



# South Lakeland Local Development Framework

## Statement of **Community Involvement**

for the South Lakeland Local Development Framework  
(for South Lakeland District, outside the Lake District and Yorkshire Dales National Parks)

Adopted 13 September 2006



*Your chance to be involved in shaping the  
future planning of South Lakeland*

Peter Ridgway, Strategic Director Customer Services, South Lakeland District Council  
[www.southlakeland.gov.uk/ldf](http://www.southlakeland.gov.uk/ldf)



## Foreword

### Foreword

Welcome to the South Lakeland Statement of Community Involvement. It sets out how you can be involved in shaping the future planning of South Lakeland (outside the National Parks). The Statement was adopted on 13 September 2006.

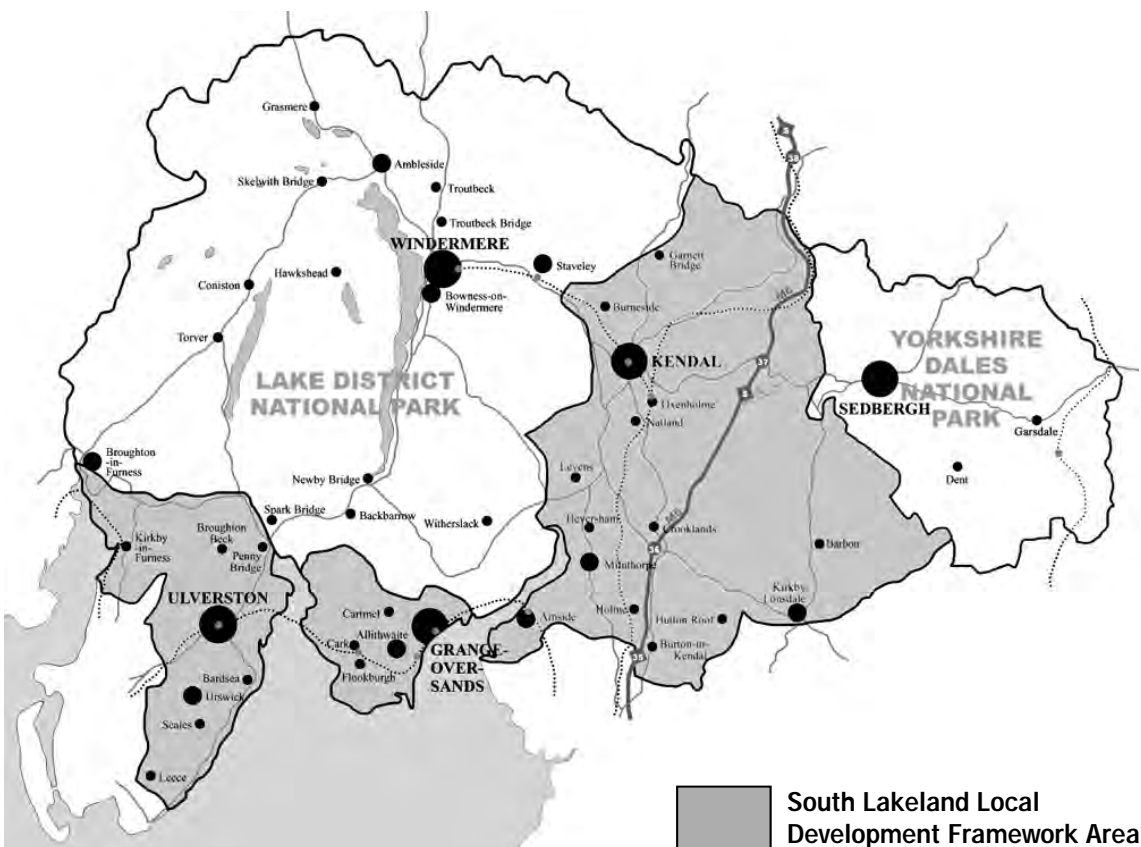
Planning is at the heart of protecting South Lakeland's landscape heritage and open spaces, and deciding where new development for homes and businesses can best be located. The Statement of Community Involvement (or SCI for short) sets out how we intend to involve you in preparing the documents of the new planning system - known as the Local Development Framework - and also in dealing with planning applications.

If you would like to be involved in the future planning of South Lakeland, this document explains how!



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Housing & Development Portfolio Holder  
South Lakeland District Council

September 2006



Alternative formats are  
available from  
01539 733333

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## Setting the Scene

### 1. Setting the Scene

#### Purpose of The Statement of Community Involvement

1.1 Welcome to the Statement of Community Involvement (SCI) for South Lakeland (outside the National Parks). It sets out how you can expect South Lakeland District Council to consult and involve you in:

- preparing the Local Development Framework (LDF), to replace the South Lakeland Local Plan under the new planning system;
- considering planning applications - also known as 'development control'.

#### Your Chance to Comment

1.2 The SCI has itself been subject to consultation - the steps and timetable in its preparation are set out below:

March 2004 - June 2005	Meetings with stakeholders, & consultation on early draft SCI (July 2004 version).
July 2005	Formal 6-week public participation on revised draft SCI. Comments were considered and appropriate changes made to the document.
November 2005	Submission of revised SCI and summary of consultations to Secretary of State with further formal 6 week period of representations.
May 2006	An inspector independently examined the "soundness" of the SCI in spring/early summer 2006 by means of written representations. The inspector's binding report was received on 31 July 2006.
September 2006 (where we now)	The Council adopted the SCI on 13 September 2006, accepting all of the inspector's recommendations. The Council must ensure compliance with the SCI for each LDF document and in are consulting on planning applications.

1.3 In preparing the SCI, we have taken account of the response to consultation on the earlier Draft SCI (July 2004) and the formal public participation (July 2005). A summary of these consultations and the Council's response is set out in Appendix A.

1.4 We have also accepted all of the changes recommended by the Inspector following submission of the SCI (November 2005). The adopted SCI and Inspector's Report can be viewed and downloaded from the Council's website [www.southlakeland.gov.uk/ldf](http://www.southlakeland.gov.uk/ldf) and paper copies can be inspected at the council offices and libraries listed in Appendix G.

#### Changes to The Planning System

1.5 The new planning system will replace the old local plans with a 'portfolio' of documents known as the **Local Development Framework (LDF)**. The system is intended to be faster, and more flexible and puts community involvement at the heart of the plan making process.

1.6 The main types of documents in the LDF are:

- **Development Plan Documents (DPDs)** - which together with the Regional Spatial Strategy form the statutory 'Development Plan' for the area. DPDs have considerable weight in deciding planning applications under the 'plan-led' system;
- **Supplementary Planning Documents (SPDs)**, which provide guidance on policy and (unlike DPDs) are not independently examined by an inspector. SPDs are a material consideration in deciding planning applications;
- **A Local Development Scheme (LDS)**, which sets out the timetable for preparing the LDF, with progress reported through an Annual Monitoring Report;
- **A Statement of Community Involvement (SCI)**, which sets out how the community will be consulted in preparing an LDF and in deciding planning applications.

1.7 The LDF must conform to planning policies at a regional and national level, as set out in the North West Regional Assembly's (NWRA) Regional Spatial Strategy and the Department of Community and Local Governments' Planning Policy Statements (PPSs). Planning Policy Guidance Notes (PPGs) remain relevant until replaced by the new PPSs. The Cumbria and Lake District Joint Structure Plan (adopted



## Setting the Scene

April 2006) sets out a spatial strategy for Cumbria to 2016, will be replaced by the revised Regional Spatial Strategy.

Changes in planning and environmental law also require the sustainability appraisal (SA) and strategic environmental assessment (SEA) of all LDF documents - except for the SCI.

The documents we intend to produce for South Lakeland's LDF are set out in section 3 of this SCI and, in more detail in our Local Development Scheme - copies are available on request, or from the Council's website [www.southlakeland.gov.uk/ldf](http://www.southlakeland.gov.uk/ldf)

### Glossary

1.8 The Glossary at the end explains further the meaning of Sustainability Appraisal, and Strategic Environmental Assessment and other terms of the new planning system. Further helpful information can be found in the Government publication - 'Creating Better Places to Live: A guide to the planning system in England, 2004' ([www.communities.gov.uk](http://www.communities.gov.uk)).

### Resources

1.9 The Council's Development Plans Team comprises 4 FTE planning officers, a Conservation Officer, a Planning Technician and a Group Assistant. We intend to make resources and skills available for consultation on the LDF and planning applications by the following means: -

- **Staffing Levels:** We have used Planning Delivery Grant (PDG) to appoint an additional 2 Development Control Assistants and 2 Enforcement officers on a temporary basis. We consider this provides extra resources to enable the Development Control Team to consult on large planning applications. The Council has approved the use of PDG (and later its own resources) to appoint an additional Development Plans Officer to help progress the LDF. We will also use PDG (if available) to provide consultation skills and resources, by training existing staff and appointing temporary in-house staff or external consultants.
- **Using Existing Resources:** We are developing a corporate approach to community engagement (including a shared Consultation Toolkit) with the Local Strategic Partnership. We will work (and have already worked) with partners, including Cumbria County Council Neighbourhood Development and Voluntary Action Cumbria to advise and

assist in community engagement on the LDF, particularly the Site Allocations DPD.

- **Cost of Community Involvement:** The costs of community engagement will be significant, particularly for the Site Allocations DPD where additional costs are likely to include community meetings, exhibition materials and possibly external facilitators. Resources appear to be adequate for this purpose at present, taking account of the Council's existing budget and Planning Delivery Grant.

### Monitoring and Review

1.10 We will monitor the success of this SCI as part of the Annual Monitoring Report, to be submitted in December each year. We will also evaluate the main consultation exercises to see if the methods used are effective. We will review the SCI if circumstances change significantly, or if evaluation suggests that:

- Relevant consultees have changed significantly.
- Consultation methods need to be changed to meet the needs of certain groups of consultees or types of LDF documents.

The procedure for reviewing the SCI is the same as for its preparation, as set out on page 3 in the table at paragraph 1.2.

### Planning Aid and Further Help

1.11 Community groups and individuals can obtain free advice on planning matters from North West Planning Aid. NWP provides free, independent professional town planning advice to those who cannot afford to pay fees to planning consultants. For further information about Planning

Aid visit [www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk) or contact:

North West Planning Aid  
2nd Floor Friars Court  
Sibson Road  
Sale M33 7SF

Tel: 0870 850 9804

Email: [nwcw@planningaid.rtpi.org.uk](mailto:nwcw@planningaid.rtpi.org.uk)

Businesses can also receive planning guidance and help through the Rural Planning Facilitation Service (RPFS) which is available to rural businesses, including many farm based activities, and is delivered by Cumbria Rural Enterprise Agency (01539 726624).

The Council's Development Plans Team officers are also available to provide advice and help. Our contact details are listed at Appendix I.

## South Lakeland's Approach to Community Engagement

### 2. South Lakeland's Approach to Community Engagement

#### National Perspective

2.1 Central to new planning system is involving communities and stakeholders in preparing documents that will shape the future development of their area. The Companion Guide to PPS12: **Creating Local Development Frameworks** states that:

*"A key objective of the new planning system is to strengthen community involvement. Statements of Community Involvement must...ensure the active, meaningful and continued involvement of local communities and stakeholders throughout the process".*

#### Commitment

2.2 The District Council is committed to early and ongoing community engagement in the planning process - to make sure the needs and aspirations of the community and stakeholders are taken fully into account in the documents and decisions which help shape development and protect South Lakeland's outstanding environment and culture. We will take account of relevant strategies, build on existing good practise and explore new ways for meaningful engagement. We will also seek to meet:

- the minimum regulatory requirements for consultation, summarised in Appendix F and will strive to exceed them in the ways set out in this document.
- the 'tests of soundness' in PPS12 for the SCI, set out in Appendix E.

#### Benefits

2.3 We believe effective consultation can achieve the following benefits:

- better understanding of, and participation in, the planning process - and an increased commitment to the goal of sustainable development in South Lakeland;
- early collaboration on issues of concern can help understanding of the limits of choice and move towards greater consensus;

- increased confidence in the engagement process, growing ownership of the Local Development Framework, and contributions to its delivery.

#### Principles

2.4 We will design consultation exercises to respect the following principles: -

- an opportunity for early and on-going input, at stages where responses can make a difference;
- being clear from the start, on the purpose of consultation, how responses can influence a decision, and how/when feedback can be expected;
- selecting methods, techniques and venues which maximise the opportunity for all groups to take part and respond - including 'hard-to-reach' groups;
- identifying and targeting communities and stakeholders with relevant interests, while ensuring everyone has a chance to input;
- an approach characterised by openness and transparency, which makes full use of existing channels of consultation and includes evaluation to ensure we 'learn' from experience.

#### A Spectrum of Engagement

2.5 Engagement can have a variety of goals from simply 'informing' through to 'empowerment'. In preparing the Local Development Framework, we will concentrate on **information, consultation and involvement** - while remaining open to opportunities for approaches involving 'partnership' or 'empowerment'. The 'Spectrum of Engagement' at Appendix B describes this range of approaches.

#### Understanding South Lakeland's Communities

2.6 To consult effectively on the LDF we need a clear understanding of South Lakeland's communities and their needs. Appendix D identifies those South Lakeland 'communities', which we think have a potential interest in the LDF process. It includes those which may be 'hard to reach', and may need different approaches to ensure their involvement.



## South Lakeland's Approach to Community Engagement

We also list many of the organisations we are presently aware of, which are (or seem likely) to represent these interests. We will use this 'community matrix' as a checklist to help:

- identify interests relevant to the LDF documents;
- identify organisations which may represent these interests;
- consider and select appropriate engagement methods - with particular reference to 'hard-to-reach' groups.

We will develop and maintain a database of consultees for the Local Development Framework, which will be available on the website (names and comments only). This will include many - but not necessarily all - of the organisations in Appendix 4, and we will add others as the LDF process moves forward.

### Community Profile

2.7 South Lakeland is one of England's largest and most attractive rural districts with a wealth of natural, built and cultural heritage.

**Population:** the population stood at 102,400 in 2003, and is relatively stable at present. In 2002/3 about 800 people moved into the district, offsetting a natural 'decline' of 800 people (through births and deaths). The population is likely to grow slightly to 103,200 in 2013 and 105,500 in 2023. About 21% of the population are over 65, compared to 19% for Cumbria and 16% for the United Kingdom - this represents an increasing trend compared to Cumbria and the UK.

**Economy:** In May 2005, the district's unemployment rate was 0.7%, based on residents claiming benefits. This compared to 1.9% for Cumbria and 2.4% for the North West and the UK as a whole. The rate for the Barrow Travel to Work area (including Ulverston) was 2.6%. The district shares in two significant characteristics of the wider Cumbrian economy. Wage levels in the county are 14% below the national average (and almost a third below for managers and senior officials), while Cumbria's output value per capita (a measure of wealth creation) fell from 90% of the UK average in 1995 to 75% in 2001.

**Housing:** The district has shared in the recent national house price increases. Average house prices in Kendal for example have increased from £84,000 in 2000 to £178,000 in 2004. The growing need for affordable housing is documented in the 2006 Housing Needs survey and other local surveys.

**Heritage:** The South Lakeland LDF area adjoins the Lake District and Yorkshire Dales National Parks and contains part of the Arnside-Silverdale Area of Outstanding Natural Beauty (AONB). Most of the remainder of the district is of County Landscape importance. The LDF area has 10 Conservation Areas, and about 1,500 listed buildings.

### Community Strategy

2.8 The South Lakeland Local Development Framework has an important role in bringing together policies for the development and use of land which recognise the priorities set in other relevant policies and programmes. In particular it will seek to take forward the vision of the South Lakeland Community Strategy, 2004 - 2024, and help realise the land-use aspects of its action plans.

The Community Strategy's vision is:

*"South Lakeland's distinctive character, environment and location will continue to be important in providing opportunities for people who chose the district as a place to live, work and visit. These major assets will be safeguarded, social needs addressed and other issues which affect the quality of life will be tackled, whilst a successful economy is development and sustained."*

The Local Strategic Partnership and its task groups address the following themes of the Community Strategy. As they have an important role in shaping the Local Development Framework we will ensure they are consulted and involved at key stages.

#### Priority Themes

- Improving health
- Jobs, Skills and regeneration
- Affordable housing
- Transport
- Quality environment

## South Lakeland's Approach to Community Engagement

### Cross Cutting Themes

- Community involvement
- Culture
- Crime and disorder reduction
- Children and Young People

We will adopt a common approach to consultation on the LDF and Community Strategy where practicable.

We will take account of the Council's own Communications Strategy and (when available) the proposed Consultation Strategies for the District Council and the South Lakeland Local Strategic Partnership. At present the Council has no local Compacts on consultation with the voluntary sector.

### Links to Other Strategies and Evidence Sources

2.9 We will take account of other relevant strategies and information sources, and consult with the organisations responsible for them, including in the following areas: local and regional economic and housing strategies, local transport plans, urban and rural regeneration, education, health and social exclusion, waste, biodiversity and community development. A selection of relevant documents include:

- Cumbria and Lake District Joint Structure Plan (Cumbria County Council)
- Cumbria Local Transport Plan. (Cumbria County Council)
- Cumbria Community Strategy (Cumbria Strategic Partnership).
- Cumbria Waste Strategy (Cumbria County Council).
- Parish and Community Plans (Parish/Town Councils).
- South Lakeland Housing Strategy and Housing Needs Survey (SLDC)
- South Lakeland Economic Development Strategy and Market Town Action Plans (Ulverston, Lakes, Kendal, Kirkland). (SLDC).
- 2001 Census (Office of National Statistics).

- Morecambe Bay Local Delivery Plans and Health Service Development Plans (Morecambe Bay Primary Care Trust)
- Cumbria Destination Management Plan (Cumbria Tourist Board)
- Regional Spatial Strategy (North West Regional Assembly)
- Cumbria Biodiversity Action Plan
- North West Regional Tourism Strategy
- Lake District Economic Futures Strategy and Policy Statement (NWDA)
- North West Regional Economic Strategy

We will also take account of plans and strategies prepared by the National Park authorities relating to South Lakeland District.

### Member Involvement

2.10 The District Council is based on the principle of democratic accountability and has 55 elected district councillors to represent the people of the district (including the National Parks). The Council's elected members will be directly consulted at each stage, but also have the ultimate responsibility for making policy decisions within statutory procedures and from the outcome of any independent examination.

## South Lakeland Local Development Framework (LDF)

### 3. South Lakeland Local Development Framework (LDF)

#### Introduction

3.1 In this section we set out the Local Development Framework documents, which the Council intends to prepare, and the stages required in preparing and consulting on them. We then describe who we intend to consult and how - setting out a range of consultation methods. The tables at the end of this section then show how we intend to use consultation methods to meet the needs of the different documents and consultee groups.

#### Documents

3.2 The documents we intend to prepare to create South Lakeland's Local Development Framework are listed below. We outlined the main types of LDF document earlier at para 1.6. The Council's Local Development Scheme (LDS) describes these documents and the timetable for preparing them in more detail. The LDS can be inspected on our website [www.southlakeland.gov.uk/ldf](http://www.southlakeland.gov.uk/ldf) or at Council Offices and local libraries.

Development Plan Documents (DPDs)	
Core Strategy	Sets out the key principles and broad, spatial (or land-use) vision for the area to 2021, indicating where most development will be directed.
Generic Development Control Policies	Sets out criteria-based policies for controlling development, making sure it meets the spatial vision for the area.
Site Allocations and Proposals Plan	These two documents will be produced together - the first will allocate sites for various types of development; while the second will illustrate these, and other land-use aspects of DPDs, on a plan.
Area Action Plans (AAPs)	Provide a detailed planning framework for areas of major changes or conservation. We will work with partners to identify the need for AAPs and take steps to deliver them

Only the Site Allocations and Proposals Plan DPDs will have linked consultation.

Other DPDs will be subordinate to the Core Strategy.

3.3 The 2006 Local Development Scheme (LDS) indicates our intention to prepare SPDs to provide more detailed policy guidance on the following topics. However this list may change when the LDS is reviewed.

#### Supplementary Planning Documents (SPDs)

- Design
- Amenity
- Public Realm (potential to be investigated)
- Conservation
- Community Plans (potential to be investigated)
- Planning Gain (S.106 Agreement)
- Landscape and Renewables (jointly with other Cumbria authorities)

3.4 The environmental, economic and social impacts of each DPD and SPD must be assessed in a Sustainability Appraisal process - except for the SCI. Sustainability appraisal involves assessing the social, economic and environmental implications of policies. We will prepare the following documents:

#### Sustainability Appraisal (SA)

A Sustainability Appraisal Scoping Report	setting out a methodology for appraising the sustainability of each DPD and SPD - a 5-week consultation period is required.
Sustainability Appraisal Report	accompanying each DPD and SPD, at the formal public participation stages (and for DPDs, also at submission to the Secretary of State).

## South Lakeland Local Development Framework (LDF)

### Stages in Document Preparation

3.6 The stages in preparing Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) are set out in the tables below:

Development Plan Documents	
1.	<b>Early Consultation</b> Evidence gathering and consultation on 'issues and options' (Reg 25)*
2.	<b>Formal Public Participation</b> A 6-week formal consultation period on a 'preferred options' report. (Reg 26)*
3.	<b>Submission to Secretary of State</b> and formal 6-week period for representations - only representations at this stage are considered at independent examination (Reg 28)* Where representations relate to site allocations, there is another 6-week period for further representations on these. Those making a late submission of alternative sites proposals should indicate how the sustainability appraisal process has been or is to be carried out prior to consideration at examination. Appropriate community consultation may also be required.
4.	<b>Independent Examination by Inspector</b> and binding Inspector's report
5.	<b>Adoption</b>

Supplementary Planning Documents (SPDS)	
1.	<b>Early Consultation</b> Evidence gathering and informal consultation
2.	<b>Formal Public Participation</b> For a 4 - 6 week period on the draft SPD (Reg.17 and 18)*
3.	<b>Adoption</b>

\* The Town and Country Planning (Local Development) (England) Regulations 2004.

We may extend the statutory minimum consultation periods (referred to above) where the nature of the proposals, the needs of consultees or other factors merit a longer response time.

### 3.7 Other LDF documents:

- **Statement of Community Involvement** (this document) - the stages are the same as for DPD documents, but with no sustainability appraisal required.
- **Local Development Scheme** - no formal preparation or consultation stage is required, other than to publish on the website.
- **Annual Monitoring Report** - while no consultation stage is required, we will put the report on the Council's website and issue a press release inviting comments, to improve the format of the AMR in coming years. We will also inform Parish and Town Councils, District and County Councillors and the Local Strategic Partnership, that it is available and report its implications to Cabinet.

### Early Involvement - 'Front Loading'

3.7a The new planning system emphasises community engagement early in the process of preparing LDF documents - so called 'front-loading'. This has important implications.

For DPDs it is important that you get involved at the 'production' stages (1 & 2), as your right to object to the submitted DPD (stage 3) must be based on the 'test of soundness', set out in Appendix E.

### Who Will We Consult?

3.8 We will consult with specific consultation bodies, as set down in Appendix C, and will seek to ensure that relevant interests and stakeholders are consulted on each DPD and SPD, including those listed below:

- Use the list of *community interests* 'matrix', (Appendix D) to help identify relevant community interests and organisations, which may represent them.
- Select relevant *organisations* from the consultee list in Planning Policy Statement 12 (repeated at Appendix C). Those with an asterisk are those we think are likely to be most relevant to the South Lakeland LDF documents.
- Maintain and update the new *consultee database*, listing consultees and their comments at each stage in document preparation. Names of consultees and their comments will be made available on the Council's website.



## South Lakeland Local Development Framework (LDF)

3.9 The key types of groups and interests we want to involve are:

Types of Consultee	Interests
Community Representation: - Councillors of South Lakeland District and Cumbria County Council (within the District) - Town and Parish Councils - Local Strategic Partnership - Neighbourhood Forums (Cumbria County Council) - Cumbria Association of Local Councils (CALC) - Town Regeneration Partnerships (Kendal, Ulverston and Grange) - Members of Parliament - Schools and Colleges - Residents' Associations General public and Local Communities Statutory bodies Government Departments Councils (in or adjoining the LDF area) and National Park Authorities Agencies and organisations Developers, landowners and agents Interests (see across) Hard to reach Groups	Voluntary sector Ethnic and religious Disabled persons Business, tourism and agriculture Housing Transport Nature conservation, landscape and geology Historic conservation and amenity Sport and recreation Culture and art Older and younger people Residents and community groups Parish plan groups Health Crime reduction

3.10 To help us identify **'hard-to-reach' groups** and engage effectively with them, we will

- Use the community interests matrix (Appendix D)
- Consult with representative organisations where they exist
- Seek further advice and assistance from bodies including Voluntary Action Cumbria, Cumbria County Council and Cumbria Police.

We will also select methods of engagement most suited to the needs of hard to reach groups.

We believe that harder to-reach groups in South Lakeland may include:

- young people
- the frail elderly
- working families
- some in dispersed rural communities
- people with disabilities
- minority ethnic groups and immigrants








South Lakeland covers a large rural area served by limited public transport, making access to services and consultation events harder, particularly for the young, elderly and working families. Below average wage rates and high house prices contribute to areas of relative deprivation which can also limit access to services and public events. While ethnic minority groups remain a very small proportion of the population, the number of eastern European migrants is increasing. The needs of the frail elderly and those with varying disabilities also need to be considered. In addition to the measures noted above the Council will therefore consider:

- the location, timing, physical accessibility and appropriate forms of publicity for consultation events, to reduce barriers to participation by the hard to reach groups
- providing transport to events in remote areas, through Community Transport South Lakeland.
- providing material in other languages and formats if required

## South Lakeland Local Development Framework (LDF)

### How We Will Consult You - Consultation Methods






3.11 The table below lists the main methods we will use, to consult with local communities, stakeholders and interest groups. We will ensure we meet the statutory minimum requirements, set out in regulations (see Appendix F), which are covered mainly by the first 3 methods.

Communication Methods		
1. <b>Consultation Documents</b>		Relevant documents will be made available for inspection at South Lakeland House, Kendal, Ulverston Town Hall and libraries at Kendal, Ulverston, Grange-over-Sands, Milnthorpe, Kirkby Lonsdale and Arnside. Documents will also be sent or made available to consultees by letter, or email with a link to the Council's website. The Council's Contact Centre will be given details about document availability and when/how people can respond. Contact centre telephone number 0845 0504 434.
2. <b>Website and Email</b>		Relevant documents will be made available on the South Lakeland District Council website for viewing and downloading. Libraries in South Lakeland also offer internet access. There will also be opportunities to respond to consultation documents via email and web-forms. Website: <a href="http://www.southlakeland.gov.uk/ldf">www.southlakeland.gov.uk/ldf</a> Email: <a href="mailto:developmentplans@southlakeland.gov.uk">developmentplans@southlakeland.gov.uk</a>
3. <b>Media (local press, TV, radio)</b>		At the formal consultation stages*, a notice will be published in Westmorland Gazette and North West Evening Mail, with details of where and when documents can be inspected. It will also detail how and when to respond to consultation documents. Advice will be sought from the Council's Communications Officer on use of press releases, articles and radio interviews. (*stages 2 and following, for DPDs and SPDs - see para 3.6)
4. <b>Existing Channels &amp; Networks</b>		We will seek opportunities to use existing channels of community representation and standing forums, including: <ul style="list-style-type: none"> <li>• Councillors of South Lakeland District Council and Cumbria County Council (within the district).</li> <li>• Town and Parish Councils - including parish plan groups - who will ideally post information on public notice boards.</li> <li>• Cumbria Association of Local Councils.</li> <li>• South Lakeland Local Strategic Partnership and relevant Task Groups.</li> <li>• Neighbourhood Forums of Cumbria County Council.</li> <li>• Town Regeneration Partnerships - Kendal, Ulverston and Low Furness, Grange-over-Sands (3 Ps Group).</li> <li>• Residents' Associations.</li> </ul>
5. <b>Key Stakeholder Groups</b>		We will liaise with key stakeholder groups at key stages in the plan making process, to discuss issues and keep them informed of progress. Stakeholders are those with a particular interest in any aspect of the LDF and include regional and national bodies as well as local interest groups.
6. <b>Questionnaire (and Cumbria Voice)</b>		Questionnaires may be used to focus comments on issues we want to discuss. Where a representative district-wide sample is helpful, we will use Cumbria Voice - a citizens' panel of 500 Cumbrian residents.
7. <b>Exhibitions, leaflets, posters</b>		Exhibitions, displays or road shows may be used at key stages or certain documents to illustrate proposals, invite participation from a community or area, and provide for direct feedback via response forms and officers (if present). The media, posters and leaflets may be used to promote these.

cont.>

3

## South Lakeland Local Development Framework (LDF)









<p><b>8. Focus Groups (and other Interactive Meetings)</b></p>		<p>A variety of other meetings provide for structured participation in formats such as 'Planning for Real', Workshops and Focus Groups. Interactive techniques may also be used in larger public meetings or standing forms.</p>
<p><b>9. Newsletter</b></p>		<p>The Council intends to produce a regular newsletter to send to all households from October 2005. We will use this to update the community on progress in preparing the LDF and their opportunities to get involved.</p>
<p><b>10. Meetings with Community</b></p>		<p>We will arrange meetings with local communities where proposals may have a significant local effect. We will respond positively to requests for other meetings, as time and resources allow. The media, posters and leaflets may be used to advertise public meetings.</p>
<p><b>11. Schools and Colleges</b></p>		<p>We will consult secondary schools and colleges on relevant documents, and work with them to consider how to best obtain the views of young people (and their parents).</p>
<p><b>12. 3-D Computer Modelling</b></p>		<p>We are developing 3-D real-time computer modelling of towns and villages, assisted by the ODPM's Innovation Fund. It will allow us to 'move' through 3D images of settlements and view proposals, portrayed in a life-like way, from any viewpoint. We will seek to use this emerging technique to assist with public meetings, exhibitions and in schools.</p>

## South Lakeland Local Development Framework (LDF)

### Consultation Stages and Methods

3.12 The following table sets out the consultation methods we will use - or consider using - for each local development document, and at each key stage in their preparation.

✓ = Yes    ✗ = No    ? = Possible - where relevant, and time and resources allow

LDF Document & Consultation Stage	Consultation Method (see pages 11-12)											
	 1	 2	 3	 4	 5	 6	 7	 8	 9	 10	 11	 12
<b>Statement of Community Involvement</b>												
- Early Consultation	✓	✓	✓	✓	✓	✓	✗	✗	✗	✗	✗	✗
- Formal public participation	✓	✓	✓	✓	?	?	✗	✗	✗	✗	✗	✗
- Submission to SoS	✓	✓	✓	✓	?	✗	✗	✗	?	✗	✗	✗
<b>Core Strategy</b>												
- Early Consultation	✓	✓	✓	✓	✓	?	?	?	✓	?	?	?
- Formal Public Participation	✓	✓	✓	✓	✓	?	?	?	✓	?	?	?
- Submission to Secretary of State	✓	✓	✓	✓	?	✗	?	✗	?	✗	✗	✗
<b>Generic Development Control Policies</b>												
- Early Consultation	✓	✓	✓	✓	✓	?	?	?	✓	?	?	✗
- Formal Public Participation	✓	✓	✓	✓	?	?	?	?	✓	?	?	✗
- Submission to Secretary of State	✓	✓	✓	✓	✗	✗	?	✗	?	✗	✗	✗
<b>Site Allocations and Proposals Map</b>												
- Early Consultation	✓	✓	✓	✓	✓	?	✓	✓	✓	?	✓	?
- Formal Public Participation	✓	✓	✓	✓	?	?	?	?	✓	?	✓	?
- Submission to Secretary of State	✓	✓	✓	✓	✗	✗	✗	✗	?	✗	✗	✗
<b>Area Action Plans</b>												
- Early Consultation	✓	✓	✓	✓	✓	?	✓	✓	✓	✓	✓	?
- Formal Public Participation	✓	✓	✓	✓	✓	?	✓	✓	✓	?	✓	?
- Submission to Secretary of State	✓	✓	✓	✓	✗	✗	?	✗	?	✗	✗	✗
<b>Supplementary Planning Document (SPD)</b>												
- Early Consultation	✓	✓	✓	✓	✓	?	?	?	?	✓	?	?
- Formal Public Participation on Draft SPD (Reg. 17)	✓	✓	✓	✓	?	?	?	?	?	?	?	?













## South Lakeland Local Development Framework (LDF)

3.13 A Sustainability Appraisal Report must accompany each DPD and SPD at each consultation stage from formal participation onwards. An initial Sustainability Scoping Report must be prepared and consulted on for 5 weeks, setting out the methodology for appraising each subsequent DPD and SPD. We will ensure we consult with the 4 key statutory bodies on all sustainability appraisal documents - English Heritage, English Nature, Environment Agency and Countryside Agency. We will also consult Cumbria County Council's Sustainability Manager and other relevant bodies.

### Selecting Methods to Suit Consultee Groups

3.14 The consultation methods we consider appropriate to help us contact different types of consultees are set out in the table below. To select and design appropriate methods to suit relevant consultees and the particular LDF document consultation stage, we will seek advice and assistance from Cumbria County Council and Voluntary Action Cumbria.

✓ = Strong Benefit    × = No Benefit    ? = Possible Benefit - we will consider these, where there are clear and time and resources allow

Consultee Types	Consultation Method (see pages 11-12)											
												
- Existing Community Representation, Channels and Forums	✓	✓	✓	-	?	?	?	?	?	✓	✓	?
- General Public	✓	✓	✓	✓	?	?	?	?	✓	✓	?	?
- Statutory Bodies, Government Departments and Councils	✓	✓	✓	✓	×	?	×	×	?	×	×	×
- Agencies	✓	✓	✓	×	?	?	×	?	?	×	×	?
- Interests (including developers, land owners and agents)	✓	✓	✓	×	?	?	?	?	?	?	?	?
- Hard-to-Reach Groups (young, old etc)	✓	✓	✓	✓	✓	?	?	?	✓	?	✓	?
- Schools and Colleges	✓	✓	✓	✓	?	?	?	?	✓	?	-	?

Methods 7, 9, 10, 11 and 12 are likely to be the most demanding of time and resources. We will deploy these methods where they are important in helping consultees to respond effectively to significant and relevant issues. We will use Planning Delivery Grants to resource these methods where necessary.

We recognise the potential for 'consultation fatigue' and will select methods to maximise public involvement where proposals are likely to have a significant impact.

## South Lakeland Local Development Framework (LDF)

### Feedback and Reporting

3.15 We will consider all comments received within the specified consultation period and take them into account in revising the particular document. However it may not be possible to 'take on board' every comment - for example if to do so would mean that the document's proposals were:

- not in conformity with regional or national planning policy (see 1.7)
- at risk of failing to meet the tests of soundness (Appendix E)
- contrary to evidence in published studies including Sustainability Appraisal reports.

From July 2005, we will provide feedback, respond to enquiries and report on representations in the following way:

- Those submitting comments, and a summary of their comments, will be added to the LDF database and made publicly available on the Council's website.
- Those who comment will be kept informed at each subsequent stage by letter or email - including those who indicate they wish to be notified when a document is submitted to the Secretary of State or adopted by the Council.
- A summary of consultation responses, our proposed changes to the LDF document and the related report to Cabinet or Council, will be published on the Council's website. Paper copies will be available on request.
- Detailed responses to individual letter or enquiries, and requests for meetings will be considered as resources allow.

3.16 The Council's 'Planning' Portfolio Holder Advisory Group (PAG) (or any successor body) considers and advises on all LDF documents, prior to their approval (where necessary) by Cabinet and Council. Members of the public have the right to ask questions and make representations at Cabinet and Council meetings, provided they give advance notice. For details contact the Committee Manager on 01539 733333 ext.7443

## Development Control

### 4. Development Control

#### Who

4.1 The Development Control service is a statutory function of a local planning authority and at District level the Council is responsible for all development excluding minerals and waste disposal matters which are handled by County Councils.

The situation with South Lakeland is made more complex by the presence of two National Parks. The Lake District National Park and the Yorkshire Dales National Park are both local planning authorities in their own right and are responsible for Development Control matters within their respective boundaries.

South Lakeland the Council is committed to widespread public involvement on all applications.

#### Key publication commitments for all applications

4.2 We will publicise all applications by a range of techniques, depending on the complexity of the case. All applications will meet the following minimum notification requirements:

- We aim to ensure that applicants receive an acknowledgement within 5 working days of a valid submission.
- We aim to publicise the application by site notice, displayed on or close to the site, within 7 working days of a valid submission being received. This notice will give a minimum of 21 days for public response.
- Adjacent property owners will be notified by letter of the receipt of a valid application giving them 21 days for response. This exceeds the statutory 14 day period. The notification will include guidance on what constitutes a material planning consideration.
- We send a letter to Parish Councils, providing a copy of submitted planning applications within the Parish. The relevant Parish or Town Council will also receive separately a weekly list of all applications within their area, giving them a minimum period of 28 days for response. This exceeds the statutory 21 day period.
- All responses from neighbours and other commentators will be acknowledged in writing, advising them of their right to speak if an application is heard by committee.

#### Additional publication commitments relating to different types of application

4.3 We will publicise in the local press all applications involving a material departure from the policies of the development plan in accordance with the degree of change they propose.

All such applications will be advertised after the Council's Planning Committee has resolved that it is considering granting planning permission for the development.

**Major departures:** where the delivery of a key aspect of the Development Plan is at issue, the application will be publicised in the press and thereafter the application will be referred to the Government Office for the North West for consideration by the Secretary of State.

**Minor departures** will be advertised in the same manner as major departures and will be determined by the Council after the consultation period has expired, unless the Government Office North West has signified that they wish to 'call in' the application for determination by the Secretary of State.

All applications for **Listed Building Consent, Conservation Consent** or **Planning Applications within Conservation Areas** will be publicised in the local press for a period of 21 days in addition to site notices and neighbour notifications. All applications categorised as departures or raising significant conservation or listed building issues can be expected to be advertised more widely amongst neighbouring properties. English Heritage will be consulted on nationally important heritage assets.

We also publicise in the local press, **applications for major development**, as defined in paragraph 4.7 below.

#### Planning commitments to engagement and community access

4.4 We make all planning application documentation available to view, download and print from the Council's website, subject to agreement to the copyright declaration at [www.southlakeland.gov.uk/fastweb/welcome.asp](http://www.southlakeland.gov.uk/fastweb/welcome.asp) We also make all applications available as part of a part 1 statutory register, which can be inspected at the Council's offices between 08.30 and 17.00 Monday-Friday. All information on planning application files (including Section 106 agreements and Environmental Statements) may be inspected with the exception of commercially sensitive data. Copies of information will be provided at a reasonable cost. You can inspect all applications arising in the Furness area at Ulverston Town Hall if this is more convenient.

## Development Control

Surgery Details			
Location	Day	Time	Case Officer
Grange over Sands, Victoria Hall (ground floor)	Monday	14.00-16.00	Fiona Clark 01539 797559
Ulverston, Town Hall (main reception)	Tuesday & Thursday	10.30-11.30	Kate Lawson 01539 7797560
Arnside, Cemetery Chapel, Silverdale Road	Wednesday	10.30-11.30	Kate Bellwood 01539 797561
Kirkby Lonsdale, The Institute (rear office)	Thursday	14.00-16.00	Barry Jackson 01539 797563

4.5 You can also inspect all applications at any of the Council's weekly planning surgeries in Kirkby Lonsdale, Ulverston, Grange and Arnside by prior arrangement with the case officer. Details of the time of the surgeries are set out below and displayed on the Council's website at [www.southlakeland.gov.uk/main.asp?page=1614](http://www.southlakeland.gov.uk/main.asp?page=1614)

4.6 Any resident or amenity interest group wishing to become a regular consultee on a generic issue or in respect of a specific site can notify the Council of their interest and they will receive appropriate notification as applications arise.

4.7 The Council provides a searchable archive of planning applications on its website at [www.southlakeland.gov.uk/main.asp?page=458](http://www.southlakeland.gov.uk/main.asp?page=458). The list can be searched by application number, parish and case officer. For the types of application listed below, the applicants will be expected to demonstrate appropriate community engagement prior to submitting their scheme, to allow the local community to be canvassed. Planning officers can advise on appropriate forms of engagement.

- when judged by the case officer to be locally significant (see definition below), or
- an application is classified as a departure, or
- the proposal falls into the Office of the Deputy Prime Minister's definition of a major application (see definition above)

Pre application negotiations are available to applicants and agents on all schemes and are encouraged as a means of promoting successful developments, which take account of local needs and circumstances. We also encourage pre application registration with statutory consultees including:

- English Heritage - where nationally important heritage assets are affected;
- Highways Agency - where a development may affect the Trunk Road Network;
- Natural England - where statutorily protected species or areas are affected;
- Environment Agency - where a development raises flood issues.

### Definitions

**Major Development:** -The Office of Deputy Prime Minister defines major development as residential applications for 10 or more dwellings, or sites greater 0.5ha. For all other uses, the definition is floor space of 1,000m<sup>2</sup> or more, or sites over 1.0ha.

**Locally significant** - A proposal which in the opinion of the Case Officer would alter the overall character of the locality in which it is to be developed either by nature of its scale, visibility or by the nature of its use, or could set a damaging precedent. Such applications need to be referred to Planning Committee for a decision.

4.8 Officers of the Council will as a rule not join developers or applicants at presentations prior to the application being considered by members. Officers will however attend local meetings of parish or resident groups both during the day and in the evening to provide factual guidance on controversial proposals by prior arrangement. They will not be able to discuss matters of recommendation and opinion which will be reserved for presentation to members in the first instance.



## Development Control

### Decision Making

4.9 A summary of all consultees' comments is included in Planning Committee reports. They are weighed and taken into account by officers in reporting recommendations and by Planning Committee in deciding on planning applications. The agenda of each Planning Committee is published on the website at [www.southlakeland.gov.uk/Default.aspx?page=1781](http://www.southlakeland.gov.uk/Default.aspx?page=1781)

The Council's Planning Committee decide around 20% of all applications. These are generally the most complex or locally contentious. The public may speak at Committee, under procedures set out in a separate leaflet available from the Council and is also on the website at [www.southlakeland.gov.uk/main.asp?page=1781](http://www.southlakeland.gov.uk/main.asp?page=1781)

In general anyone has a right to register to speak about any issue raised by an application to be heard at Committee. The speaker must register to speak by 12 noon on the day before the Committee to allow the applicant the chance to attend the meeting to respond.

Single speakers will be allowed 3 minutes, whilst those representing groups where they can provide a letter of authorisation will be allowed 5 minutes.

The applicant's right of reply is limited to 3 minutes but at the discretion of the Chairman can be extended if significant numbers of speakers are registered.

No cross-examination of any member of the public will be permitted by anyone at Planning Committee.

All speaking items are prioritised to be dealt with first at each Planning Committee.

Planning Committee undertakes site visits; but decisions are not made at these as they do not form duly constituted meetings. Approved procedure is for site visits to take place without applicants, objectors or other interested parties being present.

### Post Decision

4.10 All neighbours who have made representations are sent a copy of the decision notice, which gives reasons for consent or refusal. These can be viewed at [www.southlakeland.gov.uk/fastweb/welcome.asp](http://www.southlakeland.gov.uk/fastweb/welcome.asp) Reports and minutes of Planning Committees can be viewed on [www.southlakeland.gov.uk/Default.aspx?page=1781](http://www.southlakeland.gov.uk/Default.aspx?page=1781)

Where an application is approved under delegated powers, any objectors will be advised in writing why the decision has been reached and how their views were taken into account.

Parish and Town Councils are sent a copy of the decision notice.

Where an application has been determined under delegated powers in a way which differs from the wishes of the Parish or Town Council, a letter is sent with the copy of the decision notice advising why a different conclusion was reached.

We require new applications for significant changes to a scheme which has been approved.

The public may refer concerns about maladministration to the Local Government Ombudsman. The public also have the option of judicial review. The Environmental Law Foundation is a national charity linking communities and individuals with legal and technical expertise on environmental issues. See [www.elflaw.org.uk](http://www.elflaw.org.uk).

### Decisions at Planning Appeals

4.11 Anyone who was consulted or commented on the original planning application will be notified in writing that an appeal has been lodged.

Details of current appeals and decisions on appeals are published on the Council's website and are included on the Planning Committee agenda every month.

### Enforcement and Monitoring

4.12 Retrospective planning applications are subject to the same consultation processes as other planning applications.

All complaints from members of the public are investigated and the identity of the complainant will be kept confidential.

Complainants are advised within 10 days of the complaint what initial action has been taken and will be kept informed of critical stages in ongoing investigations.

Members are provided with a concise and informative report on every Planning Committee agenda which provides an update of current enforcement cases.

The Council has a Planning Enforcement Policy which is set out in published guidance and is contained on the website at [www.southlakeland.gov.uk/main.asp?page=227](http://www.southlakeland.gov.uk/main.asp?page=227). This policy sets out the Council's priorities for various types of enforcement action.

### Summary of Consultation

4.13 In the following table we provide a summary of the different ways we consult the community and stakeholders in different types of planning applications. 'Technical Consultations' (column 6) covers consultations with all relevant statutory consultees - for example, English Heritage, Natural England, Environment Agency and the Highways Agency.

# Development Control

Engagement activity														
Type of Submission	Press notice standard	Site Notice	Parish or Town Council consultation	Adjacent neighbour letter	Technical consultations	Wider local neighbour consultation if significant	Special interest or amenity groups consultation	Pre-application discussion available on request	Public meeting attendance on request	Surgery access for local community	Out of hours visit by appointment	Available on website to check application progress	Weekly List	Website display of plans & documents
Major departure application	21 days	✓	28 days	21 days	Weekly list or separate notification	✓	Weekly list or separate notification	✓	✓	✓	✓	✓	✓	Introduced January 2006
Minor departure	21 days	✓	28 days	21 days	Weekly list or separate notification	✓	Weekly list or separate notification	✓	✓	✓	✓	✓	✓	Introduced January 2006
Major planning application (i.e. 10 houses, 100m <sup>2</sup> floor space)	21 days	✓	28 days	21 days	Weekly list or separate notification	✓	Weekly list or separate notification	✓	✓	✓	✓	✓	✓	Introduced January 2006
Minor applications	x	✓	28 days	21 days	Weekly list or separate notification	✓	Weekly list or separate notification	✓	✓	✓	✓	✓	✓	Introduced January 2006
Applications of unusual interest/local significance	21 days	✓	28 days	21 days	Weekly list or separate notification	✓	Weekly list or separate notification	✓	✓	✓	✓	✓	✓	Introduced January 2006
Householder applications	x	✓	28 days	21 days	Weekly list or separate notification	x	Weekly list or separate notification	✓	x	✓	✓	✓	✓	Introduced January 2006
Changes of use	x	✓	28 days	21 days	Weekly list or separate notification	✓	Weekly list or separate notification	✓	✓	✓	✓	✓	✓	Introduced January 2006
Applications within Conservation Area's & Conservation Consents	21 days	✓	28 days	21 days	Weekly list or separate notification	✓	Weekly list or separate notification	✓	✓	✓	✓	✓	✓	Introduced January 2006
Listed Buildings	21 days	✓	28 days	21 days	Weekly list or separate notification	✓	Weekly list or separate notification	✓	✓	✓	✓	✓	✓	Introduced January 2006
Tele-communications Notifications	x	x	21 days	21 days	x	✓	✓	✓	x	✓	x	✓	x	Introduced January 2006
Agricultural Notices of Intention	x	✓	x	x	x	x	x	✓	x	✓	x	✓	x	Introduced January 2006
Advertisement Consent	x	x	✓	x	Weekly list or separate notification	x	Weekly list or separate notification	✓	✓	✓	✓	✓	✓	Introduced January 2006

## Conservation Areas

### 5. Conservation Areas

#### Introduction

5.1 We have a statutory duty to review conservation areas from time to time, to see if they still have sufficient merit to warrant designation, or if their boundaries need adjusting. The Council has given priority until 2008/9, to reviewing all 10 Conservation Areas in the district, outside the national parks. This programme is well underway and scheduled to be complete by 2008/9.

The North West Association of Civic Trust Societies encourages its members to proactively assist in the preparation of Conservation Area Appraisals.

#### 'Place Detectives' - Community Involvement in Character Appraisal

5.2 We will carry out character appraisals of each Conservation Area - which will help us later to develop management plans for each. Character appraisal involves assessing each area's historic and built environment to define its essential qualities and significance. Community involvement is central to the appraisal process and to achieve this, we have developed a participatory event known as 'Place Detectives'. The day includes various interactive activities, such as taking Polaroid photographs of 'favourite' buildings or 'eyesores' and using maps to record areas for protection or improvement. Other activities are designed specifically to involve and interest children - and their parents.

Through 'Place Detectives, stakeholders and residents are invited to identify the historic buildings and areas they most value and wish to safeguard, and also to point out buildings and sites which might benefit from enhancement or redevelopment. They also give their views on how the boundary of the Conservation Area might be changed, so that only areas with demonstrable quality are given protection.

The results of consultation are incorporated in a detailed character appraisal for each area, which we then consult on formally for a 6-week period. The Council will then approve the final character assessment of the Conservation Area and any changes to its boundary.

#### Policy Guidance

5.3 When the initial character appraisals and boundary changes are complete, we intend to prepare policy guidance and management plans for all of the Conservation Areas, possibly in a single Supplementary Planning Document (SPD). If an SPD is prepared, it will form part of the Local Development Framework for South Lakeland, and will be subject to the preparation and consultation stages set out in this document.

The possible SPD would provide a policy framework for the positive management of the Conservation Areas. It would set out the Council's objectives and policies for protecting and enhancing the special interest of each area and indicate priorities for future action. Examples of action might include the need for grant aid for property repair, or identifying opportunity sites for new development or environmental improvements. The SPD could also propose the need for Article 4 Directions (to control the loss of historic features) or Regulation 7 or 8 Directions (to control unsightly advertising). The SPD could also propose the preparation of detailed design guidance - including development briefs, formal master planning, or urban development strategies.

#### Implementation

5.4 The Council will work in partnership with relevant national bodies, civic societies, amenity groups and local residents (as resources allow) to implement any Supplementary Planning Documents relating to the positive management of Conservation Areas.



## Parish and Community Plans

### 6. Parish and Community Plans

6.1 Some Parish and Town Councils in South Lakeland (both in and outside the National Park) have prepared a number of Parish Plans under the Countryside Agency initiative, and others will be encouraged to prepare Parish or Community Plans under proposals from the South Lakeland Local Strategic Partnership.

6.2 We have produced a protocol, an explanatory leaflet and appointed an officer to act as a co-ordinating point for the advice and assistance we can offer. We will work closely with Voluntary Action Cumbria, to ensure that future Parish Plans relate well to the emerging Local Development Framework, in terms of relevant information and local views.

6.3 There are 3 aspects to our approach to Parish Plans:

- Information in existing and emerging Parish Plans will be taken into account as part of evidence-gathering for LDF documents;
- Parish Plan Groups are encouraged to submit their documents to the Local Strategic Partnership, for endorsement as part of the South Lakeland Community Plan;
- We may possibly prepare a 'Community Plans' Supplementary Planning Document, drawing together land use elements of existing Parish and Community Plans and set out how the South Lakeland Local Development Framework addresses these, if the benefit is apparent where based on firm evidence.

6.4 For a Parish or Community Plan to be considered in its own right as a Supplementary Planning Document, it will have to meet the following statutory requirements:

- Have regard to the Vision set out in the South Lakeland Community Strategy;
- Be in general conformity with the Development Plan documents including the Core Strategy;

- Be in general conformity with the Minerals and Waste Local Development Framework in preparation by Cumbria County Council;
- Be clearly cross referenced to a Development Plan Policy or Saved Policy;
- Be reviewed on a regular basis alongside reviews of the Development Plan Document to which it relates;
- Be subject to sustainability appraisal, considering significant environmental effects and assessing options;
- Be prepared in line with the consultation requirements for Local Development Documents;
- Be published in a form which can be displayed on the Council's website.

We will seek to provide further advice and help to Parish and Town Councils on these requirements, as time and resources allow, but would emphasise that our overall approach will be based on the elements set out in para 6.3 above.



## Appendix A

### Appendix A Summary of Consultation

#### 1. Early Consultation (Reg 25)

##### 1.1 Overview

The District Council undertook a pre-submission consultation (Reg. 25) in the summer of 2004 on a Consultation Draft SCI (July 2004) and has taken account of the responses in preparing the revised SCI for formal public participation in July 2005. 272 organisations and individuals were invited to comment and complete a draft questionnaire on the Consultation Draft which was published on the SLDC website together with an on-line questionnaire. A press release was issued and an interview held on Radio Cumbria. Copies of the document were placed at South Lakeland House, Kendal and at local libraries. The document was later sent to the Highways Agency and adjacent local authorities for comment in May 2005, to comply with (subsequently published) regulatory requirements. Officers reported the Consultation Draft to the Council's Development Overview and Scrutiny, Planning Committee and Community Involvement Task Group of the South Lakeland Local Strategic Partnership. Meetings were held with several internal District Council Groups (Policy, Community and Housing, Culture and Tourism, South Lakes Housing) and outside bodies including Voluntary Action Cumbria and Cumbria County Council.

The report to Cabinet and Council has been placed on the Council's website, together with an Appendix A (listing consultees and respondents) and Appendix B (which provides a detailed summary of responses).

##### 1.2 Who Did We Consult?

We sought the views of the following groups:

- District Council members (district-wide) and County Council members (in the LDF area).
- Town and Parish Councils.
- Agencies (e.g. NWRA, GONW, Highways Agency).
- Voluntary Bodies (includes those representing the young, elderly and disabled, for example.

- Environment and transport interests.
- Housing, health and education interests.
- Business, tourism and agriculture interests.
- Arts, sports and recreation interests.
- Media and libraries.

##### 1.3 Main Issues

From the 272 consultees in July/August 2004 (and a further 30 consulted in May 2005), 63 replies were received, a response rate of 21%. The responses are summarised in Appendix B to the report to Council, and can be viewed or downloaded from the Council's website. Overall the document was well received, with 73% indicating that the document provided a clear understanding of how the Council intended to engage the community. A significant number of consultees however requested use of simpler language and a clearer indication of how and when they would be consulted. Some warned of 'the danger of consultation fatigue' and others queried if the Council has the resources to undertake an increased level of community engagement.

##### 1.4 Taking Account of Issues Raised

In response to the consultation, the Council agreed the following changes (in summary):

- To provide a clearer, more concise document, using plain English.
- To outline the consultation methods likely to be used for the various consultation documents.
- To take full account of statutory requirements (confirmed after the July 2004 Consultation Draft).
- To stress the importance of evaluation and learning as part of the process.
- To explain the role of Parish Plans in relation to the LDF.
- Reduce the 'Development Issues' section significantly, and include an improved map and glossary.

We have sought to embody these changes in the revised SCI for formal public participation in July 2005.



## Appendix A (cont.)

### 2. Formal Public Participation (Reg 26)

#### 2.1 Overview

We undertook formal public participation on the Revised Draft SCI for 6 weeks ending Friday 26 August 2005, and have considered the representations in amending the SCI for submission to the Secretary of State in November 2005.

446 organisations and individuals were invited to comment, including all those consulted at the early consultation stage (Reg 25) and a significant number of additional consultees, taking account of advice in PPS12 and regulations. Consultees were invited to respond by completing a on-line questionnaire, or returning the form by post or email. The consultation included: -

- Posting or emailing the document to those on the consultee database.

- Placing the document on the Council's website, with the results of the Reg 25 consultation and Council report of 26 October 2004.
- Placing the document for inspection at Council offices (Kendal and Ulverston) and at libraries at Arnside, Kendal, Kirkby Lonsdale, Milnthorpe, Grange and Ulverston.
- Placing a press notice in the Westmorland Gazette and North West Evening Mail.

2.2 46 organisations or individuals responded, together making 151 representations. Of these, 57 were in support, 17 objecting and 77 were objecting to an omission. The overall response was positive with a large number of constructive suggestions, the majority of which have been accepted.

#### 2.3 Main Issues and How we Addressed Them

Main Issues	How Issues were Addressed
Textual corrections and changes to clarify meaning or add information (eg to explain role of County Structure Plan at para 1.7)	All accepted
Additional <b>strategies and plans</b> requested to be taken into account (2.9)	All added
Additional <b>consultees</b> proposed, at Appendix C or D	Clarified that some are already listed in Appendix D; otherwise all added, except for the suggestion to consult all business rate payers individually
Several organisations provided <b>generic responses</b> - for example, the National Playing Fields Association and British Wind Energy Association	General advice noted and requirements incorporated where not already included
Concern about formal <b>style</b> of representation form - in which consultees categorise their comments as 'objecting, 'supporting' or 'objecting to an omission'	Agree to consider at future Reg 26 DPD consultations, but noting that the 'Submission' stage will require consultees to respond in a formal way.
Concern about adequacy of <b>resources</b> to implement the SCI; GONW also seek assessment of resource implications of more pro-active consultation methods.	Expanded explanation of resources available, including Planning Delivery Grant; also expanded on resource implications of consultation methods.
Concern about <b>consultation fatigue</b> by public, given the number of LDF documents and consultation stages.	Potential issue recognised; suggested selecting methods to maximise public involvement at most significant stages

cont.>



## Appendix A (cont.)

Main Issues (cont.)	How Issues were Addressed (cont.)
Concern that despite emphasis on <b>'front loading'</b> of engagement, some <b>site proposals</b> will only emerge later in the process	More emphasis given to front loading and the need to bring forward sites and proposals early in the process (noting implications and potential costs of not doing so)
Explain approach to <b>common consultation</b> with other Council documents, and where LDF documents will be consulted on together	Explained that opportunities will be taken for common consultation; but that for LDF documents, only the Site Allocation and Proposals Map DPDs will be consulted on together.
Request for confirmation of potential role of <b>Parish Plans</b> as SPDs and for more SLDC resources to assist in their preparation	Stress role of Parish Plans as part of the Community Strategy; and SLDC's willingness to consider the possibility of one joint SPD for all Parish Plans, once DPDs are complete.
Proposed extension of minimum <b>consultation timescale</b>	Noted that consultation periods may be extended where there are clear reasons and benefits
Methods of engagement for <b>'hard to reach'</b> groups	Explain potential to use different methods to engage with these groups
<b>Section 4 - Development Control</b>	
Encouraging <b>pre application negotiations</b> with English Heritage and Highways Agency	Agreed
Issues related to public's right to <b>view information on planning application files</b> (and have free copies of information from them)	Clarify the public's right to view all information on planning files (including S.106 agreements and Environmental Assessments [EA]); noting that providing copies of applications or EAs would infringe copyright; and that the authority considers it reasonable to charge for copies.
Issues related to consultation with <b>statutory consultees</b>	Clarify that 'Technical Consultations' in table at para 4.13 includes all statutory consultees; listing some of the main statutory consultees in adjoining text
Refer to role of <b>ombudsman</b> , opportunity for <b>judicial review</b> and include information on the Environmental Law Foundation	Agreed
Issues relating to requirement for developers to undertake community engagement prior to submitting <b>'major' or 'locally significant' applications</b>	Revise to note that applicants will have to demonstrate appropriate engagement and that the planning authority can advise on appropriate forms of engagement (but not offer a mediation role).
Planning Committee <b>site visits</b>	Explain present procedure
Propose extending development control <b>consultation period</b> to 28 days	21 days (7 more than the statutory minimum) is considered acceptable, in view of targets for making decisions.
Propose standard <b>response forms</b>	Site notices and neighbour notification letters are considered adequate



## Appendix B

### Appendix B A Spectrum of Community Engagement

Inform	Consult	Involve	Acting Together	Empower
To provide the public with balanced and objective information to assist them in understanding the problem, alternatives or solutions.	To obtain public feedback on analysis, alternatives, or decisions.	To obtain public feedback on analysis, alternatives, or decisions.	To partner with the public in each aspect of the decision including the development of alternatives and the identification of the preferred solution.	To place final decision-making in the hands of the public.
We will keep you informed.	We will keep you informed, listen to and acknowledge your concerns and provide feedback on how public input influenced the decision.	We will keep you informed, listen to and acknowledge your concerns and provide feedback on how public input influenced the decision.	We will look to you for direct advice and innovation in formulating solutions and incorporate your advice and recommendations into the decisions to the maximum extent possible.	We will place final decision making in your hands.

B

## Appendix C

### Appendix C Consultees (from Appendix E of Planning Policy Statement 12)

\* An asterisk indicates those organisations we think are most relevant to the South Lakeland Local Development Framework.

#### Specific Consultation Bodies

- North West Regional Assembly (NWRA)\*
- Countryside Agency/Natural England\*
- Environment Agency\*
- Highways Agency\*
- English Heritage\*
- English Nature/Natural England\*
- Strategic Rail Authority\*
- North West Development Agency\* (NWDA) and Yorkshire Forward\*
- Bodies providing gas, electricity, water, post and telecommunications\*
- Lancashire and Cumbria Regional Health Authority\*
- Relevant Local Authorities in or adjoining the LDF area\* i.e.:
  - Cumbria, Lancashire and North Yorkshire County Councils
  - Barrow and Copeland Borough Councils, Lancaster City Councils and Eden and Craven District Councils
  - Lake District and Yorkshire Dales National Park Authorities
  - Parish and Town Councils within and adjoining the South Lakeland LDF area

#### Government Departments

- Government Office for North West\* (covering Departments of Office of Deputy Prime Minister, Education and Skills, Transport, Trade and Industry)

- Department of Environment Food and Rural Authority\* (DEFRA)
- Department of Health\* (through relevant Regional Public Health Group)
- Ministry of Defence
- Department of Constitutional Affairs\*
- Department of Culture Media and Sport\*
- Office of Government Commerce

General Consultation (representing the following interests in South Lakeland - see para 3.8)

- Voluntary bodies\*
- Racial, ethnic or national groups\*
- Religious groups\*
- Disabled persons\*
- Business interests\*

#### Other Agencies and Organisations

- Age Concern\*
- Airport operators
- British Chemical Distributors and Traders Association
- British Geological Survey
- British Waterways\*, canal owners and navigation authorities
- Centre for Ecology and Hydrology\*
- Cumbria and South Lakeland Chambers of Commerce\*, local CBI\* and local branches of Institute of Directors
- Church Commissioners\*
- Civil Aviation Authority\*
- Coal Authority



## Appendix C (cont.)

- Commission for Architecture and the Built Environment (CABE)\*
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Crown Estate Office\*
- Cumbria Constabulary, Fire Service and Ambulance Services\*
- Diocesan Board of Finance\*
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity, Gas and Telecommunications Undertakers, and the National Grid Company\*
- Environmental groups at national, regional and local level including:
  - Council for the Protection of Rural England - Friends of the Lake District\*
  - South Lakeland Friends of the Earth\*
  - Royal Society for the Protection of Birds\*; and
  - Cumbria Wildlife Trust\*
- Equal Opportunities Commission
- Forestry Commission\*
- Freight Transport Association\*
- Gypsy Council\*
- Health and Safety Executive
- Help the Aged\*
- Housing Corporation\*
- Learning and Skills Councils\*
- Local Agenda 21 including:
  - Civic Societies\* (including Kendal, Ulverston, Grange, Kirkby Lonsdale)
- Community Groups\*
- Local Transport Authorities\*
- Local Transport Operators\*
- Local race Equality Councils and other local equality groups
- National Playing Fields Association\*
- Network Rail\*
- Passenger Transport Authorities
- Passenger Transport Executives
- Police Crime Prevention Officer\*
- Port Operators
- Post Office Property Holdings\*
- Rail Companies and the Rail Freight Group
- Regional Housing Boards
- Regional Sports Boards
- Road Haulage Association\*
- Sport England\*
- The House Builders Federation\*
- Transport for London
- Traveller Law Reform Coalition
- Water Companies\*
- Women's National Commission

**Please note:** this list also relates to successor bodies where re-organisations occur.



## Appendix D

### Appendix D South Lakeland's Community Interests

The following table seeks to profile the characteristics and interests of South Lakeland's community and begin to identify those organisations that best represent those interests. This list is not definitive and may change over time.

Organisations are listed by their primary interests but it is recognised that many will have multiple interests.

Community	Hard to Reach?	Potential Interest in Local Development Framework	Representation
			<b>Key</b> SLDC - South Lakeland District Council CCC - Cumbria County Council LSP - Local Strategic Partnership Rural - Outside Key Service Centres Key Service Centres - Kendal, Ulverston, Grange, Milnthorpe, Kirkby Lonsdale
<b>Communities of Interest</b>			
Elderly		Elderly people's needs, for example, housing provision, town centres design, accessibility of services	Age Concern; Help the Aged; South Lakeland Pensioners Forum
Rural Elderly	Y	As above	Age Concern; Help the Aged; South Lakeland Pensioners Forum
Young People (11-18 year olds)	Y	Young people's needs, for example, sport and recreation provision, accessibility of services	Cumbria Youth Alliance; Young Cumbria; SLIPSTREAM (c/o Police); CCC Neighbourhood Development (Youth); South Lakeland Youth Work Partnership; Youth Clubs; School Councils (secondary schools); South Lakes Schools Council Conference; Cumbria Connexions; LSP Children and Young People Task Group; South Lakeland Leisure; Football Association; Rugby Football Association
Young Adults (18-24 year olds)	Y	Young adults needs, for example, sport and recreation provision, accessibility to services, access to affordable housing and employment	South Lakeland Youth Council; Connexions; CCC (Education Service); Colleges; South Lakeland Leisure
Rural Young People (11-18 year olds)	Y	As above plus particular needs of access to services in rural areas	See Above; Young Farmers Clubs; South Lakeland Leisure
Rural Young Adults (18-24 year olds)	Y	As above plus particular needs of access to services in rural areas	See above
Young Children and Families with Young Children (under 11's)	Y	Children's needs, for example access to play areas and child care	CCC (Sure Start, incorporating Early Years and Children's Information Service); Children's Information Service); NSPCC; SLDC (Play bus); South Lakeland Children's Action Group; Pre School Learning Alliance; National Child Minders Association; Play Groups and Nurseries; South Lakeland Leisure
Rural Women	Y	As above plus particular needs of access to services in rural areas, including child care, access to premises for enterprise	Rural Women's Network; VAC; Women's Institute; Pre School Learning Alliance

cont.>

## Appendix D (cont.)

Community	Hard to Reach?	Potential Interest in Local Development Framework	Representation
Single Parent Families	Y	Access to services; housing needs	CCC (Sure Start)
Social Housing Providers (registered and other social landlords)		Provision of affordable housing	South Lakes Housing (SLH); Registered social landlords include Home Housing Association (HA), Impact HA, Two Castles HA; Other social housing providers, eg charitable trusts; Cumbria Rural Housing Trust; Housing Corporation
Private Housing Landlords		Housing	Private Landlords Forum
Social Landlord Tenants		Access to affordable housing	Tenants and Residents Associations; SLH Tenants Committee; SLH Area Panels; also Social Landlords (see above)
Private Landlord Tenants	Y	Access to affordable housing	Private Landlords Forum; SLDC - Community and Housing (Housing Needs Survey and Private Stock Condition Survey)
Private Housing Owners	Y	Housing supply / affordability	Residents' Associations; Estate Agents; Housing Needs Partnership
Second Home Owners	Y	Rural services, occupation requirements	
People in Housing Need	Y	Access to affordable housing	<b>General Needs:</b> SLDC - Community & Housing (Housing Needs Survey and Private Stock Condition Survey); Cumbria Rural Housing Trust; LSP Affordable Housing Task Group; <b>Special Needs:</b> South Cumbria Housing Forum; Supporting People Inclusive Forum; Travellers and Gypsies Working Group.
Homeless People	Y	Access to affordable housing	Cumbria Homelessness Forum; Shelter Cumbria; Manna House in Kendal; Impact HA Ulverston Advice Centre
Black & Ethnic Minorities, Migrant Workers, Gypsies and Travellers	Y	Community and cultural requirements	Cumbria County Council - Equalities Officer Multi-Cultural Forum (Barrow); Cumbria Joint Agency Gypsy & Traveller Strategic Planning Group; AWAZ (supporting Black and Minority Ethnic Groups)
Carers		Access to services, transport	South Lakeland Carers Association; CCC (Social Services)
People with Disabilities (serious, physical or mental)	Y	Building design, modification, town centres developments, public open space	AISLE (Access in South Lakeland); SLDC (Access Officer); CCC (Social Services); Oaklea Trust; Disability Action South Lakeland; Shop Mobility; MIND; Speakability; Cumbria Deaf Association; South Lakeland Society for the Blind; Physical Disability and Sensory Impairment Task Group; Multi-Agency Acquired Brain Injury Group; South Lakeland Leisure
Housing Developers			House Builders Federation; Other house-builders including Persimmon Homes; Russell Armer; Priory Homes; Briery Homes; Neil Price Ltd; Robert Hughes Ltd

cont.>

## Appendix D (cont.)

Community	Hard to Reach?	Potential Interest in Local Development Framework	Representation
Self Employed	Y	Access to premises, communications technology	Business Link; Cumbria Rural Enterprise Agency; South Lakes Chamber of Commerce (see also Chambers of Trade, page 31)
Micro Enterprises (up to 5 employees)		Access to premises, communications technology	Cumbria Rural Enterprise Agency; Distinctly Cumbrian (also CREA); Made in Cumbria; Federation of Small Businesses; Enterprising Communities (VAC); Rural Women's Network (VAC); Furness Enterprise; West lakes Renaissance
Unemployed People		Access to employment	JobCentre Plus (Kendal and Ulverston); Cumbria Learning and Skills Council; Cumbria Connexions
Employees		Transport, access to premises	Federation of Small Businesses; Cumbria Chamber of Commerce
Agricultural Employees		Investment in agriculture; Diversification	National Farmers Union
Councillors		Needs of electorate have been recognised	Elected representatives of SLDC and CCC (within South Lakeland); Parish Councils
Members of Parliament		Needs of constituents have been recognised	Tim Farron MP and John Hutton MP
Public Transport Providers		Transport, development of new routes, provision of route infrastructure	Stage Coach; Virgin; First ; Other local bus services (eg Mountain Goat and Woofs); LSP Accessible Transport Task Group
Community Transport Providers		Transport, development of new routes, provision of route infrastructure	Community Transport South Lakeland; Rural Transport Partnership; Rural Wheels
Public Transport User Groups and rail and bus users	Y	Transport, development of new routes, provision of route infrastructure	Lakes Line Action Group; Furness Line Action Group; North West Rail Users Consultative Committee
Transport Infrastructure Providers and Sustainable Transport Interests (roads, rail, canals, cycleroutes, walkers & cyclists)	Y	Transport, development of new routes, provision of route infrastructure	Strategic Rail Authority; Network Rail; Cumbria County Council (highway authority); Highways Agency; Sustrans, Furness Greenways Partnership; Cumbria Local Access Forum; Ramblers Association; Cumbria Bridleways Society; Cyclists Touring Club (CTC)
Agencies (County level)		Various Some with statutory interests, dependent on remit	Rural Regeneration Cumbria (RRC); West Lakes Renaissance; Cumbria Vision; Cumbria Tourist Board (CTB)
Agencies (local government - County, District & Parish Council)		Various Some with statutory interests, dependent on remit	Cumbria County Council, South Lakeland District Council; the Lake District National Park Authority; Yorkshire Dales National Park Authority (Also consulting neighbouring local authorities: Barrow Borough Council, Eden District Council, Lancaster City Council; Craven District Council; Lancashire County Council; North Yorkshire County Council)

cont.>

## Appendix D (cont.)

Community	Hard to Reach?	Potential Interest in Local Development Framework	Representation
Agencies (Central Government)		Various Some with statutory interests, dependent on remit	Department of Environment, Food and Rural Affairs (DEFRA); English Nature; Countryside Agency; English Heritage; Heritage Lottery Fund; Environment Agency
Agencies (Regional)		Various Some with statutory interests, dependent on remit	Government Office North West (GONW); North West Development Agency (NWD); North West Regional Assembly; Morecambe Bay Primary Care Trust (MBPCT); Cumbria and Lancashire Strategic Health Authority; Housing Corporation North West
Health Services and Organisations promoting Health and Well being (primary & acute care)		Health care infrastructure and public health	Cumbria and Lancashire Strategic Health Authority; Morecambe Bay Primary Care Trust (MBPCT); Morecambe Bay Hospitals Trust; LSP Health and Well Being Task Group; Cumbria Family Practitioners; Mental Health Services; South Lakeland Healthy Community Network; Making Space; MIND; South Lakeland Leisure
Strategic and Local Partnerships		Various, dependent on remit, link to Community Strategy	South Lakeland Local Strategic Partnership (LSP); Cumbria Strategic Partnership (CSP); Ulverston and Low Furness Market Towns Initiative (MTI); Lakes MTI; Kendal Partnership; Ulverston 2000+; Kirkland Partnership; Lancaster Canal - Northern Reaches Restoration Group (NRRG); South Lakes Gateway Steering Group; Grange 3 P's; Carnforth Area Regeneration Partnership (CARP)
Emergency Services		Building, site, roads design, communications, design for community safety	Police, Fire, Ambulance, Coast Guard; Mountain Rescue
Small to Medium Enterprises (5 to 20 employees)	Y	Employment sites and premises, transport infrastructure, housing of key workers	Cumbria Chamber of Commerce; Kendal and District Chamber of Trade; Ulverston Traders Association; Ulverston Licensed Victuallers Association; Kirkby Lonsdale Chamber of Trade; Broughton Chamber of Trade; Kendal Retail Forum; Grange Chamber of Trade; Cumbria Rural Enterprise Agency; (See also below)
Medium and Large Enterprises (20+ employees)		Employment sites and premises, transport infrastructure, housing of key workers	Business Link Cumbria; Cumbria Inward Investment Agency; Furness Enterprise; SLDC (Economic Development); Cumbria Strategic Partnership - Rural Sub-Group; individual large manufacturing and service employers; Cumbria Rural Enterprise Agency; Quarry Products Association; (See also above)
Agricultural businesses (owners, tenants & supply businesses) Rural	Y	Premises, diversification of farm businesses	National Farmers Union; Cumbria Land Owners and Businesses Association (CLAB); National Trust; Tourism Operators; Built Heritage and Conservation Organisations; Areas of Outstanding Natural Beauty; Farmers Markets; Rural Futures (VAC); Westmorland Agricultural Society; Kendal Auction Mart

cont.>

## Appendix D (cont.)

Community	Hard to Reach?	Potential Interest in Local Development Framework	Representation
Service Providers (eg. Post Office, village shops)		Premises, transport	Village and Retail Services Association (ViRSA); Rural Post Offices
Telecommunications and IT Providers		Communications	British Telecom; Orange; Vodaphone; T Mobile; O2; Cumbria ICT Broadband Initiative (CIBI)
Utility Providers (gas, water, electricity)		Providing infrastructure to new development	United Utilities (water, sewerage and electricity); Transco (gas)
Tourism Operators		Premises, transport	Cumbria Tourist Board (CTB); Lake District Peninsulas Tourism Partnership; South Lakes Tourism Partnership; SLDC (Tourism); (Also Japan Forum, North America Forum and South Lakeland Conference Forum); English Lake District Hotel and Caterers Association; Lakeland Self Caterers Association; The National Trust
Tourism Hospitality Providers		Building design, signage, restrictions on change of use	Cumbria Tourist Board (CTB); Lake District Peninsulas Tourism Partnership; South Lakes Tourism Partnership; Lakes Hospitality Association; SLDC (Tourism); Kendal Tourism Partnership
Biodiversity and Nature Conservation Organisations		Conservation of natural heritage, landscape, geology and public access	Cumbria Wildlife Trust; RSPB; Friends of the Lake District; Cumbria Biodiversity Partnership; Morecambe Bay Partnership; Duddon Estuary Partnership; British Trust for Conservation Volunteers (BTCV); National Trust; Tourism Operators; Built Heritage and Conservation Organisations; - Areas of Outstanding Natural Beauty; Forestry Commission; Cumbria Woodlands; Farming and Wildlife Advisory Group; CCC (Ecologist); Friends of the Earth; North West Sea Fisheries Committee; LSP Quality Environment Task Group. English Nature; Countryside Agency; Environment Agency; allotment associations and traditional woodland management groups; Cumbria RIGS Group (Regionally Important Geological and Geomorphological Sites)
Built Heritage and Conservation Organisations		Conservation of cultural and historic built environment	English Heritage; Heritage Lottery Fund; Civic Trust; Federation of Amenity Societies; Civic Societies (Kendal, Ulverston, Grange, Kirkby Lonsdale); Village Societies; Better Towns Groups; Lancaster Canal - Northern Reaches Restoration Group; LSP Quality Environment Task Group; Cumberland and Westmorland Antiquarian and Archaeological Society; Ancient Monuments Society, Council for British Archaeology; Society for Protection of Ancient Buildings; The Georgian Group; The Victorian Society; The Twentieth Century Society; Garden History Society; Newland Furness Trust; The National Trust

cont.>

## Appendix D (cont.)

Community	Hard to Reach?	Potential Interest in Local Development Framework	Representation
Areas of Outstanding Natural Beauty		Conservation of natural heritage, cultural and built environment landscape, public access	Arnside-Silverdale AONB Countryside Management Service; Service, relevant local authorities and Countryside Agency; The National Trust
Community Safety Organisations		Design to promote community safety	South Lakeland Crime and Disorder Reduction Partnership (CRDP); Magistrates; Probation Service
Community Organisations		Various, dependent upon remit	Parish Councils; Voluntary Action Cumbria (VAC); Cumbria Association of Local Councils; Residents Associations; Community Associations; Neighbourhood Forums; Citizens Advice Bureaus (Cumbria Rural, Kendal and Ulverston); CCC (Neighbourhood Development); South Lakes Council for Voluntary Service and Royal British Legion
Arts and Culture		Arts and culture provision	SLDC (Culture and Tourism); CCC (Cultural Policy); North West Arts Board; Lakeland Arts Trust; Welfare State International; numerous local arts and cultural organisations; SLDC Cultural Strategy Steering Group (which has a role as a LSP Task Group); Show Committees; Brewery Arts Centre; The Theatres Trust; South Lakeland Leisure
Sports, Leisure and Recreation		Sports and recreation provision	SLDC (Sports and Recreation); CCC (Education); South Lakeland Leisure; Sport England (NW); National Sports Governing Bodies (Regional or Cumbria representatives); Local Sports Clubs; Football Association; Rugby Football Association
Schools and Colleges		Development and modification of educational premises, transport, outreach services	Kendal College; Secondary Schools; Cumbria Governors; CCC (Education); Furness College
Design Organisations (urban, landscape, architectural) including those interested in sustainable design and construction		Design quality, consistency of advice	Lancaster and Westmorland Society of Architects (LAWSA); Local Architects; RIBA; Commission for Architecture and the Built Environment (CABE); Cumbria Greenbuild; Bay Sustainability Action Group (BAYSAG)
<b>Communities of Place</b>			
Village		All issues relevant to a particular geographical area	Parish and Town Councils; Village Committees; Sports Clubs; Parish Plan Steering Groups
Town		All issues relevant to a particular geographical area	Town Councils; Chambers of Trade; Residents Associations
Parish		All issues relevant to a particular geographical area	Parish Councils
District		All issues relevant to a particular geographical area	South Lakeland District Council; Cumbria County Council (Local Committee for South Lakeland); Cumbria Association for Local Councils (South Lakeland)

## Appendix E

### Appendix E The Tests of Soundness

#### Statement of Community Involvement

Planning Policy Statement 12 (PPS12) sets out nine tests, which an SCI should meet if it is to be considered 'sound'. Determining if an SCI is sound will be the purpose of an independent examination by an inspector:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

#### Development Plan Documents (DPDs)

PPS12 sets out the following tests for soundness for DPDs:

##### Procedural tests

- i. "has been prepared in accordance with the local development scheme";
- ii. "has been prepared in compliance with the Statement of Community (SCI), or with the minimum requirements set out in the regulations where no SCI exists";
- iii. "the plan and its policies have been subjected to sustainability appraisal".

##### Conformity tests

- iv. "it is a spatial plan which is consistent with national planning policy and in general conformity with the RSS for the region or the spatial development strategy if in London, and it has properly had regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas";
- v. "it has had regard to the authority's community strategy".

##### Coherence consistency and effectiveness

- vi. "the strategies/policies/allocations in the plan are coherent and consistent within and between development plan documents prepared by the authority and by neighbouring authorities, where cross boundary issues are relevant";
- vii. "the strategies/policies/allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base";
- viii. "there are clear mechanisms for implementation and monitoring";
- ix. "it is reasonably flexible to enable it to deal with changing circumstances".

E

## Appendix F

### Appendix F Summary of Statutory Requirements for Consultation on Local Development Framework Documents

(Town and Country Planning (Local Development) (England) Regulations 2004)

#### Annual Monitoring Report

- Place on website - no requirements to consult.

#### Local Development Scheme

- Place on website and at Council offices and libraries - no other requirement to consult.

#### Supplementary Planning Documents (SPD)

- Consult relevant groups (not specified), prepare consultation statement and draft (or revise early draft) SPD.
- At the formal 4-6 week consultation stage, place the draft SPD and consultation statement on website, at Council offices/libraries, advertise in local press and send copies to consultees - with opportunity to indicate if they want to be notified when SPD is adopted.
- Prepare representation statement, revise SPD and adopt it.
- After adoption, put adopted SPD, representation statement and adoption statement on website, at Council offices/libraries and notify those consultees who had asked to be notified on its adoption.

#### Development Plan Document (DPD)

- Consult relevant groups (not specified except for SCI - see below), prepare consultation statement and draft (or revise early draft) for DPD (Reg. 25).

- At the formal 6-week public participation stage (Reg. 26), place draft DPD, consultation statement and Sustainability Appraisal on website, at Council offices and libraries, advertise in local press and send to Reg. 25 consultees - giving them opportunity to indicate if they wish to be notified when the DPD is submitted to Secretary of State and (later) adopted by the Council.

- Prepare public participation statement and revise DPD.
- When submitting to Secretary of State, with further formal 6-week period of representation, place DPD, Sustainability Appraisal Report and statements of consultation required by Reg 28 (for Reg 25 and 26 exercises) on the website, at the Council offices and libraries, advertise in local press and send to earlier consultees (including those who asked to be notified of a submission to Secretary of State).

- Representations to be placed at Council offices, libraries, on website, and sent to Secretary of State and Planning Inspectorate.

- There is opportunity for a further 6-week period for further representations, where the earlier representations related to site allocations. In addition to the general requirements above, these need to be advertised locally and sent to consultees.

- At least 6 weeks before an inquiry, place details of inquiry (time, place, inspector's name) on website and notify all who made representations at submission.

- After the inquiry, place the inspector's report on website, at Council offices and libraries and notify those who made representations at submission stage.

- Adopt DPD, taking on board the inspector's binding report in full.

- After adoption, place DPD, the adoption statement and Sustainability Report at Council offices and libraries, with relevant notices placed on the website, advertised in local press, and sent to anyone who asked to be notified on adoption - finally sending the DPD and adoption statement to Secretary of State.



## Appendix F (cont.)

### Statements of Community Involvement

- As for DPDs, except consultation at Reg. 25 stage must include North West Regional Assembly, the Highways Agency and local authorities (i.e. County's, Districts, National Park Authorities and Town or Parish Councils) in or adjoining the LDF area.

### Sustainability Appraisal (SA)

- The 4 statutory consultees at each stage are English Heritage, the Countryside Agency, the Environment Agency and English Nature. They must be consulted at the five-week consultation period required for the initial Sustainability Scoping Report, and then at each stage when an SA Report accompanies a DPD or SPD. An SA Report is not required at the early (issues and options) consultation stage.

### Availability of Documents

- In accordance with statutory requirements, the Council will:
  - make paper copies of LDDs available at a reasonable charge;
  - put LDDs (the collective name for DPDs and SPDs) on the website and make them available for inspection - in the case of an SPD or SCI, for at least 3 months after adoption, and for DPDs at least until the end of the High Court Challenge period.

## Appendix G

### Appendix G Libraries and District Council Offices

We will place Local Development Framework documents, which are the subject of consultation at the following Council Offices and Libraries. The libraries can also be contacted by email at [kendal.library@cumbriacc.gov.uk](mailto:kendal.library@cumbriacc.gov.uk).

Address	Opening Times
<b>Planning Services</b> <b>South Lakeland House</b> Lowther Street Kendal LA9 4DL Tel: 01539 733333	Monday - Friday: 8.45am - 4.45pm
<b>Ulverston Town Hall</b> Queen Street Ulverston Tel: 01229 584424	Monday - Friday: 8.45am - 4.45pm
<b>Kendal Library</b> Stricklandgate Kendal LA9 4PY Tel: 01539 773520	Monday: 9.30am - 5.30pm Tuesday: 9.30am - 5.30pm Wednesday: 9.30am - 7pm Thursday: 9.30am - 1pm Friday: 9.30am - 7pm Saturday: 9am - 4pm Sunday: 12pm - 4pm
<b>Ulverston Library</b> Kings Road Ulverston LA12 0BT Tel: 01229 894151	Monday: 9am - 6pm Tuesday: 9am - 6pm Wednesday: 9am - 1pm Thursday: 9am - 6pm Friday: 9am - 6pm Saturday: 9am - 4pm
<b>Arnside Library</b> Pier Lane Arnside Carnforth LA5 0DA Tel: 01524 761749	Monday: 2.30pm - 4.30pm & 5pm - 7pm Tuesday: 10am - 1pm & 2pm - 4.30pm Wednesday: Closed Thursday: 10am - 1pm & 2pm - 4.30pm Friday: 10am - 12.30pm Saturday: Closed
<b>Grange Library</b> Grange Fell Road Grange-over-Sands LA11 6BQ Tel: 015395 32749	Monday - Friday: 9am - 5pm Saturday: 9am - 1pm
<b>Kirkby Lonsdale Library</b> Chapel Lane Kirkby Lonsdale Carnforth LA6 2AY Tel: 015242 71386	Monday: Closed Tuesday: 1.30pm - 5pm & 5.30pm - 7pm Wednesday: Closed Thursday: 9.30am - 12.30 & 1.30 - 5pm Friday: 1.30pm - 5pm Saturday: 9.30am - 12.30pm
<b>Milnthorpe Library</b> 19 The Square Milnthorpe LA7 7QJ Tel: 015395 63040	Monday: 2pm - 5pm & 5.30pm - 7pm Tuesday: Closed Wednesday: 2pm - 5pm Thursday: Closed Friday: 10am - 1pm & 2pm - 5pm



## Appendix H

### Appendix H Glossary

**The Act** - The Planning and Compulsory Purchase Act 2004.

**Annual Monitoring Report** - this forms part of the South Lakeland Local Development Framework (LDF). It will assess progress in implementing the Local Development Scheme and the extent to which policies in LDF documents are being successfully implemented. We will also use it to help decide if and when the SCI and LDS need to be reviewed.

**Community Strategy** - local authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. The South Lakeland Local Strategic Partnership (which includes local authority representatives) are responsible for the South Lakeland Community Plan, 2004 - 2024.

**Development Plan** - consists of the Regional Spatial Strategy and the Development Plan Documents within the authority's Local Development Framework.

**Development Plan Document (DPDs)** - these are planning documents, which have 'development plan' status in the determination of planning applications and carry considerable weight, within the 'plan-led' system. DPDs are subject to independent examination. Generic stages for DPD pre-submission consultation are : early consultation on an issues and options report, followed by formal consultation on a preferred options report. Types of DPDs include:

- **Core Strategy** - sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver the vision.
- **Generic Development Control Policy** - a suite of criteria-based policies that are required to ensure that all development within the area meets the spatial vision and spatial objectives set out in the core strategy.

- **Site Specific Allocation** - are allocations of sites for specific uses or developments.
- **Proposals Map** - the adopted proposals map illustrates on a base map all the policies outlined in DPDs, together with any saved policies. It must be revised as each new DPD is adopted.
- **Area Action Plan** - a planning document for areas of significant change or conservation.

**Local Development Framework (LDF)** - the name for the portfolio of Local Development Documents, consisting of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents provide the framework for delivering the spatial planning strategy for a local authority area.

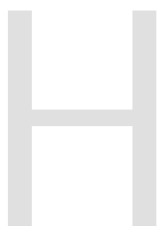
**Local Development Documents (LDDs)** - a generic term for DPDs, SPDs and the SCI - see below and above. Where we use the more general phrase 'LDF documents' in this SCI, we mean LDDs.

**Local Development Scheme (LDS)** - the project plan setting out the programme and timetable for preparing the Local Development Documents.

**Local Transport Plan** - a 5-year strategy prepared by each Highway Authority for the development of local, integrated transport, supported by a programme of transport improvements.

**Parish Plans** - a Parish Plan is a statement of how a community sees itself now and how it will develop over the next few years. It:

- Reflects the views of all section of the community.
- Identifies which features and local characteristics people value.
- Identifies local problems and opportunities.
- Spells out how residents want the community to develop in the future.
- Prepares a plan of action to achieve this vision.



## Appendix H (cont.)

**Permitted Development** - in order to prevent the planning system from becoming overloaded, the Secretary of State is able to grant a blanket planning permission for many minor developments. These rights are contained in the Town and Country Planning (General Permitted Development) Order 1995.

**Planning Delivery Grant** - The Government awards this grant annually to local authorities and is "performance related". Its aim is to enhance the resourcing of the planning system in a way that drives performance improvement and ensures effective delivery of sustainable communities. The amounts awarded are based on performance against development control targets, plan making performance, housing delivery in areas of high housing need, location of enterprise areas, and performance at planning appeals.

**Planning Policy Statement 12 (PPS12) - Local Development Frameworks** - sets out the Government's policy on preparing local development frameworks.

**Office of Deputy Prime Minister (ODPM)** - the government department responsible for planning and local government.

**Regional Spatial Strategy (RSS)** - the statutory regional plan, produced by the Regional Planning Body (North West Regional Assembly), with which Local Development Frameworks must comply.

**Regulations** - the Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

**Saved Policies or Plans** - existing adopted development plans are saved for 3 years from the commencement of the Act. Policies in old style development plans adopted after commencement of the Act, will become saved policies for 3 years from their adoption and approval. This is the case with the South Lakeland Local Plan, the Alteration to which is likely to be adopted in July 2005.

**Spatial Planning** - this system brings together policies for the development and use of land with other policies and programmes which influence the nature of process and how they function. It includes policies that impact on the use of land but which are not capable of being delivered through the granting of planning permission.

**Statement of Community Involvement (SCI)** - sets out how the Council proposes to engage with stakeholders and the community in the plan-making process for Local Development Documents and in considering planning applications.

**Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA)** - The European Union requires formal SEA of plans and programmes likely to have a significant effect on the environment. The UK Government incorporates this requirement for Development Plan documents in a wider Sustainability Appraisal of all LDDs (except the SCI). Sustainability appraisal involves the appraisal of social and economic, as well as environmental effects of policies. This helps inform us of the potential implications of different alternative policies.

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

**Sustainable Development** - environmentally responsible development, commonly defined as "development that meets the needs of the present generation, without compromising the ability of future generations to meet their own needs".



## Appendix I

### Appendix I Officer Contacts

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