



OXFORDSHIRE STATEMENT OF COMMUNITY INVOLVEMENT

ADOPTED

7 November 2006

in accordance with section 23 of the
Planning and Compulsory Purchase Act 2004



**OXFORDSHIRE
COUNTY COUNCIL**

ENVIRONMENT & ECONOMY

www.oxfordshire.gov.uk

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1. Introduction

- 1.1 Changing the way people think and feel about the planning system is a key part of the Government's planning reform agenda. The County Council believes in promoting a positive view of planning as a strategic, proactive force for sustainable development. Effective community involvement is central to this.
- 1.2 The purpose of this Statement of Community Involvement is to set out the County Council's policy, and the standards it will seek to achieve, to ensure meaningful and effective consultation and involvement of stakeholders and other members of the community in:
- (i) the preparation, alteration and review of the minerals and waste (local) development documents within the new Oxfordshire Minerals and Waste Development Framework, which will replace the existing Minerals and Waste Local Plan; and
 - (ii) the consideration of planning applications that are determined by the County Council.
- 1.3 This Statement of Community Involvement cannot change legal requirements or impose direct requirements or conditions on others, but it shows how requirements for community involvement and consultation are to be met.
- 1.4 This Statement of Community Involvement is in five sections:
- (i) An introduction to the new planning system, including a description of the mineral and waste development documents we intend to produce within the Minerals and Waste Development Framework and the programme for their preparation.
 - (ii) The Council's vision for community involvement in planning.
 - (iii) The methods we propose to use to involve and consult people and organisations in preparing the new minerals and waste development documents, and who is to be consulted and when.
 - (iv) How we propose to involve and consult people in dealing with planning applications, taking into account statutory requirements.
 - (v) How we intend to manage the community involvement process, including the resources available and how results will be used and reported back to the community.
- 1.5 A consultation draft of this Statement of Community Involvement was published in September 2005. After considering the comments received on that draft, a revised version of the Statement of Community Involvement was submitted to the Secretary of State and published for comment in February 2006. Representations were received on the Submitted Document and an Independent Examination of it was carried out by a government appointed Inspector. The Inspector's Report was received in July 2006. The Inspector recommended certain amendments to the Statement of

Oxfordshire Statement of Community Involvement

Community Involvement but otherwise concluded the document is sound. (Appendix 1 sets out the Government's tests of soundness for statements of community involvement.) This Statement of Community Involvement includes all the amendments recommended by the Inspector. It was adopted by the County Council on 7 November 2006.

- 1.6 For further information about the Oxfordshire Minerals and Waste Development Framework, including this document, please contact:

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2. Introduction to the new planning system

- 2.1 Under the Planning and Compulsory Purchase Act 2004, the planning system has undergone its most significant change for many years. The present system of local plans is being replaced by local development frameworks, and the Oxfordshire Minerals and Waste Local Plan is being replaced by the Oxfordshire Minerals and Waste Development Framework. This will be a portfolio of local (minerals and waste) development documents setting out policies and proposals for a period of at least 10 years, against which planning applications for minerals and waste and related development will be considered. We will monitor and review these regularly to keep them up to date.
- 2.2 The Minerals and Waste Development Framework will be made up of several minerals and waste development documents, including development plan documents and supplementary planning documents. The Development Framework will also include the Statement of Community Involvement, the Minerals and Waste Development Scheme and annual monitoring reports. All minerals and waste development documents will be consulted on in line with this Statement of Community Involvement. The output from annual monitoring reports will be used in the preparation and review of these documents, including the consultation process.
- 2.3 Local development frameworks are intended to streamline the planning process and promote a proactive, positive approach to managing development. The Government's key aims of the new system are:
- Flexibility – local planning authorities will be able to respond to changing local circumstances and ensure that spatial plans are prepared and reviewed more quickly than development plans under the old system;
 - Strengthening community and stakeholder involvement in the development of local communities – local communities and stakeholders will be involved from the outset and throughout the preparation of local development documents;
 - 'Front Loading' – local planning authorities should seek early involvement of communities, stakeholders and commercial interests in the preparation of local development documents; the aim will be to seek consensus on essential issues early in the preparation of documents and so avoid late changes being made;
 - Sustainability Appraisal (including Strategic Environmental Assessment) – to ensure that local development documents are prepared with the objective of contributing to the achievement of sustainable development; (Sustainability appraisal and strategic environmental assessment [see paragraph 2.11] are an important part of the process of preparing local development documents);

- Programme Management – the efficient management of the programme for the preparation of local development documents in accordance with the local development scheme; and
- Soundness – local development documents must be soundly based in terms of their content and the process by which they are produced; they must also be based upon a robust, credible evidence base.

Minerals and Waste Development Documents

- 2.4 A summary of each of the minerals and waste development documents currently proposed to be included in the Oxfordshire Minerals and Waste Development Framework is set out below. This includes a brief description of the document's purpose, which other policy documents(s) it should be in conformity with (the "chain of conformity") and key stages towards adoption. Appendix 2 is a schedule of the minerals and waste development documents we currently propose to prepare, taken from the Oxfordshire Minerals and Waste Development Scheme First Revision (2006 – 2009), March 2006. It includes an outline timetable for the preparation of each document. A more detailed explanation of these documents and the programme for their preparation is contained in the Minerals and Waste Development Scheme. The County Council will review and update the Minerals and Waste Development Scheme as work progresses on the Development Framework (see paragraph 6.8). The current Development Scheme can be viewed on the County Council's website at:
www.oxfordshire.gov.uk/links/public/mineralsandwastepolicy.
- 2.5 The **Statement of Community Involvement** sets out the standards for and the approach to involving stakeholders and the community in the production of all minerals and waste development documents and in the consideration of planning applications to be determined by the County Council. It is the Council's service level agreement with the community and stakeholders. It sets out the methods the Council will use to enable people to be engaged in and contribute to plan making. It is considered fundamental to the production of minerals and waste development documents as it will enable local concerns and needs and community expectations to be addressed at an early stage in the plan preparation process. The production of the Statement of Community Involvement has a very high priority and therefore it is the first local development document to be produced.
- 2.6 The **Minerals and Waste Core Strategy (Development Plan Document)** will set out the strategic vision and objectives and overall spatial strategy for meeting known and anticipated minerals and waste development requirements in Oxfordshire for a period of at least 10 years from adoption. The strategic policies and spatial strategy in this document will replace the minerals and waste policies

in the adopted Oxfordshire Structure Plan 2016 (adopted October 2005). The core minerals and waste policies and generic development control policies in this document will also replace the core policies in the current Oxfordshire Minerals and Waste Local Plan. Where necessary, it may contain strategic policies which are relevant for the whole of Oxfordshire or specific geographic areas. The document will contain measurable objectives, to enable effective monitoring. It will be in conformity with Regional Planning Guidance, or the emerging new Regional Spatial Strategy. Production of this document is a high priority because all other local development documents must be in conformity with the Core Strategy. Work on the Core Strategy commenced in March 2005. The programmed adoption date for this document is October 2008. This date reflects the timetable in the Minerals and Waste Development Scheme dated March 2006. The current version of the Development Scheme should be consulted to check whether this timetable has changed.

- 2.7 The **Minerals Site Proposals and Policies (Development Plan Document)** will be in conformity with the Minerals and Waste Core Strategy. This document will make provision, including the identification of sites, to meet requirements for minerals development over a period of 10 years from adoption such that landbanks of primary aggregates minerals can be maintained in line with national and regional guidance. In addition, it will make provision for the supply of secondary and recycled aggregates in line with national and regional policy. It will also set out policies for the control of development of those sites, and provide the detailed policy framework for making decisions on planning applications for minerals and related development both within identified sites and elsewhere, thus enabling the Council to assess the suitability of proposals. This document will replace the minerals site proposals and policies in the Oxfordshire Minerals and Waste Local Plan. This document is also a high priority and work on it commenced at the same time as the Core Strategy. The programmed adoption date for this document is July 2009. This date reflects the timetable in the Minerals and Waste Development Scheme dated March 2006. The current version of the Development Scheme should be consulted to check whether this timetable has changed.
- 2.8 The **Waste Site Proposals and Policies (Development Plan Document)** will be in conformity with the Minerals and Waste Core Strategy. This document will make provision, including the identification of sites, to meet the main requirements for waste management development over a period of 10 years from adoption such that future arisings of waste can be managed increasingly through recovery and recycling and targets for reduction in landfill of waste can be met, in accordance with legislative requirements and national and regional policy. It will also set out policies for the control of development of those sites, and provide the detailed policy framework for making decisions on planning applications for waste

management and related development both within identified sites and elsewhere, thus enabling the Council to assess the suitability of proposals. This document will replace the waste site proposals and policies in the Oxfordshire Minerals and Waste Local Plan. This document is also a high priority and work on it commenced at the same time as the Core Strategy. The programmed adoption date for this document is July 2009. This date reflects the timetable in the Minerals and Waste Development Scheme dated March 2006. The current version of the Development Scheme should be consulted to check whether this timetable has changed.

- 2.9 The **Proposals Map** will be in conformity with the Core Strategy, Minerals Site Proposals and Policies Document, Waste Site Proposals and Policies Document, and any relevant saved plans (Oxfordshire Structure Plan and Oxfordshire Minerals and Waste Local Plan). It will comprise a map or maps, with inset maps if appropriate, showing graphic expression on an Ordnance Survey base of the policies and proposals in the Core Strategy and the Site Proposals and Policies documents and any relevant saved policies and proposals for minerals and waste. It will include spatial representation of policies and proposals for minerals and waste management development and of any other relevant policies such as environmental designations, constraints and safeguarding areas. It will in particular identify sites and areas proposed for minerals and waste management development. The Proposals Map will be prepared in parallel with these development plan documents and it will be revised when any development plan document or revision of a development plan document is adopted. The proposals maps of the district local development frameworks that are affected by County Council proposals for Minerals & Waste may need to be updated.
- 2.10 The **Minerals and Waste Development Code of Practice (Supplementary Planning Document)** will provide detailed guidance on how new minerals and waste developments should be carried out. It will also provide guidance on how the County Council expects minerals and waste sites, both existing and new, to be operated. It will be in conformity with the Core Strategy and the Minerals and Waste Site Proposals and Policies documents. This Code of Practice will support the Site Proposals and Policies documents. The County Council will have regard to it in making decisions on planning applications for minerals and waste development and relevant parts of it will be applied through conditions or by seeking agreements with site operators. This document will replace the Code of Practice in the adopted Minerals and Waste Local Plan. This document will not have development plan status, but the production of it will be carried out alongside the Core Strategy and the Minerals and Waste Site Proposals and Policies Development Plan Documents. The programmed adoption date for this document is October 2008. This date reflects the timetable in the Minerals and Waste Development Scheme dated March 2006. The current version of the Development

Scheme should be consulted to check whether this timetable has changed.

- 2.11 The development plan documents in the Minerals and Waste Development Framework will be subject to the requirements of the European Strategic Environmental Assessment Directive, 2001 and the related 2004 Regulations. In addition, under the Planning and Compulsory Purchase Act 2004, sustainability appraisal of the proposals in each minerals and waste development document must be carried out. Following Government guidance, we will carry out a single appraisal of each document which combines and meets the requirements of both strategic environmental assessment and sustainability appraisal. In doing so, we will have regard to Government guidance on Strategic Environmental Assessment (ODPM, October 2003) and Sustainability Appraisal of Regional Spatial Strategies and Local Development Documents (ODPM, November 2005). The key stages for consultation in this process are:
- Scoping Report (updated report published June 2006): this sets the context and objectives, establishes the baseline data and determines the scope and level of detail for the appraisal;
 - Sustainability Appraisal Report: this will appraise the effects of the preferred options.

Links with other relevant plans

- 2.12 The preparation of local development documents will take into account national and regional policies. Consistency with government policy will be a factor when the core strategy and proposals are considered at an independent examination. The production of local development documents and the community involvement in their preparation should link with other Council strategies and community involvement initiatives. Local development documents, including the Statement of Community Involvement, also need to take account of (by influencing and being influenced by) relevant plans, strategies and proposals of other authorities and organisations in and outside Oxfordshire; including district council local plans, local development documents and community strategies and possible also parish plans and market health checks where they exist. The Oxfordshire Community Partnership has produced the Oxfordshire Community Strategy 2004 – 2007, which identifies goals, priorities and key actions across 8 ambitions or areas in which the Partnership aims to achieve improvements. The Community Strategy is to be reviewed annually. The minerals and waste development documents prepared as part of the Oxfordshire Minerals and Waste Development Framework will have regard to the Community Strategy and where appropriate will seek to reflect any aspects of the Community Strategy and other relevant plans that have a land use perspective relating to minerals and waste. Community involvement in the preparation of these documents will where appropriate be linked with community

involvement initiatives for the community strategies and other relevant plans.

- 2.13 The Core Strategy and the Minerals and Waste Site Proposals and Policies documents will also have regard to the Oxfordshire Joint Municipal Waste Strategy. The Oxfordshire Waste Partnership (a partnership of the County Council and the five District Councils in Oxfordshire) has prepared a new Joint Municipal Waste Strategy for Oxfordshire, 'No Time to Waste'. This was agreed by the six authorities in September 2006 and provides a framework for the management of municipal waste in the county over the next 25 years.
- 2.14 The Core Strategy and the Minerals and Waste Site Proposals and Policies documents will also have regard to the Oxfordshire Local Transport Plan, which will be a key influence on future development patterns in the county. The Oxfordshire Local Transport Plan 2006 – 2011 was adopted by the County Council in 2006.

3. Vision and Principles for Community Involvement

- 3.1 The Government's principles for community involvement (PPS12: Local Development Frameworks, ODPM, 2004) are:
- Community involvement that is appropriate to the level of planning; arrangements need to be built on a clear understanding of the needs of the community and be fit for purpose;
 - 'Front-loading' of involvement; there should be opportunities for early community involvement and a sense of ownership of local policy decisions;
 - Using methods of involvement which are relevant to the communities concerned;
 - Clearly articulated opportunities for continuing involvement as part of a continuous programme, not a one-off event;
 - Transparency and accessibility; and
 - Planning for involvement; community involvement should be planned into the process for the preparation and revision of local development documents.

- 3.2 The County Council's **vision for community involvement** in minerals and waste planning is:

Enabling people to have their views taken into account by providing them with opportunities to actively participate in the formulation of policies and proposals for minerals and waste development.

- 3.3 The County Council's **key principles of consultation** are:
- Keep an open mind and never decide the outcome before a consultation exercise;
 - Ensure all relevant parties are consulted, that they are as representative as possible and are well informed of the parameters surrounding the consultation;
 - Ensure the consultation process is conducted openly and honestly;
 - Ensure that all views expressed are taken into account when decisions are made;
 - Communicate these decisions (and how they have been influenced by consultations) widely to the public and to those who took part in the process.
- 3.4 The County Council has adopted the Oxfordshire Compact (September 2004) as its policy for guiding and improving its relationship with the voluntary and community sector. The Compact is a framework against which the relationship between the statutory and the voluntary, community and faith sectors can be monitored and evaluated. It will also assist the development of effective partnerships between statutory, voluntary, community and faith organisations by: providing a

context for each to define their needs and expectations and achieve mutually acceptable outcomes; and facilitating the development of a strong and independent voluntary and community sector, including by improving consultation procedures. A code on consultation and policy appraisal is being developed under the Compact. The Council will have due regard to the Oxfordshire Compact in engaging with and involving the voluntary and community sectors on planning issues.

- 3.5 The Government advises (Creating Local Development Frameworks, ODPM, 2004) that authorities should set out in the statement of community involvement their main principles for community involvement, including:
- Access to information – documents should be available in a variety of formats, to encourage the widest possible readership; this is likely to include paper and electronic versions of key documents, and should include languages other than English where appropriate;
 - The opportunity to contribute ideas – community groups and the wider public should have the opportunity to put forward their own ideas and feel confident that there is a process for considering and responding to their concerns;
 - The opportunity to take an active part in developing proposals and options – where appropriate, there should be opportunities for people to actively engage with planning professionals;
 - The opportunity to be consulted and make representations on formal proposals – this is a statutory requirement as set out in Regulations and represents the minimum in terms of community involvement;
 - The opportunity to get feedback and be informed about progress and outcomes – keeping local communities and stakeholders informed will foster interest in planning issues; in time, this will enable authorities to benefit from local knowledge and experience which will in turn result in better planning outcomes.
- 3.6 We believe that strong Community Involvement is a key factor in the preparation of the Minerals and Waste Development Framework. This should strengthen the base-line evidence for minerals and waste development documents and help in producing more robust plans and planning decisions; foster community ownership of the plans and understanding of the need for new development; and help the delivery of appropriate new developments that are needed by dealing with contentious issues early in the planning process.

4. Community Involvement in the Minerals and Waste Development Framework

Who we will involve in the Minerals & Waste Development Framework

- 4.1 The 'community' includes all individuals, groups, organisations and statutory bodies living, working or operating in Oxfordshire, or close to the county boundary, or having a particular interest in minerals and/or waste development in the county.
- 4.2 Legislation requires the County Council to consult certain organisations at particular stages in the preparation of local development documents. The Town and Country Planning (Local Development) (England) Regulations 2004 set out specific consultation bodies, which must be consulted if the planning authority thinks the document affects them, and general consultation bodies, to be consulted as the planning authority considers appropriate. These bodies are listed in Appendix 3.
- 4.3 We will go beyond just meeting the requirements of the Regulations. We will seek to involve all individuals, groups, organisations and bodies that we think have an interest in the minerals and waste development documents being prepared or who have expressed an interest in being involved or consulted. In doing this, we will take into account those sections of the community that are more difficult to involve than others, including older people, young people, ethnic minorities, people with disabilities and those who are not connected into local community networks. The County Council has produced guidance on consultation with ethnic minorities, disabled people and young people. Involvement and consultation will be focused on the key target groups listed below. This is not an exclusive list and we may add to it if appropriate. A fuller list of bodies that will be involved and consulted as appropriate is set out in Appendix 3. The County Council will maintain a detailed consultation list of individuals, groups, organisations and bodies to be involved and consulted. People should write to the County Council's Minerals and Waste Policy Team to ask to be added to the list.

Key Target Groups to be Involved and Consulted

Specific interest groups (national, regional and local);
Environmental groups (national, regional and local);
Local community, residents and civic groups;
Local action groups;
Minerals and waste management companies and related businesses;
Developers, agents and landowners;
District councils in Oxfordshire;

Parish councils and parish meetings within Oxfordshire; County, district and parish councils adjoining Oxfordshire; Minerals and waste planning authorities in the South East; Regional bodies; Government departments and agencies; Statutory bodies; Service agencies, public utilities and statutory undertakers; Relevant members of the Oxfordshire Community Partnership; Other organisations and individuals expressing an interest.

How we will involve people in the Minerals & Waste Development Framework

- 4.4 We will involve people in the production of the minerals and waste development documents within the Minerals and Waste Development Framework at three levels:
- (i) **Informing** – we will provide relevant information and keep people up to date on the process of producing minerals and waste development documents, to enable them to make comments and/or become further involved at appropriate stages;
 - (ii) **Consulting** – we will ask individuals and organisations what they think about particular approaches, options and proposals being considered and put forward in producing minerals and waste development documents; this will usually be done through a formal period of consultation when we will invite representations from all interested and affected parties on a draft version of a document;
 - (iii) **Involving** (participation) – we will provide opportunities for and encourage active involvement from individuals and organisations in the process of producing minerals and waste development documents, to further the discussion of issues and options and bring forward views and ideas for consideration and debate; we will encourage parties involved to make a positive contribution to the debate rather than reacting to particular proposals.
- 4.5 The community involvement process should ensure that people:
- Have access to information;
 - Can put forward their own ideas and feel confident that there is a transparent process for considering and responding to ideas;
 - Can take an active part in developing proposals and options;
 - Can comment on formal proposals;
 - Get feedback and are informed about progress and outcomes.
- 4.6 To achieve this, we will use a range of techniques to inform, consult and involve people and organisations. Appendix 4 sets out possible techniques that we will draw on and consider using in the production of minerals and waste development documents. In selecting techniques, we will take into account the nature of the document, the stage in the process, the aim of the involvement, the views of stakeholders, the timescale and the resources available. Appropriate

techniques will be used to engage the community, building on existing networks and good practice and also taking into account the need to seek to engage the harder to involve groups referred to in paragraph 4.3. The techniques we use will be tailored to the situation and we will adapt them as we learn from experience and feedback.

4.7 The main techniques we expect to use are:

(i) Stakeholder group

A stakeholder can be any person or organisation with an interest in the matters under consideration. The purpose of a stakeholder group is to give an opportunity for representatives from a range of interests to consider and discuss together issues and options at appropriate stages in the production of minerals and waste development documents. A series of meetings or workshops will be held to enable participants to learn about and discuss significant issues and options for addressing issues and provide an input to the Council's work in preparing documents at each phase. These meetings or workshops will take place at intervals throughout the stages of preparing minerals and waste development documents up to their finalisation by the Council for submission to the Secretary of State. Stakeholder group members will be invited from a range of organisations with an interest in minerals and waste issues, such as district and parish councils, other statutory bodies, national and local environmental organisations, local community groups, minerals and waste companies and others with a County-wide interest. We anticipate that stakeholder groups will be relatively small, involving about 15 people, but we will keep this under review. Meetings or workshops will usually be led by an independent expert facilitator. If an organisation or individual wishes to be considered for possible inclusion in the stakeholder group they should contact the County Council's Minerals and Waste Policy Team.

(ii) Newsletters

The purpose of newsletters is to provide information to and raise awareness among a wider audience of people interested in or potentially affected by minerals and waste developments in Oxfordshire about the process of preparing minerals and waste development documents and about the issues being addressed and the options being considered or proposed. We will produce newsletters at regular intervals throughout the process of preparing minerals and waste development documents. They will be widely circulated, by post or electronically, to parish councils, community groups and other local organisations and other stakeholders and interested people on the consultation database. We will also publish them on the Council's website, make them available at County Council offices and libraries and promote them through the local media.

(iii) Website

The internet is increasingly the first port of call for people, whether professionals, voluntary organisations or the general public, seeking comprehensive and up to date information. The purpose of the website is to enable a wide range of organisations and individuals to have an easy and immediate access to a reliable source of information about the Minerals and Waste Development Framework. The Minerals and Waste Planning Policy pages on the County Council's website will be the main vehicle for the provision of up to date information about the production of minerals and waste development documents. All the documents we publish will be made available on the website and the website address will be provided on all printed documents, newsletters and other information releases. As well as providing information, this will enable interested people and organisations to have an input to the plan-making process, in particular by enabling them to comment on draft documents. Where possible, we will make provision for people to be able to respond directly to consultation exercises through the website. Consultation periods will also be publicised on the County Council's consultation tracker database.

(iv) Letters or emails

Letters or emails are an effective way of communicating information about the Minerals and Waste Development Framework to statutory consultation bodies and other people and organisations known to the Council as having an interest in minerals and waste planning issues in Oxfordshire. In particular we will use letters and emails to notify people and organisations on the Council's consultation database when key stages in the plan-making process have been reached, especially when consultation documents are published and how and where they are available. This will enable interested people and organisations to have an input to the plan-making process, in particular by enabling them to comment on draft documents at the appropriate time.

(v) Documents available for inspection

All published documents, particularly documents published for consultation, will be made available at County and District Council offices and libraries. Combined with letters and emails, information on the website and other publicity about the publication of documents, this will enable the consultation and other documents that we publish in the process of producing minerals and waste development documents to be widely available for people and organisations to see and comment on.

- 4.8 We will aim to make the Minerals and Waste Development Framework process and community involvement in that process simple to follow and to deliver it in a fair, transparent and efficient manner. Information about documents, policies and proposals will be made readily available in forms that are easy to understand and

encourage participation. In making information available, we will strike a balance between access and what is reasonable and practical in terms of resources and cost.

When we will involve people in the Minerals & Waste Development Framework

- 4.9 We will seek to involve and consult people throughout the process of preparing minerals and waste development documents, but will focus particularly on getting effective community involvement during the early stages. The process of continuous involvement will include:
- Regularly informing and updating people and organisations about the Minerals and Waste Development Framework process;
 - Maintaining a dialogue with stakeholders and other participants in the Minerals and Waste Development Framework process;
 - Encouraging comments and proposals to be made throughout the formative stages of the plan-making process and at the specific formal consultation stages;
 - Ensuring that at each of the formative stages of the plan-making process, as set out below, feedback is given on how the representations made have been taken into account (see also paragraphs 6.5 and 6.6).
- 4.10 The detailed timetable for the production of minerals and waste development documents is set out in the Oxfordshire Minerals and Waste Development Scheme. This shows when specific consultation stages will occur. The current (March 2006) timetable is summarised in Appendix 2. The table below shows in general terms the stages in the preparation of minerals and waste development documents and the main methods of community involvement that will be used at each stage.

Stages in the production of minerals and waste development documents and main community involvement methods to be used (minimum statutory requirements are shown in bold text).

Stage of Document Preparation	Level of Involvement	Main Methods of Involvement
Initial evidence gathering to identify issues and options	Technical consultation with statutory bodies; Consultation with key stakeholders	Letters or emails to and meetings with specific organisations; Stakeholder group meetings
Consultation on issues and options	Information, consultation and participation for all community groups	Letters to consultation bodies and people on consultation list; Publication on website; Documents available for inspection and comment;

		Newsletter published
Development of preferred options and proposals	Technical consultation with statutory bodies; Consultation with key stakeholders	Letters or emails to and meetings with specific organisations; Stakeholder group meetings
Consultation on preferred options and proposals	Information, consultation and participation for all community groups	Send documents to consultation bodies; Notify people on consultation list; Publication on website; Newspaper notices; Documents available for inspection and comment; 6 week consultation period; Newsletter published
Preparation of submission document	Technical consultation with statutory bodies; Consultation with key stakeholders	Letters or emails to and meetings with specific organisations; Stakeholder group meetings
Submission of document to Secretary of State	Information, consultation and participation for all community groups	Send documents to consultation bodies; Notify people on consultation list; Publication on website; Newspaper notices; Documents available for inspection and comment; 6 week consultation period; Newsletter published
Consultation on any alternative sites proposed in representations	Information, consultation and participation for all community groups	Publication on website; Newspaper notices; Letters or emails to consultation bodies and people on consultation list; Representations made available for inspection and comment; Formal 6 week consultation period
Independent examination	Opportunity for participation for all community groups	Planning Inspector carries out independent examination and if required holds examination sessions (round table discussions or hearings); sessions will be open to all interested parties to observe; Publicise examination sessions on website and in newspapers ;

		Notify persons who made representations
Receipt of inspector's report and adoption of document	Information for all interested parties	Letters to consultation bodies and people on consultation list; Notify people who requested notification; Publication on website; Newspaper notices; Documents available for inspection; Newsletter published

Notes:

- (i) For supplementary planning documents the main methods of involvement will be as for the first four stages of document preparation shown in this table.
- (ii) The methods of involvement listed in this table also cover consultation on sustainability appraisal / strategic environmental assessment at relevant stages in the process.

5. Community Involvement in Planning Applications.

What we are required to do

- 5.1 The Planning & Compulsory Purchase Act 2004 requires us to set out in the Statement of Community Involvement the County Council's policy on how it will involve those persons who it believes have an interest in matters relating to development in Oxfordshire in the exercise of its development control function.
- 5.2 The Council's 'development control function' relates to processing and considering applications for planning permission made to the County Council. These applications relate to 'county matters' (proposals for minerals and waste development) and County Council developments and are different from the applications made to the district councils in the county.

The applications we deal with

- 5.3 The applications we deal with are those that are 'county matters' and those for developments by the County Council. County matter applications include all proposed developments for the winning and working of minerals and the management and disposal of waste. We also process and determine applications made by the County Council under Regulation 3 of the Town and Country Planning General Regulations 1992 for developments proposed to be carried out by the County Council, such as schools, libraries and roads. In numeric terms, currently about three quarters of all applications processed by the County Council are for developments proposed by the County Council.

Minimum requirements

- 5.4 There are statutory requirements that apply a minimum standard for the notification and publicity for submitted applications. There are three general provisions that apply related to the nature of the application as follows:
- (i) If the application:
- is accompanied by an Environmental Statement;
 - is a departure (does not accord with the Development Plan in force); or
 - would affect a public right of way (Wildlife and Countryside Act 1981, Part III);
- it must be publicised by:
- a site notice displayed for at least 21 days – at least one notice on or near to the application site; and
 - a local advertisement – notice of particulars in the local newspaper(s).

- (ii) If the application is not included above but if the development proposed is 'major development' it must be publicised by:
- a site notice displayed for at least 21 days – at least one notice on or near to the application site OR notifying any adjoining owner or occupier; and
 - local advertisement – notice of particulars in the local newspaper(s).

Note: For OCC 'major development' generally means any one or more of the following:

- all minerals and waste development;
- provision of a building(s) where floorspace created is 1000 sq m or more; or
- development on a site of 1 hectare or more.

(Full definitions are given in the Town and Country Planning (General Development Procedure) Order 1995 & expanded upon in Circular 15/92 Publicity for Planning Applications.)

- (iii) If the application is neither (i) nor (ii) above, it is publicised by:
- a site notice displayed for at least 21 days – at least one notice on or near to the application site; and/or
 - notifying any adjoining owner or occupier.

Note: additional provisions apply to applications involving listed buildings, conservation areas or environmental impact assessment.

5.5 Planning applications should be determined in accordance with the Development Plan unless material considerations indicate otherwise. The new plan-making framework introduced by the Planning and Compulsory Purchase Act 2004 provides for minerals and waste development documents to be prepared and regularly reviewed to keep them up to date. As a result the community will have been involved in the setting of development plan policy from an early stage such that applications that come forward in accordance with that policy will have been anticipated and should be capable of attracting continued broad community support. With full community involvement in the making of sound policy, at the application stage one would expect the great majority of applications to be dealt with within the minimum statutory requirements. However, it is recognised that there will be proposals for both County Council development and 'county matters' that will require wider community involvement.

5.6 The resources available to the planning service are not unlimited. The more that is added to the service in terms of the community involvement possibilities indicated below, the higher the cost that will fall to be met by the community. There is a necessary balance to be struck, to ensure community involvement is effective and fit for purpose.

What we already do

5.7 We already consult with our community on all planning applications under the statutory requirements. We have been exceeding the minimum statutory requirements by carrying out neighbour notification where appropriate in addition to the posting of site notices. We encourage developers to contact us to discuss development proposals on which they are intending to make an application. At this stage we can advise as to the planning policies that apply to their proposal. We can suggest what statutory authorities they need to approach for guidance and we can suggest that the local community, parish and district councils be approached ahead of any application being submitted.

5.8 When we receive a valid application for planning permission we do the following:

(i) Newspaper Advertisement

A notice is placed in the local press allowing at least 21 days for comments to be made where the planning application involves the following:

- a departure from the Development Plan;
- is accompanied by an Environmental Statement;
- mineral working (or related use or operations of any sort);
- waste disposal or management (of any sort);
- some other major development involving the creation of 1,000 square metres or more of floorspace or a site of 1 hectare or more in size;
- affects a public right of way;
- affects the setting of a Listed Building and/or the character or appearance of a Conservation Area.

(ii) Site Notices

A site notice or notices is erected allowing at least 21 days for comments to be made for all applications.

(iii) Neighbour Notification

Neighbour notification is undertaken on applications when appropriate. This is not a statutory requirement but a measure that the County Council maintains as a prime means of informing local interests of applications in their area. Notification is at the discretion of the case officer but normally involves sending a letter allowing at least 21 days for comments to be made to properties (residential or business) that:

- share a common boundary with the application site;
- immediately overlook the application site;

- in the case of a county matter, are within 150 metres from the boundary of the site; or
- are otherwise judged appropriate in view of the nature of the development proposed in the application.

(iv) **District Councils**

As soon as a county matter application is received a copy is sent to the District Council so that it can be put 'on deposit' and included on the Statutory Register for members of the community to examine. Copies of the application are also sent to the relevant Parish/Town Council or Parish Meeting and to local libraries.

(v) **Consultation**

Consultations seeking views on applications are undertaken with authorities, groups and individuals giving a period of time, normally 21 days, for reply. Some are statutory, in accordance with the Town and Country (General Development Procedure) Order 1995. Others are non-statutory, undertaken with those authorities, groups and individuals that we believe can give valuable, relevant comment on an application. We also notify certain national action groups of all applications received so they may comment.

The County Council maintains a detailed consultation list of individuals, groups, organisations and bodies to be involved and consulted on planning applications. People should write to the County Council's Planning Implementation Group to ask to be added to the list. A list of bodies that will be involved and consulted as appropriate is set out in Appendix 3.

(vi) **Planning Applications Web-site**

A monthly list of applications and their progress is published on the Council's website to inform interested parties of the cases currently being dealt with. The agenda and reports going to each Planning & Regulation Committee meeting are also published on the Council's website. County matter planning applications are made available for view at the nearest library to the site for a period of 21 days for comments to be made. We are working towards having all details of applications on our website for comment.

(vii) **Local Councillor**

The County Councillor in whose area the application has been made is notified so that he/she is aware of the nature of the development proposed and can provide a focal point for those of

his/her constituents who wish to make representation on the proposal.

(viii) Speaking at Planning & Regulation Committee

For applications that require referral to the Planning & Regulation Committee for determination (these are contentious applications attracting objections), the Council operates a protocol for parties who have expressed an interest in speaking directly to the Committee as part of the debate on the proposal. Planning applications on county matters are hardly ever referred to full Council for decision, but where they are, objectors who haven't spoken at the Planning and Regulation Committee are allowed to speak subject to the protocol covering public speaking. The Protocol covering public speaking can be viewed on the County Council's website. All meetings of the Committee are open to the public. Applications where no objections are received are delegated to a senior County Council officer for determination.

(ix) Feedback after decisions

Following determination of an application, under delegated powers or by the Planning and Regulation Committee, those who have made representations and asked to be informed of the outcome are sent written notification of the decision. Numerically, most applications receive a conditional grant of planning permission. The conditions may require the submission of further details (for example a restoration scheme for a quarry). These details, when submitted, may require further publicity, notification and feedback to the community. We are working towards putting such information on the County Council's website.

Time taken to process an application

- 5.9 The Planning and Compulsory Purchase Act 2004 has twin objectives for the planning service: to allow greater community engagement in the process; whilst at the same time speeding up service delivery. The latter is reflected in various Best Value Performance Indicators (BVPIs) that the County Council is expected to achieve.
- 5.10 BVPI 109 allows the County Council to set a local indicator for processing applications. This is currently set as a target for determining at least 65% of applications within 13 weeks which exceeds the Government objective of 60% for determination. These timeframes do not in themselves allow for extended periods of public consultation.

- 5.11 If a local authority, following examination according to parameters set by Government, is classed as 'excellent' in the way it provides its services to its customers, it is allowed some latitude to set local performance targets suited to the local area. The Comprehensive Performance Assessment Corporate Assessment report by the Audit Commission for 2005 rated Oxfordshire County Council as 'good'.

What we propose to do

- 5.12 This part of the Statement of Community Involvement sets out the means by which we will engage the local community and relevant stakeholders in the consideration not only of significant waste and mineral proposals but also proposals by the County Council for major road schemes and building projects, such as schools, that fall to the County Council to determine. This incorporates and builds on the good practice already undertaken and noted in paragraphs 5.7 and 5.8 above.
- 5.13 The following sets out the stages in the life of all applications that are to be determined by the County Council and the steps to be taken in processing them.

(i) Before the application is formally submitted

Involving local people, living adjacent to or close to the proposed site, and stakeholders before an application is made allows them the opportunity to influence developments as they are being designed, helping deal with matters that have the potential to develop into unnecessary objections. At the pre-application stage we will:

- Encourage developers to contact us as early as possible when designing their proposals;
- Encourage potential applicants with large and/or controversial proposals (such as those in the table in paragraph 5.14), to engage with all relevant District Councils (elected members and officers), Parish and Town Councils and the local community (including local action and liaison groups) as early as possible. Developers are encouraged to liaise with officers of the County Council and with representatives of the local community concerned (the local Parish Council and any community group which has an interest in minerals and waste matters) to discuss which method(s) for involving the community might be most appropriate. Such involvement could include ad hoc meetings, attending formal Parish and Town Council meetings and/or site liaison committee meetings and making presentations, sending written information and, for all, asking for feedback. The appropriateness would be based on the scale, location and nature of any application and its probable sensitivity for local people.

(ii) When the application is submitted

When we receive an application we will check to ensure that it has been submitted on the appropriate forms and is accompanied by requisite certification and the planning fee. Once we have ascertained that the application is valid, we will endeavour to do the following within 7 days:

- Commence neighbour notification where required;
- Place a copy on deposit with the District Council for public inspection;
- Send a copy to the local library nearest the application site;
- Allocate a case officer to the application who will be the main point of contact for processing the application;
- Post site notices;
- Notify the local County Councillor;
- Notify and send a copy of the application to all relevant Local Parish/Town Councils;
- Notify any relevant action group;
- List the proposal on the Council's web-site.
- Carry out statutory and non-statutory consultations, including with local action groups, and notify national action groups giving all a period of 21 days to respond, except that in the case of an application potentially affecting an SSSI or in an SSSI consultation area, English Nature has 28 days in which to respond. *(In accordance with Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.)*

(iii) Processing the application

This is a stage at which we will collate the information we obtain through community involvement and public participation and use it to inform our decisions. All applications will have a report, which will take account of the range of views expressed on an application and recommend what decision should be taken. Some reports will be referred to the Council's Planning and Regulation Committee where the issues are major and / or controversial, where objections cannot be overcome by conditions or agreements or where a councillor has requested it be referred to Committee. All other applications are delegated to a senior County Council officer for determination. We aim to make the link between public responses and our decision or action clear.

- Prior to making or recommending a decision, the case officer will visit the application site;
- Case officers can be contacted to discuss applications although it would be necessary to put comments in writing subsequently;

- Where an application is substantially amended prior to a decision, all those who have expressed an interest in writing will be consulted again and given a minimum of 21 days to respond;
- For higher level applications (see paragraph 5.14), a member's site visit will be held to view the proposed site. Normally this will be as close as possible to the committee meeting at which the application will be decided.

(iv) Determination and Feedback Stage

We aim to apply the following procedures at this stage:

- If applications are taken to Committee for decision, applicants and objectors will be able to address Councillors (5 minutes speaking time) in accordance with our public speaking guidelines;
- Everyone who responds in writing to an application and asks to be informed of the decision will be informed in writing of the decision;
- Decision notices will be published on the Council's website.

(v) Significant Development Proposals

For the vast majority of applications we believe that by continuing with the procedures we already undertake, and as itemised above, we can deliver a development control service that more than meets the 'fit for purpose' test. The service sets an appropriate balance between community engagement and undue delay in determination, which exceeds statutory requirements.

5.14 However, for a small minority of applications, a higher level of community involvement may be appropriate. The table below gives an indication of the type of application to which this higher level of community involvement might apply. These are of a scale that even where they are in accordance with plan policy it may be appropriate for them to be exposed to wider community involvement. In general, any development where the Head of Sustainable Development considers that the scale, nature or location of the proposal means that it is likely to be particularly sensitive or controversial could be subject to a higher level of community involvement.

Indicative thresholds above which applications may be subject to a higher level of community involvement

Waste Applications	<ul style="list-style-type: none"> • Applications for disposal of degradable wastes with a capacity of 500,000 tonnes or more and/or a disposal life of 10 years or more; • Applications for a waste processing plant having a throughput of 100,000 tpa or more; • Applications for the disposal to land of air pollution control residues (APCRs) from the incineration of waste for periods in excess of five years; • Applications for new developments;
Mineral Applications	<ul style="list-style-type: none"> • Application for a new quarry ; • Applications for extensions of existing quarries of 25 hectares and/or with a production capacity of 250,000 tpa or more;
Other Applications	<ul style="list-style-type: none"> • School or other education establishment with six classes per year group on a greenfield site and with significant transport implications; • Road proposal with a length of 2km or more in an urban environment or a length of 5km or more in a rural environment and all bypass proposals and major junction improvements.

5.15 Where the thresholds indicated in the table above are exceeded by an application then one or more types of community involvement may be appropriate in addition to the procedures set out in paragraph 5.13 above. Consideration will also be given to whether the neighbour notification exercise referred to above should be extended and whether public meetings would be appropriate. The Council will have a flexible approach to community involvement and the application and extent of neighbour notification will be at the discretion of the case officer in conjunction with their team leader, such that wider engagement may be appropriate for some applications below the indicative thresholds.

5.16 Appendix 4 sets out a long list of community engagement, involvement and consultation techniques. We will draw on these and consider which may be appropriate to use in cases where higher levels of community involvement in planning applications are needed. The methods we use will be tailored to best suit the particular situation, including the application and locality concerned and the people and organisations involved. Appendix 4 is a general list, but it is not intended to be definitive and other community involvement methods may be considered if appropriate to particular planning applications.

6. Managing the Process

Resources

- 6.1 We must be realistic about what the County Council sets out to do to involve the community in the Minerals and Waste Development Framework and must take into account all likely constraints on resources. The main resources that we need to consider are:
- time;
 - finance;
 - staff availability and skills;
 - premises.
- 6.2 We have prepared this Statement of Community Involvement to reflect the Council's ability to involve the community effectively within the resources available. The resources that are needed to prepare the Minerals and Waste Development Framework are addressed in the Minerals and Waste Development Scheme (section 4.5). The Council has budgeted for the resources required to cover the 3 year programme in the Development Scheme. We will review this Scheme and roll it forward at least annually. The need for and availability of resources, including for community involvement, will therefore be kept under regular review to ensure that proposals are realistic and achievable.
- 6.3 The bulk of community involvement work will be carried out by the Council's Minerals and Waste Policy Team. We will engage professional facilitators to lead stakeholder group meetings, and will use outside consultants and contractors as and when necessary to carry out tasks that can more effectively and efficiently be done externally. The Minerals and Waste Policy Team will draw on the resources of the Council's corporate Communications Team for specialist assistance and advice on community involvement, stakeholder engagement and other consultation matters as and when required. The Community Strategy Team will also provide input at appropriate stages and ensure the involvement of the Oxfordshire Strategic Partnership Environment Ambition Group when required.

Programme management and council procedures

- 6.4 Management of the programme for preparing minerals and waste development documents, including the community involvement elements, is covered in the Minerals and Waste Development Scheme (section 4.6). The Council's procedures and reporting protocols are also covered in the Development Scheme (section 4.7).

Using and feeding back results from community involvement

- 6.5 We believe it is essential that the results from community involvement are fed into and used in the plan-making process at the appropriate stage. We will do this mainly by reporting the output from community involvement events and consultations to the Council's Minerals and Waste Plan Working Group, and to the Cabinet at key decision making stages. Reports summarising the output from community involvement events and consultations will be prepared by council officers, and recommendations on how issues should be addressed, which options should be considered and the relative merits of different options will be made in the light of this output.
- 6.6 We will also prepare separate feedback reports on the output from community involvement events and consultations summarising the output from them and showing how this has been used by the Council and how the views of people have influenced courses of action or decisions taken at key stages in the process of preparing minerals and waste development documents. This will enable people who have been involved in consultations and other events to see the results and how they have been used. We will make feedback reports available through the Council's website and will publicise them in newsletters and notify participants of their availability. In addition to summary reports, full copies of feedback reports will be made publicly available. We will prepare specific reports on community involvement when preferred options and proposals documents are published for consultation and when minerals and waste development documents are submitted to the Secretary of State.

Reviewing the Statement of Community Involvement

- 6.7 We will prepare annual monitoring reports on the Minerals and Waste Development Framework, which the County Council will publish and submit to the Secretary of State by the end of December each year. These will report on the preparation and implementation of minerals and waste development documents, including the Statement of Community Involvement. The annual monitoring report will signal if and where the programme for the preparation of documents in the Minerals and Waste Development Scheme is under pressure or the timetable is not being or is likely not to be met. It will also report on the extent to which the policies and proposals in minerals and waste development documents, including the Statement of Community Involvement, are being achieved. It will signal if and when the Council needs to consider reviewing any part of a document. Monitoring of the Statement of Community Involvement will include assessing:
- Whether it sets out the process in a relevant and accessible way;
 - Whether its proposals involve the community effectively;
 - Whether it proposes appropriate techniques;

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- Whether changes to regulations or guidance require a revision; and
- Whether it provides for achievement of the vision for and accords with the principles of community involvement.

6.8 The County Council will review and roll forward the Oxfordshire Minerals and Waste Development Scheme at least annually, to keep it up to date and covering a rolling 3-year period. We envisage that an annual review of the Development Scheme will be carried out in the first quarter of each year, so that it can be informed by the results of the previous year's annual monitoring report. We will take into account any need to review the Statement of Community Involvement signalled in the annual monitoring report in the following review of the Minerals and Waste Development Scheme. This will enable the Statement of Community Involvement to be reviewed when necessary and to be kept up to date and relevant to the minerals and waste development documents that are proposed to be produced in the Development Scheme at the time.

Appendix 1

The Government's Tests of Soundness for Statements of Community Involvement

(PPS12 Local Development Frameworks, ODPM, 2004)

1. The local planning authority has complied with the minimum requirements for consultation as set out in regulations.
2. The local Planning authority's strategy for community involvement links with other community involvement initiatives e.g. community strategy.
3. The statement identifies in general terms which local community groups and other bodies will be consulted.
4. The statement identifies how the community and other bodies can be involved in a timely and accessible manner.
5. The methods of consultation to be employed are suitable for the intended audience and for different stages in the preparation of local development documents.
6. The resources are available to manage community involvement effectively.
7. The statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents.
8. The authority has mechanisms for reviewing the statement of community involvement.
9. The statement clearly describes the planning authority's policy for consultation on planning applications.

Appendix 2: Schedule of Proposed Minerals and Waste Development Documents for Oxfordshire
(from Oxfordshire Minerals and Waste Development Scheme, First Revision March 2006 (2006 – 2009))

Document Title	Status	Brief Description	Chain of Conformity	Commence Preparation & Community Engagement	Consultation on Issues and Options	Consultation on Preferred Options and Proposals	Date for Submission to Secretary of State	Independent Examination	Adoption
Statement of Community Involvement	Non - Development Plan Document	To set out Oxfordshire CC's policy on community involvement in MWDDs and planning applications	Must be in conformity with regulations	Commenced March 2005	Completed (May – Sept 2005)	Completed (Sept – Oct 2005)	Submitted (February 2006)	June 2006 (Pre-Examination Meeting April 2006 if required)	December 2006
Minerals and Waste Core Strategy	Development Plan Document	To set out Oxfordshire CC's vision, objectives and overall spatial development strategy for minerals and waste matters for a period of at least 10 years	Must be in general conformity with Regional Spatial Strategy	Commenced March 2005	April – May 2006	Nov – Dec 2006	July 2007	Jan – Feb 2008 (Pre-Examination Meeting Nov 2007)	October 2008
Minerals Site Proposals and Policies	Development Plan Document	To make provision and identify sites for minerals development for a 10 year period and provide the framework for minerals and waste development control decisions, and replace saved plan polices and proposals	Must be in conformity with Core Strategy	Commenced March 2005	April – May 2006 plus ongoing community involvement to December 2006	May – June 2007	February 2008	Sept – Oct 2008 (Pre-Examination Meeting July 2008)	July 2009
Waste Site Proposals and Policies	Development Plan Document	To make provision and identify sites for waste management development for a 10 year period and provide the framework for minerals and waste development control decisions, and replace saved plan polices and proposals	Must be in conformity with Core Strategy	Commenced March 2005	April – May 2006 plus ongoing community involvement to December 2006	May – June 2007	February 2008	Sept – Oct 2008 (Pre-Examination Meeting July 2008)	July 2009
Proposals Map	Development Plan Document	To show spatial representation of policies and identify sites allocated for minerals and waste development	Must be in conformity with Core Strategy and Minerals and Waste Sites Proposals and Policies DPDs	The Proposals Map will be prepared and revised as and when the 3 development plan documents above (Minerals and Waste Core Strategy, Minerals Site Proposals and Policies document and Waste Site Proposals and Policies document) are prepared and adopted.					

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Document Title	Status	Brief Description	Chain of Conformity	Commence Preparation & Community Engagement	Consultation on Issues and Options	Consultation on Preferred Options and Proposals	Date for Submission to SoS	Independent Examination	Adoption
Minerals and Waste Development Code of Practice	Supplementary Planning Document	To provide detailed guidance on operation of minerals and waste sites and on how new minerals and waste developments should be carried out	Must be in conformity with Minerals and Waste Site Proposals and Policies DPDs	January 2007	Single main consultation stage Nov – Dec 2007 Plus will draw from consultations on development plan documents above		N/A	N/A	October 2008

Note: The Minerals and Waste Development Scheme and timetables for the various Minerals and Waste Development Documents may be subject to change. The latest version of the Development Scheme is available on the County Council’s website at www.oxfordshire.gov.uk/links/public/mineralsandwastepolicy.

Appendix 3

Bodies the County Council will Involve and Consult in Preparing Minerals and Waste Development Documents and when Considering Planning Applications.

Under the Town and Country Planning (Local Development) (England) Regulations 2004 (Regulation 25) the County Council must consult:

- (a) each of the specific consultation bodies to the extent that the Council thinks that the proposed subject matter of the development plan document affects the body; and
- (b) such of the general consultation bodies as the Council considers appropriate.

The following list of consultation bodies is taken and adapted from PPS12 Local Development Frameworks, ODPM, 2004. It sets out the specific and general bodies and government departments that the County Council will involve and consult as required or appropriate in the production of the minerals and waste development documents within the Minerals and Waste Development Framework.

This list will also be used for development control purposes when considering planning applications. Consultation arrangements for planning applications are as set out in the Town & Country Planning (General Development Procedure) Order 1995.

Specific Consultation bodies

- Natural England (including the former Countryside Agency and English Nature);
- The Environment Agency;
- The Historic Buildings and Monuments Commission for England (English Heritage);
- Highways Agency;
- The Strategic Rail Authority (SRA has been wound up and responsibilities passed to Department for Transport and Network Rail);
- The South East England Regional Assembly;
- The South East England Development Agency;
- Regional Development Agencies adjoining Oxfordshire;
- Parish, Town and District Councils within Oxfordshire;
- Parish, Town, District and County Councils adjoining Oxfordshire;
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003;
- Any person who owns or controls electronic communication apparatus situated in Oxfordshire;
- The Strategic Health Authority;
- Any person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
- Sewage Undertakers; and

- Water Undertakers.

Governments Departments

- Government Office for the South East
- Home Office (through Government Office);
- Department for Communities and Local Government (through Government Office);
- Department for Education and Skills (through Government Office);
- Department for Environment, Food and Rural Affairs (through Government Office);
- Department for Transport (through Government Office);
- Department of Health (through Regional Public Health Group);
- Department of Trade and Industry (through Government Office);
- Ministry of Defence (through Government Office);
- Department for Work and Pensions (through Government Office);
- Department of Constitutional Affairs (through Government Office);
- Department for Culture, Media and Sport (through Government Office);
- Office of Government Commerce (property advisers to the Civil Estate).

General Consultation bodies

- Voluntary bodies some or all of whose activities benefit any part of Oxfordshire;
- Bodies which represent the interests of different racial, ethnic or national groups in Oxfordshire;
- Bodies which represent the interests of different religious groups in Oxfordshire;
- Bodies which represent the interests of different disabled persons in Oxfordshire; and
- Bodies which represent the interests of persons carrying on business in Oxfordshire.

Other Consultees

- Age Concern;
- Airport operators;
- Areas of Outstanding Natural Beauty:
 - North Wessex Downs AONB Partnership;
 - Cotswold Conservation Board;
 - Chilterns Conservation Board;
- British Chemical Distributors and Traders Association;
- British Geological Survey;
- British Waterways, canal owners and navigation authorities;
- Centre for Ecology and Hydrology;
- Chambers of Commerce, Local CBI and local branches of Institute of Directors;
- Church Commissioners;
- Civil Aviation Authority;
- Coal Authority;
- Commission for Architecture and the Built Environment;

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- Commission for New Towns and English Partnerships;
- Commission for Racial Equality;
- Crown Estate Office;
- Diocesan Board of Finance;
- Disability Rights Commission;
- Disabled Persons Transport Advisory Committee;
- Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company;
- Environmental groups at national, regional and local level, including:
 - Campaign to Protect Rural England;
 - Friends of the Earth;
 - Royal Society for the Protection of Birds; and
 - Berkshire, Buckinghamshire & Oxfordshire Wildlife Trust;
- Equal Opportunities Commission;
- Fire and Rescue Services;
- Forestry Commission;
- Freight Transport Association;
- Gypsy Council;
- Health and Safety Executive;
- Help the Aged;
- House Builders Federation;
- Housing Corporation;
- Learning and Skills Councils;
- Local Agenda 21 groups including:
 - Civic Societies;
 - Community Groups;
 - Local Transport Authorities;
 - Local Transport Operators; and
 - Local Race Equality Councils and other local equality groups;
- Local Liaison and Action Groups;
- National Playing Fields Association;
- Network Rail;
- Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- Post Office Property Holdings;
- Rail Companies and the Rail Freight Group;
- Regional Housing Boards;
- Regional Sports Boards;
- Road Haulage Association;
- Sport England;
- Traveller Law Reform Coalition;
- Women's National Commission.

Appendix 4

Potential Methods of Community Involvement

The following table sets out a range of possible techniques for community involvement in preparing local development documents and in considering planning applications, taken and adapted from Creating Local Development Frameworks, ODPM, 2004.

Methods	Main Considerations	Inform, Consult or Involve
Documents available for inspection at local planning authority offices during set consultation period.	Minimum requirement – it should be clear how and when people should respond; offices and documents should be accessible to those with disabilities.	Inform & Consult
Letters to statutory bodies (listed in Regulations)	Minimum requirement – authorities should identify such bodies as it considers necessary and consult them in writing.	Inform & Consult
Internet (website, e-mailshot)	Increasingly the first port of call for the public and professionals seeking detailed information; should be user-friendly and include all relevant documents in an accessible format; useful means of providing feedback to consultation exercises.	Inform & Consult
Media (local press, TV, radio etc)	In addition to statutory requirements for advertising planning applications, can use local newspapers / radio station to carry articles and stories about proposals; can also raise profile of the local development framework, particularly when combined with 'hotlines' (see below).	Inform
Leaflets/brochures	Can publicise an outline of the proposed document or application, and inform the public about further opportunities to get involved.	Inform
Public exhibitions / displays / stalls / roadshows	Good medium for disseminating information, allowing communities to air their views; fairly resource-intensive and attendees are self-selecting; should be held in	Inform, Consult & Involve

Methods	Main Considerations	Inform, Consult or Involve
	accessible locations that are relevant to the subject under discussion; may need to be held over a number of days and varying times to ensure all sections of the community have an opportunity to attend; material should be presented in a format that is easy to understand.	
Formal written consultation / referenda / community surveys	Good introduction to main issues; responses can help identify key interests and groups; benefit in focusing consultation around a number of key questions.	Consult
Hotline	Information for people without internet access; for optimum benefit, should be a staffed service rather than a recorded or automated system.	Inform
One-to one meetings with selected stakeholders	Useful means of identifying key issues, getting key people involved and achieving alignment with other strategies and initiatives; resource intensive requiring senior staff involvement together with expectation that commitments will be fulfilled.	Involve
Public meetings / area, town and village meetings	Particularly relevant to core strategies, area action plans and planning applications; open and inclusive way for people to engage in robust debate on the issues although attendees are self selecting; meetings must be carefully prepared and effectively chaired; can be resource intensive.	Inform & Involve
Focus groups (selected groups of participants with particular characteristics) or citizen panels (randomly selected participants)	Useful for area-based discussions and presentation of options; can help authorities to gain more understanding of public concerns; provides opportunity to explore issues in depth but may need to be complemented by other methods.	Consult & Involve
Pre-existing panels, forums and design	Developer panels comprising 'regular applicants' can provide a forum for	Inform, Consult &

Methods	Main Considerations	Inform, Consult or Involve
teams	authorities to disseminate information and canvass professional opinion on proposed documents or applications.	Involve
Workshops (interactive): e.g. 'enquiry by design' and 'planning for real' exercises	Means of engaging local communities on planning applications and developing 'ownership' of proposals; need to involve right people and require significant preparation to allow structured approach and report back; useful for identifying and focussing discussion around difficult issue and key themes.	Consult & Involve
Area forums (standing groups with geographical remit)	Tailor made forums to discuss issues relevant to the area, especially appropriate for area-based policies or specific applications.	Inform, Consult & Involve
Planning aid	Planning aid is a valuable source of planning advice and help. Planning Aid offers free, independent and professional advice on town and country planning issues to community groups and individuals who cannot afford to pay a planning consultant. The Government is funding planning aid so it can enhance its service, become more proactive, and develop a greater role in targeting communities which traditionally do not get involved in the planning system as well as increasing their capacity to participate.	Inform & Involve
Steering / advisory group	Mechanism for getting key organisations involved in overseeing or acting as a sounding board for the production of local development documents; particularly appropriate for area action plans or topic-based policies; role of the group (steering or advising) needs to be clear and there should be a transparent approach to selecting members.	Inform, Consult & Involve
Community discussion guide	Tool for raising wider awareness of the issues and collecting and	Inform, Consult &

Oxfordshire Statement of Community Involvement

Methods	Main Considerations	Inform, Consult or Involve
	understanding the views of members of the public who may not normally get involved with planning issues; involves producing and widely circulating to community-based organisations and individuals a discussion pack to guide groups and individuals through a range of relevant issues; includes a questionnaire, to be returned for analysis.	Involve

Glossary

Annual Monitoring Report: Assesses the implementation of the Local (Minerals and Waste) Development Scheme and the extent to which the policies in Local (Minerals and Waste) Development Documents are being successfully implemented. An Annual Monitoring Report must be submitted to the Secretary of State by 31 December each year, and published.

Area Action Plan: Used to provide a planning framework for areas of change and areas of conservation.

Core Strategy: Sets out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision.

Customers: Any person or organisation that uses the Council's services in any way, including developers promoting development plan allocations or applying for planning permission and local residents and other groups potentially affected by such proposals.

Development Control Policies: A set of criteria-based policies required to ensure that all development within the area meets the vision and strategy set out in the core strategy.

Development Plan Document: Spatial planning documents that are subject to independent examination.

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

Local Development Framework: A portfolio of local development documents providing the framework for delivering the spatial planning strategy for the area.

Local Development Scheme: Sets out the programme for the preparation of the local development documents within the Local Development Framework.

Minerals & Waste Development Plan Document: Minerals and waste related spatial planning documents that are subject to independent examination.

Minerals & Waste Development Scheme: Sets out the programme for the preparation of the minerals and waste development documents within the Minerals and Waste Development Framework.

Minerals & Waste Development Framework: A portfolio of minerals and waste development documents which will provide the framework for delivering the minerals and waste spatial planning strategy for the area.

Minerals and Waste Local Plan: Existing plan prepared under previous legislation setting out current policies and site proposals for minerals-related and waste-related development; to be replaced by minerals and waste development plan documents.

Municipal Waste: Includes all waste collected by a waste collection authority (district council), such as waste from households, commercial premises, street sweeping and fly tipping; and all waste deposited at household waste recycling centres and bring banks.

Oxfordshire Compact: The Compact is a framework against which the relationship between the statutory and the voluntary, community and faith sectors can be monitored and evaluated.

Proposals Map: The adopted proposals map illustrates on a base map the policies contained in the Development Plan Documents, together with any saved policies in existing plans.

Statement of Community Involvement: Sets out the standards which authorities will achieve with regards to involving local communities in the preparation of local development documents and in making development control decisions.

Strategic Environmental Assessment: A generic term used to describe environmental assessment as applied to policies, plans and programmes; the European 'SEA Directive' (2001/42/EC) requires a formal environmental assessment of certain plans and programmes, including those in the field of planning and land use.

Supplementary Planning Document: Provides supplementary information in respect of the policies in Development Plan Documents; they do not form part of the Development Plan and are not subject to independent examination.

Sustainability Appraisal: Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental, and economic factors); required to be undertaken for all local development documents.

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