

**Appendix E – Summary of Responses received to the consultation on the Draft Revised Statement of Community Involvement (July/August 2019)**

Consultee	Summary	Council Response
Thames Water	<p>Support inclusion of Thames Water as a ‘specific consultation body’.</p> <p>Consultation with Thames Water needs to take place at an early stage and it is not always possible to provide a detailed response within a matter of a weeks. Modelling of water/sewerage infrastructure systems (which will be important to may consultation responses) can take a long time to carry out. TW may also need to consult with the EA to obtain a clear picture as to possible water abstraction/waste water discharge consent limited prior to undertaking modelling from a treatment perspective.</p> <p>Early involvement in Neighbourhood Planning would also be valuable to assess their impact on water supply and sewerage capacity.</p> <p>TW would be expected to be consulted on most major planning applications.</p> <p>In June 2017 TW published and circulated an updated “Water Services Infrastructure Guide for LPAs on Planning Applications and Development Plan Consultation with Thames Water utilities as Statutory Water and Sewerage Undertaker’ This will be off assistance when determining which planning applications to consult TW on.</p>	<p>Comments noted. Thames Water will continue to be consulted as set out in the SCI.</p>
Hamstead Marshall PC	<p>Need to define ‘appropriate’ (section 3)</p> <p>Would be helpful to include what ‘community involvement’ looks like in the process.</p> <p>Include reference to recently declared Climate Emergency.</p>	<p>The use of the word appropriate allows for flexibility and adaptability depending on the plan being prepared or the application being considered. Paragraph 2.5 provides more details on what will be done as part of the plan making process and paragraphs 3.3, 3.9, 3.20 – 3.23 set out what will be done in terms of applications.</p>

		<p>The document as a whole sets out what community involvement in the planning process looks like.</p> <p>The recently declared Climate Emergency is not relevant to the SCI, which sets out how the Council will involve stakeholders and the public in the planning process. The Council's newly created Environment Board will create a strategic plan for change.</p> <p>All planning documents will consider climate change.</p>
John Parry	Concern that local opinion groups may be able to thwart the delivery of housing to meet the local needs as set out in the National Planning guidelines.	Comments noted.
Newbury Town Council	<p>The Council should encourage applicants to have pre-app discussions with other stakeholders</p> <p>Consider reinstating neighbour notification letters when resources allow</p> <p>Paragraph should be added explaining how CIL is determined for applicants</p>	<p>Comments noted.</p> <p>The references to how the CIL charging schedule is produced and developed, in terms of community engagement, including recent changes in legislation.</p> <p>This is not the document to set out how CIL is determined for applicants. This is set out on the Council's website at <a href="https://info.westberks.gov.uk/cil">https://info.westberks.gov.uk/cil</a></p>
Newbury Society	<p><i>Note: Were not included on the email sent out. Note in Objective states that the contact details were last updated in Objective 29/7/19, so not sure if this would be why. They are on objective, so should receive future communications.</i></p> <p>Welcome commitment to involving the community in the plan making process and consideration of planning applications</p> <p>The planning hierarchy is very complex and often difficult to organisations to navigate, which can leave to alienating of some organisations. An annual community planning briefing would be helpful and would also provide WBC with useful feedback.</p> <p>Planning applications should be presented in a way that is quick and easy for the public to understand. Care needs to be taken in</p>	<p>Comments regarding notification are noted. The consultation notification was sent to an out of date contact. This has now been updated and the Newbury Society should now receive notification of all planning policy consultations.</p> <p>Comments noted</p> <p>Comments noted. Members of the planning team have attended the parish conference in the past and this could be considered again in the future.</p> <p>Organisations are encouraged to contact the planning department if they have questions or require help understanding information that has been published.</p>

	<p>the wording of short descriptions. [NOTE: As an example, applications for variations of conditions: a brief explanation or a link to the related condition would be extremely helpful here. And one application from the past year where the short description began “Replace existing garden room and store...” but was for a substantial three-storey house extension.]</p> <p>Consideration of revising rules governing speaking at council meetings to make them more accessible and encourage participate. (allowing more time for speaking)</p> <p>No mention of conservation area appraisals. These are important planning documents and should be an integral part of the plan-making process. Not in place for 51 of 53 consideration areas and ideally should be adopted before the preparation of the next Local Plan. Community involvement in creating these would be very helpful. [NOTE: The Newbury Society earlier this year offered to assist in the creation of Conservation Area Appraisals (CAAs) for Kennet and Avon Canal, Newbury (East) and Kennet and Avon Canal, Newbury (West); but we received a negative response for reasons which are still unclear.]</p> <p>Shopfronts and Signs SPD (2003) is not mentioned in the list of SPDs. Have been assured that this is still active, so should be included. If not still active, why not.</p> <p>Documents relating to the nature and character of the conservation areas should be available to the public.</p> <p>Conservation Areas should be added to the glossary.</p>	<p>Comments noted. The Council constitution gives the chairman (with the consent of the committee) the flexibility to alter the 5 min speaking rule. The SCI itself does not make reference to a 5 min speaking rule, but directs people to the relevant section of the Council’s website.</p> <p>Conservation Area Appraisals are a planning policy document and therefore, would be dealt with as any other planning document, with the same consultation processes etc. The SCI is not the mechanism for setting out what planning policy documents will be developed, this is set out in the Local Development Framework.</p> <p>Comments noted. The Shopfronts and Signs document is a Supplementary Planning Guidance (SPG) document, which is why it is not listed in the SCI as an SPD. SPGs are still a material consideration in planning, although they were produced under the old (pre-2008) planning system.</p> <p>Documents relating to conservation areas are available to the public where they are available, further information can be found <a href="https://info.westberks.gov.uk/conservationareas">https://info.westberks.gov.uk/conservationareas</a></p> <p>The term ‘Conservation Areas’ is not used within the SCI therefore, it does not need to be included in the glossary.</p>
<p>Holybrook Parish Council</p>	<p>Parish Council wish to be involved in commenting on planning applications much earlier in the process, particularly on large applications.</p> <p>Local opinion should carry more weight that it currently does.</p>	<p>The Council can only involve parish council’s in planning applications once an application has been submitted.</p> <p>Developers are encouraged to engage with the community at an early stage of their development proposals, but the Council cannot insist upon this.</p>

		<p>However, the Parish Council is contacted and made aware of potential development proposals as part of the local plan process. This is normally in addition to any formal consultation required by legislation.</p> <p>The Parish Council also have the opportunity to produce a Neighbourhood Development Plan (NDP) which would give the local community a greater say over development within the area covered by the NDP.</p>
Natural England	Supportive of the principle of meaningful and early engagement in planning matters.	Comments noted.
John Handy	<p>View of local communities do not seem to be taken into account.</p> <p>Document only being produced because it is required to do so. Not much has changed since the September 2014 version was published. If the council was really concerned with maximising community interest in planning the document would have been circulated and advertised much more widely.</p> <p>North Wessex Downs AONB do not appear in Appendix A as being a consultee in the preparation of DPDs.</p> <p>Communities used to be encouraged to produce Parish Plans and Village Design Statements. It appears that these are no longer used by the LA when making planning decisions.</p> <p>Neighbourhood Plans have taken precedent over Parish Plans and VDSs, but are not suitable for smaller communities without working together with other communities, which is likely to cause tensions and friction between communities. An expectation that Neighbourhood Plans will also be laid aside in the future.</p> <p>The HSA DPD does not show support for local communities, especially in relation to the travelling show people site in Hamstead Marshall which was introduced without the opinions of the local community being considered.</p>	<p>The Council is required to publish and keep up to date (by reviewing at least every 5 years) it's SCI. The SCI sets out what the Council will do to involve the community in planning. The SCI has been reviewed, and changes have been made where they are considered necessary. In many places the processes the Council go through to include the community in planning have not changed and therefore, no update is required to the SCI.</p> <p>Details of the consultation were sent to all those registered on the Council's Planning Policy Consultation Portal, all parish councils and all statutory and other consultation bodies (as set out in the SCI). The consultation was also published on the Council's website.</p> <p>The North Wessex Downs AONB are not a statutory consultee which is why they are not listed in Appendix A, however, they do fall under the 'general consultation bodies' and as a result are invited to be involved in all stages of plan making.</p> <p>Neighbourhood Planning was introduced by the Localism Act (2011) as a way to empower local communities to engage with, shape and direct development in their local area. The Council will support any community wishing to develop a Neighbourhood Plan. There are set regulations</p>

Only 1 new SPD has been adopted since 2014 (SuDS) and most do not have any relevance to small rural communities.

The old SPDs and SPGs should be reassessed. SPG 19 Public Houses is considered important by local communities, but there is confusion over whether it is still valid (2 planning documents say yes, website says it is a material consideration, but Planning Inspector ruled no longer valid).

Failure to update/support update of Conservation Area Appraisals also lets down the community.

#### *Planning Decisions*

Parish Councils represent local communities, but their views are largely ignored when it comes to making planning decisions.

Planning Authority do not take enforcement action even if they are notified or breaches of planning. Enforcement needs to be robust and uncompromising so people are in no doubt that planning law will be enforced.

Parishes should be informed of planning applications in adjacent parishes.

The planning process is not simple and even when doing everything right applications are held up.

District Councillors are unsympathetic of proposals in wards that are not their own.

Planning policy can be interpreted differently by different people. Local communities may not always be able to use the correct planning terminology to raise concerns. If planning decisions contradict local opinion then policy needs to be altered or re-interpreted, not bad decisions made for the community. This draft planning policy document would seem to be a starting point.

that guide the processes of Neighbourhood Planning which both the Council and local communities are bound by. It is acknowledged that Neighbourhood Plans do require a significant commitment from the local community.

The Local Community can also use this act to protect Assets of Community Value.

Parish Plans and Village Design Statements are still used as a material consideration in decision making and are set out on the Council's website at <https://info.westberks.gov.uk/vds>.

The HSA DPD was subject to a number of periods of consultation and parish councils attended a series of workshops very early in the process. The Council have a duty to provide adequate space for Gypsy and Traveller accommodation where there is an identified need (which was demonstrated through the GTTS). The DPD was then subject to Examination in Public which recommended that the DPD be adopted.

The Council is undertaking a review of the CCAs as part of the Local Plan Review which is currently underway.

The views of Parish Councils and local communities are taken into account when making planning decisions.

Enforcement Details of the Council's enforcement procedures are set out on the Council's website <https://info.westberks.gov.uk/planningenforcement>.

Parishes are informed of planning application in adjacent parishes depending on the location, scale and nature of the application, as set out in paragraph 3.7 of the SCI.

There are a number of processes and requirements within

	<p>Communities are being expected to take more responsibility and put up with reduced services. If this is the case the LPA must similarly devolve greater responsibility within the planning process. Community opinion must be placed at the centre of the planning decision-making process.</p> <p>If local opinion does not fit well with national planning policy then the LA should challenge national policy on behalf of the communities they represent.</p>	<p>the planning process which have to be adhered to.</p> <p>District Councillors have a code of conduct to follow when making decisions on planning applications.</p> <p>It is acknowledged that here can be some interpretation of planning policies, the Local Plan review will consider this and aim to provide clarification.</p> <p>The way that local communities can have greater responsibility in the planning process through Neighbourhood Planning.</p> <p>Where local communities do raise concerns regarding national policy the Council do and have sort to challenge the national policy.</p>
Historic England	The process detailed in the SCI should be adequate to meet the requirement of the Local Development Regulations 2004.	Comments noted.
Hermitage Parish Council	The Parish Council wish to have the right of reply on all developments within the parish. And would like to be copied in on all developers' reports and have the right of reply to them.	Comments noted. Parish Council are notified of all applications within the parish. This is set out in paragraph 3.7 of the SCI.
Keith Hoddinott	<p>How have potential problems at Sandford only be raised at this late stage?</p> <p>Demonstrates that the planning process is flawed and the issue should have been raised earlier.</p> <p>Cannot understand/believe that Thames Water were unaware of these deficiencies given the publicity over the development.</p> <p>The development should not proceed unless all sewers, SuDS, Roads and other public access facilities are adopted by the LA/Water Company. Private Sewers, Sewage Treatment works etc. would be a future legal/financial burden for property owners and the Council.</p>	<p>Thames Water are included as a 'Specific Consultation Body' in appendix A and are consulted throughout the plan making and planning decision making processes.</p> <p>The need for upgrades to the water infrastructure in relation to Sandford is included as 'necessary' infrastructure requirements in the Council's Infrastructure Delivery Plan <a href="https://info.westberks.gov.uk/idp">https://info.westberks.gov.uk/idp</a> first published in 2010. Thames Water have been consulted each time the IDP has been updated to ensure the information set out in the IDP is up to date.</p>
Cllr Alan Macro	The SCI should include Minerals and Waste Plans.	The SCI covers all plan making activities including the Minerals and Waste Local Plan. Clarification will be

<p><i>Supported by Cllr Royce Longton and Cllr Tony Vickers</i></p>	<p>Each stage of the plan making process should be announced via media releases and on social media.</p> <p>Mobile phone networks, telecommunications companies and superfast broadband providers should be consulted on new plans.</p> <p>Neighbour notifications should be re-introduced to ensure residents are informed of applications in all circumstances as some residents may not see the orange notices.</p> <p>All planning applications should be deposited in the local library to allow those living outside Newbury, or unable to use a computer to access the applications.</p> <p>Parish Councils should be supplied with printed plans as they can be difficult to read on a screen.</p> <p>NHS Clinical Commissioning groups should be consulted on major planning applications for housing in their area.</p>	<p>included within the SCI.</p> <p>Comments noted. Consultations are usually announced by emails to those registered on the Council’s Planning Policy Consultation Portal (including parish councils and neighbouring parish councils, statutory consultees) and updates to the Website (including the Planning Policy News Page). Announcements are also sometimes made via a press release and social media.</p> <p>Neighbour notifications are no longer required by legislation and as a result are no longer sent out. In addition the sending out of letters could be seen as unsustainable, especially in light of the recently declared Climate Emergency.</p> <p>All planning applications are available online, all libraries have public access computers which can access the Planning portal where applications can be viewed.</p> <p>Parish Councils are able to print plans themselves from the website. The Council is moving towards paperless planning, and plans and documents are no longer printed.</p> <p>Comments noted, where appropriate Clinical Commissions Groups are consulted. CCGs are consulted on infrastructure requirements through the Infrastructure Delivery Plan.</p>
<p>Building Communities Together Team (WBC)</p>	<p>The SCI sets out clearly the stages and opportunities that members of the public have to shape the planning process and influence the key DPDs that form the Local Plan.</p> <p>Aware of strong community engagement required to produce an NDP. These plans celebrate community engagement as they reflect what the local people have proposed, determined and agreed in term of future development.</p>	<p>Comments noted.</p> <p>The diagram on page 11 has been updated, to better reflect the consultation process, as it is usual for there to be an informal consultation prior to the formal six week consultation on the Draft DPD, which would negate the need for any further consultation before the DPD is submitted to the Secretary of State for examination.</p>

	<p>Given the significance of DPDs it might be best practice to amend the process to always include a six-week consultation after comments have been received on the initial draft DPD and once these have been incorporated into a revised DPD (the optional stage of consultation on pg 11 becomes an essential step).</p> <p>Suggest revision to para 3.4 to prevent confusion with terms 'direct neighbours' and 'immediate neighbours' as they do not seem distinct enough.</p> <p>Aware that residents cannot be notified of close applications by letter, the step of notifying Town and Parish councils and ward members as part of a weekly list of developments could go some way to bridge this gap, if the message can then be shared with the local residents most affected.</p> <p>Overall a comprehensive and easily understandable guide.</p>	<p>Paragraph 3.4 will be updated to provide clarification.</p> <p>Comments noted. There is nothing preventing Town and Parish Councils or ward members notifying residents of the applications in their parish where they think there could be wider interest in the application. A weekly list of registered applications is published on the website.</p>
<p>Archaeology (WBC)</p>	<p>Use of term 'Many' in para 1.1 suggests that WBC do not have good links with all local communities.</p> <p>Change use of 'types' of people, use of some people or groups of people instead.</p> <p>Include reference to document being available in other formats</p> <p>Para 2.12 better as this is a database of individuals, groups and organisations we contact regularly in relation to plan making.</p> <p>Para 2.16 could a fuller url be provided (also at para 3.8, 3.16 – 3.18).</p> <p>Para 2.23, standard response times should be 3 working days for an acknowledgement and 10 working days for a full response. Para 3.12 states two working days.</p> <p>Para 3.9 – dwellings or dwelling houses? Are fees for purchase published?</p>	<p>Comment noted.</p> <p>Comment noted, text will be updated.</p> <p>Comment noted. Text will be included as part of the back cover to the document.</p> <p>Comment noted</p> <p>Information is placed in a number of different places on the website, depending on what is being consulted on, so it is not appropriate to include a direct link in this document as it may be out of date by the time it comes to a consultation.</p> <p>Comment noted. Will update text to say 3 working days in line with the Council's general policy</p> <p>Comment noted. The text has been updated to reflect the current situation.</p>



	<p>Para 3.14 how is re-notification done?</p> <p>Para 3.20 how do the community know about pre-apps?</p> <p>Para 3.23 how do people find out about public meetings?</p> <p>Keen for the HEAP and community involvement in the West Berkshire Heritage Forum to be cross-referenced in the local plan.</p>	<p>Re-notification is done by email to those people who have previously commented on an application and to statutory consultees. Where appropriate, at the discretion of the case officer, a new site notice may be displayed.</p> <p>Pre-apps are confidential between the Council and the applicant and therefore, the community are not notified about pre-app discussions taking place unless they are approached by the developer. Developers are encouraged to engage with local communities early on in the development of their proposals. Text updated to reflect this.</p> <p>Dates of public meeting are published on the Council's website.</p> <p>Comments regarding the HEAP and West Berkshire Heritage Forum are noted, but not specifically relevant to the SCI.</p>
<p>Hungerford Town Council</p> <p><i>Supported by Cllr James Cole</i></p>	<p>Concern that the AONB is not listed as a consultee in the document.</p>	<p>The North Wessex Downs AONB are not a statutory consultee which is why they are not listed in Appendix A, however, they do fall under the 'general consultation bodies' and as a result are invited to be involved in all stages of plan making. They are also included on the Council's Planning Policy Consultation Database and so are automatically notified of any plan making consultations.</p>
<p>Vale of White Horse</p>	<p>Would be useful to include links to other documents mentioned in the SCI.</p> <p>Diagrams are unclear</p> <p>More information on support for NDPs could be helpful/useful to local communities.</p> <p>More information on CIL would be useful, rather than just having the diagram. The diagram needs to reflect the recent changes to the Regulations.</p>	<p>Comment noted. Links will be included where appropriate.</p> <p>Comment noted, where possible diagrams will be made clearer.</p> <p>Link to Neighbourhood Planning guidance on the website will be included in the SCI.</p> <p>Comments noted. Further information on the development of the CIL Charging Schedule will be included taking into account recent changes in legislation.</p>

	<p>Would be useful to include reference to planning enforcement and planning appeals to help with general understanding of the planning system</p> <p>The glossary makes reference to terms which are not included in the document.</p>	<p>While there is public engagement in planning appeals, there is little public engagement in enforcement and so this is not relevant to include in the SCI.</p> <p>Comments noted. The glossary will be updated where required.</p>
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A response stating that there were no comments to make were received by the following organisations:

- Beenham Parish Council
- Transport for London (TfL)
- Highways England