

Cambridge City Council
Local Development Framework
Statement of Community Involvement
Pre-submission Consultation Statement
November 2006

This statement sets out how Cambridge City Council has complied with the requirements as set out in The Town and Country Planning (Local Development) (England) Regulations 2004, in respect of its Statement of Community Involvement.

Regulation 25: Pre-submission consultation

Regulation 25 Pre-submission consultation for the Statement of Community Involvement was carried out between the 28th February and 28th March 2006. The following specific regulation bodies under Regulation 25 (2) (a) were:

- Coton Parish Council
- Fen Ditton Parish Council
- Fulbourn Parish Council
- Girton Parish Council
- Grantchester Parish Council
- Great Shelford Parish Council
- Histon & Impington Parish Council
- Horningsea Parish Council
- Madingley Parish Council
- Milton Parish Council
- Teversham Parish Council
- The Government Office for the East of England (GO-East)
- Highways Agency
- South Cambridgeshire District Council
- Cambridgeshire County Council
- The East of England Regional Assembly (EERA)

These consultation bodies were consulted by letter on the 28th February 2006 (a copy of this letter can be found in Appendix A). A copy of the draft Statement of Community Involvement was enclosed in order that views and comments could be sought on how to improve the Statement of Community Involvement prior to Pre-Submission Public Participation (Regulation 26). They were given until the 28th March 2006 to make their views known.

3 letters were received, of which 1 was from the Highways Agency, 1 was from GO-East and 1 came from an organisation not specifically consulted (Cambridgeshire Local Access Forum). A summary of the comments made and the Council's response to these is given in Appendix B. The key findings of this consultation were then fed into the preparation of the Pre-submission draft Statement of Community Involvement.

Regulation 26: Pre-submission Public Participation

Regulation 26 Pre-submission Public Participation was carried out in the six-week period from the 1st May until the 12th June 2006. Prior to the start of the six week period a notice of consultation was published in the Cambridge Evening News (on the 26th April 2006) setting out the proposal matters and the locations and times where the document could be inspected. A copy of this notice is included in Appendix C.

In addition to the specific consultation bodies (DPD bodies) listed above the following bodies were also consulted:

- The Planning Inspectorate
- Planning Aid National Unit
- Cambridge Community Church
- Cambridge Muslim Welfare Society and Abu Bakr Mosque
- Kingdom Hall of Jehovahs Witnesses
- Centre for Jewish-Christian Relations
- Cambridge Inter-Faith Group
- The Church of England Ely Diocese
- East of England Faiths Agency
- East of England Faiths Council
- The East Anglian Gypsy Council
- The International Association of Gypsies in Professional Occupation
- Cambridge Ethnic Community Forum
- Black Women's Support Group
- Cambridge Caribbean Association
- Cambridgeshire Vietnamese Refugee Community
- Cambridge Chinese Community Centre
- Cambridge Refugee Support Group
- Indian Community & Culture Association
- Kings Hedges Asian Women's Group – Mohila Shomity
- Pakistan Cultural Association
- North Cambridge Bangladeshi Association
- Italian Community Association
- Polish Saturday School
- Shree Sorathia Prajapati Community
- Muslim Women's Circle
- African Community Association
- Minority Ethnic Network of the Eastern Region
- Minority Ethnic Employment Project
- Cambridge Muslim Welfare Society
- Cambridgeshire Race Equality & Diversity Service
- Cambridge Womens Resource Centre
- Cambridge Older Peoples Enterprise
- Bangladeshi Culture Association of Cambridge
- Cambridge African Society
- Cambridge Jewish Community
- Jewish Residents Association
- Conservators of the River Cam
- Transport 2000 Cambridgeshire & West Suffolk
- Cambridge Cycling Campaign
- Residents Against Village Extinction
- Cambridge Preservation Society
- Cam Valley Forum
- Cambridgeshire Chamber of Commerce

- Business Link for Cambridgeshire
- The Home Builders Federation
- Confederation of British Industry – East of England Region
- Institute of Directors – Cambridgeshire Branch
- Marshalls of Cambridge
- Cambridge City Council Disability Panel*
- Cambridgeshire Deaf Association
- Cambridgeshire Learning Disability Partnership
- Camsight
- CAMTAD
- Cambridge Hard of Hearing Club
- Cambridge Disabled Transport Group
- Cambridge City Council Access Officer*
- Cambridge Organisation Promoting Disability Awareness
- Changing Directions
- Cambridge Disability Equality Project
- Cambridge Local Strategic Partnership
- Babraham Road Action Group
- Bateman Street & Bateman Mews Residents Association
- Bateson & Garden Walk Residents Association
- BENERA
- Brooklands Avenue Area Residents Association
- Brookside Residents Association
- Brunswick & North Kite Residents Association
- Bulstrode Gardens Residents Association
- Campkin Road Residents Association
- Castle Community Action Group
- Christ Pieces Residents Association
- Corfe Close Residents Association
- CRONC
- Devonshire Road Residents Association
- Eastbourne & College Terrace Residents Association
- Gazeley Lane Area Residents Association
- Glisson Road & Tenison Road Residents Association
- Gough Way Residents Association
- Greenlands Residents Association
- Guest Road Residents Association
- Hartingdon Grove Residents Association
- Hazlewood & Molewood Residents Association
- Hundred Houses Tenants Association
- Huntingdon Road Residents Association
- Jesus Green Residents Association
- King Street Neighbourhood Association
- LAMP
- Lichfield & Neville Residents Action Group
- Mill Road Community Improvements
- Millington Road Residents Association

- Mitchams Corner Residents & Traders Association
- 19 Acre Field Residents Association
- New Pinehurst Residents Association
- Norfolk Terrace & Blossom Street Residents Association
- North Newnham Residents Association
- Old Chesterton Residents Association
- Old Pinehurst Residents Association
- Park Street Residents Association
- Petersfield Area Community Trust
- Protect Union Lane Group
- Ravensworth Gardens Residents Association
- Romsey Action
- Rustat Neighbourhood Association
- Sandy Lane Residents Association
- SOLACHRA
- St Andrews Road Residents Association
- St Matthews Estate Residents Association
- Storey's Way Residents Association
- Three Trees Residents Association
- Trumpington Environmental Action Group
- Trumpington Residents Association
- Windsor Road Residents Association
- York Street Residents Action Group
- Beaufort Place Ltd
- Birdwood Road Residents Association
- Cambridge Federation of Tenants
- Colville Estates Residents Association
- Cromwell/Brampton Triangle Residents
- River Lane Estate Residents Association
- Romsey Network
- The Kings Hedges Neighbourhood Partnership
- Abbey Action
- Cllr Donald Adey*
- Cllr Diane Armstrong*
- Cllr Alan Baker*
- Cllr Maria Bell*
- Cllr Kevin Blencowe*
- Cllr Ben Bradnack*
- Cllr Rod Cantrill*
- Cllr Iain Coleman*
- Cllr Edrich Adigun-Harris*
- Cllr Jenny Bailey*
- Cllr Eric Barrett-Payton*
- Cllr Jeremy Benstead*
- Cllr Max Boyce*
- Cllr Sheila Stuart*
- Cllr Mike Dixon*

- Cllr Louise Downham*
- Cllr John Durrant*
- Cllr Caroline Hart*
- Cllr John Hipkin*
- Cllr Elizabeth Hughes*
- Cllr Rhodri James*
- Cllr Jennifer Liddle*
- Cllr Ian Nimmo-Smith*
- Cllr Robert Dryden*
- Cllr Sarah Ellis-Miller*
- Cllr Lewis Herbert*
- Cllr Marie-Louise Holland*
- Cllr Anthony Hymans*
- Cllr Simon Kightley*
- Cllr Russ McPherson*
- Cllr Victoria Phillips*
- Cllr Sian Reid*
- Cllr Colin Rosentiel*
- Cllr Joye Rosentiel*
- Cllr Phillipa Slatter*
- Cllr Catherine Smart*
- Cllr Julie Smith*
- Cllr Richard J Smith*
- Cllr Richard Stebbings*
- Cllr Ben Stafford*
- Cllr Amanda Taylor*
- Cllr Tim Ward*
- Cllr Gaynor Griffiths*
- Cllr Julian Huppert*
- Cllr Rupert Moss-Ecardt*
- Cllr Nicola Harrison*
- Cllr Anne Kent*
- Cllr David White*
- Cllr Martin Ballard*
- Cllr Christine Carter*
- Cllr Kevin Wilkins*
- Cllr Paul Sales*
- Cllr Alexander Reid*
- Cllr Geoffrey Heathcock*
- Cllr Joanna Toomey*
- David Howarth MP*
- Director of Community Services, Cambridge City Council*
- The Neighbourhood Community Development Team,
Cambridge City Council*
- Cambridgeshire Local Access Forum

(* = bodies who received a copy of the Pre-submission Draft SCI, the notice of consultation, a response form and a questionnaire).

Both the DPD bodies and those bodies marked in the list above were sent a letter notifying them of the Pre-submission Public participation on the 26th April 2006. Included with this letter was a copy of the Pre-submission draft Statement of Community Involvement, the Notice of Consultation and a Response Form. A copy of this letter is included in Appendix D. The remaining consultation bodies listed above were sent a letter on the 26th April 2006, informing them of the consultation period for the Pre-submission draft Statement of Community Involvement. A copy of this letter is included in Appendix E.

Copies of the draft document were made available for inspection at Cambridge City Council's offices at the Guildhall. The Council also published on its website (www.cambridge.gov.uk) a copy of the draft document, the notice of consultation and a copy of the response form. The website set out the period during which representations could be submitted and the locations at which the document could be inspected. A press release was sent out to local media detailing where the document could be viewed and the timescale in which representations could be submitted. A copy of this press release is included in Appendix F.

In addition to the formal consultation, the City Council also sent out a questionnaire to all of the Consultees listed above. The purpose of this questionnaire was to seek people's views on how the City Council should consult in the future in addition to any comments that they wished to make on the content of the Statement of Community Involvement. A copy of this questionnaire along with a summary of its results is included in Appendix G.

How many responses were received?

A total of 136 representations were received from 20 consultees. Of these representations 108 were objections, 25 were in support of the document and 3 were comments. A summary of the main points highlighted within the objections is given below:

- Concerns were raised that the language used in the document was confusing and overly technical.
 - As a result the language and acronyms used in the document were reviewed and it was made more "user friendly". In addition the title of the document was changed to highlight that it is dealing with consultation on planning issues.

- A number of representations were asking for various organisations to be consulted at future stages of Development Plan Document production.
 - There were no resulting changes to the Statement of Community Involvement, however the organisations that requested to be consulted were added to the Consultation Officer's database. They will be consulted in future rounds of consultation on Development Plan Documents (and Supplementary Planning Documents), as the City Council consider appropriate.

- The role of the Inspector in the examination of Development Plan Documents was questioned.
 - Figure 1, and text in chapter 3 was amended to add clarity to the function of the Inspector and the examination process. Additionally an appendix was added to the document that explained the “tests of soundness”.

- There was confusion as to how the timetable for document production was dealt with in chapter 3.
 - The paragraphs dealing with how DPDs and SPDs will be produced were replaced with diagrams to allow easier understanding of the process.

- Representations on the table setting out consultation methods for DPDs and SPDs were mixed; some expressed the opinion that it was too detailed while some thought that it did not go into enough detail.
 - This table was split up and more detail added to try and illustrate the different consultations methods likely to be employed for different document types.

- Clarification was sought on how to make representations to planning applications.
 - A new section was added to the document that details how to make a representation on a planning application.

- Concerns were expressed that the appeals process for planning applications was dealt with rather cursorily.
 - Text was added to explain the appeals process in more detail.

Regulation 28: Submission of the Statement of Community Involvement to the Secretary of State

The Environment Scrutiny committee approved the Submission Draft Statement of Community Involvement on the 7th November 2006, with some final amendments being approved by the Executive Councillor on the 13th November 2006.

It is intended that the Statement of Community Involvement will be submitted to the Secretary of State on Friday the 24th November 2006. At the same

time, the document will be made available for a further six-week period of consultation, which will end on the 5th January 2007.

Appendix A: Regulation 25 Consultation Letter



In case of enquiry contact David Roberts
Fax 01223 457109
E-mail: david.roberts@cambridge.gov.uk

Statement of Community Involvement Consultees

28 February 2006

Our Ref CLDF010

Dear Consultee

Statement of Community Involvement

The City Council recently started work on its Statement of Community Involvement (SCI), which forms an essential element of the new Local Development Framework (LDF). The SCI aims to set out how and when the City Council will involve the community and key stakeholders in preparing, altering and reviewing its Plans to guide future development in the City. It also explains how the City Council will involve the community in planning applications.

As part of the SCI process, we are seeking your views and comments on how the SCI can be improved. Your views will be carefully considered by the City Council and will provide an important contribution to the preparation of the Pre-submission Draft Statement of Community Involvement.

The next stage of the SCI is to publish the draft document for public consultation. The consultation period will run for a six-week period from May to June 2006, giving the opportunity for the public and other interested parties to comment before submission to the Secretary of State later this year.

Please send your comments to Planning Policy, Environment & Planning, The Guildhall, Cambridge CB2 3QJ before **5pm on the 28th March 2006**.

Alternatively you can email your comments to policysurveys@cambridge.gov.uk or fax your comments to 01223 457369.

For further information please contact either Sara Cass or Emma Davies in the Planning Policy team as follows:
Telephone: 01223 457186/457175

Fax: 01223 457369

Email: policysurveys@cambridge.gov.uk

We look forward to receiving your comments.

Yours sincerely

A handwritten signature in black ink that reads "David Roberts". The signature is written in a cursive style with a large, stylized initial 'D'.

David Roberts
Planning Policy Manager

Enclosure (1)

Appendix B: Summary of Regulation 25 Comments and the City Council's Response

| Organisation | Comments | City Council Response |
|--|---|---|
| <p>Mrs Gail Stoehr, Secretary, Cambridgeshire Local Access Forum, 30 West Drive, Highfields, Caldecote, Cambridge, CB3 7NY</p> | <p>With regards to the bodies that the Council will seek to consult (as listed in Appendix 3 and 4), the Cambridgeshire LAF view is that whilst recognising the limits that may be imposed by the relevant regulations, the City Council should recognise that the Cambridgeshire LAF:</p> <ul style="list-style-type: none"> • Is a statutory body created by the Countryside and Rights of Way Act 2000; • Has to be consulted by local authorities on matters relating to open spaces, 'greenspace', commons, public rights of way and the countryside and take the views of the LAF into account. <p>Accordingly it would wish to be listed alongside the other statutory bodies in Appendix 3.</p> | <p>The LAF is not a statutory body as defined by Regulation 25 of the Town and Country Planning Regulations 2004. They would be included within other general consultation bodies, and are included on the Council's consultation list (<i>check</i>)</p> |
| <p>Mrs Gail Stoehr, Secretary, Cambridgeshire Local Access Forum, 30 West Drive, Highfields, Caldecote, Cambridge, CB3 7NY</p> | <p>The Cambridgeshire LAF has concerns about the short 'turn-around' time expected of Consultees. Four to six weeks is too short a timescale for those organisations that meet less than monthly and require a committee or board approval before responses to consultation can be sent. Eight to twelve weeks is more appropriate, especially for the larger documents and those relating to strategies and policies that set the framework for decisions over the coming years.</p> | <p>Under Regulation 27 of the Town and Country Planning Regulations 2004 representations must be made within a period of 6 weeks. It is appropriate to use this timescale, as extending it would cause further delay in production.</p> |
| <p>Mrs Gail Stoehr, Secretary, Cambridgeshire Local Access Forum, 30 West Drive, Highfields, Caldecote, Cambridge, CB3 7NY</p> | <p>The Cambridgeshire LAF interest and statutory role is in the improvement of access to the countryside and urban open spaces of Cambridgeshire. Its role is as a strategic adviser to the local authorities in Cambridgeshire. As such it does not seek to be involved in every individual planning application that might affect a right of</p> | <p>Noted</p> |

| Organisation | Comments | City Council Response |
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| | <p>way, access land under the CroW Act or other accessible greenspace. Its interest lies in policies, strategies and the framework for decision-making. It is also interested in those major developments that may have a significant effect on the accessibility of the right of way network and/or may set a precedent leading to future decisions that regularly erode the network.</p> | |
| <p>Mrs Gail Stoehr, Secretary, Cambridgeshire Local Access Forum, 30 West Drive, Highfields, Caldecote, Cambridge, CB3 7NY</p> | <p>The experience of Cambridgeshire LAF when responding to some local district councils on their LDF via a web-based response form is that some of the systems are too constraining. Some systems do not permit general concerns to be voiced and, worryingly, do not enable omissions to be brought to the attention of the council officers.</p> <p>With regard to web sites to distribute information, there is a need to keep the file size of documents within that which is reasonable for those people who do not have high-speed access. It is suggested that a maximum limit of 1 MB is set and that this is achieved by a reduction on the use of pictures and organisation logos that add to the appearance but not to the content of the document. Text only versions for download could also be considered.</p> | <p>Noted. This will be taken into account as far as possible.</p> |
| <p>Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF</p> | <p>Overall, we consider that the SCI is logically structured, easy to understand and contains much of the necessary content prescribed by policy. We are pleased to see the use of tables and diagrams throughout the document.</p> | <p>Noted</p> |
| <p>Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF</p> | <p>We find table 2 a useful starting point for setting out the authority's approach to public consultation, in relation to DPDs and SPDs. However, as the</p> | <p>Accept. 'Possible' removed from column heading of Table 2. Table 2 expanded to indicate the types of consultation that would be appropriate for</p> |

| Organisation | Comments | City Council Response |
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| | <p>document progresses and in consideration of any representations that you receive during this consultation, we would expect the SCI to clarify who will be consulted at each stage of the LDD preparation process and by what specific engagement method. This information could be presented by expanding table 2 to include details about who will be consulted, from the list mentioned in Appendices 3 and 4 (this could be done by cross-referencing to the list), at each stage of the preparation process, and by what engagement method, from those listed in Appendix 2. As currently drafted, the SCI does not provide enough certainty about the consultation arrangements for LDDs since table refers to 'possible' additional methods of consultation. This reference should therefore be removed.</p> | <p>different documents.</p> |
| <p>Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF</p> | <p>PPS12, paragraph 3.8, sets out that the SCI should include details about how the principles of community involvement apply to different types of local development documents (e.g. core strategy, area action plans or site allocation development plan documents and to SPDs). The SCI, table 2, should be amended to set out how consultation will differ for different generic types of DPD, i.e. core strategy, site allocations and area action plan DPDs.</p> | <p>See above</p> |
| <p>Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF</p> | <p>It is important for the general public to have a clear idea of exactly when they can get involved in LDD preparation. It would therefore be useful if table 2 could refer readers to the LDS for actual dates of each LDD preparation stage. Not including the dates in the SCI will avoid the need for review should the LDS need to be amended to</p> | <p>Accept. Reference to LDS added to tables 1 & 2</p> |

| Organisation | Comments | City Council Response |
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| | accommodate timetable slippages. Therefore the dates in relation to consultation on the SCI set out in table 1 should be removed and instead a reference to the LDS should be included. | |
| Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF | We consider that the reference in table 2 to 'pre-examination meeting if appropriate' should be amended to remove the words 'if appropriate' since the pre-examination meeting is a key milestone in the preparation of a DPD (refer to PPS12, paragraph 3.22). It would also be worth clarifying that people will be allowed to attend the pre-examination meeting and examination. | Accept. 'If appropriate' deleted. It is stated that the examination is public. It would be inappropriate to include more detail in the SCI as participation is at the discretion of the Inspector. Details will be provided at the time to those involved. |
| Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF | We note that Appendix 3 sets out the specific consultation bodies that the Council will consult as part of the LDD preparation process. We consider that the list is too specific, referring to the names of organisations rather than the type of body, for example EDF Energy and Transco Network Analysis. The inclusion of names of specific groups may lead to a need to review the SCI as new groups are formed or existing groups changed. Consequently, we suggest that a more general identification of groups/bodies is included, similar to that in Annex E of PPS12. | Accept. Appendix 3 amended as suggested. |
| Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF | Creating LDFs, checklist 7a, advises that the SCI should include a 'long-list' of the types of groups that the authority propose to involve. We consider that Appendix 4, relating to general consultation bodies, does not provide enough information about the types of groups that the Council intends to involve in the LDD preparation process, for example local community groups, housing interest groups, cultural heritage groups and wildlife and | Accept. Sentence added to cross reference to paragraph 3.23 which includes the types of groups that will be consulted. |

| Organisation | Comments | City Council Response |
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| | conservation groups. Therefore, we suggest that Appendix 3 is expanded to include more details about the types of groups that the authority proposes to involve in the LDD preparation process. | |
| Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF | Paragraph 7.2 of Creating LDFs requires that authorities should ensure they involve the widest possible range of interests, particularly hard to reach groups, for example gypsy and travellers, young people, the elderly etc, who do not usually participate in the planning process. We note that paragraphs 3.21-3.22 set out the groups that the Council consider to be 'hard to reach' and that key groups and existing forums and panels that represent these hard to reach groups will be targeted for consultation. However, we consider that the SCI, table 2, should be expanded to set out exactly how the different hard to reach groups will be targeted through different engagement methods at each stage of LDD preparation. The SCI will need to demonstrate how the authority is tailoring techniques of engagement to meet the needs of those groups and specifically in order to overcome the barriers to their involvement in the plan making process in the past. | This is covered in paragraph 3.27. It would be inappropriate to include this within the table, as there is a need to keep it clear and not over complicate it. |
| Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF | We welcome the inclusion of references to the Community Strategy in paragraphs 1.6-1.8, however, the SCI does not appear to have considered opportunities for joint consultation, for example, the preparation of DPDs alongside documents such as the Community Strategy or other Council initiatives. We suggest that further consideration is given to the potential to combine DPD preparation consultation with a review of the | Accept. Sentence added to paragraph 1.11. The SCI can not include a statement why joint consultation is not possible, because this will have |

| Organisation | Comments | City Council Response |
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| | <p>Community Strategy, using the milestones in LDD preparation as set out in the LDS to establish common timing of consultation.</p> <p>The SCI should commit the authority to joint consultation where the opportunity presents itself and where joint consultation is not possible, the SCI should set out a brief statement as to why this is the case.</p> | <p>to be considered for each document and it is not known at this stage why joint consultation may not be possible.</p> |
| <p>Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF</p> | <p>We note from paragraph 3.18 that where possible you will inform all those that have submitted representations of your response and if it has resulted in a change to the document. However, the SCI should include a clear statement of how the Council will report back on formal representations and should set out minimum standards for acknowledgement of comments (refer to Creating LDFs, paragraph 7.6 Step 6). It would also be worth referring to the Statement of Compliance required for each DPD at submission, which will set out in detail exactly how the authority has met its community involvement requirements, as required by Creating LDFs, paragraph 7.5.</p> | <p>Accept. Paragraph 3.20 added, and paragrph 3.21 (formally 3.18) revised</p> |
| <p>Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF</p> | <p>We note that paragraph 3.24 (<i>believe this refers to paragraph 1.6</i>) sets out that the Council considers that it is important that the proposals set out in the SCI are based on a realistic assessment of the resources available in order to involve the community effectively in the planning process. However, the SCI needs to show that the programme for community involvement is realistic by demonstrating that the necessary resourcing is available, for example in relation to staffing and funding. We also suggest that you consider how you can make the most effective use of resources</p> | <p>Accept. Paragraph 1.6 amended.</p> |

| Organisation | Comments | City Council Response |
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| | by combining community involvement activities, for example the preparation of DPDs alongside documents such as the Community Strategy or other Council initiatives (refer to Creating LDFs, paragraphs 7.6, Step 3) | |
| Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF | We are aware that a 'Compact' for Cambridge City Council has been published, which provides a framework for partnership working between Local Government and the voluntary and community sector. The SCI could make reference to the Compact and explain how the 'Compact' would help to engage the voluntary and community sector in the planning process. | Accept. Added to paragraph 3.25 |
| Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF | We note that paragraph 3.25 (<i>believe this refers to paragraph 1.8</i>) states that any programmed review for the SCI and its timescales will ultimately be set out in the LDS. However, the SCI should set out the consultation arrangements that will be applied in a review of the SCI as required by the tests of soundness (see PPS12, paragraph 3.10). We note that table 1 sets out consultation arrangements that will apply to the current SCI. If it is the Council's intention to consult on a review of the SCI in the same way as the initial SCI, a statement to this effect will suffice. | Paragraph 1.8 amended to clarify. |
| Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF | We note the inclusion of the Proposals Map in the list of DPDs in paragraph 2.4 and remind you that the Proposals Map illustrates the spatial extent of policies in a DPD, rather than being a DPD in its own right. Therefore this reference should be removed from paragraph 2.4. | Paragraph 2.4 amended so Proposals Map is not listed as a separate DPD. |
| Maydo Pitt, Development Plans Team, GO-East, Eastbrook, Shaftesbury Road, Cambridge, CB2 2DF | The RSS does not have the suffix '14' and it should therefore be removed from all references throughout the document. As an alternative, the | Accept. References changed to East of England Plan. |

| Organisation | Comments | City Council Response |
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| | draft DPD should refer to it as the East of England Plan or the Regional Spatial Strategy for the East of England. | |

Appendix C: Notice of Pre-submission Consultation

Cambridge City Council Cambridge Local Development Framework

Statement of Community Involvement Notice of Arrangements for Inspection of Pre-Submission Draft

Cambridge City Council has produced its Pre-Submission Draft Statement of Community Involvement (SCI). This sets out how and when the City Council will involve the community and key stakeholders in preparing, altering and reviewing its Plans to guide future development in the City. It also explains how the City Council will involve the community in planning applications.

The 6 week consultation period of the Draft SCI is **1st May to 12th June 2006**.

The Draft SCI is available for inspection:

Online on the City Councils website (www.cambridge.gov.uk)

At Environment and Planning Reception at the Guildhall during normal office hours (9.00am – 5.00pm Monday to Thursday, 9.00am – 4.30pm Friday)

The SCI can also be purchased at a cost of £8 including postage and packing (please contact the Environment and Planning Reception on 01223 457200).

Comments should be made using:

- The online response form on the City Council website as above; or
- The printed response form available at Environment and Planning Reception as above.

Please make your comments before **5.00pm on the 12th June 2006**.

Completed response forms should be sent to Planning Policy, Environment and Planning, The Guildhall, Cambridge, CB2 3QJ or emailed to policysurveys@cambridge.gov.uk or fax them to 01223 457369.

For further information please contact the Planning Policy team as follows:

Tel: 01223 457175

Email: policysurveys@cambridge.gov.uk

Simon Payne
Director of Environment & Planning
Cambridge City Council
The Guildhall
Cambridge
CB2 3QJ



Appendix D: Regulation 26 Consultee Letter (Statutory Consultees)

In case of enquiry contact David Roberts
Direct Dial 01223 457172
Fax 01223 457109
Email: david.roberts@cambridge.gov.uk



Statement of Community Involvement
Consultees

Environment and Planning

26th April 2006

Our Ref CLDF010

Dear Consultee

Pre-Submission Draft Statement of Community Involvement

The City Council recently started work on its Statement of Community Involvement (SCI), which forms an essential element on the new Local Development Framework (LDF). The SCI sets out how and when the City Council will involve the community and key stakeholders in preparing, altering and reviewing its Plans to guide future development in the City. It also explains how the City Council will involve the community in planning applications.

The City Council has now produced its Pre-Submission Draft SCI. As part of the process we are now seeking your views and comments. Your views will be carefully considered by the City Council and, where appropriate, will be fed into the preparation of the Submission Draft SCI, which will be submitted to the Secretary of State later this year and will also be subject to a further round of public consultation.

Enclosed is a copy of the Pre-Submission Draft SCI, along with a response form and notice of consultation. Comments can be made during the consultation period, which runs from the 1st May until the 12th June 2006. Comments should be made using:

- The enclosed response form; or
- The online response form on the City Council's website (www.cambridge.gov.uk)

Further copies of the response form are available on our website (as above), or from Environment and Planning Reception at the Guildhall (please call 01223 457200).

Please make your comments before **5pm on the 12th June 2006**. Completed response forms should be sent to Planning Policy, Environment and Planning, The Guildhall, Cambridge, CB2 3QJ or emailed to policysurveys@cambridge.gov.uk or faxed to 01223 457369.

We have also put together a short questionnaire to ascertain your views as to how you would like to be consulted in the future. If you could spare a few minutes to complete this we would appreciate it, regardless of whether or not you intend to make a representation to the SCI.

For further information please contact Elizabeth Rolph or Emma Davies in the Planning Policy team as follows:

Tel: 01223 457183/457175

Fax: 01223 457369

Email: policysurveys@cambridge.gov.uk

We look forward to receiving your comments.

Yours sincerely

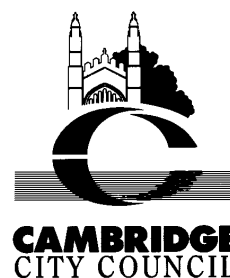
A handwritten signature in black ink that reads "David Roberts". The signature is written in a cursive style with a large, stylized initial 'D'.

David Roberts
Planning Policy Manager

Enclosures (4):
Pre-Submission Draft SCI
Response Form
Notice of Consultation
Questionnaire

Appendix E: Regulation 26 Consultation Letter (Statutory Consultees)

In case of enquiry contact David Roberts
Direct Dial 01223 457172
Fax 01223 457109
email david.roberts@cambridge.gov.uk



Environment and Planning

Statement of Community Involvement Consultees

26th April 2006

Our Ref: CLDF010

Dear Consultee

Pre-Submission Draft Statement of Community Involvement

A new planning system was introduced in England in 2004, a key element of which is to increase the opportunities for local people to participate in the planning process. To this end the City Council has recently started work on its Statement of Community Involvement (SCI), which forms an essential element on the new Local Development Framework (LDF). The SCI sets out how and when the City Council will involve the community and key stakeholders in preparing, altering and reviewing its Plans to guide future development in the City. It also explains how the City Council will involve the community in planning applications.

The City Council has now produced its Pre-Submission Draft SCI. As part of the process we are now seeking your views and comments. Your views will be carefully considered by the City Council and, where appropriate, will be fed into the preparation of the Submission Draft SCI, which will be submitted to the Secretary of State later this year and will also be subject to a further round of public consultation.

The SCI can be viewed at the following locations:

- Online on the City Councils website (www.cambridge.gov.uk)
- At Environment and Planning Reception at the Guildhall during normal office hours (9.00am – 5.00pm Monday to Thursday, 9.00am – 4.30pm Friday)

Alternatively the SCI can also be purchased at a cost of £8 including postage and packing (please contact the Environment and Planning Reception on 01223 457200).

Comments can be made during the consultation period, which runs from the 1st May until the 12th June 2006. Comments should be made using:

- The online response form on the City Council website as above; or
- The printed response form available at Environment and Planning Reception, as above.

Please make your comments before **5pm on the 12th June 2006**. Completed response forms should be sent to Planning Policy, Environment and Planning, The Guildhall, Cambridge, CB2 3QJ or emailed to policysurveys@cambridge.gov.uk, or faxed to 01223 457369.

We have also put together a short questionnaire to ascertain your views as to how you would like to be consulted in the future. If you could spare a few minutes to complete this we would appreciate it, regardless of whether or not you intend to make a representation in response to the SCI.

For further information please contact Elizabeth Rolph or Emma Davies in the Planning Policy team as follows:

Tel: 01223 457183/457175

Email: policysurveys@cambridge.gov.uk

We look forward to receiving your comments.

Yours sincerely



David Roberts
Planning Policy Manager

Enclosures (1)
Questionnaire

Appendix F: Pre-submission Consultation Press Release

In case of enquiry contact Elizabeth Rolph
Direct Dial 01223 457183
Fax 01223 457109
E-mail Elizabeth.Rolph@cambridge.gov.uk

NEWS RELEASE

27 April 2006

GETTING INVOLVED IN THE PLANNING PROCESS

Planning plays an essential role in shaping the places where we all live, work and play. The outcomes of planning have an effect on everyone and for this reason everyone should have the opportunity to get involved in the planning process.

Cambridge City Council has produced a Draft Statement of Community Involvement. This sets out how and when they will involve the community and key stakeholders in preparing, altering and reviewing its Plans to guide future development in the City. It also explains how they will involve the community in planning applications. It sets out clear and realistic standards for community involvement, and so will enable the local community and other interested parties to influence the future development of Cambridge.

The 6 week consultation period of the Draft Statement of Community Involvement is 1st May to 12th June 2006. The document can be viewed

- Online on the City Councils website (www.cambridge.gov.uk)
- At Environment and Planning Reception at the Guildhall during normal office hours (9.00am – 5.00pm Monday to Thursday, 9.00am – 4.30pm Friday)

It can also be purchased at a cost of £8 including postage and packing (please contact the Environment and Planning Reception on 01223 457200).

This is your opportunity to influence the type of community involvement and consultation proposed. Comments should be made before 5.00pm on the 12th June 2006. The document will then be revised and further consultation carried out. An independent examination of the document will then be carried out before it is adopted by the Council.

For further information please contact the Planning Policy team by telephone: 01223 457183, or Email: policysurveys@cambridge.gov.uk

- ends

For further information, contact:

Jenny Bailey, Executive Member for Planning and Transport, tel: 07771 627870 or email: jennyb@jsquared.co.uk

John Durrant, Labour Spokesperson for Planning and Transport, tel: 07767 837054 or email: john.durrant@cambridge.gov.uk

Eric Barrett-Payton, Conservative Spokesperson, tel: 07714 191001 or email: eric.barrett-payton@cambridge.gov.uk

Elizabeth Rolph, Senior Planning Officer, Cambridge City Council, tel: 01223 457183 or email: Elizabeth.Rolph@cambridge.gov.uk

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Appendix G: Consultation Questionnaire and Summary of Results

**QUESTIONNAIRE – HOW TO CONSULT IN
THE FUTURE**



Your help would be appreciated in informing us of how you would like the City Council to consult with the local community in the future. Please could you find the time to answer the following questions.

1. How do you like to be consulted?

- By letter _____
- By email _____
- Other, please specify _____

2. In what form do you like to receive consultation material?

- Paper copies _____
- On CD _____
- A link to web based consultation _____

3. What methods do you consider would be most successful in engaging with young people, the disabled, religious, ethnic and other 'hard to reach' groups?

- Public exhibition _____
- Focus Groups/Workshop events _____
- Other, please specify _____

3. Would you be willing to attend/participate in:

- Stakeholder/Community workshops _____
- Public meetings _____

and where should such events be held?

- Central location (e.g. The Guildhall) _____
- Community Centres _____

- Schools/libraries _____

and what time of the day should such events be held?

- Daytime _____

- Evening _____

4. Are there other locations (in addition to council offices and public libraries) that ought to be used to make plans available for public viewing?

- Existing offices are sufficient _____

- Other locations are needed, please specify _____

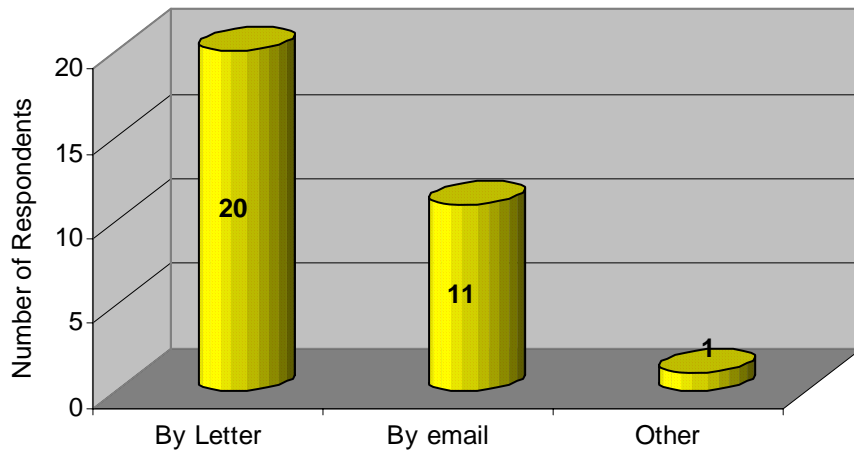
5. Do you have any other comments/suggestions on how to involve the community?

Please continue on a separate sheet if necessary

Please return completed questionnaires to the following address:

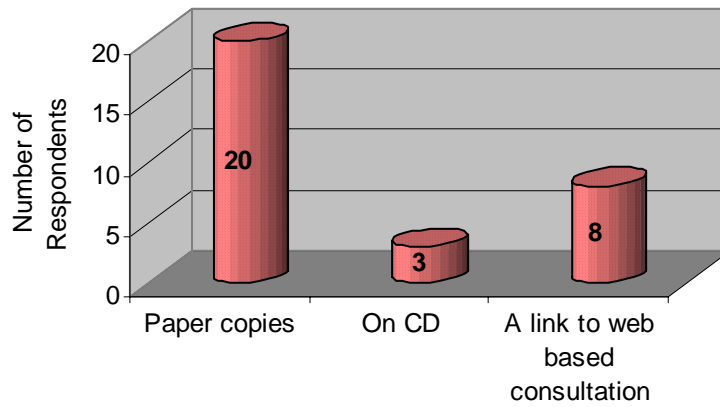
Planning Policy Team, Environment and Planning Department, Cambridge City Council, The Guildhall, Cambridge, CB2 3QJ

Q1. How would you like to be consulted?

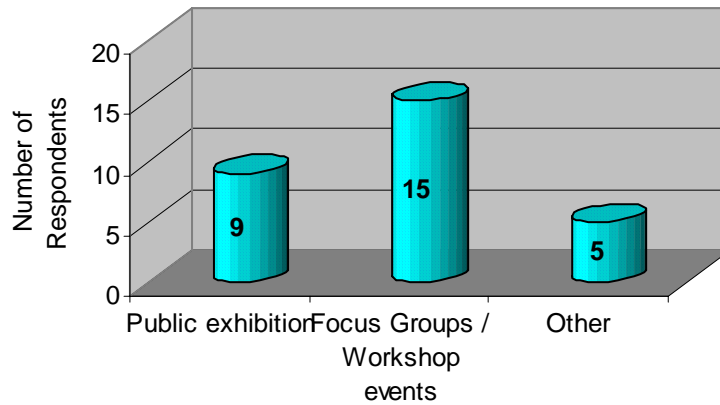


Consultees and respondents would like to be able to specify on the representation form how they would prefer to be kept informed of the progress of their representation.

Q2. In what form do you like to receive consultation material?

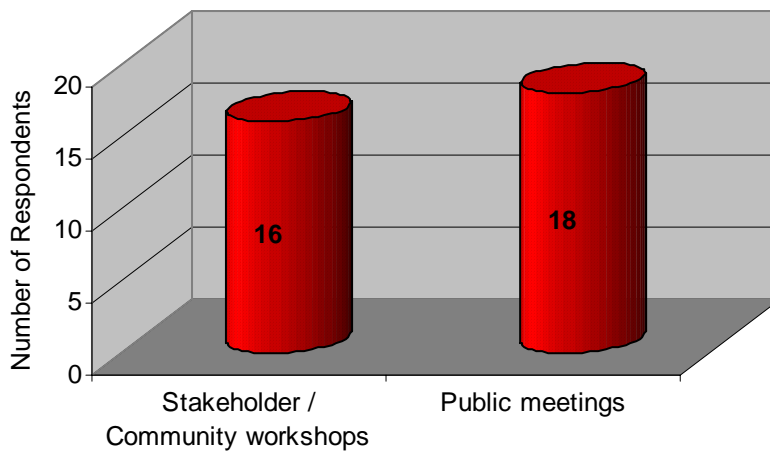


Q3. What methods would be successful in engaging 'hard to reach groups'?

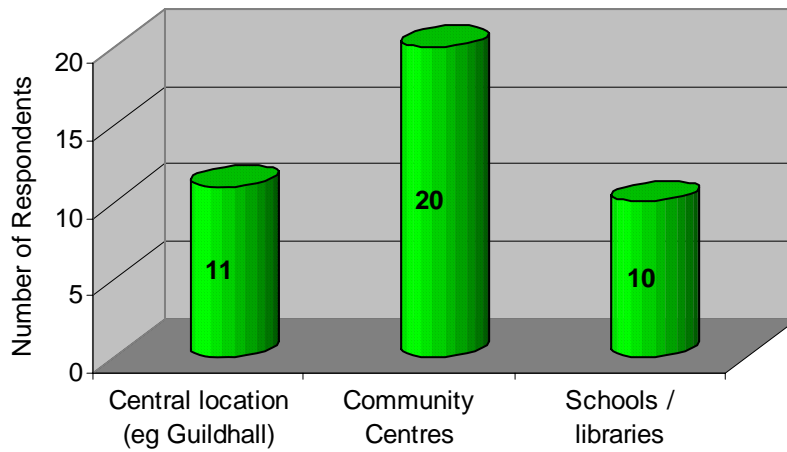


Participants thought more interactive methods of consultation would be better at engaging hard to reach groups. Some of the “other” methods put forward included visiting the homes of and groups of hard to reach people, as well as holding exhibitions in supermarkets.

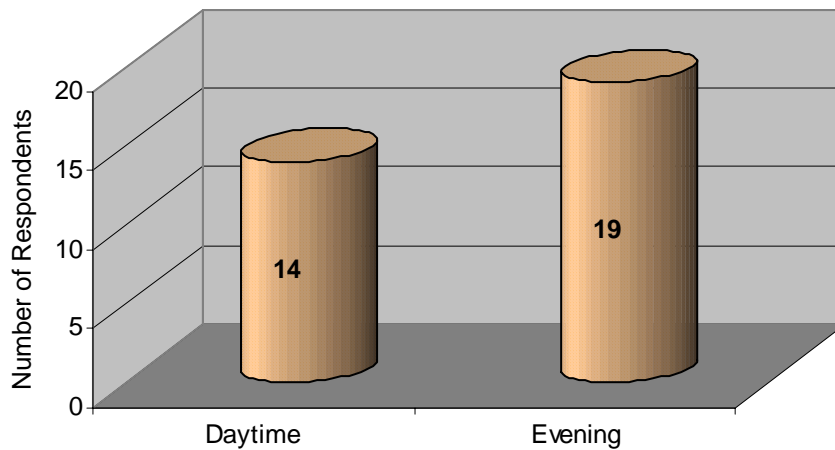
Q4. a. Would you be willing to attend?



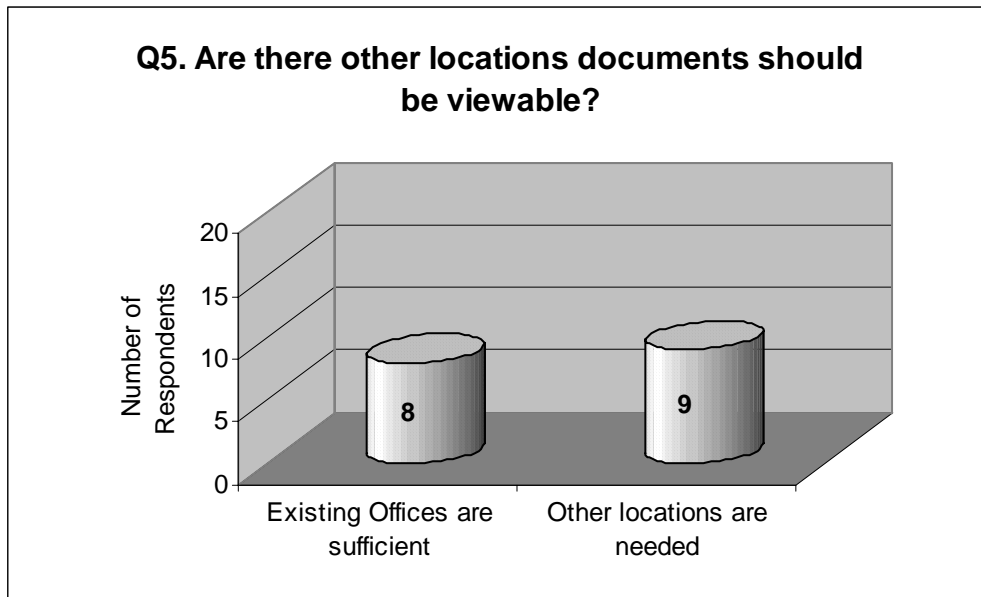
Q4. b. Where should these be held?



Q4. c. What time of day should they be held?



Workshops and public meetings both score highly as consultation methods. Of the places to hold these events, community centres emerged as the most popular over the Council's offices, schools or libraries. Also evenings appear more popular than daytime events.



These results are inconclusive; of the “other locations” suggested these include community centres, schools and churches.

Q6. Do you have any other comments/suggestions on how to involve the community?

A sample of the responses:

- A city-wide newsletter or magazine could be used to keep people up to date;
- People feel uninvolved, specifically about the results of meetings and consultations;
- There is a lack of publicity before meetings; and
- Community champions could be identified who could help mobilise interest in planning.