

Canterbury City Council

Planning Policy and Development Control

Statement of Community Involvement



By producing a Statement of Community Involvement, the council wishes to promote effective participation in the planning system, ensuring that all sections of the community have an opportunity to be involved.

This document has been prepared as part of the Local Development Framework for Canterbury District. It sets out the council's Strategy for community involvement in the planning process in the preparation, alteration and review of Local Development Documents and major planning applications.

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Bengali

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Farsi

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Gujarati

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Urdu

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Hindi

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Punjabi

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Serbian

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Spanish

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Turkish

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Useful definitions and abbreviations

Annual Monitoring Report (AMR): will assess the implementation of the Local Development scheme and the extent to which policies are being successfully implemented.

Area Action Plan (AAP): Used to provide a planning framework for areas of change and areas of conservation.

Community Strategy: This is prepared by the Local Strategic Partnership and aims to improve the social, environmental and economic well being of the area. It coordinates the actions of local public, private, voluntary and community sectors.

Core Strategy: Sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision.

Development Plan: Consists of the Regional Spatial Strategy (RSS) and Development Plan Documents (DPDs).

Development Plan Documents (DPD): Spatial Planning Documents that together with the RSS form part of the development plan for the area. They include the Core Strategy, site-specific allocations of land and Area Action Plans and others. The programme for preparing DPDs must be set out in the Local Development Scheme.

Local Development Document (LDD): The collective term of Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

Local Development Framework (LDF): The name for the portfolio of Local Development Documents, which together with the Local Development Scheme and the Annual Monitoring Reports will provide the framework for delivering the spatial planning strategy for the area.

Local Development Scheme (LDS): Sets out the programme for preparing the LDDs.

Proposals Map: Illustrates on a base map all the policies contained in development plan documents.

Regional Spatial Strategy (RSS): Sets out the regions policies in relation to the development and use of land and forms part of the development plan.

Statement of Community Involvement (SCI): Sets out the standards the council will achieve with regard to involving local communities in the preparation of Local Development Documents and development control decisions.

Strategic Environmental Appraisal (SEA): A term to describe environmental assessment as applied to policies, plans and programmes.

Supplementary Planning Documents (SPD): Provide supplementary information in respect of the Policies in the Development Plan Documents. They do not form part of the development plan and are not subject to independent examination.

Sustainability Appraisal (SA): A tool for appraising policies to ensure that they reflect sustainable development objectives.

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Part 1: The New Planning System: The Local Development Framework

- 1.1** The Planning and Compulsory Purchase Act 2004 has seen the present system of Local Plans being replaced by a new **Local Development Framework**. Strengthening community and stakeholder involvement is an important part of this new planning system.
- 1.2** A Local Development Framework is made up of a collection of Local Development Documents (LDD's), which will include the following:
- A Statement of Community Involvement;
 - A Core Strategy;
 - Area Action Plans (such as a Herne Bay AAP);
 - Site allocations documents (such as housing allocations);
 - A Proposals Map;
 - Supplementary Planning Documents.
- 1.3** The Canterbury District Local Development Framework will also include the Local Development Scheme, the Annual Monitoring Report and Sustainability Appraisal. Together these documents will set out how we plan for, and make decisions about the future of our towns, villages and countryside. It will include allocating land for particular uses, such as for housing or employment purposes and setting out development control policies that ensure important issues are considered when deciding if planning permission should be granted. Policies will relate to a huge number of issues, including preservation and enhancement of the built environment and the protection of sites designated for their wildlife importance. It is important to note, however, that the new planning system is spatial. This means that it is not just concerned with land use, but also responds to other policies and programmes which influence the nature of places and how they function.
- 1.4** These documents are all illustrated on the diagram opposite. The documents in the **blue shaded** box at the bottom of the diagram are known as Development Plan Documents. These, together with the Regional Spatial Strategy will make up the statutory development plan. Supplementary Planning Documents will cover particular issues in more detail.
- 1.5 Core Strategy.**
- This document will set out the core vision and strategy for the district. It will identify development needs, the broad levels and locations for development in the district and set out how the LDF will link to the other strategies and investment programmes of other public bodies to seek to achieve it. A key diagram can be used to illustrate the strategy and illustrate the general locations of new developments. It will also contain important strategic policies, on general subjects such as housing, employment and strategic designations.
- 1.6 Area Action Plans**
- An Area Action Plan sets out the planning framework for the future development and regeneration of a particular area.

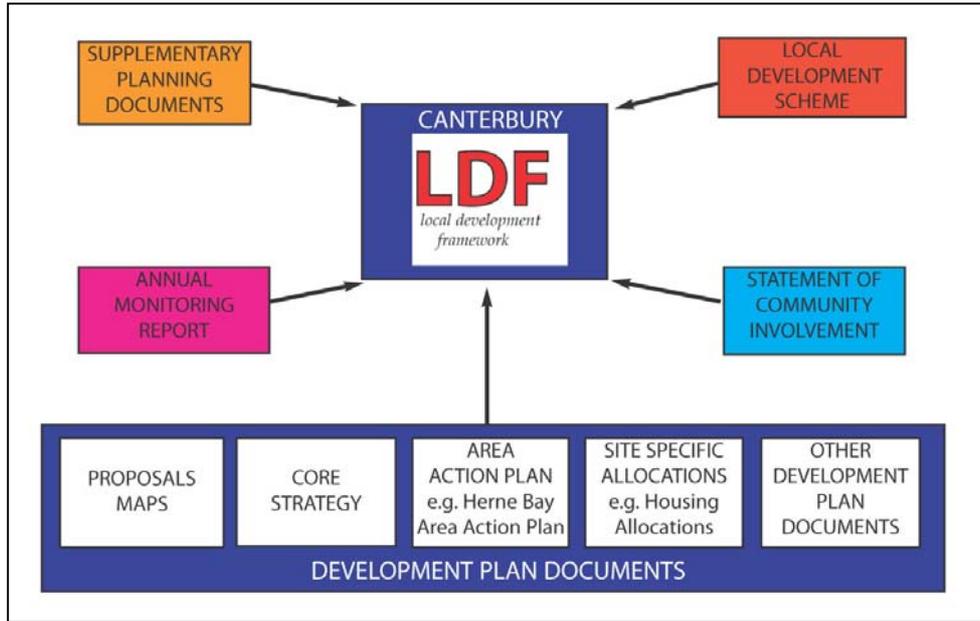


Figure 1 above illustrates the structure of the Local Development Framework for the Canterbury district.

1.7 Proposals Map

The proposals map will show the policies and proposals on an Ordnance Survey map and identify areas of protection and will form an integral part of the LDF. The proposals map will not benefit directly from consultation, but will only be updated as each development plan document is drafted and adopted. For example, consultation on particular sites for development will take place as part of the consultation for a site allocations DPD or Area Action Plan.

1.8 Site Specific Allocations

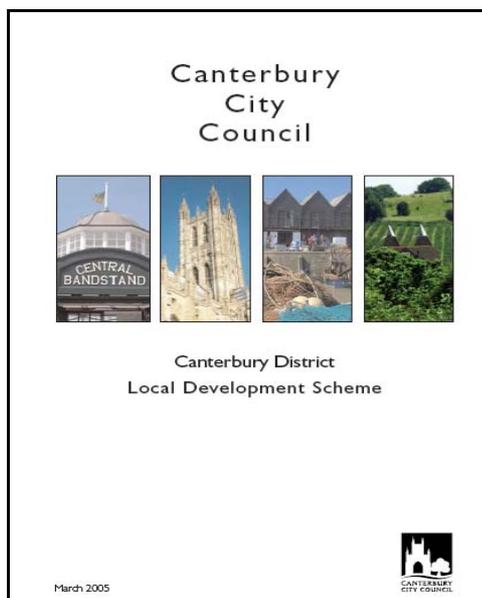
Site allocations DPD's will be prepared to identify site specific allocations for a range of issues, such as housing, employment, retail and open space. It will cover the detailed aspects of the delivery of the proposals and will provide the policy framework for identified and windfall (non-identified) sites.

1.9 Supplementary Planning Documents (SPD)

Supplementary Planning Documents provide guidance to supplement the policies in the Development Plan Documents. They do not form part of the statutory development plan, but should form part of the planning framework for the area. Proposed SPD's include the Wincheap Development Framework SPD and the Sustainability Checklist SPD.

1.10 Local Development Scheme (LDS)

This document sets out the programme for the preparation of a Local Development Framework for Canterbury District.



1.11 Statement of Community Involvement (SCI)

Sets the standards the council will achieve in engaging the community and other stakeholders in the preparation, alteration and continuing review of all Local Development Documents and in development control decisions. It will also identify how Canterbury City Council will achieve these standards.

- 1.12 Annual Monitoring Report (AMR):** This will record the progress being made on preparing DPD's and SPD's and recommend whether any changes need to be made to the Local development Scheme, some of which are set by Government. It will also report on monitoring of a selection of key policies and indicators. This will aid assessment of the effectiveness of policies and potentially recommend subsequent reviews.

Part 2: Community Involvement in the Local Development Framework

Introduction to the Statement of Community Involvement

By producing a Statement of Community Involvement, the council wishes to promote effective participation in the planning system, ensuring that all sections of the community have an opportunity to be involved.

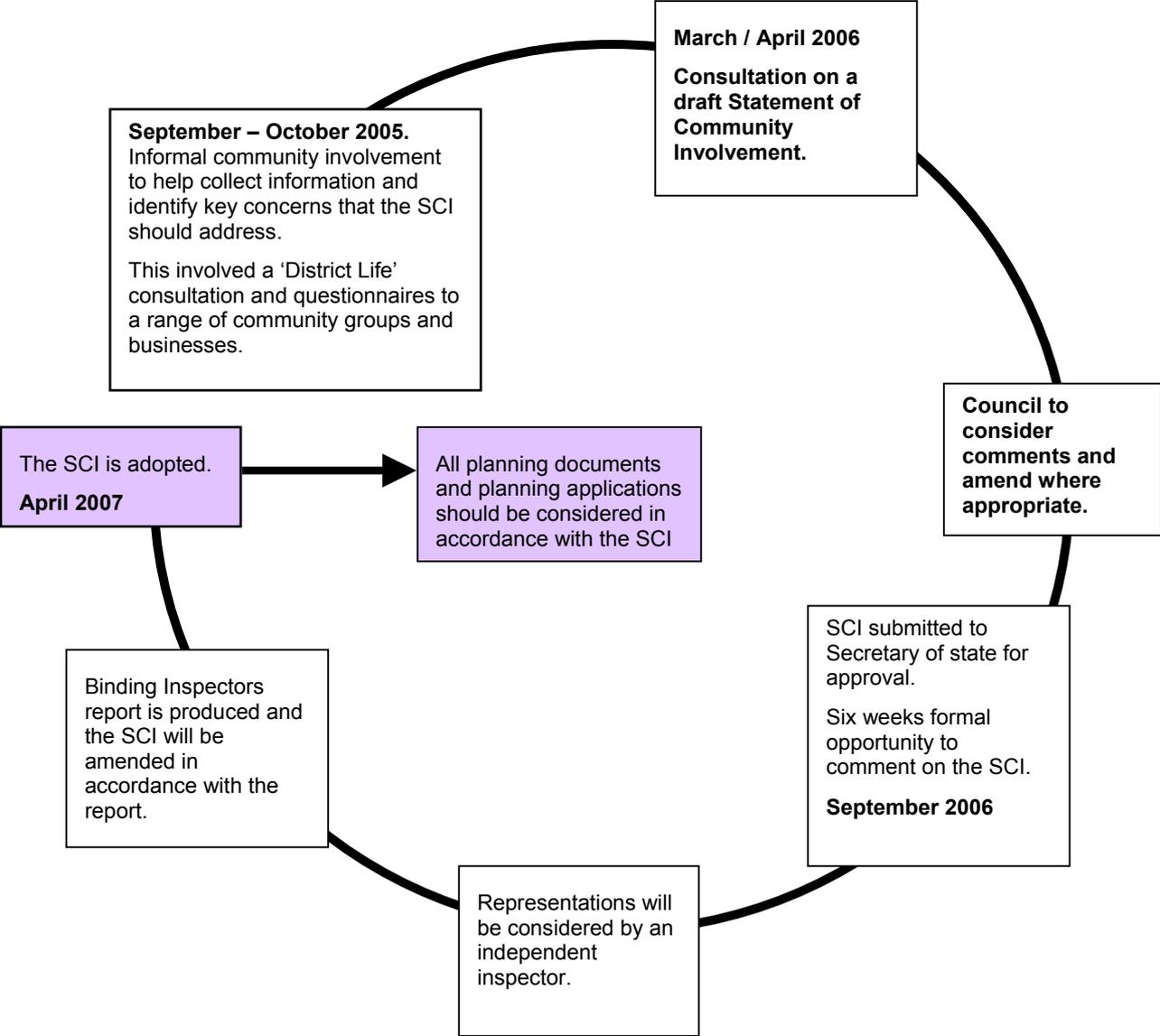
- 2.1** This Statement of Community Involvement is being prepared as part of the Local Development Framework for Canterbury District. It sets out how Canterbury City Council will seek to both achieve the required continuous community involvement in the preparation of Local Development Documents and consult communities on planning applications. This should ensure that the community has a significant input in where future development will occur and the future distribution of uses. Appropriate parts of the community, at the appropriate times, will be engaged so that the relevance of that involvement is maximised and the input most valuable.
- 2.2** Community involvement has significant benefits to the planning process. It ensures that there is a focus on the issues that matter to local communities, ensures there is community ownership of the planning process and improves the likelihood of agreement between parties.
- 2.3** The SCI itself will be subject to extensive consultation, to ensure the community is involved throughout its preparation. Once adopted, the SCI will form part of the Canterbury District LDF.

Involvement in the Preparation of Local Development Documents (LDD's)

- 2.4** The Town and Country Planning (Local Development) Regulations (2004) require that Local Development Documents are subject to minimum requirements for consultation. In order to ensure broad and effective community involvement, however, the council aims to exceed this minimum. Community involvement in the preparation of Local Development Documents is a continuous process and the community will be involved throughout the different stages of production of Development Plan Documents and Supplementary Planning Documents.

These minimum requirements for consultation are set out in Appendix 1

Main Stages in the Preparation of the Statement of Community Involvement



Supplementary Planning Documents (SPD's)

- 2.5 Supplementary Planning Documents contain detailed guidance on the policies contained within the Development Plan Documents. There are three main stages in the production of SPD's: pre-production; production; and adoption. The main difference between Supplementary Planning Documents and Development Plan Documents is clearly that Supplementary Planning Documents are not subject to an examination before they are adopted, but the opportunities for formal involvement also differ slightly.
- 2.6 During the production stage, there is a formal period of consultation of between four and six weeks, but in advance of this there are opportunities for ongoing involvement during evidence gathering and identification of issues and options. The strategy for consultation on SPD's will relate to the nature of the document and the subject to which it relates. The consultation strategy linked to a site specific SPD, for example, is likely to be different to that for an SPD that affects the whole district. The diagram below illustrates the stages of Supplementary Planning Document preparation and describes the major opportunities for involvement at each stage.

Stage	Stage in plan preparation	Opportunities for involvement
Pre-production	Evidence gathering	We will seek help from selected stakeholders to help gather evidence and identify key issues that the development plan needs to address and the options which are available to deal with those issues.
Production	Draft document	Four to six week period of formal involvement on the draft document. At this stage, anyone can make formal representations objecting or supporting to the document. We will prepare a report, which summarises all the comments we receive.
Adoption	Where appropriate, comments are incorporated into the draft document. The Supplementary Planning Document is then adopted by the council.	

Table 1 Involvement in the preparation of Supplementary Planning Documents

Development Plan Documents (DPD's)

2.6 There are four main stages in the production of DPD's: pre-production; production; examination and adoption. During the production stage, there are two formal periods of consultation of at least six weeks, but in advance of this, there are opportunities for ongoing involvement during evidence gathering and identification of issues and options. The diagram below illustrates the stages of development plan document preparation and describes the major opportunities for involvement at each stage.

Stage	Stage in plan preparation	Opportunities for Involvement
Pre – production	Evidence gathering	We will seek help from selected stakeholders to help gather evidence and identify key issues that the development plan needs to address and the options which are available to deal with those issues.
Production	Issues and alternative options Reg 25	Informal consultation on the issues and alternative options. This allows the local community to get involved early in the process using a range of methods (set out in table 3) that will depend on the subject of the document and the consultation requirements of different groups.
	Preferred options Reg 26	Six week period of formal pre-submission involvement to consider the preferred options. At this stage anyone can make formal representations objecting or supporting to the document. We will prepare a report, which summarises all the comments we receive. On site-allocation documents we will advertise any proposals for alternative site allocations and carry out any necessary consultation.
	Draft submitted to the Secretary of State. Reg 28	Six week period of formal involvement on the draft document. At this stage objectors need to re-submit any objections that have not been resolved at previous stages. During this submission consultation period, any site allocation representations received will be subject to a further six week consultation.
Examination	Independent examination of the document	The examination will consider the 'soundness' of the document. This will include an assessment of how we have considered the views of the community when preparing the document. Depending on the form of the inquiry, there may be an opportunity to expand on comments in evidence to the inspector.
Adoption	The Inspector prepares a binding report and the recommendations are incorporated into the document. The document is then adopted by the council.	

Table 2 Involvement in the preparation of Development Plan Documents

Part 3: Who will we consult when preparing Local Development Documents?

Consultees

- 3.1** Although the new planning system sets **statutory minimum requirements** for consultation, there is a clear expectation that planning authorities seek to exceed these. Canterbury City Council is committed to seek to involve a wide range of groups and individuals in the preparation of planning documents.
- 3.2** The Town and Country Planning (Local Development) Regulations (2004) require that certain **Specific Consultation Bodies** must be consulted where the council thinks that they may be affected by the development. These are listed in Appendix 2. Appropriate Specific Consultation Bodies will be sent copies of the DPD, Sustainability Appraisal Report, any consultation statements and any other supporting documents relevant to that consultation body at both pre-submission and submission consultation stages. The council will employ methods such as workshops and working groups to generate detailed discussions and responses from specific consultees where appropriate.
- 3.3** The council will also consult with a wide range of **General Consultation Bodies** where it is appropriate, given the subject of a planning document or the area that it will affect. These include:
- Voluntary bodies;
 - Business groups;
 - Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
 - Bodies which represent the interests of different religious groups in the authority's area;
 - Bodies which represent the interests of disabled persons in the authority's area;
- 3.4** Appendix 2 contains a 'General Consultation Body' list, which demonstrates the types of stakeholders and groups that the council will seek to involve, where it is appropriate. The list is not exhaustive and any group or individual that shows an interest in the Local Development Framework will be added at their request, to the list of consultees.

'Hard to Reach Groups'

- 3.5** The council supports the need to promote equality of opportunity for involvement in the planning process. 'Hard to reach' groups are groups of people who have been deterred from involvement in planning in the past for various reasons, such as a lack of time or because they have difficulties travelling to deposit points to see consultation documents. In other words, these are simply groups for whom the standard consultation procedures have not proved effective. With help from consultation, we have identified a large range of harder to reach groups, including older people, people with disabilities and commuters. A list of possible hard to reach groups is listed in Appendix 3.

- 3.6** The council will be proactive in paying particular attention to these groups by making involvement relevant and accessible; using consultation methods that broaden the number of people that can, and more importantly, want to be involved. Consultation with these target groups will need to vary according to the needs of that particular group and we will continue to assess opportunities to tailor our consultation mechanisms for seeking their involvement. As examples; commuters may be involved by providing consultation opportunities at train stations and involvement by parents of young children and older people could be increased by organising consultation events at community centres or accessible town centre locations. The types of consultation methods used are clearly constrained by the financial resources available and the council will continue to investigate the most effective methods of involving the community in the planning process. Efficient consultation develops links between the community and the Council, which should be developed early and sustained throughout the plan preparation process.

Cross Boundary Consultation

- 3.7** Canterbury City Council will consult with neighbouring local authorities on the preparation of Local Development Documents. Detailed liaison will be sought, where it is considered that proposals within a Local Development Document might have significant cross-boundary implications. In some cases, assistance will be sought from neighbouring local authorities to identify local groups and organisations that would usefully be consulted on draft Local Development Documents. It is recognised that contact with Kent County Council and neighbouring district councils is also important for exchange of information, research and the sharing of best practice.
- 3.8** Consultation with parish councils adjacent to the district boundary (where appropriate) is also a statutory requirement. The council will, therefore, consult with adjacent parish councils, where proposals set out in a Draft Local Development Document are likely to have a significant impact on the communities they represent. It is the council's experience that parish councils provide an important level of familiarity, knowledge and understanding of the locality and make an important contribution to development plan preparation. As part of this SCl some neighbouring parish council's have requested we keep them informed about the preparation of the Local Development Framework.
- 3.9** Such consultation with neighbouring district and parish councils will be essential to demonstrate an element of soundness, that: *'the strategies/policies/allocations in the plan are coherent and consistent within and between development plan documents prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant'*.

Part 4: How will we consult the community?

The council's aims for involving the community in the planning process.

- 4.1 A large number of methods can be used to encourage involvement in the planning process and increase the opportunities for people or groups to make their views known. It is the council's aim to:
- Make it easier for a wide range of people to be involved in the planning process;
 - Increase the number of ways and frequency that the community can be involved in the planning process; and
 - Increase the influence that community involvement has on the preparation of planning documents.

'Getting the message across'

- 4.2 Canterbury City Council has a strong commitment to strengthening community involvement. The council has adopted a strategy, titled 'Getting the Message Across' for marketing, public relations and consultation.
- 4.3 Canterbury is an excellent rated authority (Comprehensive Performance Assessment 2004) and seeks to improve and continue this success by ensuring that the council communicates effectively with a range of audiences. The document gives advice to improve the quality of consultation and has adopted the following definitions for various levels of participation:
- a) **Public Information:** Where the council will inform people as to its intentions, procedures and practices.
 - b) **Public Consultation:** Where the council will ask the local community (interested parties in the community) their views and, while taking these into account, will not necessarily make a commitment to act on them in isolation.
 - c) **Public Participation:** Where it is accepted that participation in local government decision-making means that local people have the power to make decisions about issues that affect them or have a substantial impact on the decision making process.



In addition, **Active Involvement** could be an additional method of community involvement, where the council encourages individuals, groups or communities to look at their own needs and issues, to work together to find solutions, and to engage with the council in the style and pace which suits them. Examples of this include village or parish communities preparing Parish Plans or Village Design Statements.

Parish Plans and Village Design Statements will, where relevant, inform the preparation of Local Development Documents. Such documents will be a material consideration in terms of consideration of planning applications.

Methods for Community Involvement in the Preparation of LDD's

The council will meet minimum requirements for consultation as set out in Appendix 1 and will always use the following methods to involve the community in the planning process:

- 4.4** Consultation documents will be made available at the main council building in Canterbury and the Herne Bay and Whitstable District Offices. Documents will also be made available at the Canterbury, Whitstable, Herne Bay, Greenhill, Swalecliffe and Sturry libraries, as well as the mobile library. A full list of addresses and contact numbers for these points of consultation are listed in Appendix 4. Note: The Planning Policy Team will consider the possibility of making documents available at a larger range of locations. This might be particularly useful for area specific documents, such as Area Action Plans or site specific Supplementary Planning Documents for regeneration zones or larger development sites.
- 4.5** The council will advertise in the local press when draft documents are available for inspection. The advertisements will advise where and when the documents are available for viewing.
- 4.6** Information on the preparation of draft documents will always be made available on the council's website, at **www.canterbury.gov.uk/planningpolicy**. Facilities will be made available for comments to be made on line and we will establish a facility to register an interest in the new planning system. This information will be stored in a database which will also record particular subjects or areas of interest.
- 4.7** We hold a database of individuals and organisations that have registered an interest in the new planning system. Letters will be sent to individuals and groups on our database to inform them of forthcoming opportunities for formal involvement.
- 4.8** Wherever possible, draft documents will be made available on request in other formats including Braille, large print, audiotape and other languages. The Council will endeavour to meet the requirements of the Disability Discrimination Act 1995 and the Race Relations Act 2000. If you would like to access an LDF document in an alternative format, please contact Planning Policy on 01227 862199 or email planning.policy@canterbury.gov.uk.

We could also use the following methods to involve the community where appropriate:

- 4.9** Individuals have clear preferences for particular consultation methods, but a variety of methods are essential to ensure a wide involvement in the planning

process. The lists below illustrate a number of different methods which could be used at different stages in the planning process to encourage involvement. These different methods of encouraging involvement are described in more detail in Appendix 5.

Public Information

Leaflets and flyers
Press releases
'District Life' Magazine
Information stalls
LDF Hotline
Posters

Public Consultation

Surveys and questionnaires
Community Panel Community
Forums
Focus groups
Public speaking at
Committees
Area Member Panels
Public Exhibitions / Meetings

Public Participation

Workshops
Working Groups

- 4.10** The methods used in a particular case will depend on the type of document that we are seeking involvement in and the particular stage in its preparation. Where possible the council will seek to delimit consultation by either location or subject area to ensure it is targeted and manageable. Table 3 overleaf illustrates the types of documents and the stages in their production that different methods of consultation can be most useful.

Acknowledging and Reporting Back

- 4.11** All representations that are received within the consultation period will be acknowledged by letter or email. At this stage, respondents will be advised that copies of the representations will be made available for inspection at the main Council building in Canterbury and the Herne Bay and Whitstable District Offices and at the Canterbury, Whitstable, Herne Bay, Greenhill, Swalecliffe, Sturry and mobile libraries. All comments raised in the representations will be considered and responded to. The contact details of all those that make comments will be retained on our database so that they can be informed of the dates at which the Council's Executive will be considering their comments and of future stages in the process. Published summaries of responses will allow interested persons to monitor the evolution of the plan in response to public opinion.
- 4.12** Representations received to formal consultations will be summarised in reports to the Council's Executive Committee. The reports will propose responses to the representations, identify how they have been taken into account and clearly demonstrate how the document has changed in response to community involvement. This is a particularly important element of plan making and the Council will seek to clearly demonstrate how well the plan has responded to the community involvement in its preparation. Respondents will be advised by letter or email of the date at which the response to their comment will be considered. Reports will be available on the Council website or on request from the Committee Services Section. Elected members will make the final decisions on responses to comments up until submission for independent examination.
- 4.13** Once development plan documents are submitted for independent examination, it will rest with the inspector to determine whether the content of the document should be changed any further as a result of representations received at that stage, although the council will keep participants informed of progress.

Table 3 The range of possible consultation methods for use on Local Development documents

	Public Information	Public Consultation	Public Participation	Active Involvement
Examples	Leaflets and flyers 'District Life' Magazine Internet Posters Public Notices Press releases Media announcements Information stalls at 'community centres', such as town centres and supermarkets	Surveys Community Panel Questionnaires Focus Groups Community Forums Public Speaking at Committees Exhibitions Area /member Panels Documents available for inspection	Workshops Working Groups	This is the responsibility of an organisation, such as a Parish Council that is preparing the documents. Minimum consultation requirements are essential, but a wider use of involvement methods is encouraged.
Which documents?	All DPDs and SPDs	All DPDs and SPDs	DPDs, including core strategy and site allocation DPDs. SPDs with a specific local focus.	Parish Plans Village Design Statements Housing Needs Assessments
What stage in the process?	All Stages	All stages	Pre-production Production	N/A – responsibility of author group. The essential level of consultation is dependant on the final status of the document.
Pre-production Production Submission				

	Public information	Public consultation	Public participation	Active involvement
Notes	<p>This level of community involvement raises awareness of future opportunities to get involved in the planning process. Utilising as many methods as possible is key to increasing the likelihood of reaching those who are not familiar with the plan preparation process. Stalls at community centres are essential method for distributing information to and access views from people who would not normally seek to be involved. In the first phase this method will be used for Core Strategy and site allocation DPDs.</p>	<p>Making documents available in a range of accessible locations, such as council offices and libraries is essential to meeting the minimum requirements for consultation. The other consultation methods are particularly useful for the evidence gathering stage of pre-production and consideration of options. The community panel, questionnaires, exhibitions and focus groups are particularly useful for determining attitudes, views and opinions. Exhibitions make the planning process accessible to large audiences.</p>	<p>These methods are useful for discussing key issues in detail with stakeholders. The value is enhanced when involvement is achieved across a range of groups and sectors. Working groups will provide a valuable ongoing support to preparing key local development documents, particularly core strategy and site allocations.</p> <p>Workshops and working groups are very useful to generate detailed discussion and responses from Specific Consultees.</p>	<p>This method is used primarily by Parish Councils who may prepare Parish Plans, Village Design Statements or Local Needs Housing Assessments.</p>

* The above are possible methods of consultation, the final choice of which may vary depending upon the circumstances and issues raised in each Local Development Document under preparation and the consultation requirements of the particular groups we are seeking involvement from. In this respect, the council believes it important that consultation arrangements can be tailored to suit individual circumstances.

Part 5: Links to other community involvement initiatives

Spatial Planning

- 5.1 The new planning system is said to be spatial. This means that it goes beyond traditional land use planning to bring together and integrate policies for the development and use of land with other policies and programmes which influence the nature of places and how they function. In this way, we can balance the competing demands for land use within a sustainable development context.
- 5.2 There are many national, regional and local strategies and policies, which will influence development in the district and our Local Development Documents. On the local level, these will include such matters as:

The Community strategy	The Housing Strategy
Playing Pitch Strategy	Walking and Cycling Strategy
The Local Cultural Strategy	Homelessness Strategy
Licensing Policy	Local Neighbourhood Renewal Strategy
The Tourism Strategy	The District Transport Action Plan
Parking Strategy	Community Development Strategy
The Economic Strategy	Play Strategy
Coastal Management Strategy	Open Space Strategy

- 5.3 The Community Strategy, however, will be particularly relevant to the preparation of the Local Development Framework. The Kent Community Strategy ‘A Vision for Kent’ is also relevant.

Links to the Community Strategy

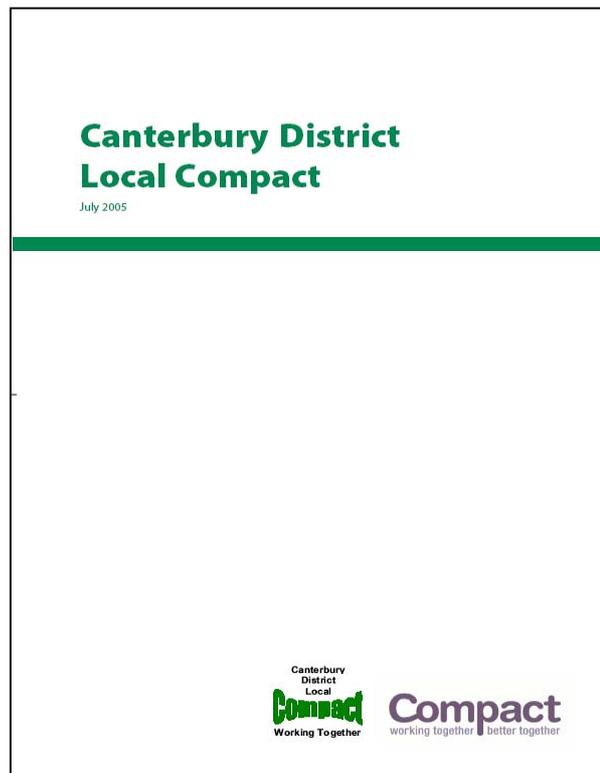
- 5.4 Community Strategy action plans have some spatial content, and development plan documents should seek to ensure that they contribute to achieving Community Strategy objectives. The council will seek to integrate the themed actions of the community strategy into the LDF where they have a spatial content.
- 5.5 Canterbury City Council’s Community Strategy is currently under review and is expected to be completed during 2007. We believe there is an exciting opportunity to prepare the Community Strategy with a view to its spatial implications and its implementation through the Local Development Framework. While timetables are unlikely to marry completely, there are likely to be significant opportunities for planners to merge process with the Community Strategy, enabling the key stages and community input of the Community Strategy to also shape the preparation of the LDF.
- 5.6 While the Community Strategy is being prepared, we believe there are significant benefits in combining some consultations and this will help ensure that the LDF

can be closely informed by the developing aspirations of the Community Strategy.

- 5.7** The core strategy will reflect the strategic aspirations of the Community Strategy and the other Development Plan Documents and Supplementary Planning Documents will seek to deliver aspirations that relate to the development and use of land.

The Canterbury District Local Compact

- 5.8** The Canterbury District Local Compact is an agreement on the principles governing the relationship between the statutory bodies with responsibility for the Canterbury district and the voluntary and community sector.
- 5.9** As part of this document, the council and other statutory bodies make a number of undertakings. These include an undertaking to develop a code of good practice covering consultation, policy appraisal and implementation, jointly with the voluntary and community sector.
- 5.10** This will promote amongst other things:
- the promotion of consultation with the voluntary and community sector on issues that are likely to affect them;
 - ensuring consultation is timely, allowing reasonable timescales for response;
 - Taking positive account of the specific needs, interests and contributions of those parts of the voluntary and community sector which represent women, minority groups and socially excluded people;
 - Recognising the role of voluntary and community organisations in representing the views of groups and individuals whose voices otherwise might not be heard.



Part 6: Community Involvement in Sustainability Appraisal (SA)

- 6.1** Sustainability Appraisal (SA) is a process that will make sure that social, economic and environmental considerations are fully taken into account at every stage of preparation for each document produced.
- 6.2** Community Involvement is a key element of this process. Sustainability Appraisal is integral to the preparation of Local development Documents and it is proposed that progress on the sustainability appraisal is reported and consulted on at the time of each consultation, at the pre-production, production and submission stages. At the pre-production stage (scoping stage) consultation will be focused on selected stakeholders, including the statutory consultees (the Environment Agency, Countryside Agency, English Heritage and English Nature), Kent County Council and individuals or groups that have expressed an interest as part of our 'District Life' questionnaire. During the production of the documents, however, the sustainability appraisal will be made widely available in parallel with the consultation on Local Development Plan Documents.
- 6.3** Sustainability Appraisal is an important part of the planning process that will ensure that Local Development Documents are prepared with a view to contributing to achieving sustainable development. We intend to employ consultants to ensure that our sustainability appraisals are high quality and independent.

Part 7: Community Involvement in Planning Applications

- 7.1 Canterbury City Council has always valued community involvement in the planning applications process and for a number of years has operated in excess of the statutory requirement. This will continue to be the case, although the degree of consultation will vary to a greater or lesser extent depending upon the issues involved in particular proposals. We recognise that in some cases, far greater involvement may be needed either at the pre-application or during the application process itself, in order to encourage full debate and involvement on issues involved. For this reason, whilst we will always adopt minimum standards to ensure adequate consultation on all applications, we will also adopt a flexible approach to tailor consultation arrangements for particular cases as the issues demand.

Pre-application Discussions

- 7.2 Pre-application discussions for complex proposals in particular help to provide a greater understanding of issues and provide a transparent approach to decision making. Involving our community before an application is made allows them to influence developments as they are being designed and generally input into the process. We will therefore encourage applicants to involve the community at this stage on appropriate proposals but will also ensure that the council operate a 'watching brief' to ensure impartiality. We will expect applicants to include statements of pre-application discussions as appropriate, in the formal submission of any applications.

Consideration of Planning Applications

- 7.3 Once a formal planning application is submitted, we will provide suitable publicity through a combination of direct neighbour consultations, a site notice or notices at appropriate locations to the site), a press notice, or publication on the council's website at www.canterbury.gov.uk. Where appropriate, notification letters inviting comment on relevant applications, involving technical matters, will be sent to organisations such as utility providers, English Heritage and Kent Highways. We will allow an adequate period to make comments in writing, a minimum of 21 days. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation. Comments may also be made on line via the council's website. For substantive revisions to any scheme, we will carry out further consultations, giving an additional minimum period of 14 days to respond. Where issues are complex or unclear from application submissions, we encourage direct contact with planning case officers or the Council's contact centre in order that our community can achieve a better understanding of what is proposed. We are looking to expand the amount of planning information published on our website, in addition to the application details which are already published. This will enable our community to have greater and easier access to all formal planning submissions. Parish Councils are informed of all planning applications made in their area. The input of Parish Councils in the planning process is valuable and we will seek to maintain, reinforce and improve liaison with Parish Councils.

- 7.4** The Council currently has a wide ranging form of consultation on all applications including; letters to those directly affected by a proposal; additional direct letters to known amenity groups such as resident associations or particular interest groups; statutory press and site notices; additional site notices if the site has more than one frontage; weekly lists of applications to the local paper; electronic weekly applications lists to those who request them such as local amenity groups; application details and plans available on the Council's website. For larger applications likely to have a greater impact upon the community, the Council carries out additional bespoke consultation. It is difficult to be prescriptive about the nature and scale of applications that might necessitate wider consultation, because it depends upon individual circumstances and issues such as their location, proximity to existing dwellings and policy designation.
- The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

Decision Making Process

- 7.5** We will take into account all material land use considerations in arriving at a decision on planning applications. All representations received on applications are summarised in detailed Committee reports and those persons writing are advised when an application will be reported to Committee. Persons may then address the Committee on the night if they so wish, or at a site visit if an application is deferred for such purpose. Persons are also able to make use of IT facilities in the Committee chamber so that photographs or plans can be displayed for all members in order to illustrate points.
- 7.6** Once a decision has been made, we will inform all those persons who made representations on the application. We would encourage direct contact with planning case officers or the Council's contact centre for people or organisations wishing clarification on the reasons for the decision. In the event of refusals of applications and ensuing appeals, all persons making representations on the original application are notified of the appeal arrangements in order that they may make additional comments if they so wish.
- 7.7** Further information on the planning application and consultation process is available on the Council website on www.canterbury.gov.uk. A 'Development Handbook' is also available from the Development Control contact centre on 01227 862178. Details of the Council's Policy of public speaking is available in a leaflet entitled 'a night in the life of a planning application'. This is also available on the council's website, together with general advice about how to make representations at committee.

The above consultation procedures can be summarised in the table opposite.

Table 4: Consultation methods for development control

A. Potential forms of consultation	B. Pre-application discussions on major proposals likely to involve issues of scale, controversy or non-conformity with the Local Development Framework. This might include major development or infrastructure projects that have not been allocated in a development plan.	C. Formal planning applications largely in accordance with the Local Development Framework.	D. Formal planning applications which are of a scale or sensitivity which may require wider community involvement. This might include applications that require an Environmental Impact Assessment, or are located within sensitive habitats or landscapes.
Details of information/application available at the council and area offices	Y	Y	Y
Neighbour notification		Y	Y
Press Notice		Y	Y
Site Notice		Y	Y
Website	Y	Y	Y
Parish Councils	Y	Y	Y
Development Brief	Y	Y	Y
Public Meetings/workshops/ enquiry by design	Y		Y
Public Exhibition	Y		Y
Architectural Design Panel	Y		Y

* The above procedures for consultation are not prescriptive and may vary depending upon the circumstances and issues raised in each particular category. In this respect, the council believes it important that consultation arrangements can be tailored to suit individual circumstances.

Part 8: Improving the Statement of Community Involvement

The role of the community in preparing a ‘Sound’ Plan

- 8.1** Community involvement will contribute to ensuring that a plan is ‘sound’. This is based on a range of criteria or ‘tests’ specified by the Government which will help us identify areas of concern at an early stage in the process so that we can do our best to resolve them prior to an examination.
- 8.2** The tests of soundness for this statement are as follows:
- shows that the council is meeting legal requirements;
 - sets out the council’s strategy for community involvement and its links with other community involvement initiatives, e.g. the local authority’s community strategy;
 - identifies in general terms which local community groups and other bodies need to be consulted;
 - shows how local people, community groups and other bodies can be involved in a timely and accessible manner;
 - shows that the methods to be used to involve people, community groups and other bodies are suitable for the different stages in the preparation of the LPAs local development documents and for the particular communities;
 - shows that the LPA can resource and manage the process effectively;
 - shows how the results of the community involvement are to be fed into the preparation of development plan documents and supplementary planning documents; and
 - sets out the mechanisms for reviewing the procedures in the statement of community involvement.
 - SCI clearly describes the LPAs policy for consultation on planning applications.

The examination and tests of ‘Soundness’

- 8.3** The Statement of Community Involvement will be subject to examination by an independent inspector. At the examination, the Inspector will use the above tests in order to decide whether the SCI is ‘sound’ and can be adopted by the council. If the inspector thinks the Statement fails any of these tests then he/she will tell us what needs changed before the document can be adopted.

Monitoring and Review

- 8.4** In the previous sections, we have set out the council’s proposed approach to community involvement in the preparation of Local Development Documents and the determination of planning applications. Because Local Development Documents and planning applications cover a wide variety of issues and scale, it would be inappropriate to be specific about the methods and extent of community involvement in specific cases. As such, the community involvement will be tailored to each particular document and planning application. Community involvement in Local Development Documents, however, will have to comply with

this SCI and each document will be accompanied by a statement that sets out how the council has involved the community.

- 8.5** We will regularly monitor the effectiveness of the councils approach to community involvement. This will be achieved by regular surveys of consultees, using feedback forms at consultation events, analysing the success of consultation exercises and for planning applications, regular satisfaction surveys. As part of our annual monitoring report will report the number of people and groups participating in consultation and also the number of people commenting using our on line facilities. If research indicates that different methods of community involvement need to be employed to improve the success of the community involvement process, then the SCI will be reviewed. Community involvement must, however, seek to continually improve, responding to procedural comments and suggestions as they are made following and during consultation exercises.

Planning Aid

- 8.6** Planning aid seeks to provide free independent professional advice from volunteering planners to individuals or groups unable to pay the full costs of such advice. Planning aid includes the provision of training so that its clients can be empowered through better understanding of how the planning system works and the development of skills that enable them to present their own case more effectively. Planning Aid South East can be contacted on:

PO Box 572, Orpington, Kent, BR6 6YZ

Phone: **0870 850 9806**

E-mail: **secw@planningaid.rtpi.org.uk**

Making Anonymous Responses

- 8.7** The council is expected to make comments received on both Local Development Documents and planning applications available for public view. As such, representations cannot be made confidentially. For representations on both planning applications and Local Development Documents, however, the council does accept letters anonymously. In such cases, it is the responsibility of the objector to monitor the progress of an objection, as the council would be unable to provide advice by letter. Planning officers are available to discuss concerns with and the organisation 'Planning Aid', described above, may be able to assist in some cases. It is hoped that providing a range of different methods and opportunities to comment on the planning system will encourage people to participate.

Part 9: Resources

9.1 It is clear that increased levels of community involvement will put additional pressure on time and resources. Costs associated with consultation can arise from the following:

- Publicity and promotional material;
- Public notices and advertisements;
- Producing consultation documents;
- Mailing costs;
- Costs of room hire ;
- Investment in consultation databases.

9.2 With the limited resources available to the council, it will be beneficial to work closely with other section of the council in order to maximise the effective use of resources. The Consultation Coordinators Group has been established by the council to help achieve this and aims to improve the quality of research and coordinate consultation activities at a corporate level.

9.3 The activities of the Consultation Coordinators Group can be broadly divided into two groups: providing advice and assistance, and coordination and promotion:

Providing advice and assistance

- Providing an impartial source of help and advice for those undertaking research;
- Reviewing consultation plans and draft questionnaires during the planning stages to help improve the quality of research;
- Helping council management, members, and other interested groups to optimise the use of consultation results.

Coordination and promotion

- Helping to improve the coordination of research at a corporate level;
- Improving the sharing of the results from consultation, and the experiences gained from undertaking consultation;
- Raising the profile of consultation activities within the council.

Appendix 1

Minimum consultation required by Regulations for the Planning and Compulsory Purchase Act 2004

Stage in document preparation		Regulation number	Minimum Consultation Requirements
Stage 1 Pre-Production	Evidence Gathering		
Stage 2 Production	Pre-submission consultation on Issues /Options Development Plan Document (DPD)	25	<ul style="list-style-type: none"> Consult DPD bodies* on proposals for a DPD
	Pre-submission public participation on Preferred Options (DPD)	26	<ul style="list-style-type: none"> Send to DPD bodies*: the proposal for a DPD, such documents as are relevant to each body, notice of the proposal matters and a statement of the places and times the document and the accompanying Sustainability Appraisal can be inspected. Make available at principal offices and main libraries Publish on council website Put advert in the local press
	Public participation on Draft Supplementary Planning Document (SPD)	17	<ul style="list-style-type: none"> Send to DPD bodies* Make available at principal offices and main libraries Publish on the council website Put advert in the local press Submit to South East of England Regional Assembly for conformity with RSS9
	Representations on proposals for a DPD	27	<ul style="list-style-type: none"> Six weeks formal consultation period
	Representation on SPD	18	<ul style="list-style-type: none"> Four to six week consultation period Publish Statement of Compliance, Sustainability Appraisal

			with Statement of Community Involvement and relevant supporting documents
	Publish submission DPD	28	<ul style="list-style-type: none"> • Submit to Secretary of State • Send to DPD bodies* with supporting documents, Sustainability Appraisal, Pre-submission Consultation Statement, DPD Matters • Make available at principal offices and main libraries • Publish on council website • Put advert in local press • Give notice to anyone who requested to be notified
	Representation on DPD submission document	29	<ul style="list-style-type: none"> • Six weeks consultation period
	Conformity with the Regional Spatial Strategy (RSS9)	30	<ul style="list-style-type: none"> • Make request to South East of England Regional Assembly
Stage 3 Independent Examination	Handling of representations	31 32 33	<ul style="list-style-type: none"> • Make copy of representations available on website, at main libraries and principal offices • Send copies with a summary of representations to Secretary of State • In addition, if a DPD is concerned with allocations of land, send copies to relevant DPD bodies, place an advert in the local press and publish the representations received on the alternative sites on the website and make copies available at main libraries and principle offices.
	Independent examination of DPD	34	<ul style="list-style-type: none"> • Six weeks before Examination, publish details on website, notify persons / bodies who have made representations and

			put advert in local press
	Publication of Inspectors Report	35	<ul style="list-style-type: none"> • Make Inspectors Report available at principal offices, main libraries and on website • Give notice to anyone who requested to be notified.
Adoption	Adoption of DPD	36	<ul style="list-style-type: none"> • Make DPD and supporting documents, sustainability Appraisal and Adoption Statement available at principal Offices, main libraries and publish on website • Put advert in local press • Send to Secretary of State • Give notice to anyone who requested to be notified
	Adoption of SPD	19	<ul style="list-style-type: none"> • Make SPD and supporting documents available at principal offices, main libraries and publish on website • Give notice to anyone who requested to be notified

*DPD bodies are the 'Specific', 'General' and 'Government' consultation bodies listed in Appendix 2

Appendix 2:

Specific and General Consultation Bodies (PPS12)

Specific consultation bodies

- The South East England Regional Assembly (SEERA)
- The Countryside Agency
- The Environment Agency
- Highways Agency
- English Heritage
- English Nature
- The Strategic Rail Authority
- The South East England Regional Development Agency (SEEDA)
- Relevant Electricity and Gas Companies
- The Strategic Health Authority
- Relevant Sewerage Undertakers
- Relevant Telecommunications Companies
- Relevant Water Undertakers
- Local Authorities, including Kent County Council and adjoining Local Authorities
- Parish Councils, including, where appropriate, adjacent Parish Councils in adjoining districts.

The LPA may also consult as appropriate:

General consultation bodies

- Voluntary bodies some or all of whose activities benefit any part of the authority's area
- Bodies which represent the interests of different racial, ethnic or national groups in the authority's area
- Bodies which represent the interests of different religious groups in the authority's area
- Bodies which represent the interests of disabled persons in the authority's area, and
- Bodies which represent the interests of persons carrying on business in the authority's area.

The council will involve, where appropriate, a whole range of local, regional and national bodies in the preparation and review of local development documents. The lists on the following page provide example of the types of stakeholders and groups that we will seek to involve, where appropriate.

Please note this list is not exhaustive and also relates to successor bodies where re-organisations occur and that any person or group is encouraged to

contact the council (see appendix 4) to add their name to the list of consultees. It is recognised that many organisation could easily be placed in more than one of the groupings.

Black and Ethnic Minority Groups

- Commission for Racial Equality
- Equal Opportunities Commission
- Gypsy Council
- Traveller Law Reform Coalition
- Local Race Equality Councils and other local equality groups
- Whitstable & Herne Bay Gypsy Support Group
- The Gypsy Council
- National Travellers Action Group
- Friends, Families, and Travellers Community Base
- Ethnic Minority Independent Group
- Canterbury Gypsy Support Group

Built Environment Conservation Groups

- Ancient Monuments Society
- Archaeological Trust
- Blean, Hackington and Tyler Hill Society
- Canterbury Conservation Advisory Committee
- Council for British Archaeology
- Commission for Architecture and the Built Environment
- Crab And Winkle Line Trust*
- Ickham, Littlebourne, And Wickhambreaux Conservation Society*
- Kent Historic Building Committee
- Royal Commission on Historical Monuments (England)
- St Mildreds Area Conservation SMACS

- The Georgian Group
- The Historic Buildings and Monuments Commission for England
- The Ickham, Littlebourne and Wickhambreaux Society
- The Victorian Society
- Twentieth Century Society
- Westbere Village Preservation Society*
- Whitstable Society

Business groups

- Business Link Kent*
- Canterbury Independent Traders Association*
- Federation Of Small Businesses*
- Locate In Kent*
- Canterbury 4 Business
- Technology Enterprise Kent*
- Whitstable Chamber of Commerce
- Kent Invicta Chamber of Commerce
- Herne Bay and District Chamber of Commerce

Carer and support organisations

- Canterbury & Districts Mediation Service
- Canterbury And District Community Alliance*
- Canterbury Family Support Services*
- Canterbury Women's Refuge*
- Carers' Voice*
- Citizens Advice Bureau*
- Dial-Kent
- Homestart (Coastal And Canterbury)*
- Kent Child Care Network

- Kent Family Mediation Service
- Northgate Early Years Project
- SNAAP
- Sure Start Canterbury
- Whitstable Umbrella
- Women's National Commission.
- Womens Resource Centre
- Young Carers Project

Community and Residential Groups

- Barton Association*
- Beaconsfield Road Residents' Association*
- Butts Court Residents' Association*
- Central Whitstable Residents' Association*
- City View Residents' Association*
- Collins Road And Rowland Drive Residents' Association*
- Craddock Road Residents' Association
- Elizabeth And Margaret Court Residents' Association*
- Fir Tree & Ross Gardens Residents' Association
- Forrester Close Residents' Association*
- Friends Of Fordwich And District*
- Godfrey House Tenants' Association*
- Grimshill Residents' Association*
- Hales Place Residents' Association*
- Herne Bay And District Residents' Association*
- Herne Bay Residents' Association*
- Hoath, Chislet And Upstreet Residents' Association*
- London Road Estate Community Association*
- Lucerne Residents' Association*

- Market Way Residents' Association*
- Maydowns Road Association
- Military Road Residents' Association*
- Oaten Hill & District Society
- Old And New Dover Road Residents' Association*
- Seaview House Tenants Committee*
- St Peter's Association
- St Stephen's Residents' Association
- St Stephens Road And Close Residents Association*
- Station Road And Bossington Road Residents' Association*
- Sturry Community Committee*
- Swalecliffe Residents' Association*
- Tennyson Avenue Residents' Association*
- Thanington Residents' Association*
- The Elders Residents' Group*
- Upper Harbledown Association*
- Wincheap Allotments Association
- Windsor House Tenants' Association*

Countryside / Conservation Groups

- Canterbury Environment Centre*
- Centre for Ecology and Hydrology;
- Council for the Protection of Rural England;
- Countryside Commissioners
- Countryside Agency
- CPRE Kent
- CPRE Canterbury
- E Kent Green Party
- SE Kent Astronomical Society
- Farming and Rural Conservation Agency
- Forestry Commission

- Friends Of Duncan Down*
- Friends of the Earth;
- Kentish Stour Countryside Project*
- Kent Wildlife Trust
- Kent Bat Group
- Kent Downs AONB Unit
- Kent Reptile & Amphibian Group
- Kent Rural Community Council
- National Farmers Union*
- People Against Canterbury Expansion
- Ramblers Association
- Royal Society for the Protection of Birds*
- The British Horse Society
- The River Stour (Kent) Internal Drainage Board

Culture, sport and amenity

- Active Life Ltd
- Canterbury Society*
- Chartham Society*
- Chestfield Society*
- Kent County Cricket Club*
- National Playing Fields Association;
- Radfall And Broomfield Gate Amenity Society*
- Regional Sports Boards: South East
- Sport England: South East Region
- The Theatres Trust
- Tourism South East
- Whitstable Choral Society
- Whitstable Improvement Trust*
- Wincheap Society*

The Development Industry

- Adams Hendry Consulting Ltd
- Barton Willmore Planning Partnership – Eastern
- Bellway Thames Gateway South
- Clague
- Cluttons LLP
- Cluttons Maidstone
- David Jarman Associates
- DevPlan UK
- Dialogue
- DPDS Consulting Group
- DTZ
- George Wimpey South London Ltd
- Hillreed Developments Limited
- Howard Hutton and Associates
- Jones Day
- Lee Evans Planning*
- Levvel Consulting Ltd
- Peter Jackson Architects
- Rapleys LLP
- Rydon Homes Ltd
- Stewart Ross Associates
- Strutt and Parker
- Tetlow King Planning
- The Development Planning Partnership
- Woolf Bond Planning

Disability Groups

- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee;
- Disabled In Kent*
- East Kent Deaf Awareness Consumer Group*
- Kent Association For The Blind*

- Wheelchair Users Group*
- Independence & Access Matters
- Hi Kent
- E Kent Group Disabled Drivers Association
- Canterbury & District Access Group

Education

- Canterbury Christ Church University College*
- Canterbury College*
- Herne Bay High School*
- Herne Bay Infant School*
- KCC Education & Libraries
- Kent Institute Of Art And Design*
- Kent Learning And Skills Council*
- Kingsmead County Primary School*
- Parkside County Primary School*
- Pre School Learning Alliance*
- Simon Langton Boys School*
- St Alphege Church Of England Infants School*
- St Stephens Primary School*
- University Of Kent*
- World Education Development Group*
- Workers Educational Association*
- University of Kent
- University College for the Creative Arts

Government Departments

- Government Office for the South East
- Home Office;
- Department for Education and Skills (through Government Offices);
- Department for Environment, Food and Rural Affairs;

- Department for Transport (through Government Offices);
- Department of Health (through relevant Regional Public Health Group);
- Department of Trade and Industry (through Government Offices);
- Ministry of Defence;
- Department of Work and Pensions;
- Department of Constitutional Affairs;
- Department for Culture, Media and Sport;
- Office of Government Commerce (Property Advisers to the Civil Estate); and
- The Countryside Agency.

Health

- Canterbury And Faversham Forum*
- Canterbury And Coastal Primary Care Trust*
- Canterbury Health Centre*
- East Kent Hospitals NHS Trust*
- Health Promotion Services*
- Kent Ambulance Service*
- Kent Ambulance NHS Trust
- East Kent Health Authority
- Kent Council On Addiction*
- Northgate Medical Practice *
- St Martins Hospital*
- Canterbury & Coastal Primary Care Group
- Concern for Health in East Kent
- East Kent NHS Community Trust*
- KCC Social Services

Housing

- Canterbury Cyrenians*
- Canterbury Housing Advisory Centre*

- Canterbury Open Centre*
- Crowbridge Housing*
- East Kent Cyrenians
- Hyde Housing Association*
- Kent Community Housing Trust*
- Housing Corporation: South East;
- McCarthy and Stone Ltd
- National Housing Federation
- Refuge*
- Regional Housing Boards;
- Sanctuary Housing Association*
- Scrine Foundation
- Shelter: Kent Housing Aid*
- The Home Builders Federation;

Interested Individuals and Businesses

Land Owners

- Church Commissioners;
- Post Office Property Holdings*;
- Land Securities Properties LTD*
- Royal Mail Group
- KCC Property Services
- Defence Estates
- Dean & Chapter
- Crown Estate Commissioners
- Brett Work Management Ltd
- Brett Aggregates LTD
- Crown Estate Office

Older persons groups

- Age Concern*;
- Age Concern Canterbury
- Help the Aged;
- Kent Retirement Association*
- Connors House

Police and Fire Services

- Police Architectural Liaison Officers/Crime Prevention
- Canterbury Crime Prevention Panel*
- Canterbury Police Station
- Kent County Constabulary*
- Kent Fire And Rescue Service*
- Kent Probation Service*
- Kent Police
- Kent Fire Brigade HQ
- Kent Fire and Rescue Service
- Kent County Constabulary
- Strategic Crime Reduction Dept

Religious Groups

- Christians Together In Canterbury*
- South Canterbury Gospel Hall Trust

Resources

- The Coal Authority
- The British Wind Energy Association
- Southern Water
- Southern Gas Networks
- SEGAS
- PowerGen
- Transmissions Projects
- Transco
- Synergy
- National Grid PLC
- Mono Planning Consultancy
- Mi Kent Water PLC
- KCC - Minerals and Waste
- Hamill Brick Company
- EDF Energy Networks
- Kent Energy Centre*
- British Geological Survey

Supporting low income groups

- Benefits Agency*
- Employment Service*
- Lets-Canterbury

Transport Groups

- Airport operators;
- Canterbury Light Railway Development Group*
- Civil Aviation Authority
- Connex South Eastern*
- Freight Transport Association;
- General Aviation Awareness Council
- Highways Agency
- Kent Highways*
- Kent International Airport
- National Air Traffic Services
- Network Rail - South East Territory
- Port Operators;
- Rail Companies and the Rail Freight Group;
- Road Haulage Association
- Spokes*
- Stagecoach In East Kent*

Other Organisations

- City Centre Management Ltd*
- East Kent Federation Of Womens Institutes*
- Kent Association Of Parish Councils*
- Planning Aid South East
- Northgate Ward Development Group
- East Kent Council for Voluntary Service
- Herne Bay Volunteer Bureau
- Neighbourhood Watch Association. (Canterbury And District)

- English Partnerships
- Association of Inland Navigation Authorities
- East Kent Partnership
- Health & Safety Executive
- Diocesan Board of Finance
- Thanington Neighbourhood Resource Centre

Young Peoples Organisations

- Canterbury Youth Project*
- Kent County Council (Youth And Community)*
- 'Say What' (CCC young consultants scheme)

Local Strategic Partnership

Appendix 3:

Hard to reach groups

A consultation in the council's 'District Life' sought to identify a range of groups who could be described as 'hard to reach'. Identified 'hard to reach' groups included the following:

- people that do not have time to be involved in the planning system due to other commitments, such as work and family;
- people that avoid involvement in the planning system because they believe that their input does not have an impact;
- older people;
- Carers;
- Commuters
- one parent families;
- People with disabilities;
- Young People
- Students;
- People living on a low income
- Travellers;
- Black and Ethnic Minority Groups;
- Homeless People
- People who need help with reading, writing and speaking English
- Small settlements, isolated rural communities and communities in the rural/urban fringe.

Appendix 4

Details of Council Offices and District Libraries

Council Offices

Canterbury (Main Office)

Military Road, Canterbury. CT1 1YW
Open Monday to Friday 8.30am to 5.00pm
Phone: **01227 862 000**

Herne Bay (Divisional Office)

William Street, Herne Bay. CT6 5NX
Open Monday to Friday 8.45am to 4.45pm
Phone: **01227 363 686**

Whitstable (Divisional Office)

57 Harbour Street, Whitstable. CT5 1AQ
Open Monday to Friday 8.45am to 4.45pm
Phone: **01227 771 918**

Local Libraries

Canterbury Library, High Street, Canterbury, CT1 2JF
Phone: **01227 463 608**

Greenhill Library, Greenhill Road, Greenhill, Herne Bay, CT6 7PN
Phone: **01227 374 288**

Herne Bay Library, 124 High Street, Herne Bay, CT6 5JY
Phone: **01227 374 896**

Sturry Library, Chafy Crescent, Sturry, Canterbury, CT2 0BA
Phone: **01227 711 479**

Swalecliffe Library, 78 Herne Bay Road, Swalecliffe, CT5 2LX
Phone: **01227 792 645**

Whitstable Library, 31-33 Oxford Street, Whitstable, CT5 1DB
Phone: **01227 273 309**

Details of the mobile library are available from Kent Libraries and Archives – Mobile Library Services: Phone: **01622 605 227**

Appendix 5: Methods of Consultation

Information

Leaflets and flyers – A postcard type flyer or summary leaflet is a good way to tell people about a forthcoming consultation or other opportunity to be involved in the preparation of a document. They will normally summarise the main points of the document and tell people where to get more information.

Press releases - Press releases in local newspapers and radio stations are considered a good way to make less mobile members of the community aware of current consultation on planning documents. This method is considered most useful for Development Plan Documents, but may be valuable for some Supplementary Planning Documents as well. By doing this, it is hoped that more people will feel able to get involved. The following are examples of newspapers and radio stations that Canterbury City Council currently sends press releases to:

Newspapers: Kentish Gazette, Herne bay Gazette, Whitstable Gazette, Herne Bay Times, Whitstable Times, Adscene, Kent on Sunday and Canterbury Extra.

Radio: KMfm and occasionally Invicta FM and BBC Radio Kent.

'District Life' Magazine – The council magazine 'District Life' is current circulated to each household in the district four time yearly. This will be used more regularly to make people aware of forthcoming consultations and provide summary information. This is potentially a very efficient method of informing the community of consultations with a district wide interest, such as the main development plan documents.

Information stalls – This provides an opportunity for people to collect information on a consultation and ask questions. They are less resource intensive than public exhibitions.

Public Consultation

Community Panel – The Community Panel is a group of over 1,000 local residents who have agreed to take part in consultation about local issues. The Community Panel is an important way for the council to understand the views and needs of local people. It will be possible to consult this group during the preparation of planning documents and is likely to be most useful for major, district-wide documents, such as the Core Strategy.

Questionnaires and Surveys – These are used to gauge public opinion about a specific issue. They are often administered remotely by post, web or e-mail to a random sample designed to be representative of the wider public.

Focus groups – These are particularly useful for discussion on a particular area or specific detailed topic. A small group of people will discuss issues in detail, supported by a facilitator.

Community Forums – The council current has a number of existing forums and groups. These include 'All Together Now', the Local Strategic Partnership and 'Say What' the youth consultation forum. Where possible we will consult with such forums, particularly where they might provide a voice for under-represented groups.

Public speaking at Committees – The Planning Policy Team will regularly report comments that are received during consultations to the council's Executive. There are also opportunities for the public to speak at committees. There are, however, special

procedures, which are applied, including limits on the length of time people may speak for, and requirements for giving notice before the meeting that you intend to speak on an item

Agendas for meetings of Full Council, Committee, Sub-Committee are available at least five working days before the meeting is held. The programme of meetings is listed online and are normally held in The Guildhall, Westgate, Canterbury.

Area Member Panels – The Area Member Panels, including the Whitstable Area Member Panel, the Herne Bay Area Member Panel, the Canterbury Area Member Panel, the Rural Area Member Panel (North) and the Rural Area Member Panel (South) are consultative forums. They seek to engage with both the public and organisations in their respective areas to enable them to reflect the views of their communities within the council. The Area Member Panels will be involved at various stages of development plan preparation, and will be particularly valuable for discussing local issues, such as Area Action Plans. As with Committee meetings, they have special procedures, which must be applied, relating to the length of time people may speak and requirements relating to giving notice of intention to speak at set times before the meetings.

Agendas for meetings of the Area Member Panels are available at least five working days before the meeting is held. The programme of meetings is listed online.

Public Exhibitions – Public exhibitions are a good way of raising the profile of issues under consideration. They provide an informal environment in easily accessible places, such as town centres and school halls and allow people to ask questions and make comments. Public exhibitions will be most valuable for Development Plan Documents, but will also be a valuable addition to the consultation process for site-specific Supplementary Planning Documents. The benefits of exhibitions can increase if they can be held on weekends and evenings as well as during the day and the council will try to do this where possible.

Public meetings – Local meetings which are open to any member of the public. Usually take on a question and answer format, where the council or other body provides information and members of the public have the opportunity to answer questions.

Architectural design panel - Seeks to promote the highest possible quality of design in the urban areas and ensure that development proposals contribute positively to the urban fabric in the district.

Public Participation

Working Groups involve bringing together a constant group of representatives to provide on-going support to development of a particular document or process.

Workshops can be used to engage key stakeholders and community groups at an early stage and discuss issues and proposals as they arise. They are particularly useful for identifying and focusing discussion around difficult issues and key themes.

Enquiry by Design aims to collate a wide range of relevant information about a given site and to reconcile this with the aims and aspirations of all key stakeholders. The process may confirm an original scheme, or it may radically challenge it, putting in place a new framework for design that meets the needs of all stakeholders.