

Borough of Poole

# Statement of Community Involvement



Planning and Regeneration Services including Building Consultancy  
Published February 2016



## Revised Statement of Community Involvement

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# 1 Introduction

**1.1** The role of planning is important in shaping the places where people live and work.

**1.2** The planning system provides opportunities for local people to take part in making key decisions about how their local areas will develop over time. A planning system that provides continuing opportunities for local people to participate is essential in creating and delivering inclusive, accessible and safe sustainable communities.

**1.3** Borough of Poole, as a local planning authority, is responsible for preparing a range of planning policy documents which collectively are known as the Local Development Plan (LDP). It is also responsible for the determination of planning applications for a range of development proposals across the Borough. Community involvement in both these functions is a fundamental component of the planning process.

**1.4** As part of the suite of planning documents, the Council is required to produce a Statement of Community Involvement (SCI). The purpose of the SCI is to set out our commitments as to how we will engage with local communities on a range of planning matters and in particular how we will:-

- involve and engage with the community and local organisations in the preparation of relevant LDP documents and other local planning documents.
- consider and determine planning applications for development and how the community can be involved in this process.

## Background

**1.5** Poole adopted its first SCI in February 2006. It set out how the community could be involved in influencing and shaping the ways the areas in which they live and work would develop over time.

**1.6** Since the adoption of Poole's SCI, a number of changes in planning legislation have taken place. These have removed the requirements to:-

- include the SCI in the Local Development Scheme (LDS).
- have the SCI independently examined.
- submit the SCI to the Secretary of State.

**1.7** In addition, the Localism Act (2011) has introduced neighbourhood planning and a new 'duty to cooperate'.

**1.8** As a result of these changes and in advance of the review of Poole's Core Strategy, Poole's SCI is being revised to ensure local communities, individuals and other interested local organisations can be involved and engaged in local planning matters. The SCI therefore sets out:-

- the key stages in the preparation of development plan and supplementary planning documents and identifies the opportunities for consultation and involvement by communities, individuals and other local organisations.
- the opportunities for local people to comment on planning applications for development which affects them.

**1.9** Following consultation and engagement on the draft revised SCI, all comments received were fully considered and used to amend this document as appropriate, prior to adoption.

## **The benefits of involving the community**

**1.10** Local communities are those that are most likely to be affected by development proposals in their areas. They are also those who know the most about their neighbourhood. Involving the community in the consideration of planning matters for their area can have a number of benefits, which include:-

- benefiting from detailed local knowledge, expertise and perspective of local people, organisations and community groups.
- greater community support for, and ownership of policies, strategies and decisions.
- community commitment to the future development of their area.
- improving the quality of life and of the built and natural environment.

**1.11** When undertaking engagement with local communities on planning matters, Planning and Regeneration Services incl. Building Consultancy will promote fairness in the consultation process through adherence to the Gunning principles. These principles state that:-

- a. Consultation must take place when the proposal is still at a formative stage.
- b. Sufficient information is put forward with the proposal to allow for intelligent consideration and response.
- c. Adequate time must be given for consideration of the proposal and response to it.
- d. The consultation responses must be conscientiously taken into account by the decision maker.

## Links with other plans and strategies

### The Vision for Poole



**1.12** The Vision for Poole's Future was created by an artist listening to local people's views. It is based on the aspirations of local people and the Council have adopted the vision and ambitions to 2031. The Council recognise that realising the Vision will involve the work of many different organisations from the public, private and voluntary sectors as well as local communities and residents. The following issues will be measured as part of the progress to achieving the Vision:-

- residents are happy with Poole as a place to live.
- people feel safe and secure.
- Poole remains one of the safest places to live, visit and work in the UK.
- residents are satisfied with the low levels of litter in public spaces.
- carbon emissions are reduced.
- children and young people are achieving their potential.
- inequalities in health and poverty are reducing.
- people from different communities get on well together.
- Poole has sustainable economic growth.
- Poole town centre is lively and viable.
- a variety of good quality new homes are being built.







## Our engagement and consultation principles

**1.19** The following general engagement and consultation principles will be applied when preparing planning documents as part of the LDP and in assessing and determining planning applications for development.

### General engagement and consultation principles

#### We will:-

- Make public engagement and consultation as inclusive as possible so that the widest range of residents and local organisations can be involved in, and influence the preparation of, local development plan documents and in the planning application decision making process.
- Use consultation methods that are appropriate to each stage of the planning process, the issues that are being considered and the community involved.
- Seek the views of the community and other local organisations at the earliest possible stages and throughout the planning process.
- Promote methods of engagement and consultation that make communication and involvement easier, faster and more cost effective, such as the use of the Council's website, email and other electronic media.
- Provide more opportunities for contact with the community through the use of workshops, meetings and other events and where practicable, be flexible in the timing of such events so that as wide an audience as possible can be reached.

## Our approach to involving the community on planning

**1.20** We want to ensure that local communities in Poole are better informed about planning and more involved in delivering planning services. Our consultation practices meet our legal requirements for consultation on both development plan making and planning application decisions. These practices will be reviewed and wherever possible, we will seek to improve how we consult with and involve the community on planning matters, subject to the availability of resources and other relevant considerations.

## How to use this document

**1.21** This document sets out the Council's commitments to consultation for both plan making and planning applications.

- Section 2 deals with plan making and should be read in conjunction with Appendices 2 and 3 which lists a range of consultees that have specifically asked to be consulted. The appendices are not exhaustive lists as organisations can request, at any time to be included on the council's consultation database and be notified of Poole's planning policy consultations.
- Section 3 explains how planning applications are dealt with and shows how individuals and the community can be involved in the process of the planning application, including any right of appeal.

**1.22** Some major applications, due to their significant impact on the surrounding area will require consultation which exceeds the minimum requirements. In these instances, some or all of the following methods will be used - several site notices on large sites, exhibitions, one to one meetings with consultees (generally on request). Where relevant, we will engage with adjoining or wider Dorset councils, parish councils and other community groups.

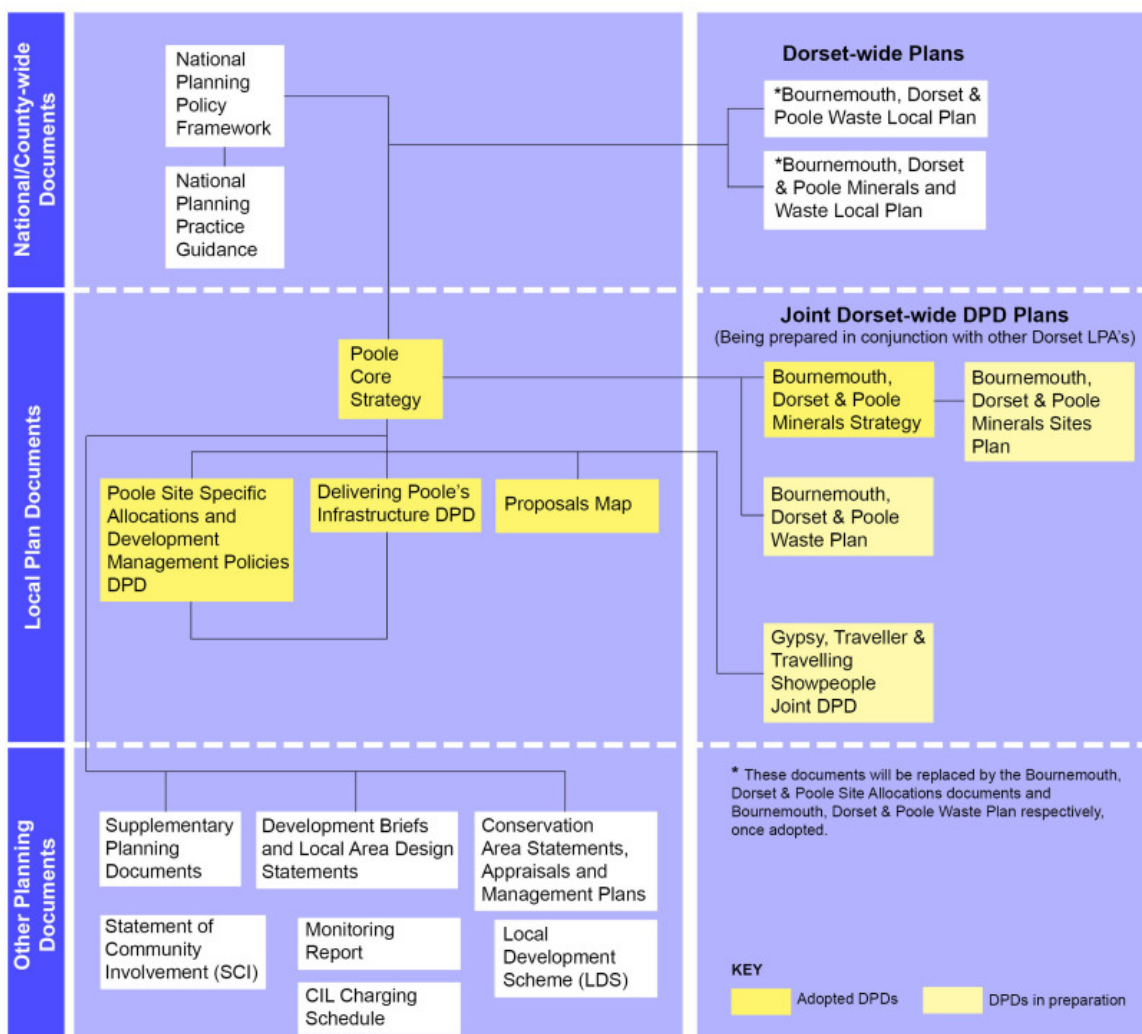
## 2 The Local Development Plan for Poole - Plan Making

**2.1** The Council, through its town planning function, is responsible for preparing a range of planning documents that collectively make up the Poole Local Development Plan (LDP). Such documents provide the planning strategy, policies, site allocations and guidance aimed at managing growth and development across the Borough.

**2.2** There are two main types of planning policy documents, as follows:-

- **Development Plan Documents (DPDs)** - statutory documents that set the planning strategy, policies and site allocations for a local authority area.
- **Supplementary Planning Documents (SPDs)** - non-statutory documents that provide further detail and guidance on the implementation of policies and proposals contained in Poole’s adopted DPDs. Whilst SPDs do not have the same ‘weight’ as DPDs, they can be an important ‘material consideration’ in the process of assessing and determining planning applications for development.

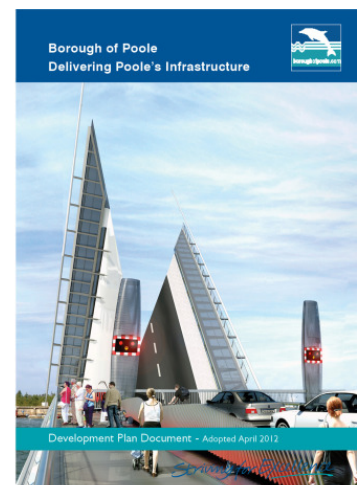
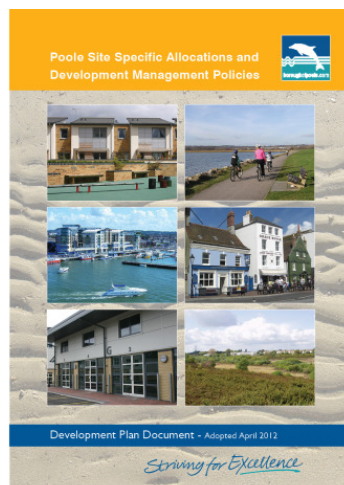
**Framework of National and Local Plans - the planning policy context for Poole**



## Poole's Local Development Plan

2.3 Poole's Local Plan and other relevant planning documents are listed below:

- **Core Strategy** - sets out the key elements of the Council's planning vision, objectives and spatial distribution of future development together with core policies.
- **Site Specific Allocations and Development Management Policies DPD** - sets out additional planning policies for sites and areas that will contribute to meeting Poole's housing, employment and other development needs and a suite of new Development Management policies that will be used to assess and determine planning applications for development.
- **Delivering Poole's Infrastructure DPD** - sets out a planning policy framework for the delivery of infrastructure required to accommodate growth.
- **Local Development Scheme** - sets out the timetable for development plan documents to be produced.
- **Live Monitoring Report** - provides an up to date assessment of the performance of LDP documents against a set of indicators.
- **Community Infrastructure Levy (CIL) Charging Schedule** - evidence based adopted local planning charge based on net additional floorspace created by new residential development. The Charging Schedule and Infrastructure DPD form the mechanisms for collecting developer contributions to enable infrastructure that supports housing growth.
- **Supplementary Planning Documents** - a range of documents that provide detailed guidance on how planning policies will be implemented for specific topics.
- **Conservation Area Appraisals and Management Plans** - documents that define the special character of each of Poole's conservation areas and the approach to their preservation and enhancement.



**2.4** A further local plan document that will form part of Poole's LDP is being prepared in conjunction with other local authorities in Dorset is the **Gypsy, Traveller and Travelling Showpeople DPD** - this seeks to allocate appropriate permanent and transit sites for Gypsies, Travellers and Travelling Showpeople within Dorset.

**2.5** In progressing joint Plans to adoption, regard will be had to the individual SCIs of the participating local authorities, to ensure that any consultation undertaken meets the commitments of each SCI as appropriate.

## Minerals and Waste Planning

**2.6** The Minerals and Waste Planning Policy team at Dorset County Council undertake the preparation of minerals and waste development plan documents for the county of Dorset, including Bournemouth and Poole.

**2.7** Consultation and public participation on minerals and waste planning policy documents are subject to the provisions of Dorset County Council's SCI, which has recently been revised. The County Council has liaised with both Bournemouth and Poole to ensure that consultation on plans covered by the revised Dorset County Council SCI are up-to-date with the two authorities own SCI commitments where appropriate.

## Poole's Planning Charter

**2.8** The Charter provides a detailed guide to the services provided by Planning & Regeneration Services including Building Consultancy. The Charter sets out a number of commitments in respect of the plan making function.

**2.9** The Planning Charter is available to view on the Borough of Poole website at:- <http://www.poole.gov.uk/planning-and-buildings/planning/planning-information/>

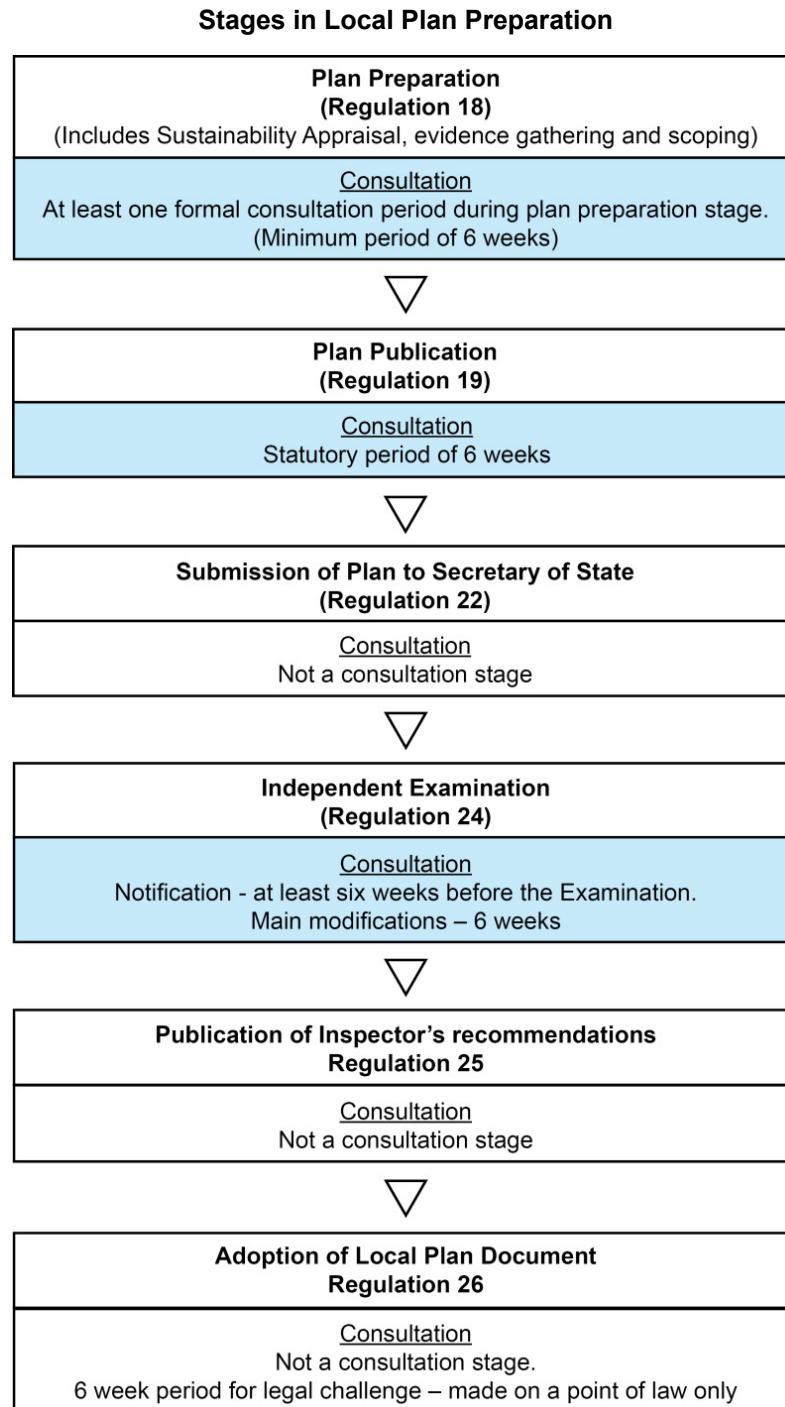
## Dorset Local Enterprise Partnership (LEP) Planning Charter

**2.10** The Charter sets out several pledges relating to the Local Development Plan function which focus on the development and revision of development plan documents and in working proactively with customers to understand their business needs and in order to deliver regeneration and place shaping.

**2.11** The Dorset LEP Planning Charter is available to view on the Borough of Poole website at:- <http://www.poole.gov.uk/planning-and-buildings/news-and-consultations/planning-news/>

## Stages in Local Plan Preparation

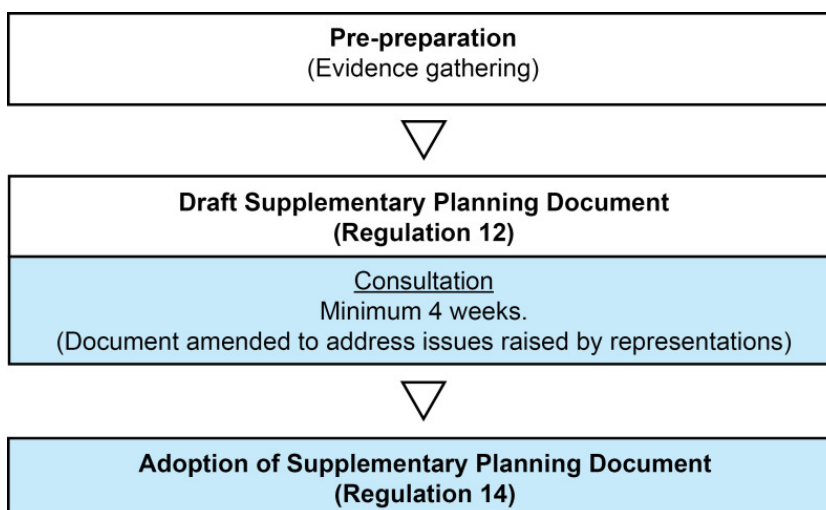
**2.12** The following diagram sets out the statutory process in the preparation of local plan documents.



## Stages in the Preparation of Supplementary Planning Documents

**2.13** The following diagram sets out the stages in the preparation of supplementary planning documents, which as they are not statutory documents are subject to a more streamlined preparation process.

### Stages in the Preparation of Supplementary Planning Documents



## Ways to get involved in the development of new planning policies

**2.14** The following table sets out the range of methods that can be used in engaging with the community and other stakeholders. The method(s) used will be those that are appropriate to the stage of the planning process, the issues that are being considered and the community involved.

Website	All planning policy documents, engagement, consultations and supporting information will be available on our website. We may also use the website for online comment forms, questionnaires and feedback.
Email	Emails will be our preferred main method of communication. Emails may include information on consultations, responses, the stage of preparation reached, adoption and general updates. This includes the Service Unit's 'Email Me' News Bulletin distributed six times per year.
Letter	Letters will be used in the same way as emails where electronic communication is not possible, or where interested parties have chosen this option as their preferred method of communication.
Social Media	Where appropriate, social media such as Facebook or Twitter may be used to communicate planning matters with groups who are hard to reach or do not traditionally respond to more traditional methods of communication.
Local press	Where required, certain consultations and stages of plan preparation will be advertised in the local press. The adverts will provide a short summary and details on where more information can be obtained.
Meetings	Meetings with groups and organisations will be used where appropriate and relevant to the document being prepared.



Attending group meetings	We may offer to attend meetings which are held by existing groups to discuss, clarify or explain issues or documents.
Workshops	Facilitated workshops may be used where appropriate and relevant to allow discussion on issues in detail and to ensure that a range of interested parties have the opportunity to express their views and opinions.
Exhibitions	Exhibitions may be used to explain specific proposals and, when staffed, will be used as a method for clarifying our approach and generating feedback.
Poole Opinion Panel	Where available and timely, the Poole Opinion Panel (POP) may be used to obtain the views of a cross-section of Poole's residents on specific planning topics or issues.
Targeted meetings	In appropriate situations, meetings may be arranged with groups who are not normally engaged in planning consultations to make sure their views are heard.
Local publicity	Where appropriate, additional publicity measures may be taken at a local level.
'Walkabout tours'	In certain instances, 'walkabout tours' may be used as a way of engaging with a range of stakeholders with interests in a specific geographical area.



## Who will be consulted in the preparation of planning documents?

**2.15** Planning Regulations<sup>(1)</sup> identify 'specific consultation bodies' that Poole, as the local planning authority must consult. These are set out in Appendix 2. The Regulations also identify a broader range of 'general consultation bodies' which we have a duty to consult subject to the relevance of the material to a particular general consultation body. They are drawn from:-

- voluntary bodies, some or all of whose activities benefit any part of Poole.
- bodies which represent the interests of different racial, ethnic or national groups in Poole.
- bodies which represent the interests of different religious groups in Poole.
- bodies which represent the interests of disabled persons in Poole.
- bodies which represent the interests of persons carrying on business in Poole.

**2.16** A list of General Consultation Bodies is included in Appendix 3.

1 The Town and Country Planning (Local Planning) (England) Regulations 2012

**2.17** The Planning Policy and Implementation team maintains a database of organisations and individuals who we are either required to consult or who have expressed an interest in being involved in the development plan process. As the database is capable of continuous update, any organisation or individual expressing a wish to be included can be added at any time by providing their details.

### **How will your views be taken into account?**

**2.18** When a consultation event has ended, all the representations we have received will be fully considered and our response will be set out in a summary document. Where appropriate, the planning document consulted on will be revised to reflect the representations received. The summary consultation document will set out:-

- who was consulted.
- how they were consulted.
- a summary of the main issues raised in the comments.
- how the comments have been taken into account in the final document.

**2.19** The summary will be published on our website alongside the consultation documents.

### **Adoption of LDP and Supplementary Planning Documents**

**2.20** Once the formal stages of plan preparation have been completed, as set out in Diagrams 1 and 2 (under paragraphs 2.12 and 2.13) documents will be formally adopted by the Council. All Development Plan and Supplementary Planning Documents must be adopted by Council.

### **Development Plans - Consultation Principles**

**2.21** In the preparation of development plan and supplementary planning documents the following commitments will be applied.

## **When preparing development plan and supplementary planning documents**

### **We will:**

- provide clear information on both the purpose of the engagement and consultation being undertaken and the issues under consideration.
- design engagement and consultation events to provide at least the minimum statutory consultation period and wherever practicable or appropriate, exceed these.
- where practicable, run engagement and consultation events in combination to reduce duplication and waste.
- keep records of all representations received through consultation and provide an appropriate acknowledgement.
- publish responses to representations and use the results to inform policy and service development.

## **Sustainability Appraisal and Strategic Environmental Assessment**

**2.22** As part of the preparation of LDP documents, the Council is required to undertake Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA). SA examines the implications of the LDP on the community, the environment and natural resources, whereas SEAs are undertaken to measure the effects of the plan, policy or programme on the environment generally. The process aims to combine social, environmental and economic considerations into the preparation of plans in order to promote sustainable development. In addition, as part of the SA process, Poole's development plan documents are also subject to separate appraisal in respect of health and equalities issues in the form of Health Impact Assessment (HIA) and Equalities Impact Assessment (EqIA).

**2.23** A key stage of the SA process is provided by 'scoping'. It is used to identify the issues that the SA needs to take into account and involves identifying relevant issues from other plans, strategies, programmes and guidance, in addition to certain background (baseline) information, that can be used to assess changes to the environment over time. The scoping stage is also used to identify key sustainability objectives against which relevant development plans can be considered, as well as indicators and targets for measuring the performance of the plan against those objectives. The scoping stage also includes the development of a framework and methodology which is used to test options and alternatives through SA.

**2.24** For Poole, SA scoping was undertaken at the commencement of the Core Strategy process and the resulting SA framework and methodology applied to subsequent DPDs. The review of this SCI is taking place at the same time as the review of the Core Strategy is commencing and, as a consequence, revised 'scoping' will be undertaken to produce an updated SA framework and methodology that will be used to assess the economic, social and environmental impacts of both the revised Core Strategy and subsequent DPDs. A SA report will be produced for consultation alongside a development plan document, at each stage in its preparation. A final SA report will be published prior to a development plan document being adopted by the Council.

## Fulfilling the requirements of Sustainability Appraisal/Strategic Environmental Assessment

### We will:

- undertake and consult on a revised scoping document and develop an updated SA framework and methodology which will be applied to the review of the Core Strategy and subsequent development plan documents, as appropriate.
- publish SA reports for consultation, alongside development plan documents, at each stage in their preparation.
- amend SA reports, where appropriate, in response to any comments received.
- produce a final SA report prior to a development plan document being adopted.

## The Duty to Cooperate

**2.25** The Localism Act<sup>(2)</sup> has introduced a new ‘Duty to Cooperate’, requiring local authorities and a number of other public bodies to:-

- cooperate in relation to issues of sustainable development or the use of land that would result in a significant impact on at least two local planning authority areas.
- set out planning policies to address these issues.
- ‘engage constructively, actively and on an ongoing basis’ in developing strategic policies.
- consider joint approaches to plan making.

**2.26** The NPPF<sup>(3)</sup> sets out the strategic issues where cooperation might be appropriate and further guidance<sup>(4)</sup> is provided on ‘planning strategically across local boundaries’, highlighting the importance of joint working to meet development requirements that cannot be wholly met within a single local planning area, through either joint planning policies or informal strategies such as infrastructure and investment plans.

**2.27** Poole will be required to demonstrate that it has complied with, and fulfilled the requirements of the Duty to Cooperate in preparing its Local Development Plan and associated documents. In this regard the commitments below will be implemented.

2 The Localism Act 2011 – Section 110.

3 The National Planning Policy Framework 2012 – Paragraph 156.

4 National Planning Policy Framework 2012 – Paragraphs 178-181.

## Fulfilling the Duty to Cooperate

### We will:

- identify those issues that will require to be considered jointly with neighbouring local authorities and other public and private bodies and actively engage with them in fulfilling the requirements of the duty to cooperate.
- produce appropriate documentation that sets out duty to cooperate arrangements for identified issues and includes details of the decisions reached and why.

## Neighbourhood Planning

**2.28** Neighbourhood planning was introduced by the Localism Act<sup>(5)</sup> and Neighbourhood Planning Regulations<sup>(6)</sup>. The Localism Act sets out the areas of neighbourhood planning for which local planning authorities are responsible. In meeting these responsibilities, Planning and Regeneration Services including Building Consultancy will provide the following supporting functions.

5 Localism Act 2011.

6 Neighbourhood Planning (General) Regulations 2012.

## Neighbourhood Planning

### We will:

- provide advice and assistance to a designated neighbourhood forum in the preparation of a neighbourhood plan, subject to the availability of resources.
- make the appropriate checks to ensure that a submitted neighbourhood plan meets basic conditions and legal requirements.
- publish the submission version of the Neighbourhood Plan for public consultation on the council's website for a period of 6 weeks and gather representations received to be forwarded to the examiner for consideration.
- make arrangements to appoint independent examiner for the examination of a neighbourhood plan - generally examination will be by written representations.
- make the examiner's report available on the Council's webpages.
- progress to referendum and write to eligible residents and businesses on the Council's electoral register informing them that a referendum will be held at least 28 days prior to the voting date.
- advertise information regarding Neighbourhood Planning referendums on Council's website.
- Following a positive referendum and subject to the Plan meeting EU obligations, proceed to adoption.
- Publicise the Neighbourhood Plan on the council's website and in libraries and put up site notices in the Neighbourhood Area publicising the adoption of the Plan.

**2.29** Two community groups within Poole have applied to be formally designated as Neighbourhood Forums. The Broadstone Neighbourhood Forum was approved by the Borough of Poole in January 2013 and the Poole Quays Neighbourhood Forum in June 2013. Both are progressing with their Plans. They are assisted by a qualified Planning Policy officer. A third group in the Talbot Village area of Poole is in the process of formal designation.

## Community Infrastructure Levy

**2.30** Borough of Poole adopted its Community Infrastructure Levy (CIL) Charging Schedule in September 2012, with it being brought into effect from January 2013. CIL provides the main mechanism for development in Poole to contribute towards providing the infrastructure required to accommodate growth in the town. The CIL Charging Schedule sets out the rates (set at £ per square metre of new floorspace) that are applied to development depending on location in the Borough. The adopted rates will be subject to monitoring and periodic review to ensure that they remain up to date and effective. Where, in the future, the adopted

Charging Schedule needs to be amended the Council will ensure that it will consult widely to ensure that any proposed changes are subject to the appropriate engagement with local communities, infrastructure providers, developers and other stakeholders.

## **Community Infrastructure Levy**

### **We will:**

- regularly review the operation and effectiveness of the Adopted Borough of Poole Charging Schedule.
- report on the collection and expenditure of CIL monies from the preceding financial period in the Annual Monitoring Report.
- maintain regular engagement with communities, interested parties and infrastructure providers to ensure the town's infrastructure needs evidence base is kept up to date.
- consult widely prior to amending the Council's Regulation 123 list of infrastructure that is to be delivered (in whole or in part) through CIL.
- undertake consultation with the Borough's communities and organisations in accordance with the CIL Regulations requirements for engagement prior to any formal review of the adopted CIL Charging Schedule.

## **How will locally elected Councillors be involved?**

**2.31** The Council's Place Overview and Scrutiny Committee (POSC) will provide the main steer on Local Development Plan and Supplementary Planning Documents. POSC will scrutinise and endorse all emerging planning policy and guidance documents prior to each stage of public engagement and involvement, with the results of consultation undertaken and how it has informed amendments to documents being reported back at an appropriate stage.



## 3 Development Management - Planning Applications

**3.1** The requirements for advertising and consulting on planning applications are set out in legislation<sup>(7)</sup>. The Council is committed to engagement and consultation on planning applications in line with legal requirements, which in some cases are exceeded. The legislation also encourages pre-application engagement and consultation.

### Poole's Planning Charter

**3.2** Poole's Planning Charter provides a detailed guide to the services provided by Planning & Regeneration Services including Building Consultancy. The Charter sets out commitments on Development Management functions which include:-

- Pre-application advice.
- Planning applications.
- Enforcement.
- Conservation and urban design.

**3.3** The Planning Charter is available to view on the Borough of Poole website at:- <http://www.poole.gov.uk/planning-and-buildings/planning/planning-information/>

### Dorset Local Enterprise Partnership (LEP) Planning Charter

**3.4** The Charter sets out several pledges relating to the Development Management function which encourage pre-application discussions, engagement with local communities and the prioritisation of applications for businesses and major regeneration sites in a timely manner.

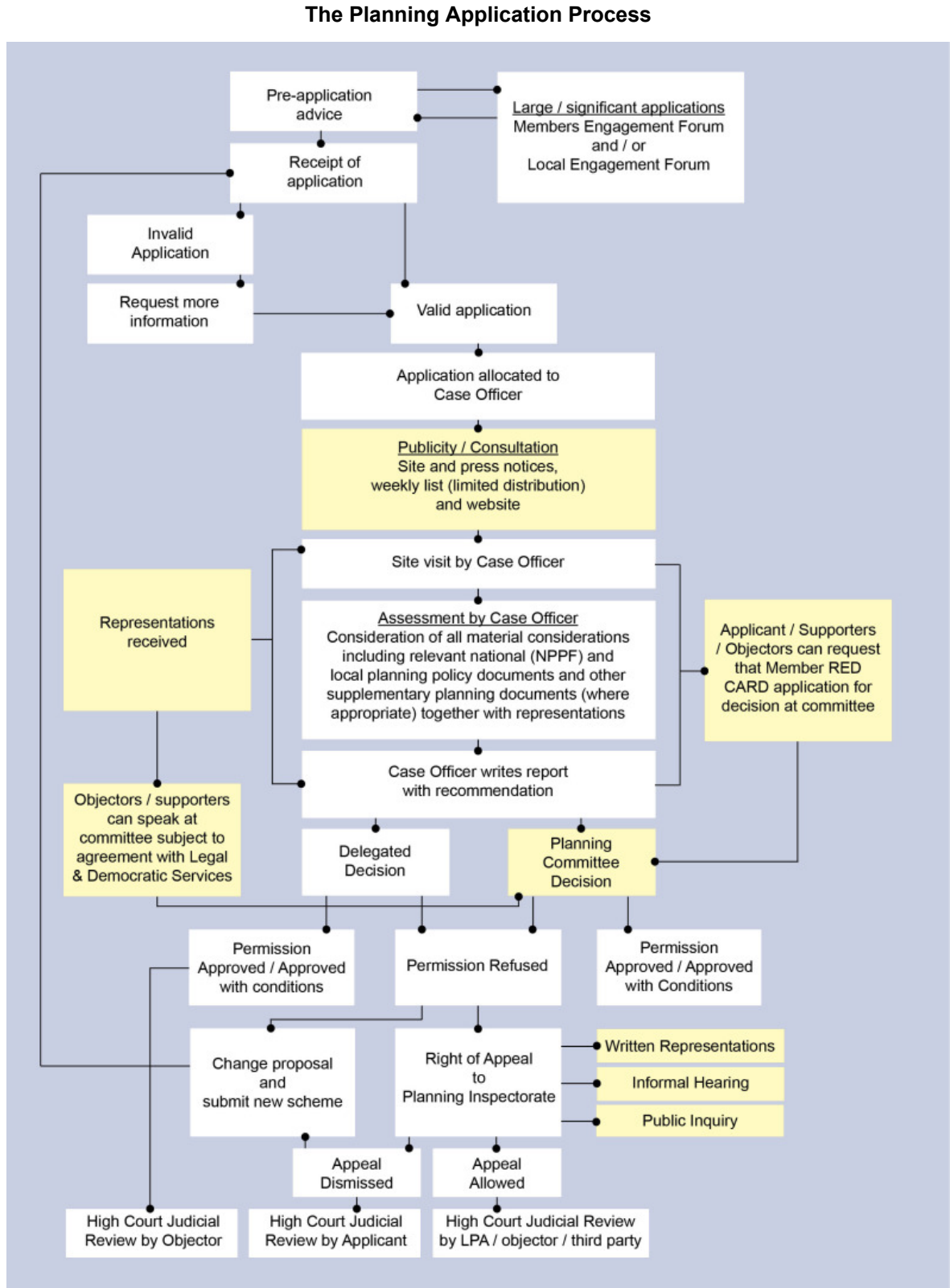
**3.5** The Dorset LEP Planning Charter is available to view on the Borough of Poole website at:- <http://www.poole.gov.uk/planning-and-buildings/planning/planning-information/>

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7 The Town and Country Planning (Development Management Procedure)(England) Order 2015.

### The planning application process

3.6 The following diagram sets out the planning application process (opportunities for public involvement highlighted in colour).



## Pre-application discussions with applicant

**3.7** Most applications can benefit from obtaining advice at the pre-application stage, before an application is submitted. Pre-application discussions provide greater certainty and clarity to applicants by identifying relevant planning issues and requirements that can influence the final scheme at an early stage, before it is submitted.

## Pre-application consultation

**3.8** Applicants are strongly encouraged to obtain pre-application advice on development proposals and to engage in pre-application consultation for major or potentially controversial development schemes where appropriate. Pre-application consultation provides an opportunity for developers to explain their proposals and allows the local community the opportunity to express their views and raise concerns directly with the applicant with the possibility of influencing the proposal prior to the submission of a planning application.

**3.9** Members and Local Engagement Forums are the two methods of pre-application consultation, particularly aimed at major or significant/contentious development proposals, which are used in Poole. The Council recognises the importance of actively and creatively engaging the community in the shaping and development of the places where people live and work and the role this can have in fostering a sense of pride and ownership in a local area. To achieve this, the Council promotes the use of Member and Local Engagement Forums, events which allow elected Councillors on the Planning Committee and the Ward(s) affected, together with invited local community leaders, schools, organised community groups, business representatives and other relevant key stakeholders, to participate in the decision making process with regard to a site's future use, design and layout, before a scheme is submitted to the Council for a decision. This process demonstrates and implements the spirit of the Government's 'Localism' agenda.

## How local communities are involved when a planning application is received

**3.10** When a planning application is received, neighbours (those residents who have a common boundary with the application site) will be notified individually by letter. For certain types of development, or where neighbours cannot easily be identified, a site notice will be displayed adjacent to the application site to publicise the application. Case officers will exercise discretion in posting more than the minimum number of site notices where large or complex developments. The public normally have 21 days to make comments on any application proposal and the deadline date will be displayed on letter and site notice. Copies of application forms, plans and supporting documents are available for the public to view at the Council's offices and on their website at:-

<http://www.poole.gov.uk/planning-and-buildings/planning/planning-applications>

**3.11** The Council is under a statutory duty to publicise applications. At present weekly lists of all applications made and received by the Council are circulated to local newspapers. Copies of the weekly lists are also sent to the libraries within the Borough, Councillors and other groups who request them.

**3.12** In addition to the weekly lists, the Council has a statutory obligation to advertise specific types of applications within a local newspaper – in our case the Daily Echo. The Council publishes public notices to advertise the following types of applications:-

- Applications affecting the setting of Listed Buildings.
- Applications for Major Development.
- Applications being a departure from the Development Plan.
- Applications affecting a public right of way.
- Applications accompanied by an Environmental Statement.

## Who makes decisions on planning applications?

**3.13** A wide variety of planning applications are received each year, ranging from small domestic conservatories to large commercial, retail and housing developments. The Council makes decisions on these planning applications in one of two ways:-

- The Head of Planning and Regeneration Services including Building Consultancy can determine applications under delegated powers. This accounts for more than 90% of all applications received.
- The Planning Committee deals with those other applications considered to be more contentious or would result in a departure from the Development Plan.

**3.14** Planning application decisions are made taking into account the recommendation of planning officers, the adopted development plan and other relevant material considerations. Consultation arrangements and the application of planning policy is the same whichever route is chosen. Members of the public have the right to register to speak either in favour or against planning applications at Planning Committee meetings.

**3.15** Once a planning application has been determined, the decision will be available to view on the Council's website.

## Processing of applications

**3.16** The following commitments set out our approach to how the planning application process will be undertaken and what information will be made available.

### In undertaking the planning application process

#### We will:

- encourage applicants to undertake pre-submission consultations with local communities on large or significant development proposals.
- encourage applicants to engage in pre-application discussions with the Council for major or significant/controversial applications.
- encourage householders to undertake informal discussions with neighbours over householder proposals.
- allow access to all planning files including working papers (except where confidentiality exclusions apply) and develop document management systems so that, progressively, all files are available electronically through the Borough of Poole web site.
- negotiate minor changes with applicants to improve the application.
- make significant amendments to applications subject to renewed notification; However, major changes will require a new application to be submitted.
- ensure that Council planning officers respond to letters, telephone calls and other means of communication seeking information and advice on applications.
- make a duty planning officer available during specific office hours to answer questions on applications and planning matters generally.

### What resources do Planning and Regeneration Services have?

**3.17** Undertaking engagement and consultation is an integral part of the work of the Planning and Regeneration Service, but it is also resource intensive. There are direct costs in terms of resources and staff time. What we have set out in this Statement of Community Involvement is capable of being resourced from within existing budgets, based on the current resources available to the service.

**3.18** We will aim to use the most cost effective methods of engagement and consultation, and where possible will work with others to coordinate consultations where we can.

## 1 Appendix: Glossary of planning terms and acronyms

**Community Infrastructure Levy (CIL)** - the financial contribution raised from new development that is used to fund the provision of infrastructure (e.g. transport schemes, flood defences, parks and green spaces etc), that is needed as a result of development.

**Core Strategy** - key document that sets out the long-term spatial vision for an area, together with the spatial objectives and strategic policies required to deliver that vision. The Core Strategy has the status of a Development Plan Document.

**Development Plan** - as set out in Section 38(6) of the Planning and Compulsory Purchase Act, an authority's development plan consists of relevant documents contained within its Local Plan.

**Duty to Cooperate** - provision of the Localism Act 2011, that has created a duty on local authorities to cooperate with each other when making plans.

**Place Overview and Scrutiny Committee (POSC)** - advisory committee dealing with the development of planning policy.

**Equalities Impact Assessment (EqIA)** - an assessment tool used to ensure that policies, plans, programmes and strategies do not discriminate against any group or individual on the grounds of age; disability; ethnicity; religious belief or faith; gender; transgender; sexual orientation or social inequalities.

**General Consultation Bodies** - defined in Part 1 of The Town and Country Planning (Local Planning) (England) Regulations 2012 , examples given in Appendix 3.

**Gunning Principles** - following a landmark case in 1985 (R v LB Brent ex parte Gunning), Stephen Sedley QC proposed four consultation principles applicable to all public consultations by public bodies in the UK. These include ensuring consultation is undertaken when proposals are still at a formative stage, that there is sufficient information provided for the public to make an informed choice, that adequate time is given for consideration and response and, that consultation responses are conscientiously taken into account by decision makers.

**Health Impact Assessment (HIA)** - an assessment tool used in determining how policies, plans, programmes and strategies can contribute to improving the health and wellbeing of communities.

**Live Monitoring Report** - provides a live record, monitoring the indicators of achievement and targets set out in the Core Strategy (pages 123-144). The monitoring report assists with identifying how well the Core Strategy's key outcomes related to the eight strategic objectives, are being implemented.

**Local Development Plan (LDP)** - the name for the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and a Live Monitoring Report. Collectively these documents provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

**Local Development Scheme (LDS)** - a work programme showing when planning policy documents will be produced.

**Localism Act 2011** - legislation that brought about a number of reforms to the planning system which included the abolition of regional strategies; the duty to cooperate and introduction of neighbourhood planning.

**National Planning Policy Framework (NPPF)** - document that sets out the Government's planning policies and how these are to be applied. It also provides the framework within which local people and their accountable Councils can produce their own distinctive local and neighbourhood plans, which reflect the needs and priorities of their communities.

**Neighbourhood Planning** - means by which local communities are provided with the rights and powers to decide the future of the places where they live and work.

**Planning Authority** - term for the body that has responsibility for setting local planning policies and making decisions on planning applications.

**Statement of Community Involvement (SCI)** - sets out the standards which authorities will achieve with regard to involving local communities in the preparation of local development documents and development management decisions.

**Strategic Environmental Assessment (SEA)** - a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

**Supplementary Planning Document (SPD)** - document that provides supplementary information in respect of the policies in Development Plan Documents. They do not form part of the Development Plan and are not subject to independent examination.

**Specific Consultation Bodies** - defined in Part 1 of The Town and Country Planning (Local Planning) (England) Regulations 2012, examples given in Appendix 2.

**Sustainability Appraisal (SA)** - tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.

**Stakeholders** - any individual or organisation who has an interest in the way an area develops. This may include residents, developers, community groups, employers etc...

**The Regulations** - Town & Country (Local Planning) (England) Regulations 2012 No. 767



## 2 Appendix: List of Specific Consultation Bodies as interpreted from the Town & Country Planning (Local Planning) (England) Regulations 2012

- Relevant Adjoining Local Planning Authorities:
  - Dorset County Council
  - Bournemouth Borough Council
  - East Dorset District Council
  - Purbeck District Council
- Relevant Adjoining Parish and Town Councils:
  - Arne
  - Colehill
  - Corfe Castle
  - Corfe Mullen
  - Ferndown
  - Lytchett Matravers
  - Lytchett Minster and Upton
  - Morden
  - Pamphill and Shapwick
  - Studland
  - Sturminster Marshall
  - Wareham St Martin
  - West Parley
  - Wimborne Minster
- Electronic communications companies/owners or operators of telecommunications apparatus<sup>(8)</sup>:
  - BT
  - EE
  - Three
  - Openreach
  - SSE Telecoms
  - Telefónica UK Ltd (O2)
  - Vodafone Ltd
- Licence granted under section 7(2) of the Gas act 1986<sup>(9)</sup>: British Gas
- Dorset Health and Well-being Board

8 Those electronic communications companies/owners or operators listed above are known to be active in Poole and to this extent, it is considered that the proposed subject matter of Development Plan Documents might affect these particular bodies. This list is not, however, definitive and may be subject to change over time.

9 There are a large number of licensed Gas Companies in the UK and the extent to which they are involved in Poole is not always clear. Those listed are examples of those known to have particular interests in the Borough of Poole. This list is not however definitive and may be subject to change over time.

- English Heritage
- Environment Agency
- Highways England
- Homes and Communities Agency
- Marine Management Organisation
- National Grid
- Natural England
- Network Rail
- New Forest National Park
- Licence granted under section 6(1)(b) or (c) of the Electricity Act 1989<sup>(10)</sup>: Scottish and Southern Energy PLC
- Sembcorp Bournemouth Water Ltd
- Wessex Water

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10 There are a large number of licensed Electricity Companies in the UK and the extent to which they are involved in Poole is not always clear. Those listed are examples of those known to have particular interests in the Borough of Poole. This list is not however definitive and may be subject to change over time.

## 3 Appendix: List of General Consultation bodies as interpreted from The Town & Country (Local Planning) (England) Regulations 2012

- **Resident and community groups:-**
  - Alderney Area Residents Group
  - Alderney East & Rossmore Residents Association
  - Alderney Manor Community Association
  - Alderney West Community Centre & Social Club
  - Arrowsmith Road Residents Association
  - Ashley Cross Residents Association
  - Baiter Gardens Residents Association
  - Barbers Wharf Residents Association
  - Bearwood Community in Action
  - Bearwood Tenants & Residents Association
  - Blandford Road Action Group
  - Bourne Bottom Action Group
  - Bourne Free
  - Bourne Valley Community Association
  - Boyd Northmere Residents Association
  - Branksome Park, Canford Cliffs & District Residents Association
  - Branksome Park, Canford Cliffs & Sandbanks Neighbourhood Watch
  - Branksome Residents Association
  - Branksome Towers Residents Association
  - Broadstone Access Group
  - Broadstone Neighbourhood Forum
  - Broadstone Residents Association
  - Broom Road Residents Association
  - Candys Lane Residents Association
  - Canford Cliffs Land Society
  - Canford Heath Residents & Community Association
  - Canford Heath Tenants & Residents Association
  - Creekmoor Community Association
  - CROLH 'Concerned Residents of Lower Hamworthy'
  - Dorset Federation of Residents Associations
  - Dorset Lake Residents Association
  - Drake Court Residents Association
  - Elms Estate Association
  - Friends of Harbour Reach
  - Glencoe Road Home and Neighbourhood Watch
  - Hamside Residents Association
  - Harbourside Residents Association
  - Heckford Park Residents Association
  - Highcliffe Residents Association
  - Hillbourne and District Community Association
  - Holes Bay Residents & Preservation Association

- Jubilee Road Residents Association
  - Knowlton Road Residents Association
  - Lake Residents Association
  - Lilliput Neighbourhood Association
  - Manor Avenue Residents Association
  - Merley Residents Association
  - Moriconium Quay Residents Association
  - Newtown District Ratepayers Association
  - North Bournemouth Area Forum
  - Oakdale Residents Community Association
  - Orchard Area Residents Association
  - Parkstone Bay Association
  - Parkstone District Residents & Tenants Association
  - Phylton Close Residents Association
  - Poole Quarter Residents Association
  - Poole Residents Association
  - Poole Quays Neighbourhood Forum
  - Poole, Bournemouth & Purbeck Pensioners Association
  - Sandbanks Association
  - Society of Poole Men
  - South Longfleet & District Ratepayers & Residents Association
  - Southern Poole Chairman's Liaison Group
  - Talbot & Branksome Woods Residents Association
  - Talbot View Community Association
  - Talbot Village Residents Association
  - Tenants Association
  - The Parish of Hamworthy
  - Turlin Moor Community Association
  - Upper Parkstone Residents Association Group
  - Viewpoint Residents Association
  - Vision for Poole Group
  - West Parley Residents Association
  - Woodrise Residents Association
- **Places of worship and religious groups:-**
    - Ahmadiyya Muslim Association
    - Alder Road Baptist Church
    - All Saints
    - Ashley Road Methodist Church
    - Bearwood Vicarage
    - Bournemouth Churches Housing Association Ltd
    - Bournemouth Hebrew Congregation
    - Bournemouth Islamic Centre and Central Mosque
    - Bournemouth Reform Synagogue
    - Bournemouth University Chaplaincy
    - Branksome Salvation Army

- Bridging Communities
- Broadstone Baptist Church
- Broadstone Christian Fellowship
- Calvery Pentecostal Church (AOG)
- Canford Heath Baptist Church
- Canford Heath URC
- Charis Community Church
- Christ Church Creekmoor
- Church of the Good Shepherd
- Church of the Transfiguration
- Churches Together in Poole
- Dorchester Islamic Centre
- Dorset Islamic Cultural Association
- Faithworks
- Heatherlands Evangelical Church
- High Street Methodist Church
- Hill Street Baptist Church
- Holy Angels
- King's Church
- Loch Road Baptist Church
- Longfleet Baptist Church
- Longfleet United Reformed Church
- Methodist Homes for the Aged
- Our Lady of Fatima Church
- Parkstone Baptist Church
- Parkstone Evangelical Church
- Parkstone Gospel Hall
- Parkstone Salvation Army
- Parkstone URC
- Poole & Swanage Methodist Circuit
- Poole Christian Fellowship Church
- Poole Christian Science Church
- Poole Vineyard Church
- Religious Society of Friends
- Seventh Day Adventist Church
- Skinner Street URC
- St Anthony's of Padua
- St Clement's Parish Church
- St Dunstan's Upton
- St James Parish Church
- St John's Church
- St Joseph & St Walburga's Catholic Church
- St Luke's Church
- St Michael's Church
- St Nicholas Chapel
- The Farside
- The Lighthouse Fellowship
- Waterloo Christian Fellowship

- Wessex Jewish News
- Wimborne Baptist Church
- Winton Mosque

- **Energy, environmental and sustainability groups:-**

- Amphibian & Reptile Conservation
- British Marine Federation
- Canford Heath Project
- Campaign to Protect Rural England
- Combined Heat & Power Association
- Cranborne Chase and West Wiltshire Downs Area of Outstanding Natural Beauty
- Dorset AONB Partnership
- Dorset Coast Forum
- Dorset Countryside
- Dorset Gardens Trust
- Dorset Local Access Forum
- Dorset Wildlife Trust
- East Dorset Community Partnership Environment Theme Action Group
- East Dorset Friends of the Earth
- Environment Group of the East Dorset Community Partnership
- Forestry Authority
- Forestry Commission
- Friends of Coy Pond
- Heathwatch Canford Heath
- Inland Waterways Association - West Country Branch
- Keep Wimborne Green
- National Oceanography Centre
- Open Spaces Society
- Poole Agenda 21
- Poole Harbour Action Group
- Poole Old Town Conservation Group
- RSPB South West Region
- The British Wind Energy Association
- The Environmental Design Partnership
- Turbary Common and Fernheath Valley Heathwatch
- Woodland Trust

- **Heritage groups:-**

- Ancient Monument Society
- Campaign for Real Ale
- Christchurch Local History Society
- National Trust
- Poole Heritage Forum
- Poole Maritime Trust

- **Leisure and recreation groups:-**
  - Amateur Rowing Association
  - British Horse Society
  - Charris Camping & Caravan Park
  - CLAG (Cycle Liaison Group)
  - Cobham Sports and Social Club
  - Dexter Sports Youth Football Club
  - Dorset Cyclist Network
  - Fitness First PLC
  - Friends of Poole Park
  - Green Island Holiday Trust
  - Merley House Holiday Park
  - North Haven Yacht Club
  - Parkstone Yacht Club
  - Poole Amateur Rowing Club
  - Poole & District Sea Angling Association
  - Poole & District Fisherman's Association
  - Poole District Scout Council
  - Poole Harbour Canoe Club
  - Poole Harbour Watch
  - Poole Sailability
  - Poole Sea Scouts
  - Ramblers Association
  - Royal Motor Yacht Club
  - Royal Yachting Association
  - Shorefield Holidays Ltd
  - Sport England - South West Region
  - Springfield Touring Park
  - The Showmen's Guild of Great Britain
  - Wimborne & District Riding Club
  
- **Culture and arts groups:-**
  - Bournemouth Symphony Orchestra
  - Broadstone Community & Arts Centre
  - Canford Heath Arts Society (CHAS)
  - Lighthouse - Poole's Centre for the Arts
  - Poole & East Dorset Art Society
  - Poole Arts Trust Limited
  - The Arts Poole
  - The Theatres Trust
  
- **Places of education and children and young peoples groups:-**
  - Bournemouth University
  - Broadstone Middle School
  - Canford Heath Junior School



- Canford School
  - Carter Community School
  - DEED - Development Education in Dorset
  - Education Funding Agency
  - Longspee Special School
  - Oakdale Junior School
  - Poole Grammar School
  - Poole High School
  - Poole Youth Forum
  - Poole Youth Parliament
  - Poole Youth Projects
  - Skills Funding Agency
  - St Edward's RC CE VA School
  - The Bournemouth & Poole College
  - The Pulse
  - Tops Day Nursery
  - University of Birmingham
  - Winchelsea Special School
  - Wise Owl Playschool
  - Youth Action Poole
  - Young Adults Drug & Alcohol Service
- **Healthcare and community safety groups:-**
    - Action Against Allergy
    - Advocare - caring for carers
    - Bournemouth & Poole Primary Care Trust
    - Bournemouth Hospital
    - Branksome Chine Surf Life Saving Club
    - Cystic Fibrosis Trust (Dorset Branch)
    - Diverse Abilities Plus Ltd (formerly Dorset Scope)
    - Dogs for the Disabled
    - Dorset Fire & Rescue Service
    - Dorset Health Commission
    - Dorset HealthCare University NHS Foundation Trust
    - Dorset Health Scrutiny Committee
    - Dorset Police
    - Dorset Radiotherapy Helpline
    - Foundation for the Study of Infant Deaths
    - Headway Dorset
    - Health and Safety Executive
    - Healthpoint
    - HM Coast Guard
    - Lewis Manning House
    - Oakdene Nursing & Residential Care Home
    - Police Partnership Trust
    - Poole Crime Prevention Panel
    - Poole Hospital NHS Foundation Trust

- Poole Safe Together
- Riding for the Disabled
- St Ann's Hospital
- St Mary's Maternity Hospital
- The Adam Practice
- Victim Support Dorset
- Youth Cancer Trust
  
- **Citizen, political and societal groups:-**
  - Access Dorset
  - Age Concern
  - Black Workers Group
  - Bournemouth & District Irish Society
  - Deaf Club - Bournemouth & Poole
  - Disability Awareness Group
  - Dorset African Caribbean Association
  - Dorset Association for the Disabled
  - Dorset Dyslexia Association
  - Dorset Race Equality Council
  - Downs Syndrome Association
  - Equality & Human Rights Commission
  - Friends, Families and Travellers
  - Help the Aged
  - Irish Travellers Movement in Britain
  - National Farmers Union
  - National Romani Rights Association
  - Poole Citizens Advice Bureau
  - Poole Community Family Trust
  - Poole Conservative Association
  - Poole Council for Voluntary Services
  - Poole Harbour Commissioners
  - Poole Labour Party
  - Poole Liberal Association
  - Poole Older People's Strategy Group
  - Relate – Bournemouth
  - Rotary Club of Poole
  - Talbot Village Trust
  - The National Federation of Gypsy Liaison Groups
  - United Nations Association - Poole Branch
  - Wimborne Civic Society
  
- **Business and economy groups:-**
  - Bournemouth Town Centre Visitor Information Bureau
  - Broadstone Chamber of Trade & Commerce
  - Country Land and Business Association South West Region

- Dorset Business - the Chamber of Commerce & Industry
- Dorset Landlords Association
- Federation of Small Businesses
- Home Builders Federation
- Nuffield Industrial Estate Association
- Parkstone & Poole Chamber of Trade
- Poole & District Chamber of Trade
- Poole Jobcentre Plus
- Poole Town Centre Management Board
- Poole Tourism Partnership
- Southern Poole Chairman's Liaison Group

### ***Wider Stakeholders and Individuals***

- **Non-adjointing Local Authorities:-**

- Chelmsford City Council
- Christchurch Borough Council
- New Forest District Council
- North Dorset District Council
- West Dorset District Council
- Weymouth & Portland Borough Council



- **Non-adjointing Parish Councils:-**

- Affpuddle and Turnerspuddle Parish Council
- Alderholt Parish Council
- Burton Parish Council
- Chaldon Herring Parish Council
- Dorset Association of Parish & Town Councils
- Church Knowle Parish Council
- Holt Parish Council
- Hurn Parish Council
- St Leonards & St Ives Parish Council
- Vale of Allen Parish Council
- West Moors Parish Council
- Worth Matravers Parish Council

- The consultation database consists of approximately 1,400 separate consultees and agents comprising those who have requested to be kept informed of Poole's planning documents. The specific and general consultation bodies represent a proportion of these with the remaining organisations interested parties consisting of local residents, and businesses that have particular interest in issues relevant to the area in which they live and operate respectively. A significant number of consultees and agents are also made up of planning consultants, building and architectural firms, and housing associations, as well as planning related national bodies.



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