

# *Statement of Community Involvement*

## *Public Participation Report*

CHAPTER 1 INTRODUCTION

What is the Statement of Community Involvement?

***Representations***

***Nature Representation Summary***

***Council's Assessment***

***Action***

***CHAPTER 1 INTRODUCTION***

***What is the Statement of Community Involvement?***

25640 - The Coal Authority (Miss Rachael Bust) [7125]

Comment Having reviewed your document, I confirm that we have no specific comments to make on this document at this stage.

Comments noted.

Existing database amended accordingly.

We look forward to receiving your emerging planning policy related documents; preferably in an electronic format. For your information, we can receive documents via our generic email address [planningconsultation@coal.gov.uk](mailto:planningconsultation@coal.gov.uk), on a CD/DVD, or a simple hyperlink which is emailed to our generic email address and links to the document on your website.

Alternatively, please mark all paper consultation documents and correspondence for the attention of the Planning and Local Authority Liaison Department.

***Representations******Nature Representation Summary******Council's Assessment******Action******1.1***

26354 - Madingley Parish Council  
(Mrs Gail Stoehr) [1934]

Support

Madingley Parish Council generally supports the SCI but reminds SCDC that not everyone has a computer of access to the internet.

South Cambs welcomes the support for the SCI.

The Council is aware that not all people have access to the Internet. The Council has copies of all planning policy documents being consulted on for inspection as its offices in Cambourne. Printed documents can be purchased from the Council. In the past it was normal practice for the Council to make paper copies of documents available in libraries throughout the District. Many of these libraries have limited space for all the consultation documents sent to them and since they all have access to the internet on which interactive versions of the documents can be viewed it was decided to stop this practice. However the Council is aware that the viewing of long documents via the Internet in libraries is not always the most convenient way to read these plans, especially if access to the internet is time limited and also some people prefer to read paper versions rather than look at a screen. Therefore in the draft SCI it has been suggested that in future the Council will, if a specific request is made, make additional printed copies of documents available at local libraries or Parish offices. This would have to be with the agreement of the Parish Council or specific library since in the past a number of the libraries were concerned about the space taken up by these consultation documents. Cambridge City Council has as a result of this consultation offered to have copies of all consultation documents for inspection in their offices in the City and this will therefore provide an additional access point people to read a paper copy of documents.

Paragraph 3.13 to be amended to reflect the fact that in future a paper copy of all consultations documents will be sent to the City Council and be available for inspection.

Revise wording for bullet point 4 ' Documents available in print. To read as follows

Documents available in print: the Council makes available for inspection at its offices In Cambourne and at the City Council's Service Centre in Mandela House, Cambridge any document that is being consulted on. Both these offices are fully accessible to people with disabilities. Printed documents are made available for purchase from the Council at a modest cost.

***Representations******Nature Representation Summary******Council's Assessment******Action******1.2***

26287 - Cambridge City Council  
(Mrs Emma Davies) [6069]

Comment The document is very text heavy, and it is felt that much of this information could be more usefully displayed in tables or moved into appendices. This would help to make this a more accessible document for members of the public.

The Council is aware that there is much information included within the SCI. All of our documents are available on-line and we have been advised by our Web-site manager that including tables within documents makes the information in them less accessible for the partially sighted. We have therefore tried to present the information in a clear way and have used appendices where appropriate. As you can appreciate the SCI has a difficult task to do since it is aimed at both the technical planning experts who does not need to be informed about general planning issues such as what is a planning applications or an LDF and at members of the public who may have little or no knowledge of the planning system. Detailed information about types of planning applications and information on what is contained within the LDF for South Cambridgeshire are included within appendices.

The style of LDF documents have been to present clear easily readable documents that will be quick to download from the South Cambs website and therefore have not included complex graphics.

No change to SCI.

***Representations******Nature Representation Summary******Council's Assessment******Action******1.4***

26367 - Comberton Parish Council (Mrs Gail Stoehr) [2483] Comment The document is presented with predetermined processes, rather than suggested options. There was not always clear rationale presented for some specific items.

South Cambridgeshire District Council has a well-established procedure for consulting with the community about planning matters. The Council already has asked the public and stakeholders for their views on all the documents currently in its Local Development Framework - which includes six adopted Development Plan Documents as well as a number of Supplementary Planning Documents. The Council also has an existing system for asking the public's comments on planning applications. Some of this consultation must follow very clear guidelines set out in Government regulations and so the Council does not have the flexibility to offer options on how to consult. The Statement of Community Involvement was drafted highlighting the difference between the statutory minimum that the Council must do in terms of consultation on both policy documents and planning applications and what it currently offers above this level as well as suggesting additional methods within the SCI. Therefore it may appear that there are pre-determined processes but the SCI is reflecting the statutory framework within which South Cambs must work.

No changes to SCI.

Also the Council must ensure that it is using its resources in the most cost effective way. In preparing the draft SCI the Council did not want to be seen to offer unrealistic options that could not in the current economic climate be resourced. It is essential that to implement the consultation methods included in the SCI that the Council has sufficient resources made available. This is highlighted in Chapter 5.

The Statement of Community Involvement in Context with other Strategies that the Council has prepared or has signed up to

***Representations******Nature Representation Summary******Council's Assessment******Action******The Statement of Community Involvement in Context with other Strategies that the Council has prepared or has signed up to***

26235 - East of England  
Development Agency (Mrs Tracey  
Mahoney) [10075]

Comment EEDA has supported Inspire East. We would encourage the Council to ensure this is, where relevant, incorporated in Community Involvement plans. Inspire East, the regional centre of excellence promotes ideas and actions for sustainable communities; seeks to enable better joint working and collaboration between the community, those working in built environment occupations and others involved in planning, delivering and maintaining sustainable communities. This will be achieved through sharing information, best practice and developing skills. To find out more please visit [www.inspire-east.org.uk](http://www.inspire-east.org.uk)

The Council has an adopted Community Engagement Strategy and action plan which sets out what the Council means by engagement, why we are committed to engaging our local communities and partners and how we plan to engage now and in the future. It has been designed to ensure that engagement opportunities are provided in the most appropriate way for all stakeholders to be involved and give feedback. The Statement of Community Involvement is part of the LDF for South Cambs and has a specific role of providing information on how the Council will involve the community and other national and local stakeholders in the planning process. The draft SCI and the Community Engagement Strategy are where possible in agreement with each other and aim to share information and best practice on which methods of consultation are most successful.

No change to SCI.

South Cambs has in plan-making worked in partnership with Cambridge City Council, Cambridgeshire County Council and Cambridgeshire Horizons and therefore has experience of joint working and sharing information, best practice and developing skills. The Council through its LSP also has the opportunity to learn from its partners.

*Representations*

*Nature Representation Summary*

*Council's Assessment*

*Action*

*The SCI and the Cambridgeshire Compact*

***Representations***

26476 - Cambridgeshire Primary Care Trust (Ms Inger O'Meara) [5020]

***Nature Representation Summary***

Comment The Compact specifies a 12 week consultation period as this is good practice and ensures adequate time for the voluntary and community sector to consider issues through their various communication channels and respond individually and/or collectively. Voluntary organisations do not necessarily have access to the same communication routes as statutory agencies and may need longer to access and respond to information. Allowing sufficient time is important if the guiding principles are to be met and this needs to be taken into consideration when setting the consultation period.

***Council's Assessment***

Consultations on planning matters are directed by statutory guidance and Government regulations and it is therefore not always possible to allow a longer period such as 12 weeks for consultations. For example the Regulations in regard to consultations on Supplementary Planning Documents state a maximum of 6 weeks. The Council will however where appropriate have a longer consultation period. The recent consultation on the Gypsy and Travellers DPD -Issues and Options 2 was for a 13 week period which included August when travellers are known to be travelling and it is traditionally holiday time for the wider community. The Council wanted to ensure that everyone would have an opportunity to participate in the consultation. The Council does endeavour to keep the community and stakeholders informed of future consultations through a number of ways. The Council must, as part of its LDF, have a Local Development Scheme (LDS) that indicates the timetable for the preparation of planning documents over a three-year period. This information should assist organisations to be aware of when consultation exercises are to take place. Where timetables are amended the Planning Policy Team places an update on the LDF section of the Council's website. A sentence explaining this could be added to paragraphs 3.2 and 3.9 to highlight where information can be found.

Also the Planning Policy team sends out a monthly email to all Parish Councils to outline existing and future consultations that relate to planning within the District. In future the information in this monthly email about consultation timetables will be made more widely available by being published on a new consultation page within the LDF section on the Council's website.

***Action***

A sentence to be added to paragraph 3.2 about the Local Development Scheme. This will read as follows - 'Where there are alterations made to the agreed LDS timetable there will be an update included on the Council's website.'

Additional text to be included at the end of paragraph 3.9 to read as follows - 'The Local Development Scheme for South Cambs states when the Council is planning to prepare different documents within the LDF and gives an indication of the timetable for each document. This could be a good place to start to find out when there will be an opportunity to become involved in commenting on documents during consultations.'

Additional bullet point added to paragraph 3.13 to read as follows 'Monthly email update'; the Council sends out an email at the beginning of each month to all the Parish Councils in the district providing an up-to-date timetable of all the consultations that are current or are planned that will affect the district of South Cambs. This enables these councils to be aware of when they will have an opportunity to become involved in policy planning matters.

In future the Council will publish the information in this monthly email to Parish Councils on a new consultation page within the LDF section on the Council's website so that a wider audience is kept up to date and is aware of consultations that affect the district.'

Amend Tables 1 and 2 to include in the 'Additional consultation

*Representations*

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*Action*

methods column' the new consultation page within the LDF section on the Council's website. This will appear in all the stages to read ' Monthly updates outlining current and future consultation will appear on consultation page within LDF section on the Council's website.'

Include an additional bullet point in paragraph 3.12 to read 'Monthly updates outlining current and future consultation will appear on consultation page within LDF section on the Council's website.'

*Representations**Nature Representation Summary**Council's Assessment**Action**CHAPTER 2 OVERALL APPROACH TO INVOLVING THE COMMUNITY IN THE PLANNING**Guiding Principles for Community Involvement*

26248 - East of England  
Development Agency (Mrs Tracey  
Mahoney) [10075]

Comment Community involvement should engage the whole community including business and especially residents who do not normally participate. It is important to ensure all ages are involved. Encouraging knowledge and understanding amongst children, for example, on the issues facing their own communities is an important step to creating solutions to community problems. Community involvement requires early/regular engagement. It should be a proactive and live process, enabling people to be involved at a stage when they can make a difference. Innovative methods are necessary to expand the number of people involved in the process and remove the barriers associated with traditional approaches.

The Council is commitment to being a listening council and has produced a Community Engagement Strategy, which outlines how the Council, working with its partners, will engage with the community on developing strategies for a wide range of issues and other initiatives for community development. The Council has a well-established procedure for involving the community and stakeholders in planning matters and in preparing the Statement of Community Involvement thought has gone into improving the existing tried and tested system. The SCI includes a section on how the Council will consult with groups that in the past have been unrepresented in consultation - Black and Minority Ethnic communities; Disabled people; Lesbian, gay, bisexual and trans-gendered communities; Children, young and older people; Faith and belief groups; Gypsies and travellers. The Council wants to ensure that the methods of consulting are the most appropriate to reach these groups.

No change planned for SCI.

There is an existing consultation database, which is maintained by the Planning Policy team. This has a list of organisations that will be consulted where appropriate on planning documents and all those groups and individuals that have taken part in consultations in the past. These represent many different interest groups within the community and it is hoped that this will mean that all those with an interest in South Cambs will be included in future consultations.

***Representations******Nature Representation Summary******Council's Assessment******Action******2.1***

26341 - Cottenham Parish Council  
(Mrs Julie Groves) [692]

Comment For some of the groups mentioned, there is not much of a history of responding to requests for information. Whilst some greater effort is to be made to communicate information to these groups, much of the communication back to the Planning Authority seems to be dependent on the groups coming forward to the Authority. Some greater consideration should be given to the ways in which that response can be collected.

The Council is aware that targeted forms of consultation may be needed to achieve effective consultation with regard to some issues and some parts of the community. Within the SCI consideration is given to how the Council will consult with minority or disadvantaged groups. At paragraph 3.14 the SCI details a number of methods that the Council may use to achieve this. These methods can be used to achieve feedback in a variety of ways.

An example of how this approach has been applied is the recent consultation on the Gypsy and Traveller DPD Issues and Options the Council was aware that it would have to use a variety of methods of consultation provide effective consultation with Gypsies and Travellers. Additional consultation methods included drop in exhibitions where Gypsies and Travellers could discuss the consultation. The Council also produced an audio CD to introduce the consultation, so that those people who have difficulty with literacy would have access to the information. Also people independent of the Council were available to assist Gypsies and Travellers to complete response forms.

The section on 'Methods of consultation with minority or disadvantaged groups' will be amended to include additional methods following the experience of carrying out this consultation.

Amend Section headed ' Methods of consultation with minority and disadvantaged groups ' which includes paragraph 3.14.

3.14 When carrying out consultations the Council will ensure that the methods used will be the most appropriate to reach the groups that have been under represented in earlier consultations.

These are considered to be:

- Newspaper publicity
- Radio
- Television
- South Cambs Magazine
- Exhibitions targeted to specific audiences in specific locations
- Focused workshops
- Use of audio CDs
- Use of specialist publications
- Use of existing forums
- Use of independent specialists to encourage involvement and assist in filling out response forms
- Use of the Internet and websites
- Equalities Consultative Forum
- Notification letters (planning applications)

***Representations******Nature Representation Summary******Council's Assessment******Action******Question 1***

26477 - Cambridgeshire Primary  
Care Trust (Ms Inger O'Meara)  
[5020]

Comment We would suggest adding: Allowing sufficient time for  
adequate consultation in line with the principles of the  
Compact.

The Council agrees that sufficient time should be allowed for consultations but does not consider it appropriate to include this as an additional principle. The consultations that are carried out on both policy documents and for planning applications are guided and regulated by Central Government and therefore the 12 week minimum consultation period set out in the Compact cannot always be used in consultations on planning matters. The Council would therefore be setting a principle it could not realistically meet.

The Council will, where appropriate, have longer periods for consultation but is aware from experience that there is a tendency for comments to be submitted at the end of any consultation periods. The Council will make information about when consultations are to take place more widely available so that everyone can be forewarned about when they will have an opportunity to comment. In future the LDF section of the South Cambs web site will have a consultation page to inform the wider community about future consultations that affect the district. The SCI highlights all the other methods that the Council uses to inform everyone about consultations.

Additional bullet point added to paragraph 3.13 to read as follows 'Monthly email update'; the Council sends out an email at the beginning of each month to all the Parish Councils in the district providing an up-to-date timetable of all the consultations that are current or are planned that will affect the district of South Cambs. This enables these councils to be aware of when they will have an opportunity to become involved in policy planning matters.

In future the Council will publish the information in this monthly email to Parish Councils on a new consultation page within the LDF section on the South Cambs Web site so that a wider audience is kept up to date and is aware of consultations that affect the district.

**Representations****Nature Representation Summary****Council's Assessment****Action**

26343 - Steeple Morden Parish Council (Mr Tony Turner) [12759]

Comment More consideration should be given to the timing of these consultations - having four major ones dumped on us in a heap creates a major problem if we - as part-time Councillors and amateurs at that - are to give a useful response to all of them, which we'll probably fail to do!

The Council has to ensure that it carries out consultation in a cost effective manner and has deliberately gone out to consultation on a number of documents at the same time. The Council sends out an email each month to all Parish Councils setting out the timetable of relevant consultations on planning documents that Parishes may wish to respond to. This is intended to alert Parishes to future consultations so that they do not miss the opportunity to respond to relevant consultations. The Council is aware that this regular up-date on consultation timetables affecting the district could be useful to a wider audience and therefore has decided in future to publish the contents of the email on a new consultation page on the South Cambs website within the LDF section.

Additional bullet point added to paragraph 3.13 to read as follows

' Monthly email update'; the Council sends out an email at the beginning of each month to all the Parish Councils in the district providing an up-to-date timetable of all the consultations that are current or are planned that will affect the district of South Cambs. This enables these councils to be aware of when they will have an opportunity to become involved in policy planning matters.

Considerable resources are needed by the Council to carry out a successful consultation. Letters are sent out to a large number of organisations and individuals including a copy of the consultation documents, which is now provided on a CD to reduce printing costs and postage. Also a public notice must appear in the local newspaper. If each document were to be consulted upon separately it would greatly increase the resources needed both in time by staff to co-ordinate the consultation and the cost of postage; printing letters and notices in local papers. The Council must have regard to the resources available to carry out consultations.

In future the Council will publish the information in this monthly email to Parish Councils on a new consultation page within the LDF section on the South Cambs Web site so that a wider audience is kept up to date and is aware of consultations that affect the district.

**2.8**

26478 - Cambridgeshire Primary Care Trust (Ms Inger O'Meara) [5020]

Comment Under the categories of people that can help it would be useful to add some roles that are a less formal part of the process eg community development workers; Cambridgeshire Advice Hub. Having a range of people who could be approached may make it easier for members of the community to get involved in the planning process - even if these roles are more about brokering or signposting.

The SCI is a specialist document for planning consultations and has already includes the organisation called ' Planning Aid'. This is a voluntary organisation that can provide free, independent and professional help, advice and support to members of the community about land use planning matters. It can give the specialist support that may be needed by the community to become involved in planning consultations. Whilst the Council recognises that other organisations may be able to provide some advice Planning Aid has particular experience in planning .

No change to SCI.

***Representations******Nature Representation Summary******Council's Assessment******Action******2.11***

26339 - Cottenham Parish Council  
(Mrs Julie Groves) [692]

Support

The Planning Authority ought to value the views of the Parish Council more highly than at present. Parish Councils have a more strategic view of planning in a village. A Parish Plan, which has been supported by a sizeable %age of a village, is a valuable resource in that village; Parish Councils have an overview of what a village would like in planning terms; Parish Councils have knowledge of the history of planning applications [e.g. long-term repetitive applications].

South Cambridgeshire District Council values the contributions that Parish Councils make in the planning process and are grateful to the comments made on planning policy documents and on planning applications.

Pre-application discussions should involve Parish Councils, to ascertain local opinion, and the Council encourages applicants to engage with the Parish Council at the earliest stage. The Council recognizes the value of Community Led Plans (formerly known as Parish Plans) and particularly their value as an evidence base for a village at identifying local needs.

Whilst the District Council has planning policy requiring the type and level of planning obligations, there are many aspects of the application a Parish Council can have direct influence over. The District Council has appointed a Section 106 officer who is available to attend Parish Council meetings and assist on the negotiation of agreements. It is hoped that making the process more tangible, whilst providing a greater level of information, will empower Parish Councils to influence decisions based on local views.

No change to SCI.

***Representations***

***Nature Representation Summary***

***Council's Assessment***

***Action***

***2.24***

26288 - Cambridge City Council  
(Mrs Emma Davies) [6069]

Comment This paragraph deals with 'non-material planning considerations' but does not clearly explain that these are not valid reasons for refusing a planning application, or redrafting a planning policy or proposal. Some additional explanation to this effect would be helpful to those who are not familiar with the terminology of the planning system.

Agree that there needs to be clarification for those not familiar with planning terminology.

To clarify what can be used to determine a planning application the first part of paragraph 2.22 be amended to read as follows-  
' The matters that can be used to determine a planning application are called material planning considerations and can include  
- Central government policy.....'

Amend the first part of paragraph 2.24 to read as follows -  
' There are however some matters that the Council cannot consider when it is determining a planning application or planning policy. These are known as ' non-material planning considerations and include

- Personal circumstances.....'

*Representations*

*Nature Representation Summary*

*Council's Assessment*

*Action*

*CHAPTER 3 GETTING INVOLVED IN THE LOCAL DEVELOPMENT FRAMEWORK*

*3.5*

**Representations****Nature Representation Summary****Council's Assessment****Action**

26290 - Cambridge City Council  
(Mrs Emma Davies) [6069]

Comment Our understanding of the South Cambs consultation database is that this is made up of those organisations and individuals that have previously submitted representations to planning consultations. While this forms a good basis for a consultation database, it is felt that this may not provide a complete source of information regarding those organisations and bodies that may be interested in being consulted on particular documents but have not previously submitted comments to the Council.

The Council's existing database does include all those individuals and organisations that have previously submitted representations to the Council on all the earlier consultations. It also has the contacts for the specific consultation bodies listed in the Town and Country Planning (Local Development) Regulations 2004 (as amended) and the organisations that meet the criteria as 'general consultation bodies' in the regulations. The database therefore is not limited to those that have only commented on earlier consultations.

Amend the category on the existing database so the requests for notification on consultations are targeted to particular documents to meet the specific requirements of an individual or organisation as is mentioned. The individuals and organisations that currently are within this category in the database will be contacted to clarify which aspects of planning they are interested in and in future will only be notified for relevant consultations only.

As part of the preparation of the SCI the database has been overhauled and up-dated to ensure that it covers the relevant organisations to meet the 'general consultation bodies' criteria in the regulations and has included the local contacts where appropriate for the 'Other consultation bodies' as is recommended on the Planning Advisory Group web site. Any additional groups requesting to be included on the database will be added and this is stated in paragraph 3.8 of the SCI.

This more specific request to be notified could be included on future consultation letters and to be mentioned on the appropriate part of the South Cambs Website so that people are aware that they can be added to be notified of future consultations. Therefore an additional sentence to be added at the end of paragraph 3.8 to read - 'This request to be notified on specific documents will be included on all future letters and emails sent out during consultations and the information provided on the appropriate page of the LDF pages on the South Cambs Website.'

Also in preparing the SCI a request was made in the notification letter for the consultation sent out to every organisation and individual on the mailing list for confirmation that the information that we hold on them is the most up to date with the most relevant contact. This has generated a number of emails and letters during the consultation so the database has been amended accordingly.

South Cambs regularly carries out consultations on LDF documents and therefore does not believe that an annual overall is required since consultations are carried out more frequently and our database updated as appropriate. Where the consultations are on specialist subjects such as Public Art or Listed Buildings the relevant specialist officer within the Council has been asked to provide a comprehensive list of relevant organisations to include in the specific consultation.

At present the database has a category, which allows people and organisations to be informed of all stages of all consultations. In the future this could be refined so that the request to be notified would be for particular documents to reflect paragraph 3.8 in the draft SCI.

26361 - The Theatres Trust (Ms  
Rose Freeman) [5137]

Comment We are pleased to see that you maintain a database of consultees

Comments noted.

No action.

<i>Representations</i>	<i>Nature</i>	<i>Representation Summary</i>	<i>Council's Assessment</i>	<i>Action</i>
3.8 26362 - The Theatres Trust (Ms Rose Freeman) [5137]	Comment	We are pleased that contact details are given with regard to new consultees wishing to join the database or existing consultees who may want to change or amend their details.	Comments noted.	No action.
<i>Table 1 - Consultation on Development Plan Documents (DPDs)</i>				
26291 - Cambridge City Council (Mrs Emma Davies) [6069]	Comment	The stages of consultation as shown in the table could be made clearer, for example via the inclusion of the relevant regulation section number.	In the draft SCI Appendix C shows the opportunities for the community to be involved in consultations on the LDF and indicates clearly the regulation numbers against each stage in the preparation of both DPDs and SPDs. In Tables 1 and 2 the column that includes the minimum consultations carried out by the Council does not include the actual number of the regulation because the Council did not want to over-complicate the information provided especially as it already appears in an appendix. For a member of the public unaware of regulations it would present too much detail.	No change to SCI

Table 1 - Consultation on Development Plan Documents (DPDs)

<i>Representations</i>	<i>Nature</i>	<i>Representation Summary</i>	<i>Council's Assessment</i>	<i>Action</i>
26292 - Cambridge City Council (Mrs Emma Davies) [6069]	Object	<p>The additional methods proposed to not appear to allow for consultation with residents living in Cambridge City where proposals contained within documents on the edge of the city have implications for the city. City residents should have equal opportunities to respond to consultations as residents of South Cambridgeshire.</p> <p>In addition, to ensure equality of access for City residents to consultation material, the City Council should not have to request that inspection copies of consultation material be sent to their offices. This should be an automatic response where proposals have implications for the City.</p>	<p>South Cambs already has methods to allow residents in Cambridge City to be made aware of consultations and therefore had not included any specific additional methods to target City residents. The Council does not only use the South Cambs magazine or Parish Councils as methods to notify residents about future consultation but has a range of methods outlined in the SCI. City residents are not disadvantaged.</p> <p>South Cambs believes that it does give equal opportunities for City residents to become involved in consultations on LDF documents. For example - the Public Notice that we are required by the regulations to produce is published in the Cambridge News that is the local paper for both City and South Cambs residents and also our Communications Team prepares a news release as each consultation starts and this appears in the local press and is sometimes reported on by local radio or appears on local television news - all of which are seen and read by City residents. In the past where consultations impact on areas within the City such as last year's consultation on proposed additional housing sites to meet the housing shortfall within the District leaflets were distributed to residents in both South Cambs and the City in the areas most directly affected by the proposals. City residents can also access the South Cambs Website which, when a consultation is in progress, has a direct link on the front page and an indication of the timetable for future consultations on the 'Latest News on the LDF' page. Exhibitions were held in locations on the edge of Cambridge during the recent Gypsy and Traveller DPD Issues and Options 2 consultation. The times, dates and locations of these exhibitions were available in the local press and on the South Cambs Website and so both City and South Cambs residents had an opportunity to attend these.</p> <p>South Cambs encourages all to respond to LDF consultations using the Council's interactive on-line- response form. This means that the respondent does not have to travel to the Council offices in Cambourne to get a paper response form but is able via the Internet to access the consultation documents and participate in the consultation from their computers - thereby City and South Cambs residents have equal access.</p> <p>The future proposed methods of consultation included in the draft SCI ,although not specifically targeted, would have benefit for City residents. The on-line calendar on the South Cambs Website will assist residents in knowing what the</p>	<p>Paragraph 3.13 to be amended to reflect the fact that in future a paper copy of all consultations documents will be sent to the City Council and be available for inspection.</p> <p>Revise wording for bullet point 4 ' Documents available in print. To read as follows</p> <p>'Documents available in print: the Council makes available for inspection at its offices In Cambourne and at the City Council's Service Centre in Mandela House, Cambridge any document that is being consulted on. Both these offices are fully accessible to people with disabilities. Printed documents are made available for purchase from the Council at a modest cost.</p> <p>In future the Council will if requested make additional printed copies available for inspection at wider locations -e.g. Libraries /Parish Council offices. This used to be Council's normal practice, but was stopped some years ago because some local libraries have very limited space opportunities and were concerned at receiving substantial documents and because all local libraries have access to the internet on which interactive versions of the documents can be viewed. However, we recognise that this is not always convenient when viewing long documents, particularly if there are time limitations for Internet access. Therefore, where a specific request is made to the Council it will make paper versions available at local libraries or Parish Council offices, with their agreement.'</p>

Table 1 - Consultation on Development Plan Documents (DPDs)

<i>Representations</i>	<i>Nature</i>	<i>Representation Summary</i>	<i>Council's Assessment</i>	<i>Action</i>
			<p>consultation timetable will be for South Cambs LDF documents and all other corporate consultations. The Business Forum, LSP and the Equalities Consultative Forum which will be kept informed of future consultations have a membership that is not just of groups within South Cambs but also from within the City.</p> <p>The Council welcomes the offer by the City Council to allow future consultation documents to be available for inspection in the City's offices. South Cambs in future will always send copies of consultation documents to the City Council so that there are paper copies for inspections within the City. Paragraph 3.13 amended to reflect this change.</p>	<p>Also an additional bullet point in paragraph 3.12 to read - 'Full set of paper versions of consultation documents available for inspection in Cambridge at the City Council's Service Centre.' And this wording to be added to Tables 1 and 2 to reflect additional paper versions available in Cambridge.</p>
<i>3.12 - Future proposed methods</i>				
26479 - Cambridgeshire Primary Care Trust (Ms Inger O'Meara) [5020]	Comment	Suggest that you also use the South Cambs Voluntary Sector Forum and the Cambridge CVS newsletter and networks where appropriate.	<p>It is the Council's understanding that the South Cambs Voluntary Sector Forum no longer exists and therefore could not be used in future consultations.</p> <p>The Cambridge CVS is already included on the database used by South Cambs and is notified of all consultations on planning documents.</p>	No change to SCI.
26215 - Cambridgeshire County Council (Mr Chris Blackman) [3200]	Object	Future proposed methods. Potentially the list could also include the Community & Voluntary sector, and therefore a body such as the Cambridge Voluntary Service as an umbrella body for the sector. Having noted the intention to work within the spirit of the Compact, where possible, it would seem appropriate to mention the community and voluntary sector specifically here.	<p>The Council by following the planning regulations does include the community and voluntary sector in its consultation database. The general consultation bodies listed in the regulations must include certain categories of organisations - one of which is voluntary bodies. This is outlined in detail in paragraph A7 of the draft SCI. For example there are contacts for the Cambridge Council for Voluntary Services and the Cambridgeshire Community Foundation already in the Council's database.</p> <p>For clarity the Council could add to paragraph 3.6 the fact that voluntary and community groups are included in the existing database.</p>	Paragraph 3.6 to be amended to include an additional bullet point - Voluntary and community groups. '
26223 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]	Support	Good idea to post info on the village website	Welcome the support for the new proposal.	No action.

**Representations**

**Nature Representation Summary**

**Council's Assessment**

**Action**

*Documents available in print*

26229 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]

Comment Many villages do not have a library or parish office so it would be useful for a named individual on the Parish Council such as the clerk to have a copy of a consultation document for circulation.

The Council will supply a paper copy of documents to a Parish if a specific request is made. It would considerably add to the cost of a consultation if the Council were to print a full set of consultation documents for every Parish Council in the District for every consultation. However the Council is aware that for some people who do not have access to the Internet then having a paper copy available via the Parish Council would be a useful means of encouraging everyone to participate in a consultation. If a Parish office or local library is not available the Council would be willing to provide the clerk of the Parish with a paper version to circulate if requested.

Amend paragraph 3.13 bullet 4. Add a new sentence at the end of the second paragraph to read as follows .. ' The Council is also willing, if specifically requested, to provide an additional paper version to the Parish Clerk if a village does not have a parish office or convenient local library in order that he/she can make available the documents to the local community. '

26221 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]

Comment It would be useful if the D.C. would engage directly with the editors of village magazines. Many of their readers are elderly and do not have access to the internet and therefore will not be able to read documents. If they are made aware of where a paper copy is available they will be able to be more involved.

The Council has considered in the SCI the need for additional paper copies of consultation documents and in paragraph 3.13 has in bullet 4 on 'Documents available in print' agreed to where a specific request is made to the Council to provide paper versions. This could therefore mean that Parishes Councils or local libraries could request additional hard copies.

Add to bullet 2 of paragraph 3.12 after notice boards ' .../ local libraries. '

The SCI has also considered giving greater publicity to forthcoming consultations by sending posters about the consultations to local libraries and to Parish Councils so that they can be placed on notice boards to keep the local community informed. It is also recognised that some Parishes have newsletters and websites and in paragraph 3.13 bullet point 16 of the SCI the offer is made to send information to the Parish Clerk in a format that could be published in a newsletter or on a website. Since every Parish must have a clerk this would seem to be the most direct contact point to forward information to a village rather than having the editor of a village magazine that may change over time and not necessarily keep the Council informed.

Amend paragraph 3.13 bullet point 16 to read as follows' Parish websites/ newsletters/village magazine: many Parish Councils within the district have their own websites and/ or village newsletters or magazines and information could be sent to..... '

Amend bullet point 3 in paragraph 3.12 to read as follows - Information sent to Parish clerks about consultations to be placed in newsletters or village magazines or posted on the Parish website

***Representations***

26293 - Cambridge City Council  
(Mrs Emma Davies) [6069]

***Nature Representation Summary***

Object It is felt that as a matter of course, inspection sets of the consultation documents should be to the City Council's Customer Service Centre to be made available for public inspection for the duration of the consultation period. This is particularly important for documents containing site-specific proposals that will have implications for the city. The City Council should not have to request that this information be sent to them, as is indicated in section 3.13 (fifth bullet point) of the draft SCl. City residents should have equal access to consultation material as residents of South Cambridgeshire.

***Council's Assessment***

The Council used to as normal practice make copies of printed planning documents available in all the libraries within the District as well as the Central Library in Cambridge but there were concerns about the available space for the substantial consultation documents that South Cambs had sent out to these locations. The Council will in future send paper copies of all the consultation documents to the City Council so that they can be placed for inspection in the City's Service Centre. South Cambs is grateful to the City Council in offering this facility. This additional inspection point for paper copies will be mentioned in the formal public notice of future consultation placed in the local newspaper and on the South Cambs Website.

***Action***

Amend section 3.13 in bullet point about 'Documents available in print' The final paragraph to be amended to read as follows

Documents available in print: the Council makes available for inspection at its offices In Cambourne and at the City Council's Service Centre in Mandela House, Cambridge any document that is being consulted on. Both these offices are fully accessible to people with disabilities. Printed documents are made available for purchase from the Council at a modest cost.

In future the Council will if requested make additional printed copies available for inspection at wider locations -e.g. Libraries /Parish Council offices. This used to be the Council's normal practice, but was stopped some years ago because some local libraries have very limited space opportunities and were concerned at receiving substantial documents and because all local libraries have access to the internet on which interactive versions of the documents can be viewed. However, we recognise that this is not always convenient when viewing long documents, particularly if there are time limitations for Internet access. Therefore, where a specific request is made to the Council it will make paper versions available at local libraries or Parish Council offices, with their agreement. The Council is also willing, if specifically requested, to provide an additional paper version to the Parish Clerk if a village does not have a parish office or convenient local library in order that he/she can make

***Representations******Nature Representation Summary******Council's Assessment******Action******Leaflet drop***

26294 - Cambridge City Council  
(Mrs Emma Davies) [6069]

Comment While recognising the need to ensure effective use of resources when carrying out consultations, it might be useful to combine the use of the magazine with other additional methods of consultation to ensure that as wide an audience as possible is reached. E.g. if an exhibition is planned in a certain parish, a targeted leaflet drop or use of posters in addition to an article may help to ensure that those who do not read the magazine are made aware of what is happening.

Reliance on the South Cambs magazine could hamper efforts to reach hard to reach groups, who may not always trust Council produced literature.

The Council has used leaflet distribution in some cases to publicise consultations. However, this is a resource intensive and costly approach. It would not be appropriate to commit through the SCI to such an approach to all consultations. Use of the South Cambs Magazine offers significant benefits, being an existing production with a regular planning section that is already delivered to all households. Posters are regularly sent to local libraries and Parish Councils advertising the LDF consultations.

With regard to reaching minority or disadvantaged groups it is acknowledged that a targeted approach may be required, and this is addressed by paragraph 3.14 of the SCI.

available the documents to the local community. '

Paragraph 3.14 is amended to read as follows -  
3.14 When carrying out consultations the Council will ensure that the methods used will be the most appropriate to reach the groups that have been under represented in earlier consultations. These are considered to be:  
\*Newspaper publicity  
\*Radio  
\*Television  
\*South Cambs Magazine  
\*Exhibitions targeted to specific audiences in specific locations  
\*Focused workshops  
\*Use of audio CDs  
\*Use of specialist publications  
\*Use of existing forums  
\*Use of independent specialists to encourage involvement and assist in filling out response forms  
\*Use of the Internet and websites  
\*Equalities Consultative Forum  
\*Notification letters (planning applications)

***The Council's website***

26366 - Comberton Parish Council  
(Mrs Gail Stoehr) [2483]

Comment The presentation of documents on the website was felt to be obscure and it was difficult to locate documents under consultation as opposed to those already approved.

The Council is aware that the Planning section of the South Cambs Website is in need of updating. South Cambs has been fortunate to be in a position to now have six adopted DPDs and numerous adopted SPDs and the web pages has retained all the different stages in the preparation of these documents. The Council does try to make these pages as clear as possible and there is to be in the Spring an overhaul of all the planning pages on the South Cambs web site.

No change to SCI . Planning web pages to be reviewed in Spring 2010.

<i>Representations</i>	<i>Nature</i>	<i>Representation Summary</i>	<i>Council's Assessment</i>	<i>Action</i>
<i>Parish Forum</i>				
26395 - Eltisley Parish Council (Mrs Gail Stoehr) [1147]	Comment	<p>The Parish Council welcome the parish forum meetings and the opportunities they provide to discuss topics both with the District Council and also other Parish Councils.</p> <p>The Parish Council is fortunate to have District Cllr Loynes who attends the majority of the meetings.</p>	Comment noted.	No action.
<i>Question 2</i>				
25577 - Anglian Water Services Limited (Mrs Amie Lill) [10900]	Comment	<p>Thank you for giving Anglian Water the opportunity to comment on this consultation.</p> <p>AW utilises the email notification system and the online website publication and response methods of consultation.</p>	Comments noted.	No action.
26480 - Cambridgeshire Primary Care Trust (Ms Inger O'Meara) [5020]	Comment	Some additional suggestions are using the South Cambs Voluntary Sector Forum and neighbourhood panels.	<p>It is the Council's understanding that the South Cambs Voluntary Sector Forum no longer exists and so could not be used in future consultations.</p> <p>The South Cambridgeshire Neighbourhood Panels are currently undergoing a review, which should hopefully be complete by end March 2010. To date three of the seven consultations have closed and as a result will now include a standing agenda item on local consultations. A summary of relevant planning consultations will be included on agendas as appropriate via the Partnerships Manager.</p>	<p>Additional bullet point in paragraph 3.13 to read as follows ' Local Strategic Partnership: the Council will notify the Partnership Manager at the beginning of each consultation period on planning policy documents in order that all the members of the Local Strategic Partnership (LSP) and the Neighbourhood Panels can be made aware of the opportunity to comment on these matters.</p> <p>Add an additional bullet point to the list of future methods in 3.12 and amend Tables 1 and 2 to include this additional method</p>
26355 - Madingley Parish Council (Mrs Gail Stoehr) [1934]	Comment	Yes SCDC has got it right considering additional methods of consultation.	SCDC welcomes the positive response.	No action.

**Representations****Nature Representation Summary****Council's Assessment****Action****3.14**

26295 - Cambridge City Council  
(Mrs Emma Davies) [6069]

Comment We would query the inclusion the reference to the use of newspaper publicity, radio and television. Unless these methods are specific to certain groups (for example newspapers produced specifically for a group), media may present a biased view, with many of these groups not using or trusting the local press. There is also the disadvantage that you would be competing with many other products and events for peoples' attention and that any messages may be lost amongst this other information.

Disagree. Newspapers, radio and television provide a valid method of raising awareness, as part of a package of consultation methods.

No change to SCI.

**Question 3**

26481 - Cambridgeshire Primary  
Care Trust (Ms Inger O'Meara)  
[5020]

Comment This seems to include a broad range of methods. The recent consultation with Gypsies Travellers could be reviewed to establish its strengths and whether any different/ other approaches would have been useful. It used a range of approaches and could also be used to illustrate good practice in the Community Involvement

The SCI was drafted to take into account the Council's experience gained during the recent consultations on the Gypsy and Traveller DPD. Additional methods have been added to paragraph 3.14.

Section Methods of Consultation with minority and disadvantaged groups has been amended to include methods successfully used during the recent consultation on the Gypsy and Traveller DPD. It now reads as follows -  
3.14 When carrying out consultations the Council will ensure that the methods used will be the most appropriate to reach the groups that have been under represented in earlier consultations. These are considered to be:

- Newspaper publicity
- Radio
- Television
- South Cambs Magazine
- Exhibitions targeted to specific audiences in specific locations
- Focused workshops
- Use of audio CDs
- Use of specialist publications
- Use of existing forums
- Use of independent specialists to encourage involvement and assist in filling out response forms
- Use of the Internet and websites
- Equalities Consultative Forum
- Notification letters (planning applications)

**Representations****Nature Representation Summary****Council's Assessment****Action****Question 4**

26296 - Cambridge City Council  
(Mrs Emma Davies) [6069]

Comment The City Council has recently introduced an equalities exhibition board and monitoring form, which it uses in all of its planning exhibitions. This gives people attending exhibitions an opportunity to anonymously fill in an equalities monitoring form as well as providing feedback on the methods by which we consult the community. This is particularly useful where people wish to find out more about proposals contained within documents but then do not go on to submit representations.

The Council has an equalities form attached to each response form, which is passed onto the Council's Equalities and Diversity Officer to monitor the success of the diversity of the community reached by the consultation. This is outlined in paragraph 3.20 of the SCI. In future it could be that the equalities form is not physically attached to the response form in order to emphasis the fact that the form is anonymously filled in and not related directly or indirectly to a person's representations. The Gypsy and Travellers consultation was used as a test of the form and the success of this form in ascertaining who responded to the consultation has yet to be analysed.

No change proposed to SCI.

26231 - Great Shelford Parish  
Council (Mrs Bridget Hodge)  
[3518]  
26482 - Cambridgeshire Primary  
Care Trust (Ms Inger O'Meara)  
[5020]

Support Yes asking this question will help to broaden the understanding of methods that are already working.

A question will be added to the response form in order to find out how the respondent has heard about the consultation and how might they want to be notified about consultations in future.

Paragraph 3.15 is amended to read as follows - 'The Council needs to be sure that the best methods are being used to involve the community and stakeholders in consultations. In the past there has been no way of finding out how anyone has heard about the consultations on LDF documents. In future a question will be included on the response forms used when representations are submitted to the Council. This will ask where the respondent had heard about the consultation and what would be best method to inform them of future consultations.'

**3.20**

26483 - Cambridgeshire Primary  
Care Trust (Ms Inger O'Meara)  
[5020]

Comment Yes, this approach is potentially helpful to monitor the effectiveness of the consultation in reaching a range of groups and different cultures. If there is found to be under representation of relevant stakeholders then it gives the opportunity to extend the consultation to ensure these stakeholders are included. It also gives the opportunity learn from the process and to modify future approaches accordingly

Welcome the support for the use of the equalities monitoring form. In future it could be that the equalities form is not physically attached to the response form in order to emphasis the fact that the form is anonymously filled in and not related directly or indirectly to a person's representations. The Gypsy and Travellers consultation was used as a test of the form and the success of this form in ascertaining who responded to the consultation has yet to be analysed.

No change to SCI.

***Representations******Nature Representation Summary******Council's Assessment******Action******3.23***

26297 - Cambridge City Council  
(Mrs Emma Davies) [6069]

Comment It would be useful if an email/letter were sent to all respondents to inform them of when consultations responses become available, and providing them with a link to where consultation responses can be viewed. This will enable respondents to consider the Council's response to their original representation and to inform their decision of whether or not to pursue any objections further. This correspondence could also be used to advise respondents of the next stages in the consultation process.

The Council does send out a letter/email to respondents confirming registration of representations. It is usual practice that this letter contains information about the future timetable of preparation of the specific planning document. It also normally provides information on the Council meeting where the representation will be considered. The agenda and decision of these meetings provide the Council's response to representations, and the information is publicly available.

No change to SCI.

***Question 5***

26485 - Cambridgeshire Primary  
Care Trust (Ms Inger O'Meara)  
[5020]

Comment I think it would be helpful to have the closing time for consultations at midnight on the final day rather than midday, so that it is not in the middle of a working day.

South Cambs has always had a closing time at midday of a working day so that the deadline for a consultation can be managed with staff in the office. The Council can amend its web pages to reflect the deadline.

However it is our experience that many people leave the inputting of representations on-line to the last minute and then in their haste do not read the instructions available and panic when the information will not be submitted. The Council is to revise the instructions on the web pages to clarify how representations can be inputted and it is hoped that this will make the process more straightforward. It may be beneficial to include mention of the need to think early about inputting web-representations.

An additional paragraph to be included after 3.19 to read as follows ' The Council has to set a deadline for submission of representations and usually it identifies this end date as a Friday and the time as midday 12 o'clock. In responding to consultations the Council recommends that when submitting any type of response form - whether it be on-line; by email or by post that regard is given to the deadline. The Planning Policy Team is always available to assist respondents in how best to submit comments and if difficulties are found will give help and advice. It is best not to leave it until the last few hours before the deadline to submit electronically or on-line. In our experience this is when most people find difficulties with the system!

26232 - Great Shelford Parish  
Council (Mrs Bridget Hodge)  
[3518]

Comment As you still give individuals several options for commenting I don't really see how it can be improved upon. The main problem is getting the consultation documents widely read and commented on.

Comments noted. The Council is trying through the SCI to make more people aware of the timetable of consultation documents through the year so that they will not miss the opportunity to comment on planning matters that they are interested in.

No change to SCI

**Representations****Nature Representation Summary****Council's Assessment****Action**

26484 - Cambridgeshire Primary Care Trust (Ms Inger O'Meara) [5020]

Comment It is not that straight forward - for example I am filling this in on line and the question I am answering does not appear on the same page as this box. If I go back to check the question then I lose my answer! When I have saved as a draft there is no direct way back to the main document.

I think it is quite a daunting process if you do not do this regularly. Could officers/facilitators be on hand to help input information for people if they did not have the confidence/ IT skills/literacy skills or time?

The Council is aware that for some people using the on-line response form have had difficulties and so is working with the providers of the software to revise the web pages so that they are more helpful and user friendly. Additional advice is being provided on each page to provide a step-by-step guide on how to make a successful representation. It is hope that by providing this it will make filling out the on-line consultation form more straightforward.

For the Council to work with the web-page providers to revise the on-line consultation pages so that there is more information on how to submit comments therefore making it more straightforward to submit representations on-line.

An additional sentence to be added to paragraph 3.16 which states - '. Officers from the Planning Policy Team are available during consultations to provide assistance for anyone who needs further help in submitting representations on a consultation document. '

26344 - Steeple Morden Parish Council (Mr Tony Turner) [12759]

Comment The paper response mechanism is somewhat clunky - having to fill in a separate form for each response to each part of each consultation is just not on. We realise this makes it easier for SCDC staff collating the responses but more consideration should be given to those supplying them. Surely some scope for improvement!

If difficulties are being encountered by people as they attempt to use on the on-line response forms during a consultation officers from the Planning Policy Team can always be contacted to provide assistance and advice and this will in future be clearly stated on any response forms. An additional sentence explaining this will be added to paragraph 3.16.

The Council has tried to devise a response form that is clear and straightforward to fill in. It is recognised that planning can use specialist terms or jargon and the Council is aware that for many members of the public responding to a consultation can find it a complex task which appears to be designed to discourage rather than encourage involvement. When the formal consultation is carried out on the draft Submission version of a development plan document (DPD) it is vital on the response form that it is clear who has responded, about what particular part of the planning document they want to object or support and what changes are being proposed to this document if any. At this stage the Council is constrained by the requirements of the inquiry system. The Council cannot simplify the response form because all this information is needed if an independent examination is to be held by inspectors and there will not be a second opportunity for the respondent to submit any additional information on their representations to an inspector.

An additional paragraph to be added after 3.18 that reads as follows. '

The Council has tried to devise a response form that is clear and straightforward to fill in. It is recognised that planning can use specialist terms or jargon and the Council is aware that for many members of the public responding to a consultation can find it a complex task which appears to be designed to discourage rather than encourage involvement. The Planning Policy Team makes a point of revising response forms with the experience gained from each consultation and is committed to continuing to do this. When a consultation is carried out at an informal stage in the preparing of a planning document the Council will in future provide a simplified response form to assist people in making commenting.'

However at earlier stages in the preparation of a DPD the Council could consider providing a simplified response form which could allow people to submit comments on different parts of a planning document on one form.

The policy team makes a point of revising response forms with the experience gained from each consultation and is committed to continuing to do this. An additional paragraph to be added after 3.18 to mention this commitment.

***Representations******Nature Representation Summary***

26356 - Madingley Parish Council  
(Mrs Gail Stoehr) [1934]

Comment The Parish Council feels that there is not enough time to read and consider applications especially if members do not have Internet access.

***Council's Assessment***

The SCI has suggested additional places where paper copies of the consultation documents will be made available so it is hoped that this will benefit those members of the community who do not have access to the internet. If a specific request is made by a Parish Council or local library the Council will provide them with a hard copy of the consultation documents.

Also additional publicity for future consultations will be carried out with the co-operation of local libraries and Parish Councils in the form of posters on notice boards in villages and articles in village newspapers/ newsletters or on Parish websites. This additional publicity will help more people be aware of when South Cambs is consulting and so it is hoped that more people will take the opportunity to become involved.

***Action***

No change to SCI.

*Representations**Nature Representation Summary**Council's Assessment**Action**CHAPTER 4 GETTING INVOLVED IN PLANNING APPLICATIONS**4.3*

26298 - Cambridge City Council (Mrs Emma Davies) [6069]	<p>Comment It is felt that, as written, this statement appears to suggest that these are the only two relevant statutory bodies that will be consulted on planning applications, when there are, in fact, a large number of other relevant bodies that need to be consulted where appropriate. Amend this sentence to read "The Council has a statutory duty to consult a variety of people about planning applications including neighbours, statutory bodies such as the Highways Authority, the Environment Agency and English Heritage and other relevant organisations so that their views can be taken into account in the determination of an application".</p>	<p>Agree that the wording of the sentence at present could be misleading and so the Council agrees to the suggested amendment</p>	<p>Amend the second sentence of paragraph 4.3 to read as follows -</p> <p>'The Council has a statutory duty to consult a variety of people about planning applications including neighbours, statutory bodies such as the Highways Authority, the Environment Agency and English Heritage and other relevant organisations so that their views can be taken into account in the determination of an application'.</p>
<i>Question 6</i>			
26345 - Steeple Morden Parish Council (Mr Tony Turner) [12759]	<p>Comment It would be helpful for the LPA to advise the Parish Council when pre-application discussions have taken place and their conclusion - assuming the P.C. has itself not been directly involved. At the moment, we only hear the Applicant's version of what has taken place.</p>	<p>Information about whether pre-application advice has been given by the Council is included in the new planning application forms and it is therefore possible once an application is submitted to see if advice has been given. The Parish Council receive a copy of the application and should contact the Council for further information as pre-application enquires are normally confidential and not in the public domain.</p>	<p>No change to SCI.</p>
25751 - Sustrans (East of England) (Rohan Wilson) [7249]	<p>Comment Council should suggest applicant consult local community or special-interest groups in the initial design stages. This can result in more imaginative or better solutions and may avoid subsequent objections.</p>	<p>In providing pre-application advice the Council can already recommend specialist groups an applicant may consider consulting with before an application is submitted. Where the Council consider it appropriate officers will suggest that applicants contact relevant local groups to assist in the design stages. ( See E.4 bullet point 4 in the SCI)</p>	<p>No change to SCI.</p>
26389 - Middle Level Commissioners (Mr Graham Moore) [6194]	<p>Comment The Commissioners and associated Boards promote the early consultation on development briefs, planning applications etc as this enables any relevant issues to be discussed and resolved prior to the formal submission of the planning application concerned. Such consultation including the submission of FRAs, meeting the minimum requirements of Annex E of PPS25, will reduce the risk of objection thus speeding up your Council's processing of applications.</p>	<p>If a proposed application is in a flood risk area officers would recommend that there should be further research carried out before the application is submitted and that the appropriate experts be consulted.</p>	<p>No change to SCI.</p>

<i>Representations</i>	<i>Nature</i>	<i>Representation Summary</i>	<i>Council's Assessment</i>	<i>Action</i>
25578 - Anglian Water Services Limited (Mrs Amie Lill) [10900]	Comment	<p>We believe in pre-application discussions for major developments it is vital that the council cover the topics of surface water management and the utilisation of Sustainable Urban Drainage Systems (SUDS) and also water supply and wastewater drainage and treatment. A suitable drainage strategy should be drawn up by the developer which is acceptable to the council and water and sewerage undertaker for the area.</p> <p>We would strongly advise that this information is highlighted in Appendix E, E.1 as an area that can be covered in pre-application discussions.</p>	This would be too detailed a matter to be included in initial pre-application advice provided by the Council. In pre-application discussions the Council advises that applicants discuss drainage matters with Anglian Water. Policies about surface water management and the utilisation of SUDS are included within South Cambs LDF and in pre-application advice officers will highlight the policies relevant to a proposed application.	No changes proposed to SCI.
26233 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]	Comment	Yes having just read through the Design Guide refer them to that for information.	An applicant when considering submitting a planning application must be aware of all the relevant planning policies contained within the Local Development Framework that will be used to determine the application not just the design guide.	No change to SCI.
26357 - Madingley Parish Council (Mrs Gail Stoehr) [1934]	Comment	For the pre-application meetings additional advice it was felt more guidance or clarification about the planning rules would be appreciated, for example details of the Local Plan.	The Council in considering planning applications must take into account the adopted policies and proposals contained within the Local Development Framework (LDF). The LDF is made up of a number of Development Plan Documents (DPDs) that set out policies for the development and use of land in the district and Supplementary Planning Documents (SPDs) that expand on policies in the DPDs. LDFs were introduced in 2004 as part of the new plan-making system. It is intended that the LDF replace the old style Local Plan and within South Cambridgeshire District Council we are well advanced in replacing all but one of the old Local Plan policies with new adopted ones. Planning officers offer guidance on the relevant planning policies when providing pre-application advice.	No change to SCI.
4.6 26491 - Mobile Operators Association (Carolyn Wilson) [2011]	Comment	The telecommunications sector, in carrying out community consultation in line with the 'Ten Commitments' has been at the forefront of pre-application consultation. This involves consulting the LPA, the ward councillors and the parish Council for virtually all telecommunications applications. Should they be located close to a school (generally taken to be < 250m), then the school is consulted. In addition any residential properties close by are also generally consulted depending the rating the proposed site has been given. This information is forwarded to the Council as part of the planning (or GPDO) application.	The Council notes the comments made by the Mobile Operators Association and welcomes the commitment to engaging the local community at an early stage in the planning process.	No change to SCI.

***Representations******Nature Representation Summary******Council's Assessment******Action******Figure 1 - Consultation on Planning Applications - The Development Process***

26300 - Cambridge City Council (Mrs Emma Davies) [6069]

Comment This figure contains a lot of information that may be more usefully included as an Appendix.

The information in the figure is very useful and should be retained in the main part of the text so that it is clear to the community how planning applications are advertised.

No change to SCI.

26364 - Bassingbourn cum Kneesworth Parish Council (Mr Mike Hallett) [12769]

Comment There is often local knowledge about trees. Discussion at Parish Council meetings about tree works is made harder because there is only a single hard copy of the tree works application sent to the Clerk.

The Council does not have a legal requirement to consult with third parties in relation to works on trees but nevertheless it does send details to Parish Councils. It is for this reason that tree works has not been included in Figure 1. If works on trees were to be more widely publicised there would be the expectation from the community of having a legal right to influence the Council's decisions on proposed works to trees and the Council would not want there to be a misunderstanding regarding the rights of an individual to object to tree works being considered.

No change to SCI.

It would help if applications for tree works orders could be published on the SCDC website as other planning applications are so that councillors and the general public could be made more aware of these applications.

We consider that Figure 1 in paragraph 4.11 should be amended to include publication of applications for tree works orders on the website and that paragraph D.4 of appendix D should be amended accordingly.

26490 - Mobile Operators Association (Carolyn Wilson) [2011]

Comment We note that telecommunications development is classified as an application which is likely to cause 'wider concern'. It is presumed that this relates to the perceived health impacts. As all telecommunications development is ICNIRP compliant and is certified as such, we consider that the Council should follow the guidance in PPG8 and not give this matter any further consideration, unless there are very specific reasons to do so.

We welcome your comments and recognise the concern that you have at the fact that telecommunication developments have been highlighted as being a contentious issue. Although officers recognise that all telecommunications developments are ICNIRP compliant the situation in the district is that telecommunications applications often generate significant numbers of representations. It should be recognised that these applications are not the only form of development that tends to polarise public opinion and that proposals for developments such as wind farms have also generated significant representations in the past. Wording at the end of Figure 1 will be revised - bullet point 8 .

It is therefore considered appropriate that Figure 1 will be revised. The wording of bullet point 8 to be amended to read as follows -  
"Certain contentious subjects such as telecommunication masts, wind farms, etc."

Whilst we note that planning staff should use their judgement on this issue we consider that the starting assumption should not be that a telecommunications proposal is immediately of 'wider concern'. They are generally developments of a small scale and very localised.

Figure 1 - Consultation on Planning Applications - The Development Process

<i>Representations</i>	<i>Nature</i>	<i>Representation Summary</i>	<i>Council's Assessment</i>	<i>Action</i>
26365 - Comberton Parish Council (Mrs Gail Stoehr) [2483]	Comment	<p>The proposals for advertising planning applications to the community to be unsatisfactory.</p> <p>It was noted that site advertising of applications in Conservation Areas is proposed to be for seven days only. This is less than the 21 days given in less sensitive areas.</p> <p>It was noted that site advertising is presented as an alternative to informing neighbours in some circumstances.</p> <p>The Parish Council considered that all applications should have site advertising for 21 days and that notification of affected neighbours should always occur.</p> <p>Notification of neighbours should be for all those likely to be directly affected rather than the limited scope given in the guidance. This would be likely to include neighbours facing</p>	<p>Figure 1 shows what the Council has to do according to the regulations and also what additional advertising the Council carries out over and above these requirements. In relation to Conservation areas the Council does advertise Site Notices for 21 days which is more than is required by the regulations. An addition will be made to the table to clarify this fact.</p>	<p>In the fourth column referring to development affecting the character or appearance of a Conservation Area to add the following - ' Site Notice (21 days) '.</p>
<i>Question 7</i> 25752 - Sustrans (East of England) (Rohan Wilson) [7249]	Comment	<p>We suggest that when an medium or large-scale application is re-submitted, or when significant amendments have been made to an existing application, the application should be included in listings of new applications (not notified merely to those who have already commented) so that people who have not commented on the original application may have a chance to comment on the revised one.</p>	<p>We would automatically consult those peoples and bodies that were notified of the original application whether they commented or not. In addition to any people who were not originally notified but chose to comment on the application.</p> <p>Any amendments to an application are listed under the original application number on the Council's Web site.</p>	<p>No change to SCI.</p>
26234 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]	Comment	<p>Parish Councils on the whole do a fairly good job of keeping their parishioners informed of planning matters so don't feel there is any additional method of informing needed.</p>	<p>The Council notes the comments made and welcomes the support from Great Shelford Parish Council.</p>	<p>No action.</p>
26358 - Madingley Parish Council (Mrs Gail Stoehr) [1934]	Comment	<p>Other ways SCDC could reasonably let PC's know about planning applications is it should be noted that not everyone has the Internet and some of the consultation period has elapsed before planning applications are received.</p>	<p>Paper copies notifying Parish Councils about planning applications are sent out by first class post when an application is registered by South Cambs. If the Council is aware that there will be problems with the delivery of a letter e.g. a postal strike then alternative delivery arrangements will be made.</p> <p>The Parish Council does not have to rely on the internet to find out about applications.</p>	<p>No change to SCI.</p>

<i>Representations</i>	<i>Nature</i>	<i>Representation Summary</i>	<i>Council's Assessment</i>	<i>Action</i>
<i>4.16</i>				
26348 - Steeple Morden Parish Council (Mr Tony Turner) [12759]	Comment	Role of Chairman's Delegation Meetings (at which Parish Council is not allowed to speak) glossed over, despite determining most Applications.	This method of determining planning applications has now been revised	Must amend 4.16 by deleting the words ' or at Chairman's Delegation Meetings...'
26236 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]	Comment	Haven't Chairman's delegation meetings been abandoned so shouldn't the text here change to reflect this?	Agree . Need to change SCI to reflect changes in decision-making and therefore need to amend paragraphs	Must amend 4.16 by deleting the words ' or at Chairman's Delegation Meetings...'
<i>4.25</i>				
26216 - Cambridgeshire County Council (Mr Chris Blackman) [3200]	Object	The examples of services and infrastructure listed in this paragraph could be broadened so as not to give a misleading picture of the requirements that are likely to be sought. Therefore, the wording could be amended to say, "highways and transport improvements, community and recreational facilities, education, health and affordable housing". . .	Agree with the suggested amendment to the paragraph	The second sentence in paragraph 4.25 to read ' They are increasingly used to support the provision of services and infrastructure, such as highways and transport improvements, community and recreational facilities, education, health and affordable housing which are required for individual developments. '
<i>4.27</i>				
26217 - Cambridgeshire County Council (Mr Chris Blackman) [3200]	Comment	Para 4.27 mentions the Supplementary Planning Document on Planning Obligations. It may be necessary to reconsider what this guidance will cover in the light of the proposed introduction of Community Infrastructure Levy.	The Council is still intending to produce an SPD about matters relating to planning obligations but is aware that it is likely to have a revised title and its content will take into account the new possibilities that the introduction of a Community Infrastructure Levy could bring.	First sentence in paragraph 4.27 to be revised to read. ' The Council will be producing a Supplementary Planning Document (SPD) for planning obligations which will assist in this research and will outline the expected infrastructure requirements as a result of development. ....'
<i>4.29</i>				
26486 - Cambridgeshire Primary Care Trust (Ms Inger O'Meara) [5020]	Comment	Pleased to see that Community led plans are identified as having a role in this process.	Comments noted.	No action.

<i>Representations</i>	<i>Nature</i>	<i>Representation Summary</i>	<i>Council's Assessment</i>	<i>Action</i>
<i>Question 8</i>				
26359 - Madingley Parish Council (Mrs Gail Stoehr) [1934]	Comment	No SCDC cannot improve on how the community is involved in identifying what should be included in planning obligations to make developments acceptable in planning terms	Comments noted.	No action
26239 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]	Comment	At a recent Parish Forum the councillors expressed their willingness to come and speak to parishes about issues affecting them. It would be useful if councillors and officers ran a workshop for Parish Councils (our parish asked for this in the comments on the Open Space SPD) so that they would know what they could expect from Section 106	The District Council has run 3 Parish Planning Forums in 2009 covering subject areas including the delegation system, changes in the planning appeal process and enforcement. There have also been presentations about the Supplementary Planning Documents that the Council has adopted - biodiversity; trees and landscape; conservation; open space; and Public Art. The Council are willing in the future to have a forum that could explain Section 106 agreements and how and when they can be used. If a Parish Council has a specific request on section 106 agreements then the Council's dedicated officer on this subject is willing to offer advice or if asked will attend a Parish Council meeting to assist and advise the councillors.	No change to SCI.
26346 - Steeple Morden Parish Council (Mr Tony Turner) [12759]	Comment	We have previously felt some resentment when the Parish Council has wished to be involved in S.106 discussions, though this attitude fortunately seems to be changing. We feel we still have a vital role to play in these, for example, by ensuring that any S106 education contributions go to our local school, rather than into a general pot.	The Council recognises the role of Parish Councils in considering section 106 agreements.  If a Parish Council has a specific request on section 106 agreements then the Council's dedicated officer on this subject is willing to offer advice or if asked will attend a Parish Council meeting to assist and advise the councillors.	No change to SCI.
25753 - Sustrans (East of England) (Rohan Wilson) [7249]	Comment	We suggest for medium and large-scale developments the applicant be recommended briefly to discuss the access arrangements with local organisations or special interest groups concerned with access, for example with Cambridge Cycle Campaign, Sustrans and The Ramblers. These groups can often suggest improvements to local access provision outside the site boundary which will significantly enhance access to the development, and thus make the operation of the development more efficient.  We have found that planning authorities have not always required improvements to paths or cycle routes outside the site boundary, even when minor works off-site could have greatly enhanced access, better accommodating the NMU traffic expected from the site.	In providing pre-application advice the Council can already recommend specialist groups an applicant may consider consulting with before an application is submitted. Where the Council consider it appropriate officers will suggest that applicants contact relevant local groups to assist in the design stages. ( See E.4 bullet point 4 in the SCI). The Council has a dedicated Officer to help provide relevant advice on Section 106 agreements. The County Council in considering an application will pick up on matters relating to access and their Countryside Access Team are aware of the appropriate contacts in local organisations that an applicant could contact.	No change to SCI.

<i>Representations</i>	<i>Nature</i>	<i>Representation Summary</i>	<i>Council's Assessment</i>	<i>Action</i>
<i>Question 9</i>				
26487 - Cambridgeshire Primary Care Trust (Ms Inger O'Meara) [5020]	Comment	Suggest engaging with South Cambs Voluntary Sector Forum and Cambridge CVS which as an umbrella group has access to a range of voluntary sector and community organisations.	On major developments the Council would consider engaging these organisations as being a good way of accessing a wide range of local groups. For example in the Masterplanning of Northstowe where a large new community will be created the involvement of these umbrella groups could greatly assist the Council in contacting relevant voluntary and community groups..	No change to
26360 - Madingley Parish Council (Mrs Gail Stoehr) [1934]	Comment	The Parish Council believes SCDC is doing an excellent job involving the community and stakeholders in considering planning applications but the notices in the Cambridge News could be larger/more legible.	Welcome the support from Madingley Parish Council and thank them for the recognition that we are doing an 'excellent job involving the community and stakeholders in considering applications'.  The notice in the newspaper is only one method by which the community can find out about planning applications. The Council has to work in a cost effective way and to have a larger space in the newspaper to advertise planning applications would increase the resources used by this method and savings would be have to be found elsewhere.	No change to SCI.
26240 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]	Comment	The Parish had some considerable concern about the operation of Chairman's delegation and therefore welcome the greater input of the parish council in reaching planning decisions.	This method of determining planning applications has now been revised.	Must amend 4.16 by deleting the words ' or at Chairman's Delegation Meetings...'

*Representations**Nature Representation Summary**Council's Assessment**Action**CHAPTER 5 MANAGING COMMUNITY INVOLVEMENT**5.1*

26299 - Cambridge City Council  
(Mrs Emma Davies) [6069]

Comment With regards to consultation on masterplanning in major development areas clarification is sought as to the role of the joint urban design team in such consultations.

The urban design team is one of many specialist teams that work within the planning department in South Cambs. They advise the planning officers when applications are being considered and give their specialist professional advice on masterplanning.

No change to SCI.

*5.2*

26286 - Cambridge City Council  
(Mrs Emma Davies) [6069]

Comment It is felt that the document contains too much information about why certain techniques are being utilised to save the Council money. This does not add to the content or readability of the draft document. In addition, this information is repeated throughout the document, and it is felt that its removal would make the document far more accessible for the public. It might be more appropriate to just have a small section at the start of the document that deals with "Resourcing Community Involvement" (similar to section 1.6 of the City Council's Statement of Community Involvement).

The Council in carrying out all consultations on planning matters must be mindful of the level of resources available especially in the current economic climate and these consultations must be carried out in the most cost-effective way. In preparing the SCI the Council did not want to offer additional methods of consultation if these could not be resourced and did not wish to raise the expectation of the community and stakeholders within the district that the Council would suggest that more consultation would be carried out in future if realistically this could not be done. It was felt that the concerns about resources should not be relegated to one section in the SCI but to be an underlying consideration throughout the document.

No change to SCI.

*Representations*

*Nature Representation Summary*

*Council's Assessment*

*Action*

*Question 10*

***Representations***

26242 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]

***Nature Representation Summary***

Comment Send emails out to those who have commented in the past and provide suitably designed posters for Parish Council notice boards and libraries.

***Council's Assessment***

The Council is to set up a more targeted system of notifying people about the stages in particular planning documents. This is mentioned in paragraph 3.8 of the draft SCI and additional clarification is to be added to this paragraph.

The Council has in recent consultations sent posters to Parish Councils and to local libraries requesting that they be put onto notice boards so that the consultation is more widely publicised. The Council is also trying a new method of sending information about consultations to the Parish Clerks in a format that could be published in the Parish newsletter or village magazine and/or on their websites to let the community know when and what was being consulted on by the Council.

***Action***

Amend the category on the existing database so the requests for notification on consultations are targeted to particular documents to meet the specific requirements of an individual or organisation as is mentioned. The individuals and organisations that currently are within this category in the database will be contacted to clarify which aspects of planning they are interested in and in future will only be notified for relevant consultations only.

This more specific request to be notified could be included on future consultation letters and to be mentioned on the appropriate part of the South Cambs Website so that people are aware that they can be added to be notified of future consultations. Therefore an additional sentence to be added at the end of paragraph 3.8 to read - 'This request to be notified on specific documents will be included on all future letters and emails sent out during consultations and the information provided on the appropriate page of the LDF pages on the South Cambs Website.'

Amend section 3.13 in bullet point about 'Documents available in print'

Documents available in print: the Council makes available for inspection at its offices in Cambourne and at the City Council's Service Centre in Mandela House, Cambridge any document that is being consulted on. Both these offices are fully accessible to people with disabilities. Printed documents are made available for purchase from the Council at a

*Representations**Nature Representation Summary**Council's Assessment**Action*

modest cost.

In future the Council will if requested make additional printed copies available for inspection at wider locations -e.g. Libraries /Parish Council offices. This used to be the Council's normal practice, but was stopped some years ago because some local libraries have very limited space opportunities and were concerned at receiving substantial documents and because all local libraries have access to the internet on which interactive versions of the documents can be viewed. However, we recognise that this is not always convenient when viewing long documents, particularly if there are time limitations for Internet access. Therefore, where a specific request is made to the Council it will make paper versions available at local libraries or Parish Council offices, with their agreement. The Council is also willing, if specifically requested, to provide an additional paper version to the Parish Clerk if a village does not have a parish office or convenient local library in order that he/she can make available the documents to the local community. '

***Representations***

26488 - Cambridgeshire Primary Care Trust (Ms Inger O'Meara) [5020]

***Nature Representation Summary***

Comment Consider using partners in the LSP to use their networks and newsletters to advertise.

***Council's Assessment***

The Planning Policy Team can notify the Partnership Manager each time we carry out a consultation so that all the members of the LSP can be notified of consultations and can have the opportunity to become involved in responding to appropriate planning matters. An additional bullet point will need to be added to paragraph 3.13

***Action***

Additional bullet point in paragraph 3.13 to read as follows ' Local Strategic Partnership: the Council will notify the Partnership Manager at the beginning of each consultation period on planning policy documents in order that all the members of the Local Strategic Partnership (LSP) and Neighbourhood Panels can be made aware of the opportunity to comment on these matters. '

Add an additional bullet point to the list of future methods in 3.12 and amend Tables 1 and 2 to include this additional method.

***Question 11***

26489 - Cambridgeshire Primary Care Trust (Ms Inger O'Meara) [5020]

Comment Suggest using other/ existing surveys to incorporate questions related to involvement in the planning process. Make use of the LSP partners and LAA process to help with this.

The LSP are to be notified via the Partnership Manager of when consultations are being carried out on planning matters.

No change to SCI.

*Representations**Nature Representation Summary**Council's Assessment**Action**APPENDIX A CONSULTEES LIST FOR LOCAL DEVELOPMENT FRAMEWORK**A.3*

26352 - Radwinter Parish Council (Mr R Jones) [2301]	Comment	<p>It is not felt that we need to be consulted at all. Any scheme which has an impact outside your boundaries will presumably be referred to Uttlesford District Council who would be aware of our interests.</p> <p>We would appreciate news of the adoption of the LDS and its contents; we do not feel that other matters should concern us unduly.</p>	<p>The information has been noted on the database that Radwinter Parish Council will not be informed of future consultations but will be informed of changes to the LDS.</p>	<p>The database has been amended noting that Radwinter Parish Council will no longer be informed about future consultations. This Parish Council will be added to the notification category on the database about the LDS.</p>
26373 - Highways Agency (Mr Lee Talbot) [8707]	Comment	<p>In Appendix A the Council lists the specific consultation bodies that you will seek to involve in the plan-making process. I have looked through the list and there appears to be no direct reference to the Highway Agency,</p> <p>Under the Town and Country Planning (Local Development) (England) Regulations 2004 the Highway Agency is a statutory organisation that needs to be consulted throughout the plan-making process. Although reference is made to the Department for Transport, the Highway Agency needs to be directly referred to in your Statement of Community Involvement.</p>	<p>The regulations referred to have been amended in 2008 and 2009 and as a result of this the Highway Agency is no longer included in the list of specific consultation bodies. This has been replaced by the Secretary of State for Transport which the regulation states ' (v) the Secretary of State for Transport..... in relation to the Secretary of State's function as highway authority by virtue of section 1 of the Highways Act 1980.'</p> <p>However the Council has still retained the Highway Agency on its database within the general consultation bodies listings and the agency will continue to be included in consultations where appropriate.</p>	<p>No change to SCI.</p>
26353 - Therfield Parish Council (Ms Christine Jutsum) [2304]	Comment	<p>Following receipt of your letter dated 21 October regarding future LDF consultations, Therfield Parish Council, as an adjoining Parish to South Cambridgeshire, would like to inform you that they no longer wished to receive further consultation documentation or CDs.</p>	<p>Comments noted .</p>	<p>Database amended accordingly.</p>
<i>A.8</i>				
26363 - The Theatres Trust (Ms Rose Freeman) [5137]	Comment	<p>Thank you for including The Theatres Trust and we look forward to being consulted on any other planning policy documents.</p>	<p>Comments noted.</p>	<p>No action.</p>
26587 - Civil Aviation Authority (CAA) (Mr Mark Smailes) [12825]	Comment	<p>Whilst the CAA would not wish to comment on local development plans, where officially safeguarded aerodromes lie within the Council's area of jurisdiction, we recommend that the Council considers the need of such aerodromes within their development plan and consult with the aerodrome operator/ licensee directly.</p>	<p>Comments noted.</p>	<p>No change to SCI.</p>

***Representations******Nature Representation Summary******Council's Assessment******Action******Question 12***

26245 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]

Comment This comment is not in my capacity as a parish councillor but as a member of Cambridge PPF's planning committee. They were not informed of this consultation and as a charity which seeks to influence local planning issues, protect green spaces and historic buildings in and around Cambridge these documents would have been of considerable interest to them.

The Cambridge PPF is included on the database held by the Council and was included in the mailing for this consultation and therefore had an opportunity to comment.

***APPENDIX B INFORMATION ON LOCAL DEVELOPMENT FRAMEWORK******B.5***

26301 - Cambridge City Council (Mrs Emma Davies) [6069]

Comment While recognising that Equalities Impact Assessment form an important, albeit informal part of the LDF, it should be noted that they should not only be applied to LDF documents but to all of the documents/strategies/policies prepared by the Council.

The Council is aware of this duty . To clarify an additional sentence will be added to B5

A sentence to be added to B5 at the end of the paragraph entitled Equalities Impact Assessment to read as follows  
'.....It should be noted that they should not only be applied to LDF documents but to all of the documents/strategies/policies prepared by the Council.'

***APPENDIX C COMMUNITY INVOLVEMENT IN THE LOCAL DEVELOPMENT FRAMEWORK******Flow chart 1 - Community Involvement in Development Plan Documents***

26302 - Cambridge City Council (Mrs Emma Davies) [6069]

Comment These flow charts are not clearly presented in the printed document and PDF of the SCI provided on the CD and as such are difficult to read.

Comments noted and revisions will be made to the presentation in the adopted SCI.

Flow charts to be more clearly presented in the adopted SCI.

***Representations******Nature Representation Summary******Council's Assessment******Action******APPENDIX E PROCEDURES FOR PRE-APPLICATION ADVICE******Question 13***

25750 - Sustrans (East of England) (Rohan Wilson) [7249]

Comment We propose that in pre-application consultation for medium or large-scale developments the Council give the applicant contact details for local community associations, statutory or other consultees and special interest groups (eg those aiming to improve pedestrian or cycle access) and suggest they briefly discuss aspects of the proposals with them. This use of people with local or special knowledge can generate more imaginative and better solutions. It can reduce or avoid subsequent criticism of a planning application by these same local people.

We have found that some significant planning applications have given insufficient consideration to the opportunities for walking and cycling access, and have found that by the time a full application is presented it is sometimes too late to get an alternative approach adopted.

26350 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]

Comment Has this information been cross checked with that in the design guide?

When giving pre-application advice the Council already where appropriate will suggest to applicants that contact be made with different specialist groups to assist in the preparation of the application before it is submitted to the Council. The County Council through their Countryside Access Team will be able to give to potential applicants the relevant contacts with local pedestrian and cycling groups.

All adopted planning policy documents are part of the LDF for South Cambs and will work together to plan for development within the district. They will not contain policies that are in conflict with each other. The Design Guide SPD is to be adopted by the Council in March and information included in pre-application advice will confirm with the adopted policies in the LDF.

Where a site is to be developed and there is the potential for trees to be lost prior to an application being submitted, or during the determination of an application, then the Local Authority would need to consider whether it was appropriate to serve Tree Preservation Orders on any trees. The appropriateness of serving TPOs would be judged on issues such as the quality of the tree(s) in question and the value that they have upon the street scene. Once planning consent has been granted on a site where mature trees are present then a condition will often be used to require that a scheme of landscaping be submitted. This scheme of landscaping will identify how the existing landscaping on the site is to be enhanced, and may also include details of trees to be planted to replace those that are to be lost. Outside Conservation Areas a landowner has control over trees unless they are protected by TPOs

No change to SCI.

***Representations***

26250 - Great Shelford Parish Council (Mrs Bridget Hodge) [3518]

***Nature Representation Summary***

Comment Is there a means of protecting trees outside the Conservation Areas and without TPO's on possible development sites? It may be useful to inform Parish Councils that pre-application talks are taking place so a site can be monitored or relevant information such as a concealed drain could be passed on.

***Council's Assessment***

Where a site is to be developed and there is the potential for trees to be lost prior to an application being submitted, or during the determination of an application, then the Local Authority would need to consider whether it was appropriate to serve Tree Preservation Orders on any trees. The appropriateness of serving TPOs would be judged on issues such as the quality of the tree(s) in question and the value that they have upon the street scene. Once planning consent has been granted on a site where mature trees are present then a condition will often be used to require that a scheme of landscaping be submitted. This scheme of landscaping will identify how the existing landscaping on the site is to be enhanced, and may also include details of trees to be planted to replace those that are to be lost. Outside Conservation Areas a landowner has control over trees unless they are protected by TPOs.

***Action***

No change to SCI.