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Statement of Community Involvement



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Contents

1.0	Introduction	3
2.0	Planning Policy	5
2.3	National Planning Policy Framework	5
2.5	The Development Plan	5
2.9	GMSF Development Plan Document	6
2.20	The Tameside Development Plan	9
2.26	Consultation on Development Plan Documents	10
2.37	Consultation on Supplementary Planning Documents	13
2.49	Consultation on Neighbourhood Plans	14
3.0	Planning Applications	16
3.1	Introduction	16
3.4	Pre-Application Discussions	16
3.11	Applications – Who Will We Consult	17
3.15	Applications – How Will We Consult	17
4.0	Resources	21
5.0	Monitoring and Review	22
	Appendix 1 – Consultees	23
	Appendix 2 – Glossary	26

1.0 Introduction

- 1.1 Planning ensures that the right development happens in the right place at the right time, benefitting communities and the economy. It plays a critical role in identifying what development is needed and where, what areas need to be protected or enhanced and in assessing whether proposed development is suitable¹.
- 1.2 This Statement of Community Involvement (SCI) sets out how Tameside Council will involve people in preparing and revising local planning documents and making decisions on planning applications.
- 1.3 The aim is that by achieving greater community engagement throughout the planning process the Council's stakeholders and other organisations will have an active involvement in identifying and addressing the main planning issues, and in the development of planning policies and proposals. In this way it is hoped that many objections will be resolved prior to the independent examination of local plans, and prior to the determination of planning applications.
- 1.4 This SCI highlights the importance of communities in planning. The Council will follow the guidelines and requirements set out in the following pages, monitoring and updating them when appropriate.
- 1.5 The Council recognises that community involvement can bring significant benefits:
 - **Strengthening the evidence base for plans, strategies and planning decisions**
 - stakeholders and local communities bring a different perspective to planning and are valued for their expertise, opinions and insight.
 - **Community commitment to the future development of an area**
 - local people make a difference in their area, with long-term benefits.
 - **Promoting regeneration and investment**
 - by publicising proposals and inviting the involvement of stakeholders and local communities, the Council demonstrates its commitment to joint working to achieve better quality results.
 - **Ownership and strengthening delivery**
 - many elements of local planning require joint working between the Council, local communities and stakeholders. The Council believes that involving communities at an early stage of document preparation helps to resolve issues and achieve a common commitment.

¹ Plain English Guide to the Planning System, Department for Communities and Local Government, January 2015

- 1.6 The Council is required to publish a SCI detailing how they will engage local communities, this is set out in the Planning and Compulsory Purchase Act 2004. In addition there are a number of regulations and guidance documents which set specific requirements for the Council to follow, detailed in Table 1 below.

Legislation / Guidance	
Planning and Compulsory Purchase Act 2004	For Local Plan making including for a Statement of Community Involvement (Section 18).
Development Management Procedure Order 2015	Sets out the statutory provisions for consultation on planning applications and specific bodies to be consulted depending on the type of planning application.
Town and Country Planning (Local Planning) (England) Regulations 2012	For Local Plan making, including consultation and consideration of representations, including submission, examination and publication requirements. (Regulations 4, 5, 12, 13, 17, 18, 19, 20, 35 and 36).
<u>The Town and County Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020</u>	<u>Makes temporary changes to Regulations 35 and 36 referred to above.</u>
Planning Practice Guidance	Sets out who should be involved in preparing a Local Plan.
Environmental Assessment of Plans and Programmes Regulations 2004	Sets out consultation requirements (Regulation 13) and post adoption requirements (Regulation 16).
The Conservation of Habitats and Species Regulations 20172010	Sets out requirements for consultation with regard to Habitats Regulations Assessment (Chapter 8).

Table 1 Summary of the relevant Acts, regulations and guidance documents in relation to requirements to engage local communities in the planning process.

- 1.7 This SCI is a revision to the previous edition adopted by the Council in 2010 and is needed to reflect changes ~~brought about by the above legislative and regulatory requirements as well as changes to the Council's own systems and available resources~~in [legislation, Government guidance](#) ~~, reflect~~and the challenges presented ~~by the Covid-19 pandemic. It is also revised to and establish a consistent message across Greater Manchester~~ [about the Greater Manchester Spatial Framework](#). This SCI ~~is not subject to independent examination as was required for the SCI it will replace and nor is it subject to an additional sustainability appraisal.~~
- 1.8 When preparing Local Development Documents or determining planning applications the Council must comply with the community engagement requirements set out in the adopted SCI.

2.0 Planning Policy

2.1 The Council wants to give local people a greater role in shaping their local area, and the provisions of the Localism Act and the National Planning Policy Framework (NPPF) gives the boroughs communities the opportunity to get more involved in the preparation of planning documents, together with new powers to help shape their neighbourhoods.

2.2 The Local Planning Authority is responsible for new plan making with the following section of the SCI setting out the consultation methods and opportunities for community involvement during the processes of policy making. The Council will always comply with the statutory minimum requirements prescribed by legislation, although in many cases it will go beyond this.

2.3 National Planning Policy Framework

The NPPF, introduced in March 2012 and most recently updated in February 2019, sets out the Government's planning policies for England and how these are expected to be applied. The Framework acts as guidance for Local Planning Authorities in preparing plans and making decisions on planning applications. Additional advice is provided in the Planning Practice Guidance (PPG).

2.4 When preparing policies in Development Plan Documents (DPD), they must be broadly consistent with the NPPF and PPG, being supported by appropriate evidence.

2.5 The Development Plan

2.6 The Development Plan for Tameside comprises various Local Development Documents (LDD) of which there are two main types;

- Development Plan Documents (DPDs) are documents that have been subject to independent examination and testing. Once adopted these are the documents against which planning applications are assessed. Planning decisions must be made in accordance with these documents unless material considerations indicate otherwise.
- Supplementary Planning Documents (SPDs) are not subject to independent examination and are not policy themselves, but they do provide guidance on how the DPD's will be implemented and are a material consideration in determining planning applications.

2.7 The current Development Plan for Tameside comprises of the following DPDs;

- Unitary Development Plan
- Unitary Development Plan Proposals Map
- Greater Manchester Joint Minerals Plan
- Greater Manchester Joint Waste Plan

2.8 When preparing a LDD the Council should comply with the requirements set out within the adopted SCI. The Council's intentions on the production of future DPD or SPD, including the timetable for doing so, are outlined in its Local Development Scheme (LDS) and reviewed in the Authority's Monitoring Report (AMR). These requirements also apply to any documents which the Council produces jointly with other Local Planning Authorities. Such documents in the past have included the aforementioned Greater Manchester Joint Minerals Plan and the Greater Manchester Joint Waste Plan. Currently work continues to progress across Greater Manchester on the production of a further joint planning document, the Greater Manchester Spatial Framework (GMSF).

2.9 GMSF Development Plan Document

2.10 The ten Greater Manchester authorities are working on the production of a joint plan titled 'Greater Manchester's Plan for Homes, Jobs, and the Environment' - the Greater Manchester Spatial Framework (GMSF). The GMSF will provide the overarching framework to strategically manage sustainable growth and development across the conurbation over the next twenty years or so.

2.11 Principally, the GMSF will identify the housing numbers and employment floorspace needs and associated infrastructure requirements as well as identifying the key allocations and broad opportunity areas where this growth should be focused. Further information on the preparation process for the GMSF can be found on the GM Consultation hub page.

2.12 Consultation on the GMSF is carried out on a joint basis and is in line with the Town and Country Planning (Local Planning) (England) Regulations 2012 and the ten districts' Statements of Community Involvement.

2.13 If you wish to register your interest in being informed of future GMSF consultation please register on the mailing list sign up page or contact: planningandhousing@greatermanchester-ca.gov.uk
~~The ten Greater Manchester authorities have agreed to produce a joint Greater Manchester Spatial Framework DPD which will provide the overarching framework to manage sustainable growth and development across the conurbation over the next twenty years.~~

~~2.11 The GMSF will principally identify the housing numbers and employment floorspace needs and associated infrastructure requirements for Greater Manchester, as well as identifying the key broad opportunity areas where this growth should be focused.~~

~~2.12 Work on the GMSF will be coordinated and managed by the Association of Greater Manchester Authorities (AGMA) on behalf of the ten districts. This Statement of Community Involvement sets out how the community and other stakeholders will be involved in the preparation of the joint GMSF.~~

~~2.13 The Greater Manchester Agreement allows for a directly elected mayor with powers over strategic planning, including the power to create a statutory plan for~~

~~Greater Manchester (with a unanimous vote of the Mayor's cabinet). Legislation is required to enable these changes and it is anticipated that the first city region Mayor elections will take place in early 2017.~~

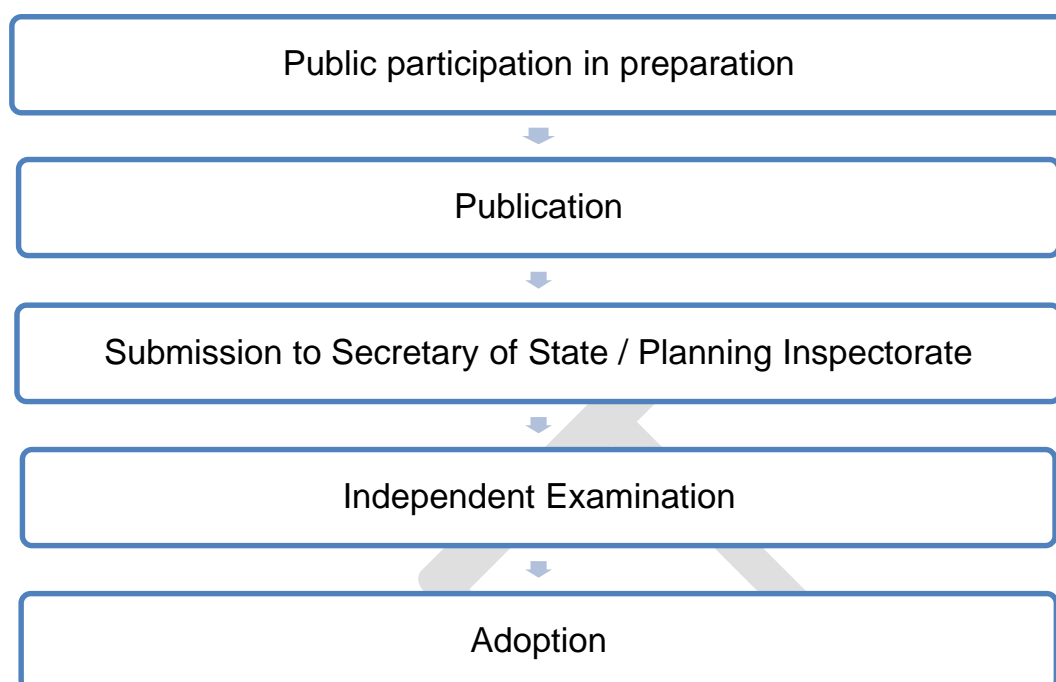
~~2.14 The governance of the GMSF will transfer from a joint development plan document produced by AGMA Executive Board to the GMSF produced by the GM Mayor and/or Greater Manchester Combined Authority in due course. Although this Statement of Community Involvement sets out how the community and other stakeholders will be involved in the preparation of the joint GMSF the consultation arrangements will need to be reviewed at the time of governance transfer.~~

~~2.15 Who will be involved?~~

~~The following groups will be consulted where appropriate:~~

- ~~• **Specific consultation bodies** – organisations that AGMA are required to consult throughout the plan preparation process, including those responsible for services, utilities and infrastructure provision, Parish Councils in and adjacent to Greater Manchester, adjoining councils and government departments, where appropriate.~~
- ~~• **Local organisations** – community and voluntary bodies with an interest in Greater Manchester.~~
- ~~• **Businesses** – those with business interests in Greater Manchester and bodies representing the interests of businesses operating in Greater Manchester.~~
- ~~• **Landowners, developers and agents** – those who have a direct interest in future development and have a major role to play in providing the facilities and services the district needs.~~
- ~~• **The general public** – those who live in, work in or visit Greater Manchester as well as those who have expressed an interest in the subject matter.~~

~~GMSF Preparation Stages:~~



~~2.16 When will they be involved?~~

- ~~• During **preparation**, as appropriate, inviting representations on what the GMSF should contain, when AGMA is gathering evidence, identifying the issues and developing the options for addressing the issues and developing the options for addressing these. Representations will also be invited on a draft document during a specified time period. Comments that are submitted will be considered prior to the next stage.~~
- ~~• At the **publication** stage, when the proposed submission version of the GMSF (the draft GMSF we want to adopt) is published to allow formal representations to be made for a period of at least 6 weeks on the soundness of the plan and whether it complies with legal requirements. Significantly, only representations made at this stage can be considered at the public examination.~~
- ~~• At the **submission** stage the GMSF and associated documents, including all the representations made at the publication stage, will be submitted to the Government (this is not an opportunity to submit additional comments). Following submission an independent inspector will be appointed to undertake a **public examination**. People who made representations at the Publication stage can appear at the examination.~~

~~2.17 How will they be involved?~~

- ~~• AGMA will contact appropriate organisations and individuals directly, by email or by post.~~

~~• AGMA will publicise consultations by methods such as the AGMA website and each of the ten districts' web sites, press releases, social media, meetings and workshops.~~

~~• AGMA will make consultation documents available on the AGMA website, at the principal office of each of the Greater Manchester Local Planning Authorities and at selected public libraries.~~

~~• AGMA will publish comments received, or a summary of them, as soon as possible and explain how they have been taken into account in preparing the plan.²~~

~~2.18 If you wish to register your interest in being informed of future GMSF consultations please contact gmsf@agma.gov.uk. Further information about the GMSF is available on the AGMA website: www.agma.gov.uk.~~

~~2.19 In undertaking the community and stakeholder involvement outlined above AGMA will ensure that the duty to cooperate with neighbouring councils and other prescribed bodies is met, as set out in law. In doing so AGMA will engage constructively, actively and on an ongoing basis and have regard to their activities so far as they are relevant, in order to ensure that strategic matters are given full consideration in the preparation of the GMSF.~~

2.20 The Tameside Development Plan

2.21 All local authorities are required to produce a Local Plan with the aim of providing a more flexible planning system that adapts to changing priorities and which seeks to secure sustainable development.

2.22 The Council will consult widely during the preparation of DPDs, inviting representations on what they should contain, the supporting evidence, the key issues and the options for addressing these at various stages.

2.23 The formal adoption of DPDs requires following a set process culminating in submission of the documents to the Secretary of State for Communities and Local Government who appoints an independent examiner ~~who's~~whose role it is to assess whether the plan has been prepared in accordance with legal and procedural requirements and whether it meets specified soundness tests.

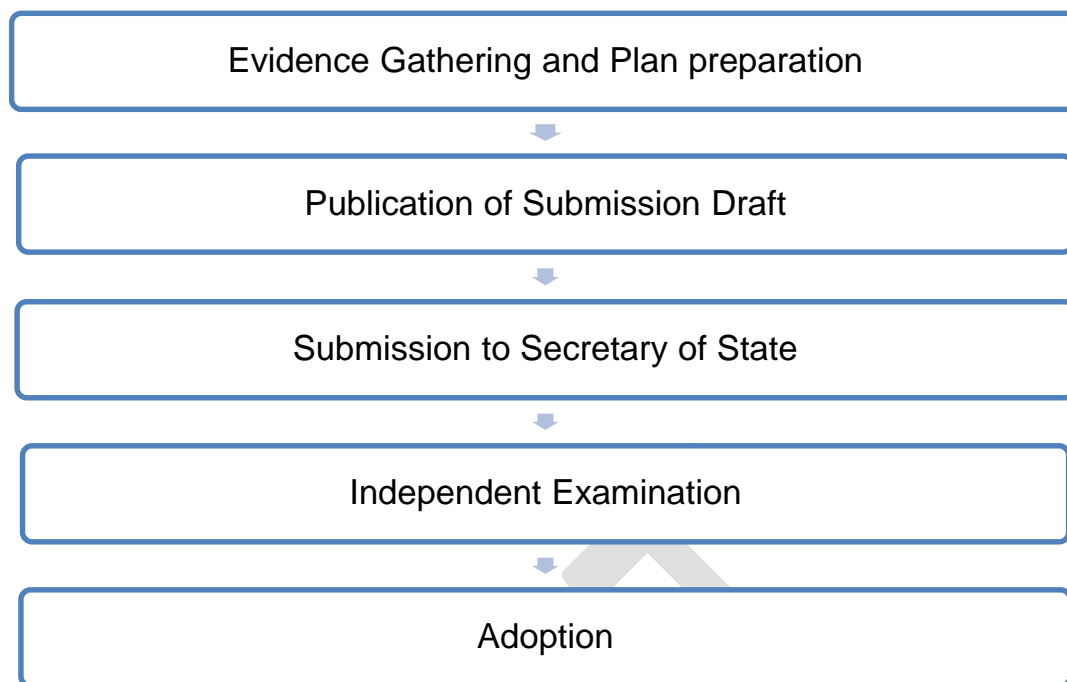
2.24 Tameside's future Development Plan is expected to consist of the following;

- Greater Manchester Joint Minerals Plan
 - Already adopted (April 2013), this document contains policies and site proposals to meet the needs for minerals planning across Greater Manchester.
- Greater Manchester Joint Waste Plan

² ~~The exceptions to this general principle occur at the 'publication' stage of the plan when representations are passed to the independent inspector to consider at the public examination and following the examination when the inspector may consult on proposed modifications to the plan. At these stages we are not therefore in a position to explain how comments have been taken into account.~~

- Already adopted (April 2012), this document contains policies and site proposals to meet the needs for waste planning across Greater Manchester.
 - Greater Manchester Spatial Framework
 - Being prepared by the ten Local Planning Authorities of Greater Manchester, the DPD will focus primarily on planning sub-regionally for housing and employment land requirements for Greater Manchester.
 - Tameside Local Plan
 - Will include both policies and site allocations, establishing where development will be encouraged and where it will be resisted.
 - Tameside Local Plan Proposals Map
 - Will illustrate where policy designations and site specific proposals are on plan.
 - Supplementary Planning Documents
 - Will be prepared and updated on a range of guidance areas
- 2.25 When relevant in the preparation of the above documents the Council will assess the social, economic and environmental impacts of the policies at each stage of plan production through carrying out a Sustainability Appraisal to identify and enhance the positive effects of policies whilst minimising any potentially adverse impacts. In addition, where necessary the Council will also carry out Habitat Regulations Assessment.
- 2.26 Consultation on Development Plan Documents**
- 2.27 There are a number of key stages involved in the preparation of any planning policy documents. These stages are required by Government through planning legislation and regulations and are designed to ensure that the process of plan making is as open and transparent as possible. The below highlights the key stages usually involved in the preparation of DPD's, ~~the stages at which consultation will take place and how consultation will be undertaken.~~

~~Tameside DPD key stages:~~



- 2.28 ~~As shown above the Council engages the community on an ongoing basis during plan preparation.~~ Further details about local plan preparation and the statutory process can be found here:

<https://www.gov.uk/guidance/plan-making>
<http://planningguidance.communities.gov.uk/blog/guidance/local-plans/local-plans-key-issues/>

- 2.29 Notification of public consultation on the emerging Tameside Local Plan or other DPD will be provided at various stages, as detailed below.

2.30 Who will be involved?

- 2.31 When preparing DPDs the Council is required by planning legislation to consider formally consulting and involving a number of specific bodies and organisations as well as voluntary bodies whose activities benefit any part of the borough, and other general consultation bodies representing a range of interested parties which are listed in appendix 1.

- 2.32 Additionally the Council has developed a consultation database which contains a wide range of other consultees and individuals. When appropriate, those on the database are contacted when preparing planning policy documents so there are numerous opportunities to influence policies and proposals as they develop.

- 2.33 Any interested parties or individuals are able to register to receive such correspondence at:

<http://www.tameside.gov.uk/planning/ldf/sci>

2.34 When will they be involved?

- **Evidence Gathering and Plan Preparation**

In developing ~~athe~~ DPD, such as the Local Plan, the Council will seek to engage with interested parties at an early stage. This will typically conclude in a minimum 6 week period of consultation on a draft version of the DPD which would be likely to include the key issues ~~within Tameside~~ and the realistic options for addressing these.

- **Publication of Submission Draft Stage**

Following consideration of all comments submitted on ~~athe d~~Draft DPD, the Council will prepare a Publication version of ~~the Plan~~ which ~~is that~~ which it effectively considers to be the Council's 'sound' and final document which will be subject to a further period of consultation lasting at least 6 weeks.

- **Submission and Examination**

The Council will inform anyone who has requested to be notified when the DPD is submitted to the Secretary of State, ~~in addition to anyone who made representations at the Publication Stage who will be notified of details of the Examination.~~

- **Adoption**

The Council will notify of the adoption of the DPD to all interested parties. The Inspector may advise the Council of their view as to whether the DPD requires modifications to be considered 'sound'. The Council is able to ask the Inspector to make recommendations as to what modifications are required.

2.35 How will they be involved?

2.36 The Council will consider using a range of consultation methods and activities (a number of which are specified by regulation ~~(as varied from time to time), which the Council will always meet~~) selected from the following list³ when undertaking consultation exercises in connection with DPDs:

- Electronic copies of dDocuments made available on the Council's website
- Hard copies of dDocuments made available ~~in local libraries and~~ at the Council's main reception

³ Where circumstances arise that are beyond the Council's control, such as a time of national lockdown during the coronavirus (Covid-19) restrictions, the Council may not be able to make use of some of the methods listed or may need to consult in a socially distanced way. In such circumstances the Council will tailor its consultation methods in line with legal requirements and the most up to date gGovernment guidance that exists at that time.

- Hard copies of documents made available at local libraries and other public buildings as the Council considers appropriate
- Emails and letters sent to database contacts
- Social media items
- Local newspaper articles
- Planning policy newsletter
- Other online news sources
- Site notice displayed at or near sites
- ~~Posters~~ Information displayed in prominent public spaces including at Council ~~buildings~~ civic suites, public notice boards and leisure centres.
- Presentation at established public meeting cycles
- Key stakeholder discussions
- Workshops
- Other alternative methods of physical and/or virtual engagement as deemed appropriate

2.37 Consultation on Supplementary Planning Documents

2.38 Similar to DPDs a number of key stages are involved in the preparation of SPDs although they are typically much quicker to produce as SPDs are not required to be submitted to the Secretary of State or be independently examined thereafter. SPDs are produced to support and provide additional information and guidance on policies and proposals contained in DPD's.

2.39 Who will be involved?

2.40 When preparing SPDs the Council will seek to encourage involvement from a wide range of bodies and organisations, individuals, businesses and other stakeholders as it sees fit. The nature of involvement will largely be dependent on the document's content, where for site specific SPDs the Council will seek to notify all those that are considered to be directly affected by the proposal.

2.41 The Council has developed a consultation database which includes a wide range of consultees and individuals, forming the starting point for engaging with stakeholders. Any interested parties or individuals are able to register to receive such correspondence at:

<http://www.tameside.gov.uk/planning/ldf/sci>

2.42 When will they be involved?

2.43 Where necessary the Council will engage with relevant stakeholders to inform the development of a draft SPD dependent upon the intended policy content. The Council will prepare a draft SPD and make this available for public comment for a period of no less than 4 weeks.

2.44 Once adopted the Council will make the SPD available on its website, principle office and libraries and also notify of the adoption to any person or body that made representation or who asked to be notified of the adoption.

2.45 How will they be involved?

2.46 The Council will consider using a range of consultation methods and activities (a number of which are specified by regulation) selected from the following [list⁴](#) when undertaking consultation exercises in connection with SPDs:

- Electronic copies of documents made available on the Council's website
- Hard copies of documents made available at the Council's main reception
- Hard copies of documents made available at local libraries and other public buildings as the Council considers appropriate
- ~~Documents made available on the Council's website~~
- ~~Documents made available in local libraries and at the Council's main reception~~
- Emails and letters sent to database contacts
- Social media items

~~2.47 Responses Received~~

~~2.48 Comments received during consultation periods on DPD's and SPD's should be made in writing and must include the name and address of the respondent, they cannot be treated in confidence and are available for public inspection. Following public consultation on DPD's and SPD's the Council will typically prepare a report which will set out a precis of the comments received, the Council's consideration of the comments and whether any change to the document has been made as a result of the comment. Producing such a report enables those that commented on documents to see how their comment has been considered.~~

2.49 Consultation on Neighbourhood Plans

2.50 Neighbourhood Planning is an optional process led by the community, parts of which the Council have to undertake and publicise. It is however the responsibility of Town Councils, Parish Councils or Neighbourhood Forums to engage and consult with the neighbourhood they seek to represent during the development of a neighbourhood plan, where the council will take a pragmatic approach to assisting established groups. Neighbourhood Plans need to be consistent with other elements of the Development Plan and would be subject to an examination conducted by an independent inspector.

2.51 Further guidance and advice on Neighbourhood Plans can be found on the Government's Planning Practice Guidance website

⁴ Where circumstances arise that are beyond the Council's control, such as a time of national lockdown during the coronavirus (Covid-19) restrictions, the Council may not be able to make use of some of the methods listed or may need to consult in a socially distanced way. In such circumstances the Council will tailor its consultation methods in line with legal requirements and the most up to date Government guidance that exists at that time.

<https://www.gov.uk/guidance/neighbourhood-planning--2>
<http://planningguidance.communities.gov.uk>

2.52 Wish to be kept informed?

- 2.53 If you have an interest in Local Plan preparation matters and would like to add your details to our database of contacts and receive emails or letters on future consultations please register your details here:

<http://www.tameside.gov.uk/planning/ldf/sci>

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3.0 Planning Applications

3.1 Introduction

3.2 The construction of most new buildings, major changes to existing buildings or to the local environment needs planning consent. Without a planning system everyone could construct buildings or use land in any way they wanted, no matter what effect this would have on other people who lived or worked in that area and the environment.

3.3 The Local Planning Authority is responsible for determining the applications submitted to it. The following section of this SCI set out the opportunities for community involvement during the processing of applications.

3.4 Pre-Application Discussions

3.5 The National Planning Policy Framework (NPPF) emphasises the importance to applicants of carrying out pre-application discussions with the Local Planning Authority and communities on their emerging proposals.

3.6 The aim of the pre-application process is to encourage discussion with a range of bodies including the local community before a formal application is made. By using this process it may be possible to amend a proposal in response to issues raised by Council officers, stakeholders, elected members or the community. This approach can help to avoid objections being made at a later stage.

3.7 Developers are therefore encouraged to contact the Council prior to the submission of a planning application to discuss their development proposal and any challenges which may arise from it. Generally this will involve discussions with relevant Council officers and the applicant or their agent, although the Council may also involve other interested parties where their knowledge or expertise could assist with discussions.

3.8 Where the Council consider a proposal is likely to generate significant levels of public interest, the prospective developer will be encouraged to engage in consultation with the local community prior to the submission of a planning application. This is likely to raise awareness of future proposals and enable the developer to take on board the views of local people when drawing up the details of the development proposal. Details of how consultation with the local community has assisted in shaping an application should be submitted with the proposal.

3.9 Community engagement should be genuine, where failure by the applicant to consult appropriately could lead to objections being made which could be material to the determination of the application.

3.10 Small scale developments such as house extensions will generally not require pre-application community involvement, but applicants are encouraged to discuss their proposal with neighbours and people who are directly affected, prior to the submitting an application. Further information on the pre-application stage can be found here:

<http://planningguidance.communities.gov.uk/blog/guidance/before-submitting-an-application/>

3.11 Applications – Who Will We Consult

3.12 The Council is committed to involving communities in Tameside in the planning application process and will actively seek the views of the community on planning matters as set out in this SCI. The Council's arrangements for publicity and notification will never be less than the statutory minimum set out in the Development Management Procedure Order 2015 (and its amendments).

3.13 In addition to pre-application discussions and wider community involvement there are statutory consultees which the Council must consult on planning applications. Exactly which body is consulted depends on the nature of the application but includes organisations such as the Environment Agency or Historic England for example. There are also a significant number of non-statutory bodies which the Council may consult in appropriate circumstances.

3.14 Further details on the statutory requirements for consulting on planning applications can be found here:

<http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/>

3.15 Applications – How Will We Consult

3.16 In publicising planning applications it is not only necessary for the Council to meet its statutory obligations but to strike a balance between considerations of cost, speed of decision making and providing appropriate opportunity for comment.

3.17 A weekly list of all valid planning applications received by the Planning Service is published on the Council's website and is sent to all Elected Members. This can be viewed at:

<http://public.tameside.gov.uk/plan/f422planapp.asp>

3.18 Consultees are able to download electronic documents, plans and reports from the Council's website in respect of the relevant application for inspection from the same link given above. Computers are available at the Council's Libraries for website access. Interested parties can also check the progress of an application via the same web pages.

3.19 Once a valid application has been received the Council's arrangements for publicity and notification will never be less than the statutory minimum set out in the Development Management Procedure Order 2015 (and its amendments), shown by hatching in table 2 below.

Type of Development	Site Notice	Site Notice or Neighbour Notification Letter	Press advertisement	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order	✓			
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement				
Applications which do not accord with the development plan.		✓		
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies.				
Applications for planning permission not covered in the entries above (e.g. Non major development)				
Applications for listed building consent where works to the exterior of the building are proposed.		✓		
Applications to vary or discharge conditions attached to a listed building consent or conservation area consent or involving exterior works to a listed building.		✓		

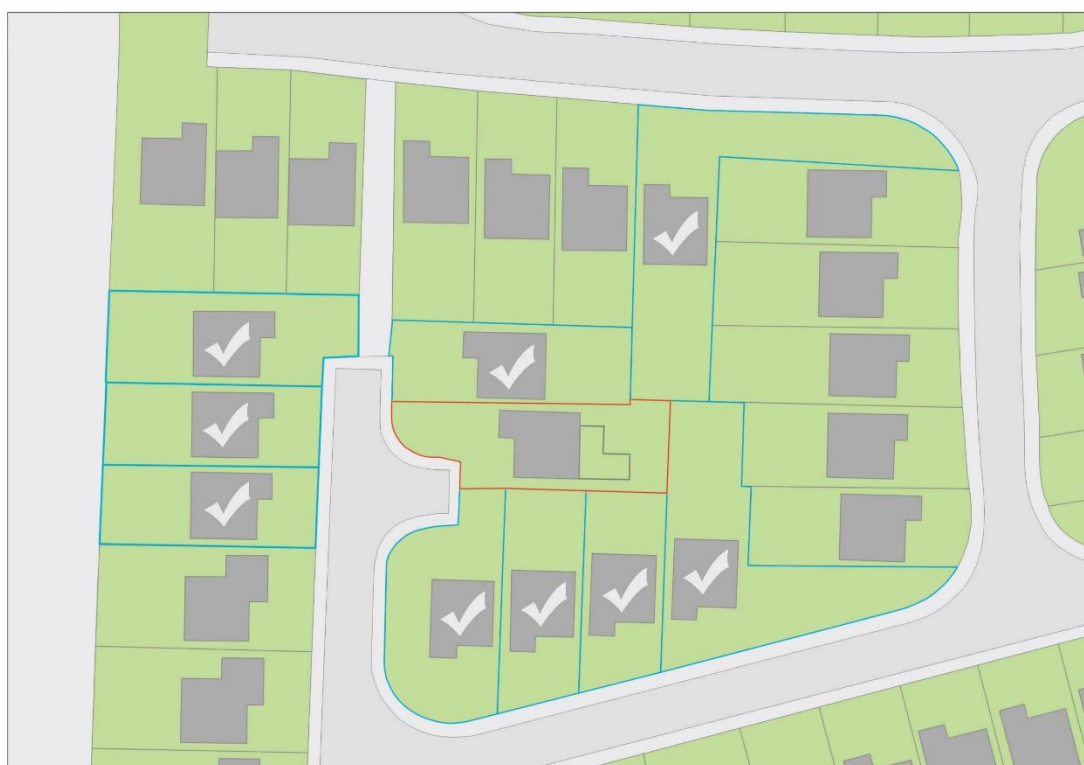
Table 2 - Statutory minimum and Tameside publicity requirements for planning and heritage applications. (Note: Environmental Impact Assessment guidance sets out further publicity and consultation requirements for applications where this is relevant).

Community involvement in the development management process may require general publicity with the wider community and also more targeted consultation where it is considered a proposed development could have an impact on an individual or set of individuals neighbouring the application site. The Council will, in addition, publicise proposals as shown in Table 2 indicated by ticks, which exceeds the statutory minimum requirements.

- 3.20 The Council's principle method of contact will be by a standard letter. The letter gives an address or location description of the application site, brief details of the proposal, where further details of the proposal can be inspected and when comments should be made by.
- 3.21 In respect of every valid planning application Neighbour Notification letters will be sent to adjacent properties sharing a boundary with the application site as depicted below in figure 1. This will also include properties separated from the application site by the public highway.

- 3.22 Where schemes affect the application site frontage and/or have a significant impact on the street scene, Neighbour Notification letters may be sent to additional properties at the discretion of the case officer. As highlighted in Table 2 in the case of major planning applications the Council will additionally consult through the use of at least one site notice.

Figure 1 - Consultation of adjoining properties, meaning any property which shares a boundary with the application site.



- 3.24 During the consultation period, representations to the Local Planning Authority should raise material planning considerations to carry any weight in the determination of the application (material considerations are genuine planning considerations). The considerations must also fairly and reasonably relate to the application concerned.
- 3.25 Representations must be made in writing or by email giving the name and address of the respondent. Verbal representations cannot be considered in the determination of an application. Representations cannot be made in confidence, they become part of the publicly viewable planning file, including by the applicant.
- 3.26 Any representations received which refer to material planning considerations either for or against the proposed development will be considered.
- 3.27 Applications – When will they be involved?**
- 3.28 Once an application is considered to be valid, the Council will contact consultees allowing 21 days from the date of the communication for comments to be made in writing. If material (significant) amendments to plans or other details are received

during the course of processing the application, the persons notified and/or those who have commented on the application thus far will be re-notified and given a further period of at least 14 days to make any representations.

- 3.29 In dealing with non-material amendments for minor alterations to applications during the course of processing the application then no further notification will be sent out.
- 3.30 The Council will not as a matter of course reply to or acknowledge representations made, but will not determine a planning application until the public consultation period relevant to the application has expired.

3.31 Decision Making

- 3.32 Most planning applications are decided by the Assistant Executive Director for Development Growth and Investment, who is afforded delegated powers as part of the Council's Constitution. The Council's Speakers Panel (Planning) and on occasion Strategic Capital Panel, which consists of Elected Members are able to make decisions about applications which cannot be determined through the scheme of delegated powers. The dates, times and locations of Council meetings can be found on its website.
- 3.33 In the case of non-householder applications, members of the public are entitled to request the opportunity to address the Speakers Panel (Planning) before a decision is made. Requests to speak should be made in writing to the Head of Planning within 21 days of receiving a neighbour notification letter. The applicant will also be given the opportunity to speak. Only one person from either side is allowed to speak, each for a maximum of five minutes. It is also possible for a member of the public to ask a local Councillor to speak on their behalf. Householder applications will only be determined by the Speakers Panel where a written requested is made by a Ward Councillor.

4.0 Resources

- 4.1 Community involvement has resource implications but the Council nonetheless recognises that investing in it can help minimise future costs by avoiding as far as possible the need for a lengthy and controversial Local Plan examination process.
- 4.2 The level of community involvement for both Local Plan preparation and Development Management related work that is identified in this SCI is considered to be realistic and is sufficiently targeted to enable the Council to achieve its requirements for community involvement, as set out in this SCI, can largely be met through existing internal staffing resources.
- 4.3 There may however be specific circumstances in which the Council will need to consider assigning additional resources to cover the costs of further assistance. Additionally, officers will continue to work closely with colleagues and partner organisations to adopt a positive approach to involving external groups and individuals and will utilise existing networks linked to other Council plans and strategies.

5.0 Monitoring and Review

- 5.1 The SCI has and will continually be reviewed in the future. The continuing aim is to learn from experience and to find ways to improve upon the arrangements and processes set out. ~~The Authority's Monitoring Report is used to feedback and monitor the consultation process and the success of the SCI.~~
- 5.2 The Council will continue to evaluate its consultation processes in terms of resources used and responses received. The Council will also assess the effectiveness of various community involvement techniques used in order to review the appropriateness of the methods and procedures used. ~~Significant amendments required as a result of any future changes will manifest in revision of the SCI in line with the procedures considered appropriate by the Council used in the preparation of this SCI or and as required or recommended by any changes to national legislation, or regulation and Government guidance. Any updates required as a result of future changes will be reported through appropriate Council processes.~~

Appendix 1 – Consultees

Please note the below lists are not exhaustive and the Council will apply its discretion where appropriate particularly in relation to successor bodies where reorganisations occur.

Duty to Cooperate Bodies:

- Civil Aviation Authority;
- Environment Agency;
- Historic England;
- ~~Homes and Communities Agency~~Homes England;
- The Marine Management Organisation;
- Natural England;
- ~~Office of Rail Regulation~~The Office of Rail and Road;
- Tameside and Glossop Clinical Commissioning Group;
- Tameside Local Highways Authority;
- Transport for Greater Manchester; and
- Highways England.

Above is a list of the relevant agencies that are to be engaged in addition to any neighbouring local planning authority or other local planning authorities with which there is a cross boundary matter.

- Local Enterprise Partnerships
- Local Nature Partnerships

The above two bodies are not subject to the requirements of the duty. However local planning authorities that are subject to the duty must cooperate with them and have regard to their activities when preparing Local Plans, provided their activities are relevant.

Specific Consultation Bodies

The following will be consulted in accordance with the Planning and Compulsory Purchase Act and the Town and Country Planning (Local Planning) (England) Regulations 2012 and subsequent amendments. Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulations Assessment legislation refers to the Statutory Consultees who are shown in bold in the list below:

- **Environment Agency;**
- **Historic England;**
- **Natural England;**
- Oldham Council;
- Stockport Metropolitan Borough Council;
- Manchester City Council;
- High Peak Borough Council;
- Derbyshire County Council;

- Mossley Town Council;
- Greater Manchester Police Authority;
- Greater Manchester Police and Crime Commissioner;
- Derbyshire Police and Crime Commissioner;
- Highways England;
- Homes and Communities Agency;
- Network Rail Infrastructure Limited;
- Peak District National Park Authority;
- Tameside and Glossop Clinical Commissioning Group;
- The Coal Authority;
- The Marine Management Organisation;
- Tintwistle Parish Council;
- Charlesworth Parish Council;
- Chisworth Parish Council;
- Saddleworth Parish Council.
- Relevant electricity and gas companies;
- Relevant sewerage undertakers (e.g. United Utilities);
- Relevant water undertakers (e.g. United Utilities);
- Relevant telecommunications companies; and
- Manchester Airport⁵

General Consultation Bodies

The following are defined as general consultation bodies and will be consulted, as appropriate, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012:

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

Other Consultees

To ensure robust consultation and enable early engagement in the planning document production process the Council will continue to consider the need to consult, where

⁵ Town and Country Planning (Local Planning)(England) Regulations 2012 stipulate who are specific consultation bodies, this does not include Manchester Airport, they are however included here due to their sub regional role.

appropriate, with those it has historically consulted including with a wide variety of groups and individuals to those included on the existing Local Plan database of contacts.

DRAFT

Appendix 2 – Glossary

AGMA

Association of Greater Manchester Authorities

~~The Association of Greater Manchester Authorities acts as the voice of the ten local authorities of Greater Manchester and works in partnership with a wide range of organisations including private, public and voluntary within the city region and beyond.~~

AMR

Authority's Monitoring Reports

Authority's Monitoring Reports set out the effectiveness of plans adopted by monitoring progress made across a number of social, economic and environmental indicators split in to topic based areas that affect the Borough.

DPD

Development Plan Document

Development Plan Documents are those which have been subject to independent testing, contain policy content and collectively DPDs comprise the boroughs planning framework.

GMCA

Greater Manchester Combined Authority

The ten authorities in Greater Manchester are the first in the country to develop a statutory Combined Authority which will co-ordinate key economic development, regeneration and transport functions.

GMSF

'Greater Manchester's Plan for Homes, Jobs, and the Environment' – The Greater Manchester Spatial Framework

~~The ten Greater Manchester authorities are working on the production of a joint plan. The GMSF will provide the overarching framework to strategically manage sustainable growth and development across the conurbation over the next twenty years or so. The Greater Manchester Spatial Framework will be a planning document covering the 10 local planning authorities across Greater Manchester. The spatial framework will principally identify future housing and employment land requirements for the sub-region, and the required associated infrastructure as well as broad opportunity areas for growth.~~

HRA

Habitats Regulations Assessment

A Habitats Regulations Assessment involves assessment of strategic policy and potential allocated sites for potential impact upon European designated nature sites.

LDD

Local Development Document

Local Development Documents collectively comprise Development Plan Documents (DPDs) that have been subject to independent testing and Supplementary Planning Documents (SPDs) which are not subject to independent testing.

LDS

Local Development Scheme

The Local Development Scheme is the project plan or timetable which sets out which planning documents the Local Authority will look to prepare when.

NPPF

National Planning Policy Framework

The National Planning Policy Framework is a statement of the Government's national planning policy which acts as guidance for local planning authorities and decision-takers, both in drawing up plans and making decisions about planning applications.

NPPG

National Planning Practice Guidance

The National Planning Practice Guidance sits alongside the NPPF and provides technical guidance on its application.

SA

Sustainability Appraisal

Sustainability appraisal is an assessment process used to appraise the social, environmental and economic effects of the strategies and policies proposed in planning documents. Its purpose is to enhance the positive effects of policies whilst minimising any potentially adverse impacts.

SCI

Statement of Community Involvement

The Statement of Community involvement sets out how Tameside will involve people in preparing and revising local planning documents and making decisions on planning applications.

SPD

Supplementary Planning Document

A Local Development Document that has not been subject to independent testing. SPD were formerly known as Supplementary Planning Guidance (SPG).