



GREATER CAMBRIDGE  
SHARED PLANNING

# STATEMENT OF COMMUNITY INVOLVEMENT

GREATER CAMBRIDGE  
SHARED PLANNING

2019

**CAMBRIDGE CITY  
COUNCIL**

Po Box 700, Cambridge, CB1 0JH

**SOUTH CAMBRIDGESHIRE  
DISTRICT COUNCIL**

South Cambridgeshire Hall, Cambourne  
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Date of Adoption

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## Contents

Glossary	ii
Introduction	1
How can I get involved in the planning process?	5
Involving the Community in Planning Policy	7
Involving the Community at the Planning Application Stage	18
How the community can prepare a Neighbourhood Plan or Order	25
Monitoring and review	30
Appendix 1: Consultation Bodies for Plan Making	31
Appendix 2: Consultation Bodies for a Planning Application	36
Appendix 3: Statutory requirements for consulting on planning applications	38
Appendix 4: Sources of information for Neighbourhood Planning	39
Appendix 5: Council offices where planning consultation documents will be made available for public inspection	41

## **Glossary**

DPD – Development Plan Document

LPA – Local Planning Authority

NPPF – National Planning Policy Framework

SCI – Statement of Community Involvement

SPD – Supplementary Planning Document

## **Statement of our intention to engage with our communities**

This statement is part of a wider commitment made by Cambridge City and South Cambridgeshire District Councils to create and maintain effective working relationships with all sectors of the community, where citizens feel that they are listened to and have the opportunity to influence public decision making. Elected District Councillors have an important role in the planning process. Whilst local protocols in each authority set out the relevant requirements that Members are to follow, elected councillors have an important role in the planning process in both representing the views of the local community as well as decision making.

This document sets out how we will consult and engage with you in relation to the majority of our planning functions, with the overarching aim of engaging with communities in an efficient, effective and meaningful way both now and in the future.

We would encourage you, as residents and stakeholders (including Parish Councils and groups and associations representing residents and businesses in the area), to use this Statement of Community Involvement and the protocols set out within it, to hold the Authorities to account and ensure that all local people have sufficient opportunities to have their say. We recognise that consultation and engagement activities are constantly evolving, and this SCI will be revisited at regular intervals to ensure it is fully up-to-date and reflects local and national priorities, practices and policies.

## **1.0 Introduction**

### **What is a statement of community involvement?**

- 1.1 This Statement of Community Involvement (SCI) sets out how Cambridge City Council and South Cambridgeshire District Council will engage the public in the planning process. The SCI describes how the public, businesses and interest groups within the local authority areas can get involved in the creation of local planning policy and the planning application process aiming at shaping where we live, work and trade. This is essential to help improve understanding and openness of the planning process.
- 1.2 There is a legal requirement on Local Planning Authorities (LPAs) to undertake public consultation on local plans, neighbourhood plans and planning applications. It is important that this is undertaken in a cost-effective, efficient and proportionate manner. This SCI is an important document as it will establish a minimum standard of consultation and publicity on planning matters for both Cambridge City and South Cambridgeshire District Councils. This SCI has been split into three sections which cover the following roles and responsibilities of the planning service:
  - Planning Policy including the production of planning policy documents including the Local Plan
  - Development Management including how the councils consider and publicise planning applications, and
  - Neighbourhood Planning setting out how the councils will assist groups who are preparing neighbourhood plans

### **How does the statement of community involvement relate to the Greater Cambridge Shared Planning Service?**

- 1.3 In 2015 Cambridge City Council and South Cambridgeshire District Council agreed to the principle of working in partnership to deliver a range of shared services. They also agreed to the principle of moving to a fully integrated shared planning service, known as the Greater Cambridge Shared Planning Service, to deliver the suite of services consistent with their obligations as the LPA for the two areas.
- 1.4 In reading this Statement, it is important to understand that although the Councils are sharing their planning services and have prepared this joint Statement, Cambridge City and South Cambridgeshire District remain separate

legal entities, in so far as the designated Local Planning Authority (LPA), is concerned. This Statement has been written in this context.

- 1.5 As part of the work being undertaken to move towards a fully integrated shared planning service, the LPAs have committed to jointly prepare a new Local Plan for the combined area (known as Greater Cambridge).

## **Why has a new Statement of Community Involvement been prepared?**

- 1.6 The councils have prepared this new SCI as there have been significant changes in development management and planning policy procedures since the adoption of the previous SCIs. The previous South Cambridgeshire District Council SCI was adopted in 2010 and the Cambridge City Council SCI was adopted in 2013. The changes to this SCI were in part due to changes to national policy and legislations, and reviews carried out by both authorities.
- 1.7 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, state that LPAs in England must review their SCI every five years to ensure it is up to date and reflects current legislation and best practice. This SCI has been prepared to ensure that the LPAs are in accordance with this regulatory requirement.
- 1.8 Further to these changes to national planning policy and legislation, the Localism Act 2011 introduced the opportunity for local people to prepare neighbourhood plans and orders. These may be prepared by parish councils in South Cambridgeshire or neighbourhood forums in Cambridge City. The councils have a statutory<sup>1</sup> role in the preparation of neighbourhood plans and orders.
- 1.9 These requirements have provided the opportunity to prepare a new SCI for the Greater Cambridge area. This will ensure both a consistent approach to consultations on planning applications and that the most effective consultation mechanisms are in place to support successful involvement of the local community in the emerging Joint Local Plan. This SCI also reflects current practices in community engagement, including greater use of electronic communications such as email and social media.
- 1.10 The councils want to ensure local communities are better informed about planning matters within the Greater Cambridge area. To achieve this, the councils will continue to promote the use of electronic methods of consultation

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<sup>1</sup> Neighbourhood Planning (General Regulations) 2012

including email and social media to make involvement easier, quicker and more cost effective. The councils are keen to explore new methods of communication and engagement with local communities, recognising that e-communications are the most appropriate way of publicising information on all aspects of the planning service to the widest possible number of people and organisations.

## **What is planning?**

- 1.11 Most new buildings, certain changes to existing buildings (including their use) or significant changes to the local environment need consent – known as planning permission.
- 1.12 Cambridge City Council and South Cambridgeshire District Council are the local planning authorities (LPAs) within the Greater Cambridge area. The authorities are responsible for a number of planning functions, including preparing an up to date Local Plan for the area as well as deciding whether a development proposal should be permitted.
- 1.13 Preparing a Local Plan involves a number of key stages in which local communities and key stakeholders can have their say on the emerging vision and planning policies for the area. Local communities also have the opportunity to prepare their own policies for their areas in a Neighbourhood Plan.
- 1.14 In determining planning applications, regard must be had to the relevant planning policies which have been adopted for the area as well as any comments that have been made by local people and other stakeholders.
- 1.15 The public can also get involved in the planning process by reporting planning control breaches to the councils' Planning Enforcement teams.
- 1.16 This SCI sets out in further detail the LPAs functions in relation to preparing planning policy, determining planning applications and how local community groups<sup>2</sup> and parish councils will be assisted in preparing their own Neighbourhood Plans. Within each of these sections, the LPAs have also set out how they will publicise public consultation and the time periods that will be applied to ensure an appropriate balance between effective public participation and efficient plan and decision making.

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<sup>2</sup> Where a community wants to take up the opportunities offered by neighbourhood planning, the legislation enables three types of organisations known as qualifying bodies to lead it. These are either a parish or town council; a neighbourhood forum; or a community organisation within a non-parished area.

- 1.17 Both LPAs have provided further advice on the planning process online. The South Cambridgeshire District Council [Parish Planning Pack](#) provides guidance on various aspects of planning and provides information to enable easier participation and communication with the planning service. Whilst the Parish Planning Pack has been prepared to reflect issues in South Cambridgeshire, much of its content can be applied to planning matters in Cambridge City. Additionally, the planning application process and how people can engage with this process has been set out on the [Cambridge City Council website](#).

## 2.0 How can I get involved in the planning process?

- 2.1 Since planning has a direct impact on the daily lives of residents and the business community, it is very important that development proposals are transparent and that you have the opportunity to have a say in the planning decisions that are made on your behalf.
- 2.2 Early involvement in the planning process means that you stand the best chance of influencing a decision. This applies to both the preparation of planning policy documents as well as planning applications. It is often at the planning policy stage of the planning process that strategic decisions are made regarding development. Once the principle of development has been established, matters of detail such as design are then considered at the planning application/Development Management stage of the process. This SCI has been written to inform you about the different formal stages of when you can get involved at each of these stages and how. In addition to the formal stages of planning, you are also able to speak to your local ward/parish councillors<sup>3</sup> whose primary role is to represent their ward or parish and the people who live in it.
- 2.3 Local knowledge is very valuable in helping to make good decisions and it is important that decision makers understand the type of community you want to live and work in. Likewise, it is very important that we understand the aspirations of those who are ultimately responsible for delivering future development (for example, developers and landowners) so that we can work together to bring forward development which is in the public interest.
- 2.4 The SCI has been written to guide you through the plan making, development management and neighbourhood planning process and set out how you can get involved in each of these areas. Nevertheless, there are also a number of other ways you can engage in the planning process at a local level.
- 2.5 Within South Cambridgeshire, Parish Planning Forums<sup>4</sup> are held to discuss planning matters with district councillors and planning officers. There are also Community Forums<sup>5</sup> relating to the new settlements at Northstowe, Waterbeach and development within the CB23 area of the district. These community forums are also held for growth areas that overlap with Cambridge City, including Cambridge East and North West Cambridge.

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<sup>3</sup> Ward Councillors – Cambridge City Council:

<https://democracy.cambridge.gov.uk/mgMemberIndex.aspx?bcr=1>

South Cambridgeshire District Council: <https://scambs.moderngov.co.uk/mgMemberIndex.aspx?bcr=1>

<sup>4</sup> [www.scambs.gov.uk/councillor-information/parish-councils/parish-planning-forums-and-training/](http://www.scambs.gov.uk/councillor-information/parish-councils/parish-planning-forums-and-training/)

<sup>5</sup> [www.scambs.gov.uk/community/community-forums/](http://www.scambs.gov.uk/community/community-forums/)

- 2.6 Both LPAs also hold Agent Forums<sup>6</sup> to update planning agents on changes to legislation and procedures within the Greater Cambridge Shared Planning Service.
- 2.7 Within Cambridge City, you are also able to get involved in the planning process through the Disability Panel<sup>7</sup> and Residents Association Forum<sup>8</sup>.

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<sup>6</sup> South Cambridgeshire District Council: [www.scambs.gov.uk/planning/forums-committees-and-consultations/south-cambridgeshire-agents-forum-archive](http://www.scambs.gov.uk/planning/forums-committees-and-consultations/south-cambridgeshire-agents-forum-archive)

Cambridge City Council: [www.cambridge.gov.uk/planning-agents-forum](http://www.cambridge.gov.uk/planning-agents-forum)

<sup>7</sup> More information can be found by emailing [access@cambridge.gov.uk](mailto:access@cambridge.gov.uk)

<sup>8</sup> [www.cambridge.gov.uk/residents-association-forum](http://www.cambridge.gov.uk/residents-association-forum)

## **3.0 Our methods for community engagement in Planning Policy**

- 3.1 The National Planning Policy Framework (NPPF) explains that the Local Plan is a plan for the future development of the local area, drawn up by the local planning authority in consultation with the local community. A local plan can consist of either strategic or non-strategic policies, or a combination of the two and cover all or part of the Greater Cambridge Area.
- 3.2 Cambridge City Council and South Cambridgeshire District Council each adopted individual Local Plans in 2018. The councils will commence a joint Local Plan review in 2019, which will cover the whole of the two districts with a single plan. In addition, a joint Area Action Plan is being prepared for the Cambridge Northern Fringe. This will provide specific policies to cover this Area of Major Change. These documents are subject to sustainability appraisal and must also be considered at independent examination before they can be adopted.
- 3.3 A timetable for preparing and reviewing local plan documents is set out in the Local Development Scheme, which is available on the councils' websites. This is regularly updated, and during plan preparation live information is provided online.
- 3.4 Local Plans are supported by supplementary planning documents (SPDs). These provide guidance to support the implementation of planning policies. Supplementary planning documents are capable of being a material consideration in planning decisions but are not part of the Development Plan. An SPD should also not add unnecessarily to the financial burdens on development. The key difference for SPDs is that they do not undergo public examination by a Planning Inspector and are not automatically subject to a sustainability appraisal. The same applies to the process for preparing or reviewing a statement of community involvement.
- 3.5 It should be noted that where documents are being produced by an individual council rather than jointly, the measures in this SCI will be applied by the individual council. An example might be an SPD being produced to supplement one of the current separate local plans.
- 3.6 Neighbourhood planning is a way for local communities to take a proactive approach to deciding the future of the places where they live and work. Communities can use a neighbourhood plan to help shape the future development and use of land in their neighbourhood. As LPAs, both South Cambridgeshire District Council and Cambridge City Council have a statutory

duty to give advice and assistance to their communities or qualifying bodies<sup>9</sup> when it considers appropriate in the preparation of a neighbourhood plan.

- 3.7 The LPAs will provide details of both adopted plans and plans in preparation on their websites<sup>10</sup>, including neighbourhood plans and Orders.

## **How will the Local Planning Authorities consult on Local Plan documents?**

- 3.8 The LPAs will give those with an interest in development in the area the opportunity to have their say on planning policy. The councils will aim to provide a flexible, proportionate and effective approach to consultation, customised and guided by the nature of the document being prepared.
- 3.9 We will also ensure that we meet the requirements of the Equality Act 2010, which aims to promote equality, eliminate discrimination and encourage good relations between different groups associated with age, disability, gender/gender reassignment, race, religion and other protected characteristics. It is recognised that some parts of the community are not always adequately represented such as gypsy and traveller communities in the area, the young and the elderly. The councils will work closely with relevant organisations that have experience in a particular matter to find the best way of consulting and liaising with these groups.
- 3.10 In preparing a Local Plan document, the LPAs will engage with relevant stakeholders and gather evidence. They will prepare a Consultation Statement setting out how this has been done, and how issues that have been raised have been considered in preparing the plan.
- 3.11 As part of the Examination process there could be further consultations, for example on main modifications to a plan. Any additional consultations will be for 6 weeks unless it falls over a main holiday period where it may be extended.
- 3.12 The statutory process for preparing these documents is set out in the Town and Country Planning (Local Planning) (England) Regulations (2012). There are two key stages of consultation during local plan preparation:

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<sup>9</sup> Qualifying Body is the term used in national legislation to refer to local groups preparing neighbourhood plans.

<sup>10</sup> Cambridge City Council: [www.cambridge.gov.uk/about-the-local-development-scheme-latest-information-and-timetables](http://www.cambridge.gov.uk/about-the-local-development-scheme-latest-information-and-timetables)

South Cambridgeshire District Council: [www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/news-and-updates/](http://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/news-and-updates/)

**Table 1: Local plan preparation**

Local Plan Stage	Consultation duration	Consultation methods
Public participation (Regulation 18)	One or more public consultations, on issues and options or draft policies. Consultations will be undertaken for a minimum of a 6-week period. All representations must be received within the consultation period.	Inviting representations through a notice on the councils' website, and advertising through other methods such as social media, news releases, Council publications or press adverts;
Pre-submission publication (Regulation 19)	Consultation will be undertaken for a minimum of a 6-week period. All representations must be received within the consultation period.	Written / email consultations with 'specific consultation bodies' and appropriate 'general consultation bodies' and other relevant stakeholders <sup>11</sup> ;  Consultation documents will be available to view on the councils' websites, and at council offices <sup>12</sup> ;  Public consultation events if appropriate to the nature of the consultation.

3.13 Following the stages above the council submits the Local Plan to the Secretary of State together with the representations received at the Regulation 19 stage. The submitted document, and the representations received, will be considered by a Planning Inspector at an independent examination. The councils will notify the specific and general consultation bodies who were invited to make representations at earlier stages, and all those who have requested to be notified, of this stage.

3.14 Those individuals and organisations that have made representations may be invited by the inspector to submit a written statement during the examination. Individuals and organisations that made an objection to the document and have requested to speak at the examination will be contacted by the Inspector to be informed of the procedure for being heard.

3.15 The council will notify all those who have requested to be notified, as soon as reasonably practicable following the receipt of the Inspector's Report. The

<sup>11</sup> Defined in Appendix 1

<sup>12</sup> Defined in Appendix 5

report will also be made available on the councils' website and at council offices<sup>13</sup>.

- 3.16 If the Inspector has concluded that the Plan is 'sound' the council will adopt the plan and will publish an adoption statement on their website and make it available to view at council offices. They will notify all those who have requested to be notified as soon as reasonably practicable.

## **Who the Local Planning Authorities involve in plan making?**

- 3.17 Regulations specify a number of organisations that LPAs must consult when preparing planning policy documents. These bodies are set out in Appendix 1. They include 'specific consultation bodies' and various types of 'general consultation bodies'. Specific consultation bodies include utility companies, government agencies, local authorities and parish councils. General consultation bodies are voluntary bodies active in the area and those bodies which represent different interests and include Neighbourhood Forums.
- 3.18 The council is required to co-operate with neighbouring local planning authorities and other prescribed bodies on strategic matters that cross administrative boundaries under the statutory 'duty to co-operate'. Whilst Local Nature Partnerships (LNP) are not subject to the requirements of the duty, the councils' are committed to cooperating with the LNP (Natural Cambridgeshire) and have regard to their activities which are relevant to local plan making. The LNP acts as an independent, objective voice for the natural environment in Cambridgeshire and Peterborough and part of its role is to coordinate partners to deliver projects and activity that will meet the Partnership's vision and aims<sup>14</sup>. The bodies identified under the statutory 'duty to co-operate' are listed in Appendix 1.
- 3.19 Although those identified above will be specifically contacted during the preparation of Local Plan documents, any individual, business, organisation or group is welcome to submit comments during consultation periods.
- 3.20 The LPAs will notify individuals, organisations or bodies who have requested to be notified about the preparation of documents they are interested in. The online consultation systems allow individuals and organisations to register their details and identify documents they would like to receive updates on.
- 3.21 Individuals and organisations can opt-in to receiving future mailings in relation to public consultations or notifications on planning policy documents by logging

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<sup>13</sup> Defined in Appendix 5

<sup>14</sup> [www.naturalcambridgeshire.org.uk](http://www.naturalcambridgeshire.org.uk)

in to the [Cambridge City](#) and/or [South Cambridgeshire District](#) consultation database and choosing the 'areas of interest' that you would like future mailings about. When you log in, you will find the list of 'areas of interest' under 'My Details'.

3.22 As a recently established shared planning service, there are currently two separate consultation databases. The 'areas of interest' available to opt-in to within the two consultation databases are different as the 'areas of interest' either relate to planning policy documents for South Cambridgeshire or Cambridge.

3.23 If you do not have an email address and would like to opt-in to receiving future mailings in relation to public consultations or notifications on one or more of our planning policy documents, please telephone us using the following numbers:

South Cambridgeshire District Council: 01954 713183

Cambridge City Council: 01223 457200

3.24 The privacy notice for planning policy consultations and notifications sets out how your personal data will be used and by whom, if you opt-in to any of our 'areas of interest'. This privacy notice is available to view online<sup>15</sup>.

3.25 If you make comments on a planning policy document, we will also offer you the opportunity to opt into these updates, which will keep you informed about future stages of the plan making process.

### **How can comments (representations) be submitted?**

3.26 During the consultation periods it will be possible to submit comments in writing, or electronically via email or, if available, an online consultation portal. Verbal comments will not be recorded. Representations received will be published on the councils' website(s).

3.27 Responding to the General Data Protection Regulations (GDPR), the councils have published a Privacy Notice, regarding how it will handle representations and your personal data submitted with those representations. This can be viewed on the councils' websites.

3.28 The councils will not accept or publish comments that contravene its compliance with the Equality Duty under the Equality Act 2010<sup>16</sup>.

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<sup>15</sup> Cambridge City Council: [www.cambridge.gov.uk/planning-policy-consultations-and-notifications-privacy-notice](http://www.cambridge.gov.uk/planning-policy-consultations-and-notifications-privacy-notice)

South Cambridgeshire District Council: [www.scambs.gov.uk/planning-policy-privacy-notice](http://www.scambs.gov.uk/planning-policy-privacy-notice)

<sup>16</sup> Equality Duty – Under the Equality Act 2010, the Council must have due regard to the need to:

## Preparation of Supplementary Planning Documents (SPD)

- 3.29 Supplementary Planning Documents (SPD's) can be prepared in order to add greater detail and guidance to planning policies or allocations. An SPD can not create new or amend existing planning policy. SPDs could relate to a location or area or they may be topic-based, such as affordable housing or design guidance. The process for preparing an SPD is different to Local Plan preparation.
- 3.30 Prior to the formal stage of consultation, the LPAs will engage with relevant stakeholders and gather evidence. They will prepare a consultation statement setting out how this has been done, and how issues that have been raised have been considered in finalising the SPD.
- 3.31 The statutory process for preparing these documents is set out in the Town and Country Planning (Local Planning (England) Regulations (2012). There is one key stage of consultation during SPD preparation:

**Table 2: SPD preparation**

Supplementary Planning Documents Stage	Consultation duration	Consultation methods
Regulation 12 and 13 Public Consultation on the Draft SPD	Minimum of four weeks	<p>Inviting representation through a notice on the councils' website, and advertising through other methods such as social media, news releases, Council publications or press adverts;</p> <p>Written / email consultations with specific and appropriate general consultation bodies and other relevant stakeholders (as set out in Appendix 1);</p> <p>Consultation documents available to view on the councils' websites, and at council offices<sup>17</sup>;</p>

eliminate unlawful discrimination, harassment and victimisation; advance equality of opportunity between different protected groups; and foster good relations between different protected groups.

<sup>17</sup> Defined in Appendix 5

		Public consultation events if appropriate to the nature of the consultation.
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3.32 The LPAs will consider all valid comments that are made and make any appropriate changes to the SPD before it is adopted. Upon adoption the SPD will be published together with an adoption statement, made available to view on the councils’ websites, and at the councils’ main offices during normal working hours. It will also send a copy of the adoption statement to all those who requested to be notified.

## Preparation of Neighbourhood Plans

3.33 The statutory process for preparing these documents is set out in the Neighbourhood Planning Regulations 2012 and subsequent amendments. Table 3 below sets out the key stages of consultation during Neighbourhood Plan preparations that are undertaken by the local planning authority. More information regarding the neighbourhood planning process can be found online<sup>18</sup>.

**Table 3: Neighbourhood Plan preparation**

Neighbourhood Plan Stage	Consultation duration	Consultation methods
Regulation 5, 6 and 7 Neighbourhood Area Designation Designating a neighbourhood area – the qualifying body <sup>19</sup> applies to the local planning authority for an area to be designated.	No consultation is required where the whole of a parish is proposed. A minimum period of 6 weeks consultation for all other proposed neighbourhood areas.	Inviting representation through a notice on the councils’ website, and advertising through other methods such as social media, news releases, Council publications and/or press adverts;  Notify by email the specific and appropriate general consultation bodies and other relevant stakeholders;

<sup>18</sup> South Cambridgeshire: [www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/neighbourhood-planning](http://www.scambs.gov.uk/planning/local-plan-and-neighbourhood-planning/neighbourhood-planning)

Cambridge City: [www.cambridge.gov.uk/neighbourhood-planning](http://www.cambridge.gov.uk/neighbourhood-planning)

<sup>19</sup> Where a community wants to take up the opportunities offered by neighbourhood planning, the legislation enables three types of organisations known as qualifying bodies to lead it. These are either a parish or town council; a neighbourhood forum; or a community organisation within a non-parished area.

		<p>The relevant qualifying body will be asked to assist the LPA in publicising the consultation by:</p> <ul style="list-style-type: none"> <li>• Placing information about it in any local newsletters or on their website, and</li> <li>• Placing around their local area at key locations the consultation poster prepared by the council.</li> </ul> <p>If requested by the relevant qualifying body the LPA will also notify local contacts in the proposed neighbourhood area. The contact details of these local groups to be provided by the qualifying body;</p> <p>Consultation documents available to view on the councils' websites and at council offices<sup>20</sup> during normal working hours; and additionally, at the relevant qualifying body's office or other appropriate publicly accessible venue within the neighbourhood area. The qualifying body may consider having the document available to view on their community website if one exists.</p>
<p>Regulation 9, 10 and 11 Designation of a neighbourhood forum</p>	<p>Not less than 6 weeks from the date on which the application is first publicised.</p>	<p>Inviting representation through a notice on the councils' website, and advertising through other methods such as social media, news releases, Council publications and/or press adverts;</p>

<sup>20</sup> Defined in Appendix 5

		<p>Notify by email the specific and appropriate general consultation bodies and other relevant stakeholders;</p> <p>The relevant qualifying body will be asked to assist the council in publicising the consultation by:</p> <ul style="list-style-type: none"> <li>• Placing information about it in any local newsletters or on their website, and</li> <li>• Placing around their local area at key locations the consultation poster prepared by the council.</li> </ul> <p>Consultation documents available to view on the councils' websites and at council offices<sup>21</sup> during normal working hours; and additionally, at the relevant qualifying body's office or other appropriate publicly accessible venue within the neighbourhood area. The qualifying body may consider having the document available to view on their community website if one exists.</p>
<p>Regulation 15 and 16 Submission Where a draft neighbourhood plan is submitted to the local planning authority and the plan meets the requirements in the legislation, the local planning authority must</p>	<p>Minimum of 6 weeks</p>	<p>Inviting representation through a notice on the councils' website, and advertising through other methods such as social media, news releases, Council publications and/or press adverts;</p> <p>Written / email consultations to notify any</p>

<sup>21</sup> Defined in Appendix 5

<p>publicise the neighbourhood plan</p>		<p>consultation body referred to in the consultation statement submitted alongside the draft neighbourhood plan. These bodies are referred to in Paragraph 1 of Schedule 1 in the regulations. The qualifying body will have considered which of these to notify depending on whose interests the qualifying body considers may be affected by proposals in the draft plan;</p> <p>Emails to anyone that has 'opted-in' to be notified of consultations on the specific document being prepared;</p> <p>Consultation documents available to view on the councils' websites and at council offices<sup>22</sup> during normal working hours; and additionally, at the relevant qualifying body's office or other appropriate publicly accessible venue within the neighbourhood area. The qualifying body may consider having the document available to view on their community website if one exists.</p>
<p>Regulation 18 Independent Examination Post receipt of the Examiners Report the local planning authority may decide to make a decision which differs from that recommended by the examiner. If this is</p>	<p>Within 6 weeks of the local planning authority first inviting representations</p>	<p>Emails sent by the LPA inviting representations from;</p> <ul style="list-style-type: none"> <li>i) the qualifying body;</li> <li>ii) anyone whose representation was submitted to the examiner;</li> </ul> <p>and</p>

<sup>22</sup> Defined in Appendix 5

the case the local planning authority must carry out a targeted consultation inviting representations.		iii) any consultation body that was previously consulted.
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3.34 Section 4.0 of this Statement of Community Involvement sets out how the LPAs will assist and advise Parish Councils and Neighbourhood Forums during the neighbourhood plan making process.

## Annual Housing Position Statement

3.35 The National Planning Policy Framework<sup>23</sup> (2018) requires LPAs to prepare an annual housing position statement which sets out a five-year supply of deliverable housing sites against the annual housing target set out in the Local Plan. In line with Planning Practice Guidance<sup>24</sup> (PPG), the Annual Housing Position Statement will be consulted on for a minimum of 4 weeks. The LPAs will consult with the relevant organisations found in Appendix 1.

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<sup>23</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/740441/National\\_Planning\\_Policy\\_Framework\\_web\\_accessible\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740441/National_Planning_Policy_Framework_web_accessible_version.pdf)

<sup>24</sup> [www.gov.uk/guidance/housing-and-economic-land-availability-assessment](http://www.gov.uk/guidance/housing-and-economic-land-availability-assessment)

## **4.0 Our methods for community engagement at the planning application stage**

- 4.1 A planning application is a means by which someone applies for permission from the local planning authority (LPA) to develop land. Cambridge City Council and South Cambridgeshire District Council are responsible for planning decisions that are made in their respective areas and receive a range of different types of planning applications for formal determination.
- 4.2 There are four key stages to the planning application process:
- Pre-application – a developer prepares the development proposal. Early engagement with the LPA, relevant stakeholders and the community is encouraged.
  - Planning application – an application is submitted to the LPA who will consult on the planning application.
  - Decision making – a decision is made by either a planning committee or delegated to a planning officer.
  - Appeals – the applicant has a right to appeal where they disagree with the decision of the LPA to refuse permission.
- 4.3 The statutory requirements for consulting on planning applications are set out in Appendix 3.

### **Pre-application advice and consultation**

- 4.4 Both Cambridge City and South Cambridgeshire District Council encourage applicants to carry out early engagement with the LPA and the local community before submitting a planning application. Early discussion of a proposal in the form of a pre-application with the council can:
- Verify the information required to be submitted with the application;
  - Reduce the likelihood of submitting invalid applications;
  - Help the applicant to understand how planning policies and other requirements may affect their proposal; and
  - Raise the quality of the development.
- 4.5 This pre-application advice stage is an important opportunity for planning officers to provide an initial view on a proposal, to identify any elements which may need amending and to identify information which should be submitted to support the application. These discussions enable planning officers to provide

advice to the applicant and in no way predetermine the outcome of the application.

- 4.6 Whilst some pre-application discussions can be confidential for commercial reasons, developers are strongly encouraged to undertake community engagement at this stage of the planning process, particularly where development is likely to have significant impacts on local communities or where the site is particularly sensitive. It is however not compulsory.
- 4.7 Section 122 of the Localism Act 2011 introduced a duty for developers to consult local communities before submitting planning applications for certain developments. For development proposals that fall outside of the requirements of the Localism Act, the LPA encourage pre-application consultation with local communities and key stakeholders. This allows those likely to be affected by the development to raise potential issues and to make suggestions. This in turn might reduce local opposition, increase the chances of a timely and positive decision from the LPA and improve the resulting quality of development.
- 4.8 Further information about the pre-application process can be found on the councils' websites<sup>25</sup>. Additionally, both LPAs also offer a Duty Planning Officer service where members of the public can obtain advice and guidance on largely householder applications. More information on the Duty Planning Officer service can be found on the councils' websites. There is also further general information and advice on the councils' websites about the planning application process.

## **The Planning Application Process**

- 4.9 The Town and Country Planning (Development Management Procedure) Order 2015 requires that at any time before a decision is made on a planning application, stakeholders and the local community should have the opportunity to comment on any aspect of the proposal. The level and extent of consultation will vary depending on the size, scale, location and nature of the proposed development. Planning applications, supporting information and key dates are available for public inspection online<sup>26</sup>.
- 4.10 The comments, known as representations, that are received during the consultation period will be considered in decisions made by and on behalf of

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<sup>25</sup> South Cambridgeshire: [www.scambs.gov.uk/content/pre-application-advice](http://www.scambs.gov.uk/content/pre-application-advice)  
Cambridge City: [www.cambridge.gov.uk/pre-application-advice](http://www.cambridge.gov.uk/pre-application-advice)

<sup>26</sup> South Cambridgeshire: <https://www.scambs.gov.uk/planning/view-or-comment-on-a-planning-application/>  
Cambridge City: <https://www.cambridge.gov.uk/planning-applications>

the councils'. Representations must be in writing and can only be taken into account if they relate to material planning considerations<sup>27</sup>. Representations will be added to the application file and made publicly available online alongside the planning application documents. These will be published in accordance with the Council's Privacy Notice.

- 4.11 It is current practice to take into account late representations received up to the point of determination of the application. Nevertheless, it is strongly recommended that representations are received by the LPA during the time period indicated in the LPAs publicity.
- 4.12 When a planning application is registered by the LPA, there is a statutory period during which anyone can comment on the proposal, as set out in Table 4. It is the LPAs responsibility to publicise planning applications. The approach to notification of planning applications will be to:
- Publish details of planning applications online (Public Access), including which applications have been registered, digital copies of plans and supporting information. Our websites include a search function to help find specific planning applications.
  - Undertake appropriate notification as shown in Table 4. In some instances, the LPA can go beyond the minimum statutory requirements where the development would potentially have a wider impact and may make use of additional methods of publicity such as articles in Council magazines. Such wider consultation is carried out at the discretion of the planning officer.
  - Parish Councils in South Cambridgeshire as well as Neighbourhood Forums in Cambridge City are consulted on all appropriate planning applications as statutory consultees.
  - Consult with both statutory and non-statutory consultees. All consultees have 21 days (30 days for applications accompanied by an Environmental Statement) from the issue of the consultation notice to make representations (extended as appropriate where the period extends over public or bank holidays). It is highly recommended that representations are submitted prior to the published consultation deadline. The list of statutory and non-statutory consultees related to planning application consultations is set out in Appendix 2.
- 4.13 Where neighbour notification letters/emails are sent out, this will usually be sent to properties directly adjoining the application site. The planning officer may sometimes determine that neighbour notification letters/emails should be sent beyond this where a development could potentially have an impact on a wider

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<sup>27</sup> [www.gov.uk/guidance/determining-a-planning-application](http://www.gov.uk/guidance/determining-a-planning-application)

area. This may include properties facing the application site or other properties within the street.

- 4.14 In addition, Cambridge City Council operates a Development Control Forum<sup>28</sup> where petitioners to an application can present their views to councillors, planning officers and the applicant some weeks before a planning application is determined. The aim of the forum is to allow early discussion of the planning issues raised by petitioners and to explore the scope for building consensus and for resolving concerns. This informal meeting does not determine the application, which is set out in more detail below.
- 4.15 It is at the discretion of the LPA whether further publicity and public consultation is necessary when an application has been amended. In deciding whether it is necessary, the LPA will consider the criteria set out in Planning Practice Guidance<sup>29</sup> published by the Government.
- 4.16 If it has been determined that re-publicity and re-consultation is necessary then it is open to the respective LPA to set the time frame for responses, balancing the need for the public to be given time to consider the issue that is being re-consulted upon and respond, against the need for efficient decision making. A period of 10-14 days is in most cases considered an appropriate period to allow for further comment.
- 4.17 Table 4 sets out how the councils will publicise planning applications made under planning legislation. Each type of planning application will be the subject of a different method of publicity which will broadly reflect the scale and impact of the proposal on its surroundings.

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<sup>28</sup> <https://democracy.cambridge.gov.uk/mgCommitteeDetails.aspx?ID=190>

<sup>29</sup> [www.gov.uk/guidance/consultation-and-pre-decision-matters#Re-consultation-after-amended](http://www.gov.uk/guidance/consultation-and-pre-decision-matters#Re-consultation-after-amended)

**Table 4: Minimum publicity for planning applications**

Type of application	Minimum method of publicity					
	Site notice	Site notice or neighbour notification letter/email	Press notice in local newspaper	Website	Parish Council notification email/letter	Neighbourhood Forum email/letter notification
Major Development						
Minor Development						
Householder Applications						
Applications subject to EIA which are accompanied by an Environmental Statement*						
Applications which do not accord with the development plan for the area*						
Applications affecting a Public Right of Way*						
Listed Building applications and applications affecting the setting of a Listed Building						
Brownfield Land Register (Part 2)						
Works to protected trees	 <i>Responsibility of the applicant</i>	 <i>Landowner must be notified</i>				
Applications relating to an advertisement						
Hazardous Substances Consent						
Where an application falls within a Conservation Area, a site notice may be required. The LPA will advise.						
Prior Notification Applications will be publicised as set out in the relevant regulations <sup>30</sup> . The LPA will advise.						
There is no statutory requirement to consult on the following types of applications:						
<ul style="list-style-type: none"> <li>• Certificates of Lawfulness of proposed use or development;</li> <li>• Certificates of Lawfulness of existing use or development;</li> <li>• Approval of details/Discharge of Conditions;</li> <li>• Non-material amendments.</li> </ul>						
* 30 Days public notice in local newspaper						
Method of publicity will be appropriate Discretionary (to be determined on a case by case basis by the LPA)						

<sup>30</sup> [www.planningportal.co.uk/info/200126/applications/60/consent\\_types/10](http://www.planningportal.co.uk/info/200126/applications/60/consent_types/10)

## Decision Making Process

- 4.18 Decisions on planning applications are made by Planning Committee and Planning Officers under delegated powers. This is set out in the Schemes of Delegation<sup>31</sup>. Applications that are likely to be considered by the Planning Committee include applications for Major developments and applications relating to the demolition of a listed building or a Building of Local Interest.
- 4.19 There are two separate Planning Committees across the two LPAs. Agendas and reports for Planning Committee are publicly available at least 5 working days before the meeting and are also published online. The committee meetings are minuted and published online. Members of the public may speak at a Planning Committee provided they have previously made written representations on the proposed development. Both councils have further guidance and information regarding speaking at Committee Meetings and can be viewed online<sup>32</sup>. There is also a Joint Development Control Committee – Cambridge Fringes, which comprises members appointed by the city, county and district council. This committee considers planning applications for major and ancillary developments on the fringes of Cambridge.
- 4.20 Once an application has been decided, a copy of the planning decision notice will be sent to the applicant. Notification of the decision will also be sent to all third parties who have made representations. This is in accordance with the LPA's statutory requirements<sup>33</sup>. The LPA will also make the decision available to view online through Public Access along with the reports that have been considered in the reaching of the decision. A Weekly List of determined planning applications is made available for Parish Councils, Neighbourhood Forums and any other interested parties to be kept informed of planning decisions in their areas on a weekly basis.

## Planning Appeals

- 4.21 An applicant may appeal to the Planning Inspectorate against a refusal or contest any of the conditions imposed to the granting of permissions or the non-

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<sup>31</sup> South Cambridgeshire District Council:  
<http://scambs.moderngov.co.uk/documents/s106617/Constitution%20-%20Complete%20Document.pdf>

Cambridge City Council: [www.cambridge.gov.uk/media/4094/constitution-part-3-section-9.pdf](http://www.cambridge.gov.uk/media/4094/constitution-part-3-section-9.pdf)

<sup>32</sup> South Cambridgeshire District Council:  
<http://scambs.moderngov.co.uk/documents/s93758/Public%20speaking%20protocol%20FINAL%20agreed%203%20June%202015.pdf>

Cambridge City Council: [www.cambridge.gov.uk/have-your-say-at-committee-meetings](http://www.cambridge.gov.uk/have-your-say-at-committee-meetings)

<sup>33</sup> [www.legislation.gov.uk/ukxi/2015/595/article/33/made](http://www.legislation.gov.uk/ukxi/2015/595/article/33/made)

determination of an application. Only the applicant has the right to appeal. The LPA will support the appeals process by adding appeal documentation to the online planning file. The councils will inform all parties that were originally consulted on the application or made representations on the proposal of the appeal. A planning appeal will then be considered by the Planning Inspectorate, who will make the final decision on the proposal. The LPA has no statutory requirement to notify neighbours or interested parties of the appeal decision. This will be made available on the Planning Inspectorate website<sup>34</sup>.

- 4.22 There are three procedures that an appeal can follow, written representations which usually relate to householder applications, advertisement consent and minor commercial (shop front) applications as well as a public hearing or a public inquiry. The procedure for these is set out in the 'Procedural Guide to Planning Appeals – England' (2018)<sup>35</sup>.

## Enforcement

- 4.23 Planning enforcement describes the processes involved in ensuring that people comply with planning law and requirements of a planning permission. The majority of cases arise through referrals from the public, councillors and council officers. Many investigations are confidential, so the process involves little public consultation. Where a breach of planning control is reported, an officer will investigate and assess the complaint, gather evidence and establish what, if any, the most appropriate course of action should be. Many investigations result in the submission of a planning application in an attempt to regularise a breach. When this is the case the community can become more involved in the same way as with any other planning application. If the breach cannot be regularised, the LPA will consider formal enforcement action. The LPA will ensure that the complainant is informed of the outcome of the council's investigation. Further information about the enforcement process can be found on the councils' websites, including the Planning Enforcement Policies<sup>36</sup>.

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<sup>34</sup> [www.gov.uk/appeal-planning-inspectorate](http://www.gov.uk/appeal-planning-inspectorate)

<sup>35</sup>

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/743495/Procedural\\_Guide\\_Planning\\_appeals\\_version\\_3.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/743495/Procedural_Guide_Planning_appeals_version_3.pdf)

<sup>36</sup> South Cambridgeshire District Council: [www.scambs.gov.uk/planning/planning-control-and-enforcement/enforcement-action/](http://www.scambs.gov.uk/planning/planning-control-and-enforcement/enforcement-action/)

Cambridge City Council: [www.cambridge.gov.uk/media/2796/planning\\_enforcement\\_policy.pdf](http://www.cambridge.gov.uk/media/2796/planning_enforcement_policy.pdf)

## 5.0 How the local community can prepare a Neighbourhood Plan or Order

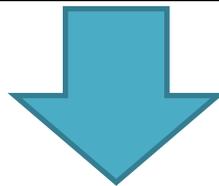
- 5.1 The Localism Act 2011 introduced the opportunity for local people to prepare neighbourhood plans and orders. These may be prepared by parish and town councils or neighbourhood forums.
- 5.2 Neighbourhood Plans set out policies for the development and use of land in a local area or neighbourhood. They are required to be in general conformity with strategic policies in the local plan. Once adopted a neighbourhood plan forms part of the development plan for the area and has the same status as a local plan.
- 5.3 Neighbourhood development orders grant planning permission for specific developments within a designated neighbourhood area and remove the requirement to submit a planning application for this type of development.
- 5.4 Local planning authorities (LPAs) have a statutory duty to help local communities who are preparing neighbourhood plans, however the plan-making process itself must be community led. Neighbourhood plans are required to undergo independent examination and be subject to a referendum of the local community.
- 5.5 As part of the statutory duty to support that the LPA must undertake, set out in the Neighbourhood Planning (General Regulations) 2012 regulations, the LPA must give advice and assistance to the Parish Council or Neighbourhood Forum. Figure 1 below broadly sets out how the LPAs carry out this duty to advise and assist Parish Councils and Neighbourhood Forums at each of the key stages. The amount of support provided will be subject to both the resources available and the needs of the Parish Council/Neighbourhood Forum. Further detailed guidance has been prepared by the LPAs and is available online with particular note of the relevant support offer for each LPA:
  - Cambridge City Council [Neighbourhood Plan Guidance Note](#)
  - South Cambridgeshire District Council [Neighbourhood Planning Toolkit and support offer](#)
- 5.6 Appendix 3 identifies other sources of information regarding neighbourhood planning. This will be kept under review and updated when necessary.

**Figure 1: Broad overview of how the LPAs will provide advice and support for neighbourhood planning**

**SCDC:** South Cambridge District Council

**CCC:** Cambridge City Council

<b>Step One: Getting Started</b>	
<p>The local planning authority (LPA) will provide advice online as a first port of call for enquiries about neighbourhood planning;</p> <p>The LPA will meet with parish councils in South Cambridgeshire or community/residents groups in Cambridge City who may be interested in preparing a Neighbourhood Plan to discuss:</p> <ul style="list-style-type: none"> <li>• the requirements of preparing a plan,</li> <li>• any other options that might also be available to meet local objectives and whether the Parish Council or community organisation has the necessary information to decide what approach would be best for them; and</li> <li>• identifying the area within which their plan would apply – know as the neighbourhood area.</li> </ul>	
	CCC: the requirements of forming a neighbourhood forum



<b>Step Two: Designating a Neighbourhood Area/Forum</b>	
<p>SCDC: Application Form for a neighbourhood area to be completed and submitted by the parish council. The LPA can assist by preparing a map to show the proposed Neighbourhood Area.</p>	<p>CCC: Application forms for creating a neighbourhood forum and a neighbourhood area to be completed and submitted by relevant local organisation. The LPA can assist by preparing a map to show the proposed Neighbourhood Area.</p>
<p>Where consultation is required for a neighbourhood area this will be for a minimum of six weeks undertaken by the LPA. The publicity for public consultation will correspond with the timescales and methods set out in Table 3 of the SCI.</p>	

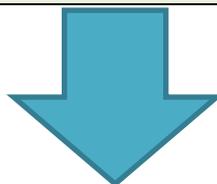


<b>Step Three: Preparing the Plan and Evidence Base</b>	
<p>Once the Neighbourhood Area is designated, the LPA will meet with the Parish Council/Neighbourhood Forum to advise on:</p> <ul style="list-style-type: none"> <li>• The Local Plan and emerging LPA policy and guidance documents</li> <li>• What support the LPA can give during plan making process</li> </ul>	

- Regulatory and legal requirements, including the requirement to meet the Basic Conditions<sup>37</sup>
- Sources of grants and technical support
- Effective methods of public engagement
- Mapping support
- Other sources of information including providing a lending library of resources
- The use of a planning consultant who specialises in neighbourhood planning.

During the preparation of the plan the LPA will:

- Provide information about where to find the data for building the evidence base for the plan
- Share information on contacts for key consultees
- Highlight the key allocations and designations on the Local Plan Policies Map that will impact the neighbourhood plan area
- Provide constructive comments<sup>38</sup> on emerging draft policies in the Neighbourhood Plan against the Basic Conditions
- Provide access to a Planning Toolkit which includes a range of guidance and specialist advice, subject to capacity, on how to prepare a neighbourhood plan such as gathering an evidence base and on planning issues that may need to be included in a Plan, such as local housing need.



#### **Step Four: Strategic Environmental Assessment (SEA), Environmental Impact Assessment (EIA) and Habitat Regulation Assessment (HRA)**

There is a statutory requirement for neighbourhood plans to carry out an SEA and HRA assessment to ensure:

- The emerging neighbourhood plan provides a high level of protection of the environment (SEA)
- The emerging neighbourhood plan protects and improves Europe's most important habitats and species (HRA).

A Neighbourhood Development Order may also require an Environmental Impact Assessment (EIA) to ensure that the full knowledge of any significant effects on the environment are known.

Other European directives, or future equivalent, may apply in particular circumstances of a draft neighbourhood plan or Order and the LPA will be able to advise at this stage.

SCDC: The LPA will organise and pay for the SEA and HRA Screening of the

CCC: The LPA will make the neighbourhood forum aware of their

<sup>37</sup> [www.gov.uk/guidance/neighbourhood-planning--2#basic-conditions-for-neighbourhood-plan-to-referendum](http://www.gov.uk/guidance/neighbourhood-planning--2#basic-conditions-for-neighbourhood-plan-to-referendum)

<sup>38</sup> The LPA will require 3 weeks notice of when documents or policies will be submitted for comment. The LPA will then seek to respond with comments within 3 weeks of receiving the draft policies/plan.

neighbourhood plan up to a maximum cost of £1,000. If the cost is higher than this or a repeat screening is required then this will need to be funded by the Parish Council. The LPA will also advise on third party technical support packages for any neighbourhood plan that requires a full SEA or HRA.	statutory requirements at this stage and advise on third party technical support packages for any neighbourhood plan that requires a full SEA or HRA.
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<b>Step Five: Pre-submission consultation and preparing the Plan for submission</b>	
SCDC: Where appropriate, the LPA will offer up to a maximum of £1,000, towards a single pre-submission health check of the draft neighbourhood plan before the parish council submits their neighbourhood plan and supporting documents to the LPA. Not all neighbourhood plans are eligible for this offer and the eligibility requirements are set out in the Neighbourhood Planning Toolkit <sup>39</sup> .	CCC: The LPA will advise the neighbourhood forum of the value of having a pre-submission health check of the draft neighbourhood plan before they submit the Plan and supporting documents to the LPA.



<b>Step Six: Submission of the Neighbourhood Plan for Public Examination</b>
<p>The final stages of preparing the neighbourhood plan are undertaken with the LPA as the lead rather than the Parish Council or Neighbourhood Forum. The LPA will keep the Parish Council/Neighbourhood Forum informed of progress and liaise with them to resolve any issues as the plan goes through the examination and referendum stages of the process. This will include liaising with the Parish Council or Neighbourhood Forum regarding:</p> <ul style="list-style-type: none"> <li>• The appointment of an examiner;</li> <li>• Arrangements for any public hearing that might be necessary;</li> <li>• Changes proposed in the Examiner’s Report to ensure the Plan meets the Basic Condition tests; and</li> <li>• Any changes to the neighbourhood plan.</li> </ul>

<sup>39</sup> [SCDC Neighbourhood Planning Toolkit](#)



### **Step Seven: Public Referendum and Adoption**

Subject to a successful outcome of the Public Examination, the LPA will then inform the Parish Council or Neighbourhood Forum of the council's decision to proceed to referendum and subsequent timescales. The organising of the public referendum and publicity regarding its outcome will be undertaken by the elections team at the council, rather than by the LPA.

Subject to a successful referendum, the Neighbourhood Plan will then be made by the Council as part of the statutory development plan for the area.

## **6.0 Monitoring and Review**

- 6.1 The SCI is based on current national planning policy and legislation. As per the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017, the LPAs are committed to reviewing the SCI at least every five years to ensure that it is up to date, reflecting current legislation and best practice.
- 6.2 Should national legislation change, there may be elements of this SCI which no longer apply. The LPAs will endeavour to update this SCI as soon as possible after significant national legislation change.
- 6.3 Each year the LPAs monitor and review the progress and effectiveness of the Local Plan in an Annual Monitoring Report (AMR). In accordance with the Annual Monitoring Report, the LPAs will also review consultation activities that have been carried out in accordance with the Statement of Community Involvement. This is to ensure the methods and techniques used to engage with all stakeholders of the community are effective and robust.
- 6.4 The councils will use the following indicators to measure outcomes:
- Number of people participating in consultation
  - Number of people using the councils' online website to make representations

## Appendix 1: Consultation Bodies for Plan Making

The Town and Country Planning (Local Planning) (England) Regulations 2012 specify a number of organisations that local planning authorities should consider consulting when preparing planning policy documents. These are known as ‘Specific Consultation Bodies’ and ‘General Consultation Bodies’.

The Regulations allow the councils to select ‘such of’ the Specific and General Consultation Bodies that may have an interest and/or the ‘local planning authority consider appropriate’ to the consultation document being prepared.

The organisations the councils will consult will be drawn from the list in this appendix and will depend upon the nature of the consultation being undertaken, bearing in mind:

1. The area covered by the document – certain organisations may only operate in parts of Cambridge and/or South Cambridgeshire:
  - a. The new Local Plan for Greater Cambridge will cover the whole of both Cambridge and South Cambridgeshire.
  - b. A topic-based Supplementary Planning Document (SPD) elaborating on district-wide policies in one or other council’s adopted Local Plan may cover the whole of Cambridge or South Cambridgeshire.
  - c. A site specific SPD may cover part of Cambridge or South Cambridgeshire.
2. The subject matter of the document - an SPD may address a specific topic which may only be of interest to some organisations.

The consultation bodies outlined in this appendix are common to both Cambridge and South Cambridgeshire. Where there are differences between the councils, these have been identified below.

### Specific Consultation Bodies

The ‘Specific Consultation Bodies’ are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012, Part 6, Regulation 2 as the following:

- The Coal Authority(b)<sup>40</sup>
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (now known as Historic England)
- The Marine Management Organisation(e),
- Natural England

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<sup>40</sup> The Coal Authority has advised South Cambridgeshire District Council it does not wish to be consulted

- Network Rail Infrastructure Limited (company number 2904587) (Network Rail Office of Rail Regulation)
- The Highways Agency (now known as Highways England)
- Relevant authority any part of whose area is in or adjoins the local planning authority's area:
  - a) A local planning authority

For both LPAs this includes Cambridgeshire and Peterborough Combined Authority

<p>SCDC:</p> <ul style="list-style-type: none"> <li>• Bedford Borough Council</li> <li>• Braintree District Council</li> <li>• Cambridge City Council</li> <li>• East Cambridgeshire District Council</li> <li>• Fenland District Council</li> <li>• Huntingdonshire District Council</li> <li>• North Hertfordshire District Council</li> <li>• Peterborough City Council</li> <li>• Uttlesford District Council</li> <li>• West Suffolk Council (comprising Forest Heath and St Edmundsbury Councils)</li> </ul>	<p>CCC:</p> <ul style="list-style-type: none"> <li>• South Cambridgeshire District Council</li> </ul>
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- b) A county council referred to in section 16(1) of the Act,

For both LPAs this includes Cambridgeshire County Council

<p>SCDC: Also includes the following adjoining county councils:</p> <ul style="list-style-type: none"> <li>• Essex County Council</li> <li>• Hertfordshire County Council</li> <li>• Suffolk County Council</li> </ul>	
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- c) A parish council

<p>SCDC:</p> <ul style="list-style-type: none"> <li>• Parish Councils within South Cambridgeshire; and</li> <li>• Parish Councils which adjoin South Cambridgeshire</li> </ul>	<p>CCC:</p> <ul style="list-style-type: none"> <li>• Parish Councils within South Cambridgeshire which adjoin the City</li> </ul>
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- d) A local policing body (Cambridgeshire Constabulary)

- any person—

(i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and  
(ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority's area,

- If it exercises functions in any part of the local planning authority's area—
  - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006(g) or continued in existence by virtue of that section; (now known as Clinical Commissioning Groups)
  - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989(h);
  - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986(a);
  - (iv) a sewerage undertaker; and
  - (v) a water undertaker;
- The Homes and Communities Agency (now known as Homes England); and
- where the local planning authority are a London borough council, the Mayor of London<sup>41</sup>.

## General Consultation Bodies

The 'General Consultation Bodies' are defined in the Town and Country Planning (Local Planning) (England) Regulations 2012, Part 6, Regulation 2 as the following:

- a) voluntary bodies some or all of whose activities benefit any part of the local planning authority's area;
- b) bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area;
- c) bodies which represent the interests of different religious groups in the local planning authority's area;
- d) bodies which represent the interests of disabled persons in the local planning authority's area;
- e) bodies which represent the interests of persons carrying on business in the local planning authority's area;

The LPAs must also ensure they meet the requirements of the Equality Act 2010. To ensure the views of 'harder to reach groups' are represented, the LPAs will work closely with relevant organisations that have experience in a particular matter to find the best way of consulting and liaising with these groups.

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<sup>41</sup> Note: the Mayor of London and Transport for London are not applicable to Cambridge and South Cambridgeshire.

The LPAs will also consult with other consultation bodies which they consider to be appropriate to planning and who do not fall into the above categories. These may include:

- Residents' Associations;
- Developers and agents;
- Landowners;
- Special interest groups.

## **Duty to Co-operate Bodies**

The 'Duty to Cooperate Bodies' are defined in Town and Country Planning (Local Planning) (England) Regulations 2012, Part 2, Regulation 4 as follows:

- The Environment Agency
- The Historic Buildings and Monuments Commission for England (known as Historic England)
- Natural England
- the Mayor of London <sup>2</sup>
- The Civil Aviation Authority
- The Homes and Communities Agency (now known as Homes England)
- Each clinical commissioning group established under section 14D of the National Health Service Act 2006
- The National Health Service Commissioning Board;
- The Office of Rail Regulation (known as the Office of Rail and Road)
- Transport for London <sup>2</sup>
- Each Integrated Transport Authority
- Each highway authority within the meaning of section 1 of the Highways Act 1980 (including the Secretary of State, where the Secretary of State is the highways authority)
- The Marine Management Organisation.

In addition, the Planning Practice Guidance states:

“Local Enterprise Partnerships and Local Nature Partnerships are not subject to the requirements of the duty. But local planning authorities and the public bodies that are subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities when they are preparing their Local Plans, so long as those activities are relevant to local plan making.”

(Planning Practice Guidance, Paragraph: 006 Reference ID: 9-006-20160519)

The Local Nature Partnership for Cambridgeshire and Peterborough is Natural Cambridgeshire. The role of Natural Cambridgeshire is to act as an independent, objective voice for the Natural Environment in Cambridgeshire & Peterborough, acting as a conduit to local and central government and other stakeholders. The main focus for the Natural Cambridgeshire Board will be to provide strategic leadership, coordinating partners to deliver projects and activity that will meet the Partnership's

vision and aims. More information regarding Natural Cambridgeshire is available on their website<sup>42</sup>.

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<sup>42</sup> <https://naturalcambridgeshire.org.uk/>

## **Appendix 2: Consultation Bodies for a Planning Application**

Statutory Consultees that Cambridge City Council or South Cambridgeshire District Council may consult (those consulted will vary depending on the type of application)

- Ancient Monument Society
- Anglian Water Services Ltd
- British Gas
- British Telecommunications plc
- Cambridge Water Company
- Cambridgeshire County Council
- Cambridgeshire and Peterborough Combined Authority
- Canal and River Trust
- Coal Authority
- Control of Major-Accident Hazards Competent Authority
- Crown Estates Commissioners
- Council for British Archaeology
- Department of Energy and Climate Change (DECC)
- Designated Neighbourhood Forums
- Department for Environment, Food and Rural Affairs (DEFRA)
- Environment Agency (EA)
- Forestry Commission
- Health and Safety Executive
- Highways Authority
- Highways England
- Historic England
- Marine Management Organisation
- Ministry of Housing, Communities and Local Government
- Mobile Operators Associations
- National Grid Transco
- Natural England
- Network Rail
- Parish Councils
- Rail Infrastructure Managers
- Rail Network Operators
- Society for the Protection of Ancient Buildings
- Sport England
- Theatres Trust
- The Gardens Trust
- The Georgian Group

- Twentieth Century Society
- Victorian Society

Examples of Non-Statutory Consultees that the councils may consult (those consulted will vary depending on the type of application)

- Cambridge Business Improvement District
- Cambridgeshire and Peterborough Clinical Commissioning Group (GGC)
- Internal council service areas (such as Housing and Environmental Health) (as relevant)
- Adjoining Parish Councils and Local Authorities (as relevant)
- Civil Aviation Authority
- Emergency Services and Multi-Agency Emergency Planning
- Ministry of Defence
- Office of Nuclear Regulation
- Residents' Associations
- Royal Society for the Protection of Birds (RSPB)
- Police and Crime Commissioner
- Wildlife Trust for Bedfordshire, Cambridgeshire and Northamptonshire

If you wish to join our consultation database, please send your contact details to:

Cambridge City Council:

Email: [applicationsupport@cambridge.gov.uk](mailto:applicationsupport@cambridge.gov.uk)

Write to: Application Support, Cambridge City Council, PO Box 700, Cambridge, CB1 0JH

South Cambridgeshire District Council:

Email: [planning@scambs.gov.uk](mailto:planning@scambs.gov.uk)

Write to: Planning Department, South Cambridgeshire Hall, Cambourne Business Park, Cambourne, CB23 6EA

## **Appendix 3: Statutory requirements for consulting on planning applications**

The LPAs are required to undertake a formal period of public consultation, prior to deciding a planning application. This is prescribed in:

- The Town and Country Planning (Development Management Procedure) (England) Order [2015](#)
- The Town and Country Planning (Permission in Principle) (Amendment) Order [2017](#)
- The Planning (Listed Buildings and Conservation Areas) Regulations [1990](#)
- The Planning (Listed Buildings and Conservation Areas) (Amendment) (England) Regulations [2004](#)
- The Town and Country Planning (General Permitted Development) (England) Order [2015](#)

## Appendix 4: Sources of information for Neighbourhood Planning

The following sources of information relate to the Stages of Neighbourhood Planning set out in Section 4.0. The LPAs will update this list when new information is published and new/amended legislation and regulations are introduced.

### Guidance and Regulations

Neighbourhood Planning Regulations:

Original (April 2012): [Neighbourhood Planning \(General\) Regulations 2012](#)

Amended (February 2015): [Neighbourhood Planning \(General\) \(Amendment\) Regulations 2015](#)

Amended (October 2016): [Neighbourhood Planning \(General\) and Development Management Procedure \(Amendment\) Regulations 2016](#)

National Planning Practice Guidance on [Neighbourhood Planning](#)

National Planning Practice Guidance – [Strategic Environmental Assessment requirements for Neighbourhood Plans](#)

### Other resources

Cambridge City Council Neighbourhood Plan [Guidance Note](#)

South Cambridgeshire District Council [Neighbourhood Planning Toolkit](#)

Department of Communities and Local Government (DCLG) – [Notes on Neighbourhood Planning](#)

Locality has a dedicated [Neighbourhood Planning website](#). The [Neighbourhood Plan Roadmap Guide](#) provides a good introduction to neighbourhood planning.

Planning Aid ([Forum for Neighbourhood Planning](#)) have published a suite of documents and resources to assist those developing a neighbourhood plan.

Planning Advisory Service ([PAS](#)) have published a number of guides, tools and templates for neighbourhood planning.

Locality – Information regarding [applying for grants and technical support](#)

A Parish Council or Neighbourhood Forum can apply directly to an independent Neighbourhood Plan examiner or approach the following organisations to refer them to an examiner to carry out health checks of Neighbourhood Plans:

[Neighbourhood Planning Independent Examiner Referral Service \(NPIERS\)](#)

[Intelligent Plans and examinations \(IPe\)](#) (There may be other organisations that offer this referral service).

## **Appendix 5: Council offices where planning consultation documents will be made available for public inspection**

It should be noted that where documents are being produced by an individual council rather than jointly, documents will only be made available for public inspection at the relevant council office.

### **Cambridge City Council**

Customer Service Centre

Mandela House

4 Regent Street

Cambridge

CB2 1BY

### **South Cambridgeshire District Council**

South Cambridgeshire Hall

Cambourne Business Park

Cambourne

Cambridge

CB23 6EA