

Cambridge Local Plan – Towards 2031 Consultation and Community Engagement Strategy

Contents

1. Introduction
 2. Importance of consultation and community engagement
 3. Local Plan Review
 4. Duty to co-operate and joint working arrangements
 5. Who will be consulted?
 6. Methods of consultation and engagement
 7. How to comment, consideration of comments and feedback
 8. How to contact us
 9. Other sources of advice
 10. References
- Appendix 1: Consultees in the Local Plan review process

Foreword

The Local Plan is an important document for Cambridge. It sets out policies and proposals to guide future development. This strategy is an important first step in showing that the Council want to be proactive and engage as many people as possible from the outset. It is about ensuring that people have an opportunity to have their say about the planning issues facing Cambridge and how the City should develop to 2031. The approach is about being inclusive, open and transparent. A successful Local Plan can't be developed without hearing the views from people who live, work and visit Cambridge.

Tim Ward

Executive Councillor for Planning and Sustainable Transport

1. Introduction

- 1.1 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 process.
- 1.2 The planning system is plan led, which means that this involves preparing Local Plans that give guidance on what can be built where. All planning applications should be determined against policies and proposals in the Local Plan unless material considerations indicate otherwise. Given this, it is important that effective consultation and community engagement is at the heart of Local Plan preparation. This gives people the opportunity to get involved from the outset and have their say on local planning issues. This in turn can make a difference to quality of life and enhance the environment and communities that we live in.
- 1.3 This document sets out the Council's approach to consulting and engaging the community on the review of the Cambridge Local Plan. The Local Plan goes through a number of stages of preparation and it is important to clearly set out how and when people can get involved.
- 1.4 The principles set out in this document are consistent with the Council's Code of Best Practice on Consultation and Community Engagement (June 2011) and Statement of Community Involvement (September 2007). The approach and specific suggestions are also in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended in 2008 and 2009) as well as the draft Town and Country Planning (Local Planning) (England) Regulations (2012). Consideration has also been given to the Cambridgeshire Compact (2007).

2. Importance of consultation and community engagement

- 2.1 The Council has recently produced and agreed a Code of Best Practice on Consultation and Community Engagement (June 2011), and within that document states that community engagement is about listening and learning and engaging in a meaningful dialogue with residents and community groups.
- 2.2 The draft Localism Bill (December 2010) puts the community at the forefront of the planning system and contains proposals to make the system clearer, more democratic and more effective. In particular, it aims to place more influence in the hands of local people over issues that make a big difference to their lives.
- 2.3 The draft National Planning Policy Framework, which was published in July 2011, states that early and meaningful engagement and

collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and set agreed priorities for the development of the area. It is proposed that the National Planning Policy Framework will replace all Planning Policy Statements and Guidance at a national level.

2.4 As stated in the Council's Statement of Community Involvement – A Consultation Strategy for Planning in Cambridge (September 2007), there are many benefits to be gained from effective community involvement, including:

- a better understanding of how planning policies are developed;
- more focus on the priorities identified by the local community and stakeholders;
- influencing the provision of local services to meet local needs; and
- increased support for planning services and community commitment to the future of Cambridge.

2.5 Planning Policy Statement 12: Local Spatial Planning, states that involvement should be:

- appropriate to the level of planning;
- from the outset – leading a sense of ownership of local policy decisions;
- continuous – part of an ongoing programme, not a one-off event, with clearly articulated opportunities for continuing involvement;
- transparent and accessible – using methods appropriate to the communities concerned; and
- planned – as an integral part of the process for making plans.

2.6 The Council already has a good track record of involving the community in planning and it is important that this is continued and built on as part of the Local Plan review. Any form of future consultation and community engagement must adhere to the following four principal objectives set out in the Council's Code of Best Practice on Consultation and Community Engagement:

- Openness
- Accountability
- Accessibility and Inclusiveness
- Transparency

3. Local Plan Review

3.1 It was agreed at Development Plan Sub Scrutiny Committee on 22nd March 2011 that the Council would move forward with the review of the 2006 Local Plan. It was also agreed that rather than produce three separate development plan documents (Core Strategy, Development Control Policies and Site Specific Allocations), one Local Plan combining all three elements would be produced. As a result, the Local Development Scheme has been updated and a new timetable for

the preparation of the Local Plan has been agreed. For reference, an updated timetable is available on the Council's website.

3.2 The process of producing a Local Plan involves many different stages, many of which require the Council to consult with stakeholders and residents. The main stages are outlined below:

- *Preparation of Evidence Base* – in developing new planning policies, it is important to ensure that requirements are backed up by an appropriate evidence base, for example the role of the Strategic Housing Land Availability Assessment in identifying land for new housing developments. The evidence base will be collected on a range of different topics, from housing to employment, open space to renewable energy. Once completed these studies will inform the development of policy options, as well as helping to inform the allocation of land for certain types of development. This stage of work includes informal and formal consultation with a range of stakeholders, the outcomes of which will also inform the development of policy. Recent examples of public consultations on evidence base documents include the Strategic Housing Land Availability Assessment and the Open Space and Recreation Strategy.
- *Consultation on Issues and Options* – this key stage in the process provides an opportunity for local residents and other key stakeholders to have sight of and discuss a range of issues and options that are relevant to the future planning and development of the city, and will be taken forward into a draft Local Plan. Consultation will take place with a wide range of stakeholders including local residents, developers and landowners, statutory consultees, Council staff and Members. An Issues and Options document will be published for a six week period of consultation. Following on from consultation, officers will review and respond to all representations received, and these will help inform the development of a draft Local Plan.
- *Submission Draft Consultation* – The Submission Draft Consultation involves public consultation on a draft Local Plan, and will include the policies and development allocations that are considered appropriate for Cambridge, these decisions partly being informed by comments received at the Issues and Options Stage and the evidence base that has been produced to support the plan making process. The document will be made available for a six week period of consultation with local residents and other key stakeholders, and comments will be passed onto the independent Inspector appointed to examine the draft Local Plan. At this stage in the process, it is expected that the local planning authority would not make any further changes to the draft Local Plan unless any major issues not raised at previous stages of consultation come to light.
- *Submission to the Secretary of State* – Following the Submission Draft consultation, the draft Local Plan and associated documents will be submitted to the Secretary of State. This stage triggers the independent examination of the document.
- *Examination* – The Secretary of State will appoint an independent Government Inspector (from the Planning Inspectorate) to consider the

'soundness' of the draft Local Plan as part of a public examination. In determining whether or not the draft Local Plan is 'sound', the Inspector will consider the representations received during the Submission Draft Consultation, and where appropriate, individuals or organisations that submitted representations will be invited to appear at the examination. The draft National Planning Policy Framework sets out that for a plan to be considered sound it needs to have been positively prepared and that policies are justified effective and consistent with national policy. Following the examination, the Inspector will produce a report in order to determine whether or not the plan can be considered to be 'sound'. This report may include changes to the draft Local Plan where the Inspector feels that these are necessary to ensure that the plan is sound. At present Inspectors Reports are binding on local planning authorities, in other words, where changes are proposed the local planning authority must change their plan accordingly. However, proposals contained within the Localism Bill will remove this binding status from Inspectors Reports in 2012.

- *Adoption* – The final stage in the plan making process is the formal adoption of a Plan. In accordance with the Council's constitution, the adoption of the Local Plan must take place at a meeting of Full Council. Following adoption, the Local Plan will become the main document against which decisions on planning applications will be made.

4. Duty to co-operate and joint working arrangements

- 4.1 The draft National Planning Policy Framework states that public bodies have a duty to cooperate on planning issues that cross administrative boundaries, particularly those that relate to strategic priorities. Councils are required to work collaboratively to ensure that strategic priorities across local boundaries are properly co-ordinated and clearly reflected in individual Local Plans. The City Council will be expected to demonstrate evidence that it has successfully cooperated to plan for issue with cross boundary impacts when the Local Plan is submitted for examination. This could be by way of a memorandum of understanding or a jointly prepared strategy, which is presented as evidence of an agreed position. As part of examining the "soundness" of plans inspectors will be required to assess whether a plan has been prepared in accordance with the duty to cooperate.
- 4.2 Joint working between the City Council, South Cambridgeshire District Council and the County Council is already well established. In particular, the City Council and South Cambridgeshire jointly commission much of the evidence base to support Local Plan preparation because of the interaction between the two districts and to make best use of limited funding.
- 4.3 At a County level, appropriate arrangements are being put in place to facilitate the duty to co-operate on strategic planning issues across the county. In addition, joint working arrangements are also being developed between the City Council, South Cambridgeshire District

Council and the County Council in order to address strategic cross boundary issues as part of the Local Plan review process for each Council as well as addressing transport related issues.

- 4.4 As part of the above, it is anticipated that the Joint Transport and Planning Lead Member meetings as well as the Joint Transport Forum will be reviewed.

5. Who will be consulted?

- 5.1 The planning regulations (2004, 2008, 2009) establish minimum requirements for consultation and as part of the Local Plan review process, these regulations require the Council to consult several organisations called specific consultation bodies. These organisations include strategic bodies, neighbouring councils and service suppliers such as gas and water companies. These organisations are listed in Appendix 1.

- 5.2 Given the importance of the Local Plan, it is important that the Council engages with as many people and organisations as possible. The regulations allow this and require the Council to consult with general consultation bodies including business. Appendix 1 sets out the classification of general consultation bodies. The Council's Statement of Community Involvement lists the following groups to be consulted, where appropriate:

- Local Strategic Partnership
- Residents' Associations and Community Groups
- Transport/Travel Groups
- Leisure/Tourism Groups
- Business Groups
- Conservation & Environmental Groups
- Developer Groups/Landowner Groups
- Minority or Disadvantaged Groups
- Religious Groups
- Education and Training Groups
- Health Groups
- Housing Groups
- Elderly & Youth Groups
- Emergency Services
- Additional Consultees with Special Interests.

- 5.3 The above list sets out the types of groups and organisations and is not exhaustive. It is recognised that this will evolve over the period of preparing the Local Plan and change as new bodies are formed and existing ones cease to be active. Planning Services do maintain a consultation database and any organisation or group that wishes to be added to the consultation list can do so by contacting the Planning Policy team.

- 5.4 The Council is also encouraged through Planning Policy Statement 12 to undertake timely, effective and conclusive discussions with key delivery stakeholders. Many of these stakeholders overlap with the specific and general consultation bodies but for completeness a list of relevant stakeholders is set out in Appendix 1.
- 5.5 At each stage of consultation, a list of specific and general consultees will be prepared by officers and agreed by Committee prior to consultation.
- 5.6 It is worth noting, that given the scope of the Local Plan, it is proposed that at each main stage of preparation full public consultation (Issues and Options and Submission consultation) will take place in order to ensure that the Council reaches as many people and groups as possible. This will also ensure a balance of views. All residents and community groups should have the opportunity to take part in consultation activities regardless of age, gender, gender reassignment, disability, ethnicity, race, religion, belief or sexual orientation. This means that consultation is not restricted to the specific and general consultees. However, we are specifically required by the regulations to inform those consultees directly.
- 5.7 In particular, the Council is keen to involve under represented or hard to reach groups of people. This may include the following:
- Black and Minority Ethnic communities (BME);
 - Women;
 - Disabled people;
 - Lesbian, gay, bisexual and trans-gendered communities (LGTB);
 - Children, young and older people; and
 - Faith and belief groups.
- 5.8 Specific suggestions for engagement with the above groups at the main stage of preparation are set out in Table 1.

6. Methods on consultation and engagement

- 6.1 There are a variety of ways in which people and groups can get involved during the main stages of preparation. The minimum requirements for consultation and community engagement are set out in Table 1. Given the limited requirements, it is proposed that the Council is much more proactive, going above and beyond the regulations. This is in keeping with the spirit of the Localism agenda and the Council's long established approach to consultation and community engagement. Table 1 therefore sets out additional suggestions and taken together, all of the suggestions should be seen as complementary and should work alongside each other in order to reach out to as many people and groups as possible.

Table 1: Methods of Consultation

Stage of preparation	What we must do	What we can do
	Legal requirements for consultation	Further suggestions for consultation and engagement
Initial preparation and evidence gathering leading to Issues and Options	<ul style="list-style-type: none"> No specific requirement but involvement of specific and general consultation bodies, as appropriate, is advisable at this early stage. 	<ul style="list-style-type: none"> Consultation on key evidence base documents. Letters/emails sent to specific and general consultees in order to keep them informed. Produce an online newsletter outlining updates for quick reference. Hold interactive workshop sessions with Members, Internal Officers, Developers and Landowners, Residents' Associations, and other Statutory and Local Interest Groups. Workshops would be facilitated by an independent expert. 1:1 meetings with stakeholders and service providers to discuss future needs, aspirations and service/infrastructure capacity issues. Specific sessions with young people in small groups and linking with local schools. Specific advice to be taken from Community Development. Presentation and discussion at the Ethnic Community Forum and the Council's Equalities Panel.
Issues & Options Consultation	<ul style="list-style-type: none"> Consult with specific and general consultation bodies, as appropriate. 	<ul style="list-style-type: none"> Full public consultation for 6 weeks. Letters/emails informing consultees of consultation dates and how to view and respond to documents. Public notice All documents made available on the Council's website and Customer Service Centre including a small exhibition. Libraries to receive hard copies. Online newsletter Exhibitions – 4 around the city (in each area) and one centrally. These would be staffed at specific times. 1:1 meetings as appropriate with consultees.

		<ul style="list-style-type: none"> • 1:1 sessions with Residents' Associations just before/at the start of the consultation in order to going through consultation documents and advise how to respond. • Site Specific proposals – may want to send a specific letter or leaflet to local residents and businesses in close proximity to sites which may be subject to specific proposals. • Press releases advertising consultation. • Article in Cambridge Matters (subject to timescales). • Publicise on the Council's Facebook page and Twitter. • Leaflets, as appropriate. • Specific sessions with young people in small groups and linking with local schools. Specific advice to be taken from Community Development. • Presentation and discussion at the Ethnic Community Forum and the Council's Equalities Panel.
Submission Consultation	<ul style="list-style-type: none"> • Six week consultation period • All documents made available on the Council's website and Customer Service Centre. • Send to specific consultation bodies. • Inform general consultation bodies. • Public notice. • Consideration of all representations received. 	<ul style="list-style-type: none"> • Letters/emails informing consultees (including those who have requested to be notified) of consultation dates and how to view and respond to documents. • Libraries to receive hard copies. • Online newsletter • Exhibitions – 4 around the city (in each area) and one centrally. These would be staffed at specific times. • 1.1 meetings as appropriate with consultees. • 1:1 sessions with Residents' Associations just before/at the start of the consultation in order to going through consultation documents and advise how to respond. • Site Specific proposals – may want to send a specific letter or leaflet to local residents and businesses in close proximity to sites which may be subject to specific proposals. • Press releases advertising consultation.

		<ul style="list-style-type: none"> • Article in Cambridge Matters (subject to timescales). • Publicise on the Council's Facebook page and Twitter. • Leaflets, as appropriate. • Specific sessions with young people in small groups and linking with local schools. Advice to be taken from Community Development. • Presentation and discussion at the Ethnic Community Forum and the Council's Equalities Panel.
Submission to Secretary of State	<ul style="list-style-type: none"> • Submit Local Plan and associated documents including Sustainability Appraisal and the Statement of Consultation to the Secretary of State. • All documents made available on the Council's website and Customer Service Centre. • Copies of documents to be sent to specific consultation bodies. • Inform general consultation bodies and anyone requesting notification of submission that documents are available for inspection. • Public Notice. 	
Examination	<p>At least 6 weeks before the examination starts:</p> <ul style="list-style-type: none"> • Issue a Public Notice. • Publish details on the Council's website. • Notify people who made a representation of the time and place of examination and the name of the person appointed to hold the examination. 	<ul style="list-style-type: none"> • Publish all examination details including agendas, and statements on the Council's website.
Adoption	<ul style="list-style-type: none"> • Make adopted documents, adoption statement and the sustainability appraisal available for inspection and available on the Council's website. • Public Notice. • Send adoption statement to 	<ul style="list-style-type: none"> • Inform all consultees of adoption.

	<p>anyone who requested to be notified of adoption.</p> <ul style="list-style-type: none"> • Send adoption statement and document to the secretary of state. 	
--	---	--

- 6.2 It is intended that a variety of consultation methods will be used in order to make the process of consultation as accessible as possible to a wide range of stakeholders. Specific details will be agreed by councillors prior to each consultation stage.
- 6.3 Planning regulations include the requirement to prepare a “Statement of Consultation” setting out all of the informal and formal stages of consultation during the preparation of the draft Local Plan and the impact that these have had on the development of the plan. This document will allow the independent Inspector to determine the extent to which the draft Local Plan has undergone appropriate consultation.
- 6.4 An important aspect of consultation on the Local Plan will be raising awareness of the document and its importance. Useful media tools include the use of the Council’s website and Twitter feed alongside the Cambridge Matters magazine where appropriate. In particular a themed media campaign on specific issues in the run up to and during consultation periods could serve to heighten awareness. We will also investigate the merits of setting up a dedicated Local Plan Review blog as another way of keeping residents informed of progress.
- 6.5 It is also envisaged that a series of workshops for Members, residents’ associations, developers and other key stakeholders and local interest groups could be organised. These would provide an open forum for raising relevant issues and options and is an opportunity for people to have a say on the main issues at an early stage. These workshops would be facilitated by an independent facilitator to ensure a transparent process. It will be important that any such events are appropriately documented as part of the overall audit trail for the Local Plan. This documentation would include information regarding key issues and action taken as a result of the workshop process.
- 6.6 It is proposed to run a number of exhibitions around the City during the consultation period. These would include a number of display boards summarising the main content of the Plan and for those exhibitions that are staffed, this will provide people with an opportunity to speak to officers about the proposals in the Plan.
- 6.7 While the draft Local Plan will be the main focus of consultation, there are a wide range of supporting documents that will need to accompany the plan. These include evidence base documents and reports required by planning regulations, including Sustainability Appraisal, which will be subject to consultation at the same time as the draft Local

Plan, and Habitats Regulations Assessment, which will assess the impact of the draft Local Plan on internationally designated sites of nature conservation importance. All documents will be available to view on the Council's website, and the online consultation system will be used to allow people to both view and respond to the consultation online. However, it is recognised that not everyone is able to use the online consultation system, so paper copies of response forms will also be made available. Paper copies of the main consultation documents will also be made available at the Customer Service Centre (CSC), with supporting documents available on CD's that will be able to be viewed using the computers available in the CSC. Other opportunities to make documents available in other publicly accessible locations across the City will be sought.

- 6.8 While drafting the Local Plan and consultation material the use of planning jargon will be avoided, although given the technical nature of planning, this will not always be possible. In order to make documents available to as wide an audience as possible, glossaries of terms will be provided and in some cases, notably the Sustainability Appraisal, nontechnical summaries of documents will be made available. Officers will always be on hand throughout the consultation process to answer any queries that people may have on the proposals contained within the Plan.
- 6.9 Democratic decision making forms an important part of the Local Plan review process. At each stage, the main document and relevant supporting documents will be considered and agreed by Councillors prior to consultation and community engagement. Following consultation, a summary of all representations, responses and any proposed changes will also be reported to Councillors for consideration and agreement. Both Development Plan Scrutiny Sub Committee and Environment Scrutiny Committee will be the main committees for scrutiny, with a decision by the Executive Councillor for Planning and Sustainable Transport. Full Council will also need to agree the Local Plan at key submission stages.
- 6.10 In order to ensure all Councillors are aware of each stage of consultation, specific briefing sessions will be set up prior to report being made available on the Council's website. FAQs will also be circulated for information once each consultation stage commences. There will also be opportunities to inform and present information to each Area Committee.

7. How to comment, consideration of comments and feedback

- 7.1 Each stage of consultation on the Local Plan requires the submission of written or electronic comments known as representations. For convenience, the Council will make the main document available for comment online along with providing hard copies at specific reference points. Supporting documents will also be available online. Where

possible the Council tries to encourage online responses to consultation. The Council's preferred means of receiving comments is through the interactive online system via the Council's website (<http://cambridge.jdi-consult.net/ldf/>). Using the Online Form has a number of advantages. It is the fastest and most accurate method and helps us to manage representations quickly and efficiently. It ensures that representations are attached to the correct section of the consultation document. It also allows respondents to provide their own summaries to representations, which helps us avoid any risk of misrepresentation of respondent concerns. The number of respondents to planning related consultations has increased since the implementation of the online system. However, it is recognised that not everyone is able to use the online consultation system, so paper copies of response forms will also be made available. Guidance notes will also be provided to aid completion of responses.

- 7.2 The use of planning jargon within consultation documents will be minimised. However, there are elements of consultations that are guided by regulations and the requirements of the examination in public. For example, response forms need to include questions related to the tests of soundness for planning documents, and if a person objects to an element of the Plan, they need to relate this to one of the tests of soundness. In order to assist people in negotiating these regulatory requirements, guidance on the tests of soundness will be provided.
- 7.3 Once representations are received, they will be added onto the Council's online consultation system. Once all representations have been processed in this way, confirmation emails/letters will be sent to all those who have submitted representations.
- 7.4 At the end of each consultation period, all representations will be considered and analysed by officers. A response will be formulated and changes will be proposed to the document, where necessary. A summary of all representations, responses and proposed changes will be considered and agreed by Councillors prior to moving onto the next stage. Once changes have been approved, officers will respond to consultees who have submitted responses. Replies will include a response to the initial comment and any actions that the Council will take in response to these comments.

8 How to contact us

- 8.1 If you have any queries throughout the local plan review process the planning policy team can be contacted using the following email address and phone number:

policysurveys@cambridge.gov.uk

01223 457000

9 Other source of advice

- 9.1 Planning Aid for the East of England is a free voluntary service offering independent professional advice on planning matters to individuals, community groups and voluntary groups who cannot afford to pay for planning consultants. We will also investigate directly with Planning Aid the role that they might be able to play as part of the Local Plan review in assisting residents associations and individuals. Details can be found on their website:
<http://www.rtpi.org.uk/planningaid/>

10. References

- Code of Best Practice on Consultation and Community Engagement (June 2011):
<http://www.cambridge.gov.uk/public/docs/code-of-best-practice-on-consultation-and-community-engagement.pdf>
- Statement of Community Involvement – A Consultation Strategy for Planning in Cambridge (September 2007):
<http://www.cambridge.gov.uk/ccm/content/planning-and-building-control/planning-policy/local-development-framework/statement-of-community-involvement.en>
- Town and Country Planning (Local Development) (England) Regulations 2004:
<http://www.legislation.gov.uk/ukxi/2004/2204/contents/made>
- Town and Country Planning (Local Development) (England) Regulations (Amendment) Regulations 2008:
<http://www.legislation.gov.uk/ukxi/2008/1371/contents/made>
- Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009:
<http://www.legislation.gov.uk/ukxi/2009/401/contents/made>
- Town and Country Planning (Local Planning) (England) Regulations (2012):
<http://www.communities.gov.uk/publications/planningandbuilding/planningregulationsconsultation>
- Draft Localism Bill (December 2010):
<http://www.communities.gov.uk/publications/localgovernment/localismplainenglishguide>
- Draft National Planning Policy Framework:
<http://www.communities.gov.uk/publications/planningandbuilding/draftframeworkconsultation?view=Standard>

- Planning Policy Statement 12: Local Spatial Planning:
<http://www.communities.gov.uk/publications/planningandbuilding/pps12lsp>
- Development Plan Sub Scrutiny Committee on 22nd March 2011:
<http://www.cambridge.gov.uk/democracy/ieListMeetings.aspx?Committeed=184>
- Cambridge City Council's Online Consultation System:
(<http://cambridge.jdi-consult.net/ldf/>)

Appendix 1: Consultees in the Local Plan review process

Specific consultation bodies

The following specific consultation bodies must be consulted in accordance with the Act and Regulations¹. The Council will consult those it considers have an interest in a DPD or will be affected by an SPD. This list is not exhaustive and also relates to successor bodies where re-organisation occurs. Please note the Acts and Regulations may change as the Government implement changes to the Planning System (see www.legislation.gov.uk for further information).

- Regional Planning Body
- The Coal Authority
- The Environment Agency
- Natural England
- The Historic Buildings and Monuments Commission for England (English Heritage)
- The Secretary of State for Transport in relation to their functions concerning railways and highways
- A *relevant authority* any part of which is in or adjoins the area of the Local Planning Authority (e.g. South Cambridgeshire District Council, Cambridgeshire County Council, adjoining Parish Councils)
- Town and Parish Councils
- A Regional Development Agency whose area is in or adjoins the local planning authority
- Any persons to whom the electronic communications code applies by virtue of a direction given under S106(3)(a) of the Communication Act 2003
- Any person who owns or controls electronic apparatus situated in any part of the areas of the Council
- Any of the bodies from the following list who are exercising functions in any part of the area of the Council:
 - Primary Care Trust
 - Person whom a licence has been granted under Section 6(1)(b) or (c) of the Electricity Act 1989 (electricity companies)
 - Person whom a licence has been granted under section 7(2) of the Gas Act 1986 (gas companies)
 - Sewerage undertaker (i.e. Anglian Water)
 - Water undertaker (i.e. Cambridge Water)
- The Homes and Communities Agency

Relevant authorities are defined in the act as:

- A Local Planning Authority
- A County Council
- A Parish Council
- A Police Authority

¹ Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009

General consultation bodies

The following general consultation bodies are defined in the Act and Regulations:

- Voluntary bodies, some or all of whose activities benefit any part of the local authority's area
- Bodies that represent the interests of racial, ethnic or national groups in the local authority's area
- Bodies that represent the interests of religious groups in the authority's area
- Bodies that represent the interests of disabled persons in the authority's area
- Bodies that represent the interests of persons carrying out business in the local authority's area

Did you know?

We also have an LDF contact database that includes a range of other individuals, groups and organisations who are consulted in the preparation of Local Development Documents when the Council considers appropriate.

Let us know if you'd like to be included on the database by emailing us on policysurveys@cambridge.gov.uk. If there is a specific topic or document that you are interested in, let us know.

Relevant delivery agencies

Planning Policy Statement 12 on Local Spatial Planning identifies relevant delivery agencies that should be involved early on in the production of the Local Development Framework. They include:

- Regulatory agencies: The Environment Agency, English Heritage, Natural England;
- Physical infrastructure delivery agencies: the Highways Authority (i.e. Cambridgeshire County Council), Highways Agency, utilities companies, Network Rail, public transport providers, airport operators;
- Social infrastructure delivery agencies: local authority education department (i.e. Cambridgeshire County Council), social services, Primary Care Trust, acute hospital trusts, strategic health authority, the police, charities, non-government organisations
- Major landowners
- House Builders, the Homes and Communities Agency and other developers
- Minerals and waste management industries