

# STATUTORY PLANNING

The production of this pack has been  
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**LIST OF ABBREVIATIONS**

AMR	Annual Monitoring Report
BC	Borough Council
CSP	County Strategic Partnership
DC	District Council
DPD	Development Plan Document
LAA	Local Area Agreement
LDF	Local Development Framework
LDS	Local Development Scheme
LPA	Local Planning Authority
LSP	Local Strategic Partnership
M&WDF	Minerals and Waste Development Framework
MTI	Market Town Initiative
OS	Ordnance Survey
PC	Parish Council
PP	Parish Plan
PPS	Planning Policy Statements
RCCE	Rural Community Council of Essex
RSS	Regional Spatial Strategy
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SPD	Supplementary Planning Document
VDS	Village Design Statement

## Introduction

The Rural Community Council of Essex (RCCE) was established in 1929 as a registered charity which aims to improve and enhance the quality of life for those who live and work in the rural areas of Essex. It encourages self-help community projects and speaks out to the relevant authorities on issues that matter to people living in rural Essex.

The work of the Rural Community Council of Essex is based on enabling communities to become strong, active and empowered, capable of doing things for themselves – defining the problems they face and then tackling them together. This can be achieved through a greater understanding of planning processes and by becoming involved in the creation of plans and strategies for the district/borough.

**This Pack** provides information about the statutory planning system and opportunities for involvement. The pack explains how to participate in consultations organised by the local authority and how to influence statutory plans through the production of community-led plans such as Parish Plans and Village Design Statements.

Assistance, advice and support is available to link community-led plans to statutory plans. Please contact your local field officer at the Rural Community Council of Essex at the address below for further information:

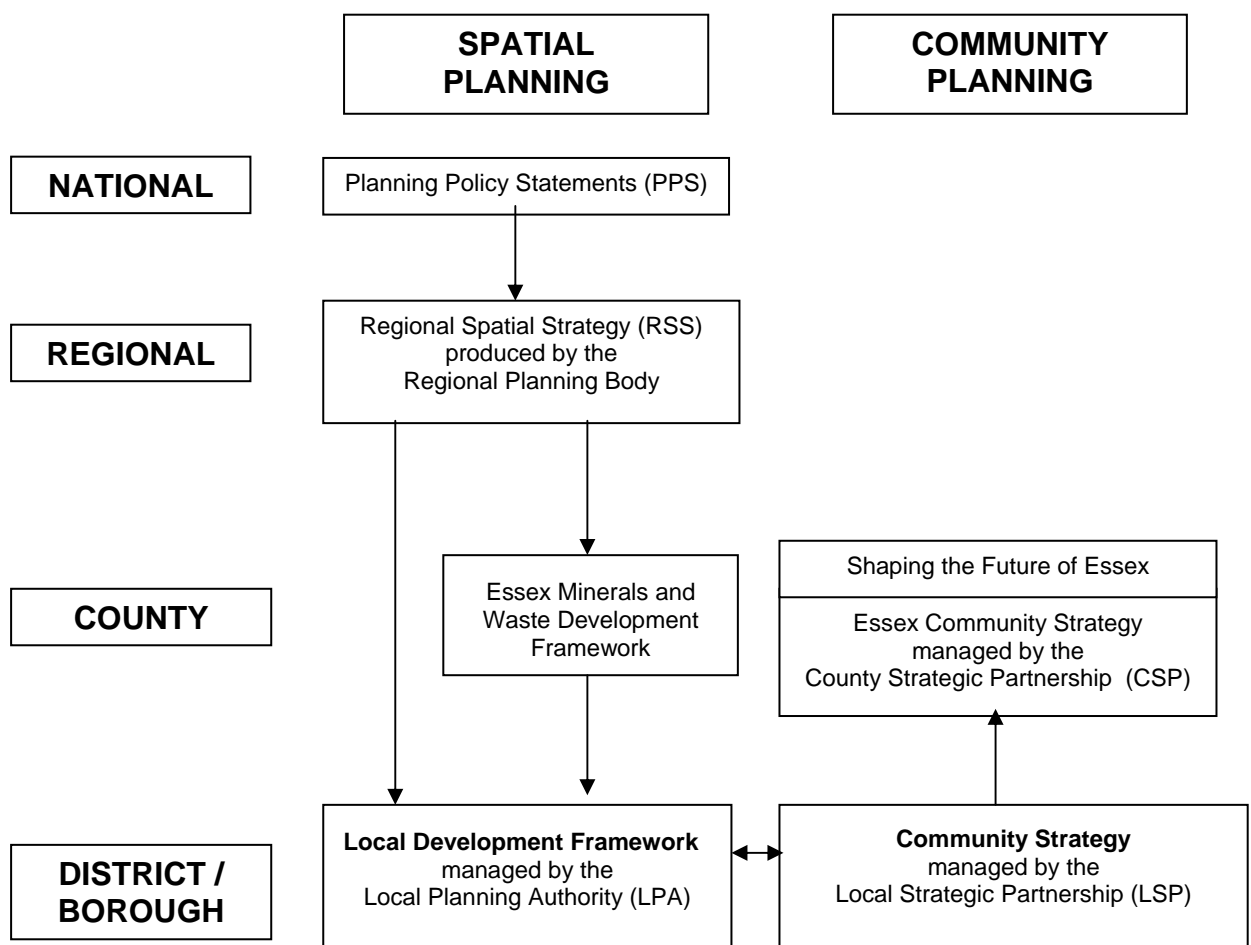
Rural Community Council of Essex  
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The production of this pack has been supported by Inspire East, the regional centre of excellence for sustainable communities in the East of England. Inspire East champions the creation of high quality places to live, work and visit. To achieve this it is important that people are able to participate in shaping the places around them. One way of doing this is to become involved in the development of plans and strategies for the area.

## What is Statutory Planning?

Statutory Planning is a system that sets out planning objectives and policies to guide the provision of services and the use of land. The system comprises two planning processes which can best be described as “spatial planning” and “community planning”. The diagram below shows the planning processes in two columns. It shows the documents that each tier of government is required to produce and the links between them. “Community planning”, led by community partnerships, is principally concerned with community well-being, the delivery of services and provision of facilities whilst “spatial planning” is concerned with land use, development and design.

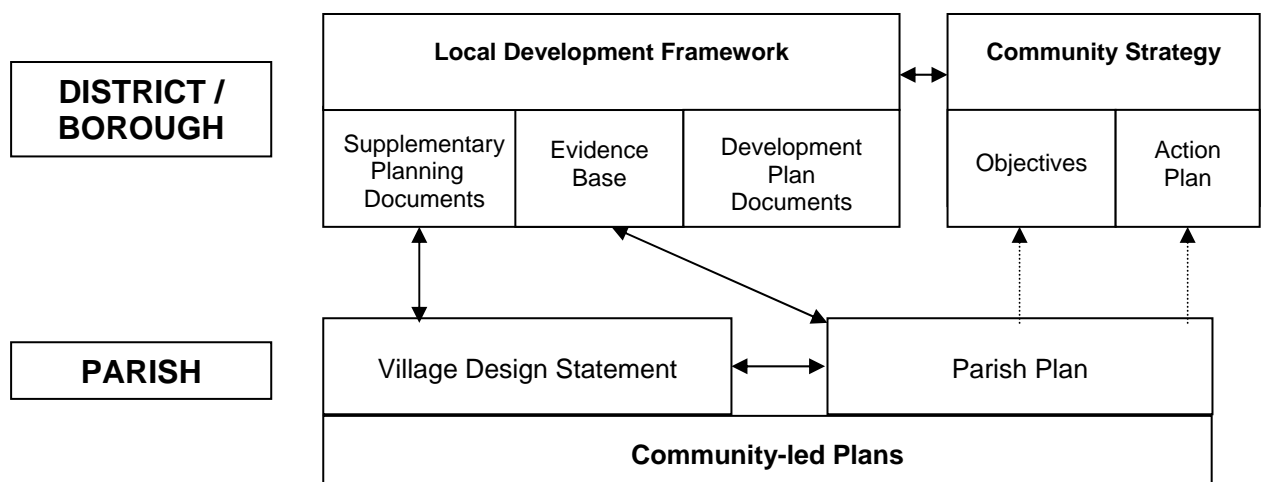


The spatial planning process is often described as ‘top down’ meaning that guidance/policy contained in any planning document must comply with the policies contained in documents produced by all of the tiers above. The community planning process is ‘bottom up’ with the priorities of the district/borough Community Strategies feeding into the Essex Community Strategy and therefore informing the allocation of government funding in the county through the Local Area Agreement (LAA).

The government insists on strong links between the two planning processes at district/borough level. The district/borough LDF is required to be the 'spatial expression' of the Community Strategy – this means that it contains policies to ensure the best use of land in order to achieve the Community Strategy objectives. Similarly, the Community Strategy action plan is required to link land-use planning to the delivery of local priorities.

**This Information Pack** describes the Community Strategy and the Local Development Framework produced at district / borough level \* and how to get involved in the production of these documents.

It also describes community-led plans that can be produced at Parish level and how they link with statutory planning processes. There is no statutory requirement for parish councils or communities to produce community-led plans. The diagram below outlines the links between community-led plans and statutory plans produced by district and borough councils. These links are explained in more detail in this pack.



\* In Essex there are two unitary authorities (Thurrock and Southend) which are required to produce the planning documents shown at the District / Borough level. They also produce a Minerals and Waste Development Framework (M&WDF) for their area; Southend Borough Council works with Essex County Council on its M&WDF.

NOTE: The potential links between community-led plans and the Essex Minerals and Waste Development Framework (which is similar to an LDF in structure) are not explored in this pack.

## What is the Community Strategy?

A Community Strategy is a statement of overall objectives, priorities and actions for the area. There is a community strategy for the county of Essex and also one for each of the districts, boroughs or unitary authorities.

A Community Strategy includes:

- A long-term vision for the area focusing on achievements
- An action plan identifying short-term priorities and activities that will contribute to the achievement of the long-term aims
- A shared commitment to implement the action plan
- Arrangements for monitoring the implementation of the action plan and reviewing the Community Strategy itself
- A means of reporting progress to the local community

The key principles underpinning the preparation of Community Strategies are successful partnership working and wide community involvement. The Community Strategy should be based on needs and aspirations highlighted by genuine community participation in the process and not just the views of the vocal minority. The focus is on social inclusion – engaging disadvantaged and marginalised groups, such as the housebound, young people, low-income earners and the unemployed, in addition to statutory organisations, voluntary agencies and community groups.

Although the local authority is responsible for ensuring the preparation of the Community Strategy, the actions will be delivered by a range of organisations. The Community Strategy is managed by a Local Strategic Partnership (LSP) which brings together the main public, private, voluntary and community organisations working in the area. It includes leading representatives from local government, the police, health providers, voluntary organisations and businesses. It also includes representatives of young people, older people, people with disabilities and faith groups. The emphasis is on co-ordinating the activity of many different organisations to address the concerns and aspirations of local people.

Community Strategies are organised under broad themes, for example, 'Healthier Communities', 'Safer and Stronger Communities' etc. Each LSP uses slightly different headings which may reflect the priorities for its own district/borough area. The Community Strategy priorities and action plans of each area are used to inform the county wide Local Area Agreement (LAA) which channels funding from national government into Essex. The LSPs will be responsible for negotiating the LAA and for delivering and monitoring its priority outcomes.

Although community strategies focus on district/borough wide strategic issues, the LSP will work alongside local communities to encourage local solutions wherever possible. The level of local detail in the community strategy action plan varies for each district / borough.

The LSP is being referred to as a 'partnership of partnerships' because it acts as an umbrella for the already established statutory requirement partnerships such as Children's Trusts, Crime and Disorder Reduction Partnerships and for other partnership boards covering housing, health, the economy, the environment etc.

These statutory and non-statutory partnerships prepare a number of strategies (Housing Strategy, Community Safety Strategy etc) which will form part of the overall Community Strategy and Action Plan for the local authority area.



## What is the Local Development Framework?

The Local Development Framework (LDF) is the name for the overall “folder” of documents comprising:

- A Local Development Scheme (LDS)
- Development Plan Documents (DPDs)
- A Statement of Community Involvement (SCI)
- An Annual Monitoring Report (AMR)
- Supplementary Planning Documents (SPDs)

The district / borough council is also required to develop and manage an Evidence Base. This will enable a thorough understanding of the needs of the district and the opportunities and constraints which operate within the area.

### Local Development Scheme (LDS)

The Local Development Scheme is a project planning document for the Local Development Framework. It sets out the documents that the council intends to produce, their scope and a timetable for their preparation.

### Development Plan Documents (DPDs)

DPDs are planning documents that cover policies, proposals and allocations. The Local Development Framework will include the following DPDs:

- The **Core Strategy** will set out a long term spatial vision for the area and a set of objectives and strategic policies to deliver that vision
- **Site Specific Allocations** and policies will identify land allocated for specific uses together with policies relating to these designations
- **Proposals Map** will illustrate, on an Ordnance Survey base map, all the policies and proposals contained in the other Development Plan Documents including areas of protection and sites for development proposals
- **Area Action Plans** will define specific areas where there are any special requirements for significant change or conservation

Development Plan Documents will be subjected to sustainability appraisal (see over) and to independent examination to assess soundness.

### Statement of Community Involvement (SCI)

The Statement of Community Involvement explains how the planning authority will involve a range of individuals and organisations in the production of Development Plan Documents and Supplementary Planning Documents. The SCI also sets out how the community should be consulted on planning applications.

**Annual Monitoring Report (AMR)**

The local planning authority is required to monitor the Local Development Framework and submit a report to government office each year. The AMR will assess the implementation of the Local Development Scheme and the extent to which policies are being successfully implemented.

**Supplementary Planning Documents (SPDs)**

These documents can deal with a wide range of issues covering specific subjects or individual sites. They are intended to explain or provide further detail about policies or site allocations in a Development Plan Document. They could take the form of design guides, area development briefs, master plans or issue based documents e.g. affordable housing. The level of community involvement will be related to the issue or the area covered by the SPD. Supplementary Planning Documents are also subject to sustainability appraisal (see below).

**Evidence Base**

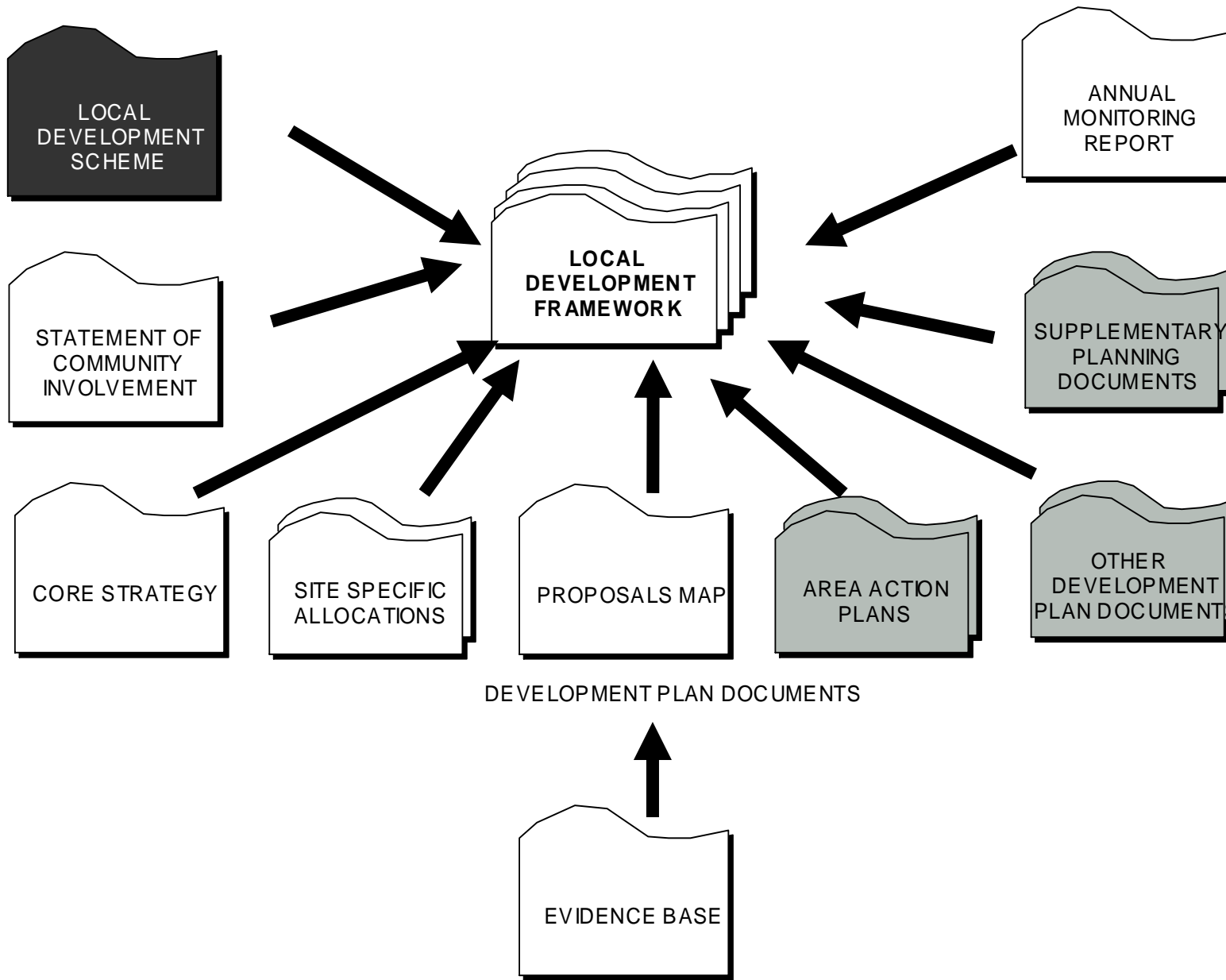
The local authority is required to develop and manage an evidence base to inform the production of the Development Plan Documents. The evidence base will be an assessment of environmental, economic, social and physical information which can then be related to the use of land. There needs to be a thorough understanding of the needs of the district/borough and the opportunities and constraints which operate within the area, taking account of other strategies and policy. There are strong links here with the Community Strategy.

## **Sustainability Appraisal**

All Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs) are subject to a sustainability appraisal (SA) as an integral part of their preparation. The purpose of an SA is to appraise the social, environmental and economic effects of plan strategies and policies.

The process includes preparing a pre-production scoping report, an appraisal during the production of the document and a final report on the sustainability impacts of the policies in the document. For some SPD the sustainability appraisal may not need to be such a rigorous process. For example, where the council has undertaken work at sufficient detail during the sustainability appraisal of the Development Plan Document policy to which it relates, or where the SPD is confined to design and character issues.

Information about Sustainability Appraisals and how to carry them out is contained in the document 'Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks' available at [www.communities.gov.uk](http://www.communities.gov.uk). Each district/borough council will have its own approach to Sustainability Appraisals for community led planning documents.



**Diagram: The Local Development Framework.**

Adapted from ODPM (2004)'Creating Local Development Frameworks'



## What are Community-led Plans?

The essential characteristics of community-led plans are that they are produced at a very local level with a high degree of community inclusion. They enable local community groups to get actively involved in the decision-making processes that affect the future of their town, village or locality. The process of producing a community-led plan includes extensive survey work to establish local needs and aspirations, highlight priorities and develop an action plan and vision for the future of the community.

Over the years the terminology for community led-planning initiatives has changed, the most recognised current “types” being Parish Plans (PP), Market Town Initiatives (MTI) and Village/Town Design Statements (VDS). There is no standard format for community-led plan documents, although there are generic structures and guidance on how to prepare them. The documents usually contain results of the appraisal and survey work undertaken and the actions/guidance arising from it, but each one is unique to the community that will monitor it. There is however a fundamental difference between Parish Plans/Market Town Initiatives and Village/Town Design Statements.

### **Parish Plans (PP) and Market Town Initiatives (MTI)**

PP and MTI address a range of social, environmental and economic issues, and produce two main types of outcome – action which can be undertaken by local groups, and proposals to influence actions, decisions and policies of larger organisations. Similar action based community-led plans can be undertaken in urban areas which focus on housing estates or other geographically identifiable areas of a town. For the purpose of this document, the same principles will apply as for PP and MTI wherever the process is genuinely community-led. Guidance on the Parish Plans process is contained in the Countryside Agency publication CA 122 “Parish Plans – guidance for parish and town councils” (July 2004). Step-by-step advice on the production of Parish Plans is included in the RCCE Parish Plans Information Pack. Information about Market Town Initiatives, including completion of a market town healthcheck, is currently available on the Countryside Agency website.

### **Village Design Statements (VDS)**

VDS describes the character of the local area and produces design guidance and practical ways to care for and enhance the appearance of the local area. The VDS, if in accordance with development plan policy, can be adopted as planning guidance and can then be a material consideration in the determination of planning applications. Specific advice on the production of VDS is contained (for villages) in the RCCE VDS Information Pack and (for towns) in the Countryside Agency publication, ‘Town Design Statements’ (CA134 January 2003).

## Shaping the Community Strategy

The requirement to prepare a Community Strategy was introduced in 2000. There was no deadline for its preparation and as a result, all local authorities are at different stages and working to different timetables. Some have only recently completed their first Community Strategy whilst others are in the process of review and revision.

As outlined on page 3, the community strategy will include arrangements for monitoring and review and the means of reporting progress to the local community.

Contact your district / borough council to request a copy of the Community Strategy or download a copy from the website. The document should tell you when the strategy will be reviewed and updated and should explain how you can get involved in this process. You may be able to attend events and workshops to make your opinions known, make comments on draft documents, respond via the website, or complete questionnaires.

If you are a member of a parish council or a community group, you may wish to gather the views of a larger number of people in your community to ensure a wider representation. Some district/borough councils provide a toolkit to enable you to do this.

Your RCCE field officer may be able to help you and your community to get involved in shaping the Community Strategy.

## Linking Parish Plans to the Community Strategy

Parish Plans and Community Strategies are similar in principle. They both highlight issues of concern and result in a vision and action plan to tackle those issues; the difference lies in the geographical area of coverage and the level of local detail.

The priorities highlighted in Parish Plans can influence the direction of overall policy in the Community Strategy. For example, if a significant number of parishes raised 'affordable housing' as an important issue in the district / borough the community strategy would need to address it.

Many Parish Plan actions will 'nest within' the Community Strategy Action Plan and may require the assistance of organisations on the Local Strategic Partnership (LSP) to take some of the actions forward. For example, changes to the street sweeping timetable would need to be written into the local authority's service delivery programme. In this way, parish plans can influence the planning and delivery of services within the district / borough, and improve the quality of life of local people.

The format and layout of each Parish Plan is unique, making it difficult for LSPs to easily extract information relevant to the Community Strategy Action Plan. A suggested template is included in Appendix 1. The template arranges Parish Plan actions under three headings:

- actions that can be undertaken by the community,
- actions requiring help from specific service providers,
- actions and proposals that relate to wider strategic objectives,

and has columns to show how the actions link to the community strategy and the LDF. For actions requiring help from service providers, there is an extra column to name relevant LSP partners.

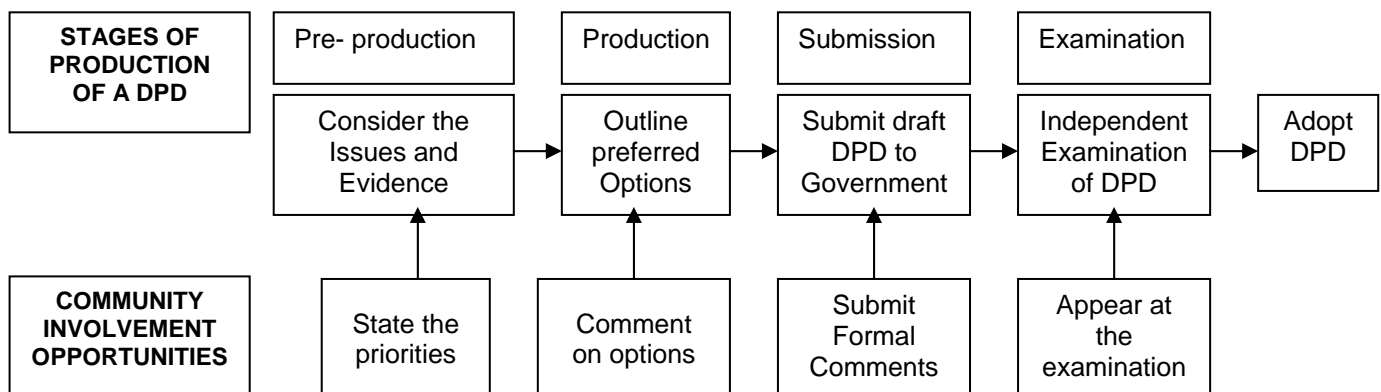
This template is currently being tested in the districts of Braintree and Chelmsford to pilot links between Parish Plans, the Community Strategy and the LSP. Your RCCE field officer will be able to assist you in linking your Parish Plan to your district / borough Community Strategy.

## Shaping Development Plan Documents

The requirement to prepare a Local Development Framework (LDF) was introduced in 2004. Local planning authorities are required to have an 'up-to-date' plan in place by the end of 2007. As many district and borough councils have been completing a Local Plan Review under the old planning system, the 'up-to-date' plan is allowed to be a 'hybrid plan' comprising 'saved' parts of the adopted Local Plan (where up-to-date and still relevant) alongside new documents of the LDF.

As a result, all local authorities are working to slightly different timescales. The timetable for production of the various LDF documents is initially included in the district / borough's Local Development Scheme (LDS). The LDS will show the commencement date for preparation of each Development Plan Document (DPD) and also dates for each of the stages of production. The LDS timetable is updated each year in the Annual Monitoring Report (AMR) therefore the most up to date timetable after the first year will be in the AMR. The LDS and AMR can be requested from the council or downloaded from the website.

The diagram below shows that the community can comment at each stage so there are several opportunities to get involved.



'Pre-production' is the research and evidence gathering stage. It should involve, informally, all relevant bodies and individuals likely to be affected by decisions in these documents. Thereafter, the process becomes more formal, requiring comments to be registered so they can be considered.

At 'production stage' the issues and preferred options will be presented and representations can be made to support, to support with conditions or to object with reasons. Comments can also be made on any of the text within the document. If the representation is pertinent to the subject, it is recorded as duly made and can be considered; if the comment does not relate to the subject it is rejected. Once all the representations have been dealt with, the responses to them will be made publicly available.

By 'submission stage', the Development Plan Document will incorporate any changes resulting from the representations that were duly made at the production stage. At this point the consultation will focus on the "soundness" of the DPD. A Development Plan Document will be considered sound if it meets the following tests (wording has been abbreviated):

- it has been prepared in accordance with the Local Development Scheme
- it complies with the Statement of Community Involvement
- it has been subjected to a Sustainability Appraisal
- it is consistent with national planning policy and in conformity with the regional spatial strategy
- it has regard to the community strategy
- it is coherent and consistent with other DPDs
- it is appropriate in all circumstances having considered the relevant alternatives
- there are clear mechanisms for implementation and monitoring
- it is flexible to deal with changing circumstances

Representations made to support or reject policies in the Development Plan Document must relate to one of these tests of soundness. At 'submission stage' you will also be able to state whether or not you would like to appear at the 'examination'.

The methods that the district / borough will use to involve local people, organisations and businesses in the process are outlined in the Statement of Community Involvement (SCI). The methods may vary from district to district, depending on resources available to the local planning authority. Some district/borough councils may provide materials and instructions to enable you to gather the views of a larger number of people in your community to ensure a wider representation in the process, particularly at the less formal pre-production stage.

If you or your organisation wants to be involved in shaping development plan documents, contact the planning department at your district / borough council and ask to be added to their database. In that way, you will receive information in accordance with your district / borough's SCI. Also refer to the Local Development Scheme or Annual Monitoring Report and look up the dates for preparation of each document.

Your RCCE field officer may be able to help you and your community to get involved in shaping the Development Plan Documents.



## Linking Village Design Statements to the LDF

A VDS produced in accordance with recommended guidelines and information packs should supplement planning policy as set out in the Development Plan.

A VDS can become approved guidance and used as a 'material consideration' in the determination of planning applications if it:

- is consistent with national, regional and local planning policy
- is clearly cross-referenced to the relevant DPD policy or proposal
- is subject to extensive consultation
- does not include land allocation proposals.

With this 'material consideration' status, the VDS sits just outside the LDF as 'non-statutory guidance' and is considered when planning applications are assessed. The VDS will carry some weight, although not as much as a Supplementary Planning Document (SPD).

For the VDS to become SPD, the district/borough council will need to:

- include the VDS in it's Local Development Scheme (LDS) as a Supplementary Planning Document that will be produced
- subject the VDS to a Sustainability Appraisal (see NOTE overleaf)
- consult on the VDS in accordance with the Statement of Community Involvement (SCI).

Since the introduction of the Planning and Compulsory Purchase Act 2004, the priority for planning departments has been the creation of the Local Development Framework. Until LDFs are fully in place (which for some districts/boroughs may not be until 2008) most local authorities will not have sufficient resources to include VDS in their timetable. So far, Chelmsford Borough Council is the only local authority in Essex that has been able to include VDS in its LDS and made a commitment to give them SPD status, subject to their conformity with consultation and sustainability appraisal procedures. Most districts/boroughs are currently approving VDS as a 'material consideration', which will be acceptable during the 'transitional period' i.e. until Local Development Frameworks are in place.

If you are producing a VDS, it is important to contact your local authority planning department to find out the procedure for approval of your final document and its status (see processes in Appendix 4).

Some districts/boroughs produce guidance and a template to help you draft your VDS and advise on how to deal with information outside the scope of the VDS (see over). If you need advice or assistance, contact your RCCE field officer.

#### NOTE

A 'bolt-on' procedure such as a sustainability checklist is expected to be acceptable during the interim period (i.e. until LDFs are in place) provided the DPD policies that the SPD is intending to supplement, have been subjected to a full sustainability appraisal process (see page 4).

During its preparation a number of issues not relevant to a VDS, but important to the community, may well be raised and the group may wish to record them. Issues outside the scope of a VDS cannot be included in the printed document but may be dealt with in different ways. For example:

- Guidance that conflicts with, or does not complement, existing policy. Such comments and opinions can be submitted the next time the Development Plan Document is reviewed.
- Suggestions that make land allocation or specific site proposals. Such suggestions can be submitted when the Allocations Document or Proposals Map is reviewed.
- Matters not related to physical design e.g. the delivery of services such as bus frequency, street sweeping, policing etc. Such issues can be included in a Parish Plan and acted upon by the relevant organisations.
- Action plans for maintenance/improvement of buildings or open spaces. Land owners can be involved and projects taken forward outside the VDS.

## Linking Parish Plans to the LDF

Countryside Agency guidance has indicated that elements of a Parish Plan can become a Supplementary Planning Document (SPD) and thereby a document within the Local Development Framework. This may not however be the most appropriate way to link your Parish Plan to the LDF; the nature of the link will depend on whether the issues in your Parish Plan relate to planning and land use, and whether proposals are consistent with existing planning policy.

Parish Plans can have an impact on planning in your area in the following ways:

### Parish Plans as part of the Evidence Base

A lot of the information gathered from workshops, factual surveys and questionnaires as part of the parish plans process will be useful to the local planning authority as part of its evidence base. A template for this information is included in Appendix 2.

Sometimes the proposals and issues highlighted in Parish Plans relate to specific sites. For example, new protection for certain areas of land; some form of development (e.g. tennis courts, car park, village hall, sports pavilion) on countryside where it is currently prevented; expression of preferences on the location of new housing or new roads. As part of the evidence base, this information can be considered when policy is created by the local authority through the production of Development Plan Documents. Your RCCE field officer can provide examples.

### What is the Evidence Base?

A collection of facts that will enable a thorough understanding of the opportunities and constraints within an area by assessing environmental, economic, social and physical information to identify the characteristics of a locality.

### Parish Plans as Material Consideration

Some Parish Plans highlight planning and land use issues as well as action plans to improve delivery of services. This may result in guidance that could be a 'material consideration' in the determination of planning applications.

The planning elements of a Parish Plan may be accepted by the local planning authority as 'non statutory local authority approved guidance' (sometimes referred to as Guidance Notes), particularly during the 'transitional period' whilst a local planning authority puts its Local Development Framework in place. This will only be appropriate if the guidance is **consistent with existing policy and genuinely adds local detail.**

The local guidance would need to be extracted from the Parish Plan as a separate document and linked to the relevant policies in the Local Authority's Development Plan (see the 'Maker with Rame' example in Appendix 3). If approved by the local planning authority (using a process similar to that in Appendix 4) the guidance can then be used as a material consideration in the determination of planning applications in much the same way as SPD.

### Parish Plans as Supplementary Planning Documents

To become SPD, the planning components of the Parish Plan would need to satisfy three additional requirements.

A sustainability appraisal would need to have been conducted as an integral part of the Parish Plan process.

The Parish Plan must be included as a Supplementary Planning Document in the local planning authority's Local Development Scheme which sets out the documents (including SPDs) that the authority intends to produce.

Consultation on the draft SPD must be carried out in accordance with the local authority's Statement of Community Involvement.

#### What is SPD?

A Supplementary Planning Document is advice that adds local detail or refines information set out in Development Plan Documents. SPD **must be** consistent with and clearly cross referenced to an existing planning policy in the Development Plan. **It cannot** include land allocation proposals.

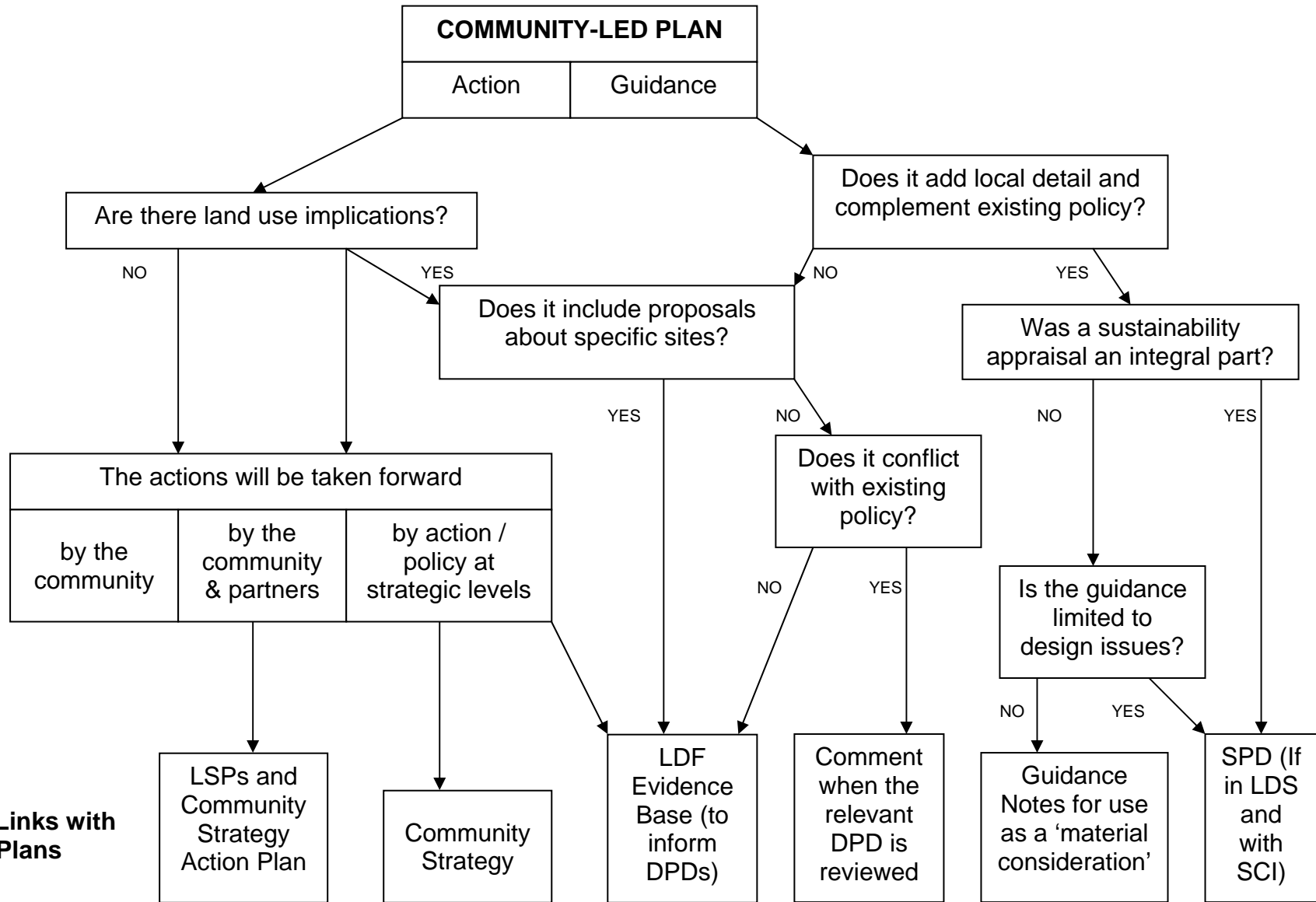
Whilst it appears to be feasible for the planning components of a Parish Plan to become SPD (see the Countryside Agency pilot project in Caradon District in Cornwall [www.caradon.gov.uk](http://www.caradon.gov.uk)), questions have been raised about the method they used for the sustainability appraisal. The Parish Plans in Caradon were subject to a 'sustainability checklist' after their production; a bolt-on procedure which is unlikely to satisfy the requirements of a sustainability appraisal due to the breadth of issues (see page 4). For planning guidance to become SPD, the Parish Plan would need to include a sustainability appraisal as an integral part of its production. The East of England Planning Aid Service intends to provide information on this.

#### What are planning and land use issues?

Allocation of land for future purposes or for protection from development.

Housing provision ♦ Community facilities ♦ Play areas ♦ Open spaces  
 Village greens ♦ Conservation areas ♦ Footpaths ♦ Cycleways  
 Car Parks ♦ Tourism ♦ Energy ♦ Design ♦ Employment sites  
 Farm diversification ♦ Retail services ♦ Sports Facilities

This is not an exhaustive list and may not be appropriate to every parish



**Diagram: Links with Statutory Plans**

## Appendix 1

### Parish Plan template for Community Strategy

(NOTE: Your RCCE field officer can extract the information from your Parish Plan to present to the local authority and the LSP)

#### Actions to be undertaken by the community

Action/proposal	Community Strategy objective	LDF spatial implications

#### Actions requiring help from specific service providers

Action/proposal	Community Strategy objective	LDF spatial implications	LSP Partners

#### Actions and proposals that relate to wider strategic issues

Action/proposal	Community Strategy objective	LDF spatial implications

NOTE: Have the actions/proposals undergone a Sustainability Appraisal?

## **Appendix 2**

### **Parish Plan Template for Evidence Base**

#### **Village / Town Introduction**

Location, description, local distinctiveness

#### **Conformity with the Statement of Community Involvement**

Summary of how the community was involved in the Parish Plan

Surveys & consultations carried out – dates, method, numbers/ages involved / responding

#### **Useful Local Information**

Factual information (as in the rural services survey) and demographics

Appraisal and survey findings (some information gathered during the survey work may not be readily available at village level. For example, needs assessment, details of local employment / commuting / home working)

#### **Strengths (bullet point summary)**

Aspects local people value. Evidence (% or number of comments)

#### **Weaknesses and Threats (bullet point summary)**

Priorities for improvement. Evidence (% or number of comments)

#### **Vision**

An area specific vision demonstrating a sense of local distinctiveness

Parish Plan objectives and measurable outcomes

## Appendix 3

### Parish Plan as SPD – Caradon DC process

This Appendix outlines the process used by Caradon District Council, Cornwall to link Parish Plans into the Local Development Framework as SPD. The following points from their procedure should be noted:

- The Parish Plan is subject to a quality assessment and sustainability checklist (this sustainability checklist is a bolt-on procedure and not an integral part of production of the Parish Plan),
- A 'list of elements' extracted from the Parish Plan becomes the SPD and NOT the whole Parish Plan,
- The 'list of elements' to be adopted must be concurrent with existing plans and cross referenced to specific policies,
- The creation of the SPD must be included in the Local Development Scheme,
- The draft SPD is subject to consultation in accordance with the SCI,

Although Caradon appears to have successfully used Parish Plan information to produce SPD, this process is unlikely to be acceptable in the Eastern Region unless the sustainability appraisal were an integral part of the preparation of the Parish Plan. Without a sustainability appraisal the Parish Plan 'list of elements' may possibly be used as material consideration in the determination of planning applications, subject to agreement by the local planning authority.

The extraction of Parish Plan elements as SPD (or indeed as guidance notes for use as material consideration) should only be considered if it genuinely adds a local level of detail that will assist in the determination of planning applications. The 'Maker with Rame' example at the end of this Appendix shows the list of elements that became SPD.

### The Caradon Process

#### Introduction

Parish Plans need to be considered in conjunction with Local and County Plans and Regional Strategies.

The Planning and Compulsory Purchase Act 2004 replaces County Structure Plans and Local Plans and instead introduces Regional Spatial Strategies and Local Development Documents. This Act outlines the procedure and content of the Local Development Framework. The Parish Plans when adopted as Supplementary Planning Documents form a part of the 'suite of documents' that make up the Local Development Framework.

The Parish Plan is best considered as a holistic plan. The information contained in the plan will amplify the details in the '**proposed list of elements**' to be adopted as a Supplementary Planning Document. When the Parish Plan has been adopted as a Supplementary Planning Document it will be used as material planning consideration when determining planning applications in the parish.



When the plans are received by Caradon District Council, they are assessed for quality and considered against the sustainability checklist which is adopted policy of the District Council developed by the Sustainability Officer from the Local Government Association national checklist.

At present District Planning Departments are confirming their Local Development Schemes. Parish Plans as Supplementary Planning Documents should be included in these Schemes. Consideration should also be given to the inclusion of the Parish Plans in the community planning and consultation being carried out as part of the Statement of Community Involvement.

### **Consideration of Parish Plans and Local Plan/Core Document compliance**

- Carry out quality assessment and sustainability checklist prior to plans being considered by District Council and Local Strategic Partnership.
- Consider matching headings in Parish Plan with Transitional Local Plan/Core Documents and County Structure Plan.
- Check main proposals are concurrent with existing plans.
- List main proposals that amplify proposals on planning issues.
- Show which proposals are consistent with local, county and national planning documents.
- Show which proposals are not consistent with current planning guidance and are therefore not included in the document.
- Present the whole Parish Plan with the '**list of elements**' to be adopted as a Supplementary Planning Document to the Caradon District Council Planning Committee/Panel.

### **Consultation on Parish Plans as a Supplementary Planning Document**

- Create a list of organisations relevant to the Parish.
- This list could include: Government Office for the South West; organisations listed as statutory consultees in PPS 12/SCI list ; Local Strategic Partnership; Environment Agency; local businesses; local building companies; AONB; IAPs, if relevant .
- Consult these organisations by sending out the Parish Plan with the list of elements to be adopted inviting comments.
- Consult with planners, district, county and regionally, if relevant on compliance.
- Consult the general public by advertising in the local press, the village newsletters and posters displayed on the parish notice boards.
- Post on the district council website inviting comments.

### **Adoption of a Parish Plan as a Supplementary Planning Document**

- After 6 weeks consultation period note all comments, both 'pros' and 'cons'.
- Outline consultation procedure and comments and report back the findings to the Committee/Panel.
- Produce a statement that covers the process and consultation outcomes.
- Attach the quality assessments, sustainability checklist, the list of elements to be adopted and the consultation process statement to the Plan.
- Present to full Council for formal adoption of the Parish Plan as a Supplementary Planning Document
- Rebind the Parish Plans as Supplementary Planning Documents and distribute to relevant council officers.

### **Monitoring Supplementary Planning Guidance.**

- Review of the Parish Plan proposals and action will be carried out by the Parish Council.
- It is anticipated that the proposals contained in the Parish Plan will be relevant for approximately 5 years.
- Supplementary Planning Documents will also be reviewed after this time as part of the Local Planning Framework as the issues covered may change.

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Rural Regeneration Manager,  
Caradon District Council,  
Luxstowe House, Liskeard,  
Cornwall PL14 3DZ  
tel. 01579 341272 e-mail [meddy@caradon.gov.uk](mailto:meddy@caradon.gov.uk)  
webpage: [www.caradon.gov.uk/community/parish plans](http://www.caradon.gov.uk/community/parish%20plans)

APRIL 2005

## **Maker with Rame Parish Plan**

### **ELEMENTS TO BE ADOPTED AS SUPPLEMENTARY PLANNING**

#### **ADDITIONAL INFORMATION**

##### **4. EMPLOYMENT & BUSINESS [EM3]**

Proposals for additional employment space in the parish will be encouraged on suitable sites, provided this is supported by an appropriate level of demand (PEM1) p.8.

If suitable demand exists to support measures to make local produce more readily available within the parish, such as a monthly market for local crafts and produce (PENV3) p.13.

##### **5. HOUSING [HO6, HO7]**

Every effort will be made to ensure that the current level of available rented housing stock for use as main dwellings is not diminished (PH1).

To support measures that preserve a suitable balance between holiday accommodation and permanent residences (PENV8) p.16.

The provision of additional rented accommodation within the existing housing stock, where possible, will also be supported. Suitable proposals for residential and nursing homes within the parish will be supported subject to planning issues (PH2).

To support planning applications for new housing only where it represents suitable infill or affordable housing (PENV6) p.16.

##### **6. TRANSPORT [Cornwall TP]**

Review the possibility of introducing a peninsula-wide speed limit (ATR2).

Review the possibility of free car parking for residents (ATR3).

##### **7. COUNTRYSIDE, LANDSCAPE & ENVIRONMENT**

Measures to improve the quality of Cawsand beach, to reach the level required for Rural Beach status, will be supported, as will the provision of safety equipment on beaches (PENV1) p.10.

The Parish Council will seek to ensure that any new cabling installed in the parish should be underground, and will support the burial of existing overhead cables (PENV5) p.15.

Seek to maintain the present extent and condition of public rights of way (PRL2) p.21.

##### **8. THE VILLAGES ENVIRONMENT [CO4]**

To oppose the erection of mobile phone masts in the parish (PENV7).

To see areas designated as permanent green/open spaces.

**10. RECREATION & LEISURE [R4]**

The need for better facilities for young people in the parish is recognised. Support will be given for appropriate additional and supplementary facilities where a level of need is demonstrated (PRL1) p.20.

**11. COMMUNITY SERVICES [CO1]**

The Parish Council will resist the closure of the village's shop and post office and will actively support measures to ensure the continuous existence of these essential community services (PCS1) p.2.

The Parish Council will support in principle the measures to provide additional facilities and services for the community as the need arises (PCS2) p.3.

Measures to enable the churches in the parish to provide additional services for the community will be supported.

The Parish Council will support the Youth Club in its effort to obtain shared use of the facilities at Watergate (PCS5) p.6.

**CARADON DISTRICT COUNCIL  
SUSTAINABLE DEVELOPMENT CHECKLIST**

<b>Contribution to sustainable development</b>	Is it relevant (yes/no)	+ve (x if appl)	-ve (x if appl)	Un-clear (x if appl)
<b>MINIMISING ENERGY USAGE for heat, light, power and vehicles by service users, staff and contractors?</b>				
a) Minimising energy use in buildings, and in machinery and computer usage?				
b) Minimising fuel use through improved technology or efficiency?				
c) Increasing the percentage of energy obtained from renewable sources?				
<b>DEVELOPING SUSTAINABLE TRANSPORT USE by service users, staff and contractors?</b>				
a) Minimising the number and length of car, van and lorry journeys and the need to travel?				
b) Actively making public transport use, a more attractive and viable option?				
c) Improving access to services or facilities for people with no car?				
d) Improving conditions for pedestrians and cyclists?				
<b>MINIMISING RESOURCE USE AND WASTE by service users, staff and contractors?</b>				
a) Minimising the use of all resources, materials and water?				
b) Maximising the re-use and recycling of resources, materials and water?				
c) Maximising the use or re-usable and recycling products?				
d) Minimising the quantity of packaging and other waste going to landfill?				
<b>IMPROVING THE QUALITY OF THE LOCAL ENVIRONMENT?</b>				
a) Reducing noise or light pollution?				
b) Minimising air pollution from buildings, vehicles and machinery?				
c) Improving or protecting the water quality of any water source?				
d) Reducing or preventing any land contamination?				
e) Actively promoting a reduction in litter and dog mess?				
f) Improving or maintaining public access to open spaces and the countryside?				
g) Protecting or increasing native wildlife habitats and habitat diversity?				
h) Protecting or enhancing landscape quality and retaining open countryside?				
<b>PROMOTING THE SUSTAINABLE USE OF BUILDINGS AND LAND?</b>				
a) Using brown-field sites or vacant or underused buildings not green-field sites?				
b) Ensuring buildings or conversions are designed to enable multi-purpose use, long-spans and future changes of use?				
d) Providing access to affordable housing, appropriate to needs?				

<b>Contribution to sustainable development</b>	<b>Is it relevant (yes/no)</b>	<b>+ve (x if appl)</b>	<b>-ve (x if appl)</b>	<b>Un-clear (x if appl)</b>
e) Reducing homelessness and unfit housing?				
<b>DEVELOPING A SUSTAINABLE LOCAL ECONOMY?</b>				
a) Increasing local employment opportunities for local people?				
b) Increasing local trade by linking local producers with local consumers?				
c) Enabling local people to set up and develop private or community enterprises?				
d) Promoting responsible business practices, including energy usage, waste minimisation and transport issues (as above)?				
e) Improving access to work e.g. through the support of public transport, childcare provision, work experience, training courses etc?				
f) Supporting the role of unpaid work in the economy and community?				
<b>ENSURING EQUITABLE ACCESS TO LOCAL FACILITIES AND SERVICES?</b>				
a) Providing or supporting local community facilities / shops?				
b) Improving and maintaining access to local services and facilities for local people?				
c) Improving access, facilities and opportunities for less able and marginalised groups e.g. the young, old, infirm, disabled?				
<b>IMPROVING COMMUNITY SAFETY AND HEALTH?</b>				
a) Reducing factors contributing to ill-health (e.g. poverty, pollution, accidents, stress, isolation)?				
b) Helping to reduce the fear of crime?				
c) Helping to reduce crime and anti-social behaviour?				
d) Maximising the security and safety aspects of any project or practice?				
<b>INCREASING DEMOCRACY, PARTICIPATION AND PARTNERSHIP?</b>				
a) Involving appropriate partner organisations (statutory, community or private)?				
b) Effectively involving local people in decision-making processes for services which effect them e.g. under-represented groups such as young people?				
c) Enabling people to participate in local community action or decision making?				
<b>PROMOTING LIFELONG LEARNING AND SUSTAINABILITY AWARENESS?</b>				
a) Improving access to training and education opportunities for all?				
b) Encouraging the adoption of sustainable lifestyles and working practices by all service users, staff, contractors and businesses?				
<b>OTHER ISSUES</b>				

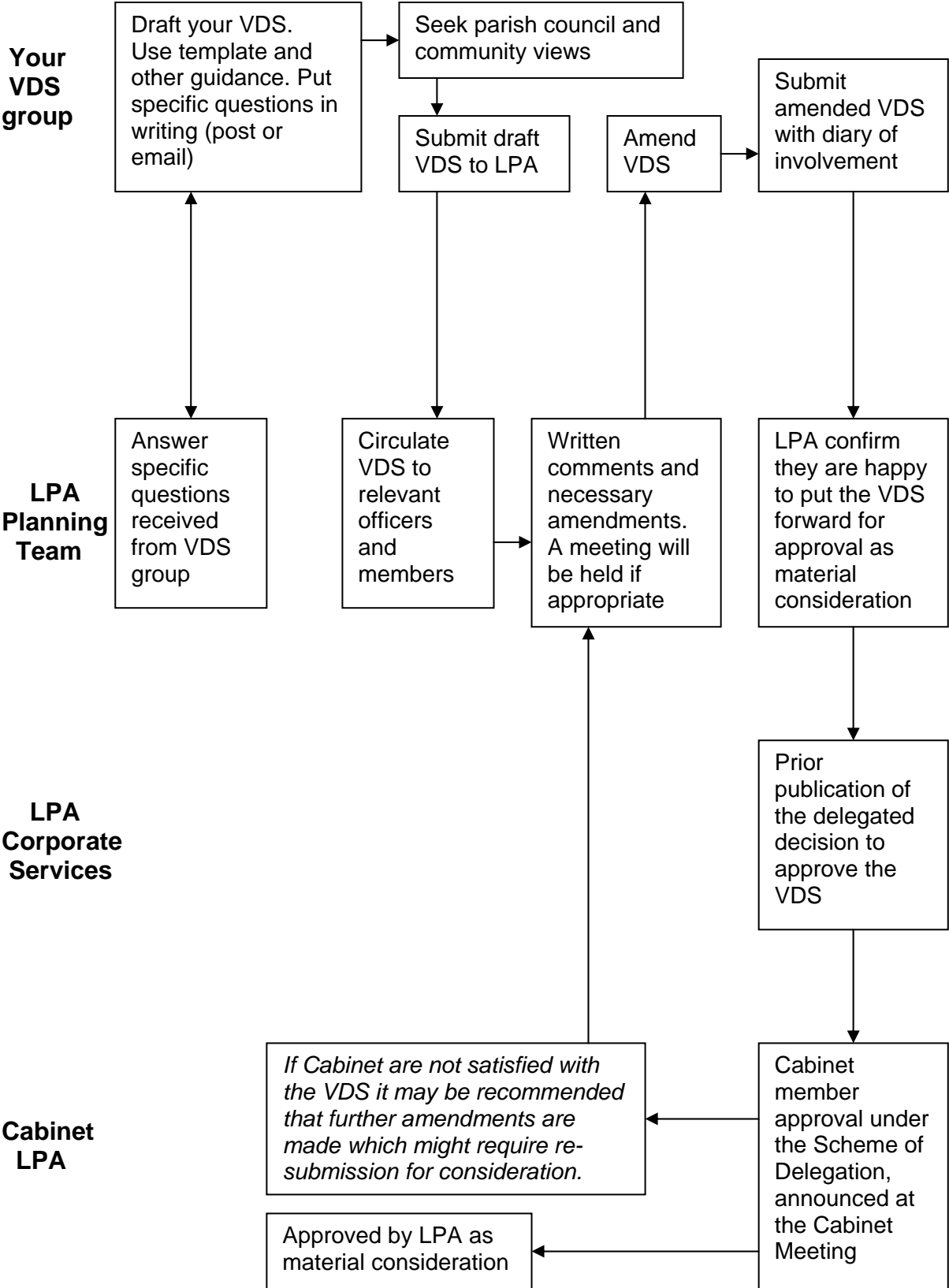
## Guidance for using the checklist:

Every policy has an impact on the community, the economy and the environment, therefore, every policy can contribute to a more sustainable society. The following checklist outlines what a more sustainable society consists of. The aim of the checklist is to enable you to identify areas where you can make improvements to your service delivery or your service operations to contribute to this necessary shift from a less sustainable to a more sustainable society. You will find that you are already contributing in different ways, but there may well be some you can improve on. Use the checklist as a stimulus for ideas and as a basis for discussion as well. The issues can be complex and there may not be one 'right way' of improving.

1. Read the issues all the way through before you begin. This will give you an idea of the breadth of issues involved.
2. Then identify whether or not each issue is applicable to your service - its delivery or operation. Is there any connection between your service and this issue? If there is a significant impact, write **yes**, if it is not applicable, write **no** and move on to the next question.
3. If there is a significant impact, consider whether the impact makes a positive (**+ve**) contribution to sustainable development or a negative (**-ve**) contribution and put a cross in the appropriate column. The factors may be complex but go with your first reaction if you need to. Be honest.
4. If you are unsure of any questions, or the impact a service may have, then put a cross in the **unclear** column.
5. Use the 'Other Issues' boxes at the end for issues not already identified.
6. The checklist can be used annually to document your year-on-year improvement, actions, and targets.

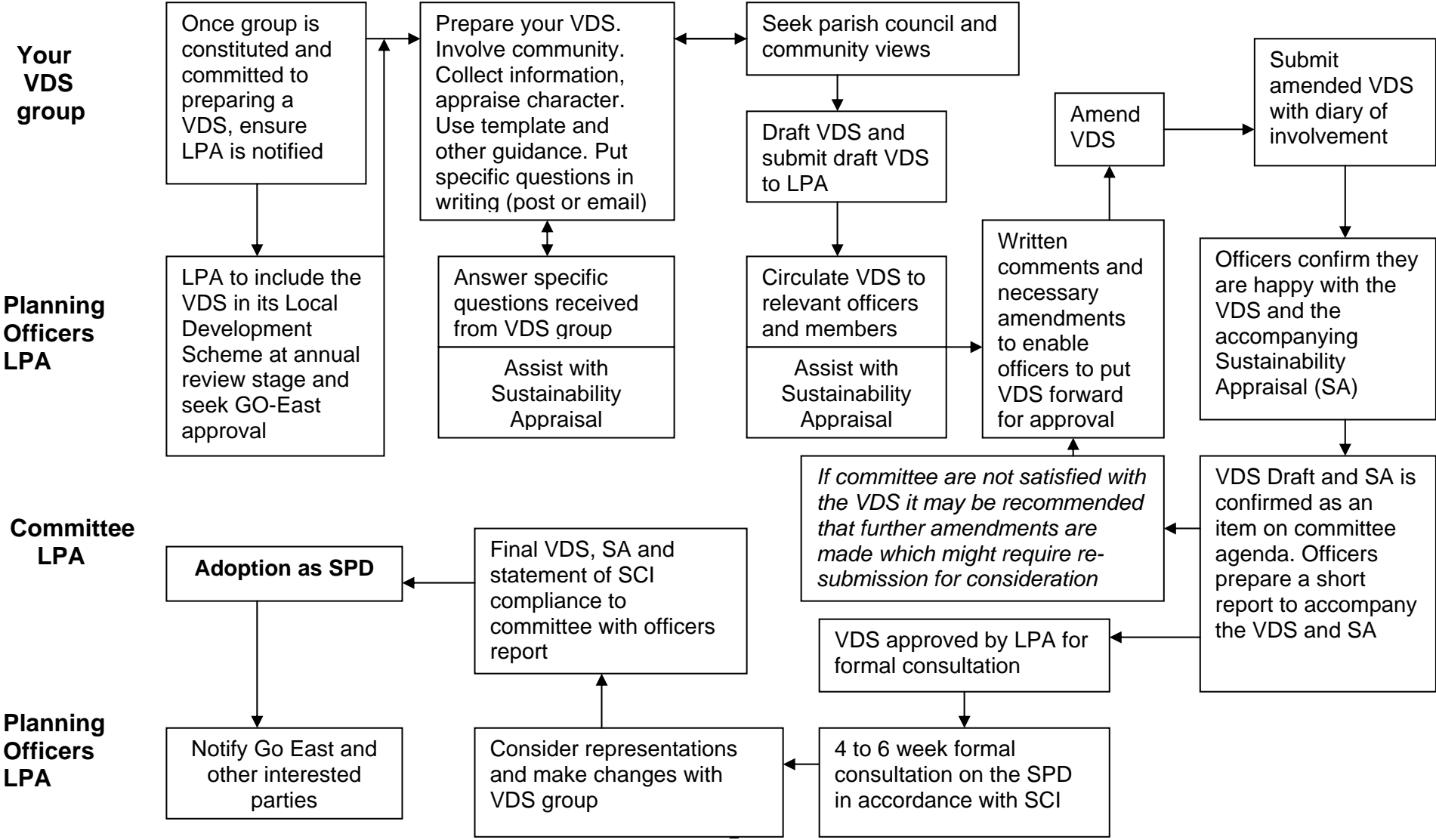
# Appendix 4

## Suggested Local Planning Authority (LPA) process for VDS approval as material consideration





**Suggested Local Planning Authority (LPA) process for VDS approval as SPD**



## Appendix 5

### USEFUL ORGANISATIONS

#### **Rural Community Council of Essex**

Threshelfords Business Park  
Inworth Road  
Feering  
Essex CO5 9SE  
Tel: 0844 477 3938  
Fax: 01376 573524  
email: rcce@essexrcc.org.uk

#### **Action with Communities in Rural England (ACRE)**

Somerford Court  
Somerford Road  
Cirencester,  
Glos GL7 1TW  
Tel: 01285 653477  
Fax: 01285 654537  
E-mail: acre@acre.org.uk

#### **East of England Planning Aid**

EEPAS  
PO Box 3057  
Norwich  
Norfolk NR3 4XQ  
Tel: 01603 624145  
E-mail: rtpi@planningaid.rtpi.org.uk

#### **Essex Association of Local Councils**

47 Stortford Road  
Great Dunmow  
Essex  
Tel: 01371 879722  
Fax: 01371 879733  
E-mail: ealc@ealc.gov.uk

#### **The Council for the Protection Of Rural Essex**

The Garden Office  
79 Springfield Road  
Chelmsford  
Essex CM2 6JG  
Tel: 01245 268667  
Fax: 01245 268667  
E-mail; cpre@freeuk.com

#### **Inspire East**

Breckland House  
St. Nicholas Street  
Thetford  
Norfolk IP24 1BT  
Tel: 01223 484600  
Fax: 01223 484640  
E-mail; enquiries@inspire-east.org.uk  
www.inspire-east.org.uk

## LOCAL AUTHORITIES IN ESSEX

### **Essex County Council**

County Hall  
Chelmsford  
Essex CM1 1LX  
Tel: 0845 603 7624  
Fax: 01245 493474  
[www.essexcc.gov.uk](http://www.essexcc.gov.uk)

### **Chelmsford Borough Council**

Civic Centre  
Duke Street  
Chelmsford  
Essex CM1 1JE  
Tel: 01245 606606  
Fax: 01245 606747  
[www.chelmsford.gov.uk](http://www.chelmsford.gov.uk)

### **Basildon District Council**

The Basildon Centre  
St. Martin's Square  
Basildon  
Essex SS14 1DL  
Tel: 01268 533333  
Fax: 01268 294350  
[www.basildon.gov.uk](http://www.basildon.gov.uk)

### **Colchester Borough Council**

PO Box 884  
Town Hall  
Colchester  
Essex CO1 1FR  
Tel: 01206 282222  
Fax: 01206 282288  
[www.colchester.gov.uk](http://www.colchester.gov.uk)

### **Braintree District Council**

Causeway House  
Bocking End  
Braintree  
Essex CM7 9HB  
Tel: 01376 552525  
Fax: 01376 552626  
[www.braintree.gov.uk](http://www.braintree.gov.uk)

### **Epping Forest District Council**

Civic Offices  
High Street  
Epping  
Essex CM16 4BZ  
Tel: 01992 564000  
Fax: 01992 564229  
[www.eppingforestdc.gov.uk](http://www.eppingforestdc.gov.uk)

### **Brentwood Borough Council**

Town Hall  
Ingrave Road  
Brentwood  
Essex CM15 8AY  
Tel: 01277 312500  
Fax: 01277 312743  
[www.brentwood-council.gov.uk](http://www.brentwood-council.gov.uk)

### **Harlow Council**

Civic Centre  
The Water Gardens  
Harlow  
Essex CM20 1WG  
Tel: 01279 446655  
[www.harlow.gov.uk](http://www.harlow.gov.uk)

### **Castle Point Borough Council**

Kiln Road  
Thundersley  
Benfleet  
Essex SS7 1TF  
Tel: 01268 8822  
Fax: 01268 882455  
[www.castlepoint.gov.uk](http://www.castlepoint.gov.uk)

**Maldon District Council**

Council Offices  
Princes Road  
Maldon  
Essex CM9 5DL  
Tel: 01621 854477  
Fax: 01621 852575  
[www.maldon.gov.uk](http://www.maldon.gov.uk)

**Tendring District Council**

Town Hall  
Station Road  
Clacton-on-Sea  
Essex CO15 1SE  
Tel: 01255 686868  
[www.tendringdc.gov.uk](http://www.tendringdc.gov.uk)

**Rochford District Council**

Council Offices  
South Street  
Rochford  
Essex SS4 1BW  
Tel: 01702 546366  
Fax: 01702 545737  
[www.rochford.gov.uk](http://www.rochford.gov.uk)

**Thurrock Council**

Civic Offices  
New Road  
Grays  
Essex RM17 6SL  
Tel: 01375 652652  
Fax: 01375 652359  
[www.thurrock.gov.uk](http://www.thurrock.gov.uk)

**Southend-on-sea Borough  
Council**

Civic Centre  
Victoria Avenue  
Southend-on-Sea  
Essex SS2 6ER  
Tel: 01702 215000  
[www.southend.gov.uk](http://www.southend.gov.uk)

**Uttlesford District Council**

Council Offices  
London Road  
Saffron Walden  
Essex CB11 4ER  
Tel: 01799 510510  
Fax: 01799 510550  
[www.uttlesford.gov.uk](http://www.uttlesford.gov.uk)

## FURTHER REFERENCE

The organisations mentioned below have web-based information or published documents that may be helpful. Their websites are a good starting point to search for further details. Your RCCE field officer has a list of relevant publications, available on request.

<b>Campaign to Protect Rural England Civic Trust</b>	<a href="http://www.cpre.org.uk">www.cpre.org.uk</a> <a href="http://www.civictrust.org.uk">www.civictrust.org.uk</a>
<b>Commission for Architecture and the Built Environment</b>	<a href="http://www.cabe.org.uk">www.cabe.org.uk</a>
<b>Countryside Agency</b>	<a href="http://www.countryside.gov.uk">www.countryside.gov.uk</a>
<b>Department of the Environment, Farming &amp; Rural Affairs</b>	<a href="http://www.defra.gov.uk">www.defra.gov.uk</a>
<b>Department for Communities and Local Government (formally the Office of the Deputy Prime Minister)</b>	<a href="http://www.communities.gov.uk">www.communities.gov.uk</a>
<b>English Heritage</b>	<a href="http://www.english-heritage.org.uk">www.english-heritage.org.uk</a>
<b>English Nature</b>	<a href="http://www.english-nature.org.uk">www.english-nature.org.uk</a>
<b>Environment Agency</b>	<a href="http://www.environment-agency.gov.uk">www.environment-agency.gov.uk</a>
<b>House Builders Federation</b>	<a href="http://www.hbf.co.uk">www.hbf.co.uk</a>
<b>Highways Agency</b>	<a href="http://www.highways.gov.uk">www.highways.gov.uk</a>
<b>Inspire East</b>	<a href="http://www.inspire-east.org.uk">www.inspire-east.org.uk</a>
<b>Local Government Association</b>	<a href="http://www.lga.gov.uk">www.lga.gov.uk</a>
<b>National Government Offices</b>	<a href="http://www.gos.gov.uk">www.gos.gov.uk</a>
<b>National Playing Fields Association</b>	<a href="http://www.npfa.co.uk">www.npfa.co.uk</a>
<b>Office of National Statistics</b>	<a href="http://www.statistics.gov.uk">www.statistics.gov.uk</a>
<b>Planning Advisory Service</b>	<a href="http://www.idea.gov.uk/pas">www.idea.gov.uk/pas</a>
<b>Planning Aid Service</b>	<a href="http://www.planningaid.rtpi.org.uk">www.planningaid.rtpi.org.uk</a>
<b>Planning Inspectorate</b>	<a href="http://www.planning-inspectorate.gov.uk">www.planning-inspectorate.gov.uk</a>
<b>Planning Officers Society</b>	<a href="http://www.planningofficers.org.uk">www.planningofficers.org.uk</a>
<b>Planning Portal</b>	<a href="http://www.planningportal.gov.uk">www.planningportal.gov.uk</a>
<b>Royal Town Planning Institute</b>	<a href="http://www.rtpi.org.uk">www.rtpi.org.uk</a>
<b>Sport England</b>	<a href="http://www.sportengland.org.uk">www.sportengland.org.uk</a>
<b>Woodland Trust</b>	<a href="http://www.woodland-trust.org.uk">www.woodland-trust.org.uk</a>

A **glossary** of planning terms can be found at:  
[www.planningportal.gov.uk/england/government/en/1018892037172.html](http://www.planningportal.gov.uk/england/government/en/1018892037172.html)