Foreword

The Statement of Community Involvement contains many acronyms referring to documents to be produced. For ease of reference, the frequently used acronyms are listed below:

- **LDF** - Local Development Framework
- **DPD** - Development Plan Document
- **LDD** - Local Development Document
- **SPD** - Supplementary Planning Document
- **SCI** - Statement of Community Involvement
- **LDS** - Local Development Scheme
- **SA** - Sustainability Appraisal

A glossary has been provided at the end of the document to explain many technical terms, including those above, or other acronyms not in common use.

This document has been prepared showing the draft revisions to the St.Helens Statement of Community Involvement (SCI) adopted in 2007. Any new text added is shown underlined, any original text which is to be deleted is shown with a strike-through. The paragraph numbering seeks to reflect that of the 2007 SCI. Following consultation the documents paragraphs will be renumbered consecutively.
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**Glossary**

St.Helens
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1 Introduction

Statement Key Changes to Chapter1

Changes terminology in relation to legislation.
Removes defunct text on site allocation suggestions after submission.
Replaces previous consultation details with current details.
Replaces text on independent planning advice, formerly provided by Planning Aid, with current service providers.

1.1 St.Helens Council is reviewing the Unitary Development Plan (UDP) for the Borough, which will be replaced by a Local Development Framework (LDF) in line with new current legislation. A key requirement element of the preparation process is to involve the local community, businesses, local residents, landowners, statutory agencies and interest groups, at an early stage and to ensure all views are taken into account. Community involvement in the plan preparation process is of great benefit to the Council, helping to identify problems and opportunities, problem-sharing and ensuring efficient use of resources. One of the aims of the new planning system is to facilitate early involvement in the process and maintain continuous engagement with stakeholders and the community. It is essential that those wishing to make proposals or land allocations within the plan, do so early in the preparation stage, before the Development Plan Document is prepared for submission, so that it can be subject to Sustainability Appraisal. Should alternative proposals be presented after submission of the Development Plan Document, it will be the responsibility of the proposer to make clear the effect of the change on the achievement of the objectives of sustainable development, and show that the Development Plan is unsound without its inclusion. This document Statement of Community Involvement (SCI) sets out the Council’s policy for the involvement of the local community in:

- Preparation of the Local Development Framework; and
- Determination of planning applications

Throughout this SCI document the term ‘consultation’ is used to refer to periods of public participation in the preparation and consideration of documents. Prior to submission for examination a Development Plan Document is published for representations to be made. Any representations received at this stage are considered by the Inspector. Therefore, this stage is not technically ‘consultation’ by the Council, as no further changes are normally allowed to take account of the comments received. However, at points in the document these periods for representation will be referred to as consultation to avoid complication.

1.2 This document aims to explain how and when effective involvement can be achieved, by:

i. explaining the legal requirements of the system;
ii. outlining the documents that will form part of the St.Helens Local Development Framework;
iii. demonstrating how consultation will be undertaken on the Local Development Framework, with whom and at what stages;
iv. demonstrating how consultation will be undertaken on planning and related applications, with whom and at what stages;

v. outlining the resources available to undertake consultation; and

vi. demonstrating how feedback will be provided on representations received.

1.3 A pre-submission draft Statement of Community Involvement was consulted on in late Summer 2005. All comments received were considered and, where appropriate, were incorporated into the submitted document. A further period of consultation was undertaken on submission of the document for examination. Representations received on the submitted draft have been considered by an independent inspector and where appropriate included in this adopted version. Any comments received on the Statement of Community Involvement, and all Development Plan Documents, become public documents and cannot be kept confidential.

1.3 (a) The first St.Helens SCI was adopted in January 2007 following independent examination. However, since that time there have been important changes to the planning process as a result of new legislation\(^{[i]}\). These changes seek to simplify the procedures to be followed in preparing development plan documents, whilst ensuring that public participation is effective and the results are fully taken into consideration.

1.3 (b) The revisions made to this SCI reflect the changes in procedure together with suggested changes from other sources. This draft will be available for representations for a period of six weeks closing on DD/MM/YY. All representations received will be taken into consideration before finalising the document and cannot be kept confidential.

1.4 Community groups and individuals can receive free help and advice in relation to the new planning process and development control matters from Planning Aid, The Prince’s Foundation, Locality, The Royal Town Planning Institute, and the National Association of Local Councils in partnership with the Campaign to Protect Rural England.

1.5 Planning Aid is a voluntary service linked to the Royal Town Planning Institute. Each of these services offering independent and professional advice on town planning matters. Planning Aid is providing a vital part of the planning system, enabling local communities to participate effectively in planning matters and can be contacted at:

The Prince’s Foundation for the Built Environment
19-22 Charlotte Road
London
EC2A 3SG
Locality
0845 458 8336
Email: info@locality.org.uk

North West Planning Aid Community Planner
Advice Line 0870 850 0800 0330 123 9244
nwwadvice@planningaid.rtpi.org.uk
www.planningaid.rtpi.org.uk

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\(^{[i]}\) Town & Country Planning Act Regulations 2004 (amended 2008 & 2009) and changes to PPS 12 Local Spatial Planning 2008
National Association of Local Councils in partnership with the Campaign to Protect Rural England
CPRE,
128 Southwark Street,
London,
SE1 0SW
Planning Hotline (available on Thurs afternoons) 020 7981 2868.

For further information see Appendix 5
2 Deleted Title: Legal Context Inserted: Need for Review

Statement Key changes to chapter 2

Context of chapter has changed from legal requirement to produce SCI, to how changes in Regulations have necessitated an update.
Details of changes to methods previously used and reasons why.

2.1 The Planning and Compulsory Purchase Act received Royal assent in July 2004. Part 2 of the Act provides for the preparation of Local Development Frameworks to replace Unitary Development Plans. The Development Plan will comprise the Regional Spatial Strategy (RSS) and the Development Plan Documents.

2.2 Part 17 of the Planning and Compulsory Purchase Act 2004 states that the local planning authority must produce a Statement of Community Involvement (SCI) as part of the Local Development Framework. The minimum requirements for community involvement are set out in the regulations. The SCI seeks to build on these. The Council may at times exceed the measures outlined in the SCI, where it is considered appropriate. It is important to set out at the start of the process how the Council intends to involve the community in matters relating to planning for development in the Borough, so that the community can enter into a meaningful process of involvement. Similarly, it is important that the community have the opportunity to become involved in planning applications and their determination. Together with specific consultation periods, continuous engagement will be sought to bring about early consensus on plan documents. The first St.Helens SCI was adopted in January 2007 and sought to build on the requirements set out in the Town & Country Planning (Local Development) (England) Regulations, 2004 (2004 Regulations). As the 2004 Regulations have now been revised by the Town & Country Planning (Local Development) (England) (Amendment) Regulations, 2008 (2008 Regulations) the SCI must be updated to reflect these changes, as detailed below. Together with the changes in Regulations several methods of publicity outlined in the SCI have been replaced and the opportunity has been taken to update these.

2.3 Local Development Frameworks will consist of a number of Local Development Documents (LDDs). There are two types of LDDs:

i. Development Plan Documents—which are subject to independent examination and have development plan status; and

ii. Supplementary Planning Documents—which do not have development plan status, but are subject to community involvement.

The stages involved in the preparation of Development Plan Documents are outlined at Section 3.4.
The Council is required to prepare a Local Development Scheme (LDS). This is a public statement specifying Local Development Framework contents, plan resources and timetables. It informs the community and stakeholders which LDDs will be produced and when, it also informs about the proposed policies and their status. The St.Helens LDS is published on the Council’s website www.sthelens.gov.uk and is available at local libraries. An Annual Monitoring Report will be produced each December. Initially, this will report on progress on producing the Local Development Framework and compliance with the timetable outlined in the LDS or if there is a need to revise and/or prepare new local development documents. Future annual monitoring reports will assess:

i. the implementation of the Local Development Scheme; and
ii. the extent to which policies in Local Development Documents are being achieved.

This will also be available on the website:

**Changes in Town & Country Planning (Local Development)(England) Regulations**

**Preparation**

In order to streamline the preparation of Development Plan Documents (DPD) Regulations 25(iii) (“Pre-Draft Consultation” or “Issues and Options”) and Regulation 26 (“Preferred Options”) have been replaced with a new Regulation 25(iv): “Public participation in the preparation of a DPD”. The arrangements for making representations are to be decided by the Council as they consider appropriate.

**Submission**

Formerly, a six week period for representations to be made on the DPD, commenced on the day the Council submitted the DPD to the Secretary of State (2004 Regulations 28 and 29). There was no opportunity for the Council to make changes to the submitted DPD following this period for representation.

Under the 2008 Regulations, before a DPD is submitted, there must be a period of at least six weeks during which people may make representations on the DPD proposed for submission (Regulation 27 & 28). Any representations are considered by the Council before the document is submitted to the Secretary of State. There is an opportunity for the Council to make minor amendments to the DPD between the period for representation and submission of the DPD to the Secretary of State.

**Changes in Methods**

The Council are seeking to move towards more electronic engagement and consultation methods. These include regular updates to the web pages and the production of an electronic LDF Newsletter, providing information on current projects together with progress being made on

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iii  Town & Country Planning (Local Development)(England) Regulations 2004
LDF documents and related services. The Newsletter is forwarded to all those on our LDF database with electronic communication, paper copies are available at St.Helens Libraries and at the Town Hall.

2.9 St.Helens Council took part in a pilot scheme to publicise services through Digital TV. As a method of engagement this did not prove cost effective. Following the switch in signal provision to digital the method was less accessible and the decision was taken to withdraw from the scheme. The loss of this method is not considered to be significant to our engagement.

2.10 Many of the groups meeting at the time of the previous SCI have since disbanded or been superseded. Reference to specific groups have been updated or deleted where necessary.
3 St.Helens Context

Documents to be prepared

Statement Key changes to chapter 3

Updates progress on production of key documents.
Updates the stages of production in line with current regulations.
Updates linkages where related strategies have been superseded or new ones introduced.

3.1 Local Development Frameworks will consist of a number of Local Development Documents (LDDs). There are two types of LDDs:

i. Development Plan Documents – containing planning policies, site allocations and other designations, which are subject to independent examination and have development plan status; and

ii. Supplementary Planning Documents – providing more detailed guidance on how policies should be used. These which do not have development plan status, but are subject to community involvement.

The stages involved in the preparation of Development Plan Documents are outlined at Section 3.4.

3.2 The St.Helens Local Development Framework will include the following:

Local Development Scheme
This is a public statement specifying Local Development Framework contents, plan resources and 3-year programme of delivery. A 3-year programme that sets out the details, the timescales and the arrangements for production for each document that will form part of the LDF. This explains the new plan preparation system and can be viewed on the Council’s website at www.sthelens.gov.uk or http://ldf.sthelens.gov.uk.

Statement of Community Involvement (SCI)
A document that forms part of the LDF and which sets out how the Council will involve the community and other stakeholders in the preparation, alteration and review of all DPDs and SPDs, and on planning applications. The SCI will be subject to independent examination. All LDDs must be accompanied by a statement which demonstrates conformity with the SCI. In the case of DPDs, failure to meet the required standard, as set out in the SCI, will affect the soundness of the document.

Development Plan Document
A document that forms part of the LDF containing the policies and proposals to guide development and land use. Before adoption DPDs are subject to an independent examination run by a Planning Inspector.

The Council have commenced preparation of the following DPDs:

- Core Strategy DPD
The DPD that sets out the vision and objectives, spatial strategy and core policies for the spatial development of the Borough. It is the local strategic document. The Core Strategy was submitted to Government on 1 June 2011 for examination.

Site-Specific Allocations DPD
This document will include the allocation of land for specific uses (including mixed use).

Criteria Policies DPD Sustainable Development DPD
This will cover specific development proposals of a more detailed nature not dealt with in the Core Strategy for which no specific allocation is made e.g. advertisements, telecommunications apparatus.

Proposals Map
This will show on an Ordnance Survey base map the adopted development plan policies and allocations in the Core Strategy and Allocations DPD.

Waste DPD
A joint DPD is being produced by the Merseyside Local Planning Authorities of Merseyside and Halton on the treatment and management of all types of waste, including municipal, commercial, industrial and special waste.

Area Action Plans
Three Area Action Plans (AAP) are proposed to provide more detailed policies on St.Helens Town Centre, Earlestown Town Centre and Bold Forest Park.

Future Development Plan Documents
The documents above may in future be supplemented by additional Development Plan Documents as need arises. Area Action Plans may be added to provide a planning framework for areas of change and areas of conservation. The Council will apply the same consultation procedures to future documents. The LDS will indicate which DPDs are being prepared. This is reviewed through the Annual Monitoring Report.

Supplementary Planning Documents (SPDs)
An LDD, which is subject to public consultation but is not subject to an independent public inquiry. They form a material consideration in determining planning applications but do not have the weight of development plan status. Their purpose is to elaborate on policies in DPDs. Several SPDs have been adopted and further are in the process of preparation. Details can be found on the Council's website http://ldf.sthelens.gov.uk

Annual Monitoring Report (AMR)
An annual report produced each December which sets out the progress in terms of producing LDDs against the timetable set out in the LDS, the progress in implementing policies and sets out necessary revision to the LDS. The AMR will also assess the effectiveness/impact of the documents produced as part of the LDS/LDF, including any saved UDP Policies.

Joint LDDs
In certain circumstances, joint DPDs may be produced with other Merseyside Authorities e.g. waste. Together with compliance with the methods and procedures outlined in this SCI, additional consultation will be undertaken including a joint exercise with other authorities.

3.3 Stages of Preparation
There are various stages involved in the preparation of Local Development Documents. The following diagrams outline the process of production for both Development Plan Documents and Supplementary Planning Documents. The process, as outlined in Government Guidance *(v)*, has four main stages of DPD production are:-

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*(v)* Creating Local Development Frameworks—A Companion Guide to PPS 42
Pre-production stage
The pre-production stage includes survey and evidence-gathering to ensure a comprehensive understanding of the main issues to be addressed in the document. Sustainability appraisal must be fully integrated at the pre-production stage to help shape the document content from a sustainable development perspective. This should be continued throughout its preparation.

Production stage
Initially, a report of the issues and options will be prepared together with the initial sustainability appraisal. A formal period of public consultation will be undertaken on these documents. Responses on the issues and options will be fed into the preparation of a preferred options document. This document will set out the Council’s suggested policies. A formal Sustainability Appraisal Report will be prepared which will consider the likely effects of the preferred options and other options considered. A further period of public consultation will be undertaken on the Preferred Options and Sustainability Appraisal Report, and the responses incorporated into a draft Development Plan Document for submission to Government. On submission of the draft document and its Sustainability Appraisal Report to Government, a further period of public consultation will take place. At this stage, representations should consider only whether the document meets the tests of soundness\(^{(vi)}\).

The 2004 Regulations\(^{(vii)}\) required consultation at three stages of the production process: Issues and Options; Preferred Options; and on submission of the document for examination. The 2008 Regulations\(^{(viii)}\) removed one of the formal stages of consultation, providing Local Authorities with discretion to undertake consultation as they consider appropriate to the level of the document being produced.

Therefore as a minimum the Council will:

- Undertake consultation during the preparation of a DPD (Reg.25);
- Undertake a period for representation for a minimum of six weeks on the submission document and SA (Reg. 27)

Examination
Copies of all representations received as a result of consultation during the period for representations on the submitted/published submission document, together with a summary of previous issues and how they were dealt with, will be forwarded to the Secretary of State who will appoint an Inspector to carry out the examination into the soundness of the document. The Council will publish a notice in the local press\(^{(ix)}\), of the time and place where the examination will be held, and the name of the Inspector.

Adoption
Following the examination, the Inspector’s Report will set out recommendations for changes to the Development Plan Document which will be binding upon the Council. Once the Council has integrated the changes, it will adopt the Development Plan Document and incorporate it into the Local Development Framework. Upon adoption of the document, a statement of how the

\(^{(vi)}\) The tests of soundness for Development Plan Documents are set out in PPS 12, Paragraph 4.24
\(^{(vii)}\) The Town & Country Planning (Local Development)(England) Regulations 2004
\(^{(ix)}\) Where required by Regulation
Sustainability Appraisal process has been taken into account will be made available to the public: notice of the adoption will be published on the Council’s website, and consultees that have requested it will be notified.
3.1 Stages in the Preparation of Development Plan Documents

The diagram below has been replaced.
Figure 3.1 Supersided Stages in the Preparation of Development Plan Documents
Figure 3.2 Stages in the Preparation of Supplementary Planning Documents

THE DIAGRAM BELOW BELOW HAS BEEN REPLACED

Figure 3.2 Superseded Stages in the Preparation of Supplementary Planning Documents
3.4 The stages of SPD production are slightly more straight forward than for DPDs:

**Pre-production stage**

This will include evidence gathering and focused consultation with key stakeholders, where appropriate. A Screening Report will be prepared to establish whether a Sustainability Appraisal or Habitats Regulations Assessment is required. Where considered necessary, these will be undertaken.

**Production Stage**

The Council will prepare a draft Supplementary Planning Document and undertake consultation on the published document for a period of between 4 and 6 weeks. Following the consultation, the document will be revised, where appropriate, to take into account the comments received.

**Adoption**

The final version of the Supplementary Planning Document will be adopted by the Council. Notice of the adoption will be published on the Council’s website, and consultees that have requested it will be notified.

**Work undertaken so far**

3.5 In order to engage the community, the Council has undertaken several consultation programmes, prior to commencement of the Local Development Framework preparation. A consultation exercise was undertaken in preparation for production of a corporate consultation strategy, to assess how the public would like to be consulted. The preferred methods of consultation identified, by this exercise, were then employed to consult on the issues considered important to providing a framework for guiding new development in the Borough, and have been incorporated into this SCI. The results of this previous consultation have contributed to the identification of key issues for the Local Development Framework. Meetings have been held with community liaison groups to discuss the outcome of previous consultation and discuss the way forward.

**Equality Considerations**

3.6 The Council will ensure that the Local Development Framework complies with the objectives of the Race Equality Scheme and Comprehensive Equality Policy, which are based upon the general duty of the Equality Act 2010: to eliminating unlawful discrimination, advance equality of opportunity and foster good relations between people in a diverse community. Community involvement in planning, as set out in this SCI, is designed in accordance with the Corporate Consultation Strategy, Community Engagement Framework and the Corporate Standard for Equality Monitoring to address the involvement of different racial, disability and community groups. The Council have also undertaken an Equality Impact Assessment on the SCI.

3.7 In considering planning applications, St.Helens Council will comply with the general duty in the Race Relations (Amendment) Act 2000 and the duties under the Disability Discrimination Act 1995. The planning application decision making process will comply with the Corporate Standard...
for Equality Impact Assessment to ensure that the Council pays due regard to eliminating unlawful discrimination, promoting equality of opportunity and promoting good relations between people in a diverse community.

3.7 St.Helens Council will ensure that where appropriate, due regard the general duty of the Equality Act 2010 will be given when (i) considering planning applications and (ii) within the decision-making process of the Planning Committee.

Link to existing strategies

3.8 Government advise that the Local Development Framework should have effective links to the Community Plan and act as the development delivery mechanism for its objectives and policies. The SCI similarly must demonstrate links with strategies and initiatives which require community involvement. The St.Helens Plan 2011-2014 was adopted in July 2011 as both the Sustainable Community Plan for the Borough and the Council’s Corporate Plan. It’s vision is “to make St.Helens a modern, distinctive, economically prosperous and vibrant Borough”. This will be achieved through the following objectives:- The St.Helens Local Strategic Partnership formally endorsed the Community Plan for the Borough in May 2002. This was revised in April 2004. The plan sets out local aims and objectives for St.Helens and has identified the following priority areas:

- Economic Prosperity
- Lifelong Learning
- Healthy Environments
- Better Neighbourhoods
- Community Safety
- Promoting Independence
- Culture and Leisure
- Social Inclusion

- Improving People’s Lives
  We want people to be:
  - Healthy and Active
  - Skilled and Educated
  - Independent and Empowered

- Creating a Better Place
  We want St.Helens to be:
  - A Thriving, Vibrant and Competitive Place
  - A Safer and Stronger Place
  - A Cleaner, Greener and Accessible Place

- Delivering Effectively Together
  We want all Partners to:
  - Share the Same Principles and Values
  - Consult, Engage and Empower Our Communities
  - Be Open, Accessible and Transparent
  - Be Successful
The Local Development Framework will seek to give spatial interpretation to the Community Plan.

3.9 Specifically in relation to the Statement of Community Involvement, the Community St. Helens Plan provides the core principles and values which guide community involvement, these are identified at Table 1.

3.10 Together with the Community St. Helens Plan, the Council are partners in several initiatives, which will direct the Local Development Framework. In Spring 2002, St. Helens was selected as one of 4 areas in England, the only one in the North West, to pilot a new approach to economic development, via the preparation of a City Growth Strategy (CGS). The City Growth St. Helens Board, which has piloted the preparation of the strategy, is almost exclusively drawn from local business leaders. The responsibility for driving and monitoring CGS progress now lies with the Enterprise Forum, a private sector led sub-group of St. Helens Chamber Board that evolved out of the original CGS Board. Early consultation has was undertaken place with the City Growth St. Helens CGS Board to ensure the Local Development Framework responds to and fulfils the requirements of the strategy.

3.11 St. Helens has been designated as a Neighbourhood Renewal Area. A strategy has been developed by the Local Strategic Partnership, which has wide cross-sector membership, to tackle employment, crime, health, education, housing and environment. The Local Neighbourhood Renewal Strategy contains Neighbourhood Action Plans that will inform the policies in the Local Development Framework.

St. Helens has three neighbourhoods designated as Neighbourhood Management Areas. A multi agency strategy has been developed to address crime, worklessness, health and environmental problems within these neighbourhoods as part of a wider understanding of social exclusion, sustainable development and the need for greater care of our urban communities. A key aim is to build the capacity of residents to have a greater involvement in the improvement of their neighbourhoods through the shaping of service provision and direct participation as activists and agents of change. These aims have been reflected in the Local Development Framework.

3.12 St. Helens Council is committed to the principles of Agenda 21, the United Nations global action plan for environmentally sustainable human development. Planet St. Helens has been established as an independent association to operate as a community-based network to promote its principles. The Cooperative Community Members Group has been established as an independent association to promote its principles locally (social, economic, environmental, climate change) and to liaise with the Sustainable St. Helens Community Network. The Local Development Framework will be informed by an assessment of the land use implications of Local Agenda 21 Framework Strategy and will seek to support its principles throughout to support the principles of Sustainable Development.

3.13 The Council have prepared a Corporate Consultation Strategy Community Engagement Framework to which this SCI must conform. The Strategy Framework has also been adopted by the Local Strategic Partnership to guide their consultation work. The aim of the Community Engagement Framework for St. Helens is

d. "to provide an effective and coordinated approach to community engagement for the benefit of all the Borough’s citizens and all its communities."
The objectives of the Framework are to:

- strengthen, develop and sustain opportunities for local people to influence what happens in their communities and to shape the development and delivery of quality services that reflect the local priorities and the full diversity of local needs
- manage and coordinate engagement activities to ensure consistency, quality and partner participation and to avoid duplication and inefficiency
- ensure that all sections of the community have equality of opportunity to participate in engagement activities
- provide variety, flexibility and choice in community engagement activities
- listen to communities and ensure feedback about the outcomes of engagement activities is provided to participants.

3.13a Consultation has become an integral part of policy and service planning in Local Authorities since the onset of Best Value. This placed a duty on Local Authorities to consult customers, staff and any other interested parties, on how services should be delivered and improved. The Local Government and Public Involvement in Health Act 2007 established a statutory duty on local authorities and local strategic partnerships to inform, consult and involve local people in providing local services. This ‘Duty to Involve’ was extended in the Local Democracy Act 2009 to include other statutory bodies including the police, health authorities, and passenger transport authorities. The annual Comprehensive Area Assessment requires Local Authorities to demonstrate how they engage residents effectively in place shaping and in service development. The Audit Commission’s recent report for St.Helens records, “Community engagement is good.” The Comprehensive Performance Assessment (CPA) has reinforced this duty to consult. St.Helens Council must now have a good understanding of local needs with clear strategies and objectives to meet these needs, in order to maintain the ”Excellent” status achieved in 2004 in the CPA Report. This SCI seeks to demonstrate how this will be undertaken with regard to the Local Development Framework and planning applications.

3.14 In addition to the Corporate Consultation Strategy, a Development Services consultation guide is also available. This outlines details of the consultation methods we use to involve service users in shaping the delivery of the service, including customer surveys, regular meetings and feedback forms. Copies are available from Regeneration Reception, Town Hall, St.Helens or via the Council’s website, www.sthelens.gov.uk

3.15 Where other corporate initiatives are in preparation and reach consultation stage at the same time as a Development Plan Document, joint consultation will be considered to share resources and avoid consultation fatigue.
4 Consultation Policy

Statement Key changes to chapter 4

Minor changes to wording of objective 3.
Deletion of table outlining correlation to Community Plan.

The Council will ensure that all sections of the community and stakeholders are aware of, and have the opportunity to influence, the Local Development Framework and the determination of planning applications.

4.1 In order to achieve the above aim, the Council will pursue the following objectives:

1. Encourage public involvement in the planning process
2. Include all sectors of society
3. Facilitate involvement by using various consultation methods of community involvement
4. Raise awareness of the planning process
5. Ensure public access to help and advice
6. Maximise available resources to ensure efficient consultation

4.2 The following table outlines the correlation between the Community Plan core principles and values and the objectives of the SCI. It explains the measures to be employed to achieve the above objectives.
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<th>Statement of Community Involvement Interpretation</th>
<th>Measures for Local Development Framework</th>
<th>Measures for planning applications</th>
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<tr>
<td>Empowerment/Ownership &amp; Inclusivity</td>
<td>Encourage public involvement in the planning process. Promoting public ownership of the Local Development Framework by encouraging widespread involvement in its production. Being open with information held by the Council on planning applications and background documents.</td>
<td>Consultation exercise undertaken at key points in the plan preparation process, ensuring the opportunity is provided to comment and become involved.</td>
<td>Consultation undertaken within local neighbourhood of planning application site, ensuring the opportunity is provided to comment and become involved. Reference to all representations included within application report and, where appropriate, public invited to address committee.</td>
</tr>
<tr>
<td>Equality</td>
<td>Include all sectors of society. Ensuring access to information and the opportunity to comment to all members of the community.</td>
<td>Consultation undertaken with individuals, businesses, voluntary groups, including hard to reach groups and all members of Community Empowerment Network. Documents put on local deposit. Translations, audio and Braille version documents available.</td>
<td>Consultation undertaken with individuals and interest groups. Access issues are considered in all applications. Local deposit of plans. Translations, audio and Braille service available.</td>
</tr>
<tr>
<td>Partnership</td>
<td>Facilitate involvement by using various consultation methods. Communication has been made with existing community groups, business groups and other stakeholders, including the Environment Agency, Colleges, LEP and Chamber of Commerce. A liaison group has also been established with the Primary Care Trust to achieve mutual goals.</td>
<td>Consultation will be undertaken on an individual and organisational basis by written communication with those on the LDF consultants’ database, presentation, publication on the Council’s interactive website and Digital TV.</td>
<td>Planning applications are published by written communication and publication of the weekly list of applications on the Council’s website. Developers will publicise major applications by public exhibition and local meetings.</td>
</tr>
<tr>
<td>Encouragement</td>
<td>Raise awareness of the planning process. Seeking to expand involvement to increase understanding of the Local Development Framework and Development Control process. Ensure details of how to become involved in shaping the development plan and commenting on planning applications are easily accessible. Ensure that developers have access to guidance and advice.</td>
<td>Meetings undertaken with interest groups prior to consultation and display of exhibition at St. Helens Town Hall and local libraries.</td>
<td>Planning &amp; Building Control Handbook available to the public and design guidance available to applicants.</td>
</tr>
<tr>
<td>Efficiency &amp; Integrity</td>
<td>Maximise available resources to ensure efficient consultation. Sufficient financial and physical resources will be made available from within the existing LDF budget to undertake a comprehensive consultation exercise.</td>
<td>Consultation will be targeted through existing networks to ensure maximum effectiveness together with publicity at pre-arranged public events.</td>
<td>Consultation will follow proven methods, enhanced by developers’ pre application consultation.</td>
</tr>
<tr>
<td>Excellence of Service</td>
<td>Ensure public access to help and advice. Staff will be available to help with any aspect of the Local Development Framework and planning application process from within existing resources.</td>
<td>Help and advice available from planning officers and Planning Aid contact details for both made available.</td>
<td>Help and advice available from planning officers and Planning Aid. Contact details for both made available.</td>
</tr>
<tr>
<td>Value for Money</td>
<td>Maximising available resources to ensure efficient consultation. Build on existing links and partnerships to seek delivery of the Local Development Framework and planning application process in accordance with this Statement of Community Involvement in a cost-effective manner.</td>
<td>Where possible, joint consultation exercises will be undertaken both for Development Plan Documents and other strategies. Use of existing events and contacts will be maximised.</td>
<td>Consultation, guidance and advice will be provided within existing resources.</td>
</tr>
</tbody>
</table>

Table 4.1 Correlation of Community Plan Core Values and SCI Objectives
5 Methods of Consultation

Statement Key changes to chapter 5

- Update in terminology used
- Deletion of methods no longer available
- Clarification of format in which documents will be provided e.g. Paper/electronic
- Update table 5.1 to reflect new stages of production

The Council will seek to engage with the community in a variety of ways to ensure sufficient width and depth of consultation. The following methods will be employed at each stage as appropriate:

Meetings

Meetings will be held at various stages of plan development with a range of groups. Stakeholders and LSP Focus Groups will be engaged at an early stage to aid the preparation of documents. Presentations will be made to community and business groups. Youth Forums to inform on progress on the plan. Developers may be required to hold public meetings to discuss major proposals with local residents. The public are invited to attend Planning Committee to observe determination of applications and, when directly involved in an application, to address committee.

Letters and Emails

Letters and emails will be used to inform those on the databases, held by the Council and the Community Empowerment Network, of relevant stages of plan preparation and, where appropriate, to invite comment. The Council will also request coordinating groups e.g. CEN and St. Helens Chamber to notify their wider membership, by similar methods, of consultation events. Anyone wishing to receive such notification may be added to the LDF consultees’ database, see paragraph 6.3. Letters of notification of receipt of planning applications will be sent to those neighbours directly affected by proposed development, see chapter 7 and Appendix 2.

Information Release

Information will be made available via press release and/or public notice(x) to publicise periods of consultation to the wider community. Regular updates will be made to the Council’s website to inform on both plan preparation and planning applications, responses can also be made online. At significant stages of the plan preparation process, information will be placed on Digital TV. Community and specialist magazines will be used, where appropriate, to inform hard to reach groups. Developers may be required to organise exhibitions to publicise major applications prior to submission of a planning application. We will continue to enhance and develop electronic consultation methods through the provision of online services such as consultation response reports, planning application submission and viewing, and interactive development plans. It is planned to develop a dedicated web-page to display public notices.

x Where required by Regulation
Local Deposit of Documents

LDF consultation documents will be available in paper form at St.Helens Town Hall and St.Helens Central Library and in electronic version at all local libraries, during office hours. Planning applications can be viewed via the internet, this is available free of charge at all local libraries by library members. A list of contact details for deposit locations is included at Appendix 3. Where there is a large amount of documentation, the documents may be provided electronically on CD or via free internet access at libraries. This is for environmental and cost effectiveness reasons. Table 5.1 on Page 1422 shows at what stages the various methods of consultation will be employed.
<table>
<thead>
<tr>
<th>Document preparation</th>
<th>Production of issues &amp; Options</th>
<th>Production of Preferred Options Reg. 25 Stage</th>
<th>Post consultation feedback</th>
<th>Submission of DPD/SPD Publication of DPD Reg. 27 or SPD Reg. 17</th>
<th>Pre-application submission</th>
<th>Consultation on planning application</th>
<th>Post-Decision Consultation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stakeholder Meetings</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Individual Consultation Letter/email</td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Publication in Community Magazine</td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Publication on Website</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
</tr>
<tr>
<td>Public Notice (xi) or press release</td>
<td></td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Deposit in Public Buildings (xii)</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>-</td>
</tr>
<tr>
<td>Presentation offered to business and community groups Forum/Youth Forum</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>-</td>
</tr>
<tr>
<td>Publicity on Digital TV</td>
<td>-</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Consultation Letter/email to interest groups</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>-</td>
</tr>
<tr>
<td>Presentation to Focus Groups (LSP)</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>-</td>
</tr>
<tr>
<td>Articles in Specialist Publications</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>✗</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Exhibition/ Public Meeting</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>✓</td>
<td>-</td>
</tr>
</tbody>
</table>

Table 5.1 Methods of consultation employed at various stages

✓ Consultation by Developer

xi Where required by Regulation
xii as Listed in appendix 3
6 Involvement in Local Development Framework Process

Preferred Consultation Methods

Statement Key changes to chapter 6

Changes in terminology and group names
Deletion of out of date text
Update to table 6.1 in stages of document production when consultation will be undertaken.

6.1 Community involvement in the plan preparation process is of great benefit to the Council, helping to identify problems and opportunities, problem-sharing and ensuring efficient use of resources. Accordingly, the Council has sought to assess the methods by which people prefer to be consulted. Research, undertaken in preparation for a corporate consultation strategy, indicated that businesses were prepared to attend one-off meetings but preferred consultation by survey; also residents’ preferred method of contact was postal surveys and comment forms. Consultation with the People’s Panel confirmed that the preferred method of involvement was via questionnaire/survey. The Council will continue to make all Development Plan Documents available electronically, in addition to paper copies at specific locations, as responses have indicated the benefits of this medium. Continued evaluation of the consultation methods used will be undertaken to ensure maximum involvement.

Consultees

6.2 It is important that the consultation techniques used reach everyone a broad cross-section of the community. St.Helens Council have existing networks with which we currently engage, giving access to their client database and therefore a wider audience. These include the following established groups:

- Local Strategic Partnership
- Community Plan Action Groups
- Community Empowerment Network
- Disability Empowerment Network Disability Advice and Information St.Helens
- Town Centre Partnership
- City Growth St.Helens - Enterprise Forum
- Youth Forum X
- Sustainability Planet St.Helens Forum of the Cooperative Community Members Group

Consultation undertaken on the draft Sustainability Appraisal Scoping Report sought confirmation from stakeholders of their continued interest in consultation on future LDF documents. Similarly, consultees were informed of the publication of the LDS and given the opportunity to confirm continued interest in being involved in Local Development Framework consultation. A list indicating
the types of groups to be consulted on future documents is included at Appendix 1 and is compatible with the requirements of Annexe E of Planning Policy Statement 12. (xiii)

6.3 The Council has developed a LDF consultees’ database of interested parties, to which anyone may add their details. Anyone who has previously made a comment on the Local Development Framework Issues Report (xiv), or expressed an interest at the pre-consultation activities, will be included on our electronic database. The database has been developed over recent years and is regularly updated. The following methods will be used to keep the database up to date:

- An opportunity is provided to be added to the database via the Council’s website, www.sthelens.gov.uk http://ldf.sthelens.gov.uk
- New consultees may be added through contact with the Planning Policy Team on 01744 45676190 or planningpolicy@sthelens.gov.uk
- Periodic reviews to remove consultees who are no longer interested

Everyone currently on the LDF consultees’ database has been consulted to confirm that their details are correct and that they remain interested in being kept informed at all subsequent stages of the process.

6.4 Wherever possible, existing interest or stakeholder groups will be used to target consultation to seek to avoid consultation overload. The documents will be made available in large print, Braille, audio and translations where requested.

6.5 The following table sets out the different sectors of society and how the Council will seek engagement in the consultation process. The minimum methods to be employed during the 6 weeks formal consultation period are printed in red. Prior to formal consultation, the Council will seek to involve as many relevant groups as possible in informal discussions. Meetings will predominantly be with representative groups, so as to provide an equitable cross-section of the community rather than the views of individuals. If any methods outlined in table 6.1 cease to be available the Council will seek to use a suitable alternative method of consultation/engagement. The LDS sets out which Development Plan Documents are to be produced as part of the Local Development Framework and sets a 3-year timetable for their production, with which the methods and timings of consultation will be aligned.

6.6 Parish Councils within adjacent authorities will receive notification of LDF consultation in the same way as those within St Helens. All community/interest groups registered on the LDF consultees' database will receive individual notification.

6.7 Public Participation would be undertaken at the following stages of document production:

- Minimum 6 weeks participation period at Regulation 25 stage – Preparation of a DPD
- Minimum 6 weeks period for representation at Regulation 27 stage - Publication of a DPD
- Upto 6 weeks participation period Regulation 17 - Preparation of SPD

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(xiv) Unitary Development Plan Replacement Issues Report, October 2004
### Residents

**Methods of Engagement**
- Publication of consultation documents and questionnaire on Council’s Website
- Press release or public notices in local media;
- Distribution of consultation poster in Local Supermarkets and Parish Halls;
- Deposit of documents in St.Helens Town Hall and all local libraries;
- Individual letters or email to those on the LDF consultees’ database indicating documents available for comment.

**Methods of Involvement**
- Articles in local media;
- LDF Newsletter
- Regular updates within St.Helens First(*)

### Specific Consultation Bodies

**Methods of Engagement**
- A letter or email with copies of the consultation documents will be sent to specific consultees;
- Publication of consultation documents on Council’s Website;

**Methods of Involvement**
- Meetings offered to discuss content of LDF e.g. Environment Agency, United Utilities, Police, adjacent Local Authorities as appropriate.

### Voluntary Groups/Interest Groups

**Methods of Engagement**
- Press release or public notices in local media;
- Articles in local media;
- Individual letters or emails through Voluntary Groups e.g. Community Empowerment Network, the Disability Advice and Information St.Helens and LDF consultees database indication documents available for comment
- Consultation with Merseyside Travellers’ Forum.

**Methods of Involvement**
- Meetings during formal consultation with Community Empowerment Network.
- Offer of presentations to Voluntary Groups making use of existing networks e.g. CEN;
- Article in Community Action Network Publication – Pickmeup;(*)

### Local Businesses

**Methods of Engagement**
- Publication of consultation documents and questionnaire on Council’s Website
- Press release or public notices in local media;
- Distribution of consultation poster in Local Supermarkets and Parish Halls;
Residents
Deposits of documents in St. Helens Town Hall and all local libraries;
Individual letters or email to those on the LDF consultees’ database indicating documents available for comment
Consultation through St. Helens Chamber with all its members

Methods of Involvement
Offer of presentations through St. Helens Chamber

Elected Members

Methods of Engagement
Article on Members’ Notice-Board (Electronic)
Individual letters or email to Councillors indicating documents available for comment

Methods of Involvement
Articles in the council@work magazine for staff and members (*)
Presentations to Cabinet and full Council
Updates through LDF Steering Group
Discussions with Portfolio Holder
Deposit of documents in Member's Room

Parish Councils

Methods of Engagement
Individual letters or email to Clerks indicating documents available for comment
Copy of consultation documents provided to each Parish Council

Methods of Involvement
Meeting offered to Parish Councils as required either individually or at Joint St. Helens Parish Council meeting (*)

Local Strategic Partnership

Methods of Engagement
Provision of copy of consultation documents;
Letter or email of notification of commencement of consultation period;

Methods of Involvement
Offer of presentation to LSP Board; and individual Thematic Groups;
Progress reports offered to LSP Board and associated Thematic Groups.

Developers/Agents/Landowners

Methods of Engagement
Residents

Publication of consultation documents and questionnaire on Council’s Website
Press release or public notices in local media;
Deposit of documents in St.Helens Town Hall and all local libraries;
Individual letters or email to those on the LDF consultees’ database indicating documents available for comment

Methods of Involvement
Offer of presentation to Developers/Agents Forum (*)
Regular updates on progress to Developers/Agents Forum
Articles in local media

*A number of the methods outlined occur only periodically, therefore their use will be dependent on the timing of the consultation period. The production of DPD will not be delayed to correspond with the timing of these consultation methods.

Table 6.1
### Table 6.1 Methods of engagement with various groups

<table>
<thead>
<tr>
<th>Methods of engagement</th>
<th>Residents</th>
<th>Consultation</th>
<th>Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Updates of progress of LDF documents published in St.Helens First, circulated to each household;(*)</td>
<td>6 weeks consultation period on issues and options for each DPD</td>
<td>6 weeks consultation period on preferred options for each DPD</td>
<td></td>
</tr>
<tr>
<td>Regular quarterly update within St.Helens First;</td>
<td>6 weeks consultation period on submission draft for each DPD and SPD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication of consultation documents and questionnaire on Council’s Website;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Notices in local media;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articles in local media;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Advertisement of consultation process in Local Supermarkets and Parish Halls;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Offer of presentation to Community Forum;(*)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publicity on Digital TV;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deposit of documents in St.Helens Town Hall and all local libraries;</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Individual letters to those on the LDF consultees’ database indicating documents available for comment.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Table 6.1 Methods of engagement with various groups

### Statutory Bodies

<table>
<thead>
<tr>
<th>Method of engagement</th>
<th>Consultation</th>
<th>Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>A letter with copies of the consultation documents will be sent to Government Office North West (GONW) and other statutory consultees; Consultation meetings held with GONW**, PCT, LSP, Environment Agency, United Utilities.</td>
<td>6 weeks consultation period on issues and options for each DPD</td>
<td>Meetings held with GONW prior to consultation. Meetings held to discuss content of LDF e.g. Environment Agency, United Utilities, Police as appropriate.</td>
</tr>
<tr>
<td>6 weeks consultation period on preferred options for each DPD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>6 weeks consultation period on submission draft for each DPD and SPD</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### St.Helens
## Voluntary Groups / Interest Groups / Hard to Reach Groups

<table>
<thead>
<tr>
<th>Method of engagement</th>
<th>Consultation</th>
<th>Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication of consultation documents on Council's Website; Public Notices in local media; Articles in local media; Individual letters through Community Empowerment Network, the Disability Empowerment Network and LDF consultees' database indicating documents available for comment; Offer of presentations to CEN; Article in Community Action Network Publication – Pickme-up; (*)</td>
<td>6 weeks consultation period on issues and options for each DPD 6 weeks consultation period on preferred options for each DPD 6 weeks consultation period on submission draft for each DPD and SPD</td>
<td>Meetings prior to formal consultation with Community Empowerment Network.</td>
</tr>
<tr>
<td>Offer of presentation to CEN Community and Youth Forums; Letters to Neighbourhood Renewal Community Groups; Consultation with Merseyside Travellers’ Forum.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Local Business

<table>
<thead>
<tr>
<th>Method of engagement</th>
<th>Consultation</th>
<th>Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Individual letters to those on LDF consultees’ database indicating documents available for comment;</td>
<td>6 weeks consultation period on issues and options for each DPD</td>
<td>Pre-consultation meetings held with Chamber of Commerce and LSP working groups.</td>
</tr>
<tr>
<td>Consultation through St.Helens Chamber with all its members;</td>
<td>6 weeks consultation period on preferred options for each DPD</td>
<td></td>
</tr>
<tr>
<td>Meetings with those involved with Local Strategic Partnership/Town Centre Partnership/St.Helens Chamber/City Growth St.Helens and Community Plan Thematic groups;</td>
<td>6 weeks consultation period on submission draft for each DPD and SPD</td>
<td></td>
</tr>
<tr>
<td>Offer of presentation to Local Strategic Partnership/Town Centre Partnership/St.Helens Chamber/City Growth St.Helens and Community Plan Thematic groups;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Publication of consultation documents on Council’s Website;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Public Notices in local media;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Articles in local media.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Elected Members

<table>
<thead>
<tr>
<th>Method of engagement</th>
<th>Consultation</th>
<th>Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Publication of details on the Council’s Intranet;</td>
<td>6 weeks consultation period on issues and options for each DPD</td>
<td>Continual updates to those Members involved with LDF Steering Group.</td>
</tr>
<tr>
<td>Article in the council@work publication for staff and members;</td>
<td>6 weeks consultation period on preferred options for each DPD</td>
<td>Discussions with Portfolio Holder.</td>
</tr>
<tr>
<td>Article on the Members’ Notice-board (electronic);</td>
<td>6 weeks consultation period on submission draft for each DPD and SPD</td>
<td></td>
</tr>
<tr>
<td>Email/letter to individual Councillors indicating documents available for comment;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Updates through LDF Steering Group;</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Presentation to full Council.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Parish Council

<table>
<thead>
<tr>
<th>Method of engagement</th>
<th>Consultation</th>
<th>Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meeting to be arranged with Parish Councils as required, together with regular 6-monthly progress meetings;</td>
<td>6 weeks consultation period on issues and options for each DPD</td>
<td>Meetings prior to formal consultation. Regular 6-monthly meetings.</td>
</tr>
<tr>
<td>Offer of presentation at joint Parish Council meeting;</td>
<td>6 weeks consultation period on preferred options for each DPD</td>
<td></td>
</tr>
<tr>
<td>Individual letter of consultation;</td>
<td>6 weeks consultation period on submission draft for each DPD and SPD</td>
<td></td>
</tr>
<tr>
<td>Copy of consultation document provided to each Parish Council.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Local Strategic Partnership

<table>
<thead>
<tr>
<th>Method of engagement</th>
<th>Consultation</th>
<th>Involvement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provision of copy of consultation documents;</td>
<td>6 weeks consultation period on issues and options for each DPD</td>
<td>Meetings prior to formal consultation undertaken with LSP Board and Action Groups.</td>
</tr>
<tr>
<td>Letter of notification of commencement of consultation period;</td>
<td>6 weeks consultation period on preferred options for each DPD</td>
<td></td>
</tr>
<tr>
<td>Offer of presentation to LSP Board; and individual Thematic Groups;</td>
<td>6 weeks consultation period on submission draft for each DPD and SPD</td>
<td></td>
</tr>
<tr>
<td>Progress reports to LSP Advisory Group and associated Thematic Groups.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
6.8 Where several Development Plan Documents are prepared in parallel, joint consultation will be undertaken to avoid consultation overload.

6.9 Where developers or individuals submit representations that involve the promotion of new, site-specific proposals, the Council will advertise these as soon as possible after the close of the 6-week consultation on the submission draft.

The changes will be subject to the same process of publicity and opportunity to make representations as the submitted Development Plan Document originally consulted on. Everyone will have a further 6 weeks to make representations on the alternative sites at the submission stages of the consultation process. All new or alternative sites should be accompanied by a Sustainability Appraisal in accordance with the published scoping report. Any objections to these suggested new site-specific proposals will be forwarded to the Inspector presiding over the independent examination.

Specialist Consultation

6.10 In addition to the general consultation participation outlined above, specific Development Plan Documents and Supplementary Planning Documents will require consultation with the involvement of specialist groups.

For example, due to the specialised nature of the DPD to be produced on waste and minerals
consultation will be tailored to ensure that the relevant interest groups, businesses and environmental groups are consulted. Where DPDs and SPDs are produced jointly, much of the consultation will be undertaken jointly with authorities across Merseyside, and may include a limited number of consultant-led presentations to interested groups. Similarly, as with the

Central Area Action Plan

, DPDs may relate to a specifically defined geographical area and consultation will be concentrated both locationally and to specific consultees.

<table>
<thead>
<tr>
<th>Local Development Document</th>
<th>Additional Consultation Target Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Waste and minerals</td>
<td>Waste and minerals companies will be consulted by letter and notified of availability of consultation documents.</td>
</tr>
<tr>
<td>Central Area Action Plans</td>
<td>Local community &amp; businesses will be consulted through the Management Committees. Meetings will be offered to the business community.</td>
</tr>
</tbody>
</table>

Table 6.2

6.11 Some policies may relate specifically to certain sectors of business and community e.g. Telecom. Consultation will be targeted to ensure groups and organisations that may be directly affected by DPDs are consulted e.g. Telecommunications operators.

Sustainability Appraisal

6.12 A Sustainability Appraisal will be undertaken in accordance with the published relevant Sustainability Appraisal scoping report at each stage of the preparation process of the Local Development Documents produced. The Sustainability Appraisal will inform the public of the effect of the document’s proposed strategies and policies, on the three strands of sustainable development, social, environmental and economic. This will enable everyone to make an informed decision between the options available. The appraisal will be undertaken in accordance with the requirements of Government Guidance on the Strategic Environmental Assessment Directive (xv) and a report will be produced. The Sustainability Appraisal report will be considered by the Sustainable St. Helens Forum before it is published. Formal consultation on the report will be undertaken at preferred option Regulation 25 and submission draft Regulation 27 stage with those on the LDF consultees’ database, which includes all key organisations in relation to the three strands of sustainable development.

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xv European Union Directive 2001/42/EC
6.13 A responses report will be prepared in relation to representation on the Sustainability Appraisal and will be available in paper copy or via the Council’s website.

Examination

6.14 Following consultation on the draft DPD, copies of all representations and statements will be sent to the Secretary of State who will appoint an Inspector to carry out the examination into the soundness of the Plan. Anyone with an outstanding objection has the right to have their representation considered by an independent Inspector. Objections will be considered by the Inspector in the form of submissions in writing, informal hearings, roundtable discussions and formal inquiries.

6.15 At least six weeks before the examination begins, the Council will publish notice, in the local papers and on the website, of the time and place where it will be held, and the name of the Inspector.

6.16 Following examination, the Inspector will produce a report which will recommend changes to the Development Plan Document, which will be binding on the Local Authority. The Council will then adopt the Development Plan Document subject to the changes directed by the Inspector.
7 Consultation on Planning Applications

Statement Key changes to chapter 7

Recognition that differing types of application receive different levels of publicity
Update to web link details
Greater emphasis on pre-submission consultation and when required
Replacement table in appendix 2

7.1 The system for consulting the community on planning applications has changed to encourage pre-application consultation, to reflect advice in Government Guidance (xvi). Under the current system there are minimum legal requirements for consultation and publicity on planning applications. The Council's current practice operate to an informal Code of Practice which exceeds these minimum requirements and is set out at Appendix 2—copy available on request.

7.1a There are a variety of different applications that Development Control process including; planning applications, applications for advertisement consent, applications for works to protected trees, applications for hazardous substance consent, applications for listed building consent/conservation area consent and applications for prior notification.

7.1b Different types and scale of application attract different levels of interest from the public, and it is not necessary for the Council to advertise all types of application it deals with.

7.2 The Council will employ the following methods:

- Production of a weekly list of planning applications received
- Public notice
- Site notice
- Neighbour notification letters
- Display of public notice on website

Appendix 2 sets out how each type of application will be publicised.

7.2 The Council currently undertake the following forms of consultation:

- On receipt of an application
  A weekly list of applications received is published on the Website and circulated to local businesses, Parish Councils, voluntary groups and local media.
  A Press Notice and/or Site Notice are published for applications as required by Article 8 of the Town & Country Planning (General Development Procedure) Order 1995, giving a 21-day notification period for representation.
  Consultation with the bodies set out in Article 10 of The Town & Country Planning (General Development Procedure) Order 1995. In addition bodies such as Natural England will be

allowed a longer period of time to comment on applications where this is prescribed by legislation.

For applications for planning permission: As a minimum the Council will send a letter of notification to adjoining neighbours, including those across administrative boundaries, giving a period of 21 days for submission of representation. Additional neighbours will be notified if a proposal would potentially have an impact on them.

Details of the availability of applications via the internet will be included in the publicity for the application.

Parish Councils, Statutory and Non-Statutory Bodies are notified.

- **On amendment of an application**
  Adjoining residents and those having made representation will be renotified giving a further period of 14 days for representation, should an application be amended significantly and potentially have a different impact.

- **On presentation to committee**
  A letter indicating a right to speak at committee is sent to the agent, or where no agent, the applicant and anyone who has made representation on the application. The reverse of the letter details relevant procedures; A leaflet is available setting out the procedures, copy available in Appendix 6.

- **On determination of an application**
  A letter and copy of the decision notice is forwarded to anyone who has made representation on the application. All decisions are published on the website.

The consultation procedures currently undertaken, which exceed national requirements, are considered to provide an inclusive process and will be continued. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

A weekly list of applications received is published on the Website and circulated widely.

Anyone wishing to view the weekly list of applications submitted, or decisions taken, can visit our website at [www.sthelens.gov.uk](http://www.sthelens.gov.uk) and follow links to Planning & Building Control, Development Control - Planning and Weekly List Environment and planning > Planning > Planning Online, or visit the Urban Regeneration & Housing Reception, Town Hall, St.Helens. Comments on planning applications should be made in writing, either by post or email, to the case officer indicated on the weekly list or to planning@sthelens.gov.uk.

**Pre-submission consultation on major applications**

7.3 Where the Council consider a proposal to be of a scale and/or nature that is likely to generate significant levels of public interest, the prospective developer will be encouraged required to engage the local community. The Council have produced a guide for applicants, developers and agents on ‘Involving the Community prior to planning application submission’. The guide outlines the requirement of this SCI and advises on appropriate methods of consultation. Not only will this act as an awareness-raising exercise for the public, but also by working with communities on a
development proposal, before applying for permission, it is hoped that the proposal will be enhanced by local input, and unnecessary objections will be avoided at a later stage. Pre-submission consultation can offer many benefits:

- Providing an ideal opportunity for a prospective applicant to explain their proposals to members of the community and for members of that community to say what they would like to see or suggest changes;
- Raising awareness of the issues that may cause concern;
- Enhancing the proposal through local knowledge and input;
- Creating a more sustainable and acceptable proposal;
- Speed up determination of a planning application by avoiding objections at a later stage; and
- Avoiding appeals.

7.3a Whilst pre-application consultation will be expected for significant applications, the Council would also encourage consultation between neighbours on proposals for extension or alterations, which will provide similar benefits of raising awareness and potentially avoiding objection.

7.4 The following table outlines the types of application which may justify consideration of pre-submission consultation, and the types of consultation expected, a tiered approach has been adopted as recommended in Government guidance(xvii).
<table>
<thead>
<tr>
<th>Application Type</th>
<th>Pre-submission consultation by developer</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major Developments comprising:</td>
<td></td>
</tr>
<tr>
<td>Proposals for Dwellings involving 10+ units or site area &gt;0.5ha</td>
<td>Letter to surrounding residents</td>
</tr>
<tr>
<td>Proposals for development involving 1000 sqm + or site area &gt;1ha for:</td>
<td>Consult Parish Council</td>
</tr>
<tr>
<td>Offices/Research &amp; Development/Light Industry</td>
<td>Consult ward Councillors</td>
</tr>
<tr>
<td>Heavy industry/storage/warehousing</td>
<td>Site Notice</td>
</tr>
<tr>
<td>Retail, distribution and servicing</td>
<td>Exhibition</td>
</tr>
<tr>
<td>All other major development</td>
<td></td>
</tr>
<tr>
<td>Hazardous substance consent</td>
<td>Site Notice</td>
</tr>
<tr>
<td>All other development which may result in significant impact on neighbouring</td>
<td>Letter to all properties within 50m of</td>
</tr>
<tr>
<td>properties (check with LPA)</td>
<td>the site</td>
</tr>
<tr>
<td></td>
<td>Public Notice</td>
</tr>
<tr>
<td>Where applications, which do not fall within a major category, may have</td>
<td>Letter to surrounding residents</td>
</tr>
<tr>
<td>implications beyond the boundary of the site, developers may also wish to</td>
<td></td>
</tr>
<tr>
<td>notify local ward Councillors.</td>
<td></td>
</tr>
</tbody>
</table>

Table 7.1: Pre-Submission Consultation by Developers (Table inserted)

7.5 The type of applications falling within these above Tier Levels 1 – 3 will include large-scale applications for industrial, commercial and residential development, major new educational institutions, together with proposals that are likely to be controversial due to the effects of noise, dust, unsociable hours or increase in traffic. For clarity, the types of application to which the consultation requirements will apply are listed in Appendix 2.

7.6 Developers will be expected to provide evidence of pre-application consultation, which should be undertaken within the three months prior to the date of submission of their application. Such evidence may include:

- Evidence of adequate advance publicity to exhibitions, meetings or events;
- A record of addresses written to and the information supplied;
- A record of press advertisements, press releases and notices and a date on which published;
- A record of the number of persons attending exhibitions and (if possible) meetings;
- Copies of all comment slips filled in by people attending exhibitions or meetings.

7.7 The Council offer a development team approach for major and complex applications. A developer wishing to meet with Council officers, either prior to submission or during consideration of an application, is able to meet with the officers involved and discuss issues. A brochure and further information is available via the website www.sthelens.gov.uk.

7.8 The Council produce many leaflets offering help and advice on a wide range of planning issues. An example of the leaflets available from the Council and the Department for Communities and Local Government is shown at Appendix 4, together with website contact details.
Nationally Significant Infrastructure Project

7.9 Proposals for projects that are considered to be of national significance(xviii) will not be determined by the Local Planning Authority, but will be assessed by the Infrastructure Planning Commission (or its successor) and determined by the Secretary of State. The promoter for any such project will prepare a Statement of Community Consultation and consult with the Local Authority. It is expected that any such consultation will meet the requirements set out in this SCI.

(xviii) As defined in the Planning Act 2008
8 Resources

Statement Key changes to chapter 8
Revision to staffing levels

8.1 Leading the preparation of the LDF is the Development Plans Policy Team. The Team Leader, (Policy) is the project manager and will be responsible for the day-to-day running of the project and the management of staff and resources. The project team comprises:

- Team Leader (Policy) – Project Manager
- The Development Plans Manager
- 1 Senior Planning Officer
- 4 Planning Officers
- 1 Planning Technician
- 1 Information Assistant
- 1 Part-Time Admin Officer

8.2 With the exception of the Development Plans Manager, the project team will be working predominantly on the LDF. The Senior Planning Officer will have responsibility for ensuring consultation is undertaken in accordance with the SCI.

8.3 In addition, support will be drawn from the Development Plans Environment Team and the Merseyside Environmental Advisory Service with regards to issues relating to open space, countryside, and the built and natural environment. The Council’s Central Administration Team will provide administrative backup and the Design Studio will assist in the production of publicity and exhibitions.

8.4 The Development Control Section is responsible for processing and determination of planning and related applications. The Section comprises:

- 1 Development Control Manager
- 2 Team Leaders
- 3 Senior Planning Officers
- 2 Planning Officers
- 2 Technicians
- 1 Senior Technical Support Officer
- 2 Technical Support Officers
- 1 Enforcement Team Leader
- 1 Senior Enforcement Officer
- 2 Enforcement Officers
- 1 Senior Clerical Support Officer
- 3 Clerical Support Officers
8.5 The above team will be responsible for all consultation on planning and related applications undertaken by the Council.

8.6 The Council has used its Planning Delivery Grant to invest in additional staff and improved IT facilities. It is considered that the teams identified above can realistically undertake the consultation outlined within this SCI. The Council have allocated sufficient funding to finance the consultation programme. However, where the need arises, short-term consultants will be used to provide cover, where staff resources are depleted through staff turnover and vacancies.
9 Feedback

Statement Key changes to chapter 9

Removal of commitment to supply copy of decision notice to objectors
Update to contact details

9.1 The purpose of consultation is to incorporate within the Local Development Framework the views and aspirations of the wider community. It is important that those engaging in the system are kept informed of how their contribution has been integrated into the plan. The Council will employ several methods of reporting the outcome of the consultation process. All valid representations will be acknowledged. A valid representation will contain the name and address of the sender and include comments relevant to the document being consulted on. At each stage of the plan preparation process, a report will be prepared on compliance with the Statement of Community Involvement.

9.2 For DPDs - At publication (reg.27) and submission (reg.30) a report will be prepared outlining who was invited to make representations during the preparation of the DPD (reg.25), how they were invited to make representations, a summary of the main issues, and how the main issues have been addressed in the DPD/the representations have been taken into account. At submission (reg.30) a report will be prepared outlining the number of representations made and a summary of the main issues raised in those representations. Following analysis of the consultation responses, a report will be prepared. The report will outline the number and type of consultation response received, and how these will be integrated into the draft Local Development Framework. Notification of the availability of these reports will be posted/mailed to those on the LDF consultees’ database, which includes all who make representations. Wherever possible, St.Helens First, the Community Magazine circulated to all households, will be used to report back to residents and businesses on the outcome of the consultation process. Any findings will be considered by officers and members in the production and review of DPDs and SPDs.

9.2b For SPDs - Following public participation (reg.17) the Council will prepare a report outlining who was consulted during preparation of the SPD, how those persons were consulted, a summary of the main issues raised in those consultations, and how those issues have been addressed in the SPD. This report will be made available via the web site prior to adoption of the SPD.

9.3 Copies of the above reports will be available on request and via the website.

9.4 A similar report will be prepared, and made available on request, on the responses received to the Sustainability Appraisal. A summary will be included in the Report of Representations.

9.5 With regard to feedback on determination of a planning application, a letter notifying the outcome of the application and a copy of the decision notice is forwarded to all those having made a representation. A copy of the officer’s report is available on request. Following determination of a planning application, decisions will be made available on the Council’s website.
9.6 Should you feel that the Council have failed to comply with the standards outlined above, the following actions are available to you:-

- Contact Development Control on tel. 01744 45676115 or planning@sthegens.gov.uk to discuss a problem relating to a planning application;
- Contact Development Plans on tel. 01744 45676198 or planningpolicy@sthegens.gov.uk to discuss a problem relating to the Local Development Framework;
- Make a complaint following the Council’s formal complaints procedure, see below;
- If you feel you have not received a satisfactory answer using these procedures, you may contact the Local Government Ombudsman, who will investigate complaints about councils.

A leaflet is available from Council Offices outlining the complaints procedure both to the Council and the Local Ombudsman. Alternatively, the Council have an online complaints form available at www.st.helens.gov.uk. The Local Ombudsman can be contacted via the Advice line on Lo-call 0845 602 1983 or at advice@lgo.org.uk.
10 Next Steps

Statement Key changes to chapter 10

Update of procedure for adoption of SCI

10.1 The SCI has been subject to two periods of public consultation, and examination by an independent Inspector. The SCI has been confirmed to be sound and, subject to revisions recommended by the Inspector, has been adopted.

10.2 The Statement of Community Involvement will be monitored regularly to ensure compliance with the findings of the Community Engagement Framework corporate consultation strategy, Best Value consultations, and any responses received during the consultation process. Revisions will be undertaken, where necessary, to take account of any comments received, to ensure all sectors of society are being reached and it continues to be representative of preferred consultation methods.
Appendix 1: Key Stakeholders

Statement Key changes to Appendix 1

Defunct organisations/groups replaced or deleted

(as referred to in paragraph 6.2 Consultees)

Please note, this list is not exhaustive, in terms of general consultation bodies, and also relates to successor bodies where reorganisation has occurred.

Specific Consultation Bodies
The Coal Authority
Environment Agency
English Heritage
Natural England
Highways Agency
Secretary of State for Transport
North West Regional Development Agency (or Local Enterprise Partnership)
Adjacent Authorities
Elected Members of St.Helens Council
Members of Parish Councils
Telecommunications Operators
Health Authorities
Primary Care Trust
Utility and Service Providers
Homes and Communities Agency

General Consultation Bodies
Regional Assembly
Network Rail
Local Strategic Partnership
Residents’ Associations
Neighbourhood Renewal Groups
Community Empowerment Network
Social housing providers
Wildlife Groups
Environmental Organisations
Civic Societies
Archaeological Trusts
Sport Organisations
Art Organisations
Disability Groups
Elderly Persons’ Groups
Youth Groups
Mental Health Groups
Local Trusts
Ethnic Organisations
Faith bodies
Women’s Organisations
Historical Societies
Other Council Departments
Police and other emergency services
Higher Education
Regional Tourist Board
Town Centre Management Groups
Bus companies
Rail companies
Aviation Agencies
Chamber of Commerce
Larger companies
Home Builders’ Federation
Local house builders
Professional Associations
Planning Agents (including solicitors, planning professionals, estate agents.)
Waste Regulation Bodies
Waste Companies
Gypsy & Travellers’ Organisations
Central Area Companies & Residents

Government Departments
(Will be consulted where their interests are affected)

Government Office for the North West (principal contact for Central Government Departments)
Department for Communities and Local Government
Department for Education and Skills
Department for Transport
Department of Trade and Industry Business, Innovations and Skills
Department for Environment, Food and Rural Affairs (DEFRA)
Department of Health (through relevant Regional Office of the NHS Executive)
Department for Culture, Media and Sport
Appendix 2: Deleted: Types of application which may require pre-application consultation by developers
Inserted: How the Council publicises planning applications

Statement Key changes to Appendix 2
Table changed from those applications which would require pre-application to the publicity undertaken on various types of application.

(As referred to in Table 7.1: Consultation on Planning Applications.)

<table>
<thead>
<tr>
<th>Tier</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tier Level 1</td>
<td><strong>Development Plan Departures (Circ. 7/99)</strong>&lt;sup&gt;a&lt;/sup&gt;</td>
</tr>
<tr>
<td></td>
<td>Schedule 1 Development Environmental Impact Assessment Regulations</td>
</tr>
<tr>
<td></td>
<td>Schedule 2 Development Environmental Impact Assessment Regulations Retail Development greater than 20,000 sqm</td>
</tr>
<tr>
<td>Tier Level 2</td>
<td>Greenfield Development greater than 150 units/5 hectares</td>
</tr>
<tr>
<td></td>
<td>Development on Playing Fields</td>
</tr>
<tr>
<td></td>
<td>Applications requiring a Transport Assessment</td>
</tr>
<tr>
<td>Tier Level 3</td>
<td>Development requiring affordable housing</td>
</tr>
<tr>
<td></td>
<td>Development requiring contributions to school places</td>
</tr>
<tr>
<td></td>
<td>Applications affecting Listed Buildings or Conservation Area</td>
</tr>
<tr>
<td></td>
<td>Development on allotment land</td>
</tr>
<tr>
<td></td>
<td>Loss of employment land for housing</td>
</tr>
<tr>
<td></td>
<td>Non-conforming uses—anything potentially controversial due to noise/hours/dust/traffic/trees/residential amenity</td>
</tr>
</tbody>
</table>
Applications constituting a departure from the development plan will be assessed on their impact. Only those applications considered to be a significant departure will require pre-consultation exercise by developers. Each application will be judged individually.
Consultation with neighbours prior to a decision being made (As referred to in 7.1)

**Applications for Certificates of Proposed Lawful Use**

There is no statutory requirement to advertise this type of application. Given that this type of application is to establish whether planning permission is or is not required to commence development or a use, and not to determine whether permission should be granted, no public consultation will be undertaken on this type of application.

**Applications for Certificates of Existing Lawful Use**

There is no statutory requirement to advertise this type of application. Given that this type of application is to establish whether planning permission is or is not required to retain a building or use, and not to determine whether permission should be granted, generally no public consultation will be undertaken on this type of application.

However, in certain circumstances officers may find it helpful to consult for the purposes of gathering evidence in ascertaining whether the building/use has qualified for immunity from enforcement action.

**Applications for Advertisement Consent**

Under the Town & Country Planning (Control of Advertisements) (England) Regulations 2007 it is not necessary to advertise this form of application. Applications for advertisement consent are usually made on premises within the Town Centre, Local Centres, out of centre retail parks or industrial estates, and other than applications for illuminated advertisements, they tend to attract little public interest. Therefore applications for advertisement consent will be advertised by way of a site notice, unless the application is in a Conservation Area and/or proposes an illuminated advertisement adjacent to or opposite a residential property, in such cases a residential properties that sit adjacent to and/or opposite the site will be consulted by letter.

**Applications for consent to undertake Works to Protected Trees**

There is no statutory requirement to advertise this type of application, although the DCLG’s “Tree Preservation Orders: A Guide to the Law and Good Practice” advises Local Planning Authorities that where local people might be affected by the application or where there is likely to be a good deal of public interest, the LPA should consider displaying a site notice or consulting the residents, authorities or groups affected. In order to ensure a consistent approach, a site notice will be displayed for all applications that propose works to protected trees. In addition if the applicant is not the owner of the tree, the occupant of the land on which the tree is located will be consulted by letter.

**Applications for Hazardous Substance Consent**

Applications for Hazardous Substance Consent are often amongst the most controversial applications that an LPA will consider. There is no statutory requirement for LPAs to advertise applications for Hazardous Substance Consent as The Planning (Hazardous Substances)
Regulations 1992 (as amended) make it necessary for the operator to consult people of the proposals by publishing a public notice and displaying a site notice inviting them to submit comments to the LPA at least 21 days prior to the submission of the application. In addition to the statutory requirement for the applicant to publicise the application, The Statement of Community involvement requires applicants to consult all properties within 50m of the application site by letter prior to submitting an application. Notwithstanding this, given the controversial nature of this type of application the LPA will also advertise the application by way of site notice.

**Applications for Prior Notification (Agricultural)**

There is no statutory requirement to advertise this type of application and given the limited time period that LPAs have to determine prior notifications for agricultural developments, no public consultation will be undertaken on this kind of application.

**Applications for Prior Notification (Demolition)**

There is no statutory requirement for the LPA to advertise this type of application although it is incumbent of the applicant to display a site notice requesting comments to be submitted to the LPA prior to the submission of the application. Because of this and the limited time period that LPAs have to determine prior notifications for demolition, no public consultation will be undertaken on this kind of application.

**Applications for Planning Permission**

The Town and Country Planning (Development Management Procedure) Order 2010 (DMPO) requires all applications for planning permission to be advertised by way of either a site notice or a letter notifying all adjoining properties of the development. The exact details of who and how to notify is left to the individual LPA and can vary significantly. Planning applications that attract the most public interest tend to be those adjacent to residential properties, large scale proposals and proposals that can be perceived as ‘bad neighbour’ developments (i.e. proposals where noise, smells, traffic, etc., have the potential to adversely affect residential amenity). Different levels of public consultation have been set out below to reflect this:

**Householder Applications**

Applications for householder development are amongst some of the smallest developments that the LPA process, but they often have the greatest potential to affect residential amenity and attract the most public interest. All householder developments will therefore be advertised by way of a letter sent to all properties that are adjacent to the property (not including those separated by a road) and a site notice if the owner of a site cannot be identified.

**Applications for Major Developments, Applications including an EIA & Applications not in accordance with the Development Plan**

These types of planning application are generally some of the most controversial that the LPA will process. The DMPO 2010 requires these types of application to be advertised by way of a site notice and public notice. Given the nature of this kind of proposal all premises adjacent to the application site will be consulted by letter as standard, but for the larger/most controversial developments wider consultation may be appropriate.
Applications for Telecommunications Equipment (Including prior notification)

The Telecommunications SPD outlines the way in which this type of planning application will be advertised, namely all properties adjoining and directly opposite the application site will be consulted by way of letter and a site notice will be displayed. In addition all schools, colleges or hospitals within 200m of the application site will be consulted by way of letter and all ward councillors (including those within adjacent wards within 200m of the application site) will be consulted by email.

All other Planning Applications

Applications for proposals that are not adjacent to or opposite residential properties tend to attract little interest from the public, yet often necessitate a large number of notification letters being dispatched if the case officer opts to advertise the application by way of neighbour letter (this is particularly the case in the Town Centre and Industrial Estates). Therefore all other planning applications will be publicised by way of a site notice, rather than neighbour letter unless either of the following apply;

- The site is adjacent to/opposite a residential properties, in which case the residential properties will be consulted by letter in addition to the site notice being displayed
- The proposal is considered to be a ‘non-conforming’ development, in which case all properties that the case officer deems may be affected by the proposal will be consulted by letter in addition to the site notice being displayed.

Resubmissions of Planning Applications

Applications for the resubmission of planning applications will be advertised in accordance with the principles outlined above, but in addition all persons who made representations on the previous application will be notified by way of a letter.

Applications for Listed Building Consent and Conservation Area Consent and Applications for Planning Permission that would affect the setting of a Listed Building or Conservation Area

The Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended) require LPAs to advertise the above applications in the following way; a site notice, a public notice and the publication of a notice on the Council’s website. In addition these applications will be advertised as outlined in the ‘All other Planning Applications’ paragraph above.

Amendments to applications

Should an application be amended whilst the proposal is being considered by the LPA, any persons who have made representations and/or will be newly affected by the revisions will be notified by way of letter and given 7 days to comment on the amended plans. If the revised proposal has been significantly amended and would be likely to have a materially greater impact.

Minor Material Amendments
Minor material amendments are effectively an application for full planning permission under Section 73 of the Town & Country Planning Act 1990. Therefore consultation for minor material amendments will be the same as for an application for all other planning applications.

**Discharge of Conditions & Non-Material Amendments**

There are no statutory requirements to consult the public on these aspects of the Development Management process. Given that they involve the agreement of details post decision, no notification will be undertaken.

**Pre applications**

Pre-application discussions with the LPA are actively encouraged by the LPA, but at an early stage they are often commercially sensitive and there is no statutory requirement for the Council to publicise them. However, on large-scale/controversial proposals the LPA expects developers to undertake pre-application discussion in accordance with the details contained within table 7.1.

**Applications to be determined by Planning Committee**

Should an application be determined by the Council’s Planning Committee, a letter will be sent to all persons who have made representations advising them of the date and time of the meeting and committee procedures.

**Post Determination Notification**

All decisions are available on the Council’s website as soon as the application has been determined, neighbour letters and site notices advise people to view the website or contact the case officer to find out whether the application has been determined.
Appendix 3: Deposit addresses

(As referred to in section 5 - Methods of Consultation)(Opening hours available from individual locations)

<table>
<thead>
<tr>
<th>Town Hall</th>
<th>Moss Bank Community Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Square</td>
<td>Eskdale Bowness Avenue</td>
</tr>
<tr>
<td>St.Helens</td>
<td>Moss Bank</td>
</tr>
<tr>
<td>WA10 1HP</td>
<td>St.Helens</td>
</tr>
<tr>
<td>Tel: (01744) 45676190</td>
<td>WA11 7EQ</td>
</tr>
<tr>
<td>Fax: (01744) 45676194</td>
<td>Tel/Fax: (01744) 677988</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Billinge Community Library</th>
<th>Moss Bank Community Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Street</td>
<td>Eskdale Bowness Avenue</td>
</tr>
<tr>
<td>Billinge</td>
<td>Moss Bank</td>
</tr>
<tr>
<td>WN5 7HA</td>
<td>St.Helens</td>
</tr>
<tr>
<td>Tel: (01744) 677535</td>
<td>WA11 7EQ</td>
</tr>
<tr>
<td>Fax: (01744) 677536</td>
<td>Tel/Fax: (01744) 677988</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Newton-le-Willows Community Library</th>
<th>Newtown Community Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crow Lane East</td>
<td>Horace Street</td>
</tr>
<tr>
<td>Newton-le-Willows</td>
<td>St.Helens</td>
</tr>
<tr>
<td>Merseyside</td>
<td>WA10 4LZ</td>
</tr>
<tr>
<td>WA12 9TU</td>
<td>Tel: (01744) 677896</td>
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<tr>
<td>Tel: (01744) 677885</td>
<td>Fax: (01744) 677897</td>
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<table>
<thead>
<tr>
<th>Chester Lane Community Library</th>
<th>Parr Community Library</th>
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<tr>
<td>Four Acre Lane</td>
<td>Fleet Lane</td>
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<tr>
<td>St.Helens</td>
<td>Parr</td>
</tr>
<tr>
<td>WA9 4DE</td>
<td>WA9 1SY</td>
</tr>
<tr>
<td>Tel: (01744) 677081</td>
<td>Tel: (01744) 677580</td>
</tr>
<tr>
<td>Fax: (01744) 677082</td>
<td>Fax: (01744) 677582</td>
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<thead>
<tr>
<th>Eccleston Community Library</th>
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<td>Broadway</td>
<td>Church Road</td>
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<tr>
<td>Eccleston</td>
<td>Rainford</td>
</tr>
<tr>
<td>St.Helens</td>
<td>St.Helens</td>
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<tr>
<td>WA10 5PJ</td>
<td>WA11 8HA</td>
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<tr>
<td>Tel: (01744) 677575</td>
<td>Tel: (01744) 677820</td>
</tr>
<tr>
<td>Fax: (01744) 677577</td>
<td>Fax: (01744) 677821</td>
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<table>
<thead>
<tr>
<th>Garswood Community Library</th>
<th>Rainhill Community Library</th>
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<tbody>
<tr>
<td>School Lane</td>
<td>View Road</td>
</tr>
<tr>
<td>Garswood</td>
<td>Rainhill</td>
</tr>
<tr>
<td>Ashton in Makerfield</td>
<td>L35 0LE</td>
</tr>
<tr>
<td>Nr Wigan</td>
<td>Tel: (01744) 677822</td>
</tr>
<tr>
<td>WN4 0TT</td>
<td>Fax: (01744) 677823</td>
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<tr>
<th>Haydock East Community Library</th>
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<tr>
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<td>Thatto Heath Road</td>
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<tr>
<td>Haydock</td>
<td>St.Helens</td>
</tr>
<tr>
<td>St.Helens</td>
<td>WA10 3QX</td>
</tr>
<tr>
<td>WA11 0LY</td>
<td>Tel: (01744) 677842</td>
</tr>
<tr>
<td>Tel: (01744) 677801</td>
<td>Fax: (01744) 677841</td>
</tr>
<tr>
<td>Fax: (01744) 677802</td>
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</table>
Appendix 4: List of Guidance Documents Available

(As referred to in Section 7 - Consultation on Planning Applications)

A number of leaflets are available at Regeneration Reception which offer advice and guidance on planning procedures and building regulations.

Many of the publications are available on the Council’s website at www.sthelens.gov.uk.

Further guidance can be obtained from the Department for Communities and Local Government website at www.communities.gov.uk.

Examples include:-

Planning: A Guide for Householders
Planning Guide for Business
Building Regulations: An Explanatory Booklet
Guide to taking part in planning appeals
St.Helens Planning Committee Guidance Leaflet: What you need to know.
Involving the Community prior to planning application submission
St.Helens Validation Checklist
Appendix 5: Deleted: Planning Aid - Service Provision

Statement Key changes to Appendix 5
Deletion of appendix. Numerous providers of independent planning advice outlined at introduction to SCI.

(As referred to in Section 1 – Introduction)

5.1 North-West Planning Aid (xix)

5.2 How does Planning affect me?

Planning and development in towns and cities affects everyone who lives and works in them, from the building of major retail and housing developments to the refurbishment of a local playground. However, if faced with a planning issue or problem many people would not know where to start due to uncertainty or unfamiliarity with the planning system, procedures, legislation etc. Additionally, many might not be in a position to be able to pay a planning consultant to help them to resolve it.

5.3 Planning Aid can help!

Free, independent town planning advice is available from North West Planning Aid (NWPA) for people who cannot afford to pay a planning consultant. Although it helps people with their immediate concerns, a key aim of Planning Aid is to build people’s confidence with the planning system so that if any future issues arise they have a better chance of dealing with it themselves.

5.4 How does it work?

Professionally qualified volunteers can give advice on a wide range of planning issues either in person (by making site or home visits) or by telephone – depending on the type of enquiry. In some cases they can attend meetings or public enquiries on behalf of clients. Because it is independent of local or central government Planning Aid can give impartial, practical advice and information, in addition to that provided by your Local Authority.

5.5 What about communities?

Local authorities now have to involve and consult people and communities on planning and development in their areas — how they plan to do this is set out in the ‘Statement of Community Involvement’. The NWPA Community Planning programme helps communities to understand and play a role in the planning process, particularly on issues affecting local areas and neighbourhoods. Volunteers can simply give advice to groups or can get involved in a wide range of activities to help them improve their areas.

5.6 Key elements of the Community Planning programme include:

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(xix) Funding for Planning Aid is secure until 31.3.2011. Beyond this the government will be making available money for ‘neighbourhood planning’; it is hoped that Planning Aid will form part of this new approach, albeit in a different form.
Information events and presentations.
Advice and assistance on contributing to local development plans.
Helping communities to develop their own strategies, including parish plans.
Training on the planning system and development plans.
Educational projects with school children and young people.

5.7 How can I find out more?

By calling the Advice Line on 0870 850 9804
By emailing nwco@planningaid.rtpi.org.uk
By going to www.planningaid.rtpi.org.uk
Appendix 6: Deleted: St.Helens Planning Committee
Leaflet Inserted: Guidance on Committee Meetings and Public Speaking

Statement Key changes to Appendix 6

Copy of 'St.Helens Planning Committee - What you need to know' deleted.

The leaflet St.Helens Planning Committee - What you need to know has now been withdrawn. Guidance is now provided on neighbour notification letters and includes the following information:

Committee Meetings and Public Speaking - St.Helens Council welcomes members of the public to play an active part in the planning process. The Planning Committee is made up of a number of Councillors, representing the political groups of the Council, makes decisions on the planning and related applications on the agenda. Each application has a report and recommendation prepared by the Council’s Planning Officers, which includes plans and photographs of the application site. The agenda items are presented by the Development Control Manager or, in his/her absence, a Team Leader. (Officers from Legal, Environmental Health and Highways usually present to advise the Committee in making their decisions). Copies of part, or the whole agenda, are available from 5 working days before the Committee date from Democratic Services, telephone (01744) 676106 or online.

Who can register to speak? People who have already written in objection or support of an application may register, as may the Applicant or their agent when there has been a written objection to their application.

What do I do when I arrive? The Planning Committee starts at 5.30pm, those wishing to attend should arrive at the Town Hall by 5pm. You will be met by a member of staff from the Democratic Services Section. Please be prepared to give your name, address and, if speaking, whether you are for or against a particular application on the agenda. The reference number must be presented upon arrival at the Town Hall. This will entitle you to address the Planning Committee.

What is the format at Committee? The Development Control Manager will present each report on the agenda including any late information received after the report has been compiled. The Chairman will then invite the registered speakers to address the Committee.

• The order for speaking at the Planning Committee is: the Planning Officer will make the first presentation; then the Objector(s) will address the Committee; then the Supporter(s); and finally the Applicant (or their representative).

• Applicants (or their representative) have the right to address the Planning Committee for a period of 5 minutes (unless extended provisions apply), as do the Objectors, and the Supporters. If there is more than one Objector wishing to speak, the 5 minutes shall be split between them and similarly if there is more than one Supporter.
• Extended provisions apply when a minimum of 25 valid independent written representations from individual households/businesses/other organisations objecting or supporting a planning application are received by the Council (for clarification, a petition and cyclo-style letters are not considered to be independent written representations from individual households and will be considered as one individual representation). These provisions extend the period for addressing the Planning Committee from 5 minutes to 10 minutes.

• For the purpose of assessing whether a representation is validly made, the person must be directly affected by the application and the issues raised must be material planning considerations. Further advice can be obtained from the case officer or can be viewed on the Council’s website.

• In the case of exceptional applications heard at special meetings of the Planning Committee, the public speaking provisions shall be increased from 10 minutes to 30 minutes, at the discretion of the Chair.

• There is no opportunity for the Applicant, Objectors or Supporters to ask questions of, or enter into a debate with the Council Officers or Members of the Planning Committee.

• The running order of the Planning Committee agenda may be varied so that those items where there are individuals who wish to address the Planning Committee will be heard at the start of the meeting.

After public speaking has taken place, the Development Control Manager will, if necessary, comment on those issues raised if not covered in the report or presentation, before the Committee consider and decide the application. After each resolution, the Chair will inform the meeting of the Committee’s decision.

What facilities are available at the Committee? Level access, induction loop, Committee reports in large print, and a translation service are all available. However, the translation service does require 3 days’ notice. Please let us know as early as possible if you need to use these facilities, or have any other particular needs. The meeting room is on the first floor, accessible by a lift.
**Glossary**

Statement Key changes to Appendix 7

Updates to terminology and web links

<table>
<thead>
<tr>
<th>Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>Area Action Plans</td>
<td>Area Action Plans will have a geographic or spatial dimension and focus upon implementation. They will provide an important mechanism for ensuring development of an appropriate scale, mix and quality for key areas of opportunity, change or conservation. Such plans could be relevant to a wide range of circumstances and will benefit from having development plan status.</td>
</tr>
<tr>
<td>Annual Monitoring Reports (AMR)</td>
<td>An annual report which sets out the progress in terms of producing LDDs against the timetable set out in the LDS, the progress in implementing policies and setting out necessary revision to the LDS.</td>
</tr>
<tr>
<td>Community Action Network Publication</td>
<td>Publication named Pick-me-up is produced quarterly and distributed free of charge to more than 300 partner organisations.</td>
</tr>
<tr>
<td>Community Empowerment Network</td>
<td>Brings together a wide range of local voluntary and community groups.</td>
</tr>
<tr>
<td>Comprehensive Equality Policy</td>
<td>Policy stating the Council's commitment to eliminating unlawful discrimination, promoting equality of opportunity and good relations between people in a diverse community. Covers Age, Disability, Gender, Sexuality, Belief and Race. It is a national initiative - Performance monitored by Best Value Indicator BV002a.</td>
</tr>
<tr>
<td></td>
<td>A copy of the document can be found on the Council website <a href="https://application.sthelens.nw.lhckzep%3d0?mid=391">https://application.sthelens.nw.lhckzep%3d0?mid=391</a></td>
</tr>
<tr>
<td>Cooperative Community Members Group</td>
<td>Independent association to promote the principles of sustainability locally and to liaise with the Sustainable St.Helens Community Network.</td>
</tr>
<tr>
<td>Core Strategy</td>
<td>This is the primary Local Development Document and will set out the spatial vision, spatial objective and contain the core policies. All other Development Plan Documents must be in conformity with it.</td>
</tr>
<tr>
<td><strong>Corporate Standard for Equality Monitoring</strong></td>
<td>Guidebook for staff - a tool informing managers how to use Customer Equality Profiles (age, gender, disability, ethnicity) within monitoring to help identify issues or trends that may indicate unlawful discrimination or inequality in the standard of service provision. It is a local initiative that supports implementation of the commitments.</td>
</tr>
<tr>
<td><strong>Council@work</strong></td>
<td>St. Helens Council Staff Magazine, produced bimonthly and circulated to all staff and Elected Members, also available on the Council’s Website.</td>
</tr>
<tr>
<td><strong>Department for Communities and Local Government (DCLG)</strong></td>
<td>Government Department responsible for planning</td>
</tr>
<tr>
<td><strong>Development Plan Document (DPD)</strong></td>
<td>An LDD that has been subject to an independent examination run by a Planning Inspector. Once adopted, following an inquiry, these documents will have statutory status as defined by Section 38(6) of the Planning and Compulsory Purchase Act 2004. DPDs form part of the statutory development plan.</td>
</tr>
<tr>
<td><strong>Digital TV</strong></td>
<td>Digital Interactive Television (DiTV) is published on both Telewest and Sky TV. St. Helens is part of the Merseyside Cluster, which is an early pilot group for the National Project. The medium is interactive, however, its use would be restricted to raising awareness and not for feedback.</td>
</tr>
<tr>
<td><strong>GDPO</strong></td>
<td>The Town &amp; Country Planning (General Development Procedure) (Amendment) (England) Order 2010/1995 which sets out the requirements for publicity of planning applications.</td>
</tr>
<tr>
<td><strong>Government Office for the North West (GONW)</strong></td>
<td>Regional government office responsible for implementing national policy in the region and ensuring consistency of Local Planning Authorities’ policies and plans with national guidance.</td>
</tr>
<tr>
<td><strong>Local Deposit</strong></td>
<td>Plans and documents are available via local libraries across the borough.</td>
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<tr>
<td><strong>Local Development Document (LDD)</strong></td>
<td>A document that forms part of the LDF. LDDs include a Development Plan Document, a Supplementary Planning Document and a Statement of Community Involvement. These are explained below.</td>
</tr>
<tr>
<td><strong>Local Development Framework (LDF)</strong></td>
<td>The name given to a portfolio of Local Development Documents, which will provide the framework for delivering the spatial planning strategy for the area.</td>
</tr>
<tr>
<td><strong>Local Development Scheme (LDS)</strong></td>
<td>A 3-year programme that sets out the details, the timescales and the arrangements for production for each document that will form part of the LDF. This explains the new plan preparation</td>
</tr>
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</table>
system and can be viewed on the Council’s website at www.sthelens.gov.uk

| Local Media | Local Papers, used for public notices which, in 2011 may include St.Helens Star, St.Helens Reporter and Newton and Golborne-Warrington Guardian. Public notices will be placed in Newton and Golborne Guardian for all LDF documents and all major planning applications in the Newton-le-Willows area. At 2006 St.Helens Reporter is used for all public notices, however, The Council cannot commit to use of one particular publication due to cost considerations. |
| Local Strategic Partnership (LSP) | It is a cross-agency, umbrella partnership which brings together the local authority, and service providers (such as schools, the police and health and social services), local businesses, the full range of community groups and the voluntary sector. |
| People’s Panel | A randomly chosen group of people who are regularly consulted on local issues. |
| Sustainable Planet St.Helens Forum | Management Committee of Planet St.Helens – an independent association set up to champion sustainable development. |
| Planning & Building Control Handbook | Handbook produced by Development Services to explain how the service operates, their position within the Council and the legal framework within which it operates. |
| Planning Inspectorate (PINS) | Independent Planning Inspectors who are appointed by the Secretary of State to carry out an independent examination into the “soundness” of DPDs and the SCI. |
| Planning Policy Statement (PPS) | Issued by central government to replace the existing Planning Policy Guidance notes in order to provide greater clarity and to remove from national policy advice on practical implementation, which is better expressed as guidance rather than policy. A copy can be viewed at the Regeneration Reception or on the DCLG website, www.communities.gov.uk |
| Proposals Map | An illustrative diagram of the main proposals, designations and areas where specific policies or Area Action Plans apply. |
| Race Equality Scheme | Strategy and Action Plan stating how the Council meets its General and Specific Duties under the Race Relations Amendment Act (RRAA) 2000. There is a Statutory Duty for the Council to have this document under the RRAA. It is a national initiative - Performance is monitored by Best Value Indicator BV002b. |
| **Regional Spatial Strategy (RSS)** | A copy of the document 2002 to 2005 can be found on the Council website [http://www.sthelens.gov.uk](http://www.sthelens.gov.uk) |
| **St.Helens Community Plan** | A document that sets out the planning policies in respect of the development and use of land in the region which is prepared by the regional planning body. It forms part of the statutory development plan for the district. The LDF must be in conformity with the RSS. |
| **St.Helens First** | The Community Strategy for the area prepared by the Council and Local Strategic Partnership. The Community Plan combines local with national aims and objectives for the period 2008-2018. |
| **Site-Specific Allocations** | A community magazine, produced quarterly by St.Helens Council. The magazine is distributed free to all households in the Borough, is available on the website, and in talking book and Braille on request. |
| **Stakeholder** | Local planning authorities can produce a document detailing site-specific allocations of land, this must set out clearly the links to relevant policies in other Development Plan Documents. |
| **Statement of Community Involvement (SCI)** | Members of the community including businesses and statutory bodies with an interest in development plan matters. See Appendix 1 for examples. |
| **Supplementary Planning Document (SPD)** | A document that forms part of the LDF and which sets out how the Council will involve the community and other stakeholders in the preparation, alteration and review of all DPDs and SPDs and on planning applications. The SCI will be subject to independent examination and all DPDs and SPDs will have to show how they have conformed with it. |
| **Supplementary Planning Document (SPD)** | An LDD, which is subject to public consultation but is not subject to an independent public inquiry. These will form a material consideration in determining planning applications but do not have the weight of development plan status. Their purpose is to elaborate on policies in DPDs. |
| **Sustainability Appraisal & Strategic Environmental Assessment (SA & SEA)** | All policies and proposals in LDDs will be subject to Sustainability Appraisal that includes the requirements for a Strategic Environmental Assessment to ensure they reflect sustainable development principles. The appraisal covers the impact of policies and proposals on environmental, social and economic issues. |
| **Unitary Development Plan (UDP)** | Planning policy document under previous legislation. UDP will now be replaced by LDFs. |
In accordance with Regulation 24 (4) and Regulation 36 of the Town and Country Planning (Local Development) (England) Regulations 2004, St.Helens Council hereby gives notice that it’s Statement of Community Involvement was adopted on the 17 January 2007. The Statement of Community Involvement sets out the Council’s policies for involving the community in the preparation of the Local Development Framework and in the process for considering planning applications. It provides certainty and transparency as to how and when communities and other stakeholders can be involved.

Copies of the adopted Statement of Community Involvement January 2007, and the Inspector’s Report are available for inspection at Regeneration Reception, Town Hall, Victoria Square, St.Helens and all local libraries in the Borough during normal opening hours. The adopted Statement of Community Involvement January 2007, and the Inspector’s Report can also be viewed and downloaded from the Council’s website at www.sthelens.gov.uk or obtained by contacting the Planning Policy Team on 01744 456190.

Any person aggrieved by the Statement of Community Involvement may make an application to the High Court for permission to apply for judicial review of the decision to adopt the statement. Any such application must be made promptly and in any event not later than 3 months after the day on which the Statement of Community Involvement was adopted.