be notified by the Council that representations will be sent to the Planning Inspectorate with the appeal details and will be given a further opportunity to comment at that stage. A list of appeals and appeal decisions is available on the Council's website.

4. Making It Happen

Monitoring

- 4.1. The success and effectiveness of the Statement of Community Involvement will be reviewed through the Authority Monitoring Report (AMR). This will ensure that the stakeholders whom the Council wishes to involve, and the techniques for community involvement engagement, remain appropriate and are achieving an effective and representative level of public involvement across all sectors.
- 4.2. Monitoring will also be built into each community involvement activity, e.g. through the Consultation Statements associated with each stage of Local Plan production and customer survey questionnaires on planning applications, in order to determine:
 - The number of people and groups participating in consultations - including the number of "hard to reach" people or groups
 - The extent to which representations effect change
 - Whether participants value their involvement in the process
 - Which techniques generate the most effective response
 - Whether participants have any suggestions for improving or enhancing community involvement.
- 4.3. The emergence of new interested or representative groups and will make additions to the consultation lists appended to the SCI as necessary.
- 4.4. These indicators will be used to review the SCI and changes will be considered where there has been a particularly low level of community involvement. Any necessary changes will be incorporated into a revised SCI. The Council will apply the process and principle of continuous monitoring and review to all consultation documents.

Resources

- 4.5. It is important that sufficient resources are made available to implement the consultation measures set out in this statement. Community involvement for plan making and that in relation to the determination of planning applications will be overseen by Planning Services. The Council's communications team will offer support and advice on public and media relations and contact. The Council's Partnerships and Communities Service will assist in working with the Trafford Partnership.
- 4.6. At this present time it is envisaged that consultation measures can be met through in-house resources, it is not anticipated that any external expertise will be needed.

Contact Details

- 4.7. For all matters relating to Planning Documents and to planning or other applications, or if you want to arrange a pre-application discussion please contact Planning Services:
By Telephone: 0161-9123149
By Email: strategic.planning@trafford.gov.uk or development.control@trafford.gov.uk;
By letter: Planning Services, Trafford Town Hall, Talbot Road, Stretford, Manchester M32 0TH

Appendix A – Consultation Bodies

These lists of consultation bodies are as complete as can be reasonably expected at the time of SCI preparation - other organisations and groups may exist, or may be formed in future or may succeed these organisations, and will not be excluded from involvement simply because they are not named here. The emergence of new groups or organisations will be kept under review by monitoring the local press, correspondence received and relevant web-site. Any other bodies who wish to be included should call or email Strategic Planning on 0161-9123149 or strategic.planning@trafford.gov.uk.

A1 - Duty to Cooperate Bodies:

- Association of Greater Manchester Authorities;
- Cheshire East Council;
- Civil Aviation Authority;
- Environment Agency;
- Greater Manchester Combined Authority;
- Greater Manchester Local Enterprise Partnership;
- Greater Manchester Local Nature Partnership;
- Historic England;
- Homes and Communities Agency;
- Manchester City Council;
- Natural England;
- NHS England;
- Office of Rail Regulation;
- Salford City Council;
- Trafford Clinical Commissioning Group;
- Trafford Local Highways Authority;
- Transport for Greater Manchester;
- Warrington Council;

A2 - Specific Consultation Bodies:

The following Specific Consultation Bodies will be consulted as a matter of course on all GMSE, Local Plan and Neighbourhood Plan documents and, where relevant, Supplementary Planning and Other Planning Documents.

- Agden Parish Council
- Ashley Parish Council
- Carrington Parish Council
- Cheshire East Council;
- Dunham Massey Parish Council
- Environment Agency
- GM Local Enterprise Partnership
- Highways England;
- Historic England;
- Homes and Communities Agency (HCA)
- Little Bollington Parish Meeting
- Lymm Parish Council
- Manchester City Council;
- Natural England
- Network Rail Infrastructure Limited

- NHS England
- Partington Town Council
- Rixton with Glazebrook Parish Council
- Rostherne Parish Council
- Salford City Council
- The Coal Authority
- The Marine Management Organisation
- Warburton Parish Council
- Warrington Council;
- Any person to whom the electronic communications code applies and who owns or controls electronic communications apparatus within the Borough e.g. Mobile Operators Association, Hutchinson 3G, etc.
- A person to whom a licence has been granted under the Electricity Act 1989 e.g. Electricity NW Ltd;
- A person to whom a licence has been granted under the Gas Act 1986 e.g. National Grid
- A sewerage undertaker e.g. United Utilities
- A water undertaker e.g. United Utilities

A3 - General Consultation Bodies

The following General Consultation Bodies will be consulted as a matter of course on all GMSF, Local Plan and Neighbourhood Plan documents and, where relevant, Supplementary Planning and Other Planning Documents.

- Voluntary bodies, some or all of whose activities benefit the Borough
- Bodies representing the interests of different racial, ethnic or national groups within the Borough
- Bodies representing the interests of different religious groups in the Borough
- Bodies representing the interests of disabled persons in the Borough
- Bodies representing the interests of persons carrying on business in the Borough

A4 - Other Consultation Bodies

The following groups/ organisations will be consulted on GMSF, Local Plan, Neighbourhood, Supplementary and Other Planning Documents and Planning Applications as and when this is deemed to be appropriate by the Council in relation to the subject matter and their area of interest.

- Adactus Housing Group;
- Altrincham and Bowdon Civic Society;
- Altrincham and Sale Chamber of Commerce;
- Altrincham Forward;
- Altrincham Town Centre Business Neighbourhood Forum;
- Ancient Monuments Society;
- Arawak Walton Housing Association;
- Arriva Bus;
- Arriva Trains Wales;
- Association of Greater Manchester Authorities (AGMA) Joint Units;
- Bowdon Conservation Group;
- British Chemical Distributors and Traders Association;
- British Energy Association
- British Gas
- British Geological Survey;

- British Telecommunications PLC
- British Waterways
- Campaign for Better Transport;
- Campaign for Real Ale;
- Centre for Ecology and Hydrology;
- Cheshire Wildlife Trust;
- Church Commissioners;
- Citizens Advice Bureau
- Civic Trust;
- Commission for Architecture and the Built Environment at the Design Council;
- Commission for Equality and Human Rights;
- Council for British Archaeology
- Council for the Protection of Rural England;
- Crown Estate Office;
- Department for Business Innovation & Skills;
- Department for Culture, Media and Sport;
- Department for Environment, Food and Rural Affairs;
- Department for Transport;
- Department of Health;
- Department of Work and Pensions;
- Diocesan Board of Finance;
- Disabled Persons Transport Advisory Committee;
- Fields in Trust;
- First Group PLC;
- First TransPennine Express;
- Forestry Commission;
- Freight Transport Association;
- Friends of the Earth;
- Garden History Society;
- Georgian Group;
- Greater Manchester Archaeological Advisory Service;
- Greater Manchester Chamber of Commerce;
- Greater Manchester Ecology Unit;
- Greater Manchester Fire and Rescue Service
- Greater Manchester Geological Unit;
- Greater Manchester Police
- Greater Manchester Waste Disposal Authority
- Great Places Housing Group;
- Gypsy Council
- Hale Civic Society;
- Health and Safety Executive
- Home Builders Federation
- Home Office
- Irwell Valley Housing Association;
- Lancashire Wildlife Trust;
- Lead Local Flood Authority;
- Living Streets;
- Local businesses;
- Major land/property owners

- Manchester Airport;
- Manchester Barton Aerodrome;
- Manchester Ship Canal Company;
- Ministry of Defence;
- Ministry of Justice;
- NASSEA;
- National Trust;
- Network Rail;
- Northern Trains;
- Peel Ports;
- Renewable Energy Association
- Road Haulage Association;
- Royal Mail Property Group
- Royal Society for the Protection of Birds;
- Sale Civic Society;
- Society for Protection of Ancient Buildings;
- Sport England;
- St Vincent's Housing Association;
- Stagecoach Bus;
- Stretford M32 Group;
- The Rail Freight Group;
- The Showmen's Guild of Great Britain
- The Theatres Trust;
- Timperley Civic Society;
- Trafford Cycle Forum;
- Trafford Housing Trust;
- Trafford Partnership & Locality Partnerships
- Trafford Ramblers;
- Transport for Greater Manchester;
- Traveller Law Reform Project;
- Twentieth Century Society;
- Voluntary Community Action Trafford;
- Women's National Commission;
- Woodford Aerodrome;
- Woodland Trust;

Appendix B – Notification Arrangements for Planning Applications

Local Authorities have discretion about how they inform communities and other interested parties about planning applications. Article 13 of the Development Management Procedure Order (2015) and its amendment sets out the minimum statutory requirements which can be found here:

<http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/table-1-statutory-publicity-requirements-for-planning-and-heritage-applications/>.

The publicity arrangements within Trafford set out below are a guide and individual cases may vary. The arrangements apply to the following types of planning applications:

- Outline & Full planning applications and approval of Reserved Matters;
- Renewal of permission;
- Retrospective planning applications;
- Variation or discharge of conditions;
- Express consent for Advertisements;
- Listed building consent;
- Hazardous substances consent;
- Certificate of lawfulness of existing use or development
- Prior approvals and Notifications

B1 - Domestic Extensions:

- Any property which shares a boundary with an application site - irrespective of the location of any road – adjoining neighbours to the rear/opposite and both sides. This will apply whatever the location of the proposed development and will make no judgement in terms of likely impact;

B2 – New Residential Development:

- As for B1 - Domestic Extensions. Wider consultation will depend on the scale and location of the development proposed and the layout of development nearby.

B3 – Other Minor Development in Residential Areas:

- As for B1 - Domestic Extensions. Wider consultation will depend on the scale and location of the development proposed, the nature of the use and the layout of development nearby.

B4 – Development within the commercial locations listed within Core Strategy Policy W1.3 including employment areas and town centres:

- Any property which shares a boundary with an application site - irrespective of the location of any road – adjoining neighbours to the rear/opposite and both sides. This will apply whatever the location of the proposed development and will make no judgement in terms of likely impact;
- Where buildings are subdivided horizontally, neighbours to be notified include those directly above or below the application premises and those above or below the adjoining premises;
- Compliance with statutory requirements for press and site notices, but consideration of wider use of notices.

B5 - Variation or discharge of conditions

- Normally as for the original application for planning permission.
- Council discretion will be used where applications have a sensitive history and where issues relating to proposed variation were key considerations in the determination of the planning application. In these cases, neighbours previously notified plus all others previously in correspondence should be consulted.

B6 - Express Consent for Advertisements

- No notifications will be made for applications within the commercial locations listed within Core Strategy Policy W1.3 including employment areas and town centres;
- Discretionary use of site notices where development may be considered to have impact across a greater distance – for example illuminated signage on the opposite of a road with wide verges / a dual carriageway.

B7 - Listed Building Consent

- As equivalent planning application (Combined notification if planning application and LBC submitted at the same time);

B8 – Hazardous Substances Consent:

- A notice of the application is published in the local newspaper (currently Stretford & Urmston Advertiser and Sale & Altrincham Advertiser);
- Site notice;

B9 - Certificates of Lawfulness (LDCs, CLUEDs and CLOPUDs)

- Notification for certificates of lawful existing use or development should be as for equivalent planning application;
- Normally not required for certificates for proposed use unless 4 year or 10 year rule is flagged as reason for lawfulness.

B10 - Prior Approvals and other Notifications

- Normally no notification except for Larger House Extensions
- Council discretion where developments are located in sensitive areas – i.e. conservation areas.

Appendix C - Glossary

AMR Annual Monitoring Report (Authorities' Monitoring Report)

Part of the Local Development Framework. This will assess the implementation of the Local Development Scheme and the extent to which policies in Local Development Documents are being successfully implemented.

DPD Development Plan Document

Spatial planning documents that are subject to independent examination.

LDF Local Development Framework

The name for the portfolio of Local Development Documents also known as the Local Plan. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports.

LDS Local Development Scheme

This sets out the programme for preparing Local Development Documents.

Localism Act 2011

The Localism Act aims to devolve more decision making powers from central government back into the hands of individuals, communities and councils. The act covers a wide range of issues related to local public services, with a particularly focus on the general power of competence, community rights, neighbourhood planning and housing.

Planning & Compulsory Purchase Act 2004:

“The Act” updates elements of the 1990 Town & Country Planning Act. It introduced a statutory system for regional planning, a new system for local planning reforms to the development control and compulsory purchase and compensation systems and the removal of crown immunity from planning controls.

SCI Statement of Community Involvement

Sets out the standards to be achieved by the local authority in involving local communities in the preparation, alteration and continual review of Local Development Documents and development control decisions.

Strategic Environmental Assessment (SEA): A requirement of the SEA Directive. A way of systematically identifying and evaluating the impacts that a plan is likely to have on the environment. Where a plan requires SEA and SA, the former process should be integrated into the latter.

Strategic Flood Risk Assessment (SFRA):

Part of the Local Development Framework evidence base. A detailed and robust assessment of the extent and nature of the risk of flooding in an area and its implications for land use planning. Can set the criteria for the submission of planning applications in the future and for guiding subsequent development control decisions.

Strategic Housing Land Availability Assessment (SHLAA):

Part of the Local Development Framework evidence base. The document looks to identify sites with potential for housing, assess their potential and assess whether they are likely to be developed in order to identify a five, ten and fifteen year supply of housing for an area.

Strategic Housing Market Assessment (SHMA):

Part of the Local Development Framework evidence base. The document estimates need and demand for affordable and market housing and assesses how this varies across the study area. The document also considers future demographic trends and resulting housing requirements.

Supplementary Planning Document (SPD):

This is a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.

Supplementary Planning Guidance (SPG):

This provides supplementary information in respect of the policies in the Unitary Development Plan prior to the Planning and Compulsory Purchase Act 2004 and the introduction of Supplementary Planning Documents. SPGs can be saved when linked to policy under transitional arrangements.

Sustainability Appraisal (SA):

A requirement of the Planning and Compulsory Purchase Act 2004. A process by which the economic, social and environmental impacts of a project, strategy or plan are assessed. The aim of the process is to minimise adverse impacts and resolve as far as possible, conflicting or contradictory outcomes of the plan or strategy. Can incorporate Strategic Environmental Assessment to fulfil the requirements of the SEA Directive.

Unitary Development Plan (UDP):

An old-style development plan prepared by a Metropolitan District and some Unitary Local Authorities. These plans will continue to operate for a time after the commencement of the new development plan system introduced by the Planning and Compulsory Purchase Act 2004, by virtue of specific transitional provisions.

Minor Planning Applications

Development which does not meet the criteria for major development nor the definitions of change of use or householder developments.

Change of Use

Applications that do not concern major development or where no building or engineering work is involved.

Householder Development

Development within the curtilage of residential property which requires an application for planning permission and not a change of use.

Listed Building Consent

Any works or alterations which are likely to affect the character of a Listed Building.