

## Cambridgeshire Statement of Community Involvement



Adopted March 2014



# **CAMBRIDGESHIRE STATEMENT OF COMMUNITY INVOLVEMENT (FIRST REVIEW)**

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## **SECTION 1: COMMUNITY INVOLVEMENT**

### **1.0 INTRODUCTION**

- 1.1 This is the first review of the Cambridgeshire Statement of Community Involvement (SCI). Planning legislation requires that each planning authority prepare an SCI which must show how local communities, business (including industry) and other stakeholders (e.g. district/parish councils, Environment Agency, Royal Society for the Protection of Birds) can expect to be actively, meaningfully and continuously involved in the planning processes carried out by the County Council. The legislation only requires an SCI to address community involvement in the determination of planning applications and the preparation of local plans. However, this SCI goes beyond that to show how Cambridgeshire's community will be involved in the wider land use planning work undertaken.
- 1.2 In due course it is intended that this SCI will be adopted by the County Council as its policy on community involvement in land use planning matters. However, prior to that it will be subject to public consultation in autumn / winter 2013, and the response received will shape it further. The response to the public consultation will be considered at the end of 2013, and the adoption is anticipated in early 2014.
- 1.3 This document sets out the minimum level of community involvement that the County Council proposes will be undertaken on the work included in this SCI. This level has been determined bearing in mind the nature of the work; statutory requirements; and level of resources available. There may be occasions when projects or issues arise which warrant going beyond the level of community involvement set out in this SCI and this document does not preclude that happening.

### **2.0 WHAT WE DO**

- 2.1 This SCI covers the activities which relate to land use planning. These activities vary from determining planning applications to informing the community how major developments are progressing.
- 2.2 Sections 2 and 3 provide an overview of the work which is undertaken, and details of the projects which involve to varying degrees community involvement. Some of the processes encompass requirements which are set out in legislation e.g. process for Local Plan making and determining planning applications; others are less defined and the County Council is able to determine what community involvement should take place with those that may be involved.
- 2.3 The activities covered by this SCI include Plans and Strategies:
- Minerals and Waste Local Plan
  - Local Enforcement Plan for Minerals and Waste Development in Cambridgeshire
  - Statement of Community Involvement
  - Supplementary Planning Documents
  - Local Transport Plan
  - Transport Strategy for Cambridge and South Cambridgeshire
  - Market Town Transport Strategies
  - Local Flood Risk Management Strategy

and the delivery of projects and proposals on the ground:

- Planning applications for mineral, waste management and the County Council's own development such as schools, libraries, social services buildings, roads
- Major new developments e.g. Northstowe, development on the Cambridge Fringes
- Flood and Water Management Designation of Features
- Planning for SuDs – Sustainable Drainage Systems Approval Body (SAB)

### **3.0 NATIONAL STRATEGIC INFRASTRUCTURE PROJECTS (NSIP)**

3.1 The Planning Inspectorate now examines applications for development consent from the energy, transport, waste, waste water and water sectors. A NSIP is by definition a significant proposal and will therefore have implications for the local area. For this reason it is important that the County Council sets out its requirements for community involvement on any NSIPs which are proposed in Cambridgeshire. These community involvement requirements are therefore set out in Section 4 of this SCI.

### **4.0 WHO MAKES UP OUR COMMUNITY?**

4.1 Stakeholders have important local knowledge, expertise, and perspectives which collectively can help us make better plans, strategies and decisions on planning applications. However, harnessing this wealth of knowledge and experience can be challenging. Many groups are already involved with planning in Cambridgeshire, but the County Council is keen to encourage other stakeholders to participate.

4.2 Different stakeholders may benefit from different methods of engagement. Similarly, different documents and proposals will generate different levels of interest. Community engagement is often greatest once it can be seen how proposals relate to communities in a specific way i.e. on the ground in a local area.

4.3 The main categories of stakeholders, although some may appear in more than one, are:

**Statutory consultees:** Statutory consultees are bodies which the County Council must consult in order to comply with requirements set out in legislation. This can be on plans and strategies, planning applications and projects, and includes bodies such as government agencies and other local authorities, including those which border Cambridgeshire. For example, district and parish councils, Environment Agency, Highways Agency and Natural England.

**Strategic stakeholders:** This group can be defined as people who represent organisations with particular interests, whether at a national or local level, or who have particular information or expertise to offer. Examples include trade bodies such as the Mineral Products Association, Environmental Services Association, the Ramblers Association, Royal Society for the Protection of Birds, Friends of the Earth, English Heritage, and The Wildlife Trust.

**Community stakeholders:** This group includes individuals or organisations that are interested because they live in the community the development will affect, for example interested individuals, local businesses and operators, developers, agents and landowners, and local action groups. These community stakeholders can be the most challenging to engage. Some individuals and groups may have no interest in proposals until they are directly affected by them, but their engagement is often crucial to the success of a strategy or project.

- 4.4 We also need to involve 'hard to reach' groups. This may include the elderly, the young, ethnic groups, people with disabilities, or those living in areas of deprivation/remote rural areas. Such groups of people may historically have been under represented and less participative. To help engage these groups the County Council can make documents and any other related literature available in a variety of formats e.g. Braille, large print, audio cassette and languages other than English. It will also ensure that representative groups are consulted such as Help the Aged, as well as disability and youth groups.

## **5.0 HOW WE WILL WORK WITH OUR COMMUNITY**

- 5.1 **Community involvement in land use planning** - the main techniques for community involvement have been reviewed and are set out in **Appendix 1** along with the advantages, disadvantages and resource implications for each of the methods.

- 5.2 These techniques involve people at three different levels:  
Informing people (I) – keeping people up to date with the current position at each stage of the process. It is up to the individual / group to make a representation or to become further involved

Consulting people (C) – finding out what individuals / groups think about particular approaches that are being taken. This is normally a formal period of time when representations will be invited from all parties e.g. on a draft version of a document or a planning application

Involving people (Participation) (P) – active involvement from individuals/groups in order to further the discussion around a particular issue. Parties should bring something to the table in a positive way, rather than reacting to a particular issue or document.

- 5.3 There are many models of community involvement. At its most simple level, a community involvement process should ensure that people:
- have access to information
  - can put forward their own ideas and feel confident that there is a process for considering ideas
  - can take an active part in developing proposals and options
  - can comment on formal proposals
  - get feedback and are informed about progress and outcomes.
- 5.4 Different types of techniques have different benefits, therefore a range of community involvement techniques will be used, depending on the nature of the project that is subject to consultation, regulatory requirements, and the target

audience. Sections 2 and 3 of this SCI set out how the County Council proposes to involve the community in the land use planning work it undertakes.

- 5.5 **Digital by default** - 82% of the UK population is online. They have high expectations for what makes a good digital service. Cambridgeshire County Council's 'digital by default' strategy recognises the growing trend by residents to access service information through online resources. This SCI takes this strategy on board and information will normally be available online via the County Council's web site [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk) . 'Digital by Default' aims to deliver as many council services as possible digitally, to coincide with the availability of faster broadband / mobile services across Cambridgeshire by 2015.
- 5.6 **Shape Your Place** - is a community website giving residents across Cambridgeshire the power to improve their neighbourhood. Local people in these districts can talk with each other, the police, local councils and the fire service about what matters most to them. They can:
- report issues affecting their neighbourhood directly to local public services
  - view comments from local services about how they can resolve issues if possible
  - suggest ideas for improvements where they live
  - view what their neighbours have reported and join in conversations with them
  - share news and promote community events via blogs, videos and images
- Residents can also report a variety of issues including anti social behaviour, housing, road and transport problems, fly tipping and drugs and alcohol problems.
- 5.7 **What consultation is taking place?** – if you want to find out what consultations are taking place for plans and strategies check the County Council's web site [www.cambridgeshire.gov.uk](http://www.cambridgeshire.gov.uk). The 'Consultations' tab on the top of the home page will take you to a page from which you can search for ongoing consultations in your area. Details of the plan / strategy, the consultation timescales, the geographical area it covers, and contact details of an officer who can help you find out more, are all set out. It will also tell you how to participate in the consultation, and how we will let you know the outcome.
- 5.8 If you want to find out about planning applications (current and those already decided) you can do this at [www.cambridgeshire.gov.uk/environment/planning/applications/](http://www.cambridgeshire.gov.uk/environment/planning/applications/). You can search by application number or geographical area, and see the planning application page. It will tell you the consultation period, the documents that have been submitted, and the status of the application. Each application has a case officer and their contact details are available should you need more information / help. Hard copies of planning applications are held locally at district councils and at the County Council at Shire Hall, Cambridge, which can be viewed by appointment.
- 5.9 **Non-digital communication** - not everyone is able to use digital communications, information and services independently, and the needs of people who are not online still need to be considered. If stakeholders cannot or do not wish to be involved through a digital means the County Council will provide in their consultation material a contact number / officer they can call. Officers will assist to ensure that everyone can still feed into the consultations.

## **6.0 HOW TO ENGAGE WITH YOUR COUNTY COUNCILLOR AND AT COUNCIL MEETINGS**

6.1 As a starting point it is recommended that if the Council is consulting on proposals you respond to the consultation, preferably by the method being used e.g. questionnaire; representation form; online. There will be mechanisms in place to consider all representations made, and the majority of consultations will lead to a decision being made by the Council through its democratic processes e.g. committees.

6.2 However, if you feel that you wish to go beyond this, you can consider approaching your local councillor to represent you and /or represent yourself in the decision making process of the Council. Details of how the Council makes its decisions are set out below.

### **6.3 How the Council makes it's decisions**

The County Council will from 13 May 2014 move from a decision making process based on a Leader of the Council and a Cabinet to a committee system. Under both systems the Council retains overall responsibility for the levels of spending and for major policies, but day to day decision making is the responsibility of the Cabinet or is delegated to specific officers, or from 13 May the Economy and Environment Committee:

Given the proposed change in governance arrangement, this document will focus on the new governance arrangements as follows:

- County Advisory Groups and ad hoc task and finish advisory groups provide opportunities for wider input to the democratic processes
- The Council's regulatory functions are exercised by separate committees (e.g. Planning Committee)

### **6.4 Involving your Councillor as your Local Member**

Information about how to find out who represents you is on the County Council's website (under Council and Democracy). Your local member is kept informed about developments in your area and is able to represent you at Council meetings; alternatively you may wish to become directly involved yourself (see below).

### **6.5 Being involved in Council decisions and meetings**

If you wish to become involved in the decision making processes of the County Council, advice on how to do this is below. Details of local councillors, by name, party and electoral division is on the County Councils website.

6.6 Full advice regarding the following is available on the County Councils website, including the County Council's Constitution. ***Please check the website or contact the County Council to ensure that you have the latest advice.***

### **Petitions Scheme**

Petitioning is one way that individuals, community groups and organisations can participate in the democratic process. A petition can raise issues of public concern

with the County Council, thereby allowing Councillors to consider the need for change either within the County or on a wider scale. The County Council welcomes petitions and recognises that petitions are one way in which people can let it know their concerns.

#### ePetitions

In addition to paper petitions, the County Council offers an online petitioning service so you can publish and collect signatures on your petition via the link on the website. This means that the petition can be made available to a potentially much wider audience giving you the opportunity to gather names in support. ePetitions can be sent to:

<http://www.cambridgeshire.gov.uk/council/democracy/playyourpart/default.htm>

#### Public question time at Council meetings

Members of the public may ask questions of the Leader of the Council and the Chairman / women of any Committee at meetings of the full Council.

#### Public speaking at Committees

The County Council welcomes and encourages the input and contribution of stakeholders and the wider public into its committee process in order to deliver greater improvement and accountability across its services. An opportunity is therefore available for members of the public to speak at meetings of committees.

#### Public speaking at the Planning Committee

Meetings of the Council's Planning Committee are open to the public. In addition, if you have previously submitted written representations about a planning application (either for or against), you may speak to the Committee, provided that you have given advance notice of your wish to do so.

The following parties may take part in public speaking at Planning Committee:

- (a) Public bodies (district / city / town / parish council, Environment Agency, Natural England, Sport England etc)
- (b) Supporters of the proposals (applicant and / or agent; other supporters)
- (c) Objectors to the proposals
- (d) The local member(s)

## **SECTION 2: WORKING WITH OUR COMMUNITY ON PLANS AND STRATEGIES**

### **1. The Minerals and Waste Plan**

The County Council is a Mineral and Waste Planning Authority and has the duty to prepare a plan to guide mineral and waste management development, by setting out policies against which planning applications for such development will be assessed and determined.

The current Minerals and Waste Plan provides the framework for all minerals and waste management development until 2026. It sets out policies which direct where mineral and waste management development will take place ensuring a steady supply of minerals (construction materials e.g. sand and gravel) to supply the growth that is planned for the area. It will also facilitate the provision of modern waste management facilities, to manage our waste in a much better way than landfill.

The adopted Plan has been prepared with Peterborough City Council and covers both authority areas. It comprises a series of development plan documents which are:

- Cambridgeshire and Peterborough Minerals and Waste Core Strategy (July 2011)
- Cambridgeshire and Peterborough Minerals and Waste Site Specific Proposals Plan (February 2012)
- Proposals Maps (A-C).

The Minerals and Waste Plan will be used by developers when putting forward proposals and by the County Council and other stakeholders when considering planning applications.

The process of preparing a Minerals and Waste Plan is governed by planning legislation which sets out what stages a plan must go through, and the minimum consultation which must be undertaken. The following table takes into account the statutory requirements and outlines the community involvement that the County Council will undertake when it comes to prepare / review the Minerals and Waste Plan. The community involvement set out below goes beyond the minimum required by planning regulations.

The Localism Act 2011 introduced the Duty to Cooperate which requires land use planning authorities to cooperate on matters which are cross boundary and on strategic priorities identified by the Government (which includes mineral and waste management development). Involvement is required to be active, constructive and on an ongoing basis. The County Council has a separate Statement which sets out how as Mineral and Waste Planning Authority it will meet its Duty to Cooperate, and the community involvement proposals outlined below will contribute towards this.



Plan / Strategy	Community Involvement
Examination	<ul style="list-style-type: none"> <li>• At least 6 weeks prior to Examination, inform statutory consultees and other relevant parties, including those who have made representation which has not been withdrawn, giving details of Examination arrangements and person appointed to carry out the Examination</li> <li>• At least 6 weeks to prior to Examination place details of Examination arrangements &amp; appointed Inspector on website, and at principal office and other specified locations</li> <li>• Press release / media interviews e.g. local radio (on request)</li> </ul>
Post Examination	<ul style="list-style-type: none"> <li>• Publish Inspector's Report, recommendations and reasons (or Direction from SoS) on website</li> <li>• Make Inspector's Report, recommendations and reasons (or Direction from SoS) available to view at principal office</li> <li>• Give notice to those who have requested notification</li> </ul>
Adoption	<ul style="list-style-type: none"> <li>• Adoption by the County Council</li> <li>• Inform statutory consultees and other relevant parties, send adoption statement, including to those who have requested notification</li> <li>• Place Plan and adoption statement on website</li> <li>• Place documents and adoption statement at principal office and at other specified locations</li> <li>• Send adoption statement to Secretary of State (SoS)</li> <li>• Publish Plan and accompanying documents and statement of adoption on website</li> <li>• Press releases / media interviews e.g. local radio (on request)</li> <li>• Inform mineral and waste liaison forums.</li> </ul>

\* See Appendix 2





#### **4. Supplementary Planning Documents**

A planning authority may prepare Supplementary Planning Documents (SPDs) to provide greater detail on the policies of its development plan documents, i.e. the Council's adopted Minerals and Waste Plan. The preparation process of an SPD is subject to planning legislation, both the stages it goes through and the minimum community involvement that must be undertaken, but this is less onerous than preparing a local plan and consultation can be targeted at a certain audience if necessary. SPDs must be consistent with the overarching development plan.

Cambridgeshire currently has three SPDs in place:

- The Block Fen / Langwood Fen Master Plan – which will guide in detail the delivery of the strategic mineral and waste management allocations that are made in this area through the Minerals and Waste Core Strategy
- The Location and Design of Waste Management Facilities SPD – which will guide the location and design of waste management facilities in Cambridgeshire, to ensure facilities that are of high quality in their design and operation
- The RECAP Waste Management Guide – which takes forward the requirement for residential and commercial developments to make provision for waste storage, collection and recycling and provides advice on the design and provision of waste management infrastructure. It also addresses contributions required to develop / maintain the Household Recycling Centre service.

Any additional SPDs or a review of the existing will involve the following level of community involvement.

Plan / Strategy	Community Involvement
<p><b>Minerals and Waste Supplementary Planning Documents</b></p> <p>Evidence</p> <p>Draft SPD</p>	<ul style="list-style-type: none"> <li>• Information gathering / evidence base</li> <li>• Consult statutory* consultees and other relevant parties, with statement of arrangements for viewing documents and making representations</li> <li>• Place proposals (including statement of arrangements for viewing documents and making representations) on website (available in hard copy / CD on request)</li> <li>• Place documents at principal office and specified locations</li> <li>• Submit Strategic Environmental Appraisal (if</li> </ul>

Plan / Strategy	Community Involvement
Adoption	<p>required) to SoS</p> <ul style="list-style-type: none"> <li>• Six week consultation period</li> <li>• Meeting with stakeholders (on request)</li> <li>• Display / exhibitions (unmanned)</li> <li>• Press releases / media interviews e.g. local radio (on request)</li> <li>• Shape your Place article</li> <li>• Attend parish / town council / Area Committee meetings (on request)</li> <li>• Advise mineral and waste liaison forums as appropriate</li> <li>• Target meetings with Hard to Reach groups</li> </ul> <ul style="list-style-type: none"> <li>• Inform statutory consultees and other relevant parties, including those who have requested notification (sending a Statement of Adoption)</li> <li>• Place documents on website, including the SPD, Statement of Consultation; Summary of Main Issues and Statement of Adoption</li> <li>• Place documents at principal offices and other specified locations</li> <li>• Press releases / media interviews e.g. local radio (on request)</li> <li>• Inform mineral and waste liaison forums</li> </ul>

\* See Appendix 2

## 5. Local Transport Plan

Local Transport Authorities are required by the 2000 Transport Act to prepare a Local Transport Plan (LTP) every 5 years and to keep it under review. An LTP must contain policies (often referred to as the strategy) and implementation plans i.e. for the delivery of the policies contained in the strategy. For this reason LTPs are often in two parts. Cambridgeshire's LTP comprises:

- Local Transport Plan 3 2011-2026 Policies and Strategy which aim to address existing transport problems while at the same time catering for the transport needs of new communities and improving air quality
- Local Transport Plan 3 2011 – 2026 Implementation Plan which is essentially a business plan detailing how the LTP3 will be delivered.
- The Rights of Way Improvement Plan (ROWIP), a daughter document of the LTP, highlights where investment in the local path network is needed to contribute to public health and well-being, and economic growth, for example through tourism. The Policy was adopted in 2006 and is due to be reviewed in 2016.

Plan / Strategy	Community Involvement
<p><b>Local Transport Plan</b></p> <p>Consultation on high level objectives and strategy areas</p>	<ul style="list-style-type: none"> <li>• Consult / inform statutory consultees and other relevant parties, including:               <ul style="list-style-type: none"> <li>• Bus operators</li> <li>• Rail operators, including Network Rail and train operating companies (passenger and freight)</li> <li>• Public transport user groups</li> <li>• District councils</li> <li>• The Secretary of State, in respect of Highways Agency roads (in practice, this would be via local HA contacts)</li> <li>• Any other people they consider appropriate (e.g. environmental organisations, disability groups. (Disability Discrimination Act 2005 introduced obligations on public authorities, including local transport authorities, to involve and consult disabled people in the development and implementation of policies and strategies)</li> </ul> </li> <li>• Other individuals / groups / organisations considered appropriate from the list provided in Annex D of the DfT guidance on producing Local Transport Plans</li> <li>• Any other individuals / groups / organisations considered appropriate but</li> </ul>

<p>Development of Draft Strategy</p> <p>Adoption</p>	<p>not included above</p> <ul style="list-style-type: none"> <li>• Individuals / groups / organisations listed in the stakeholders database will be notified of consultations on the Local Transport Plan</li> <li>• Place consultation document on the website</li> <li>• Shape Your Place article</li> <li>• Press release / media interviews e.g. local radio (on request).</li> <li>• Documents on deposit at principal office and other locations</li> <li>• Displays / exhibitions</li> <li>• Six week consultation period</li> <li>• Workshop groups</li> <li>• Distribution of leaflets to key areas / every household in strategy area</li> <li>• Consultation results published on CCC website</li> </ul> <ul style="list-style-type: none"> <li>• Use results of consultation to inform development of draft strategy</li> </ul> <ul style="list-style-type: none"> <li>• Cabinet endorse final strategy</li> <li>• Full Council adopt strategy</li> <li>• Publish on County Council website</li> </ul>
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## **6. Area Based Transport Strategies**

Cambridgeshire's Third Local Transport Plan (LTP3) contains a commitment to produce area specific transport strategies for areas such as market towns in Cambridgeshire, recognising the unique nature of each of these towns or strategies covering a broader area where relevant.

Each strategy aims to provide a programme of transport improvements for each area covered. The improvements support the Local Transport Plan objectives and contribute towards the prosperity and well-being of the areas covered. They are written in partnership with the district councils.

It is intended that where relevant and supported locally, future area based transport strategies will be produced on a district basis to align with local plans. This will help to ensure that a longer term approach is taken in support of growth to ensure that the network can accommodate transport needs into the longer term and that the impacts of growth can be mitigated.

### **Transport Strategy for Cambridge and South Cambridgeshire**

The purpose of this area based strategy is to:

- Provide a detailed policy framework and programme of schemes for the area, addressing current problems and consistent with the policies of the Third Cambridgeshire Local Transport Plan 2011-26 (LTP3).
- Support the Cambridge and South Cambridgeshire Local Plans, and take account of committed and predicted levels of growth, detailing the transport infrastructure and services necessary to deliver this growth.

This strategy covers the district of South Cambridgeshire and the city of Cambridge, but also considers the transport corridors beyond the district boundaries from the ring of towns around Cambridge. In addition to the detailed consideration of the Local Plan period to 2031, the strategy looks beyond this, and considers how the transport network and trip making patterns may develop in the longer term.

<b>Plan / Strategy</b>	<b>Community Involvement</b>
<p><b>Area Based Transport Strategies</b></p> <p>Draft Strategy</p>	<p>Consultation:</p> <ul style="list-style-type: none"> <li>• with member steering group comprising relevant district/town/parish council members and district officers and other stakeholders including bus/rail/community transport operators</li> <li>• Other individuals / groups / organisations considered appropriate from the list provided in Annex D of the DfT guidance on</li> </ul>

<p>Adopt Strategy</p>	<p>producing Local Transport Plans</p> <ul style="list-style-type: none"> <li>• Any other individual / groups / organisations considered appropriate but not included above.</li> <li>• Individuals / groups / organisations listed in the stakeholder database will be notified of consultations on area based transport strategies.</li> <li>• Public consultation is carried out for a minimum of 4 weeks, typically a period of 6 weeks.</li> <li>• A variety of media are used to publicise the strategy. This includes a combination of any of the following: <ul style="list-style-type: none"> <li>• CCC press briefing</li> <li>• Shape Your Place article</li> <li>• Newspaper article(s)</li> <li>• Distribution of leaflets to key areas / every household in strategy area</li> <li>• Exhibitions for the public to attend</li> <li>• Workshop group(s)</li> </ul> </li> <li>• Analyse consultation responses and finalise strategy through appropriate Member Steering Group and engagement as appropriate with Transport Portfolio holder(s)</li> <li>• Publish consultation results on CCC website</li> <li>• Adopt final strategy through meeting of Cambridgeshire County Council's Cabinet as part of the LTP</li> <li>• Publish on County Council website</li> </ul>
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## **7. The Local Flood Risk Management Strategy**

The County Council has new legislative responsibilities as a 'Lead Local Flood Authority' (LLFA), primarily responding to new duties arising from the Flood and Water Management Act and the Flood Risk Regulations.

To oversee flood work the Cambridgeshire Flood Risk Management Partnership (CFRMP) was established. The County Council facilitates the work of the partnership, which comprises Risk Management Authorities (RMAs) involved in flood risk; the County Council, Anglian Water Services, the Environment Agency, District and the City Councils, Cambridgeshire Internal Drainage Boards and Cambridgeshire Constabulary.

The Local Flood Risk Management Strategy defines and documents all of the flood risk management activities in the County. The County Council is required to develop, maintain, apply and monitor a strategy for local flood risk management in its area and consult the RMAs and the public on the proposed content of its Local Flood Risk Management Strategy and any further revisions. The County Strategy is now published on its website. It sets out how we will work with the RMAs and communities on flood risk issues.

<b>Plan / Strategy</b>	<b>Community Involvement</b>
<p><b>Local Flood Risk Management Strategy</b></p> <p>Local Flood Risk Management Strategy</p> <p>Following adoption by County Council: Ongoing Arrangements</p>	<ul style="list-style-type: none"> <li>• Document / consultation on web page</li> <li>• Online survey</li> <li>• Consult all RMAs; interest groups and parish councils</li> <li>• Document at main libraries</li>   <li>• Regularly updating District Councillors, when required, on flood risk management activities through 'in your patch' meetings</li> <li>• Regularly updating County Councillors through 'Member briefings' and progress reporting at council meetings</li> <li>• Supporting and attending Local Flood Forums organised by District Councils where parish councils and members of the public put questions forward about flooding problems</li> <li>• Flood incident reporting available to the public online: facility on the County Council's web pages to enable citizens to upload information on flood events online</li> <li>• Providing information to town and parish</li> </ul>

	<p>councils on how they can contribute to local flood risk management schemes. Attending meetings, sometimes on site, to discuss flooding concerns</p> <ul style="list-style-type: none"><li>• Giving local communities a greater stake in project design and delivery at an early stage of flood risk management schemes. Ensuring the local communities are fully engaged in the design of proposed solutions to reduce flood risk</li><li>• Offering advice to the public on responsibility for flooding and possible solutions. Ongoing advice is offered on Council web pages and by email and telephone as and when required.</li></ul>
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## **8. Surface Water Management Plans (SWMP)**

Under the Flood and Water Management Act the Council has a duty to produce SWMP for the County. SWMPs identify areas vulnerable to surface water flooding. These areas, called 'wet spots', will then be prioritised for further investigation and mitigation measures put in place, where economically viable. The County Council has a Strategic SWMP for the whole of Cambridgeshire, and further detailed SWMPs are being developed.

To oversee flood work the Cambridgeshire Flood Risk Management Partnership (CFRMP) has been established. The County Council facilitates the work of the partnership, which comprises Risk Management Authorities (RMAs) involved in flood risk, the County Council, Anglian Water Services, the Environment Agency, District and the City Councils, Cambridgeshire Internal Drainage Boards and Cambridgeshire Constabulary.

<b>Plan / Strategy</b>	<b>Community Involvement</b>
<p><b>Detailed Surface Water Management Plans (SWMP)</b></p>	<ul style="list-style-type: none"> <li>• Set up steering group for each SWMP with relevant District or City Council and other RMAs</li> <li>• Inform relevant County Council members of the new SWMP.</li> <li>• Regularly updating relevant County Councillors through 'Member briefings' and progress reporting at council meetings</li> <li>• Ensuring that the community has an opportunity to feed into the development of the 'Surface Water Management Plan' via their Parish Council or the County Council's Flood and Water Team</li> <li>• Where a SWMP moves in to a more detailed design stage for mitigation measures community engagement with those that will be served by the scheme will be undertaken as well as those that may accommodate some works. This may be done by letter drops and where relevant 'drop in' workshop sessions for the community. In some instances where a school or large community feature is involved then those areas will be specifically targeted.</li> </ul>

### **SECTION 3: WORKING WITH OUR COMMUNITY ON THE DELIVERY OF PROJECTS AND PROPOSALS ON THE GROUND**

#### **1. Planning applications for mineral, waste management and the County Council's own development such as schools, libraries, social services buildings, and transport infrastructure**

The County Council determines planning applications for the following types of development: mineral extraction; aggregates railheads / wharves; mineral processing; waste management facilities; County Council services. Planning applications are considered against the Development Plan, Government guidance and other relevant factors known as material considerations. The Development Plan consists of the County Council's planning policies, and District or City Council planning policies.

Applications that are non contentious and in accordance with planning policy can be decided by planning officers under delegated powers in consultation with the Chairman of the Planning Committee and Local County Councillors. All other planning applications are determined by the County Council's Planning Committee. Planning officers make recommendations based on planning policy to guide the Committee's decision making.

The nature of the planning application will determine what level of community involvement is undertaken. There are two categories - one for 'high level' community engagement which includes applications which are accompanied by an Environmental Statement or which are likely to raise significant land use planning considerations; and a 'standard level' which is for applications which are not likely to raise any major land use planning matters.

Some of the planning applications the County Council makes as a developer are for major transport infrastructure projects which promote economic growth at a regional and local level, as well as enabling the expeditious movement of traffic on the road network, helping the County Council to meet its aim of keeping Cambridgeshire moving and open for business. The County Council's Major Infrastructure Team commission the preparation of these planning applications and seek planning permission on behalf of the Council. Transport infrastructure projects may include:

- Bypasses and roundabouts
- Busways
- Passenger Transport interchanges (e.g. road / rail)
- Bridges
- Bus priority measures and bus lanes
- Major road maintenance projects
- Cycleway projects
- Enhancements to the Busway and Park & Ride sites

Some of these projects fall into the 'high level'.

i. Category A: “High Level” Community Involvement

These are applications involving potentially significant environmental effects or are contrary to the development plan. This will include developments that are:

- accompanied by an Environmental Statement; and/or
- a major departure from the development plan;
- and, applications which are broadly consistent with the development plan but which raise potential site specific issues that will significantly:
  - affect nearby sensitive receptors (people or a sensitive ecological site) by causing noise, smell, vibration, pollution to the water environment, or fugitive emissions to air;
  - raise health concerns;
  - affect floodplains;
  - attract heavy traffic into a generally quiet residential area;
  - cause activity and noise during unsociable hours;
  - introduce any significant change to an area, for example, particularly large / tall buildings or structures;
  - affect an ancient monument, conservation area, listed building or archaeological site or the setting of those heritage sites;
  - affect trees subject to Tree Preservation Orders;
  - physically affect a public right of way.

ii. Category B: “Standard Level” Community Involvement

All other development proposals.

The community involvement associated with each of these categories is set out below.

Project	Community Involvement
<p><b>Planning Applications – High Level</b></p> <p>Pre Application</p>	<p><b>To reflect best practice, applicants should undertake the following actions:</b></p> <ul style="list-style-type: none"> <li>• Pre-application discussions with County Council (prior to undertaking the following requirements); and to determine if the proposal needs to be referred to the Cambridgeshire Quality Panel, and if this needs to be prior to the applicants pre-submission consultation with the public (see Appendix 3 for referral criteria) [Applicant]</li> <li>• Pre application discussion with statutory and non statutory consultees (including district / city / parish / town council(s). Attendance on request at open Council meetings [Applicant]</li> <li>• Pre-application discussions with</li> </ul>

<p>Application/Decision Stage</p>	<p>community [Applicant]</p> <ul style="list-style-type: none"> <li>• Present proposals (if requested) to at least one meeting with County Council / Joint Development Control Committee members and officers, and if appropriate provide a guided site visit. [Applicant]</li> <li>• One or more manned public exhibitions (to be agreed with CCC). These must be well publicised, including in a local newspaper (minimum one week in advance, paid for by the developer). They must be held in a venue local to the development site and must include an afternoon and evening. All material to be in 'plain English' including a summary of main documents. Provide an opportunity for the local community to provide feedback in verbal, written, or electronic form. [Applicant]</li> <li>• Leaflets / posters in the local area, advertising the public exhibition(s) and providing a 'plain English' explanation of the proposed development. [Applicant]</li> <li>• Media coverage (press releases/parish newsletters/local newspapers) [Applicant]</li> <li>• Liaison groups (where existing) for minerals and waste development [Applicant]</li> </ul> <p><b>The following actions are to be undertaken by the County Council:</b></p> <ul style="list-style-type: none"> <li>• Site notice(s) [Council]</li> <li>• Neighbour notification for surface land uses [Council]</li> <li>• Applications available for inspection including website [Council]</li> <li>• Notification to local County Councillor(s) [Council]</li> <li>• Consultation with statutory and non statutory consultees (including district / city / parish / town council(s) / Area Committees) [Council]</li> <li>• Media (statutory notices, press releases, parish newsletters (where appropriate)) [Council]</li> <li>• Public exhibitions (where appropriate). Held at a venue local to the development site, including both an afternoon and evening. [Council]</li> <li>• One-to-one meetings/group meetings (where appropriate) [Council]</li> <li>• Public meetings (where appropriate)</li> </ul>
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Post Decision Stage	<ul style="list-style-type: none"><li>• Letter to respondents &amp; consultees inviting them to speak at Committee [Council]</li><li>• Report available for inspection including on website [Council]</li> <li>• Letter to district / city / parish / town council(s) / Area Committees, community groups and respondents [Council]</li><li>• Report/decision notices available for inspection at County Hall including the website [Council]</li></ul>
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## **2. Major New Developments e.g. Northstowe, Cambridge Fringes**

The County Council contributes to the delivery of new major developments, currently including the new town of Northstowe, the major development on the fringes of Cambridge City, and other major sites throughout Cambridgeshire.

This is to ensure that the County Council's services, including education, waste, transport and community infrastructure, are well planned; suitably funded; and delivered in a timely and sustainable way to meet the needs of Cambridgeshire's new and growing communities and its economic prosperity. In order to keep the local community involved in the process it participates in a number of local forums and meetings which are outlined below.

<b>Project</b>	<b>Community Involvement</b>
<b>Major New Developments</b>	<ul style="list-style-type: none"> <li>• Attending various forums (listed below), to listen to views, present the position of the County Council and answer queries. This is done alongside or in agreement with relevant service providers.               <ul style="list-style-type: none"> <li>• Northstowe Parish Forum (this is not open to the wider public)</li> <li>• Cambridge Southern Fringe Community Forum (open drop in for the public followed by presentations and Questions &amp; Answers)</li> <li>• Cambridge North West Community Forum (open drop in for the public followed by presentations and Questions &amp; Answers)</li> </ul> </li> <li>• Presentations in public meetings, such as:               <ul style="list-style-type: none"> <li>• Fringes Joint Development Control Committee</li> <li>• Northstowe Joint Development Control Committee</li> </ul> </li> <li>• Ad hoc engagement dealing with enquiries from the public about growth site and related County Council infrastructure.</li> </ul>

### **3. Flood and Water Management Designation of Features**

The County Council as Lead Local Flood Authority (LLFA) is able to designate features under the Flood and Water Management Act if the existence of that feature or structure or its location affects flood risk. For example, someone may have a long length of wall on their land that prevents flood water from getting to many houses in a village. Where appropriate, the County Council may deem that wall 'a designated structure' and stakeholder involvement is required by legislation.

<b>Plan / Strategy</b>	<b>Community Involvement</b>
<b>Flood and Water Management Designation of features</b>	<ul style="list-style-type: none"><li>• The LLFA will consult (by letter) any owners of structures or features that are to be designated or un-designated and any other interested parties in relation to the structure</li></ul>

#### **4. Planning for SuDs – Sustainable Drainage Systems Approval Body (SAB)**

As part of the Flood and Water Management Act, the County Council will in due course (expected in 2014), take on new duties as a SuDs adoption, approval and maintenance body. Under these powers the County Council as the SuDs Approval Body (SAB) will approve and adopt the Sustainable Drainage System for new developments. On commencement, the SAB will have a duty to consult certain bodies.

<b>Plan / Strategy</b>	<b>Community Involvement</b>
<b>Sustainable Drainage Approval Body (SAB)</b>	<ul style="list-style-type: none"><li>• An Addendum to this SCI will be produced (following the procedures for preparation of the SCI set out in this document) once this duty has commenced and legislative requirements are confirmed.</li></ul>

## **SECTION 4: NATIONAL STRATEGIC INFRASTRUCTURE PROJECTS**

In 2008 planning legislation was introduced to streamline the decision-making process for nationally significant infrastructure projects. The early stages that a planning application for strategic infrastructure goes through has some similarities to that of any other major planning application, but then it proceeds to be examined by the Planning Inspectorate which makes a recommendation to the Secretary of State, who then decides whether to grant consent for the development.

The key stages in the process are:

- Pre-application – during which the developer is required to carry out extensive consultation on their proposals. The length of time taken to prepare and consult on the project will vary depending upon its scale and complexity.
- Acceptance - when a developer submits a formal application for development consent to the Planning Inspectorate.
- Pre-examination – when the public can register with the Planning Inspectorate and provide a summary of their views on the application in writing. Everyone who has registered and made a relevant representation will be invited to attend a preliminary meeting chaired by an Inspector.
- Examination - The Planning Inspectorate will carry out the examination (inquiry) into the proposal. During this stage, people who have registered to have their say are invited to provide more details of their views in writing. Careful consideration is given to all the important and relevant matters, including the representations of all interested parties, any evidence submitted and answers provided to questions set out in writing and explained at hearings.
- Planning Inspectorate recommendation / Secretary of State's decision - the Planning Inspectorate prepares a report on the application for the relevant Secretary of State. The Secretary of State then decides whether to grant or refuse development consent.
- Post decision - once a decision has been issued by the Secretary of State, there is a six week period in which the decision may be challenged in the High Court (this process is known as Judicial Review).

Responding to the developer's pre-application consultation is the best time to influence a project, whether you agree with it, disagree with it or believe it could be improved. This SCI therefore sets out how any developer should engage local communities in Cambridgeshire when undertaking pre-application consultation. The aim of setting out these requirements is to ensure that our local communities are fully informed and involved in the proposals at this stage, and can help influence the proposal. There are also further opportunities to be involved (outlined above) and the Government's Planning Portal website, [www.planningportal.gov.uk](http://www.planningportal.gov.uk) contains further advice for local communities that want to participate in the Examination stages of the process.



## Appendix 1: Techniques for Community Engagement

Method	Target Group	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
<b>Documents available for inspection during set consultation period</b>	Those groups that have not been sent a copy of proposals. Local groups and individuals who have access to main libraries and Council's offices.	<ul style="list-style-type: none"> <li>• Good starting point for consultation</li> <li>• Makes views of the organisation clear</li> <li>• Can be produced in variety of formats (minority languages, braille, large print, etc).</li> </ul>	<ul style="list-style-type: none"> <li>• Document may not be read by many</li> <li>• Does not cater for people with learning difficulties</li> <li>• Access is limited to office hours</li> </ul>	<ul style="list-style-type: none"> <li>• Can be costly to produce and circulate</li> </ul>	I & C
<b>Public Exhibitions and / or Roadshows</b>	All stakeholders, but with a focus on reaching local residents and communities affected by proposals	<ul style="list-style-type: none"> <li>• Effective in publicising plans</li> <li>• Informal and accessible if staged well</li> <li>• Can cover more than one issue</li> <li>• Can give public longer time to comment on issues</li> <li>• Attendees are self-selecting</li> <li>• Gives those who would not normally attend Council functions a chance to attend</li> <li>• Can offer a high degree of success in keeping people informed</li> <li>• Provides a more transparent opportunity for</li> </ul>	<ul style="list-style-type: none"> <li>• Group reached depends on location and the timing of roadshow and / or exhibition</li> <li>• May obtain views of a small number of people who are not representative of the target population</li> <li>• More useful when discussing site specific proposals as these are easier for people to relate to</li> </ul>	<ul style="list-style-type: none"> <li>• Roadshows can require use of specialised vehicle</li> <li>• resource intensive if exhibitions are manned</li> </ul>	I, C & P

Method	Target Group	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
		<p>open discussion</p> <ul style="list-style-type: none"> <li>• More exhibitions can cover large area in short time and can be taken to parish council meetings etc.</li> </ul>			
<b>Internet (website, e-mailshot)</b>	All stakeholders, e-consultation represents a means of reaching a wide range of stakeholders.	<ul style="list-style-type: none"> <li>• Reaches wide audience</li> <li>• Useful means of providing feedback to consultation exercises</li> <li>• Available 24 hours 7 days a week</li> <li>• Efficient feedback and acknowledgement of comments is possible</li> <li>• Complies with Council's Digital by Default policy</li> </ul>	<ul style="list-style-type: none"> <li>• Recipients need access to and ability to use a computer</li> </ul>	<ul style="list-style-type: none"> <li>• Cost effective</li> <li>• may require amendments to the website</li> </ul>	I & C
<b>E-Consultation modules e.g. interactive Plan allowing on line submission of representations</b>	All stakeholders, e-consultation represents a means of reaching a wide range of stakeholders.	<ul style="list-style-type: none"> <li>• Useful means of providing feedback to consultation exercises</li> <li>• Available 24 hours 7 days a week</li> <li>• Efficient feedback and acknowledgement of comments is possible</li> <li>• Can assist in compilation of responses for large consultations</li> </ul>	<ul style="list-style-type: none"> <li>• Recipients need access to a computer and need to be confident enough to engage in on line submission process</li> </ul>	<ul style="list-style-type: none"> <li>• IT modules costly</li> <li>• preparation of documents in correct form can be time consuming</li> </ul>	I & C
<b>Internet (social media)</b>	All stakeholders but with a focus on reaching local residents and	<ul style="list-style-type: none"> <li>• Can be effective in publicising plans to a wide audience</li> <li>• Informal approach</li> </ul>	<ul style="list-style-type: none"> <li>• Stakeholders need access to a computer</li> <li>• Stakeholders need access to and understanding of</li> </ul>	<ul style="list-style-type: none"> <li>• Relatively cheap, may be time consuming</li> </ul>	I&C

Method	Target Group	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
	communities	<ul style="list-style-type: none"> <li>• Can seek views on a specific or wide range of questions</li> <li>• Allows for interaction between stakeholders and Council officers.</li> <li>• Available 24 hours, 7 days a week.</li> </ul>	social media		
<b>Media (local press, T.V, radio etc)</b>	All stakeholders, means of reaching a wide 'audience'	<ul style="list-style-type: none"> <li>• Can help to raise the profile of proposals particularly when combined with 'hotlines'</li> <li>• Can reach a wide audience depending on coverage and readership of the publication</li> <li>• Informal method of informing - not intrusive</li> <li>• Potential to get public involved</li> </ul>	<ul style="list-style-type: none"> <li>• Can be time consuming to produce and distribute</li> <li>• Newsletters can be perceived as junk mail</li> <li>• Not always read</li> <li>• Selective reporting</li> </ul>	<ul style="list-style-type: none"> <li>• Not financially costly</li> </ul>	I
<b>Written consultation</b>	All stakeholders that are represented through formal and informal bodies. In later stages individual and other stakeholders can be added and included in formal notification of	<ul style="list-style-type: none"> <li>• One can use whatever format fits</li> <li>• Can be formal (e.g. letters) or informal (e.g. leaflets)</li> <li>• Permanent written record</li> <li>• Can monitor consultation / response</li> <li>• Can take time to reflect before answering</li> <li>• Allows for input by multiple parties</li> </ul>	<ul style="list-style-type: none"> <li>• Takes time</li> <li>• Non-skilled writers are disadvantaged</li> <li>• No face-to-face contact</li> <li>• May not fully communicate one's intent</li> <li>• No inter personal communication</li> </ul>	<ul style="list-style-type: none"> <li>• Costly and time consuming</li> </ul>	C

Method	Target Group	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
	progress.				
<b>One-to-one meetings with selected stakeholders</b>	All stakeholders. The Council would respond to an appropriate request for a 1:2:1 meeting. This may be with individuals or organisational representatives e.g. parish councils	<ul style="list-style-type: none"> <li>Useful means of identifying key issues, getting key people involved and achieving alignment with other strategies and initiatives</li> <li>Exhibition and other material can be shared (spare exhibition materials normally prepared for mobile use)</li> </ul>	<ul style="list-style-type: none"> <li>Not a true representation of the general view</li> <li>Would require trained staff to conduct the meeting</li> </ul>	<ul style="list-style-type: none"> <li>Resource intensive requiring senior staff involvement together with expectation that commitments will be made and fulfilled</li> </ul>	P
<b>Public Meetings</b>	All stakeholders would have the opportunity to attend	<ul style="list-style-type: none"> <li>Can be used to seek committed involvement from local people</li> <li>Addresses specific issues raised by the public and allow them to participate</li> <li>Can be held at time and location appropriate to target communities</li> <li>Can keep people informed</li> <li>Provides a more transparent opportunity for open discussions</li> </ul>	<ul style="list-style-type: none"> <li>Attendees are unlikely to represent the views of the whole community</li> <li>Turnout is likely to be poor unless issue is controversial</li> <li>Can be dominated by the 'most vocal'</li> <li>Agenda could be taken over</li> <li>Not as constructive as workshops</li> </ul>	<ul style="list-style-type: none"> <li>Relatively cheap</li> </ul>	I & P
<b>Focus groups (selected groups of participants)</b>	Selected groups of stakeholders that will usefully participate in	<ul style="list-style-type: none"> <li>Useful for area based discussions and presentation of options</li> <li>Can help authorities to</li> </ul>	<ul style="list-style-type: none"> <li>Require expertise to facilitate discussion</li> <li>Suitable venue needed</li> <li>Only achieve limited</li> </ul>	<ul style="list-style-type: none"> <li>Could be costly to set up and maintain</li> </ul>	C & P

Method	Target Group	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
<b>with particular characteristics)</b>	focussed discussions or workshops	<p>gain more understanding of public concerns</p> <ul style="list-style-type: none"> <li>• Can explore complex issues</li> </ul>	representativeness	<ul style="list-style-type: none"> <li>• Might not represent the views of the whole community</li> </ul>	
<b>Citizen Panel (demographically representative people)</b>	Representative individuals of the community i.e. residents across area impacted by proposals	<ul style="list-style-type: none"> <li>• Readily available 'pool' of willing respondents to consult</li> <li>• Good response rate</li> <li>• Provide a snap-shot of local opinion</li> <li>• Promote the exchange of information and understanding amongst the partners</li> </ul>	<ul style="list-style-type: none"> <li>• Cannot be used to discuss complex issues</li> <li>• Risk of 'over-consulting' with panel</li> <li>• Panel members are unlikely to represent the views of the public</li> <li>• Members may become 'expert' and conditioned to provide the 'right answers' – panel needs to be refreshed regularly</li> <li>• Can only be used if Panel is established</li> </ul>	<ul style="list-style-type: none"> <li>• Cost effective</li> <li>• Replacing existing panel members with new one is a resource intensive process</li> </ul>	C & P
<b>Planning Aid</b> - valuable source of planning advice to those who cannot afford to employ a planning consultant	Individuals or communities	<ul style="list-style-type: none"> <li>• Targets communities which traditionally do not get involved in the planning system</li> </ul>	<ul style="list-style-type: none"> <li>• Difficult to access resources</li> </ul>	<ul style="list-style-type: none"> <li>• No cost to the council</li> </ul>	I & P
<b>Liaison Forums</b>	Industry, agencies e.g. Environment Agency, local residents, parish /	<ul style="list-style-type: none"> <li>• Targets the local community as well as agencies involved in the local and wider area</li> </ul>	<ul style="list-style-type: none"> <li>• Primarily reaches local areas only</li> </ul>	<ul style="list-style-type: none"> <li>• No additional cost to the council where officers</li> </ul>	I & P

Method	Target Group	Advantages	Disadvantages	Resource Implications	Does it: (I), (C) or (P)
	district council members	<ul style="list-style-type: none"> <li>• Can be used as a forum to share and debate information</li> <li>• Uses an existing vehicle for consultation</li> <li>• No additional officer resources are required (already committed)</li> <li>• Exhibition material can be taken and used (spare exhibition materials always prepared)</li> </ul>		normally attend these forums	
<b>Surveys and Questionnaires</b>	All stakeholders	<ul style="list-style-type: none"> <li>• Can seek views on a specific or wide range of questions</li> <li>• Can be an anonymous response</li> <li>• Can be hosted in a variety of places or incorporated into a document, on website etc.</li> <li>• Effective in collecting information and local knowledge e.g. in relation to sites and constraints</li> </ul>	<ul style="list-style-type: none"> <li>• Sometime stakeholders may not respond if they support a matter, only if they oppose it</li> <li>• Processing and interpretation required</li> </ul>	• Cost effective	C & I

## **Appendix 2: Statutory Consultees for the Minerals and Waste Local Plan and Supplementary Planning Documents**

Statutory consultees are identified in the Town and Country Planning (Local Planning) (England) Regulations 2012. The County Council as Mineral and Waste Planning Authority is required to consult:

- (a) each of the **specific** consultation bodies to the extent that the local planning authority thinks that the proposed subject matter of the development document affects the body; and
- (b) such of the **general** consultation bodies as the local planning authority consider appropriate
- (c) bodies prescribed under the **Duty to Cooperate** (which may overlap with (a) and (b))

The Mineral and Waste Planning Authority will decide 'the extent' to which proposals affect a specific or general consultation body.

### **A. Specific Consultation Bodies**

- Coal Authority
- Environment Agency
- English Heritage
- Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- Highways Agency
- a relevant authority any part of whose area is in or adjoins the local planning authority's area i.e. Parish, Town, District and Neighbouring County / Unitary Authorities
- any person to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, (ii) any person who owns or controls electronic communications apparatus situated in any part of the local planning authority's area
- any body exercising the following functions in any part of the local planning authority's area:
  - a Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section\*;
  - a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
  - a person to whom a licence has been granted under section 7(2) of the Gas Act 1986
- sewerage undertakers
- water undertakers
- Homes and Communities Agency

### **B. General Consultation Bodies in the Authority's Area**

- voluntary bodies some or all of whose activities benefit any part of the local planning authority's area,

- bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area,
- bodies which represent the interests of different religious groups in the local planning authority's area,
- bodies which represent the interests of disabled persons in the local planning authority's area,
- bodies which represent the interests of persons carrying on business in the local planning authority's area;

### **C. Duty to Cooperate Bodies**

- Environment Agency
- English Heritage
- Natural England
- Mayor of London
- Civil Aviation Authority
- Homes and Communities Agency
- each Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section
- Office of Rail Regulation
- Transport for London
- Integrated Transport Authority
- each highway authority within the meaning of section 1 of the Highways Act 1980
- (including the Secretary of State, where the Secretary of State is the highways authority)
- Marine Management Organisation
- Local Enterprise Partnership

*\*Footnote: the Health and Social Care Act 2012 set the framework for establishing Clinical Commissioning Groups which have taken over core work previously undertaken by Primary Care Trusts (PCTs). Equally NHS England now also undertakes functions previously undertaken by the PCTs. When consulting on a proposal which may have health impacts careful consideration should be given to ensuring that the correct bodies are consulted.*

### **Appendix 3: Cambridgeshire Quality Panel**

The Cambridgeshire local authorities have high aspirations for the quality of the new developments that are being brought forward in the County, as outlined in the Cambridgeshire Quality Charter for Growth. The Cambridgeshire Quality Panel provides independent advice to the local authorities after assessing schemes against all four 'C's of the Quality Charter: community, connectivity, climate and character, within the context of the adopted planning policy framework.

This Appendix sets out the County Council's criteria for referring planning applications to the Quality Panel which will be applied to those planning applications for which it is the determining planning authority (see Section 3 (1)).

#### **Criteria for referral to the Quality Panel:**

**Infrastructure projects** – stations, transport interchanges, road bridges

#### **All new schools**

**Extension to / redevelopment of schools** – where they give rise to significant effects on the locality e.g. through affecting to a significant degree an important street scene; important views; a conservation area; listed building(s); scheduled monuments or their setting

**Large public buildings** – which are likely to establish, or need to fit in with an already established form of high architectural quality e.g. in a major development / redevelopment area

**Other buildings / infrastructure proposals** – which may not be large, but which are out of the ordinary due to their size; setting; scale; form; materials or surroundings which need detailed design consideration