

# Bristol Development Framework

# Statement of Community Involvement

**Adopted Version**  
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*This Statement of Community Involvement sets out how and when the community will be involved in preparing local development plan documents and deciding upon planning applications.*

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# Statement of Community Involvement

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## 1. STATEMENTS OF COMMUNITY INVOLVEMENT AND THE NEW PLANNING SYSTEM

### Introduction

- 1.1 The Statement of Community Involvement (SCI) sets out how the City Council will involve local people in planning and development issues affecting Bristol. It was adopted by Bristol City Council on 14th October 2008. It is an important component of Bristol's Development Framework, a portfolio of planning documents used to shape the future of the city.
- 1.2 We hope the SCI will make it easier for the public to get involved with planning the future of the city, the Bristol Development Framework and emerging development proposals. As a consequence of the SCI the City Council expects the level of involvement in planning matters to increase.
- 1.3 Planning affects all our lives. The homes we live in, the open spaces we enjoy, the leisure facilities we use and the roads we travel on are all the result of planning decisions. Those decisions affect where we live, work and relax; where new shops and community facilities are built; what happens to our open spaces and our historic buildings.
- 1.4 The City Council has always tried hard to involve people in the planning process, by keeping residents informed, by publicising development proposals widely and by listening to the views of people living near to those places. This document takes that process one step further by setting out exactly how the council will involve the community both in the way it plans for the future of the city and in how it puts those plans into action.



### Requirement to produce the Statement of Community Involvement

- 1.5 The Planning and Compulsory Purchase Act 2004 introduced a number of changes to the planning system including a requirement for local authorities to produce a SCI.
- 1.6 Government want the planning of local areas and the development approval process to be understood by the public and for local people to be involved.

## 2. THE VISION FOR INVOLVEMENT

- 2.1 The council is committed to democracy, “empowerment”, “equality” and “community leadership” as set out in its Corporate Plan. The council puts these values into practice in many different ways but perhaps most visibly through its work to enable Bristol’s diverse communities to have their say and by actively listening and responding to these views.
- 2.2 The Statement of Community Involvement also takes into account the commitments of the following:
- a Bristol City Council’s Corporate Plan 2006-2009. This expresses the key values guiding how the council acts. These include:
    - listening to and informing people; and
    - being honest and open.
  - b The Bristol Partnership. This is the Local Strategic Partnership which brings together public, private, business, voluntary and community organisations to respond to community needs and aspirations. As part of the Bristol Partnership’s Local Area Agreement (LAA), a Statement of Community Involvement has also been produced that shows community involvement in the preparation of the LAA and identifies opportunities to develop this work further. The LAA includes goals for increasing the number of people in Bristol who feel they are able to influence decision-making. It is expected that the next version of the LAA Statement of Community Involvement will merge with this Bristol Development Framework Statement of Community Involvement. The City Council will continue to work collaboratively with the Bristol Partnership and its sub groups on the emerging Bristol Development Framework via discussions, formal

presentations and workshops where appropriate.

The SCI also takes into account the Bristol Compact, which is endorsed by the Partnership. The Compact is an agreement made between local public agencies and the voluntary and community sector in Bristol. It seeks to strengthen positive working relationships between the public and voluntary and community sectors.

It includes a number of principles which members of the Partnership should follow when they consult. These include allowing 12 weeks for responses to written consultations.

The extent to which the SCI can take on board the commitments of the Bristol Compact is constrained by legislation prescribing the period of consultation on stages in preparation of Local Development Documents and in relation to consultation on Planning Applications.

Wherever possible, however, the formal written consultation period for response to Bristol Development Framework Documents with community groups and stakeholders will be a minimum of 8 weeks. With pre-engagement on emerging documents, the total period for response to emerging development documents is likely to exceed 12 weeks.

- c Bristol City Council’s Consultation Strategy 2001, updated January 2004 states:
 

“The council is committed to open and inclusive local government, and to using a wide range of approaches to public consultation to ensure it listens effectively and considers the views of its citizens as part of its decision-making with the aim of ensuring its policies and services reflect the aspirations and needs of Bristol’s diverse communities.”

- d The work of Bristol City Council's Select Committee on the Reform of the Planning System which heard the experiences of local communities working within Bristol's existing planning system and examples of national and international best practice. A number of recommendations were made that have been incorporated within this Statement of Community Involvement.
- e Government guidance on community involvement including the Department of Communities and Local Government's Planning Policy Statements 1 and 12 (2004), 'Community Involvement in Planning' (2004) and 'Diversity and Equality in Planning' (2005).
- f Community involvement and consultation. Formal consultation took place in informing and revising Bristol's first version of the Statement of Community Involvement. Following an unsuccessful submission and detailed feedback from the Planning Inspector, a series of meetings and workshops took place with community groups and other stakeholders to consider how the SCI should be improved and rewritten. Significant changes have been made to the SCI to accommodate those discussions.
- g The importance of community involvement in local decision-making has led the council to establish other approaches to gain wider community input. These include: Neighbourhood Partnerships, Neighbourhood Management Pilots and Community Partnerships.

## Benefits of community involvement

- 2.3 Bristol City Council sees the main benefits of community involvement as:
- Strengthening the evidence base for plans, strategies and planning decisions – stakeholders and local communities can bring a different perspective to planning and are valued for their expertise, opinions and insight
  - Community commitment to the future development of an area – local people can be encouraged to make a difference in their area, with long-term benefits to all
  - Promoting regeneration and investment – by encouraging partnership working and involvement of stakeholders and local communities better quality outcomes will be achieved
  - Encouraging local people – encouraging early involvement and partnership working between the council, local communities and stakeholders to help identify and resolve issues at an early stage
  - Extending the opportunity to influence the future so enabling greater involvement for all in local democracy

### 3. LOCAL DEVELOPMENT DOCUMENTS

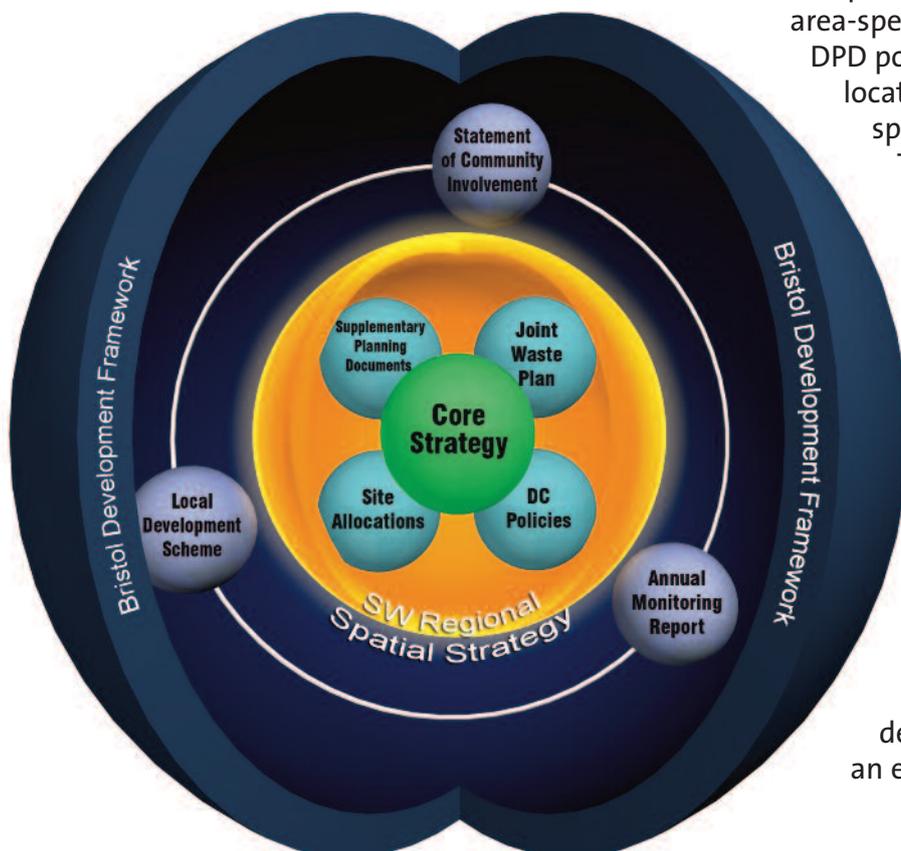
- 3.1 The Bristol Development Framework (BDF) will guide the city’s growth over the next 20 years. The BDF will comprise a number of planning documents collectively known as Local Development Documents. These are Development Plan Documents and Supplementary Planning Documents.
- 3.2 **Development Plan Documents (DPDs)** contain the policies and proposals of the BDF. Their preparation involves community involvement and independent examination conducted by an independent inspector. **DPDs** planned for Bristol include:

- **Core Strategy.** This sets out the long-term spatial vision for Bristol and the strategic policies for delivering that vision.
- **Site Allocations.** This sets out the policies for allocating land uses to specific areas and sites.

- **Development Control Policies.** This will establish the policies by which planning applications will be considered. They will be topic-related, for example, protecting residential amenity and nature conservation.
- **Joint Waste Plan.** This is prepared by the 4 local authorities in greater Bristol and will set out the planning strategy for the sustainable management of waste, the key waste sites for the sub region and guidance for assessing waste proposals.
- **Proposals Map.** This will be prepared where one of the above documents includes policies that need to be illustrated by a map.

- 3.3 **Supplementary Planning Documents (SPDs)** are prepared where it is necessary to explain the policies and proposals of DPDs in more detail and will be subject to community involvement and public consultation. They do not require independent examination. They include area-specific documents that explain how DPD policies will be applied to specific locations in the city, e.g. St Pauls or to specific topics, e.g. Tall Buildings. They may also be prepared to inform the development of specific sites. Appendix A of this SCI provides a summary diagram of the component parts of the Bristol Development Framework.

- 3.4 **Planning briefs, development briefs and master plans** may additionally be prepared for specific sites, either by the Council or by the landowner / developer. The community should also be involved in the development of these documents at an early stage.



## Timetable for producing Local Development Documents

- 3.5 The Bristol Local Development Scheme sets out the timetable for the production of the Local Development Documents. It is an important sister document to the SCI because it provides clear information about when the City Council will be looking to involve the community in the preparation of Local Development Documents. The latest version of the Local Development Scheme is available from the Planning, Transport and Sustainable Development reception at Brunel House, St Georges Road or on the council's website at [www.bristol.gov.uk/bdf](http://www.bristol.gov.uk/bdf).
- 3.6 The Planning Act also requires local authorities to carry out a Sustainability Appraisal of all its Local Development Documents. A Sustainability Appraisal assesses how a plan or policy meets environmental, economic and social objectives. It is intended to improve the planning system's ability to promote sustainable development and will improve integration of sustainability issues into the plan-making process. A Sustainability Appraisal Report will be published with both the draft and final DPD and SPD.

## 4. INVOLVING THE COMMUNITY IN LOCAL DEVELOPMENT DOCUMENTS

- 4.1 The council's intention for community involvement is: 'To enable the community to know more about, and be more positively involved in, shaping the development of the city so that planning decisions more effectively meet their needs and aspirations'.

### Who we will seek to involve in the preparation of development plans

- 4.2 We want everyone to have an opportunity to be involved in the preparation of development plans. The key groups of people who we will seek to be involved in the Bristol Development Framework process are:
- Those who don't normally take part
  - Interest groups (community, environment and amenity)
  - Existing and future neighbourhoods
  - Existing and future neighbourhood planning groups
  - Neighbourhood Partnership Groups
  - Businesses
  - Developers/agents/land owners/Home Builders Federation/Registered Social Landlords/development financiers
  - Central, regional and local government
  - Statutory bodies and groups such as Strategic Environmental Assessment consultees (listed in Appendix B)
  - Partnerships (listed in Appendix B)

### How we will involve people

- 4.3 The City Council will produce an individual Involvement Programme, including how it intends to involve 'hard to reach groups', at an early stage of each Local Development Document that is consistent with this SCI. This will include more specific details of when and how involvement will take place.



- 4.4 The City Council aims to start the involvement programme at a point at which people recognise that they have the potential to make a difference and to experience a sense of ownership of the development plan.
- 4.5 Ground rules have been developed that will help the community involvement process to ensure that the council, prospective developers and the communities are clear about what is expected of them.

## Ground rules for community involvement

### Aims

- 4.6 In order to achieve consistent and minimum standards, organisers of and participants in community involvement are expected to adopt and make reasonable endeavours to implement the following ground rules, especially where workshops, facilitated meetings, focussed discussion or similar involvement methods are employed. Failure to do so is likely to limit the validity and credibility of the involvement undertaken.
- 4.7 These ground rules are consistent with the City Council's Communication Strategy and the Bristol Compact and will apply equally to:
  - the City Council as Local Planning Authority, as developer and/or land owner
  - The private promoter of a type 1 or type 2 development (See page 20)
  - The community group(s) or individuals having an interest.

Unless indicated, they apply equally to involvement in plan making and planning applications.

### Ground Rules

1. **Inclusive invitation.** Reasonable attempts should be made to ensure that a representative cross-section of the community, the promoter(s) and the City Council should be invited to the same event(s), to ensure that all participants are aware of each other's views. Invitations should go to existing local resident associations, community forums, neighbourhood groups and interest groups where they exist or are formed as a result of the proposal. It may be necessary to hold additional events for those groups not traditionally involved in the planning process. Events should be held in accessible locations.

In any event, all participants in the involvement process should be asked to put their contact details on record so as to ensure that they receive feedback on the results of involvement.

2. **Authorisation.** Those representing community groups, the promoter(s), and the City Council should be able to show that they are authorised to speak for their organisations. The scale and remit of those organisations should also be made clear.
3. **Continuity.** Involvement should be a continuous process with the timetable for the period of preparing the plan or making the planning application made clear in advance to the participants. Where involvement is intended to include a series of meetings or events then, as far as possible, the same individuals that represent the community, the promoter and the City Council should continue to be involved throughout the process to ensure continuity of views. Nevertheless, it may be appropriate for other participants or advisers to be involved intermittently. However the process should not be re-run if or when representatives change.
4. **Independent advice.** Where technical or professional advisers or private consultants are employed as independent facilitators to manage the involvement process, they



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should have a client duty of care to all parties equally and should be instructed to follow these ground rules, irrespective of the party employing them. Where facilitators or advisers are not independent this should be declared.

5. **Early Involvement.** Arrangements should be made for the meetings process to begin and for all parties to meet at the early “ideas” stage of the plan or the development preparation process. This is before specific proposals are made, when significant options are still open and can be identified and while there is still the potential to make a difference.
6. **Presenting options.** The aim should be to set out options or choices that are possible in the way that specific development is carried out, including those suggested by the community that reflect the community’s needs, ambitions and experience. Purely oral or written presentations should be avoided so that, wherever possible, options are illustrated in 3 dimensional terms with models and examples of sustainable development best practice in comparable schemes elsewhere (see for example “Towards Good Practice in Sustainable Urban Land Use” ODPM 2004). In generating options the constraints of already adopted national, regional and city planning policy should be made clear as well as the opportunities still open to choice. It may not be possible to include in options issues that are commercially confidential.
7. **Choosing between options.** The planning criteria for choosing between options should be made clear and transparent, identifying where a distinction has been made between choices based upon technical and legal argument and choices based purely on opinion.
8. **Consensus.** Best endeavours should be made to reach consensus making it clear and specific how far the involvement has resulted in agreement to adopt or to alter proposals. Where agreement has not been

possible, the reasons and the scale of disagreement should be made clear and specific.

9. **Transparent records.** Community involvement meetings should be summarised in a Community Involvement Statement, which will be submitted to the City Council as a supporting document. Community Involvement Statements will be provided by the applicant to support relevant planning applications submitted for determination. A Community Involvement Statement will also be prepared and submitted with Local Development Documents for examination. An opportunity will be given to participants of community involvement meetings to verify Community Involvement Statements before they are submitted to the Council. Participants may provide a written statement of omissions and corrections which will be reported and considered by the council along with the Community Involvement Statement.
10. **Feedback on the outcome of community involvement.** Those who have supplied their details will be notified of the availability of a report to show, with reasons, how far the recommendation or determination of planning applications or the approval of Local Development Documents has reflected the opinions given by the community and the weight given to them. For planning applications this will be either the case officers delegated decision report, or the Development Control Area Committee report and minutes. For Local Development Documents this will be the Community Involvement Statement as required by the Town and Country Planning (Local Development) (England) Regulations 2004. Neighbourhood Planning Groups are expected to share the outcome of community involvement with their membership by, for example, their community newsletters.

## Community Involvement Methods

4.8 Paragraphs 4.9 - 4.20 describe the methods which the council will select from when devising the Involvement Programmes referred to under para. 4.3.

### Ways of involving people

#### 4.9 Focus groups

These are semi-structured meetings arranged around a particular idea or theme. They prove a useful way of obtaining opinions and concerns from local residents.

#### 4.10 Workshops

Similar to focus groups but providing an opportunity to use modelling or visioning techniques to consider future plans for the city or area. The kinds of techniques could include the Neighbourhood Initiatives Foundation's 'Planning for Real' or Place Shaping exercises.

#### 4.11 Meetings with individuals or small groups

This could include meetings within existing community involvement initiatives as well as statutory consultees such as the Environment Agency, Natural England, English Heritage and the Highways Agency. Additional meetings will take place with community groups and neighbourhood planning groups as required.

### Ways of consulting, notifying and informing people

#### 4.12 Questionnaires

Questionnaires may be distributed at exhibitions or public events to encourage feedback from a wide range of interested parties. The Bristol Citizen's Panel will also be used to gather feedback on particular issues from a citywide representative point of view. Where possible, questionnaires

will also be placed online to encourage a greater level of response.

#### 4.13 Online discussions

The council hosts a citywide forum, Ask Bristol. Membership of the forum includes a broad section of Bristol's communities, is regularly promoted and is open to all. It has, and will continue to be, used to inform the planning of the city.

#### 4.14 Information available for inspection

This includes written material, audio tapes, CD-ROMs and DVD. Information will be made available at Brunel House, St Georges Road, Bristol BS1 5UY and at public libraries to encourage understanding and feedback on key issues.

#### 4.15 Public exhibitions in accessible locations

Exhibitions have been, and are likely to continue to be, located in shopping centres, libraries, local council offices and/or other public centres to encourage involvement from a broad audience on initial options followed by draft plans and proposals.

#### 4.16 Leaflets and posters

Leaflets and posters will be distributed where appropriate through existing networks to community locations and groups as well as the locations above.

#### 4.17 Letters and email

BDF consultation database - Bristol City Council has a database of individuals and organisations that wish to be involved including, local businesses, residents associations, voluntary groups, government bodies and individuals etc. Anyone who would like to join the BDF consultation database and be kept up to date on the new development plans for Bristol should contact the Council using the details on the inside front cover of the SCI. Members of the public will also

continue to be encouraged to sign up to the council's Newsdirect service which allows them to receive details of all forthcoming consultation and involvement activities.

#### 4.18 Council website

All documents, consultation details, background information, opportunities to make comments will be made available on the Council's website at [www.bristol.gov.uk/bdf](http://www.bristol.gov.uk/bdf). The Council will ensure that the information displayed is kept up to date and accurate. All consultations and involvement activities will also be entered onto the Council's Consultation Finder. This is a web-based tool to enable individuals and organisations to access past, present and forthcoming City Council consultations in one convenient place ([www.bristol.gov.uk](http://www.bristol.gov.uk)).

#### 4.19 Local Media

Articles, press releases and adverts will continue to be placed in the local media. There is a minimum Government requirement to advertise the publication of formal draft Local Development Documents that will be carried out locally through the Bristol Evening Post. The media will also be encouraged to help promote events, issues and activities.

#### 4.20 Council publications e.g. Bristol News

Bristol News is delivered three times a year to all households within the Bristol City Council area. Regular articles will be included to encourage involvement and to help promote events and activities.

### Establishing links with existing organisations and community involvement initiatives

4.21 To help ensure that the council co-ordinates its community involvement activities effectively and to help facilitate ongoing involvement in the Bristol Development Framework process, links will be established with existing community involvement initiatives in the following ways:

4.22 Planning officers already support a number of community-based planning groups e.g. Redcliffe, Easton and Lawrence Hill, and St Paul's. These officers help increase knowledge of planning issues and promote good practice within the community. These groups will be encouraged to be involved in the preparation of the Bristol Development Framework.

4.23 The City Council's Community Development team work with voluntary organisations across Bristol as well as supporting the newly established Neighbourhood Partnerships. This team will identify appropriate ways of increasing involvement in the BDF as well as planning issues in general and will provide training where appropriate for community development officers to support that involvement.

4.24 The council also carries out other community involvement initiatives, particularly in areas of change such as the Balanced and Sustainable Communities Project Areas. Links with these initiatives will ensure co-ordination across the council and wider input into planning and BDF issues.

4.25 Liaison with the Bristol Partnership and its established sub groups provides a way of ensuring effective links are maintained between the BDF and the Community Strategy. By working closely with the Bristol Partnership and any other groups flowing from the Community Strategy the Council



will ensure that the Bristol Development Framework is closely integrated with the Community Strategy.

- 4.26 Links have been established with the council for Voluntary Services for Bristol (VOSCUR) to ensure that a comprehensive range of community groups, voluntary organisations and social enterprises have the opportunity to be involved in the BDF.
- 4.27 The established programme of regular meetings between the City Council's Planning, Transport and Sustainable Development Department and various interest groups will be used to gain specialist input in the preparation of Local Development Documents. These groups include the Bristol Property Agents Association, the Civic Society, the Development Control Users Panel and the Conservation Advisory Panel. Input will also be sought from the existing Council-led Transport Forum or any future liaison group which replaces it. The Council will also attempt to engage on BDF matters with any existing or future Transport Forum led by the West of England Partnership.
- 4.28 **Existing Information**
- Where appropriate, regard will be given to robust empirical community based studies/plans to inform the BDF evidence base and plan making.

### Involving the less involved or harder to reach

- 4.29 The Council hopes to increase the level of involvement overall but additional work will take place to increase involvement from those who don't normally take part. The activities outlined above, particularly those linking with existing community involvement initiatives are intended to broaden engagement.
- 4.30 Less involved groups have been initially identified in Bristol as the Black and Minority Ethnic communities, the private rented sector, households without children, frail old people, Gypsies, Travellers and other travelling communities e.g. Showmen, young people, women living alone, single parents and lesbian, gay and bisexual people. The Council also actively seeks the involvement of the Equalities Forums and other external 'equalities' groups (e.g. religious/faith, gender, sexuality groups) as it carries out Equalities Impact Assessments of Local Development Documents. The Council will use a panel of representatives from these groups – many of whom could fall within the 'harder to reach' banner – to assess emerging policy.
- Activities to target these groups and encourage their involvement will include:**
- 4.31 Liaison with Bristol's community forums to help facilitate involvement from some of Bristol's harder to reach communities, e.g. the Bristol Women's Forum, the Young People's Forum, the Disability Equality Forum, the Race Forum, the Lesbian, Gay and Bisexual Forum and the Bristol Older People's Forum.
- 4.32 The establishment of neighbourhood or community planning groups – particularly in areas where significant change is anticipated. Support will be provided to establish these groups, where possible, so that the communities are well equipped and able to get involved with any masterplan or significant development proposal in that area. It should be noted that the city council currently supports the Easton and Lawrence Hill, St Pauls and Redcliffe neighbourhood Planning Groups and these are important forums for community involvement in those areas.
- 4.33 Roadshows or interactive displays at community events with an opportunity to give feedback through a questionnaire or discussions with officers. These could take

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place at a number of locations around the city to target those communities who might not traditionally get involved and could include shopping centres, libraries and community centres.

4.34 Working with the council's Gypsy and Traveller Co-ordinator to identify the most effective ways of involving Gypsies and Travellers. This may include setting up meetings to provide opportunities for them to be involved in the BDF. The Council will also seek to engage these communities by utilising the Consultative Forum set up for the purposes of the West of England Gypsy and Traveller Accommodation Assessment.

4.35 For those who have traditionally been hard to reach because of their limited availability (e.g. single parents or households with child) their involvement will be encouraged through on-line initiatives and exhibitions in appropriate public areas. The Council will use its best endeavours to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995.



## Main Stages in Preparation of a Development Plan Document (DPD)



4.36 Development Plan Documents (DPDs) contain the policies and proposals of the BDF. There are a number of stages in the preparation of a DPD. The Town & Country Planning (Local Development) (England) (Amendment) Regulations 2008 which came into force on 27 June 2008 require Planning Authorities to carry out the following minimum consultation on DPDs:

### Stage 1. Preparation

The minimum requirements of Regulation 25 are:

- 1) the Council must notify each of the 'specific consultation bodies' and 'general consultation bodies' that the Council considers may have an interest in the subject of the proposed DPD. 'Specific consultation bodies' and 'general consultation bodies' are listed in Appendices B1 and B2, respectively.
- 2) the Council must invite these bodies to make representations on what the DPD should contain.
- 3) the Council must also consider whether it is appropriate to invite representations from people resident or

carrying out business in the Bristol City Council administrative area.

### Stage 2. Publication

Following preparation of the DPD during Regulation 25, new Regulation 27 requires the Council to publish the proposed submission DPD before it submits the document to the Secretary of State for examination.

New Regulation 28 then requires the Council to invite representations on the proposed submission DPD for a period of at least 6 weeks.

As this is a statutory stage, formal arrangements will apply:

- The DPD and supporting documents will be made available at public libraries and at Brunel House for inspection, as well as being published on the Council's website.
- Publicity and notification will also take place through direct Council communications (email or letter), the media, the Council's website and in community centres.

## Stage 3. Submission for Independent Examination

The Council will consider the representations received at Stage 2. In response, it is allowed to propose, if necessary, what the Government's Plan-Making Manual describe as 'focused' changes to the DPD.

If the Council wishes to make a focused change it will:

- prepare an addendum to the proposed submission DPD setting out the proposed change
- conduct a sustainability appraisal of the implications
- consult the community and stakeholders on the addendum for a minimum period of 6 weeks. At the close of this consultation the Council will submit the proposed submission DPD, the first representations, the addendum and the responses to the addendum to the Secretary of State.

## Stage 4. Independent Examination

An examination of the DPD will be carried out by an independent Planning Inspector to test its soundness, taking into account the representations that have been received. Those who make representations may be invited by the Inspector to attend the parts of the examination held in public.

## Stage 5. Planning Inspector's Binding Report

Following the end of the examination, the Inspector will submit his/her report to the Council. This report will recommend either that the DPD is 'unsound', 'sound' or can be made sound if specific changes are made to it. The report's recommendations will be binding on the Council.

## Stage 6. Full Adoption by the Council

Provided that the DPD receives a 'sound' rating from Inspector's Report, the Council will then adopt the DPD as part of its statutory Local Development Framework.

The Planning Authority will continue to go beyond these minimum statutory requirements and seek early, effective and ongoing involvement with the community and stakeholders in the preparation of each of its proposed DPDs.

A sustainability appraisal will perform a key role in providing a sound evidence base for the plan and form an integrated part of the plan preparation process. Sustainability assessment will inform the evaluation of alternatives and will provide a powerful means of proving to the public, and to decision takers, that the plan is the most appropriate given reasonable alternatives.

**Depending on the type and nature of the DPD being prepared, the involvement will include:**

### 1) Scoping and Evidence Gathering

Pre-production scoping and the gathering of evidence will ensure that the Council has an understanding of the main issues to be addressed. Where appropriate the Council will invite the input of stakeholders depending on the issues concerned.

### 2) Consideration of Issues and Options

The consideration of issues and options will explore reasonable alternative approaches to the DPD. The results will help develop and refine its policies and proposals. The community and stakeholders will be encouraged to participate at this stage and a wide range of methods of involvement, consultation and information will be required to attract a broad input:

- Information through direct Council communications (email or letter), the

media, the Council's website and publicity in community centres

- Online discussions through the Council's website
- Involvement through focus groups or workshops, links with existing community involvement activities, discussions with statutory consultees, stakeholder groups as well as other interested groups and individuals
- Targeted work to involve those who are traditionally less involved

### 3) Consideration of Draft DPD Proposals

In seeking continuous engagement and aiming for optimum consensus on the DPD, it is likely to be appropriate for the Council to engage the community and stakeholders on draft proposals and policies that follow on from consideration of issues and options. Those involved in the consideration of issues and options will particularly be encouraged to take part and the following approaches to involve, consult and inform will be used:

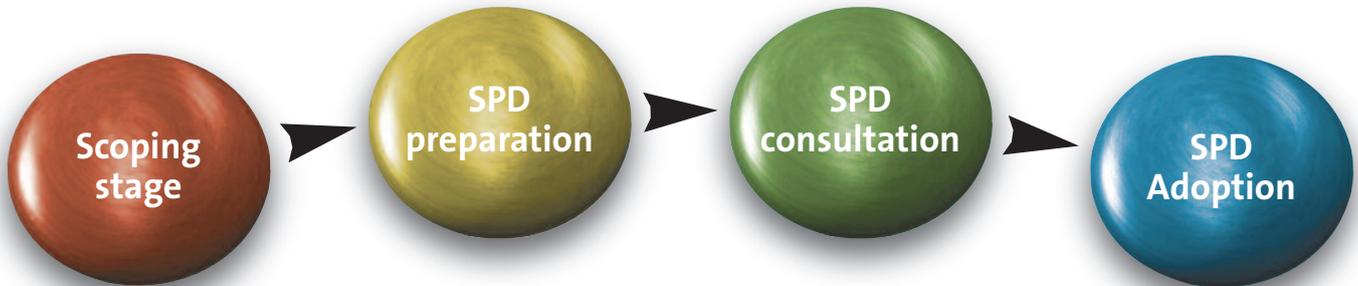
- Information through direct Council communications (email or letter), the media, the Council's website and publicity in community centres as well as making documents available at libraries and at Brunel House
- Involvement through the Council's Citizens Panel, online or questionnaires at public events and exhibitions
- Involvement through public exhibitions



- Links with existing community involvement activities
- Discussions with statutory consultees, stakeholder groups as well as other interested groups and individuals
- Targeted work to involve those who are traditionally less involved

As described in para. 4.3 of this SCI, the Council will produce an Involvement Programme at the outset of preparing each of its local development documents. This will include more specific details on how and when community involvement will take place.

## Preparation of a Supplementary Planning Document (SPD)



4.37 A Supplementary Planning Document (SPD) supplements Development Plan Document policy and provides guidance on how policies will be used or interpreted. A SPD does not need to undergo the same statutory processes as in the preparation of a DPD, and so has a simpler approach.

### Stage 1. Scoping stage

Pre-production scoping to establish the need for the SPD and secure its inclusion in the Local Development Scheme. The City Council will welcome input of relevant stakeholders and others at this stage and may seek input in the form of meetings, and written representations, dependent on the issues concerned. Involvement at this stage is expected to be targeted at particular groups or individuals.

### Stage 2. SPD preparation

This stage includes the preparation of the draft SPD and accompanying Sustainability Appraisal Report prior to formal consultation. The community and stakeholders will be encouraged to participate at this stage to ensure their early involvement in the preparation of the document. The level and type of involvement will depend on the type and scope of the SPD. This stage is therefore likely to need a range of involvement, consultation and information approaches to attract the appropriate level of input. Involvement at this stage is expected to include:

- Information through direct council communications (email or letter), the media, the council's website and publicity in community centres
- Online discussions through the council's online forums
- Involvement through focus groups or workshops, links with existing community involvement activities, discussions with statutory consultees, stakeholder groups as well as other interested groups and individuals
- Targeted work to involve those who are traditionally less involved

### Stage 3. SPD consultation

Formal consultation on the draft SPD will be publicised and the document will be made available for comment for a period of four to six weeks. This stage will require a range of involvement, consultation and information approaches and those involved in stage 2 will be particularly encouraged to take part in this consultation.

Involvement at this stage is expected to include:

- Information through direct council communications (email or letter), the media, the council's website and publicity in community centres as well as making documents available at libraries and at Brunel House



- Involvement through the council's citizens panel or online, questionnaires at public events and exhibitions
- Involvement through public exhibitions
- Links with existing community involvement activities
- discussions with statutory consultees, stakeholder groups as well as other interested groups and individuals
- Targeted work to involve those who are traditionally less involved.



#### Stage 4. SPD Adoption

Revisions made to the draft document following the analysis of the feedback received. The SPD then follows formal council approval processes of consideration and approval by the Executive Member and the Cabinet before formal adoption as part of the Bristol Development Framework. The community and stakeholders will be given the opportunity to comment on the final draft of the SPD.

**Note.** The public should also have early involvement in the preparation of Planning briefs, development briefs and masterplans in the same way as for the preparation of Supplementary Planning Documents. See also involvement techniques for Type 1 developments page 22.

### Using the results of consultation and involvement and feeding back

4.38 Responses made during the consultation stages will be considered and the results used to inform decisions and/or shape the documents. This is alongside government legislation, regulations and national policy. Reports will be prepared at the end of statutory consultation periods to explain how views have been considered and documents changed in light of community involvement. Reports will summarise the representations received and officer

comments with recommended changes and reasons. These reports will be made available at Planning Reception of Bristol City Council Brunel House, at the Council House, all public libraries within the city and on the Council's website [www.bristol.gov.uk](http://www.bristol.gov.uk).

4.39 It is acknowledged that not everyone will support the policies and proposals emerging in the Bristol Development Framework, and not everyone will have their views accepted by the Council. However, we are committed to giving people the opportunity to give us their views known and to have them considered. By involving people from an early stage we hope to balance competing needs and reach a consensus for Bristol Development Framework documents. We will be clear from the outset of all community involvement activities about their scope and possible influence, to avoid raising unrealistic expectations.

4.40 We will provide feedback on consultation and involvement exercises for Local Development Documents. Participants in community involvement meetings will be given the opportunity to verify as being correct the community involvement statement before its submission to the City Council. Letters/emails of acknowledgement will be sent out to all respondents to the statutory consultation processes including a summary of how the information will be used and the next steps in the process. All submission documents will be accompanied by a 'Statement of Compliance', which will highlight how the Statement of Community Involvement has been followed, the main issues raised by the consultations undertaken and how these have been addressed in the document. (See also the Ground Rules, page 7, point 10).

## 5. MANAGING THE STATEMENT OF COMMUNITY INVOLVEMENT

### How community involvement methods will be resourced

- 5.1 Appropriate budgets are already in place to fund the involvement activities outlined in this document. Annual budget information for the Planning, Transport and Sustainable Development department can be found by visiting [www.bristol.gov.uk](http://www.bristol.gov.uk) and then typing 'budgets' in the search box.
- 5.2 The scale and type of staff resources necessary to make the involvement activities in this document effective will be made available. The core staff resource available for engaging with the community on the Bristol Development Framework will be the Strategic and Citywide Policy team. A number of dedicated professional officers from this team will lead on the production of Local Development Documents. They will work collaboratively with officers in other sections of the council, particularly, the Corporate Communication team, Communication and Customer Relations team, Development Control, Urban Design, Transport Planning, Economic Regeneration, Sustainable City Policy and Projects, Waste Planning, Housing Enabling and Property Services. Officers in the Corporate Communications Team will be able to advise on the application of the proposed involvement methods.
- 5.3 The City Council supports considerable planning related community activity such as neighbourhood planning groups to provide a mechanism for increasing knowledge of and greater input into planning issues from the wider community. An example of past work is the Future of Redcliffe Supplementary Planning Document at [www.bristol.gov.uk/bdf](http://www.bristol.gov.uk/bdf).
- 5.4 It is intended that there will be sufficient internal resource to provide officer support for the establishment of new neighbourhood planning groups in areas of major development, such as the emerging Balanced and Sustainable Communities Initiatives across the city e.g. Lockleaze. The City Council will continue to maximise the contribution existing officers (e.g. community development workers, neighbourhood renewal officers and balanced and sustainable community workers) can make to support programmes of community involvement on planning matters.
- 5.5 Bristol City Council is particularly appreciative of the resources available within the community and voluntary sector in Bristol. Existing networks such as the Bristol Neighbourhood Planning Network will also be utilised to provide local expertise and increase the levels of community input into the preparation of the Bristol Development Framework.
- 5.6 The implications of different methods of community involvement on the resources of the City Council are set out in Appendix C. Appendix C also describes the resource demands and implications for local communities to engage in planning policy and development proposals. The Council will seek to ensure these are taken into account when developing its Community Involvement Programmes for each Local Development Document and, where appropriate, support the training of groups through workshop sessions. It also encourages developers to consider these demands and implications when they are devising their pre-application engagement.



## Reviewing the Statement of Community Involvement

- 5.7 To ensure that the SCI continues to meet the needs of the community and is appropriate for developers and the council, it will be reviewed annually as part of the Annual Monitoring Report.
- 5.8 The City Council’s Corporate Communications team will continue to be active in promoting innovative involvement techniques building upon emerging good practice to improve the way people are involved in planning the future of Bristol.
- 5.9 This review will include feedback from those involved in the preparation of Local Development Documents. This may help to explain any reason why involvement initiatives may not have been successful. A quantitative and qualitative assessment will also be undertaken to establish if community involvement initiatives have successfully reached the wider community and those who are traditionally less involved. Those on the BDF consultation database will be contacted every September and given 3 weeks (21 days) to comment.
- 5.10 When submitting a Development Plan Document to the Secretary of State for examination, the City Council must produce a statement of the consultation it has undertaken. This will include how the issues raised during the consultation have been considered in the final submission documents and will provide another opportunity for monitoring the effectiveness of community involvement approaches.
- 5.11 In the interim period, the Council, via the Annual Monitoring Report, will review the success of community involvement. It will also adjust the way it involves people if customer feedback suggests that involvement is not being effective either in creating a sense of ownership of policy decisions or, where appropriate, in increasing the number of groups taking part who had not done so previously.

## 6. INVOLVEMENT IN DEVELOPMENT PROPOSALS AND PLANNING APPLICATIONS

### How the City Council involves the community in planning applications.

6.1 The City Council will continue to meet the minimum requirements for publicising and consulting on planning applications as set out in Town and Country Planning General Development Procedure Order 1995, Article 8 and referred to in Appendix E.

6.2 Bristol City Council has long sought to encourage an approach that goes beyond these requirements. To do so the City Council will:

- Offer pre-application consultation to prospective developers of major development proposals (over 1,000m<sup>2</sup> or 10+ dwellings)
- Inform local councillors on certain types of submitted application, inviting them to comment
- Develop a process to notify residential and amenity groups known to the Council
- Consult a wide range of non-statutory consultees upon submission of a planning application
- Allow residents and applicants/agents to speak at planning committee meetings to voice their views
- Provide through the Bristol City Council website:
  - Publish weekly planning application lists on the website
  - A facility to enable comments to be made on line

- An introduction to the planning system, the development control process and guides to submitting a planning application
- Regional and Local Planning Policy documents, available to view and download, free of charge
- “Consultation Finder” – A facility to sign up for email alerts or to search for details of consultation events and initiatives

- Applications, plans, drawings and documents are available to view on line and at the planning reception at Brunel House. Tel. (0117) 922 3097 [customerservices.ptsd@bristol.gov.uk](mailto:customerservices.ptsd@bristol.gov.uk)
- Support Community Involvement Initiatives by supporting applicant’s initiatives e.g. providing meeting rooms, website publicity, officer assistance.
- A duty officer rota provides a planning advisory service to answer general planning enquiries.

6.3 The time limit for responding to statutory notices is 21 days except for those planning applications potentially affecting a Site of Special Scientific Interest (SSSI) or in a SSSI consultation area, in which case there is 28 days for comment. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

### Decision making

6.4 Using delegated powers, senior development control officers determine the vast majority of planning applications in Bristol. In certain situations the officers can refer an application to Development Control Committee to be determined by elected councillors.

## What happens after a comment has been made?

- 6.5 All written comments on an application will be acknowledged. The acknowledgement letter will set out who is dealing with the application and who to contact if there are any questions. The City Council will not normally contact the respondent again until after a decision is made unless the application is to be determined by a Development Control Committee, is significantly altered or withdrawn.
- 6.6 Due to the large number of comments received about planning applications, regrettably, the City Council cannot enter into individual correspondence or discussion. The respondent will, however, be advised of the decision.
- 6.7 The council's constitution governs the delegated authority given to senior officers to determine planning applications. It also sets out the criteria or factors which officers need to consider when deciding if the item needs to be referred to a DC committee.
- 6.8 There are nine factors to be considered and these can be viewed on the City Council's website.
- 6.10 Guidance or assistance on community involvement is also available from the Council's Corporate Communications team. The application of an appropriate number of involvement techniques can be agreed with the local authority to avoid unnecessary and excessive activity. Prospective applicants are encouraged to fully consider their proposals in relation to local and national planning policy prior to using the pre-application advice service and should complete a pre-application enquiry form.

### Working in partnership with communities

- 6.11 Developers will be expected to involve the local community and Ward Members in early discussion of the implications of their proposals and how these might be dealt with. The Planning Protocol sets out the basis for developers, the Planning Authority, community and stakeholders to process major applications effectively. The impact of proposals can sometimes be dealt with through amendments to design or layout of the proposal. It could also require the use of planning conditions or Section 106 planning obligations. The Council's approach to planning obligations is set out on page 21.
- 6.12 For householder proposals e.g. extensions, prospective applicants may complete a Permitted Development Enquiry form available on the website or visit the Planning Reception, Brunel House without an appointment for advice. Supplementary Planning Document no.2 'A guide for prospective householder applicants' is also available at [www.bristol.gov.uk/bdf](http://www.bristol.gov.uk/bdf).

## Encouraging prospective applicants to undertake effective pre-application community involvement.

### Working in partnership with the City Council

- 6.9 Pre-application advice is offered to prospective applicants of major development proposals. This advice will include expected community involvement approaches as outlined in Appendix C. This advice will also include information and contact details for relevant groups that the Council will expect the developer to involve at the pre application stage.

## COMMUNITY INVOLVEMENT IN PLANNING OBLIGATIONS - THE COUNCIL'S APPROACH

### Pre-Application

The Planning Authority will develop a system that will aim to notify community area planning groups and the Bristol Neighbourhood Planning Network of new pre-application approaches.

The local community will be encouraged, through discussion with the developer, to assess the impact of the development on the locality, to come to a view on what planning obligations if any should apply, taking into account the guidance given in SPD 4 ("Achieving Positive Planning through the use of Planning Obligations") and the priority that should be placed on the list of obligations. These views will be set out in written comments and incorporated into the Community Involvement Statement.

### Application Stage

Officers will take into account the local community's views on what type and priority of planning obligations should apply in order that the intended development contributes to the

sustainability of the area, along with national policy, local policy and guidance set out in SPD 4. Obligations will accordingly be negotiated with the developer.

The Planning Authority will record details, if any, of proposed or draft Agreements on the Planning Applications Register to ensure the transparency of the process according to Circular 05/2005 (Planning Obligations) (paragraph B42).

### After Permission is Granted

Once the Section 106 Agreement is entered into the Planning Authority will record the details on the Planning Applications Register and ensure this is open to public inspection.

Section 106 Planning Agreements, financial contributions received and progress on the spending of contributions for their intended purpose will be monitored annually as part of the Annual Monitoring Report so that details of implementation are made readily available to members of the public, the developer and Development Control Committees, according to Circular 05/2005 (Planning Obligations) (paragraph B50).

## Undertaking effective pre-application involvement

- 6.13 Different types of development will suggest different levels and types of community involvement activities. The following involvement techniques should be carried out depending on the type of development proposed. The 3 types of possible development are set out after the following list of involvement techniques.
- 6.14 In any event, whatever involvement technique is used, applicants of Type 1 and Type 2 developments defined below are expected to follow the set of ground rules (see pages 6-7) for conducting effective pre-application community involvement.



## Suggested involvement techniques

1. Consider employing specialist community involvement consultant to devise overall strategy and run specific events.
2. Provide professional independent facilitator to host forums, workshops or debates on controversial issues
3. Meetings/ workshops to shape proposals involving targeted sections of the community e.g. planning groups
4. Mail drop to communities e.g. questionnaire and/or information on proposed future involvement events.
5. Postal or street survey questionnaires, (web-based questionnaires might also be considered, but these should be run alongside other styles of questionnaire) with subsequent feedback opportunities.
6. Public Forums to debate and discuss proposals - open to a wide audience.
7. Tailored media events publicising future applications, any involvement events taking place and how local communities can become involved.
8. Exhibitions/displays, questionnaires and information at local community centres or at accessible locations to the communities likely to be affected by the application.
9. Dedicated web pages (of the applicant and/or council), setting out proposals, any involvement events/initiatives and how to get involved on commenting at the pre-application stage.
10. Notify Neighbouring properties and send a copy of the plans, or better still call round early on.

## Types of development and suggested involvement techniques.

Developers should contact Customer Services on (0117) 922 3097 should they require clarification on which of the three Types of Development their scheme falls within.

### Type 1 developments

(large scale developments)

- All applications where an Environmental Assessment is required as determined by Town and Country Planning (Environmental Impact Assessment) (England and Wales) Regulations 1999
- Where development proposed is more than 50 dwellings or 5,000m<sup>2</sup> of commercial floor space e.g. Broadmead expansion, Hengrove Park
- Large-scale retail
- Development plan departures
- Development on playing fields

- Applications that require a full transport assessment
- Redevelopment involving significant areas of open space
- Demolition of substantial buildings in a conservation area
- Wind turbines

For these types of development prospective developers are expected to apply all 10 methods of community involvement as set out above.

### Type 2 developments

Developments where there will be a significant impact because of the sensitivity of the site. For these types of development prospective developers are expected to follow pre-application methods of involvement 3-10.

### Type 3 developments

All other forms of development

Prospective developers may wish to consider the 10 methods of pre-application involvement.

6.15 The set of Ground Rules have been agreed by the City Council and community representatives to be followed by all parties when carrying out involvement initiatives. These provide the basis for achieving consistent, minimum standards, although overly prescriptive and detailed advice is avoided. Appendix E gives sources of advice and good practice as a guide to achieving inclusive, fair and effective involvement.

6.16 Applicants should prepare a Community Involvement Statement to detail the pre application involvement that has taken place and how this has influenced the application. The participants should be given an opportunity to verify the statement before it is submitted to the Council in accordance with ground rule 9. In the event of the two parties being unable to agree the text of a Community Involvement Statement (CIS), the participants may submit their own CIS at the same time as the applicant. Both statements will be attached to the planning application and posted on the Planning website as supporting documents.

6.17 **Planning Performance Agreements.** In September 2007 the City Council published a protocol for working with prospective developers to ensure planning applications for major developments (i.e. 10 or more residential units and/or 1000 sq m or more of commercial floorspace) are processed effectively. The Protocol strongly encourages developers to involve communities and stakeholders at an early stage of the pre-application process in accordance with the SCI. This includes the use of Planning Performance Agreements (PPAs) for 'super major' developments (i.e. 100 or more residential units or 10,000 sq m or more of commercial floorspace). A PPA is agreed by the developer and the Council at the beginning of discussions on a scheme. It sets out the commitments of

both parties for the effective processing of the planning application and includes a Community Engagement Strategy.

6.18 **Hostels and proposals for other similar accommodation.** Prospective developers are advised to refer to separate specific advice in relation to involving the community at an early stage of the consideration of such development (see 'Hostels and other Temporary Accommodation', BCC Policy Advice Note 19, adopted June 2004, available on the council's website and at Planning Reception, Brunel House).

## Community involvement following changes to planning applications – before and after formal determination

### Before decisions are made

6.19 A further planning application will be required when revisions significantly change the character of the development. Such changes may result from negotiations with applicants and from the views of local communities being taken into account.

6.20 In these cases the City Council will re-notify all those local residents and groups who at the time of the original application have registered a request to be notified.

### After decisions are made

6.21 In all cases where the applicant requests significant revisions after permission has been granted, a new planning application will be necessary which will be subject to a fresh round of consultation.

6.22 The only changes that could be considered as an amendment to an approved scheme are those that are so minor that they would not in effect need planning permission.



6.23 Where further detailed proposals are submitted in response to planning conditions placed on a previous planning permission, further consultation may be required. The City Council will introduce a system to re-notify all those local residents and groups who have registered a request to be informed of details received.

### **Seeking to involve sections of the community who are not traditionally involved in planning applications**

6.24 Applicants should ensure those that have traditionally not taken part in planning issues have the opportunity to get involved.

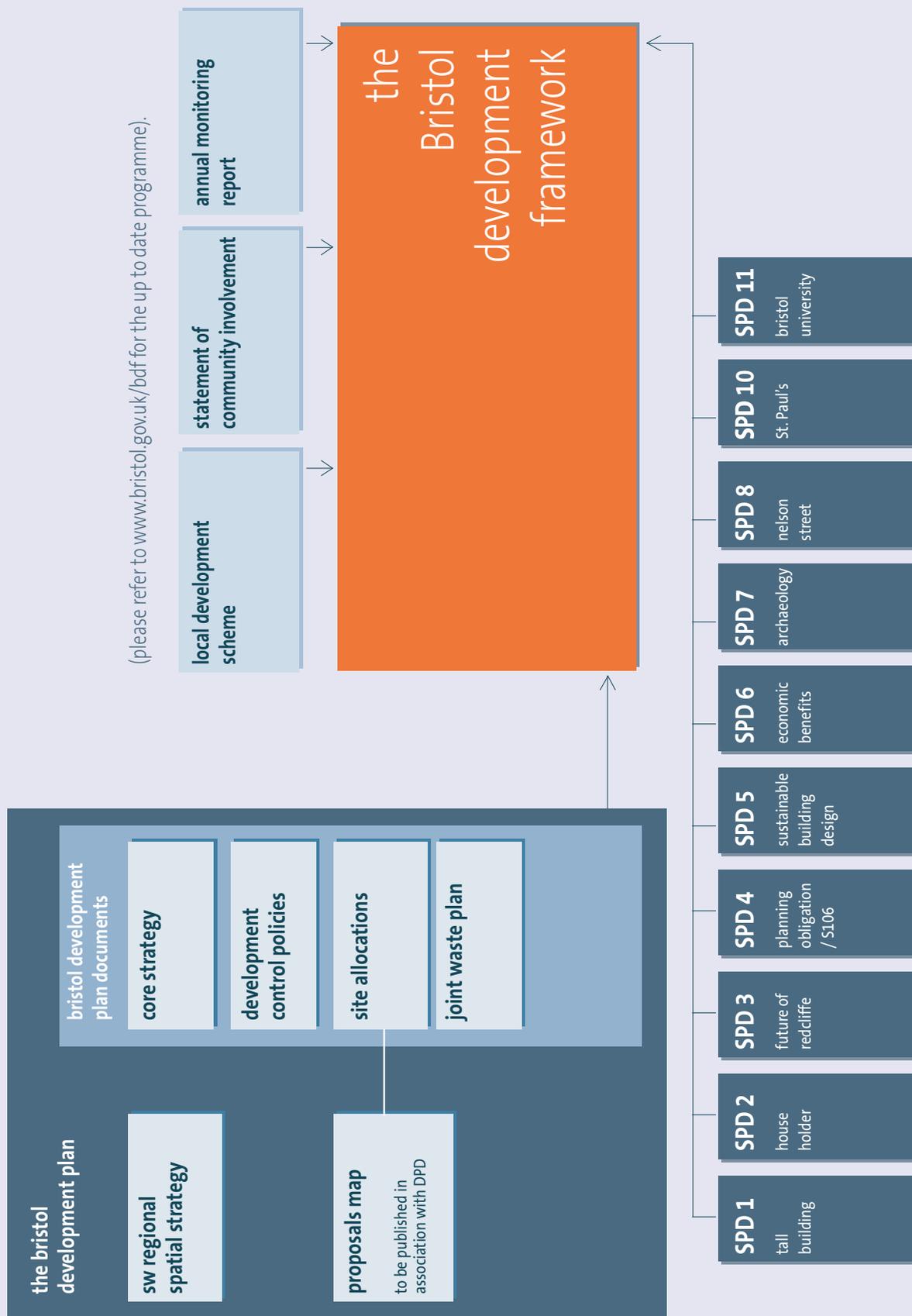
6.25 To achieve this, the City Council suggests applicants utilise organisations with access to community groups and local people who are traditionally not involved in planning matters. Additional guidance on approaches to reach the less involved is detailed in paragraphs 4.31 - 4.35.

6.26 Appendix F sets out the organisations that prospective applicants may wish to initially contact.



# Statement of Community Involvement

**Appendix A - A summary diagram illustrating the component parts of the Bristol Local Development Framework**



## Appendix B - Consultation Bodies for Local Development Documents

*(Please note that this list is not exhaustive and also relates to successor bodies where re-organisations occur.)*

### 1. Specific Consultation Bodies

- Adjoining Local Planning Authorities i.e.
  - Bath and North East Somerset Council
  - South Gloucestershire Council
  - North Somerset Council
- Government Office for the South West
- South West of England Regional Development Agency
- South West of England Regional Assembly (Regional Planning Body)
- Environment Agency
- Secretary of State for Transport
- Network Rail
- Highways Agency
- English Heritage
- Natural England
- Bristol Primary Care Trust
- Relevant sewerage and water undertakers
- Relevant Gas and Electricity companies
- Relevant Telecommunications companies
- Parish and Town Councils (adjoining Bristol City Council);
  - Abbots Leigh Parish Council
  - Almondsbury Parish Council
  - Downend and Bromley Heath Parish Council

- Dundry Parish Council
- Easton-In-Gordano Parish Council
- Filton Town Council
- Hanham Abbots Parish Council
- Hanham Parish Council
- Keynsham Town Council
- Long Ashton Parish Council
- Norton Marleward Parish Council
- Patchway Town Council
- Pilning and Severn Beach Parish Council
- Stoke Gifford Parish Council
- Stowey Sutton Parish Council
- Whitchurch Parish Council
- Winterborne Parish Council
- Somerset County Council
- Gloucestershire County Council

Where appropriate the City Council will engage statutory bodies in the plan making process as early as possible.

### Additional bodies with whom the Council will consult on Local Development Documents

- Bristol Partnership
- Civil Aviation Authority
- Wiltshire County Council
- Welsh Assembly

## 2. General consultation bodies with whom the council may consult depending on the nature and scope of the Local Development Documents being produced:

- Individual members of the general public.
- Bristol Neighbourhood Planning Network.
- Community groups including those supported by City Council officers e.g.
  - Redcliffe Planning Group.
  - Easton & Lawrence Hill Neighbourhood Planning Group.
  - St Pauls Neighbourhood Planning Group.
- Neighbourhood Partnerships – a Bristol City Council initiative, based on clusters of two or three wards (e.g. Bishopsworth, Hartcliffe and Whitchurch Park Neighbourhood Partnership). They are councillor-led and are part of the City Council/Bristol Partnership structures. It is intended that by the end of 2008 14 Neighbourhood Partnerships will have been set up providing city-wide coverage.
- Community Partnerships – these are independently constituted bodies with locally accountable management committees or boards, the majority of whom are local residents. They include Hartcliffe and Withywood Community Partnership, Community at Heart, St Paul's Unlimited, Southmead Development Trust and Knowle West Development Trust.
- Landowners, developers and their representatives.
- Bodies representing the interests of different racial, ethnic or national bodies in the area.
- Bodies representing the interests of different religious groups in the area.
- Bodies representing the interests of people with disabilities in the area.
- Bodies representing the interests of the voluntary sector.
- Bodies representing the interests of persons carrying out business in the area.
- Bodies representing the interests of people with different sexual orientations, e.g. the Bristol City Council-led Lesbian, Gay and Bisexual Forum and the 'Rainbow Group', representing Bristol City Council's Lesbian, Gay and Bisexual employees.
- Bodies representing the interests of the environment, both built and natural in the area e.g.
  - CABE, Ancient Monuments Society, Council For British Archaeology, Society for the Protection of Ancient Buildings, The Georgian Group, The Victorian Society, The Twentieth Century Society, Garden History Society, The National Trust, Woodland Trust, Theatres Trust, Forestry Commission.
- Bodies representing the interest of the arts and sport in the area.

All details of consultees will be kept on the BDF consultation database maintained by the Strategic and Citywide Policy team. The database will be used to inform and consult interested individuals and organisations on the development and publication of the documents which will make up the BDF.

The City Council's web site [www.bristol.gov.uk](http://www.bristol.gov.uk) contains a list by area and subject of voluntary organisations who may have an interest in planning matters.

## Appendix C – The implications of different methods of community involvement on the resources of the City Council

The following forms of involvement and engagement will be selected in order to ensure the most effective involvement of the community and indicate the relative costs of these activities. The list of methods below is not exhaustive.

### Focus groups, workshops and meetings

The relative cost of these similar initiatives will depend on the scale, formality and frequency of events, the type of exercise (e.g. the Neighbourhood Initiatives Foundations 'Planning for Real' will be particularly expensive) and also whether an independent facilitator is required. Preparation, attendance, recording, evaluation and feedback require considerable professional and technical staff support.

### Questionnaires

A relatively inexpensive way of receiving community comment although the collation of submissions, analysis and feedback require considerable professional and technical support.

### Online discussions

A relatively low cost exercise following the initial moderate technical set up costs. Again the collation of submissions, analysis and feedback can require considerable professional and technical support.

### Letters and email, leaflets, posters and documentation available for inspection

Preparing documentation and other associated written matter; their graphic design and publication costs can be considerable. Emails with electronic attachments via the established BDF database provide a relatively inexpensive means of communication.

### Exhibitions

Set up costs can be significant but if unmanned exhibitions can provide an efficient means of promotion.

### Council website

After an initial set up cost, posting new information online provides an efficient way of sharing information.

### Local media

Whilst advertising in the local press and community newsletters may be free, broader advertising costs are considerable.

### Council publications

Utilising existing council publications is a relatively inexpensive way of communicating with a great number of citizens.

### Resource implications for the community to engage in involvement activities

Engaging in involvement activities also places demands on the resources of the community. These demands can include: needing to read English; having access to a computer and the internet; understanding technical language (jargon), maps and plans; having time to be able to attend meetings; being able to afford and arrange childcare.

## Appendix D - References to detailed advice and the availability of independent help

Whilst the ground rules (see pages 6-7) provide the basis for achieving consistent, minimum standards, the Statement of Community Involvement avoids overly prescriptive detail on how community involvement initiatives should take place e.g. in relation to how to hold a public forum. Different planning issues and different communities may require different approaches. Guidance and good practice examples exist to inform the choice of appropriate methods in order to help ensure effective, efficient, transparent and accountable community involvement. Those responsible for undertaking community involvement are expected to reflect such good practice to ensure inclusive, fair and effective initiatives. Failure to do so may limit the validity and relative credibility of the involvement undertaken.

To help ensure good practice is achieved the following sources of information should be considered:

- Bristol City Council Consultation Strategy  
[www.bristol.gov.uk/consultation](http://www.bristol.gov.uk/consultation)
- VOSCUR - Consultation Participation Implementation Guidance (The Bristol Compact)  
[www.voscur.org/compact](http://www.voscur.org/compact)
- 'Community Involvement in Planning' (2004), DCLG  
[www.communities.gov.uk](http://www.communities.gov.uk)
- 'Diversity and Equality in Planning' (2005), DCLG  
[www.communities.gov.uk](http://www.communities.gov.uk)
- Royal Town Planning Institute – Community Planning  
[www.rtpi.co.uk](http://www.rtpi.co.uk)
- [www.communityplanning.net](http://www.communityplanning.net)  
Useful resource based on academic and

practical experience from an international range of sources. Contains advice on a wide range of community involvement techniques and the situations to which they are suited.

## Planning Aid

Planning Aid offers free, independent and professional advice and support on town planning matters to individuals and community groups who cannot afford to pay for a private consultant. It uses a network of volunteer qualified Town Planners. It aims to give people the confidence to help themselves and to become involved in wider planning issues. Whilst Planning Aid is a free service, users may be asked to pay for maps, reports and other documents, which are needed to help users with their case.

For further details contact:

South West Planning Aid,  
The Architecture Centre,  
Narrow Quay,  
Bristol BS1 4QA.

Helpline phone number:  
0870 850 9807.

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

or visit the website on:  
[www.planningaid.rtpi.org.uk](http://www.planningaid.rtpi.org.uk)

## Appendix E - Statutory Publicity for Planning Applications

Nature of Development	Publicity Required	Statutory Provisions
Development where application is accompanied by environmental statement	Advertisement in newspaper and site notice	Article 8 of the General Development Procedure Order (GDPO) 1995
Departure from development plan	Advertisement in newspaper and site notice	Article 8 of the GDPO
Affecting public right of way	Advertisement in newspaper and site notice	Article 8 of the GDPO
<ul style="list-style-type: none"> <li>• Major Development</li> <li>• Winning/working minerals</li> <li>• All waste development</li> <li>• 10+ dwellings</li> <li>• building 1000m<sup>2</sup> or more</li> <li>• development land 1 hectare or more</li> </ul>	Advertisement in newspaper, site notice and/or neighbour notification	Article 8 of the GDPO
Minor Development	Site notice or neighbour notification	Article 8 of the GDPO
Development affecting the setting of a listed building	Advertisement in newspaper and site notice	Section 67 of the Planning (Listed Buildings and Conservation Areas Act 1990)
Development affecting the character or appearance of a conservation area	Advertisement in newspaper and site notice	Section 73 of the Planning (Listed Buildings and Conservation Areas Act 1990)
Permitted development requiring prior notification to local planning authority	Site notice posted by developer	Relevant part of schedule 2 to the GDPO

# Statement of Community Involvement

## Appendix F - Organisations which may be used to support a wider range of community involvement

NAME	E-MAIL	TELEPHONE	WEBSITE
Bristol Partnership		0117 903 7749	<a href="http://www.bristolpartnership.org">www.bristolpartnership.org</a>
Neighbourhood Renewal Team	<a href="mailto:neighbourhood.renewal@bristol.gov.uk">neighbourhood.renewal@bristol.gov.uk</a>	0117 922 3218	
Bristol Development Trust -provides a link to a number of community groups in deprived parts of the city	<a href="mailto:info@socialenterpriseworks.org">info@socialenterpriseworks.org</a>	0117 907 0080	<a href="http://www.socialenterpriseworks.org">www.socialenterpriseworks.org</a>
Young Peoples Forum	<a href="mailto:youngpeopleservices@bristol.gov.uk">youngpeopleservices@bristol.gov.uk</a>	0117 353 2277	
Community Development Team / Neighbourhood Partnerships		0117 903 6411	<a href="http://www.bristol.gov.uk/communitydevelopment">www.bristol.gov.uk/ communitydevelopment</a>
VOSCUR	<a href="mailto:info@voscur.org">info@voscur.org</a>	0117 909 9949	<a href="http://www.voscur.org">www.voscur.org</a>
BCC Community Forums	<a href="mailto:equalities.team@bristol.gov.uk">equalities.team@bristol.gov.uk</a>	0117 922 2315	<a href="http://www.bccforums.org.uk">www.bccforums.org.uk</a>
Bristol Neighbourhood Planning Network	<a href="mailto:webmaster@bristolnbn.net">webmaster@bristolnbn.net</a>		<a href="http://www.bristolnbn.net">www.bristolnbn.net</a>
South West Planning Aid	<a href="mailto:swco@planningaid.rtpi.org.uk">swco@planningaid.rtpi.org.uk</a>	0870 850 9807	<a href="http://www.planningaid.rtpi.org.uk">www.planningaid.rtpi.org.uk</a>

Please refer to paragraph 6.9 for information on how to get advice from the City Council on which groups may best be involved.

## Appendix G - Glossary

### Area Action Plan

A Development Plan Document for a specific geographical area.

### Annual Monitoring Report

A report on the progress of the Local Development Scheme and the policies of the Local Development Framework.

### The Development Plan

A development plan comprises the relevant Regional Spatial Strategy and the Development Plan Documents contained within the Local Development Framework.

### Development Plan Document

A Local Development Document with significant weight in the determination of planning applications. Independent scrutiny is required before its adoption.

### Early community and stakeholder involvement (sometimes called Front-Loading)

A key outcome of the SCI will be to encourage early community and stakeholder involvement meaning that consultation with the public begins at the earliest stages of each document's development so that communities are given the fullest opportunity to participate in plan making and to make a difference.

### Local Development Framework (in this case Bristol Development Framework)

New local planning policy documents, which collectively will be replacing the Local Plan.

### Local Development Document

The collective term for Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.

### Local Development Scheme

A programme setting out the proposed documents within the Local Development Framework and the timetable for their production.

### Local Strategic Partnership (in this case The Bristol Partnership)

Partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighborhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

### Local Transport Plan

5-year strategy for the development of local, integrated transport, supported by a programme of transport improvements. Used to bid to Government for funding transport improvements.

### Planning and Compulsory Purchase Act, 2004

The Act which sets out the requirement to produce a Local Development Framework

### Planning Policy Guidance Note

National planning guidance produced by the Government under the old planning system. These will be replaced by Planning Policy Statements.

### Planning Policy Statement

National planning policy produced by the Government as part of the new planning system.

### Planning Inspectorate

Body which considers the appropriateness of planning policies, taking into account public consultation responses.

## **Regional Planning Body (RPB)**

The South West Regional Assembly is one of the nine regional planning bodies in England responsible for preparing Regional Spatial Strategies.

## **Regional Planning Guidance**

Regional planning policy document produced under the old planning system.

## **Regional Spatial Strategy**

Regional planning policy document to be produced under the new planning system by the South West Regional Assembly. This will be a statutory document and the Local Development Framework will have to be in general conformity with its policies.

## **Sustainability Appraisal**

The consideration of policies and proposals to assess their impact on sustainable development objectives.

## **Statement of Community Involvement**

A Local Development Document setting out how the Council intends to involve the community and stakeholders in the Local Development Framework and determination of planning applications.

## **Strategic Environmental Assessment**

The consideration of policies and proposals to assess their impact on the environment. This is to be undertaken as part of a Sustainability Appraisal.

## **Supplementary Planning Document (SPD)**

A Local Development Document that holds less weight than a Development Plan Document when determining planning applications an SPD provides additional guidance to development plan policies. It is not subject to an independent examination, but is subject to community and stakeholder involvement.



Bristol City Council would like to thank all those who have participated in the preparation of this document and in particular the Bristol Neighbourhood Planning Network, and Planning Aid.

[www.bristol.gov.uk/bdf](http://www.bristol.gov.uk/bdf)