



# Tameside Statement of Community Involvement



# Introduction

Planning makes sure that the right development happens in the right place at the right time, benefitting communities and the economy. This Statement of Community Involvement (SCI) sets out how Tameside Council will consult and involve people in planning, both when developing and reviewing planning documents, and in the planning application process.

Our approach to community involvement is undertaken in line with regulatory requirements and considers the advice of government, including that within the National Planning Policy Framework and planning guidance<sup>1</sup>. It has been adapted over time in response to feedback and the challenges presented by the coronavirus pandemic.

Our aim is that by involving people early in the planning process we can try to understand relevant issues at the outset, and seek to resolve objections prior to either the examination of a plan or the determination of a planning application.

This approach of early and effective engagement is supported by national planning policy and government guidance.

<sup>1</sup> Consultation and pre-decision matters (as update April 2022) and Plan Making  
[Consultation and pre-decision matters - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/consultation-and-pre-decision-matters) and [Plan Making Plan-making - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/plan-making)



# Plans

We prepare plans to set out policies to guide growth in the borough, being clear where certain types of development will be encouraged, where land will be protected for certain reasons and outline the things which applicants will need to consider when they submit an application for planning permission.

Tameside wants to help people to have a greater role in shaping their local area and their local plan. When preparing a plan there are various stages where there is opportunity to provide feedback through consultation.

If you would like to add your details to our database of contacts to be notified of when future plan making consultations happen, please register [here](#)<sup>2</sup>

There are two types of plan that we prepare, Development Plan Documents and Supplementary Planning Documents, and details as to who, when and how people will be involved in each are provided below.



<sup>2</sup> <http://www.tameside.gov.uk/planning/ldf/sci>



# Development Plan Documents

Development Plan Documents are documents that are subject to an examination in public. Once adopted these are the documents against which planning applications are assessed and planning decisions should be made in accordance with these documents unless material considerations indicate otherwise.

## Places for Everyone

Nine of the ten Greater Manchester authorities (Bolton, Bury, Manchester, Oldham, Rochdale, Salford, Tameside, Trafford and Wigan) have prepared 'Places for Everyone', which provides the overarching framework to strategically manage sustainable growth and development across the boroughs up to 2039.

Places for Everyone is, at the time of writing, subject to an ongoing examination. The examination is the final stage in the plan making process before potential adoption. Three inspectors have been appointed by the Planning Inspectorate to examine the plan to assess whether the submitted plan meets the tests of soundness which are defined within the National Planning Policy Framework and whether it meets other relevant legislative requirements.

## Homes, Spaces, Places

Additionally, Tameside is preparing Homes, Spaces, Places, which will be the final part of the borough's Local Plan and will set out more detailed local policies, including both strategic and non strategic policies, as appropriate, reflecting local circumstances. Homes, Spaces, Places, alongside Places for Everyone and the Greater Manchester Minerals Plan and the Greater Manchester Waste Plan, are collectively intended to be the boroughs' Local Plan.

## Who will we involve?

- **Specific consultation bodies** – these are organisations which are detailed in regulation, a number of which are the government's advisory bodies or are parties responsible for providing infrastructure and utilities for example. A detailed list is provided in Appendix 1.
- **General consultation bodies** – these are typically community and voluntary bodies and those representing different interest groups.
- **Elected representatives** – Elected Members, Members of Parliament and the Mayor of Greater Manchester.
- **The general public** – those who live in, work in or visit the borough.
- **Businesses** – those with business interests in the borough.
- **Landowners, developers and agents** – those with a direct interest in the borough.
- **Duty to Cooperate bodies** – such as neighbouring councils. A detailed list is provided in Appendix 1.



# Development Plan Documents

## When will we involve them?

- At the **start of the process**, asking what the plan should contain and identifying the relevant local issues and the evidence needed.
- During preparation, as appropriate, to confirm the issues and develop options to address them, review policy approaches, and to request comments on a draft plan during a specified period of consultation.
- At **publication of a draft plan**, when we publish the proposed submission version of the plan a formal period of consultation will take place on the soundness of the plan and whether it meets legal requirements. Representations from individuals and organisations made at this stage are taken through for consideration at the examination.
- From **submission**, when the draft plan is submitted to the Government, the Secretary of State will appoint an Inspector to undertake an examination of the submitted plan. Those who have made representations at the previous stage will be invited to take part in the examination which may include further consultation on proposed modifications to the plan.
- At **adoption** the Council will notify of adoption of the plan.

## How will we involve them?

The Council will consider using a range of consultation methods and activities (a number of which are specified by regulation) selecting from the following list as appropriate for the consultation stage and nature of the plan being prepared:

- **Documents:**
  - **Electronic copies** of the plan, proposals map, integrated assessment and other background documents made available on the Council's website.
  - A **paper copy** of the **plan, proposals map** and **integrated assessment** made available at the Council's main reception.
  - **Paper copies** of the **plan** and **proposals map** made available at all Tameside Council libraries.
- Use a **range of online engagement methods** that could include social media posts, online news items and Council newsletters to publicise consultations.
- **Emails and letters** sent to registered parties on the planning policy database of contacts.
- **Media items** in local newspapers, use formal press notices, posters and flyers as appropriate, displayed in prominent public spaces.
- **Display site notices** at or near sites.
- **Presentations** at established public meeting cycles.
- **Stakeholder discussions.**
- **Drop-ins, exhibitions and workshops.**
- **Other alternative methods** of physical and/or virtual engagement, as considered appropriate.

# Supplementary Planning Documents

Supplementary Planning Documents are not subject to independent examination and are not policy themselves, but instead provide further guidance about how plans will be implemented and may for instance provide advice on the design of housing or how trees should be considered within development sites.

## Who will be involved?

The Council will seek to encourage involvement from a wide range of bodies and organisations, individuals, businesses and other stakeholders as it considers appropriate. The nature of involvement will largely be dependent on the document's content where, for site-specific Supplementary Planning Documents, the Council will for instance seek to engage with and notify those that are considered to be more directly affected or likely to have a particular interest.

## When will we involve them?

There are no set stages during development of a Supplementary Planning Document as to when consultation is required to take place, although it is likely that the Council will engage with a range of stakeholders and residents throughout this process. The nature of that engagement will be reflective of the content of the proposed Supplementary Planning Document. This will however culminate in a formal consultation stage once a draft of the Supplementary Planning Document has been written and this will be made available for comment.

## How will we involve them?

The Council will consider using a range of consultation methods and activities (a number of which are specified by regulation) selecting from the following list as appropriate for nature of the plan being prepared:

- **Documents:**
  - **Electronic copies** of the Supplementary Planning Document and other relevant background documents made available on the Council's website.
  - **Paper copies** of the Supplementary Planning Document made available at the Council's main reception and at all Tameside Council libraries.
- **Emails and letters** sent to registered parties on the planning policy database of contacts.
- Use a **range of online engagement methods** that could include social media posts, online news items and Council newsletters to publicise consultations.
- **Other** - Alternative methods of physical or virtual engagement as considered appropriate.



# Neighbourhood Plans

Neighbourhood Planning<sup>2</sup> gives communities the opportunity to develop a shared vision for their neighbourhood and shape the development and growth of their local area. The Neighbourhood Plan<sup>3</sup> or Neighbourhood Development Order forms part of the 'development plan' for an area and is used by the Council in determining planning applications.

Neighbourhood Plans are led by a 'qualifying body' which can be either a parish or town council or a recognised neighbourhood forum that has applied to the Council to obtain that status. The Council has a duty to advise and assist the neighbourhood forum or parish/town council during plan preparation.

Communities set out a vision and the neighbourhood forum or parish/town council should engage and consult with the neighbourhood they seek to represent during the development of their plan<sup>4</sup>.

They also have a duty to engage with consultation bodies whose interests it considers may be affected by their plan. Neighbourhood plans need to be consistent with other elements of the development plan for an area and are subject to an examination conducted by an inspector. Tameside as Local Planning Authority has a specific role in the preparation of a neighbourhood plan and will assist in the development of Neighbourhood Plans by:

- Publicising the application for designation of a neighbourhood forum and neighbourhood plan area, where required.
- Provide evidence and professional advice, including advice on local and national planning policy and signposting to useful websites and resources.
- Engage with the forum or parish/town council and provide comments on their draft plan.
- Work with the forum or parish/town council to publicise the statutory steps in the development of the Neighbourhood plan
- Organise the independent examination.
- Publicise the examiner's report and plan proposal decision.
- Organise the public referendum (the vote by the local community to make the plan or Order).
- Publicise the making of the neighbourhood plan or Order.

Further guidance and advice on Neighbourhood Planning in Tameside can be found on the Council's website<sup>5</sup>.

<sup>2</sup><https://www.legislation.gov.uk/ukxi/2012/637/contents>

<sup>3</sup>Neighbourhood planning - GOV.UK ([www.gov.uk](http://www.gov.uk))

<sup>4</sup>see [regulation 14](#) and [regulation 21](#) of the Neighbourhood Planning (General) Regulations 2012 (as amended). The consultation bodies are set out in [Schedule 1](#) to the Regulations.

<sup>5</sup><https://www.tameside.gov.uk/neighbourhoodplanning>

# Planning Applications

## Introduction

The construction of most new buildings, changes to existing buildings or to the local environment needs planning permission. The council's Development Management Team is responsible for processing all planning and related applications and consultation is an integral part of the process.

The minimum legal requirement for public consultation is set out in legislation. The following sections set out the measures the council will undertake to consult the community on development proposals, where the legal minimum will often be exceeded.





# Pre-Application Discussions

The National Planning Policy Framework states that good quality pre-application discussion enables better coordination between public and private resources and improves outcomes for communities. The aim is to encourage discussion with a range of stakeholders, to enable the submission of high quality development schemes that are dealt with quickly. Developers are therefore encouraged to contact the council prior to the submission of an application to discuss their proposal.

The Council offers a chargeable pre-application service. Using this service will help prospective applicants be clear as to the information required when their application is submitted, provide an overview of relevant policies and the planning merits of a proposal. It will also help to identify the main constraints to consider and if any additional advice or planning contributions will likely be required. Further detail can be found here<sup>7</sup>:



<sup>7</sup> <https://www.tameside.gov.uk/planning/preapplications>

Where the council considers that a proposal is likely to generate a significant level of public interest, developers are encouraged to engage in consultation with the local community prior to submission. This will raise awareness of proposals prior to formal consideration and enable developers to take the views of local people on board. Details of how consultation with the local community has assisted in shaping an application should be submitted with the application.

Small scale developments such as house extensions will generally not require formal pre-application community involvement, but applicants are encouraged to discuss their proposal with neighbours and people who are directly affected, before an application is submitted.



# Publicity for Planning and Related Applications

There are a variety of different applications that the council deals with, where different types and scale of development will result in different methods of publicity and interest from the public. The Council will use the following methods to publicise applications (where necessary):

- Weekly list of applications received
- Notices in the local press
- Site notices
- Letters to neighbours

All application documents can be viewed on the Council's website. Computers are available at local libraries to view the website.

Community consultation will vary between providing for general publicity with the wider community and more targeted consultation where a proposed development could have an impact on an individual or set of individuals neighbouring a site. The following sections set out the minimum measures the council will undertake.

## Applications for Planning Permission

Legislation requires all applications for planning permission to be advertised by way of either a site notice or a letter notifying all adjoining properties of the development. The exact details of who and how to notify is left to the council and can vary significantly. Planning applications that attract the most public interest tend to be large scale or have the potential to adversely affect residential amenity. Different levels of public consultation are set out below to reflect this.

## Householder Applications

Applications for householder development are amongst the smallest but can have the potential to affect the amenity of neighbours. All householder development will be advertised by way of a letter sent to all properties that are adjacent to the application site (not including those separated by a road) and a site notice if the owner of an adjacent site cannot be identified.

## Applications for Major Developments, Applications including Environmental Impact Assessment and Applications not in accordance with the Development Plan

These applications are generally some of the most controversial that the council will deal with. Legislation requires consultation by way of a notice in the local press, and either a letter to all adjoining properties or a site notice. Given the nature of the proposals, all properties adjacent to an application site will be consulted by letter as well as the display of a site notice and notice in the press. Wider consultation may be appropriate for larger or more controversial developments.

## Applications for Telecommunications Apparatus (including prior notification)

All properties adjoining and directly opposite a site will be consulted by way of letter and a site notice will be displayed.



# Publicity for Planning and Related Applications

## All Other Planning Applications

All other planning applications will be publicised by way of a letter to adjacent properties. Where the owner of an adjacent property cannot be identified, a site notice will be displayed.

## Applications for Listed Building Consent and Applications for Planning Permission that Would Affect the Setting of a Listed building or Conservation Area

Legislation requires these applications be publicised by a notice in the local press and a site notice. In addition, applications will be advertised as 'all other planning applications' above.

## Submission of Amendments to Applications

With the exception of applications subject to an environmental impact assessment, it is up to the council to decide whether further publicity and consultation is necessary when additional information or amendments are submitted whilst a proposal is under consideration. If an application is amended in this way and the council decides further consultation is necessary, anyone who was originally notified, additional households who have made representations and those who would be newly affected by the revisions will be notified by way of letter and/or site notice and given 14 days to comment.

For applications subject to an Environmental Impact Assessment, legislation requires that the application be publicised for a period of 30 days where additional environmental information is received.

## Minor Material Amendments

These applications are effectively for full planning permission under section 73 of the Town and Country Planning Act 1990. Consultation on minor material amendments will be the same as for other planning applications.

## Non Material Amendments & Discharge of Conditions

There are no statutory requirements to consult with the public on these applications. As they relate to the agreement of details post decision, no notification will be undertaken.

## Applications for Advertisement Consent

There is no requirement to consult on these applications and in general they attract little public interest. Consultations on applications for advertisement consent will be by way of a site notice unless the application is in a conservation area and/or it is for an illuminated advertisement opposite residential properties. In these cases, affected properties will be consulted by letter.

## Applications for Certificates of Existing Lawful Use

These applications are to establish whether planning permission is required to retain a building or use. As it is a question in law, no public consultation will be undertaken. However, in certain circumstances, it may be useful to consult for the purposes of gathering evidence.

# Publicity for Planning and Related Applications

## Applications for Certificates of Proposed Lawful Use

These applications are to establish whether planning permission is required to carry out a development or change of use. It is a question in law and so no public consultation will be undertaken.

## Applications for Consent to Undertake Works to Protected Trees

There is no statutory requirement to advertise these applications and so no notification will be undertaken.

## Applications for Prior Notification for Larger Householder Extensions

The council is required to notify occupiers of adjoining dwellings on these applications.

## Applications for Prior Notification – Change of Use

Legislation requires that these applications are publicised by site notice or by notifying adjoining properties.

## Applications for Prior Notification – Demolition

There is no requirement for the council to publicise these applications, although the applicant is required to display a site notice. As the council has only limited time to determine applications for demolition, no public consultation will be undertaken.

## Applications for Prior Notification – Agriculture

There is no requirement for the council to publicise these applications, and given the limited time within which a decision must be issued, no public consultation will be undertaken.

## Applications to be determined by Speaker's Panel

Where an application is to be determined by Speaker's Panel, notification letters will be sent to all those who have made representations advising them of the arrangements.

## Acknowledgement of Representations and Notification of Decisions

No acknowledgement letter will be sent in relation to representations received, even if one is requested. All decisions are available to view on the Council's website, so no notification will be sent. The case officer can also be contacted.



# Resources

Community involvement has resource implications but the Council nonetheless recognises that investing in it can help minimise future costs by avoiding as far as possible the need for lengthy and controversial decision and plan-making processes.

The level of community involvement for both plan preparation and Development Management related work that is identified in this SCI is considered to be realistic and sufficiently targeted to enable the Council to achieve its requirements for community involvement. The requirements for community involvement as set out in this SCI can largely be met through existing internal staffing resources.

There may however be specific circumstances in which the Council will need to consider assigning additional resources to cover the costs of further assistance. Additionally, officers will continue to work closely with colleagues and partner organisations to adopt a positive approach to involving external groups and individuals and will utilise existing networks linked to other Council plans and strategies.



# Monitoring and Review

The Statement of Community Involvement has and will be reviewed in the future. The continuing aim is to learn from experience and to find ways to improve on the arrangements and processes set out.

The Council will continue to evaluate its consultation processes in terms of resources used and responses received. The Council will also assess the effectiveness of various community involvement techniques used in order to review the appropriateness of those methods and procedures. Amendments required as a result of any future changes will manifest in revision of the Statement of Community Involvement as appropriate.



# Appendix 1 | Consultees

Please note the below lists are not exhaustive and the Council will apply its discretion where appropriate particularly in relation to successor bodies where reorganisations occur.

## Duty to Cooperate Bodies:

- Civil Aviation Authority;
- Environment Agency;
- Historic England;
- Homes England;
- The Marine Management Organisation;
- Natural England;
- The Office of Rail and Road;
- Greater Manchester Integrated Care Partnership;
- Tameside Local Highways Authority;
- Transport for Greater Manchester; and
- National Highways.

Above is a list of the relevant agencies that are to be engaged in addition to any neighbouring local planning authority or other local planning authorities with which there is a cross boundary matter.

- Local Enterprise Partnerships
- Local Nature Partnerships

The above two bodies are not subject to the requirements of the duty. However local planning authorities that are subject to the duty must cooperate with them and have regard to their activities when preparing Local Plans, provided their activities are relevant.

## Specific Consultation Bodies

The following will be consulted in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012 and subsequent amendments. Sustainability Appraisal, Strategic Environmental Assessment and Habitats Regulations Assessment legislation refers to the Statutory Consultees who are shown in bold in the list below:

- **Environment Agency;**
- **Historic England;**
- **Natural England;**
- Oldham Council;
- Stockport Metropolitan Borough Council;
- Manchester City Council;
- High Peak Borough Council;
- Derbyshire County Council;
- Mossley Town Council;
- Tintwistle Parish Council;
- Charlesworth Parish Council;
- Chisworth Parish Council;
- Saddleworth Parish Council;
- Mayor of Greater Manchester;
- Derbyshire Police and Crime Commissioner;
- National Highways;
- Homes England;
- Network Rail;
- Peak District National Park Authority;
- Transport for Greater Manchester



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- Greater Manchester Integrated Care Partnership;
  - The Coal Authority;
  - The Marine Management Organisation;
  - United Utilities;
  - Relevant electricity and gas companies;
  - Relevant telecommunications companies; and
  - Manchester Airport<sup>6</sup>

## General Consultation Bodies

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

## Other Consultees

To ensure robust consultation and enable early engagement in the planning document production process the Council will continue to consider the need to consult, where appropriate, with those it has historically consulted, including with a wide variety of groups, individual business interests on the existing planning policy database of contacts.

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<sup>6</sup>Town and Country Planning (Local Planning)(England) Regulations 2012 stipulate who are specific consultation bodies, this does not include Manchester Airport, they are however included here due to their sub regional role.

