



Bedfordshire
county council

Statement of Community Involvement

Adopted 12 October 2006

The Statement of Community Involvement (SCI) can be viewed and downloaded from the County Council website www.bedfordshire.gov.uk, following the links to "Environment" > "Minerals and Waste Policy and Planning" > "Bedfordshire and Luton Minerals and Waste Development Framework". There is also a "Statement of Pre-Submission Consultation", which sets out how we have involved people in preparation of this SCI.

Paper copies of the SCI are available at County Hall, Bedford and all main libraries in Bedfordshire. Further copies can be obtained by calling us on tel. 01234 228738 or e-mailing to MWPlans@Bedsc.gov.uk.

Accessibility Information

If you require a large print or Braille copy please contact Charlotte Morbey on 01234 228732

This document is part of the Minerals and Waste Development Framework for Bedfordshire and Luton. If you need help interpreting this document, please write your name, address and telephone number in the box below, together with the language that you need, and send it back to the address at the bottom of the page. We will then contact you to arrange help with interpretation.

Albanian

Ky dokument është pjesë e Minerals and Waste Development Framework (Strukturës për Zhvillimin e Mineraleve dhe Mbetjeve) në Bedfordshire dhe Luton. Nëse keni nevojë për ndihmë me përkthimin e këtij dokumenti, ju lutemi të shkruani emrin, adresën dhe numrin tuaj të telefonit në kutinë e mëposhtme, bashkë me gjuhën që ju nevojitet, dhe dërgojeni në adresën e shënuar në fund të faqes. Pastaj, ne do t'ju kontaktojmë për t'ju ndihmuar me përkthimin.

Arabic

تمثل هذه الوثيقة جزءاً من Minerals and Waste Development Framework (إطار العمل المعني بتطوير قطاع المعادن والفضلات) في Bedfordshire و Luton. إذا أردت مساعدة في ترجمة هذه الوثيقة، الرجاء كتابة اسمك، وعنوانك، ورقم هاتفك في المربع أدناه، مع ذكر اللغة التي تحتاج الترجمة إليها، ومن ثم إرسال ذلك على العنوان المبين أسفل الصفحة. سنقوم بعد ذلك بالاتصال بك لترتيب مسألة تزويدكم بهذه الترجمة.

Bengali

এই লেখাটি Bedfordshire (বেডফোর্ডশায়ার) ও Luton (লুটন) এলাকার Minerals and Waste Development Framework (মিনারেলস্ অ্যান্ড ওয়েস্ট ডেভেলপমেন্ট ফ্রেমওয়ার্ক বা খনিজ পদার্থ ও আবর্জনাবিষয়ক উন্নতির পরিকল্পনার কাঠামো)-র অংশবিশেষ। আপনি যদি এই লেখার অনুবাদ করতে সাহায্য চান তাহলে দয়া করে আপনার নাম, ঠিকানা ও টেলিফোন নম্বর নিচের বাক্সে লিখবেন এবং কোন ভাষায় অনুবাদ চান তার উল্লেখ করে, এই পৃষ্ঠার শেষে দেওয়া ঠিকানায় পাঠাবেন। তার পর অনুবাদে সাহায্য করবার জন্য আমরা আপনার সঙ্গে যোগাযোগ করব।

Croatian

Ovaj dokument je sastavni dio Minerals and Waste Development Framework (Okvirnog razvojnog plana za postupak s mineralima i otpadom) za englesku pokrajinu Bedfordshire I grad Luton. Ako trebate pomoć s prijevodom ovog dokumenta molimo Vas navedite svoje ime, adresu i telefon u prostor ispod zajedno s jezikom za koji Vam je potreban prijevod, I pošaljite nam na adresu na dnu ove stranice. Mi ćemo Vam se obratiti kako bismo dogovorili pomoć s prijevodom.

Farsi

این نوشتہ قسمتی از برنامه Minerals and Waste Development Framework (چهارچوب توسعه مواد کانی و ضایعات) در Bedfordshire و Luton را تشکیل میدهد. چنانچه شما در ترجمه این نوشتہ احتیاج به کمک دارید، لطفاً در جدول زیر نام، آدرس و شماره تلفن خود را همراه با نام زبانی کہ مورد نیاز است درج نموده و به آدرس ذیل این نامہ ارسال نمائید. پیرو آن ما برای ترتیب ترجمه با شما تماس خواهیم گرفت.

Italian

Il presente documento fa parte del Minerals and Waste Development Framework (Piano di sviluppo dei rifiuti urbani e minerali) per il Bedfordshire e Luton. Se si ha bisogno di aiuto per interpretare il contenuto di questo documento, scrivere il proprio nome, indirizzo e numero di telefono nel riquadro sottostante, indicare la lingua desiderata e rispedito all'indirizzo riportato in calce alla pagina. Sarete contattati per organizzare un servizio di interpretariato.

Polish

Niniejszy dokument Stanowi część Ramowego Dokumentu w zakresie Mineralów i Gospodarki Odpadami (Minerals and Waste Development Framework) dla hrabstwa Bedfordshire i miasta Luton. Jeśli Pan(i) pragnie uzyskać pomoc w tłumaczeniu tego dokumentu, prosimy w ramce poniżej podać swoje nazwisko, adres i numer telefonu oraz język potrzebnego tłumaczenia, a następnie odesłać formularz na adres podany na dole strony. Skontaktujemy się celem zorganizowania tłumacza.

Punjabi

ਇਹ ਦਸਤਾਵੇਜ਼ Bedfordshire ਅਤੇ Luton ਲਈ Minerals and Waste Development Framework (ਖਣਿਜ ਅਤੇ ਬੰਜਰ ਵਿਕਾਸ ਯੋਜਨਾ) ਦਾ ਭਾਗ ਹੈ। ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੇ ਤਰਜਮੇ ਲਈ ਸਹਾਇਤਾ ਦੀ ਲੋੜ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠਾਂ ਦੇ ਬਕਸੇ ਵਿੱਚ ਆਪਣਾ ਨਾਂ, ਪਤਾ ਅਤੇ ਟੈਲੀਫੋਨ ਨੰਬਰ ਅਤੇ ਆਪਣੀ ਲੋੜੀਂਦੀ ਭਾਸ਼ਾ ਦਾ ਨਾਂ ਲਿਖ ਦਿਓ ਅਤੇ ਪੰਨੇ ਦੇ ਹੇਠਲੇ ਭਾਗ ਵਿੱਚ ਦਿੱਤੇ ਪਤੇ 'ਤੇ ਘੱਲ ਦਿਓ। ਅਸੀਂ ਫਿਰ ਤੁਹਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰ ਕੇ ਤਰਜਮੇ ਲਈ ਸਹਾਇਤਾ ਦਾ ਪ੍ਰਬੰਧ ਕਰਾਂਗੇ।

Urdu

یہ دستاویز Bedfordshire اور Luton کے Minerals and Waste Development Framework (دھاتوں اور فضول اشیاء کے ترقیاتی ڈھانچے) کا حصہ ہے۔ اگر آپ کو اس دستاویز کو سمجھنے میں مدد کی ضرورت ہے تو نیچے دئے گئے خانے میں اپنا نام، پتہ اور ٹیلی فون نمبر مطلوبہ زبان کے ساتھ لکھیں اور اس صفحے کے آخر پر دئے گئے پتے پر واپس بھیجوائیں۔ ہم تب آپ سے ترجمے میں مدد کا بندوبست کرنے کے لئے رابطہ کریں گے۔

Please write your name and address in the box below

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Table of Contents

Section 1: Background	5
Section 2: Purpose and Aim	6
Section 3: Our Vision and Guiding Principles	7
Section 4: Getting involved in development plans: Who, How and When?	10
Section 5: Consultation Plan for Core Strategy, Site Allocations and Area Action Plan DPDs	18
Section 6: Resources	26
Section 7: Review and Learning	27
Section 8: Planning Applications	29
Annex A: Definitions	31
Annex B: Further Information	32
Annex C: List of methods	33
Annex D: Publicity and public consultation for development control.....	35
Annex E: Categories Of Development Requiring Different Levels of Pre Application Community Involvement.....	44
Annex F: Contact Details Bedfordshire County Council	54
Annex G: Consultee list for all development documents	55

Section 1: Background

There is a general expectation from government, elected members, professionals, voluntary groups, private organisations and the individual in the street that people will have an opportunity to have a say in decisions that affect their lives. Bedfordshire County Council supports this aspiration and aims to ensure that all its service areas are open and accessible. We are working to radically improve our public services under the corporate “Transforming Bedfordshire” agenda, under which a key strategic objective is to “build strong, prosperous and sustainable communities”. Improving communications is also identified as a key priority.

Planning undoubtedly affects us all, sometimes very directly, and Bedfordshire County Council considers that it is vital to give proper opportunities to people to inform its decisions about planning and development in the county. We hope that this will enable us to make better informed judgements, and to produce plans and make decisions that reflect the aspirations, concerns and needs of all those who care about the future of our county.

The Planning and Compulsory Purchase Act 2004 has introduced some fundamental changes to the planning system. A key objective of these changes is to encourage more meaningful stakeholder and public involvement throughout the planning process. These changes, which we welcome, have required us to consider how we involve people in our planning decisions and, consequently, to produce this document.

Our purpose in producing this Statement of Community Involvement (SCI) is to clearly set out our general intentions for stakeholder and community involvement in developing new plans and considering significant planning applications. We also hope that others, especially those obliged to submit 'statements of community engagement' alongside major planning proposals, will base their statements on this document.

Section 2: Purpose and Aim

The County Council is committed to involving communities and stakeholders in the development of planning policy and the making of major planning decisions. Extending participation should bring a range of benefits, notably:

- Better understanding of local concerns and priorities
- Drawing on the knowledge and experience of others
- Reducing conflict and maximising consensus
- Developing a wider sense of ownership of planning decisions
- Increasing public understanding of planning policy
- Making more effective use of our resources

This Statement of Community Involvement is a new type of document that the County Council must produce to show how it intends to involve communities and stakeholders in the preparation of development plan documents¹ (DPDs) – blueprints for the future of our county that guide planning decisions.

In producing this Statement of Community Involvement (SCI) we aim to:

- Set out our vision and guiding principles for involving stakeholders, communities and the public
- Explain the statutory requirements (what the government tells us we must do).
- Describe our proposed process for consultation on the Core Strategy, Site Allocations and Area Action Plan DPDs for minerals.
- Set out how we intend to review and learn from experience.

¹ As required by the Planning and Compulsory Purchase Act 2004.

Section 3: Our Vision and Guiding Principles

3.1 Our Vision for Community Involvement in Planning

Our Vision:

Any individual, community or organisation who may be affected by a planning decision in Bedfordshire will have meaningful opportunities to understand the issues, express their views, have those views properly understood and taken into account during a plan or decision making process.

In order to achieve this vision we will seek to ensure that people and organisations who may be affected by planning decisions are well informed, can access further information as they require it and can become involved in a way that suits them.

3.2 Guiding Principles

Realising our vision can only happen if the consultation processes we run are consistently high in quality and effective. By adopting and applying these 'guiding principles' we hope that we can achieve this aspiration.

In future, our planning related community involvement processes will:

➤ **Timing: Start as early as possible and continue involvement throughout the decision making process**

To firstly raise awareness, then provide suitable opportunities for the involvement of stakeholders, communities and the public throughout the process, including regular updates about progress and giving clear feedback at every key stage.

➤ **Transparency: Make the context, intent and scope of the process as clear as possible**

By describing the subject of the consultation process, its significance and potential impact. By stating clearly what can or cannot change as a result of the process. By ensuring that everyone can understand how their input, at any stage, in any form, fits in to the overall process. Also, by stating how account has been, or will be taken, of their input, as well as the inputs of others through clear feedback

➤ **Ensure openness of access**

By ensuring that all those who wish to, have opportunities to become involved. There will also be pro-active efforts to make it easy for groups and individuals who have traditionally been excluded ('hard to reach' groups, see section 3.3) to become involved.

➤ **Link with other related initiatives, projects and plans**

This will include for example (a) showing clear linkages with other related strategy documents; especially existing community strategies or (b) building on other

engagement processes or communications activities that in some way connect with the subject matter (e.g. linking awareness raising activity about recycling, with waste development strategies).

➤ **Encourage and enable agreement, whilst bringing clarity to areas of disagreement**

Whilst it is unlikely that we will find unanimous agreement on all issues, we should try to establish some consensus and a clear understanding of outstanding differences. The engagement process should help reduce the need for expensive and lengthy examination processes.

➤ **Make best use of resources**

Making the best use of our resources and the resources available to others. This includes having regard for people's time. We will design engagement processes that take into consideration the likely level of public or stakeholder interest and ensure we avoid duplication of effort and 'consultation fatigue' by contacting people unnecessarily.

➤ **Give Clear Feedback**

It is important that people who have taken the time to make representations by any means know that we have received them and taken them into account. To do this we will firstly send a letter or e-mail to acknowledge receipt. We will then take all comments received at a given stage in document preparation and produce a detailed report setting out the comments made and how we have dealt with them. This report will be published and posted on the internet. For the final submission stage of a Development Plan, when we write to acknowledge comments, we will also give each respondent an ID number and also number each of their individual comments. These ID numbers will be used to identify respondents and comments for the Examination in Public. Consultation procedures will be reported to the Examination in a "Statement of Compliance" which will show how we have followed the protocols set out in this SCI as we have prepared our plans.

3.3 Social Inclusion

Our vision seeks to ensure that anyone who may be affected by a planning decision should be able to get involved, to voice their views and to be confident that they have been properly heard and understood. However, we know that there are certain groups who can be overlooked in participation processes and it will be important to ensure that barriers to their participation can be minimised.

These 'hard to reach' people and groups can be defined as: those who may suffer social, health or economic disadvantage. It may also include those who are, for example, 'time poor', such as commuters, as well as those who are part of religious and cultural minorities, or, for one reason or another, are not represented in traditional social networks, such as associations, clubs and societies. In Bedfordshire this is likely to include commuters, non-English speakers, disabled people and younger adults in particular.

We will tailor our processes of participation in order to reduce barriers to engagement by looking at ways in which particular groups can be accounted for in our choice of techniques and methods; for example:

- Commuters – using internet based methods to enable 24 hour access for giving comments and receiving feedback
- Non-English speakers – all documents to include a multi-language introduction and links to interpretation support if required. We will also plan specific community outreach processes where necessary
- Disabled – working through existing groups and always ensuring that venues for meetings etc are accessible to all
- Younger adults – planning specific meetings and comment opportunities where justified and generally targeting engagement through schools, colleges and groups.

In all our participation processes we will ensure that we comply with relevant legislation, such as the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995.

Section 4: Getting involved in development plans: Who, How and When?

This section sets out which groups and individuals we are planning to consult (4.1), at which stages of the process consultation takes place (4.3), and the spectrum of approaches and methods we will draw on for consultation (4.4).

4.1 Who we will consult

Bedfordshire CC has an extensive **database** of local, county and national groups and individuals; this will be a key tool in our communications and involvement processes. This database includes the preferred means of consultation for each consultee (i.e. post, e-mail, active participation in workshops etc.), and is continually updated. **Anyone can be added to our database by contacting us at any time, and we recommend that you make this request if you are interested in our minerals and waste plan-making activities** (contact details are given in Annex F).

The government requires all planning authorities to “consult” with a number of organisations. The Town and Country Planning (Local Development) (England) Regulations 2004 set out the following Specific Statutory “Consultation Bodies” that must be consulted if the Local Planning Authority considers that body will be affected by what is proposed; for Bedfordshire County Council this list is:

- Government Office for the East of England (Go-East)
- Regional Assembly (EERA)
- Adjoining Local Authorities
- All District and Borough Councils in the County
- Parish Councils (including adjoining Parish Councils)
- The Countryside Agency*
- The Environment Agency
- The Highways Agency
- The Historic Buildings and Monuments Commission for England
- English Nature*
- Department for Transport (Railways)
- Regional Development Agency (EEDA)
- Telecommunications companies
- The Strategic Health Authority
- Relevant electricity companies
- Relevant gas companies
- Relevant sewerage undertakers
- Relevant water undertakers
- Internal Drainage Boards.

***PLEASE NOTE:** *From January 2007a new integrated agency - Natural England - will be formally established. This will comprise all of English Nature (EN), the landscape, access and recreation elements of the Countryside Agency (CA) and environmental land management functions of the Rural Development Service (RDS).*

The Regulations also specify that the Local Planning Authority must consult the following General “Consultation Bodies” where we think that they may be affected by proposals (the specific list of database bodies contacted in preparation of this SCI can be found in Annex G):

- Voluntary organisations some or all of whose activities benefit any part of the authority’s area
- Organisations which represent the interests of different racial, ethnic or national groups in the authority’s area
- Organisations which represent the interests of different religious groups in the authority’s area
- Organisations which represent the interests of disabled persons in the authority’s area
- Organisations which represent the interests of persons carrying on business in the authority’s area.

In addition to those named above, the authority must produce a “long list” of the types of groups the authority proposes to involve. In Bedfordshire CC, this will be the list as contained in our consultation database. This database will be subject to ongoing change as people request to be added or deleted from it. The contacts included in the database as at time of writing are listed in Annex G.

Member Involvement

County Councillors (Members of the County Council) clearly have a key role to play in our consultation processes since it is they, acting in their capacity as elected representatives of the community, who will make decisions regarding our policies and plans.

Special Member seminars will be held at appropriate stages² of the development plan process to ensure members hear feedback from consultations. This will ensure that the political decision making process undertaken by Members is informed by the results of consultation and engagement processes.

² The key stages will be “issues and options” (Reg 25), “Preferred Options” (Reg 26) and “Submission” (Reg 28) (see table 1 for more detail)

4.2 Linking to related initiatives, projects and plans

One of our principles stresses the importance of linked working. We believe this is important for a number of reasons: by working together with other officers, departments and organisations we maximise the potential for cross-fertilising of ideas, of avoiding repeating the same processes unnecessarily, reducing consultation fatigue amongst stakeholders and using our resources most efficiently.

Corporate approach

In 2005 Bedfordshire County Council embarked on a comprehensive programme of corporate management and culture change designed to achieve a radical improvement in the delivery of public services. This programme is known as "Transforming Bedfordshire".

One of the priorities for Transforming Bedfordshire is to improve the ways the Council communicates with the public and other stakeholders. A second priority is to make sure that the Council gets a better informed picture of people's needs.

In order to achieve these aims, we have strengthened our corporate communications and consultation teams so that they can co-ordinate consultation and communications activities across our various service areas.

We will ensure that our corporate communications and consultation teams are fully engaged in our Minerals and Waste Planning work so that:

- a) Our approach to Minerals and Waste Planning contributes to the Transforming Bedfordshire agenda; and
- b) We make appropriate linkages with other work areas, ensuring 'joined-up' thinking and co-ordinating our consultation activities to deliver optimum efficiency and clarity.

We will continuously monitor other areas of the Council's work to look for new opportunities for joining up our various activities. At the time of writing this SCI, we think that the following matters will be of particular importance:

Local Strategic Partnership

The Bedfordshire Local Strategic Forum deals with strategic issues across the County as a whole, including those that cut across District boundaries or need to be dealt with at regional or national level. It is charged with production of the Community Strategy for Bedfordshire³, and includes representatives of all the district local authorities in the area as well as other key agencies such as the Primary Health Care Trust, Bedfordshire Police, the Chamber of Commerce and the Learning Skills Council.

The Community Strategy for Bedfordshire has already been produced and therefore there will not be opportunities for joint consultation on the document itself. We will, however, take it into account as we prepare our Minerals and Waste Plans. We will also consult with the LSP as we prepare development plans, and will explore opportunities to work jointly in future dissemination of information and public engagement processes. We have also consulted representatives of the LSPs in preparation of this SCI.

³ See <http://www.community-plan.com> for more info on the Community Plan and Strategic Forum.

Each district also has its own local level Community Strategy, and we will also take these into account and consult with the respective local area LSPs as we prepare our plans.

At time of writing, the work of the LSPs is being built on and taken forward via a new Local Area Agreement (LAA). The LAA is an undertaking between a wide range of public service organisations in the area (e.g. local authorities, police and health services) and will identify key priorities and targets for future public service delivery. As the LAA partnership becomes established we will ensure that we develop appropriate linkages for our minerals and waste planning work in Bedfordshire.

The Municipal Waste Management Strategy

The County Council has worked in partnership with the District and Borough Councils to produce a strategy for dealing with municipal waste, which together the Councils are responsible for collecting and managing. Again, the substantive work on this has already been done, so there will not be any opportunities for joint consultation until such time as the document is next reviewed. The Strategy itself, however, will be a key consideration as we prepare our waste plans, and we will work closely with County and District waste management teams as we progress work on the waste plans.

The County and District Councils have also established a joint member /officer partnership panel, the “Bedfordshire Authorities’ Waste Partnership” (BAWP), with which we shall actively engage as we work on our waste plans.

Bedfordshire Energy and Recycling Project (BEaR)

In 2001, following extensive stakeholder engagement, Bedfordshire County Council published the *Waste Strategy for Bedfordshire and Luton*⁴ on behalf of all the local authorities in the area, including Luton.

The Waste Strategy identified a need for Bedfordshire to develop an integrated waste treatment plant (IWMF) in order to meet its waste recycling and recovery commitments and to significantly reduce waste sent to landfill.

Work is commencing in earnest at the start of 2006 to take this strategic aim forward to implementation. This will be known as the Bedfordshire Energy and Recycling Project (BEaR).

Clearly, there are strong links between this project and the waste development framework, and we will ensure that both projects are properly co-ordinated, with joint planning of communications and consultation exercises.

Bedfordshire and Luton Compact

The County Council has signed up to the “Bedfordshire and Luton Compact”. This document aims to draw together the key principles for effective partnership working between the voluntary, community and statutory organisations in Bedfordshire and Luton. It is intended to make most efficient use of these organisations’ resources by avoiding duplication and providing a forum for the sharing of ideas and good practice. The Compact includes a shared vision and principles together with undertakings by

⁴ Documentation for the *Waste Strategy* is available on www.bedfordshire.gov.uk

organisations from each sector and codes of good practice for equality and diversity, and consultation and partnership.

We will follow the principles of the Compact, and will consult the partner organisations, as we progress our minerals and waste planning work.

The Compact may be viewed at www.thecompact.org.uk, or obtained in hard copy from the contacts given in Annex F.

4.3 When we will consult

The Government requires all planning authorities to ensure the following stages in the development of all Development Plan Documents (or DPDs)⁵ (see table 1 over page). Community involvement is to be undertaken in stages 1 and 2; stages 3 and 4 are the more formal processes. A “Sustainability Appraisal” (SA)⁶ is to track and inform the DPD process from start to finish.

Supplementary Planning Documents (SPDs) may also be produced where we need to expand areas of policy in the DPDs and may take the form of design guides, master plans etc. When we produce an SPD we will undertake consultation exercises in conformity with the consultation plan shown in Table 4. However, it should be noted that SPDs do not require an examination (stage 3 below) nor do they form part of the statutory development plan.

Minerals and Waste Development Scheme

The complete inventory of plans that we will produce is set out in a separate document called the Minerals and Waste Development Scheme. This gives details of each document that will form part of the Development Framework and sets out timetables for all production stages from initial evidence gathering through to final adoption. The Scheme may be downloaded or obtained in hard copy from the contacts given in Annex F.

Sustainability Appraisal and Consultation

We wish to fully integrate the sustainability appraisal of plans etc with our efforts to engage stakeholders; indeed, we believe it should be a key driver in the consultation process, bringing a clear and welcome challenge to ensure that sustainability is at the heart of our work. This effectively means that consultation will often be fundamentally concerned with assessing, testing and challenging the sustainability of options and proposals.

⁵ DPDs form part of the statutory development plan. They include strategy documents and site allocation plans.

⁶ The Government requires a “Sustainability Appraisal” to be an integral part of preparing a Local Development Framework (which includes the DPDs). This appraisal assesses the overall effect of a plan and must comply with the EU Directive (2001/42/EC) requiring a “Strategic Environmental Assessment” to be carried out on certain policies and plans. However, the SA broadens the appraisal to include social and economic in addition to environmental effects. (See below on “Sustainability Appraisal and Consultation”)

Table 1: Main Stages of Document Development and Consultation

Stage	Description/Activity	Note		
1. Pre-production (establish and understand the key Issues and Options)	<p>Evidence gathering</p> <ul style="list-style-type: none"> Identify other policies, plans and programmes, such as the local Community Strategy, which are likely to have interactions with our Minerals and Waste planning work consult on relevant key issues and options that the DPD will cover identify and consult upon proposals for stakeholder and community involvement consult with Consultation Bodies on the scope and level of detail of the SA 			
2. Production	<p>Preparation of issues and options</p> <ul style="list-style-type: none"> consult on a document concerning the key relevant Issues and Options identified in pre-production stage <p>Preparation of Preferred Options</p> <ul style="list-style-type: none"> produce and consult upon a document setting out the Council's preferred options for the DPD, building on feedback from earlier participation on Issues and Options consult with Consultation Bodies and the public on a report arising from the SA to date 	Including a statutory consultation period of 6 weeks	Sustainability Appraisal	
3. Examination	<p>Submission of DPD</p> <ul style="list-style-type: none"> submit the DPD to the Secretary of State who will then arrange for an independent examination to be carried out by a Planning Inspector consult on the submitted document <p>MDPD Alternative Site Consultation Stage*</p> <ul style="list-style-type: none"> If we receive site specific representations at this time relating to land not identified in the Minerals and Waste Development Framework (called omission sites), they will be subject to a second round of consultation following the end of the initial six week period. This will also be for a six week period, of which all interested parties will be notified. <p>Pre-examination meeting</p> <ul style="list-style-type: none"> At least 6 weeks before the opening of an Independent Examination, Beds CC must a) publish notice on its website; b) notify interested persons and c) give notice by local advertisement concerning the subject, form, time and place of the examination and the name of the inspector 	<p>Including a statutory consultation period of 6 weeks</p> <p>Including a statutory consultation period of 6 weeks</p>		

*The proposers of alternative sites at this stage should have carried out strategic environmental assessment and sustainability appraisal to demonstrate how their proposed sites are more appropriate and sustainable than ones currently included in the plan.

Stage	Description/Activity		
3. Examination (continued)	<p>Independent examination NB. People will only have the <u>right</u> to express their views at the examination itself if they have made written comments during the six-week consultation period (above). The Inspector, however, does have the freedom to invite any party to the examination (whether or not they have made a representation), but this is entirely at his/her discretion.</p> <p>Binding report</p> <ul style="list-style-type: none"> • After the examination, the Planning Inspector will produce a report with recommendations that will be binding upon the authority 		Sustainability Appraisal
Adoption	<p>Adoption The Local Planning Authority must adopt the DPD as soon as practicable after the report has been received and reviewed</p>		

These statutory requirements provide a framework of minimum standards and Bedfordshire County Council must comply with them. However, we support the Government's wider objective with regard to community and stakeholder engagement, which is to see how this can help us develop better plans and achieve higher quality development that is more widely supported. So, where it is justified, we will extend the process of involvement beyond the minimum requirements (e.g. by allowing more time or extending efforts to engage certain communities of interests).

4.4 How will we involve people?

This SCI sets out how stakeholders and the public could be involved. There are many different approaches and methods by which we might do this – from opinion polls to meetings. This range can be divided into four, broad 'approaches' which may be used independently or, more commonly, combined in the 'consultation plan':

We will use the Sustainability Appraisal as much as possible as the core vehicle to drive consultation. This means that the work of the SA will be integrated into each stage of the development framework process and enable stakeholders to focus on the sustainability of options and proposals.

Table 2. Approaches and Typical Methods

APPROACH	WHAT WE MEAN BY THIS	AIM	SOME TYPICAL METHODS
Information Giving	Where we give information to people, for example, raising awareness of an issue, alerting people to opportunities for getting involved, telling people of a decision which may affect them and so on.	To ensure that those who want or need it are in receipt of relevant information.	Letters, email, websites, radio, newspapers, leaflets
Information Gathering	Using survey or research methods to gather information. Usually used where we need to understand the opinions of a large number of people (e.g. the population of the county, town or neighbourhood).	To generate information to inform the decision-making process.	Focus groups, surveys, opinion polls, interviews
Consultation	Giving people the opportunity to consider and respond to proposals, issues and options and so on, that we have developed.	To generate clearer understanding of people's concerns and opinions.	Exhibitions, documents with questionnaires, meetings, workshops
Dialogue	Where we bring smaller numbers of people (usually 'key stakeholders') together to discuss and 'deliberate' together with us, before decisions are made.	To create opportunities to build shared understanding and agreement (or better understand disagreement)	Meetings, workshops

NOTE: An indicative list of possible methods can be found at Annex C.

Section 5: Consultation Plan for Core Strategy, Site Allocations and Area Action Plan DPDs

Here we set out our detailed approach to consultation and community engagement in a 'consultation plan', which is specifically tailored to suit the documents being developed (above).

We believe our plan draws on the principles established earlier in this SCI as well as lessons learned from previous consultation exercises.

In preparing this plan we have considered many issues, such as:

- The likely level of public interest
- Which communities and specific stakeholders are directly and indirectly affected
- How to best ensure inclusion of all who want or need to be involved
- What approaches and methods have worked well (or not so well) in the past
- The best form(s) in which to provide relevant information
- How best to keep people informed about progress and to enable feedback
- How much time can be made available
- Available resources (especially of people, money, time and skills)
- The needs of stakeholders, especially resource constraints which may limit their involvement
- Related previous, current and/or planned engagement processes, including community strategies.

General Point - Giving clear feedback

It is important that people who have taken the time to make representations know that we have received them and taken them into account. To do this we will firstly send a letter or e-mail to acknowledge receipt. We will then take all comments received at a given stage in document preparation and produce a detailed report setting out the comments made and how we have dealt with them. This report will be published and posted on the internet.

For the final submission stage of a Development Plan, when we write to acknowledge comments, we will also give each respondent an ID number and also number each of their individual comments. These ID numbers will be used to identify respondents and comments for the Examination in Public. Consultation procedures will be reported to the Examination in a "Statement of Compliance" which will show how we have followed the protocols set out in this SCI as we have prepared our plans.

We will be following the Town and Country Planning (Local Development) (England) Regulations 2004 and using Creating Local Development Frameworks: A Companion Guide to PPS12 in the preparation of our DPD's. For example, when analysing the representations to the Preferred Options for the DPD's, as required by Regulation 27, we will consider each representation, in particular:

- The weight of support and objection to the preferred options and proposed alternatives;
- Implications for the integrity of the development plan document's spatial vision and spatial objectives;
- Implications for the findings of the sustainability appraisal;
- Suggestions for rethinking particular options; and
- How they relate to the time and resources anticipated to produce the submission development plan document.

We will then write a response to each representation explaining how we have dealt with it and how it will affect the policies in the submission development plan document. We will use the sustainability appraisal to assess the representations, if necessary meet with those that made representations and then write a report setting out each representation and our responses for the public to view. This report will be on – line and available in paper format.

We are using consultation database computer software that contains all the information set out in the above mentioned Companion Guide Section 8c. This will contain all the responses received through all the consultation relating to the preparation of the Minerals and Waste DPD's and our responses from the Issues and Options stage through to Adoption. This database is on line and any of the information within it can be provided in paper format if required.

Consultation Plan for Core Strategy, Site Allocations and Area Action Plan DPDs

It is important to note that consultation on 'core strategy' will be county-wide. Consultation on site allocation and area action plan DPDs will be open to all, but may be particularly targeted on areas directly affected – e.g. local workshops, public meetings – invitations to town and parish councils, local interest groups.

The consultation plan in table 3 integrates with the key stages of the Sustainability appraisal. In addition it should be noted that the plan front loads the consultation procedures, using intensive and varied techniques at the start of the process. For actual dates for the various stages, please refer to the Minerals and Waste Development Scheme.

The Bedfordshire County Council Website will be used to post all information and will be continuously updated throughout the process.

Table 3: Consultation plan for core strategy, site allocation and area action plans DPDs

DPD Production Stage	SA/SEA Stage	Who will be consulted	Consultation method and reasons for choice
Pre-production (evidence gathering) Issues scoping	Stage A: Evidence gathering / scoping	All consultees in our contacts database.	<ul style="list-style-type: none"> All consultees in our contacts database will be notified at the start of the plan production process. At this stage all consultees except the specific (statutory) bodies will be asked if and how they wish to be engaged for the rest of the process. We will hold at least one consultation workshop with key stakeholder organisations to cover scoping of plans and sustainability appraisal. Workshops will allow intensive deliberative engagement at key stages For those stakeholders unable to attend the workshop, we will produce a scoping paper and questionnaire seeking responses to the same issues covered in the workshop (paper and electronic format) to ensure a wider opportunity for participation. Web-based feedback mechanisms advertised via local newspapers. To cover scoping of plans and SA process. 5 week formal consultation on the SA scoping report, in line with the requirements of ODPM guidance. Consultation on initial scoping of plans. SA Scoping report published on the web and feedback invited by post or e-mail. <p>The pre-production stage is the best time to engage key stakeholders in order to ensure optimum input right at the start of the process (front-loading). We will ensure maximum opportunity for input by notifying all consultees and by using the above range of consultation methods to give a wide choice of participation methods.</p>
Production 1 Issues and Options consultation	Stage B: Appraise effects of plan	All specific consultation bodies. All other consultees on our contacts database.	<p>Issues and Options consultation</p> <ul style="list-style-type: none"> All consultees in our contacts database (apart from those who have told us that they do not wish to be consulted) will be notified. Our contacts database will form the backbone of all our consultation throughout the process. At the outset, this includes all specific consultees, an extensive list of general consultees, including conservation groups, action groups and other community based organisations. Any interaction we have with any citizen or group will be

DPD Production Stage	SA/SEA Stage	Who will be consulted	Consultation method and reasons for choice
			<p>added to this list. At each stage of the process a personal letter will be sent to the consultees on the list.</p> <ul style="list-style-type: none"> • Press and media notifications will inform wider public and relevant information will be posted on the internet. • Responses to initial scoping work analysed and published. • Technical appraisal workshop in which key stakeholders undertake sustainability appraisals of key options. • Public consultation workshops to gather feedback and generate discussion on the Issues and Options report and the accompanying SA report on Issues and Options. Targeted on those communities likely to be most affected by the various options identified and used to identify gaps and inconsistencies and question assumptions as well as exploring the secondary, cumulative and synergistic effects of the options and identifying possible mitigation measures. Publicised by direct contact to all consultees, apart from those engaged in the technical appraisal workshop. Advertised by press release and/or advertisement. • We will arrange meetings with town and parish councils and other interest groups as appropriate. • Formal consultation on the Issues and Options report and accompanying SA report on Issues and Options. Consultation document on website and paper copies. Responses can be made by e-mail or post. As well as making the issues and options paper available for comment on the website and in paper form, we may produce a summary document and set of questions to enable a wider public to participate easily. This summary will be made available to all on our contacts data base and marketed more widely. • Commuters have been identified as key hard to reach groups in Bedfordshire and documentation will be made available on our website for 24 hour access. • Translation assistance for the main minority languages in Bedfordshire will be available on request. Each document will include a summary in each of these languages, explaining how help in translation may be obtained. • Members briefings. Again, we aim to ensure maximum reach and convenience at this early stage by use of the range of consultation methods shown above. We will endeavour to raise public profile by issue of press releases and advertisements. If appropriate, special processes will be designed to reach particularly hard to reach groups such as commuters.
	Stage C: Documenting	All specific consultation bodies and other interested parties engaged in earlier stages	<ul style="list-style-type: none"> • Reporting of all responses to Issues and Options consultation processes • Notification to interested parties previously engaged • Publication on the internet.

DPD Production Stage	SA/SEA Stage	Who will be consulted	Consultation method and reasons for choice
Production 2 Preferred Options consultation	Stage D: Consultation on SA report and Preferred Options	All specific consultation bodies and other interested parties engaged in earlier stages	<ul style="list-style-type: none"> Formal consultation on the Preferred Options and accompanying SA report prior to preparation of the submission draft Plans. All consultees previously engaged will be notified by e-mail or post with information on how they can comment on this stage of the process. Public notice published in local papers Paper copies will be made available in council office and libraries All documents posted on the internet with feedback mechanisms. Members briefings
Examination 1 – submission DPDs	Stage E: Submission	All specific consultation bodies and other interested parties engaged in earlier stages	<p>Formal consultation on submission Plans and accompanying SA report</p> <ul style="list-style-type: none"> Formal approval of submission documents by Executive Committee (recommendation) and Council (decision) All consultees previously engaged will be notified directly Public notice published in local papers Paper copies will be made available from council offices and libraries All documents posted on the internet with feedback mechanisms.
Examination - Alternative Site Proposals	Stage E Submission**	All specific consultation bodies. All other consultees on our contacts database.	<ul style="list-style-type: none"> Formal consultation period of 6 weeks All specific consultees and other consultees on our database will be notified. Formal notification published in local papers Paper copies will be available at Council offices and libraries. All documents will be posted on internet with feedback mechanism.
Examination - Alternative Site Proposals Documentation	Submission	All specific consultation bodies and other interested parties engaged in earlier stages	<ul style="list-style-type: none"> Report of all responses to Alternative Site Proposals Notification to interested parties previously engaged Publication on the internet.
Examination 2 - Formal examination		All parties who have indicated at Preferred Options stage that they wish to participate in the examination	<ul style="list-style-type: none"> Formal Examination in Public Public notice published in local papers All consultees engaged at submission stage will be notified directly. All documents posted on internet with feedback mechanisms.
Examination 3 - Inspector's Report		All participants in the examination and parties who made representations to the submission document	<ul style="list-style-type: none"> Receipt of Inspector's Report All consultees engaged at submission and examination stages will be notified directly All documents posted on the internet.
Adoption		All parties previously engaged	<ul style="list-style-type: none"> Final adoption of Development Documents Formal adoption by Executive Committee (recommendation) and Council (decision) Public notice in local papers

DPD Production Stage	SA/SEA Stage	Who will be consulted	Consultation method and reasons for choice
			<ul style="list-style-type: none"> • All consultees engaged at submission and examination stages will be notified directly. • All documents (including SA report) posted on internet.

*The consultees held in this contacts database include all specific consultees, all general consultees and an extensive list of other consultees. In addition this database will develop during the DPD product stages; anyone participating in a consultation or engagement process will be added to the database and directly notified at subsequent stages.

** It is to be highlighted at stage E in the DPD Site Allocation Plan production the proposers of alternative sites should have carried out strategic environmental assessment and sustainability appraisal to demonstrate how their proposed sites are more appropriate and sustainable than ones currently included in the plan.

Consultation plan for Supplementary Planning Documents (SPD)

It should be noted that the consultation around the SPD process is simpler than the consultation plan for Core Strategy, Site Allocations and Area Action Plan DPDs. The key differences are that there is only one stage of formal consultation (although we will ensure additional consultation during document preparation as shown in table 4) and there is no formal examination stage prior to adoption. For actual dates for the various stages, please refer to the Minerals and Waste Development Scheme.

Table 4 Consultation plan for SPD

SPD Production Stage	SA/SEA Stage	Who will be consulted	Consultation method and reasons for choice
Pre-production (evidence gathering) Issues scoping	Stage A: Evidence gathering / scoping	Statutory sustainability appraisal consultees	<p>The pre-production stage will be largely an internal evidence gathering process during which we will consult with other parties as appropriate to the specific needs of evidence gathering for the SPD.</p> <ul style="list-style-type: none"> We will consult statutory consultation bodies regarding the scope of the sustainability appraisal We will consult other key stakeholders as appropriate to the subject of the SPD.
Production of draft SPD	Stage B: Appraise effects of plan Stage C: Documenting Stage D: Consultation on SA report	All consultees listed in contacts database	<p>We will endeavour to give maximum opportunity for stakeholder engagement during preparation of the draft SPD</p> <ul style="list-style-type: none"> All consultees will be notified by letter at the start of the SPD production process. At this stage all consultees will be asked if and how they wish to be engaged for the rest of the process. We will hold one or more workshops in which key stakeholders who have expressed an interest will consider potential content of the draft SPD and undertake sustainability appraisals of key options. Workshops allow intensive deliberation at key stages of the process. 5 week formal consultation on the SA scoping report, in line with the requirements of ODPM guidance. SA Scoping report published on the web and feedback invited by post or e-mail.
Public participation on draft SPD		All parties who have told us in previous stage that they wish to be consulted	<ul style="list-style-type: none"> Formal consultation on the draft SPD and accompanying SA report prior to preparation of the submission draft Plans. All documents posted on internet with feedback mechanisms. Public notice published in local papers We will hold one or more workshops in which stakeholders who have expressed an interest will consider the draft SPD.
Production 2 Analyse		Liaise as necessary with	<ul style="list-style-type: none"> This stage will be largely internal, but we will liaise with parties who have made responses

SPD Production Stage	SA/SEA Stage	Who will be consulted	Consultation method and reasons for choice
responses and revise SPD		parties who have made responses to draft SPD	to draft SPD where we need to clarify matters or consider matters arising from issues raised.
Reporting of consultation		All parties who have been engaged in production of the draft or have made Response to draft consultation	<ul style="list-style-type: none"> • Analysis of responses to consultation stage will be documented and posted on the internet. • All parties who have been engaged in production or consultation stages will be notified of the report of consultation.
Adoption		All parties who have been engaged in the process	<ul style="list-style-type: none"> • Formal adoption of SPD. • Formal adoption by Executive Committee (recommendation) and Council (decision) • Public notice in local papers • All consultees engaged at submission and examination stages will be notified directly. • All documents (including SA report) posted on the internet.

Section 6: Resources

We have allocated a budget to cover the cost of preparing the component plans of the first round of Development Framework (i.e. up to 2009), including consultation exercises, external consultancy support (where required), and printing, advertising and other expenses.

For the core strategy and site allocation plans we are undertaking joint preparation (i.e. minerals core strategy and site allocations as one process, waste core strategy and site allocations as another). We have allocated a budget of around £100k for each of these processes (excluding costs of Examination in Public).

For SPD, we have made a budget allowance of around £50k.

We have made no budget allocation for Area Action Plans as there are none proposed in the current Framework.

We would envisage similar budgetary commitments for future rounds of the Development Framework.

Internal staff resources for the Development Framework are:

- Two full time planning officers who will be dedicated to the Minerals and Waste Development Framework
- A team manager, who will be deployed around 25% to the Development Framework
- A range of specialists will provide input as and when required, for example ecologists, landscape, archaeology and cultural heritage experts.

At time of writing, we intend to appoint one additional full time planning officer to work on the Development Framework.

Section 7: Review and Learning

7.1 Learning and Improving

It is important that we learn from each process of engagement that we manage, whatever the issues. The lessons learnt from each process can usefully inform future processes and might include areas such as methods that have worked well, or not so well; the popularity of some forms of information over others and so on.

We will recommend and encourage developers to undertake consultation using good practice principles and sharing our learning from our own consultation and engagement processes.

In order to maximise the learning we can gain from each process we will:

- Undertake an ongoing evaluation of the process with stakeholders who are involved at all key stages so that we can refine our procedures as we go along if we need to
- Undertake an evaluation at the end of the process
- Share the key lessons with others, including those who have been involved
- Produce a report containing an outline of the process, the methods used, the results achieved and the lessons derived
- Ensure that this report informs the next engagement process to be undertaken.

7.2 Changing the SCI

The process for consulting on this SCI included a pre-consultation letter to all key stakeholders notifying them of the process and checking they wished to be consulted.

A draft SCI was prepared along with a summary and paper questionnaire. The questionnaire was mailed to everyone on the consultation data base. All replies were collated and used to revise the SCI.

At the submission stage a letter and questionnaire has been sent to all consultees on the contact list and any responses will be forwarded to the inspector.

It is important that processes of consultation remain flexible and adaptable since, when planning such processes, it is hard to know exactly what will happen, who will get involved, and how particular methods will be received. We think that this SCI includes this flexibility, but there may be circumstances in which we need to review it.

We will review this SCI if we feel that it may not be achieving its objectives. A review might be triggered by the following:

- receiving complaints about methods being used
- concerns that we may not be reaching enough people
- concerns that we are not reaching the right groups or individuals
- other concerns arising from monitoring of our consultation and community engagement work.

In the event of a review of this SCI we will notify all those who have been involved that a review is being undertaken in the same way we proceeded with the consultation for preparation of this SCI. The success and effectiveness of the SCI will be reviewed through the Annual Monitoring Report (AMR).

Section 8: Planning Applications

So far we have focused on community involvement when planning policy is being developed. Planning policy creates a framework for decisions that we must take about planning applications. In this section we focus on how communities and stakeholders may be involved when planning applications have to be considered, otherwise known as the “development control” function. Bedfordshire County Council has to process applications which relate to “county matters”⁷ including all applications for mineral extraction or workings and waste management or disposal. We also process internal applications for our own development proposals (such as those relating to schools). These are known as Regulation 3 applications. All other development applications are handled by the district and borough councils.

Planning applications generally have to be determined in accordance with the “development plan” which sets out the authority’s policy⁸. If community involvement in the policy making process has been effective (as envisaged in the earlier sections of this document) we would hope that the vast majority of applications made to us will have been anticipated by interested communities and stakeholders and therefore further community involvement could be managed within the minimum statutory requirements.

8.1 Minimum Statutory Requirements

The requirements for notification and publicity⁹ for 'standard' planning applications that we deal with are:

- *A site notice, displayed for at least 21 days, inviting comments about the proposals, or*
- *Serving notice on any adjoining owner or occupier.*

Some proposals may be considered “major development” (e.g. all minerals extraction and waste development applications) in which case notice may also be given to adjoining owner/occupiers and publicised via a local newspaper advert. Further details can be found in the regulations.

⁷ “County matters” are defined in Schedule 1 of the Town and Country Planning Act 1990

⁸ Occasionally, a decision on a planning application may not accord with the development plan, but this will only happen when there are significant (and usually unforeseen) considerations which clearly override the plan.

⁹ The requirements for the publicity of planning applications are set out in section 8 of The Town and Country Planning [General Development Procedure] Order 1995

8.2 What we already do

This following is a summary of key points concerning how communities and stakeholders are given opportunities to make their views known in the development control process.

➤ ***Before applications***

- Request developers and others to contact us for advice as soon as possible
- Encourage applicants for large or potentially controversial applications to engage with relevant district or borough councils, local and town/parish councils and with local communities.

➤ ***When an application is received***

- Notify neighbours where they can be identified
- For major development, place a summary notice in a local newspaper
- Place a copy on deposit with district or borough councils for public inspection
- Post site notices (including a plan of the site)
- Notify the local county councillor.

➤ ***Processing the application***

- Visit the site
- Consider inputs from relevant, past and present consultations, community and stakeholder involvement
- Keep anyone who has expressed an interest updated about amendments to the application.

➤ ***Determination and Feedback***

- Inform all interested parties whether (and when) the application will be taken to committee for decision
- Inform all who have expressed an interest of the decision.

More detail on our development control procedures is set out in Annex D.

8.3 Extended Community Involvement

For some development proposals a more extensive process of community and stakeholder involvement can be required. Typically this will be where, because of the scale or nature of the proposals, many more people are likely to be interested or potentially affected than might be reached via the usual measures outlined above (8.1, 8.2).

Criteria and procedures for the different categories of development for public engagement are set out in Annex E.

Annex A: Definitions

Term or Word	What we mean by it in this document
Approach, method, technique	We use these terms in the sense of a hierarchy: (i) Approach – broadest level of engagement process planning, this communicates the general thrust of the engagement process; e.g. 'dialogue'. (ii) Method – used to describe the more detailed engagement activity used to deliver an approach; e.g. 'stakeholder workshop'. (iii) Technique – the most detailed level, communicating an element of how a method will be delivered; e.g. 'small group discussions'.
Community	May be a community of interest (e.g. clubs, societies, associations etc.), or a community of place (e.g. village, neighbourhood, town etc)
Hard to Reach People or Groups	'Hard to reach' people and groups can be defined as: those who may suffer social, health or economic disadvantage. It may also include those who are, for example, 'time poor', such as commuters, as well as those who are part of religious and cultural minorities, or, for one reason or another, are not represented in traditional social networks, such as associations, clubs and societies.
Involvement, participation, engagement	These terms are used interchangeably to describe processes that enable people to inform, influence and understand issues, policies and plans. Where possible we use 'engagement' as the main generic term.
Public	The population at large, especially those people who will not necessarily be engaged by working with existing organisations.
Stakeholder	A person or organisation who has a strong interest in the issue, or may be affected directly by any decisions or plans.
Development Plan Document (DPD)	A strategic planning document or supporting document such as a "Core Strategy" or Site Allocations Plan.
Sustainability appraisal	An analysis of the process and plan to gauge how it balances social, economic and environmental needs.

Annex B: Further Information

- Bedfordshire County Council: www.bedfordshire.gov.uk (follow links to "Environment" > "Minerals and Waste Policy and Planning" > "Bedfordshire and Luton Minerals and Waste Development Framework"), e-mail MWPlans@Bedscc.gov.uk, or Tel: 01234 228738. Note that the webpages will be continuously updated to give the latest status of the development framework, including all live consultations.
- Town and Country Planning (Local Development) (England) Regulations 2004 (OPDM, October 2003) – available from www.hsmo.gov.uk
- Planning Policy Statement 12: Local Development Frameworks (ODPM, October 2003) – available from www.odpm.gov.uk
- Creating Local Development Frameworks: A Companion Guide to PPS12 (ODPM, October 2003) – available from www.odpm.gov.uk
- Local Development Frameworks, Guide to Procedures and Code of Practice (ODPM, October 2003) – available from www.odpm.gov.uk *N.B. consultation version only*
- Planning Policy Statement 1: Creating Sustainable Communities (ODPM) – available from www.odpm.gov.uk
- Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks (ODPM) – available from www.odpm.gov.uk *N.B. consultation version only*

Annex C: List of methods

An indicative list of methods which Bedfordshire County Council might consider for use.

Method	Description	Advantages of this approach
Leaflets, brochures, information pack, video, newsletters	Various mediums through which information can be communicated in written or visual formats to a given target audience.	Cost effective information Giving
Exhibitions /displays (non-staffed)	Non-staffed exhibitions or displays set up in public areas or at conferences to convey information.	Cost effective information Giving and can be tailored for local needs
Advertising	Advertisement placed in local or national media to convey information and raise awareness.	Information Giving
Media (Newspapers, other printed media)	The publishing of an article in a local or national newspaper (or other publications such magazines) to convey information and raise awareness.	Information Giving. Can be more cost effective than advertisements and more often read by citizens
Internet (information provision)	Use of website to provide information only, either in written or visual form, to those who have access to the internet.	Information Giving, cost effective and easy to update regularly.
Site visits	Organised meetings of individuals or groups who have the opportunity to look around a site and see activities and issues in real life.	Information Giving. Good to help build trust and personal relationships
Exhibitions/displays (staffed)	Exhibitions or displays set up in public areas or at conferences to convey information. Staffed by specialists, who can provide information, answer questions and receive comments.	Information Giving / Gathering. Good to help build trust and personal relationships
Public meetings	Local meetings which are open to any member of the public. Usually take a question and answer format where the relevant authority or decision making body provides information and members of the public have the opportunity to ask questions.	Information Giving / Gathering. Can be good to enable clarification of issues and gather feedback.
Consultation Document	The traditional mode of consultation where a consultation document is published and sent out (by post, electronic mail) or made available to stakeholders and members of the public (designated location, website). Comment and feedback is invited, usually in a written form.	Consultation. Works best when consultation documents are structured so comments can be gathered, collated and analysed easily.
Consultation Workshop	A means of involving up to 50 targeted stakeholders or citizens to map their issues and concerns, help define a problem, and receive feedback on information or proposals. Usually takes the form of a one-off (one day) workshop that involves a presentation by the organiser and moves between plenary sessions and small facilitated groups. A report is produced to represent the content of discussions within the workshop.	Consultation. Good when it is important to enable deep deliberative engagement with key stakeholders.
Internet (information / feedback)	Website used to provide information either in written or visual form and as a means for providing written feedback, for those who have access to the internet.	Consultation. Can be cost effective way of reaching large numbers and gathering in-depth comment.

Method	Description	Approach
Questionnaire survey	Used to gauge public opinion about a specific issue. Administered remotely by post, web or e-mail to a random or quota selected sample designed to be representative of the wider public. Limited to closed questions or predefined categories. May involve very limited information provision.	Information Gathering. Good when deliberation is not required.
Telephone survey	Structured interviews conducted by researchers over the phone used to gauge public opinion about a specific issue, usually with a sample designed to be representative of the wider public. Open as well as closed questions allow interviewees to explore underlying values and reasoning behind responses. May involve information provision.	Information Gathering, can allow more deliberative engagement
Interview survey	Face to face structured or semi-structured interviews, usually undertaken with a sample designed to be representative of the wider public, that allow the values, attitudes, opinions and beliefs of interviewees to be explored more deeply. Open questions allow for in-depth responses that explore underlying values and reasoning. May also involve information provision.	Information Gathering. Good for key stakeholders where deliberation is necessary.
Focus Groups (or Discussion Groups)	6-8 people, usually chosen to represent certain demographic characteristics, come together in a group (usually one-off) moderated by a facilitator/researcher to discuss attitudes, opinions, needs and concerns in relation to an issue or proposal. Usually involve information provision or the introduction of materials that serve as discussion prompts. Can also be used to encourage deliberation and reflection with minimal prior framing or prompts. Groups are usually taped, transcribed, analysed, leading to the production of a report by the facilitator.	Information Gathering. Can be a cost effective way of engaging with local communities and understanding their concerns.
Research Panels	Large sample of 500-5000 members of the public, which can be used flexibly to track changes in opinion over time using a number of techniques. The panel, recruited by post or telephone, is representative of the wider population and replaced periodically to avoid stagnation. The same panel can be subject to a range of participatory methods including: questionnaire surveys, focus groups, workshops, citizens' juries, or consensus conferences.	Information Gathering. Good for ongoing consultations when it is important to understanding changing views
Workshops (ongoing or part of a wider programme of participation)	Highly flexible group process that is often tailored to the specific needs or purpose of the exercise. Tend to be task driven and work towards specific outcomes. Can be used to provide information, discuss issues and solve problems for a small group of professional and local stakeholders. Can also bring together citizens, to consider issues with the potential to develop highly interactive relationships with specialists/experts.	Consultation/ Dialogue. Good when in-depth deliberation is needed
Stakeholder Dialogue (Consensus Building)	A process where stakeholders (professional or local) are brought together in repeat meetings by a third party in facilitated dialogue in order to find common ground between them, uncover what lies behind their different positions, and develop consensus on proposed actions. Allows stakeholders to build highly interactive relationships with decision-takers and sponsors, and directly influence decision-making. Employs a range of methods, tools and techniques including meetings, mediation, workshops, joint fact-finding, and so on.	Dialogue. Good when conflict between interests groups requires deep and deliberative discussion to try and resolve differences
Internet dialogue	Geographically separated group of individuals engage in written, verbal or visual communication and interaction that is mediated by a facilitator over the internet and structured to replicate a face-to-face dialogue process.	Information Gathering / Consultation/ Dialogue. Can be a cost effective way of reaching large numbers in a deliberative manner

Annex D: Publicity and public consultation for development control

This annex provides more details on Bedfordshire County Council's procedures for planning applications.

PUBLICITY

The requirements for the publicity of planning applications are set out in Section 8 of The Town and Country Planning [General Development Procedure] Order 1995. In essence, while applicants for planning permission remain responsible for notifying those with a legal interest in the land, all other responsibility for publicity rests with the Local Planning Authority.

Arrangements for publicity vary according to the nature of the application, as follows:-

- (a) Applications subject to an Environmental Assessment, or which do not accord with the approved Development Plan; which affect a right of way (as defined by Part 3 of the Wildlife and Countryside Act 1981); which affect a listed building or a designated Conservation Area must be publicised under Schedule 3, Article 8 of the Town and Country Planning (Gen. Dev. Procedure) Order 1995 by:
 - (i) Displaying a site notice for not less than 21 days
 - and
 - (ii) A local newspaper advertisement.
- (b) In the case of other major development (as defined in the Development Order) and including mineral extraction and waste management, the application must be publicised by:
 - (i) Displaying a site notice for not less than 21 days
 - or
 - (ii) Serving notice on any adjoining owner or occupier
 - and
 - (iii) A local newspaper advertisement.
- (c) *In all other cases, applications are to be publicised by:*
 - (i) Displaying a site notice for not less than 21 days
 - or
 - (ii) Serving notice on any adjoining owner or occupier.

The Case Officer will check that wording of notice/advert is correct with Systems and Searches.

Neighbour Notification:

The legislation requires only adjoining owners or occupiers to be notified. However, there is a need to identify those properties closest to proposed development as these

could be adversely affected by the proposal. The adopted Minerals & Waste Local Plan 2005 (Policy GE25) indicates that adequate buffer strips should be provided around mineral and waste sites. Paragraph 6.24.6 suggests that these would normally be expected to be set at about 200 metres around mineral workings and inert waste disposal and 300 metres around putrescible and hazardous waste disposal sites, although each case will be judged on its individual circumstances. It is therefore considered good practice within Bedfordshire County Council to notify all owners and occupiers as follows:

- (a) Mineral extraction and inert waste disposal - all properties within 100 metres, except that, where the site is in an open rural area, this may be increased to 200 metres.
- (b) Deposit of putrescible waste - all properties within 300 metres.
- (c) Handling of putrescible waste within an appropriate building - 150 metres.

It should be noted, however, that it will only be possible to notify neighbours where they can be readily identified (i.e. where there is a registered postal address).

In the case of major road schemes all properties within a distance of 300 metres from the application site boundary will be notified.

The date by which representations are to be made is 21 days from the posting of the site notice or 14 days from the appearance of the newspaper advertisement respectively. For the sake of simplicity, the same date may be inserted on both, taking whichever is the later of the two. In the case of Public and Bank holidays that may fall during the 14/21 day period, an adjustment will need to be made to the closing date for the receipt of representations. In practice, Bedfordshire County Council will always endeavour to consider late representations wherever practical.

Site notices

In most cases, it will be considered desirable to erect a site notice and legally therefore, neighbour notifications will not be required. However, as stated earlier it might be desirable to notify occupiers of adjoining buildings, whether residential or otherwise (see section 8 and Annex D). Neighbour notifications will only be acceptable as an alternative to the site notice where we are satisfied that we are aware of all of the adjoining owners and occupiers. On large sites, several notices may be considered necessary and will be positioned on or near the site in places where they are most likely to be seen by the public.

Handling of Representations

The statutory period under the GDPO, within which consultees must respond, is 14 days. However, the Highways Agency is given 28 days and there is a national agreement with the Water Authorities, and a local agreement with the Parish Councils, allowing 28 days. In practice, therefore 28 days will normally be allowed for all consultations, except where there is some overriding urgency.

Copies of letters of representations will be held on the application file. Those neighbours who write in will be notified of the decision made on the planning application. Their letters will be available for inspection on the public file. Under the provisions of the Data Protection Act 1998, those who make written representations to a planning application will be informed that their names and addresses will be held on the Council's data system. Normally, a standard acknowledgement letter will be sent out. A detailed written response to any consultation replies or representations will only

be sent in exceptional circumstances where specific questions have been asked. In the case of major applications it is not possible to send a detailed response to all members of the public who ask questions.

CONSULTATIONS

Prior to carrying out consultations, we will check that the application contains sufficient information for consultees to respond. If not, this will be requested from the applicant, but all other procedures under registration and publicity will still be fully implemented, including passing a copy to the District Council.

With respect to changes to planning applications, further information, conditions and reserved matters, the need for any further publicity will be determined taking into account the following considerations:

- Were objections or reservations raised at an earlier stage substantial and, in the view of the local authority enough to justify further publicity?
- Are the proposed changes significant?
- Did earlier views cover the matters now under consideration?
- Are the matters now under consideration likely to be of concern to parties not previously notified?

For planning applications submitted with an accompanying environmental statement, any further information of a substantive nature, submitted concerning matters in the statement will be advertised and consulted on in a similar way to the original submission

The statutory requirements for consultees are set out in section 10 of the Town & Country Planning (General Development Procedure) Order 1995, but it will often be desirable to go beyond the statutory requirement. The following checklist indicates the bodies that may need to be consulted on a given application where appropriate:

EXTERNAL CONSULTATIONS:

District and Borough Councils:

The District / Borough Council will be sent at least two copies of the planning application when the application site is located within their administrative area. One copy is to be placed on the District / Borough Council's planning register with the second copy for the Planning Department to comment on the planning application. The District / Borough Council will normally be given 28 days from the date of the consultation letter, for representations to be made on county matter and regulation 3 applications

Town & Parish and Urban Community Councils

Will be consulted on planning applications where the application site is located within the parish or town or urban community council boundaries. Normally, only those directly affected will be consulted, but occasionally it may be considered desirable to consult neighbouring parishes.

The Department for Environment Food & Rural Affairs (DEFRA).

The Department for Environment Food & Rural Affairs (Rural Development Service) is consulted on development proposals which do not accord with the Development Plan

and will result in the loss of 20 hectares or more of grades 1, 2 or 3a agricultural land, or where the development would be likely to lead to further losses which, cumulatively, would amount to 20 hectares or more. The Rural Development Service is also to be consulted on any site, regardless of size, where restoration is proposed to agriculture.

Environment Agency (EA)

The G.D.P.O. outlines the statutory requirements for consultation. In essence, the EA will be consulted where there may be implications for a river/ stream or river bank, drainage, dewatering, a floodplain or groundwater pollution. All applications involving mineral extraction, refuse/ waste deposition, waste treatment and proposals involving the storage of chemicals will be forwarded for their comments. The above will apply unless the Environment Agency has identified any categories of planning applications it does not wish to be consulted on.

GO-East

The Government Office for the East of England will be consulted on major planning applications which are accompanied by an Environmental Impact Assessment (E.I.A.). Three copies of the planning application and Environmental Statement will be sent to GO-East for their comments. In the case of departures from the Development Plan, GO-East will be consulted after the meeting of the County Council Development Control Committee, if the Committee is recommending approval.

East of England Development Agency

Will be consulted on applications for proposals of economic significance at the regional or sub-regional level (e.g. strategic infrastructure projects), and/or which are accompanied by an Environmental Impact Assessment.

East of England Regional Assembly (EERA)

Will be consulted on all applications which are accompanied by an Environmental Impact Assessment.

Water Companies - Anglian/Thames/Three Rivers

Will be consulted on any developments requiring water supply or involving disposal of sewage [including the provision of toilets] or surface water, or affecting utilities.

Internal Drainage Boards (IDB)

Will be consulted on any applications for mineral extraction or waste management in their area, or any other developments adjacent to IDB watercourses.

Electricity Undertakers

Will be consulted where electricity facilities are within or immediately adjacent to the application site.

Pipeline Undertakers

Will be consulted where gas and oil and other (e.g. cement slurry) pipelines are within or immediately adjacent to the application site.

Network Rail

Will be consulted together on any proposals on or immediately adjacent to railway land. Will be notified of any minerals or waste proposals within 250 metres of railway property. The G.D.P.O. also requires consultation on any proposal which is likely to result in a material increase in the volume or a material change in the character of

traffic using a level crossing, albeit that this could be some distance from the application site.

Civil Aviation Authority (CAA) / Ministry of Defence (MoD)

The Town and Country Planning (Safeguarded Aerodromes, Technical Sites and Military Explosives Storage Areas) provides details of a system of safeguarding, aerodromes from birdstrike risk, which can be a factor in mineral and waste proposals. The prime means of safeguarding is via the notification to local authorities of Aerodrome Safeguarding Zones, within which consultation with the CAA / MoD is required for certain development proposals, notably:

- (i) facilities intended for the handling, compaction, treatment or disposal of household or commercial wastes, which attract a variety of species;
- (ii) the creation or modification of areas of water such as reservoirs, lakes, ponds, wetlands and marshes, which attract gulls and waterfowl;
- (iii) nature reserves and bird sanctuaries; and
- (iv) sewage disposal and treatment plant and outfalls, which can attract gulls and other species.

We will consult the CAA or MoD as appropriate when relevant proposals are made in Aerodrome Safeguarding Areas.

The MOD will also be consulted on any proposed building / structure or works exceeding 10.7 metres high within MOD5 Safeguarding Area.

Highways Agency (HA)

In accordance with the G.D.P.O., we will consult the HA on any proposals likely to affect a Trunk Road or a level crossing, or within 67 metres of any highway which the First Secretary of State, ODPM, proposes to improve or construct.

English Nature and the Wildlife Trust

We will consult English Nature and the Wildlife Trust on any application within or adjacent to a Site of Special Scientific Interest, a County Wildlife Site or other area of known wildlife interest, or where an application or restoration scheme includes proposals for nature conservation. We will also consult English Nature on any application which may affect a SSSI which is not within or adjacent to the application site.

Adjoining County, Unitary, District & Parish Councils

We will consult neighbouring local authorities where the application site is adjacent to the County boundary, or where the proposal has highway or environmental implications which might affect the neighbouring authority. Where relevant, we will consult neighbouring parish and district councils as well.

District Environmental Health Officer

We will consult the Environmental Health Officer on any applications which have significant implications in terms of noise, dust, smell, air pollution or other environmental considerations.

District Engineer

We will consult the District Engineer regarding any major development involving drainage or sewage.

Health and Safety Executive (HSE)

The HSE is a statutory consultee for certain developments (those referring to minerals and waste are shown below) and only advise on consultations that meet the appropriate criteria:-

- (a) A Hazardous Substances consent application or modification to an existing consent (together with any associated planning application).
- (b) Planning developments involving quarries.

We will consult the HSE regarding applications which fall within these criteria and on any proposals on or immediately adjacent to railway land.

Sport England

We will consult Sport England regarding any development, including temporary development, which may adversely affect playing fields, or land used as playing fields in the last 5 years or land allocated which would lead to the loss or provision [e.g. restoration schemes] of sports facilities.

Cyclists Touring Club (CTC)

We will consult the CTC on any applications involving access for cyclists including developments affecting bridleways which can be used by cyclists. We will also consult on applications for major road schemes, proposals affecting cycle routes, creating new cycle routes, park and ride schemes and all new county council establishments.

Bedfordshire Police (Traffic Division) and Ambulance Service

We will consult Bedfordshire Police regarding any applications involving highway safety issues. and issues of access for emergency vehicles.

Marston Vale Community Forest

We will consult the Community Forest on any major proposals within the Community Forest area.

Ivel and Ouse Valley Countryside Project Officer

The Ivel and Ouse Valley Countryside Project Officer will be consulted on any major proposals within the Project Area.

Greensand Trust Project Officer

The Greensand Trust Project Officer will be consulted on any major proposals within the Project Area including all quarry sites identified in the approved Sand Pit Strategy.

Forestry Commission

The Forestry Commission will be consulted on any applications involving major felling proposals or restoration to forestry.

Chiltern Society / Leighton Buzzard / Woburn Preservation Societies

These organisations will be consulted on any major applications within their areas.

Chilterns Conservation Board

Will be consulted on any major applications within the Chilterns AONB and any major applications elsewhere which could have a detrimental effect on the AONB.

Countryside Agency (CA)

The CA will be consulted on any major applications within the Chilterns AONB and any major applications elsewhere which could have a detrimental effect on the natural beauty or amenity of the countryside.

English Heritage (EH)

EH will be consulted where there is a Scheduled Ancient Monument, grade I or II* listed buildings, Conservation Areas and historic parks and gardens.

The Garden History Society

The Garden History Society will be consulted on all registered Parks and Gardens (e.g. Ampthill Park and Woburn Park).

Ramblers Association & Bedfordshire Rights Of Way Association

The Ramblers Association & Bedfordshire Rights Of Way Association will be consulted on any applications affecting a public right of way.

Bedfordshire and Luton Geology Group (RIGS Panel)

The Regionally Important Geological and Geomorphological Sites (RIGS) Panel will be notified of all planning applications for new mineral extraction and on any proposals which may affect an approved restoration scheme at a minerals extraction site.

The Fire Service

The Fire Service will be consulted on any applications which may present a significant risk in terms of fire, explosion or chemical spillage; including the storage of LPG, chemicals or other hazardous, combustible or explosive substances, and the storage, handling or processing of combustible materials such as waste paper or tyres. . The Fire Service will also be consulted on major road schemes.

British Horse Society (BHS)

The BHS will be consulted on any applications affecting a public bridleway.

Campaign for The Protection Of Rural England (CPRE)

The CPRE will be consulted on major minerals and waste planning applications of strategic importance and any major Regulation 3 applications in rural areas of the County..

Local Residents' Associations (LRAs)

LRAs will be consulted on any applications for minerals and waste sites close to residential areas where the interests of local residents are represented by a residents' association.

CABE (Commission for Architecture & the Built Environment)

Applications where design is a major consideration. An important part of CABE's remit is to scrutinise the quality of buildings in the public sector in particular those procured through Private Finance Initiatives. CABE wishes to be consulted about projects which are significant in some way and the following guidance has been given:

Proposals which are significant because of their size or the uses they contain.

Proposals which are significant because of their site.

Proposals with an importance greater than their size, use or site would suggest. Further guidance is available on CABE's web site cabe.org.uk under Design Review.

Police Architectural Liaison Officer

Applications for significant Regulation 3 schemes for example new schools, large extensions/remodelling of schools, park and ride facilities, any proposals on which crime prevention advice may be required.

Bedfordshire Playingfields Association

Any development involving the significant loss of playingfield land.

Bus Companies

Transport proposals for example road schemes, park and ride facilities.

SUSTRANS

All road schemes, new County Council establishments such as schools and park and ride facilities, and proposals affecting cycle routes/creating new cycle routes.

Ofcom (the Office of Communication)

Windturbines – either single or multiple turbine wind farms.

INTERNAL CONSULTATIONS WITHIN THE COUNTY COUNCIL:

As well as external consultations, internal consultations will be carried out with the following individual officers, Teams and Sections of the County Council where appropriate:

Countryside Access

Applications affecting public rights of way and any proposals with a recreational after-use.

County Archaeologist

All applications which would result in disturbance of previously unworked land or the deposit of waste on such land, regardless of whether or not there is a known archaeological interest. Also, proposals which would affect the site or setting of a site of known area of archaeological interest or a listed building or a conservation area.

Historic Buildings Officer

All applications which might affect the character or appearance of a Conservation Area. Works to a listed building and development affecting the setting of a listed building.

Environmental Enhancement Officer

All applications involving the loss or planting of trees and shrubs, and any proposals with landscape, nature conservation or recreational implications.

County Ecologist

All applications where there is an ecological interest associated with the development proposals and the restoration and after care of a site. This includes consultation where designated County Wildlife Sites, National Nature Reserves and Sites of Special Scientific Interest may be affected by development proposals.

Development Control Highways Engineer

All applications, except very minor proposals. The G.D.P.O. sets out the legal requirements for consultation with the Highway Authority, including proposals which would prejudice the improvement or construction of a classified or proposed road.

County Cycling Officer

All applications where the provision of existing or proposed cycling facilities is an issue.

Transport Policy

Major applications with highway implications: as a rough guide anything generating over 20 vehicle movements per day.

Traffic and Safety

All road schemes and new County Council establishments such as schools and park and ride facilities.

Education

Applications on school sites which are submitted by or on behalf of the school rather than the local education authority

Emergency Planning Officer

As for the Fire Service, but where implications may affect more than just the immediate site (e.g. a chemical treatment plant).

Local County Councillor

All applications in their area. In some instances, it may be necessary to notify Councillors for adjoining areas.

Annex E: Categories Of Development Requiring Different Levels of Pre Application Community Involvement

Category A: “High Level” Community Involvement

These are major applications involving potentially significant environmental effects or are contrary to the development plan. Typically, these will be developments that are:

- Accompanied by an Environmental Statement; and/or
- A departure from the development plan.

Category B: “Enhanced Level” Community Involvement

These are applications which are broadly consistent with the development plan (and do not fall within Category A) but nevertheless raise significant potential site specific issues or details. Typically, these will be developments that potentially:

- affect nearby sensitive receptors (i.e. people or sensitive habitats) by causing noise, smell, vibration, pollution to the water environment, dust or fugitive emissions to air;
- raise health concerns;
- attract heavy traffic into a generally quiet residential area;
- cause activity and noise during unsociable hours;
- introduce any significant change to an area, for example, particularly large/tall buildings or structures;
- physically affect a public right of way.

Category C: “Standard Level” Community Involvement

All other development proposals.

Summary Of Methods And Techniques For Community Involvement In Planning Applications

Category A “High Level Of Community Involvement” – Pre Application

PRE -	APPLICATION	STAGE	
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	<ol style="list-style-type: none"> 1. Opportunity for informal and continuing involvement 2. Raise awareness 3. Receive and share information 4. Obtain views of community 5. Precursor to any Environmental Impact Assessment (EIA) scoping exercise 	<ol style="list-style-type: none"> 1. Pre-application discussions with County Council 2. Pre-application discussions with community 3. Public exhibitions/leaflets 4. Media coverage 5. Liaison groups (where existing) 	<ol style="list-style-type: none"> 1. Feedback of pre-submission exercise included within submission of planning application including any changes made as a result of engagement process

Annex E continued

Category A “High Level Of Community Involvement” – Application/Decision

PLANNING APPLICATION/DECISION STAGE			
Who	Why	How	Outcomes
<p><i>General Public</i></p>	<p>1. Formal submission giving rise to consultations with community and statutory/non statutory bodies</p>	<p>1. Site notices 2. Neighbour notification 3. Letter to respondents 4. Applications available for inspection including website 5. Notification to local County Councillors 6. Media (statutory notices, press releases (where appropriate)) 7. Public exhibitions/displays by the developer (where appropriate) 8. One-to-one meetings/group meetings by the developer (where appropriate) 9. Public meetings by the developer (where appropriate) 10. Liaison groups (where existing) 11. Information leaflets sent to respondents & consultees explaining how to comment on planning applications and how to speak at Committee 12. Report available for inspection including on website</p> <p><i>In addition to above:</i></p> <p>13. Written consultation (including documentation)</p>	<p>1. Consultation responses summarised in the report to Committee 2. Responses available for inspection 3. Opportunity to speak at Committee (applicant, respondents and local County Councillor) 4. Possible committee site visits before taking decision 5. Consideration of how and/or whether issues can be resolved</p>
<p><i>Statutory and other consultees</i></p>			

Annex E continued

Category A “High Level Of Community Involvement” – Post Decision

POST DECISION STAGE			
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	1. Foster good relationships with local communities and stakeholders	1. Letter to applicant, District/City Council(s), Parish Council, community groups and respondents advising of decision 2. Report/decision notices available for inspection at County Hall including the website. Copy sent to respondent consultees. 3. Advertising of any decisions made under Environmental Impact Assessment Regulations 1999 (as amended) 4. Establish Liaison Groups (where appropriate)	1. Continuing engagement with community throughout operational life of the site 2. Community involvement and monitoring contributes to higher standards of control

Annex E continued

Summary Of Methods And Techniques For Community Engagement On Planning Applications (contd)

Category B “Enhanced Level Of Community Involvement” – Pre Application

PRE - APPLICATION STAGE			
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	<ol style="list-style-type: none"> 1. Opportunity for informal and continuing involvement 2. Raise awareness 3. Receive and share information 4. Obtain views of community 	<ol style="list-style-type: none"> 1. Pre-application discussions with County Council 2. Media coverage 3. Liaison groups (where existing) 	<ol style="list-style-type: none"> 1. Feedback of pre-submission exercise included within submission of planning application including any changes made as a result of engagement process

Annex E continued

Category B “Enhanced Level Of Community Involvement” – Application/Decision

PLANNING APPLICATION/DECISION STAGE			
Who	Why	How	Outcomes
<p><i>General Public</i></p> <p><i>Statutory and other consultees</i></p>	<p>1. Formal submission giving rise to consultations with community and statutory/non statutory bodies.</p>	<ol style="list-style-type: none"> 1. Site notices 2. Neighbour notification 3. Letter to respondents 4. Notification to local County Councillor 5. Applications available for inspection including website 6. Media (statutory notices, press releases (where appropriate)) 7. Public exhibitions/displays by the developer (where appropriate) 8. One-to-one meetings/group meetings by the developer (where appropriate) 9. Public meetings by the developer (where appropriate) 10. Liaison groups (where existing) 11. Information leaflets sent to respondents & consultees explaining how to comment on planning applications and how to speak at Committee 12. Report available for inspection including on website 13. Written consultation (including documentation) 	<ol style="list-style-type: none"> 1. Consultation responses summarised in the report to Committee 2. Responses available for inspection 3. Opportunity to speak at Committee (applicant, respondents and local County Councillor) 4. Possible committee site visits before taking decision 5. Consideration of how and/or whether issues can be resolved

Annex E continued

Category B “Enhanced Level Of Community Involvement” – Post Decision

POST DECISION STAGE			
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	1. Foster good relationships with local communities and stakeholders	<ol style="list-style-type: none"> 1. Letter to applicant, District/City Council(s), Parish Council, community groups and respondents advising of decision 2. Report/decision notices available for inspection at County Hall including the website. Copy sent to respondent consultees 3. Establish Liaison Groups (where appropriate) 	<ol style="list-style-type: none"> 1. Continuing engagement with community throughout operational life of the site 2. Community involvement and monitoring contributes to higher standards of control

Annex E continued

Summary Of Methods And Techniques For Community Engagement On Planning Applications (Contd)

Category C: “Standard” Level Of Community Involvement – Pre Application

PRE - APPLICATION STAGE			
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	<ol style="list-style-type: none"> 1. Opportunity for informal and continuing involvement 2. Raise awareness 3. Receive and share information 4. Obtain views of community 5. Precursor to any Environmental Impact Assessment (EIA) scoping exercise 	<ol style="list-style-type: none"> 1. Pre-application discussions with County Council 2. Liaison groups (where existing) 	<ol style="list-style-type: none"> 1. Feedback of pre-submission exercise included within submission of planning application including any changes made as a result of engagement process

Annex E continued

Category C: “Standard” Level Of Community Involvement – Post Decision

POST DECISION STAGE			
Who	Why	How	Outcomes
<i>General Public & Consultees</i>	1. Foster good relationships with local communities and stakeholders	<ol style="list-style-type: none"> 1. Letter to District/City Council(s), Parish Council, community groups and respondents 2. Report/decision notices available for inspection at County Hall including the website. Copy sent to respondent consultees 	<ol style="list-style-type: none"> 1. Continuing engagement with community throughout operational life of the site 2. Community involvement and monitoring contributes to higher standards of control

Annex F: Contact Details Bedfordshire County Council

For more information on our planning processes, or to be added to our consultation database, please contact us on Tel: 01234 228738, e-mail MWPlans@Bedsc.gov.uk, or visit our website:

www.bedfordshire.gov.uk

(follow links to "Environment" > "Minerals and Waste Policy and Planning" > "Bedfordshire and Luton Minerals and Waste Development Framework")

Annex G: Consultee list for all development documents

Contact details on this list will be held by Bedfordshire county Council on a database. Individuals and organisations will be continuously added (and removed on request) to this list throughout the development plan process

The contacts data base will be made up of Specific consultees, general consultation bodies and other consultees. These groups and organisations within these categories are listed below. The list of bodies contacted during preparation of this SCI can be found overleaf (this does not include named individuals).

Specific consultation body

Relevant Local Authorities, including Town and Parish Councils
Regional Development Agencies
Regional Planning Bodies
Environment Agency
Historic Buildings and Monuments Commission for England
Countryside Agency*
English Nature*
Highways Agency
Network Rail
Communications code consultee
Communications operator
Strategic Health Authority
Electricity Act consultee
Gas Act consultee
Sewerage undertaker
Water undertaker

General consultation body

Voluntary bodies, including environmental groups
Ethnic groups
Religious groups
Disability groups
Business groups

Other consultees

National & Regional Government
Minerals and waste operators
Education
Health interests
Planning and property consultants
Elected Members
landowners
Individuals

*NB: From January 2007 a new integrated agency - Natural England - will be formally established. This will comprise all of English Nature (EN), the landscape, access and recreation elements of the Countryside Agency (CA) and environmental land management functions of the Rural Development Service (RDS). This will replace the relevant contacts listed above.

List of database bodies contacted in preparation of this SCI

A & J Bull Ltd
Abbey Corrugated
Access 2 Sport
Age Concern Bedfordshire
Aggregate Industries UK Ltd
Albion Archaeology
Aldbury Parish Council
Amphill & District Archaeological &
Local History Society
Amphill & Flitwick Talking
Newspaper
Amphill Metal Co.
Amphill Town Council
Anglian Water Services Ltd
Ardeley Parish Council
Area Committees
Arlesey Community Resource
Centre
Arlesey Conservation For Nature
Arlesey Town Council
Arnold White Estates
Arup
Ashwell Developments Ltd
Aspinwall & Company Ltd
Aspley Guise Parish Council
Aspley Heath Parish Council
Astwick Parish Meeting
Astwood & Hardmead Parish
Council
Asylum Seeker Clinics Luton, HHAT
Team c/o The Walk in Centre
Atis Real Weatherall
Aylesbury Vale District Council
Balliol Community Action Group
Barton Parish Council
Barton Wilmore Partnership
Battlesden Parish Meeting
BCC Access & Partnerships
BCC Heritage and Environment
BCC Member Support
BCC Sustainability & Regeneration
BCC Waste Management
Bedford & Milton Keynes Waterway
Trust
Bedford African & Caribbean Forum
Bedford African Community
Bedford Archaeological & Local
History Society
Bedford Borough Council
Bedford Council Of Faiths
Bedford Development Agency
Bedford Estates C/o Bidwells
Bedford Freecycle
Bedford Group of Drainage Boards
Bedford Group of IDB's
Bedford SME Business Breakfast
Club
Bedford Welsh Society
Bedfordshire & Luton Biodiversity
Bedfordshire & Luton Chamber of
Commerce, Training and Enterprise
Bedfordshire & Luton Council For
Voluntary Youth Services
Bedfordshire & Luton Disability Sport
Forum
Bedfordshire & Luton Enterprise
Centre
Bedfordshire & Luton Friends of the
Earth
Bedfordshire Care Support Network
For People With Learning
Disabilities
Bedfordshire Conservation
Volunteers
Bedfordshire County Council
Bedfordshire Green Business
Network
Bedfordshire Heartlands PCT
Bedfordshire Preservation Society
Bedfordshire Rights of Way
Association
Bedfordshire River Valleys Service
Bedfordshire Rural Communities
Charity
Bedfordshire Transport 2000
Bedfordshire Wildlife Trust
Berkshire County Council
Biddenham Parish Council
Bidwells
Bidwells Property Consultants
BIFFPACK
Biggleswade Town Council
Billington Parish Council
Bletsoe Parish Council
Blunham Parish Council
Bolnhurst and Keysoe Parish
Council
Bow Brickhill Parish Council

List of database bodies contacted in preparation of this SCI

Brickhill Parish Council
British Aggregates Association
British Horse Society
British Waterways, South East Region
Brogborough Parish Council
Bromham Parish Council
Broughton Parish Council
BSG Property Services Ltd
Buckinghamshire County Council
Business Link
Business Link Bedfordshire
Bythorn and Keystone Parish Council
c/o Hertford & Stortford Conservative Association
c/o J A Dauncey and Mrs Robinson
c/o Mr R Gordon
c/o Rickerby Watterson Solicitors
Caddington Parish Council
CAG Consult
Caldecote Parish Council
Cambridgeshire County Council
Campaign To Protect Rural England
Campton & Chicksands Parish Council
Cannon Hygiene Ltd
Cardington Airfield
Cardington Parish Council
Carlton and Chellington Parish Council
Carpenter Planning Consultants
CEMEX
CEMEX Materials Ltd
Central Linslade Residents
Centre For Intergrated Living
Centre Of Youth & Community Development
Cercle Francais De Bedford
Chalgrave Parish Council
Chalkshift Ltd
Chalton Parish Council
Chamber Business
Charity Furniture Store
Chelveston cum Caldecott Parish Council
Chiltern Society
Chilterns AONB Office
Chinese & Culture Club
CIWM
Clapham Parish Council
Clay End Farm
Clifton Parish Council
Clifton Reynes Parish Council
Clophill Parish Council
Clwb Cymraeg Ardal Chiltern
Cold Brayfield Parish Council
Colmworth Parish Council
Combined Heat & Power Association
Composting Asociation
Confederation of British Industry
Conservative Party - Eastern Region
Cople Parish Council
Countryside Agency
Covington Parish Council
CPRE
Cranfield Airport
Cranfield Parish Council
Curzon Developments Ltd
Cycling Campaign for North Bedfordshire
Dacorum Borough Council
David Jarvis Associates Ltd
Dean and Shelton Parish Council
Deed, BedsCC C/o G P Planning
DEFRA
Development Director
DevPlans UK
Disability Resource Centre
Dom Polski
DP9
DPDS Consulting
DSM Demolition (Head Office)
DTLR
Duck End Farm
Dunstable Car Disposal
Dunstable Tidy Group
Dunstable Town Council
Dunstable Waste Group Ltd
Dunton Parish Council
Eades Hotwani Partnership
East Northamptonshire Council
East of England Development Agency
East Of England Planning Aid Services
East of England Regional Assembly
East Sussex County Council
Eastcotts Parish Council

List of database bodies contacted in preparation of this SCI

Eaton Bray Parish Council
Edlesborough Parish Council
Edworth Parish Meeting
EEDA
Eggington Parish Council
Eleanor House
Elstow Parish Council
Emmaus Village Restoration
ENCAMS
Energy from Waste Association
English Heritage
English Nature
English Speaking Union
Entec UK Ltd
Environ
Environment Agency
Environmental Services Association
Essex County Council
Eversholt Parish Council
Everton Parish Council
Eyeworth Parish Meeting
Eynesbury Hardwick Parish Council
F & R Cawley Ltd
F W Ward & Sons, Green Farm
FD O'Dell & Sons Ltd
Federation Of Small Businesses
Felmersham and Radwell Parish Council
Fitwarmth Ltd
Flamstead Parish Council
Flitton & Greenfield Parish Council
Flitwick Town Council
FLOWS
Forest for Marston Vale
Forest of the Marston Vale
Friends of the Earth
Furniture Aid
Furniture Link
FW Ward & Sons C/o Robinson & Hall
G Moore Haulage Ltd
Gallagher Estates
Gamblingay Parish Council
Geographical Association
Geoplan Consultants Ltd
Gerald Eve
GFX Hartigan Ltd
Gill Pawson Planning
GO-East
GPSS
Gravenhurst Parish Council
Great Barford Parish Council
Great Brickhill Parish Council
Great Gaddesden Parish Council
Great Staughton Parish Council
Greater London Authority
Greenpeace (Bedford Group)
Greensand Trust
Guilden Morden Parish Council
Gujarati Mitra Mandal Bedford
GVA Grimley
H.J. Banks
Hail Weston Parish Council
Hulcote & Salford Parish Council
Hampshire County Council
Hanson Aggregates
Hanson Brick
Hanson Recycling
Hargrave Parish Council
Harlington Parish Council
Harrold Parish Council
Hatley Parish Council
Haynes Parish Council
HD Plastics Ltd
Heath and Reach Parish Council
Heathcote Farms
Henlow Parish Council
Henry H. Bletsoe & Son
Hepher Dixon
Hertfordshire Anglo
Hertfordshire County Council
Hexton Parish Council
Higham Ferris Town Council
Highways Agency
Hinxworth Parish Council
Hives Partnership
Hockliffe Parish Council
Holwell Parish Council
Houghton Conquest Parish Council
Houghton Regis Town Council
Huntingdonshire District Council
Husborne Crawley Parish Council
Hyde Parish Council
Ickleford Parish Council
Irchester Parish Council
Ivel Valley Countryside Project
J & J Design
J&WJ Harrington Bros
Jackson-Stops & Staff
JFL Hill Ltd

List of database bodies contacted in preparation of this SCI

John Drake & Co
John Felgate Planning Consultancy
Jones Day
JP Callanan and Son Ltd
Kadam Asian Dance & Music Ltd
Kashmir Bhawan Centre
Kempston Rural Parish Council
Kempston Town Council
Kensworth Parish Council
Kent County Council
Kimbolton Parish Council
Knotting and Souldrop Parish Council
Kokni Community
KTI Energy
L B Silica Sand Ltd
La Petite Ecole Francaise Uk
Labour European Office
Lafarge Aggregates Ltd
Landmine Associates
Langford Parish Council
Laporte Absorbents
Lavendon Parish Council
Leighton and Linslade Town Council
Leighton Buzzard Society
Let's Fix Britain
Lidlington Parish Council
Lifestyle Choices Project
Lilley Parish Council
Limbless Association
Little Barford Meeting
Little Saughton Parish Council
London Luton Airport Operations Ltd
London RTAB (c/o GLA)
London Waste Action
Luton Borough Council
Luton Community Information Observatory, Research and Intelligence Team
Luton Dunstable Partnership
Luton First
Luton Forum
Luton Irish Forum c/o Irish Centre
Luton Senior Peoples Forum
M & D Maskell C/o Robinson & Hall
M E George Haulage Ltd
Malcolm Judd & Partners
Manshead Archaeological Society
Of Dunstable
Markyate Parish Council
Marston Moretaine Parish Council
Marston Vale Landfill Liaison Grp
Matthews & Son
Maulden Parish Council
M'bondo Community Support Project
Melchbourne and Yelden Parish Council
Meppershall Parish Council
Mid Bedfordshire District Council
Mid Beds Parish Planning Consortium
Millbrook Parish Meeting
Milton Bryan Parish Meeting
Milton Earnest Parish Council
Milton Keynes Council
Mobile Operators Association
MOD Property Manager
Moggerhanger
Mouchel C/o Woods Hardwick
Mouchel Property Services
Moulsoe Parish Council
MP for Bedford Borough
MP for Luton North
MP for Luton South
MP for Mid Bedfordshire
MP for North East Bedfordshire
MP for South West Bedfordshire
Mr D B Standing & Son
National Air Traffic Services (NATS)
National Soil Resources Institute
National Trust
Network Rail
Newton Bromswold Parish Council
NFU East Anglian Region
Noah Enterprise
Norfolk County Council
North Crawley Parish Council
North Hertfordshire District Council
Northamptonshire County Council
Northill Parish Council
O & H Properties Ltd
O & H Properties Ltd C/o WynThomasGordonLewis
Oakley Parish Council
Odell Parish Council
Offley Parish Council
Old Warden Parish Council
Older People's Action Group
Orwell House

List of database bodies contacted in preparation of this SCI

Ouse Valley Ramblers Association
Oxfordshire County Council
Parliamentary Sustainable Waste Group
Paul Riches Skips
Pavenham Parish Council
Pearce Environmental Management
Pertenhall & Swineshead Parish Council
Peterborough City Council
Philips Planning Services
Pinsent Curtis Biddle
Pirton Parish Council
Pitstone Parish Council
Podington Parish Council
Polish Catholic Club
Pollution Control Section
Potsgrove Parish Meeting
Potton Town Council
Property Consultants
Pulloxhill Parish Council
Quarry Products Association
Radwell Parish Council
Ramblers Association
Ravensden Parish Council
Recycle It
Recycle UK
Remap
Renhold Parish Council
Richard Daniels Group
Richard Raper Planning
Ridgmont Parish Council
Riding For The Disable Association
Risely Parish Council
Robinson & Hall
Roxton Parish Council
Royal Society For The Protection of Birds
RPS Consulting Ltd
Rugby Cement
Rural Stress Information Network
Rushden Town Council
Sandy Town Council
Serco Guy Engineering (British Pipeline Agency Ltd)
Shanks Waste Services Ltd
Sharnbrook Parish Council
Shefford Town Council
Shillington Parish Council
Sight Concern Bedfordshire-
Bedford Office & Resource Centre
Silsoe Parish Council
SITA
SITA UK Holding Ltd C/o Voaden Sandbrook
SKF Luton
Slapton Parish Council
Slip End Parish Council
SLR Consulting Ltd
Smith Stuart Reynolds
Smiths Gore
Smylie Norden & Assoc
Soulbury Parish Council
South Bedfordshire District Council
South Bedfordshire Preservation Society
South Cambridgeshire District Council
South Northants Council
Southend on Sea BC
Southill Estate
Southill Parish Council
Spoke
Sport England East
St Albans Sand and Gravel Company Ltd
St Beda
St Kitts & Nevis Friends Association
St Neots Council
St. Albans City Council
Stagsden Parish Council
Stanbridge Parish Council
Staploe & Duloe Parish Council
Steeley Woburn Bentonite Ltd
Steppingley Parish Council
Stevenage Borough Council
Stevington Parish Council
Stewartby Parish Council
Stondon Parish Council
Stotfold Town Council
Streatley Parish Council
Studham Parish Council
Suffolk County Council
Sundon Parish Council
Surrey County Council
Sustrans
Sutton Parish Council
T & E Neville Ltd
Tadlow Parish Council

List of database bodies contacted in preparation of this SCI

Tarmac
Tarmac Southern Ltd
Tempsford Parish Council
Thames Waste Management
Thames Water Property Services
Thames Water Property Services Ltd
The Bell Cornwell Partnership
The British Wind Energy Association
The Chiltern Society
The Chilterns Conservation Board
The Greensand Trust
The Highways Agency
The Leighton Buzzard Society
The Lord of the Manor of Biggleswade C/o Robinson & Hall
The Ministry of Defence
The National Grid Company plc
The National Trust and CPRE C/O Community & Reg. Planning Services
The Poynter Charitable Trust C/o Brown Associates
The Southern Brick Federation Ltd
Thomas Beazley & Sons
Three Valleys Water Plc
Thurleigh Parish Council
Thurrock BC
Tilbrook Parish Council
Tilsworth Parish Council
Tingrith Parish Meeting
Toddington Parish Council
Totternhoe Lime & Stone Co Ltd
Totternhoe Parish Council
Transco
Trustees of the Kempston Mill Trust C/o Robinson & Hall
Turvey P.C.
UKIP
United Nations Association
Universal Salvage
Viridor Waste Management
Voaden Sandbrook
Wardell Armstrong
Waresley Parish Council
Warmingtons
Waste Recycling Group
Waste Recycling Group South East C/o RPS
Waste Watch
Wavendon Parish Council
WBB Minerals Ltd
Wellingborough Borough Council
West Sussex County Council
Westoning Parish Council
Whipsnade Parish Council
Wilden Parish Council
Willington Parish Council
Wilshamstead Parish Council
Wing Parish Council
Woburn Parish Council
Woburn Sands and District Society
Woburn Sands Parish Council
Wollaston Parish Council
Women's Institute
Woods Hardwick Planning
Wooton Parish Council
Worcestershire County Council
World Wide Fund for Nature
Wrestlingworth & Cockayne Hatley Parish Council
WS Atkins
Wykes Engineering
Wymington Parish Council
Youth MP