

# Chiltern and South Bucks Statement of Community Involvement

May 2019



**CHILTERN**  
District Council



**SOUTH BUCKS**  
District Council

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Stronger in partnership

## Contents

<b>1. Introduction: Chiltern District and South Bucks District Councils Planning and Economic Development service</b>	<b>3</b>
<b>Community Involvement and Planning</b>	<b>3</b>
<b>Reviewing the Statement of Community Involvement</b>	<b>3</b>
<b>2. General Principles of Community Involvement</b>	<b>5</b>
<b>Benefits of Community Involvement: Why Engage with the Community?</b>	<b>5</b>
<b>3. The Development Plan for Chiltern District and South Bucks District: The Need for Effective Public Engagement</b>	<b>7</b>
<b>Stages of Engagement and Consultation:</b>	<b>7</b>
<b>Methods of Community Engagement and Consultation:</b>	<b>8</b>
<b>Commenting on the Development Plan:</b>	<b>9</b>
<b>Who should be involved in the production of the Development Plan for Chiltern District and South Bucks District?</b>	<b>10</b>
<b>4. Planning Applications: Procedures and Public Engagement in Chiltern District and South Bucks District</b>	<b>12</b>
<b>Normal Consultation Procedures.</b>	<b>12</b>
<b>Planning Performance Agreements (PPA's)</b>	<b>13</b>
<b>Consultation Procedures for Significant Development Proposals.</b>	<b>14</b>
<b>Community Involvement in Planning Obligations</b>	<b>15</b>
<b>5. Neighbourhood planning</b>	<b>16</b>
<b>6. The Continued Role of the Statement of Community Involvement</b>	<b>20</b>
<b>Appendix 1: Forms of Publicity for Planning Applications</b>	<b>21</b>
<b>Appendix 2: Development Plan Consultees</b>	<b>22</b>
<b>Appendix 3: Contact information</b>	<b>25</b>

## **1. Introduction: Chiltern District and South Bucks District Councils Planning and Economic Development service**

**1.1** In October 2015 Chiltern District Council and South Bucks District Council agreed to produce a joint local plan covering the combined district council areas. Work on this joint local plan is continuing. Subsequently the two councils agreed to form a new Planning and Economic Development service combining all the planning functions of the two councils into one combined service. The combined team became operational from the 4<sup>th</sup> December 2017.

### **Community Involvement and Planning**

**1.2** Community involvement lies at the heart of the planning system. This Statement of Community Involvement (SCI) sets out how the local community and stakeholders can participate in the planning process during the production of key planning documents of the Council's Development Plan, and how and when they can comment on development proposals made in planning applications.

**1.3** The Councils recognise that early engagement in the planning process with local communities and stakeholders, particularly in the production of documents forming their Development Plan, could help to secure a degree of consensus in the way the Councils plan to manage development across the two Districts.

**1.4** The SCI will therefore enable those persons or organisations choosing to engage with the planning process to gain a clearer understanding of what their role is in planning policy development, and at what stage they can comment during the process of determining planning applications.

### **Reviewing the Statement of Community Involvement**

**1.5** The two councils both have existing adopted SCI's in place Chiltern District Council – January 2012 and South Bucks District Council – July 2013 however the – regulations<sup>1</sup> now require local planning authorities to regularly review their SCI document at least every five years and to ensure they are up-to-date.

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<sup>1</sup> The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017

In January 2018 the government issued regulations<sup>2</sup> that required councils to include in their SCI documents a section of how the councils will assist parish councils and neighbourhood plan groups in the neighbourhood planning process. As both adopted SCI's were produced before these requirements relating to neighbourhood planning were in place, both became out of date and so needed to be reviewed. The Councils now have a joint planning function and have agreed to produce a joint Local Plan, as such, it is logical to produce a joint SCI covering the two councils. Should further changes be made by the Government to these processes, or if issues arise at a local level relating to how the Councils engage on planning matters, the Councils will assess the implications of these changes for the SCI and consider whether it is expedient to review all or part of the SCI at that time. other than that the councils will be required to review the SCI at least every five years from the date of its adoption and either issue a statement explaining that the document is considered to be up-to-date or produce a revised version if necessary.

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<sup>2</sup> The Neighbourhood Planning Act 2017 (Commencement No. 3) Regulations 2018

## 2. General Principles of Community Involvement

**2.1** Chiltern District and South Bucks District Councils have the following principles for involving a wide range of people and organisations throughout the planning process in the District council areas:

- **Ensuring access to information:** The Councils consider that, wherever practicable, documents should be made available in different formats, to encourage a wide readership. This is likely to include paper and electronic versions of key documents.
- **Ensuring information provided is clear and concise.** The Councils acknowledge that planning can be a complicated subject using technical terms and sometimes jargon. Every efforts will therefore be made to ensure all planning documents produced by the Councils will be easy to understand by different members of the community.
- **Providing the opportunity to contribute ideas.** Community groups and the wider public should have the opportunity to put forward their own ideas and feel confident that there is a process for taking their comments into account.
- **Providing the opportunity to take an active part in developing options and proposals in developing planning policy.** Where appropriate, opportunities will be provided for people to actively engage with planning professionals in the Chiltern and South Bucks District Councils.
- **Providing the opportunity to be consulted and make representations on formal planning policy in Chiltern District and South Bucks District.** Current Regulations require the two Councils to do this when producing documents that form part of the Council's joint Development Plan.
- **Provide the opportunity to get feedback and be informed about progress and outcomes.** The Councils hope to foster interest in local planning issues by keeping local communities and stakeholders informed in the production of documents. By using this approach the Councils hope that the local knowledge being imparted to them will lead to better planning outcomes.

### **Benefits of Community Involvement: Why Engage with the Community?**

**2.2** By adopting these six principles of community involvement throughout the Planning and Economic Development service, the Councils consider that there will be many benefits brought to the local community and stakeholders. These benefits include:

- Greater focus on the priorities identified by local communities;
- Influencing the provision of local services that are better able to meet local needs;
- Shared ownership of key policy documents;
- Increased understanding of how planning policies are developed and how they are linked to each other and other documents produced by the Councils;
- Increased support for local planning policies;
- Obtaining value for money on behalf of our customers.

**2.3** Both councils consider community involvement is important to make sure that the services being delivered tackle issues being identified by local communities. It also helps:

- To set priorities, recognising that resources are limited, as is the capacity to deliver;
- To ensure that the Councils services are customer focused

**2.4** Effective engagement and consultation is more than just passing on information about decisions already made. It is about:

- Setting up a real, practical dialogue and relationship with communities about things that affect their lives;
- A commitment to local communities to take their material views into account when decisions are made;
- Creating access for people who do not usually get heard;
- Feeding back how the results of consultation have made a difference to what the Councils do.

### 3. The Development Plan for Chiltern District and South Bucks District: The Need for Effective Public Engagement

**3.1** The Development Plan for Chiltern District and South Bucks District is made up of a number of documents that collectively guide future development across each respective district. The two councils are working to produce a joint local plan which will replace the current adopted local plans and Core Strategy documents with a new joint local plan covering development in the combined district areas over a 15 to 20 year period. The joint local plan is listed in a document called the Local Development Scheme, which provides a timetable for developing each planning policy document. The development plan process incorporates two types of documents:

- **Development Plan Documents** – These are documents which contain policies to be used in assessing proposals for new development (e.g. The Joint Local plan is an example of development plan documents); and
- **Local Development Documents** – These are documents such as the Local Development Scheme, Supplementary Planning Documents and the Statement of Community Involvement that do not include policies that seek to control or manage development proposals, but provide background information to development plan documents.

#### Stages of Engagement and Consultation:

**3.2** The Government requires the Councils to consult with communities and stakeholders on the production of development plan documents and supplementary planning documents. These statutory requirements are set down within government regulations that specify the stages of consultation and the persons and stakeholders who should be consulted during them.

**3.3** In the production of a development plan document, such as the Joint Local plan, there are currently two key stages which involve direct community involvement. These stages are:

- **The Public Participation Stage (Regulation 18):** This is an informal stage in the production of a development plan document. This stage involves dialogue with community groups, and other stakeholders (including residents of the Districts if the Councils consider it appropriate) about the content of the development plan document and the key areas of policy. This is usually not a one off event, rather, it

often is made up of a series of events and stages which will help the Councils build up an understanding of the important issues and concerns of the community and stakeholders.

- **The Publication Stage (regulation 19):** This is a formal stage in the production of a development plan document. At this stage the Councils formally 'publish' the version of the development plan document that it intends to submit to the Secretary of State for consideration. Comments are specifically sought from key stakeholders, organisations and individuals on the content of the development plan document and the policies proposed within it at this stage.

**3.4** In producing supplementary planning documents the Councils are only required to carry out one stage of public participation on a draft of the document prior to it being adopted. With the Statement of Community Involvement no public consultation is required.

### **Methods of Community Engagement and Consultation:**

**3.5** During the production of development plan documents, supplementary planning documents and the Statement of Community Involvement the Councils will carry out each stage of consultation in accordance with the requirements of the relevant regulations in place at that time.

**3.6** During the public participation stage(s) in the production of development plan documents, supplementary planning documents and the Statement of Community Involvement the Councils may draw on a number of methods to engage with the public. Based on recent experience of methods and their effectiveness, the methods the Councils might consider to engage with the community are:

- Sending out questionnaires to households and businesses in the two Districts. This can be achieved by a variety of methods by targeted leaflet drop, mailshot to every household and business in the Districts or by targeting specific areas or interest groups. We can also host interactive consultations on the Council websites;
- Holding public meetings and seeking the views of the attendees;
- Holding focused discussion workshops with key local stakeholders and community groups;
- Occasionally, subject to the content of the particular development plan document and the resources available to the Councils at the time, each household and business in the District may be directly notified by letter

or leaflet of the public consultation and the key matters for consideration.

**3.7** During the public participation stage, the Councils will endeavour to tailor the methods of consultation to reflect the type and content of document being produced.

**3.8** After each public participation stage, the Councils will collate, record and consider the representations received in deciding how best to go forward. In respect of development plan documents, details of the main issues arising from the representations and how these issues have been addressed in the production of the development plan document will be made available at the time that document is formally published.

**3.9** At the time the Councils reach the formal publication stage in the production of a development plan document, they must notify all of the consultation bodies required by the regulations. At this stage the Councils may also choose to notify individuals whom have requested to be included on the Councils consultation database of the publication of the development plan document. The relevant consultation bodies and individuals will be sent notification of the 'publication' of the development plan document by way of letter or by email. Comments on this version of the development plan document will be collated by the Councils. A summary of the main issues raised in the representations and copies of each representation received will be forwarded to the Inspector who will carry out a formal Examination of the policy document.

### **Commenting on the Development Plan:**

**3.10** At each stage of consultation in the production of development plan documents and/or, supplementary planning documents, the Planning Policy and Economic Development Team will accept representations on these documents in a number of different formats. The formats that the Councils have used in the past to enable persons or organisations to submit representations are:

- A Response Form or Questionnaire;
- the Council websites or dedicated consultation portal;
- Email;
- Letter; and
- Fax.

### Who should be involved in the production of the Development Plan?

**3.11** The Councils are committed to ensuring that all sections of the community and stakeholders have the opportunity to be actively involved in the Development Plan and planning application processes.

**3.12** Government regulations<sup>3</sup> and legislation set out the groups that must be consulted during the production of the Development Plan, these are referred to as 'consultation bodies'. These consultation bodies include statutory stakeholders such as adjoining local Authorities, Parish and Town Councils, Government Departments, statutory undertakers and groups that represent the interests of different religious and ethnic communities in the Districts. Other important groups that will be consulted include the wider community (made up of individuals, groups, and organisations that live, work, visit or operate in the area, including local business, developers and landowners, resident associations, police, schools, amenity groups and service providers). In addition the Councils maintain a database containing contact details of people and organisations who have expressed an interest in the Development Plan. The Councils will use this database, if appropriate, when they carry out consultation on documents which will form part of the Development Plan. Any person or organisation can request to be added to the database by contacting the Planning Policy and Economic Development Team (details at the end of this document – Appendix 3).

**3.13** The two District Councils have a good record of public consultation and a good level of contact with local amenity societies and village groups and with the community generally. However, the Councils recognise that there are some sections of the population of the Districts that rarely get involved with planning matters and as such could be missing out on the opportunity to influence planning policy for the future. These sectors of the community, which are often described as the hard to reach groups, include young persons, school children, young working adults, some ethnic groups, the less well educated and some elderly people who are not represented on local groups or societies.

**3.14** The Councils, by working with local community groups and organisations, are committed to encouraging the participation of hard to reach groups in the planning process. To aid involvement of some of these hard to reach groups the councils will make use of social media where

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<sup>3</sup> The Town and Country Planning (Local Planning) (England) Regulations 2012 as amended.

possible to advertise consultations and to point people to online copies of consultation documents.

**3.15** Wherever possible, the Councils aim to use plain English in any of the documents they produce. Where appropriate, they will produce simpler summary leaflets that explain the content of planning documents that are technical in nature. The Councils will also produce documents in a variety of formats, including paper and electronic versions. These documents will be published on the Council websites and will be made available to view in paper copy at the Council Offices. For certain consultations the Councils may display documents at the libraries which serve the residents of the Districts.

## 4. Planning Applications: Procedures and Public Engagement

**4.1** The Councils have a duty to consider all valid planning applications they receive. Many people become involved in planning issues as a result of commenting on or submitting a planning application. The majority of planning applications received are for small scale development for which meeting the statutory minimum requirements on consultation is sufficient. However, the Councils have taken the view that for applications proposing significant levels of development this may not always be sufficient.

### Normal Consultation Procedures.

**4.2** The Councils carry out consultations and publicise planning applications in accordance with at least the minimum standards set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015, and in some cases in excess of the minimum standards. The forms of publicity normally undertaken when the Councils receive a planning application are set out in Appendix 1

**4.3** Any written representations received by the Councils within 21 days of the date of the consultation being issued will be taken into account<sup>4</sup> when the application is determined. Organisations, such as Natural England, will be allowed a longer period of time to comment on applications where this is prescribed by legislation. It is therefore essential that persons, groups and town and parish councils wanting their comments on a planning application to be considered by the Councils, bear this in mind when submitting representations. The results of any such consultation will be taken into account in decisions made by, and on behalf of, the Councils.

**4.4** Planning applications registered as valid are published and available to view on the respective Council website:  
<https://pa.chilternandsouthbucks.org.uk/online-applications/>

**4.5** Neighbour notification of planning applications is carried out in accordance with a detailed set of criteria for identifying properties to be

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<sup>4</sup> Please provide a name and postal address, as we are unable to consider any anonymous representations.'

'Comments may be scanned onto the application file and be available for public viewing. We will use our best endeavours to ensure that signatures, telephone numbers and personal email addresses will not be published.'

notified. A copy of the Councils neighbour notification - detailed criteria is available to view on either Council's website – Chiltern - [http://www.chiltern.gov.uk/media/12629/Neighbour-notification-criteria/pdf/Which Neighbours are notified CDC.pdf](http://www.chiltern.gov.uk/media/12629/Neighbour-notification-criteria/pdf/Which_Neighbours_are_notified_CDC.pdf) South Bucks - <http://www.southbucks.gov.uk/publicity> . If there are no relevant/known neighbours to be notified, one or more site notices may be displayed on the application site.

**4.6** Consultation on planning applications is also carried out with statutory consultees in accordance with the rules and procedures set out in Part 3 of the Town and Country Planning (Development Management Procedure) (England) Order 2015. Such statutory consultees include, amongst others, the Highway Authority, The Historic Buildings and Monuments Commission for England, and The Environment Agency

**4.7** Consultations on and advertising of applications affecting listed buildings, conservation areas or the settings of either of these are carried out in accordance with the requirements of the Listed Buildings Act 1990.

**4.8** For applicants, the Councils operate a pre-application/post-decision professional planning advice service, full details of which are available on the Council websites<sup>5</sup>. This encourages applicants to obtain comments from planning officers before submitting a formal application. In this way problems can be identified and addressed by the applicant in advance of submitting an application.

### **Planning Performance Agreements (PPA's)**

**4.9** A Planning Performance Agreement (PPA) brings people together to agree the best way to take a development proposal through the planning process.

**4.10** Each one has a dedicated project officer and allows the councils to:

- Come up with a project plan for a proposal from pre-application stage through to decision
- Give applicants clear and constructive advice before they apply
- Go through proposal in more depth at various meetings
- Get councillors involved from the start
- Improve the quality of all the major applications that the councils receive.

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<sup>5</sup> <http://www.chiltern.gov.uk/planning/preapp> Chiltern or <http://www.southbucks.gov.uk/preapp> South Bucks

- Take a more bespoke approach when engaging and negotiating with applicants.
- Work outside the standard 13 week timeframe if needed.

### The project plan

**4.11** A PPA is a voluntary agreement between the applicant and the councils. Each one has a project plan with two phases.

### Pre application phase

**4.12** The councils will confirm the dates of any meetings with the applicant; agree what needs to be discussed and lists of attendees. This will help the councils to deal with any problems with an application before it's made.

**4.13** It's important that the councils and the applicant think about and deal with as many problems as possible at this stage, so there are no delays with the planning application later on. This way the agreed timetable can be maintained.

### Application phase

**4.14** The Councils will set out the agreed timetable and structure for how they will make a decision on your application.

### Why sign up to a PPA?

- 4.15** There are many benefits to having a PPA, including having:
- A named contact, so you can discuss your application when you need to
  - Key issues identified early on
  - More realistic, predictable and reliable timetables
  - Better accountability and transparency
  - Time dedicated solely to your project

### **Consultation Procedures for Significant Development Proposals.**

**4.16** The Councils consider that the small number of significant proposals which are made require a different approach to their norm for consultation. For the purposes of the SCI "significant developments" are: Major applications which are defined as housing developments for 10 or more dwellings or developments on sites bigger than 0.5ha (for outline permission), and for

other types of use any proposal consisting of new floorspace of more than 1000sqm or on sites bigger than 1ha.

**4.17** In the interest of good community relations, the Councils will encourage developers to undertake the following action for schemes that propose significant development:

**Before submitting a planning application for significant development applicants are encouraged to:**

- Undertake confidential pre-application discussions with planning officers under the scheme detailed on the Council website;
- Notify households and businesses within the local area, including the local town and parish councils, and seek views;
- Hold a forum, meeting or exhibition in the local area at which the local community has the chance to ask questions and make comments on the scheme.

**Once an application has been submitted for significant development applicants are encouraged to:**

- Hold an exhibition of the scheme proposals in the local area demonstrating how the proposals have changed following earlier consultation, at which the local community has the chance to ask questions and make comments on the scheme

**4.18** Whilst the Councils can only encourage developers to carry out these consultation arrangements for significant developments, it is in the developers' best interests to canvass local opinion and thus potentially reduce objections and speed up the process of decision making. The national planning policy framework encourages early engagement between applicants and the planning authority and between applicants and the wider public.<sup>6</sup>

**Community Involvement in Planning Obligations**

**4.19** During negotiations with developers in relation to planning obligations, the Councils will consider the outcomes of the developer's consultation with the local community. The Councils will then consider the relevance of the outcomes of discussions when considering the site-specific planning obligation requirements.

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<sup>6</sup> National planning Policy Framework – February 2019 - paragraphs 39 to 41.

## 5. Neighbourhood Planning

**5.1** The 2011 Localism Act introduces neighbourhood planning as a right for communities to shape their local area, and have more influence and control over their local area to ensure they get the right type of development for their neighbourhood. Neighbourhood Plans are led and produced by an authorised local community organisation such as a parish or town council.

**5.2** A Neighbourhood Plan can:

- identify a vision for the area and set objectives for the next 5 to 20 years
- Provide detailed planning policies setting out for example, where new development should be located and how it should be designed
- Allocate sites for different types of development such as housing, retail and office space and designate areas of community greenspace
- Identify key areas for improvement and set out proposals for them

**5.3** Neighbourhood Plans will be subject to consultation, examination and a referendum, and once adopted form a part of the statutory development plan for Chiltern or South Bucks District Councils

**5.4** An adopted Neighbourhood Plan carries significant weight in determining development proposals for the local area, as a result, there are a number of legal requirements that the plan must meet.

A Neighbourhood Plan must:

- Have appropriate regard to national planning policy
- Be in general conformity with the strategic policies in the Chiltern and South Bucks Development Plan
- Contribute to the achievement of sustainable development
- Be compatible with environmental obligations, as incorporated in UK law
- Be compatible with human rights requirements.

**5.5** The Localism Act places a legal duty on local planning authorities to support and advise qualifying neighbourhood plan groups that want to produce a neighbourhood plan. The following table outlines the advice and support that Chiltern District and South Bucks District Councils will provide in

terms of direct advice and support to neighbourhood plan groups in producing their neighbourhood plans.

<b>Neighbourhood Plan stage</b>	<b>Details of each stage of the neighbourhood plan process</b>	<b>District Councils support</b>
Neighbourhood Area	Under the regulations if a parish council requests a neighbourhood area covering the whole of its area the district council has to approve the neighbourhood area. All parts of Chiltern and South Bucks are parished areas	The council can supply if required a suitable map to show parish area. It will approve the neighbourhood area provided the application accords with the regulations.
Preparing a draft neighbourhood plan	Once the neighbourhood plan steering group has been set up by the qualifying body, it will need to identify the aims and objectives for the plan, begin community engagement and start to pull together an evidence base. Once the evidence base is established, the steering group will start to draft policies and proposals for the plan. This process can take on average 18 months to three years as applications for funding, commissioned evidence and analysis can take time to come forward. While preparing a neighbourhood plan, it	Initial meeting with neighbourhood plan group/parish Council,  Provision of background materials, e.g. maps and plans; links to evidence base and population data,  Advice on community engagement; consulting the statutory bodies. Initial advice on any emerging policies,

<b>Neighbourhood Plan stage</b>	<b>Details of each stage of the neighbourhood plan process</b>	<b>District Councils support</b>
	is important to engage with your community and keep everyone up to date on your progress throughout this period.	
Pre - submission draft neighbourhood plan	Once a draft plan is produced it will need to be consulted on for a six week period, this is carried out by the neighbourhood plan group on behalf of the Parish Council and must be evidenced in the consultation report submitted to the district councils. This consultation will allow any necessary changes that come forward from comments made by the public to be made in advance of submitting the plan for examination.	The councils will provide comments on the consultation version of the neighbourhood plan
Submission Neighbourhood Plan	Once the neighbourhood plan is submitted to the relevant district council the council will publicise and consult on the plan for six weeks.	The council will undertake the necessary publicity and consultation procedures
Examination	Once the submission stage is completed the representations and associated neighbourhood plan documents are	The district council will appoint an independent Examiner in agreement with the relevant parish council to examine the plan.

Neighbourhood Plan stage	Details of each stage of the neighbourhood plan process	District Councils support
	forwarded to an independent examiner who examines the neighbourhood plan.	
Examiners report	The examiner produces their report. This will probably propose some modifications and may or may not recommend the plan proceeds to Referendum	The Council has to consider each of the examiners recommendations and come to a view on each recommendation.
Referendum	Assuming the neighbourhood plan is passed to proceed to a referendum the referendum is held.	The district council is responsible for organising the referendum, including formal publicity, and holding the actual referendum.
Making (adoption) of Neighbourhood Plan	If over 50% of those who vote approve the making of the neighbourhood plan the council has to make the plan. If made the plan becomes part of the development plan for the area it covers.	The council will formally determine that the neighbourhood plan will be made and undertake the necessary publicity to that effect.

## 6. The Continued Role of the Statement of Community Involvement

**6.1** Development plan documents and supplementary planning documents that form part of the Councils Development Plan will be produced in accordance with the requirements set down in the Regulations.

**6.2** The Councils appreciate that a flexible approach is needed within the Planning and Economic Development Service to continue to ensure that the engagement and consultation methods used are appropriate to each of the documents it produces. Whilst it is important to retain flexibility, the Councils will seek to ensure that all relevant planning consultations are undertaken in accordance with the SCI.

**6.3** The Councils will continue to publicise planning applications in accordance with the regulations and as set out in the SCI. However, should the national regulations be revised any requirements of the new regulations would be used as the starting point for the level of future planning application publicity.

**6.4** The Councils will look to evaluate preferred methods of consultation identified in the document, as well as monitor the interest and representative groups identified. Where significant changes occur in the techniques/preferred methods of consultation, then amendments will be made to the SCI as appropriate.

**6.5** The Council will make resources available for preparing and consulting with communities on development plan documents and supplementary planning documents. As community involvement can be costly in terms of time and resources, the Planning and Economic Development Service will look to maximise resources available by working with other Departments to 'double-up' on consultations where appropriate. This will help avoid consultation fatigue and repetitious work.

**6.6** The Councils Planning and Economic Development Service is responsible for producing the new development plan documents and supplementary planning documents. Officers from other Council Services will also be providing support and advice during the process. The councils may also buy in additional resources or expertise as necessary where additional community involvement methods seem appropriate.

## Appendix 1: Forms of Publicity for Planning Applications

The table below lists the forms of publicity normally carried out by the Councils for the various types of planning applications they receive. Please note this does not include planning applications dealt with by the County Council such as Minerals and waste related applications for which the County carry out their own publicity.

<b>Forms of Publicity for Planning Applications</b>							
<b>Type of Publicity</b>	<b>Type of application</b>						
	Development requiring an Environmental Impact Assessment	Development contrary to the development plan	Development affecting a public right of way	Major application - eg 10 or more dwellings or 1000 square meters or more of floor space)	Development affecting Listed buildings or Conservation areas	Development of Wider concern	All other applications
Weekly list	✓	✓	✓	✓	✓	✓	✓
Town and Parish Council	✓	✓	✓	✓	✓	✓	✓
Site Notice	✓	✓	✓	✓	✓	✓	
Newspaper notice	✓	✓	✓	✓	✓	✓	
Web site	✓	✓	✓	✓	✓	✓	✓
Neighbour Notification	✓	✓	✓	✓	✓	✓	✓

## **Appendix 2 –Development Plan Consultees**

This appendix lists the types of bodies, groups and organisations that the Councils will involve and consult with, where appropriate, during the preparation and development of the Development Plan. It does not try to name every individual group, as the list would become quickly out of date. The list will be stored electronically and be updated throughout the process. The stage at which individuals, organisations and stakeholders will be invited to get involved will depend on the document, their function, if they have expressed an interest and where the Councils consider their input will be useful in preparing a sound document. However, the Councils aim to be inclusive throughout all stages of the process and will involve the public and stakeholders as appropriate to the Development Plan document being prepared.

In accordance with the Act and Regulations, Chiltern District Council and or South Bucks District Council must consult with a number of 'specific, general and government consultation bodies' that are appropriate to the Local Development Document in question.

Please note this list also applies to successor bodies where re-organisations occur.

### **Duty to Co-operate Groups**

The Environment Agency  
English Heritage (Historic Buildings and Monuments Commission for England)  
Natural England  
The Mayor of London  
The Civil Aviation Authority  
The Homes and Communities Agency  
Buckinghamshire Clinical Care Commissioning group  
The Office of Rail Regulation  
Transport for London  
Integrated Transport Authority  
The Highway Authority – (Bucks CC and Highways England)  
The Marine Management Organisation  
Each Local Enterprise Partnership  
Each Local Nature Partnership

## **Specific Consultation Groups**

The Coal Authority  
All District and Borough Councils in the County  
Adjoining Local Planning Authorities  
Adjoining Town and Parish Councils  
Town and Parish Councils within the relevant District  
The Environment Agency  
Natural England  
English Heritage (Historic Buildings and Monuments Commission for England)  
Relevant telecommunications companies  
Buckinghamshire Clinical Care Commissioning group  
Relevant electricity and gas companies  
Relevant sewerage and water undertakers  
The Homes and Communities Agency  
The Marine Management Organisation  
Network Rail  
Highways England  
The Police and Crime Commissioner for Thames Valley

## **General Consultation Groups**

The Regulations also specify that we must consult the following "general consultation bodies" where appropriate:

- Voluntary bodies, some of all of whose activities benefit any part of the Authority's area
- Bodies which represent the interests of different race, ethnic or national groups in the Authority's area
- Bodies which represent the interests of different religious groups in the Authority's area
- Bodies which represent the interest of disabled persons in the Authority's area
- Bodies which represent the interest of persons carrying on business in the Authority's area

## **Others**

The Councils will seek to engage and consult, where appropriate, with the general public, wider community, hard to reach groups and other local stakeholders. These also have a range of skills, resources and perspectives that need to inform the Local Development Framework and may include:

Amenity groups

Chambers of Commerce  
Employers  
Housing Associations  
Secondary Schools and Colleges  
Utilities  
Neighbourhood Watch Groups  
Developers and Planning Agents  
Gypsies and Travellers  
Rural community  
Travelling Showpeople  
Local Cultural, Sport and Recreational Groups

## **Appendix 3 – Contact information**

The planning Policy Team can be contacted in the following ways;

**By phone** Telephone 01494 586678

**By E mail** [planning.policy@chilternandsouthbucks.gov.uk](mailto:planning.policy@chilternandsouthbucks.gov.uk)

**Or in writing** at the following address.

The Planning Policy Team  
Chiltern District and South Bucks District Councils  
King George V House  
King George V Road  
Amersham  
Bucks  
HP6 5AW

### **Requests to be added to the Planning Policy Consultation Database**

Requests to be added to the Planning Policy Consultation Database can be made via any of the contact routes above. Likewise if somebody no longer wishes to remain on the database they can make a request to be removed from it.

**Chiltern District Council and South Bucks District Council are the data controllers for the purposes of the Data Protection Act 2018 and General Data Protection Regulations (GDPR).**

**Personal information (address, telephone, Email details) will only be used by the councils to contact people in relation to Development Plan documents, this information will not be used for any other purpose.**