



<b>Report To:</b>	<b>EXECUTIVE CABINET</b>
<b>Date:</b>	29 June 2016
<b>Executive Member/ Reporting Officer:</b>	Councillor John Taylor, Deputy Executive Leader Damien Bourke, Assistant Executive Director – Development, Growth and Investment
<b>Subject:</b>	<b>STATEMENT OF COMMUNITY INVOLVEMENT CONSULTATION</b>
<b>Report Summary:</b>	The current Statement of Community Involvement (SCI) was adopted by the Council in 2006 as a result of the changes brought in by the Planning and Compulsory Purchase Act 2004. Since that version of the document was adopted there have been a number of procedural changes to how planning documents are prepared. It is now important to publish a revised SCI that reflects these changes to statutory process.
<b>Recommendations:</b>	<ol style="list-style-type: none"> <li>1. That the content of this report is noted</li> <li>2. That approval is given to consult on the draft SCI for a period of 4 weeks.</li> <li>3. That the outcome of the consultation process and any resulting amendments to the SCI are reported back to Executive Cabinet on 31 August 2016 for formal adoption.</li> </ol>
<b>Links to Community Strategy:</b>	Community engagement is an essential part of the community strategy and therefore the emphasis of this in relation to plan making and decision taking is important.
<b>Policy Implications:</b>	The revised Statement of Community Involvement brings the Council's planning consultation guidance up-to-date.
<b>Financial Implications: (Authorised by the Section 151 Officer)</b>	There are no direct financial implications as a result of this report, Any costs incurred as a result of the consultation will be met from the service area.
<b>Legal Implications: (Authorised by the Borough Solicitor)</b>	<p>An Equality Impact Assessment Scoping document has been prepared and is appended to the report. There are no identified adverse impacts arising from the assessment.</p> <p>The production of the SCI and the process for consultation and adoption is considered to satisfy the requirements of the Planning and Compulsory Purchase Act 2004 and the associated regulations.</p>
<b>Risk Management:</b>	By not adopting the Statement of Community Involvement the Council would be acting contrary to the requirements of the Planning and Compulsory Purchase Act 2004 and subsequent revisions.
<b>Access to Information:</b>	<p>The background papers relating to this report can be inspected by contacting the report writer, Paul Moore:</p> <p> Telephone:0161 342 3108</p> <p> e-mail: paul.moore@tameside.gov.uk</p>

## **1.0 BACKGROUND**

- 1.1 Consultation in the planning process is vital. It can bring significant benefits by:
- Strengthening the evidence base for plan making and decision taking;
  - Ensuring community commitment to the future development of an area;
  - Promoting regeneration and investment; and
  - Increasing ownership and strengthening delivery.
- 1.2 The current Statement of Community Involvement (SCI) was adopted and published in 2006 in order to comply with the requirements of the Planning and Compulsory Purchase Act 2004.
- 1.3 Since that version of the SCI was published there have been a considerable number of changes to planning legislation that have altered the way in which consultation on plan making should be undertaken:
- The Conservation of Habitats and Species Regulations 2010
  - Town and Country Planning (Local Planning) Regulations 2012
  - National Planning Practice Guidance 2014
  - Town and Country Planning Development Management Procedure Order 2015
- 1.4 It is timely that a revision of the SCI is undertaken because it needs to reflect the up-to-date approach which is needed for consultation on both the Tameside Local Plan and the Greater Manchester Spatial Framework (GMSF).
- 1.5 The objective of the revised SCI is to provide clear and concise guidance on how, who and when consultation will take place on these planning matters.
- 1.6 The following sections of the report cover the approaches to consultation on planning policy and planning applications.

## **2.0 CONSULTATION ON PLANNING POLICY**

- 2.1 The revised SCI brings the Council's approach to planning policy consultation up to date and incorporates the approach required for consultation on the Greater Manchester Spatial Framework.
- 2.2 The revised document establishes how consultation will take place at each stage of plan preparation, what material will be available and how to access it. Approaches may include traditional consultation methods such as direct letters, notices, press releases, meetings and events through to more electronic orientated mediums such as email, the Council's website and social media.

## **3.0 CONSULTATION ON PLANNING APPLICATIONS**

- 3.1 The SCI also covers how the Council will approach community involvement and statutory body engagement in the Development Management process, i.e. how the general public and specific statutory bodies are consulted on planning applications.
- 3.2 This is particularly important for the Council in order to identify the clear process for:
- Advertising applications;
  - Notifying neighbours;
  - Placing site notices;
  - Identifying how and when to comment; and
  - Identifying how to view application documents.

- 3.3 It is important that clear guidance is established and adhered to in order to reduce the likelihood of complaints relating to application consultations and the potential for referral to the Local Government Ombudsman.
- 3.4 Therefore the SCI sets out what members of the public and statutory bodies can expect in terms of consultation process for planning applications.

#### **4.0 CONSULTATION ON THE DRAFT SCI**

- 4.1 Consultation on the Draft SCI will take place immediately following the decision date. Consultation will run for a period of four weeks, therefore covering period 1 July to 29 July 2016. There is no statutory period specified for consultation so a four week period for consultation is considered appropriate.
- 4.2 Consultation methodology for the draft document has been discussed with the Policy and Communications Team and it has been agreed that it will involve the following:
- Direct email or letter to all contacts on the Planning Policy Local Plan database;
  - Press notice;
  - Press release;
  - Website content including contact detail and downloadable resources;
  - Use of the Council's 'Big Consultation' web portal; and
  - Deposit of documents at Libraries and the customer contact centre.
- 4.3 A copy of the draft consultation letter is included at **Appendix 2**.
- 4.4 All comments received will be assessed and any implications included in the final report back to the Executive Cabinet leading to adoption of the SCI by the Council.

#### **5.0 EQUALITIES IMPACT ASSESSMENT**

- 5.1 The SCI draft document and consultation methodology has been subject to an Equalities Impact Assessment (EIA) in order to ensure that both elements are equality compliant. A copy of the EIA is attached at **Appendix 3**.

#### **6.0 RISKS**

- 6.1 There are risks associated with the current adopted SCI for both plan making and decision-taking as it is out of date and should be updated to reflect the changes to plan making regulations since 2004 and to establish clear guidance on public and stakeholder involvement in the decision-taking process.
- 6.2 With the emergence and accelerated work programme for the GMSF it is important that a revised SCI is consulted on and adopted before the next period of consultation which is currently scheduled for late 2016.
- 6.3 In terms of decision taking on planning applications there is a clear risk to the Council if a clear and transparent process is not set out on how the authority will engage in notification and consultation with the general public and statutory bodies.

#### **7.0 CONCLUSION**

- 7.1 Given the broad range of changes to the planning system since 2004 it is timely that a revision of the Council's Statement of Community Involvement is undertaken. Therefore the

document at **Appendix 1** 'Consultation Draft Statement of Community Involvement 2016' is attached for information.

## **8.0 RECOMMENDATIONS**

8.1 As set out at the front of the report

# **Consultation Draft**

# **Statement of Community Involvement**



# Statement of Community Involvement

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Version	Report Status	Prepared By	Approved By	Issued To
1.8	Cons Draft 17.06.16	GH/SP/JD	PT	-

# 1.0 Introduction

- 1.1 Planning ensures that the right development happens in the right place at the right time, benefitting communities and the economy. It plays a critical role in identifying what development is needed and where, what areas need to be protected or enhanced and in assessing whether proposed development is suitable<sup>1</sup>.
- 1.2 The Statement of Community Involvement (SCI) sets out how Tameside Council will involve people in preparing and revising local planning documents and making decisions on planning applications.
- 1.3 The aim is that by achieving greater community engagement throughout the planning process the Council's stakeholders and other organisations will have an active involvement in identifying and addressing the main planning issues, and in the development of planning policies and proposals. In this way it is hoped that many objections will be resolved prior to the independent examination of local plans, and prior to the determination of planning applications.
- 1.4 This SCI highlights the importance of communities in planning. The Council will follow the guidelines and requirements set out in the following pages, monitoring and updating them when appropriate.
- 1.5 The Council recognises that community involvement can bring significant benefits:
  - **Strengthening the evidence base for plans, strategies and planning decisions**
    - stakeholders and local communities bring a different perspective to planning and are valued for their expertise, opinions and insight.
  - **Community commitment to the future development of an area**
    - local people make a difference in their area, with long-term benefits.
  - **Promoting regeneration and investment**
    - by publicising proposals and inviting the involvement of stakeholders and local communities, the Council demonstrates its commitment to joint working to achieve better quality results.
  - **Ownership and strengthening delivery**
    - many elements of local planning require joint working between the Council, local communities and stakeholders. The Council believes that involving communities at an early stage of document preparation helps to resolve issues and achieve a common commitment.
- 1.6 The Council is required to publish a SCI detailing how they will engage local communities, this is set out in the Planning and Compulsory Purchase Act 2004. In

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<sup>1</sup> Plain English Guide to the Planning System, Department for Communities and Local Government, January 2015

addition there are a number of regulations and guidance documents which set specific requirements for the Council to follow, detailed in Table 1 below.

<b>Legislation / Guidance</b>	
<b>Planning and Compulsory Purchase Act 2004</b>	For Local Plan making including for a Statement of Community Involvement (Section 18).
<b>Development Management Procedure Order 2015</b>	Sets out the statutory provisions for consultation on planning applications and specific bodies to be consulted depending on the type of planning application.
<b>Town and Country Planning (Local Planning) (England) Regulations 2012</b>	For Local Plan making, including consultation and consideration of representations, including submission, examination and publication requirements. (Regulations 4, 5, 12, 13, 17, 18, 19, 20, 35 and 36).
<b>Planning Practice Guidance</b>	Sets out who should be involved in preparing a Local Plan.
<b>Environmental Assessment of Plans and Programmes Regulations 2004</b>	Sets out consultation requirements (Regulation 13) and post adoption requirements (Regulation 16).
<b>The Conservation of Habitats and Species Regulations 2010</b>	Sets out requirements for consultation with regard to Habitats Regulations Assessment (Chapter 8).

**Table 1 Summary of the relevant Acts, regulations and guidance documents in relation to requirements to engage local communities in the planning process.**

- 1.7 This SCI is a revision to the previous edition adopted by the Council in 2006 and is needed to reflect changes brought about by the above legislative and regulatory requirements as well as changes to the Council's own systems and available resources. This SCI is not subject to independent examination as was required for the SCI it will replace and nor is it subject to an additional sustainability appraisal.
- 1.8 When preparing Local Development Documents or determining planning applications the Council must comply with the community engagement requirements set out in the adopted SCI.



## 2.0 Planning Policy

- 2.1 The Council wants to give local people a greater role in shaping their local area, and the provisions of the Localism Act and the National Planning Policy Framework (NPPF) gives the boroughs communities the opportunity to get more involved in the preparation of planning documents, together with new powers to help shape their neighbourhoods.
- 2.2 The Local Planning Authority is responsible for new plan making with the following section of the SCI setting out the consultation methods and opportunities for community involvement during the processes of policy making. The Council will always comply with the statutory minimum requirements prescribed by legislation, although in many cases it will go beyond this.

### 2.3 National Planning Policy Framework

The NPPF, introduced in March 2012, sets out the Government's planning policies for England and how these are expected to be applied. The Framework acts as guidance for Local Planning Authorities in preparing plans and making decisions on planning applications. Additional advice is provided in the Planning Practice Guidance (PPG).

- 2.4 When preparing policies in Development Plan Documents (DPD), they must be broadly consistent with the NPPF and PPG, being supported by appropriate evidence.

### 2.5 The Development Plan

- 2.6 The Development Plan for Tameside comprises various Local Development Documents (LDD) of which there are two main types;

- Development Plan Documents (DPDs) are documents that have been subject to independent examination and testing. Once adopted these are the documents against which planning applications are assessed. Planning decisions must be made in accordance with these documents unless material considerations indicate otherwise.
- Supplementary Planning Documents (SPDs) are not subject to independent examination and are not policy themselves, but they do provide guidance on how the DPD's will be implemented and are a material consideration in determining planning applications.

- 2.7 The current Development Plan for Tameside comprises of the following DPDs;

- Unitary Development Plan

- Unitary Development Plan Proposals Map
- Greater Manchester Joint Minerals Plan
- Greater Manchester Joint Waste Plan

2.8 When preparing a LDD the Council should comply with the requirements set out within the adopted SCI. The Council's intentions on the production of future DPD or SPD, including the timetable for doing so, are outlined in its Local Development Scheme (LDS) and reviewed in the Authority's Monitoring Report (AMR). These requirements also apply to any documents which the Council produces jointly with other Local Planning Authorities. Such documents in the past have included the aforementioned Greater Manchester Joint Minerals Plan and the Greater Manchester Joint Waste Plan. Currently work continues to progress across Greater Manchester on the production of a further joint planning document, the Greater Manchester Spatial Framework (GMSF).

## **2.9 GMSF Development Plan Document**

2.10 The ten Greater Manchester authorities have agreed to produce a joint Greater Manchester Spatial Framework DPD which will provide the overarching framework to manage sustainable growth and development across the conurbation over the next twenty years.

2.11 The GMSF will principally identify the housing numbers and employment floorspace needs and associated infrastructure requirements for Greater Manchester, as well as identifying the key broad opportunity areas where this growth should be focused.

2.12 Work on the GMSF will be coordinated and managed by the Association of Greater Manchester Authorities (AGMA) on behalf of the ten districts. This Statement of Community Involvement sets out how the community and other stakeholders will be involved in the preparation of the joint GMSF.

2.13 The Greater Manchester Agreement allows for a directly elected mayor with powers over strategic planning, including the power to create a statutory plan for Greater Manchester (with a unanimous vote of the Mayor's cabinet). Legislation is required to enable these changes and it is anticipated that the first city region Mayor elections will take place in early 2017.

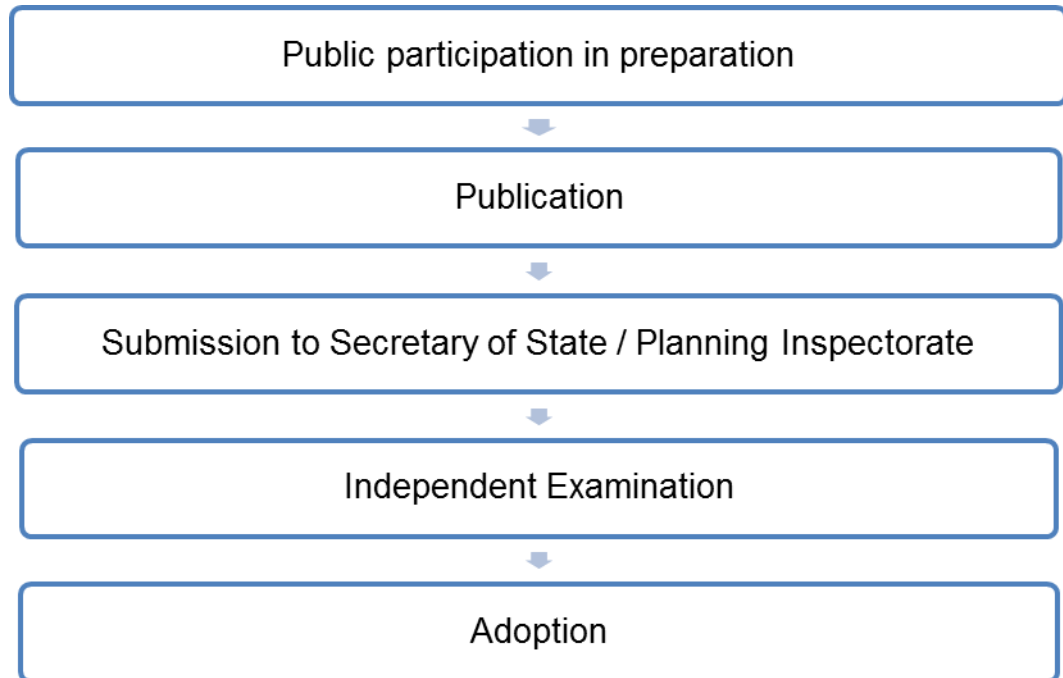
2.14 The governance of the GMSF will transfer from a joint development plan document produced by AGMA Executive Board to the GMSF produced by the GM Mayor and/or Greater Manchester Combined Authority in due course. Although this Statement of Community Involvement sets out how the community and other stakeholders will be involved in the preparation of the joint GMSF the consultation arrangements will need to be reviewed at the time of governance transfer.

## **2.15 Who will be involved?**

The following groups will be consulted where appropriate:

- **Specific consultation bodies** – organisations that AGMA are required to consult throughout the plan preparation process, including those responsible for services, utilities and infrastructure provision, Parish Councils in and adjacent to Greater Manchester, adjoining councils and government departments, where appropriate.
- **Local organisations** - community and voluntary bodies with an interest in Greater Manchester.
- **Businesses** – those with business interests in Greater Manchester and bodies representing the interests of businesses operating in Greater Manchester.
- **Landowners, developers and agents** – those who have a direct interest in future development and have a major role to play in providing the facilities and services the district needs.
- **The general public** - those who live in, work in or visit Greater Manchester as well as those who have expressed an interest in the subject matter.

### GMSF Preparation Stages:



#### 2.16 When will they be involved?

- During **preparation**, as appropriate, inviting representations on what the GMSF should contain, when AGMA is gathering evidence, identifying the issues and developing the options for addressing the issues and developing the options for addressing these. Representations will also be invited on a draft document during a specified time period. Comments that are submitted will be considered prior to the next stage.
- At the **publication** stage, when the proposed submission version of the GMSF (the draft GMSF we want to adopt) is published to allow formal representations to be made for a period of at least 6 weeks on the soundness of the plan and whether it complies with legal requirements. Significantly, only representations made at this stage can be considered at the public examination.
- At the **submission** stage the GMSF and associated documents, including all the representations made at the publication stage, will be submitted to the Government (this is not an opportunity to submit additional comments). Following submission an independent inspector will be appointed to undertake a **public examination**. People who made representations at the Publication stage can appear at the examination.

#### 2.17 How will they be involved?

- AGMA will contact appropriate organisations and individuals directly, by email or by post.

- AGMA will publicise consultations by methods such as the AGMA website and each of the ten districts' web sites, press releases, social media, meetings and workshops.
- AGMA will make consultation documents available on the AGMA website, at the principal office of each of the Greater Manchester Local Planning Authorities and at selected public libraries.
- AGMA will publish comments received, or a summary of them, as soon as possible and explain how they have been taken into account in preparing the plan.<sup>2</sup>

2.18 If you wish to register your interest in being informed of future GMSF consultations please contact [gmsf@agma.gov.uk](mailto:gmsf@agma.gov.uk). Further information about the GMSF is available on the AGMA website: [www.agma.gov.uk](http://www.agma.gov.uk).

2.19 In undertaking the community and stakeholder involvement outlined above AGMA will ensure that the duty to cooperate with neighbouring councils and other prescribed bodies is met, as set out in law. In doing so AGMA will engage constructively, actively and on an ongoing basis and have regard to their activities so far as they are relevant, in order to ensure that strategic matters are given full consideration in the preparation of the GMSF.

## **2.20 The Tameside Local Plan**

2.21 All local authorities are required to produce a Local Plan with the aim of providing a more flexible planning system that adapts to changing priorities and which seeks to secure sustainable development.

2.22 The Council will consult widely during the preparation of DPDs, inviting representations on what they should contain, the supporting evidence, the key issues and the options for addressing these at various stages.

2.23 The formal adoption of DPDs requires following a set process culminating in submission of the documents to the Secretary of State for Communities and Local Government who appoints an independent examiner whose role it is to assess whether the plan has been prepared in accordance with legal and procedural requirements and whether it meets specified soundness tests.

2.24 Tameside's future Development Plan is expected to consist of the following;

- Greater Manchester Joint Minerals Plan

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<sup>2</sup> The exceptions to this general principle occur at the 'publication' stage of the plan when representations are passed to the independent inspector to consider at the public examination and following the examination when the inspector may consult on proposed modifications to the plan. At these stages we are not therefore in a position to explain how comments have been taken into account.

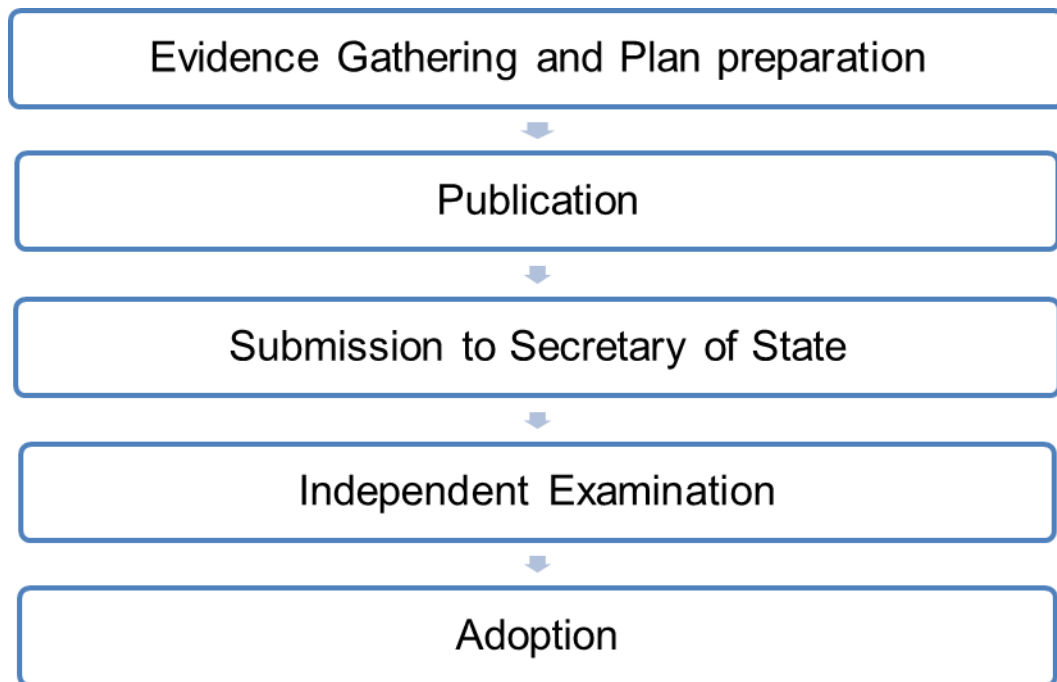
- Already adopted (April 2013), this document contains policies and site proposals to meet the needs for minerals planning across Greater Manchester.
- Greater Manchester Joint Waste Plan
  - Already adopted (April 2012), this document contains policies and site proposals to meet the needs for waste planning across Greater Manchester.
- Greater Manchester Spatial Framework
  - Being prepared by the ten Local Planning Authorities of Greater Manchester, the DPD will focus primarily on planning sub-regionally for housing and employment land requirements for Greater Manchester.
- Tameside Local Plan
  - Will include both policies and site allocations, establishing where development will be encouraged and where it will be resisted.
- Tameside Local Plan Proposals Map
  - Will illustrate where policy designations and site specific proposals are on plan.
- Supplementary Planning Documents
  - Will be prepared and updated on a range of guidance areas

2.25 When relevant in the preparation of the above documents the Council will assess the social, economic and environmental impacts of the policies at each stage of plan production through carrying out a Sustainability Appraisal to identify and enhance the positive effects of policies whilst minimising any potentially adverse impacts. In addition, where necessary the Council will also carry out Habitat Regulations Assessment.

## **2.26 Consultation on Development Plan Documents**

2.27 There are a number of key stages involved in the preparation of any planning policy documents. These stages are required by Government through planning legislation and regulations and are designed to ensure that the process of plan making is as open and transparent as possible. The below highlights the key stages involved in the preparation of DPD's, the stages at which consultation will take place and how consultation will be undertaken.

Tameside DPD key stages:



2.28 As shown above the Council engages the community on an ongoing basis during plan preparation. Further details about local plan preparation and the statutory process can be found here:

<http://planningguidance.communities.gov.uk/blog/guidance/local-plans/local-plans-key-issues/>

2.29 Notification of any public consultation on the emerging Tameside Local Plan or other DPD will be provided at various stages, as detailed below.

### **2.30 Who will be involved?**

2.31 When preparing DPDs the Council is required by planning legislation to formally consult and involve a number of specific bodies and organisations, voluntary bodies whose activities benefit any part of the borough and other general consultation bodies representing a range of interested parties which are listed in appendix 1.

2.32 Additionally the Council has developed a consultation database which contains a wide range of other consultees and individuals. When appropriate, those on the database are contacted when preparing planning policy documents so there are numerous opportunities to influence policies and proposals as they develop.

2.33 Any interested parties or individuals are able to register to receive such correspondence at:

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

### **2.34 When will they be involved?**

## • Evidence Gathering and Plan Preparation

- In developing the DPD such as the Local Plan the Council will seek to engage with interested parties at an early stage. This will typically conclude in a minimum 6 week period of consultation on a draft version of the DPD which would be likely to include the key issues within Tameside and the realistic options for addressing these.

## • Publication Stage

Following consideration of all comments submitted on the Draft DPD, the Council will prepare a Publication version of the Plan which is that which it effectively considers to be the Councils 'sound' and final document which will be subject to a further period of consultation lasting at least 6 weeks.

## • Submission and Examination

The Council will inform anyone who has requested to be notified when the DPD is submitted to the Secretary of State, in addition to anyone who made representations at the Publication Stage who will be notified of details of the Examination.

## • Adoption

The Council will notify of the adoption of the DPD to all interested parties. The Inspector may advise the Council of their view as to whether the DPD requires modifications to be considered 'sound'. The Council is able to ask the Inspector to make recommendations as to what modifications are required.

## 2.35 How will they be involved?

2.36 The Council will consider using a range of consultation methods and activities (a number of which are specified by regulation) selected from the following when undertaking consultation exercises in connection with DPDs;

- Documents made available on the Councils website
- Documents made available in local libraries and at the Councils main reception
- Emails and letters sent to database contacts
- Social media items
- Local newspaper articles
- Planning policy newsletter
- Other online news sources
- Posters in prominent public spaces including at Council civic suites, public notice boards and leisure centres.
- Presentation at established public meeting cycles



- Key stakeholder discussions
- Workshops

### **2.37 Consultation on Supplementary Planning Documents**

2.38 Similar to DPDs a number of key stages are involved in the preparation of SPDs although they are typically much quicker to produce as SPDs are not required to be submitted to the Secretary of State or be independently examined thereafter. SPD are produced to support and provide additional information and guidance on policies and proposals contained in DPD's.

### **2.39 Who will be involved?**

2.40 When preparing SPDs the Council will seek to encourage involvement from a wide range of bodies and organisations, individuals, businesses and other stakeholders as it sees fit. The nature of involvement will largely be dependent on the document's content, where for site specific SPD the Council will seek to notify all those that are considered to be directly affected by the proposal.

2.41 The Council has developed a consultation database which includes a wide range of consultees and individuals, forming the starting point for engaging with stakeholders. Any interested parties or individuals are able to register to receive such correspondence at:

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

### **2.42 When will they be involved?**

2.43 Where necessary the Council will engage with relevant stakeholders to inform the development of a draft SPD dependent upon the intended policy content. The Council will prepare a draft SPD and make this available for public comment for a minimum period of no less than 4 weeks.

2.44 Once adopted the Council will make the SPD available on its website, principle office and libraries and also notify of the adoption to any person or body that made representation or who asked to be notified of the adoption.

### **2.45 How will they be involved?**

2.46 The Council will consider using a range of consultation methods and activities (a number of which are specified by regulation) selected from the following when undertaking consultation exercises in connection with SPDs:

- Documents made available on the Councils website
- Documents made available in local libraries and at the Councils main reception
- Emails and letters sent to database contacts
- Social media items

## **2.47 Reporting on Responses Received**

2.48 Following public consultation on DPD's and SPD's the Council will typically prepare a report which will set out the comments received, the Councils consideration of the comments and whether any change to the document has been made as a result of the comment. Producing such a report enables those that commented on documents to see how their comment has been considered.

## **2.49 Consultation on Neighbourhood Plans**

2.50 Neighbourhood Planning is an optional process led by the community, parts of which the Council have to undertake and publicise. It is however the responsibility of Town Councils, Parish Councils or Neighbourhood Forums to engage and consult with the neighbourhood they seek to represent during the development of a neighbourhood plan. Neighbourhood Plans need to be consistent with other elements of the Development Plan and would be subject to an examination conducted by an independent inspector.

2.51 Further guidance and advice on Neighbourhood Plans can be found on the Government's Planning Practice Guidance website

<http://planningguidance.communities.gov.uk>

## **2.52 Wish to be kept informed?**

2.53 If you have an interest in Local Plan preparation matters and would like to add your details to our database of contacts and receive emails or letters on future consultations please register your details here:

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

# 3.0 Planning Applications

## 3.1 Introduction

- 3.2 The construction of most new buildings, major changes to existing buildings or to the local environment needs planning consent. Without a planning system everyone could construct buildings or use land in any way they wanted, no matter what effect this would have on other people who lived or worked in that area and the environment.
- 3.3 The Local Planning Authority is responsible for determining the applications submitted to it. The following section of this SCI set out the opportunities for community involvement during the processing of applications.

## 3.4 Pre-Application Discussions

- 3.5 The National Planning Policy Framework (NPPF) emphasises the importance to applicants of carrying out pre-application discussions with the Local Planning Authority and communities on their emerging proposals.
- 3.6 The aim of the pre-application process is to encourage discussion with a range of bodies including the local community before a formal application is made. By using this process it may be possible to amend a proposal in response to issues raised by Council officers, stakeholders, elected members or the community. This approach can help to avoid objections being made at a later stage.
- 3.7 Developers are therefore encouraged to contact the Council prior to the submission of a planning application to discuss their development proposal and any challenges which may arise from it. Generally this will involve discussions with relevant Council officers and the applicant or their agent, although the Council may also involve other interested parties where their knowledge or expertise could assist with discussions.
- 3.8 Where the Council consider a proposal is likely to generate significant levels of public interest, the prospective developer will be encouraged to engage in consultation with the local community prior to the submission of a planning application. This is likely to raise awareness of future proposals and enable the developer to take on board the views of local people when drawing up the details of the development proposal. Details of how consultation with the local community has assisted in shaping an application should be submitted with the proposal.
- 3.9 Community engagement should be genuine, where failure by the applicant to consult appropriately could lead to objections being made which could be material to the determination of the application.

- 3.10 Small scale developments such as house extensions will generally not require pre-application community involvement, but applicants are encouraged to discuss their proposal with neighbours and people who are directly affected, prior to the submitting an application. Further information on the pre-application stage can be found here:

<http://planningguidance.communities.gov.uk/blog/guidance/before-submitting-an-application/>

### **3.11 Applications – Who Will We Consult**

- 3.12 The Council is committed to involving communities in Tameside in the planning application process and will actively seek the views of the community on planning matters as set out in this SCI. The Council's arrangements for publicity and notification will never be less than the statutory minimum set out in the Development Management Procedure Order 2015 (and its amendments).

- 3.13 In addition to pre-application discussions and wider community involvement there are statutory consultees which the Council must consult on planning applications. Exactly which body is consulted depends on the nature of the application but includes organisations such as the Environment Agency or Historic England for example. There are also a significant number of non-statutory bodies which the Council may consult in appropriate circumstances.

- 3.14 Further details on the statutory requirements for consulting on planning applications can be found here:

<http://planningguidance.planningportal.gov.uk/blog/guidance/consultation-and-pre-decision-matters/>

### **3.15 Applications – How Will We Consult**

- 3.16 In publicising planning applications it is not only necessary for the Council to meet its statutory obligations but to strike a balance between considerations of cost, speed of decision making and providing appropriate opportunity for comment.

- 3.17 A weekly list of all valid planning applications received by the Planning Service is published on the Council's website and is sent to all Elected Members. This can be viewed at:

<http://public.tameside.gov.uk/plan/f422planapp.asp>

- 3.18 Consultees are able to download electronic documents, plans and reports from the Council's website in respect of the relevant application for inspection from the same link given above. Computers are available at the Council's Libraries for website access. Interested parties can also check the progress of an application via the same web pages.

3.19 Once a valid application has been received the Council's arrangements for publicity and notification will never be less than the statutory minimum set out in the Development Management Procedure Order 2015 (and its amendments), shown by hatching in table 2 below.

Type of Development	Site Notice	Site Notice or Neighbour Notification Letter	Press advertisement	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order	√			
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement				
Applications which do not accord with the development plan.		√		
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies.				
Applications for planning permission not covered in the entries above (e.g. Non major development)				
Applications for listed building consent where works to the exterior of the building are proposed.		√		
Applications to vary or discharge conditions attached to a listed building consent or conservation area consent or involving exterior works to a listed building.		√		

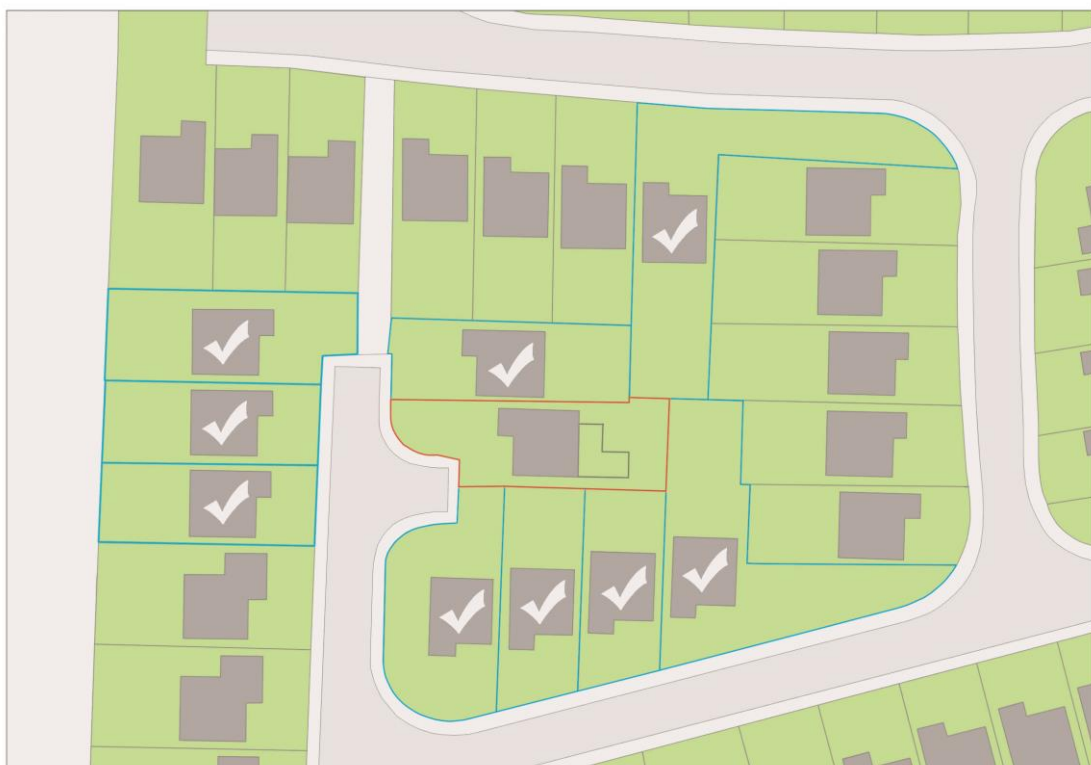
**Table 2 - Statutory minimum and Thameside publicity requirements for planning and heritage applications. (Note: Environmental Impact Assessment guidance sets out further publicity and consultation requirements for applications where this is relevant).**

Community involvement in the development management process may require general publicity with the wider community and also more targeted consultation where it is considered a proposed development could have an impact on an individual or set of individuals neighbouring the application site. The Council will, in addition, publicise proposals as shown in Table 2, which exceeds the statutory minimum requirements.

3.20 The Council's principle method of contact will be by a standard letter. The letter gives an address or location description of the application site, brief details of the proposal, where further details of the proposal can be inspected and when comments should be made by.

- 3.21 In respect of every valid planning application Neighbour Notification letters will be sent to adjacent properties sharing a boundary with the application site as depicted below in figure 1. This will also include properties separated from the application site by the public highway.
- 3.22 Where schemes affect the application site frontage and/or have a significant impact on the street scene, Neighbour Notification letters may be sent to properties in addition to the above, at the discretion of the case officer. As highlighted in Table 2 in the case of major planning applications the Council will additionally consult through the use of at least one site notice.

**Figure 1 - Consultation of adjoining properties, meaning any property which shares a boundary with the application site.**



- 3.24 During the consultation period, representations to the Local Planning Authority should raise material planning considerations to carry any weight in the determination of the application (material considerations are genuine planning considerations). The considerations must also fairly and reasonably relate to the application concerned.
- 3.25 Representations must be made in writing or by email giving the name and address of the respondent. Verbal representations cannot be considered in the determination of an application. Representations cannot be made in confidence, they become part of the publicly viewable planning file, including by the applicant.
- 3.26 Any representations received which refer to material planning considerations either for or against the proposed development will be considered.

### **3.27 Applications – When will they be involved?**

- 3.28 Once an application is considered to be valid, the Council will contact consultees allowing 21 days from the date of the communication for comments to be made in writing. If material (significant) amendments to plans or other details are received during the course of processing the application, the persons notified and/or those who have commented on the application thus far will be re-notified and given a further period of at least 14 days to make any representations.
- 3.29 In dealing with non-material amendments for minor alterations to applications during the course of processing the application then no further notification will be sent out.
- 3.30 The Council will not as a matter of course reply to or acknowledge representations made but will not determine a planning application until the public consultation period relevant to the application has expired.

### **3.31 Decision Making**

- 3.32 Most planning applications are decided by the Assistant Executive Director for Development Growth and Investment, who is afforded delegated powers as part of the Council's Constitution. The Council's Speakers Panel (Planning) and on occasion Strategic Capital Panel, which consists of Elected Members are able make decisions about applications which cannot be determined through the scheme of delegated powers. The dates, times and locations of Council meetings can be found on its website.
- 3.33 In the case of non-householder applications, members of the public are entitled to request the opportunity to address the Speakers Panel (Planning) before a decision is made. Requests to speak should be made in writing to the Head of Planning within 21 days of receiving a neighbour notification letter. The applicant will also be given the opportunity to speak. Only one person from either side is allowed to speak, each for a maximum of five minutes. It is also possible for a member of the public to ask a local Councillor to speak on their behalf. Householder applications will only be determined by the Speakers Panel where a written requested is made by a Ward Councillor.

## 4.0 Resources

- 4.1 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 a lengthy and controversial Local Plan examination process.
- 4.2 The level of community involvement for both Local Plan preparation and Development Management related work that is identified in this SCI is considered to be realistic and is sufficiently targeted to enable the Council to achieve its requirements for community involvement, as set out in this SCI, can largely be met through existing internal staffing resources.
- 4.3 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.



## **5.0 Monitoring and Review**

- 5.1 The SCI has and will continually be reviewed in the future. The continuing aim is to learn from experience and to find ways to improve upon the arrangements and processes set out. The Authority's Monitoring Report is used to feedback and monitor the consultation process and the success of the SCI.
  
- 5.2 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 the methods and procedures used. Significant amendments required as a result of any future changes will manifest in revision of the SCI in line with the procedures used in the preparation of this SCI or as required by any changes to national legislation or regulation.

# 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 and Communities Agency;
- The Marine Management Organisation;
- Natural England;
- Office of Rail Regulation;
- Tameside and Glossop Clinical Commissioning Group;
- Tameside Local Highways Authority;
- Transport for Greater Manchester; and
- Highways England.

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 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;
- Greater Manchester Police Authority;
- Greater Manchester Police and Crime Commissioner;
- Derbyshire Police and Crime Commissioner;
- Highways England;
- Homes and Communities Agency;
- Network Rail Infrastructure Limited;
- Peak District National Park Authority;
- Tameside and Glossop Clinical Commissioning Group;
- The Coal Authority;
- The Marine Management Organisation;
- Tintwistle Parish Council;
- Charlesworth Parish Council;
- Chisworth Parish Council;
- Saddleworth Parish Council.
- Relevant electricity and gas companies;
- Relevant sewerage undertakers (e.g. United Utilities);
- Relevant water undertakers (e.g. United Utilities);
- Relevant telecommunications companies; and

### **General Consultation Bodies**

The following are defined as general consultation bodies and will be consulted, as appropriate, in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012:

- Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area
- Bodies which represent the interest 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 interest or 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 and individuals to those included on the existing Local Plan database of contacts.

## APPENDIX 2 PLACE

<NAME>  
<ADDRESS 1>  
<ADDRESS 2>  
<ADDRESS 3>  
<POSTCODE>

**Damien Bourke**  
**Assistant Executive Director**  
**Development, Growth & Investment**

Council Offices, Clarence Arcade  
Stamford Street, Ashton-under-Lyne  
OL6 7PT

www.tameside.gov.uk  
e-mail : planpolicy@tameside.gov.uk

Call Centre 0161 342 8355

Doc Ref	
Ask for	Planning Policy
Direct Line	0161 342 3346
Date	1st July 2016

Dear <NAME>,

### **Tameside Statement of Community Involvement: Consultation**

As part of the Local Plan process, the Council is required to prepare a Statement of Community Involvement (SCI). The role of the SCI is to set out how the Council will involve the community in the preparation of future planning policy documents, including the Greater Manchester Spatial Framework and the Tameside Local Plan, as well as in the planning application process.

The current SCI was adopted in 2006 and the Council are proposing to amend the document to reflect changing circumstances. This includes changes to the Regulations that guide Local Plan preparation and the decision to engage in production of a joint plan for Greater Manchester – The Greater Manchester Spatial Framework.

The SCI has therefore been updated to set out how consultation and community involvement will take place in respect of the Tameside Local Plan and the GMSF. Once adopted all future planning consultations and publicity will be carried out in line with its requirements.

The revised draft SCI is now subject to a four-week period of public consultation from Friday 1<sup>st</sup> July to Friday 29<sup>th</sup> July 2016. It can be downloaded from the Council's website at: [www.tameside.gov.uk/planning/ldf/sci](http://www.tameside.gov.uk/planning/ldf/sci)

Please note that representations must include a name and address, cannot be treated in confidence, and must be submitted **no later than Friday 29<sup>th</sup> July 2016** as follows:

- Via the Council's 'Big Conversation' webpage [www.tameside.gov.uk/xxxxxx](http://www.tameside.gov.uk/xxxxxx);
- Via direct email to [planpolicy@tameside.gov.uk](mailto:planpolicy@tameside.gov.uk); or
- By letter to: Planning Policy, Council Offices, Clarence Arcade, Stamford Street Central, Ashton-under-Lyne, OL6 7PT.

Hard copy of the SCI can also be inspected at libraries and customer service locations during normal opening hours as follows:

**Ashton Customer Services**

Clarence Arcade, Stamford Street, Ashton-under-Lyne, OL6 7PT  
0161 342 8355

**Tameside Central Library**

Old Street, Ashton, OL6 7SG  
0161 342 2029

**Denton Library**

Town Hall, Market Street, Denton, M34 2AP  
0161 342 3406

**Droylsden Library**

Manchester Road, Droylsden, M43 6EP  
0161 370 1282

**Dukinfield Library**

Concord Way, Dukinfield, SK16 4DB  
0161 330 3257

**Hattersley Library**

The Hub Stockport Road, Hattersley, SK14 6NT  
0161 342 2552

**Hyde Library**

Town Hall, Greenfield Street, Hyde, SK14 1AL  
0161 342 4450

**Mossley Library**

George Lawton Hall, Stamford Street, Mossley, OL5 0HR  
0161 342 3787

**Stalybridge Library**

Trinity Street, Stalybridge, SK15 2BN  
0161 338 2708

If you require any further information about the consultation or would like to discuss the SCI document then please contact a member of the Planning Policy Team on 0161 342 3346.

Yours sincerely,

**Peter Taylor**  
**Planning Policy Team Leader**

## APPENDIX 3

<b>Subject / Title</b>	Tameside Statement of Community Involvement
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Service Unit	Service Area	Directorate
Planning Policy	Development, Growth and Investment	Place

Start Date	Completion Date
02/06/2016	

<b>Lead Officer</b>	Peter Taylor Planning Policy Team Leader
<b>Service Unit Manager</b>	Paul Moore Head of Planning
<b>Assistant Executive Director</b>	Damien Bourke AED Development, Growth and Investment

EIA Group (lead contact first)	Job title	Service
Peter Taylor	Planning Policy Team Leader	Planning Policy
Simon Pateman	Senior Planning Officer	Planning Policy
Graham Holland	Planning Officer	Planning Policy
Jody Stewart	Policy, Research and Improvement Manager	Policy and Communications

### **PART 1 – INITIAL SCREENING**

*An Equality Impact Assessment (EIA) is required for all Key Decisions that involve changes to service delivery. All other changes, whether a Key Decision or not, require consideration for the necessity of an EIA.*

*The Initial Screening is a quick and easy process which aims to identify:*

- those projects, policies, and proposals which require a full EIA by looking at the potential impact on any of the equality groups*
- prioritise if and when a full EIA should be completed*

- explain and record the reasons why it is deemed a full EIA is not required

A full EIA should always be undertaken if the project, policy or proposal is likely to have an impact upon people with a protected characteristic. This should be undertaken irrespective of whether the impact is major or minor, or on a large or small group of people. If the initial screening concludes a full EIA is not required, please fully explain the reasons for this at 1e and ensure this form is signed off by the relevant Service Unit Manager and Assistant Executive Director.

<b>1a.</b>	<b>What is the project, policy or proposal?</b>	The Council is in the process of revising its adopted Statement of Community Involvement. Consultation on the document is scheduled to run 1 <sup>st</sup> July to 29 <sup>th</sup> July. The EIA covers the draft SCI document. More detail regarding the consultation process on the draft SCI is given below and in the summary provided in part 2.
<b>1b.</b>	<b>What are the main aims of the project, policy or proposal?</b>	The Statement of Community Involvement (SCI) is an update on the current version adopted in 2006.  The revised version of the SCI will take into account changes to the regulations guiding plan making and decision taking on planning applications.  The SCI sets out how the Council will engage in community involvement in relation to all areas of planning that need consultation.

**1c. Will the project, policy or proposal have either a direct or indirect impact on any groups of people with protected equality characteristics?**

Where a direct or indirect impact will occur as a result of the policy, project or proposal, please explain why and how that group of people will be affected.

Protected Characteristic	Direct Impact	Indirect Impact	Little / No Impact	Explanation
Age		<b>X</b>		The SCI is expected ensure that elderly people will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.  Where appropriate through the production of planning policy

				<p>documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation detailed below.</p> <p>Range of potential consultation methods:</p> <ul style="list-style-type: none"> <li>•Direct letter or email to Local Plan database contacts;</li> <li>•Press notice;</li> <li>•Press release;</li> <li>•Website content;</li> <li>•Use of the Council’s ‘Big Consultation’ web portal; and</li> <li>•Deposit of documents at libraries and the customer contact centre.</li> </ul> <p>The SCI sets out how the Council will consult on planning policy documents and planning applications. A wide range of techniques will be engaged to ensure that all elements of the Tameside community are informed and consulted with. For example, specific contacts included on the Local Plan Consultation Database include:</p> <ul style="list-style-type: none"> <li>• Age UK;</li> <li>• Age UK Tameside;</li> <li>• Community Volunteer Action Tameside (CVAT); and</li> <li>• Borough wide Community and Residents Associations.</li> </ul>
Disability		<b>X</b>		The SCI is expected ensure that disabled people will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning



			<p>applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation detailed below.</p> <p>Range of potential consultation methods:</p> <ul style="list-style-type: none"> <li>•Direct letter or email to Local Plan database contacts;</li> <li>•Press notice;</li> <li>•Press release;</li> <li>•Website content;</li> <li>•Use of the Council’s ‘Big Consultation’ web portal; and</li> <li>•Deposit of documents at libraries and the customer contact centre.</li> </ul> <p>The SCI sets out how the Council will consult on planning policy documents and planning applications. A wide range of techniques will be engaged to ensure that all elements of the Tameside community are informed and consulted with. For example, specific contacts included on the Local Plan Consultation Database include:</p> <ul style="list-style-type: none"> <li>• The Disabled Persons Transport Advisory Committee;</li> <li>• Tameside Deaf Association;</li> <li>• Tameside Sight;</li> <li>• Community Volunteer Action</li> </ul>
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				<p>Tameside (CVAT);</p> <ul style="list-style-type: none"> <li>• Greater Manchester Coalition of Disabled People; and</li> <li>• Borough wide Community and Residents Associations.</li> </ul>
Ethnicity		X		<p>The SCI is expected ensure that people of different ethnicities will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation detailed below.</p> <p>Range of potential consultation methods:</p> <ul style="list-style-type: none"> <li>•Direct letter or email to Local Plan database contacts;</li> <li>•Press notice;</li> <li>•Press release;</li> <li>•Website content;</li> <li>•Use of the Council’s ‘Big Consultation’ web portal; and</li> <li>•Deposit of documents at libraries and the customer contact centre.</li> </ul> <p>The SCI sets out how the Council will consult on planning policy documents and planning applications. A wide range of techniques will be engaged to ensure that all elements of the</p>

				<p>Tameside community are informed and consulted with. For example, specific contacts included on the Local Plan Consultation Database include:</p> <ul style="list-style-type: none"> <li>• Association of Ukrainians;</li> <li>• Shree Bharatiya Mandal (Indian Association);</li> <li>• Bangladesh Welfare Association;</li> <li>• Tameside Racial Equality Council Ltd;</li> <li>• Tameside African Refugee Association (TARA);</li> <li>• Traveller Law Reform Project;</li> <li>• The Gypsy Council for Education, Culture, Welfare &amp; Civil Rights;</li> <li>• The National Federation of Gypsy Liaison Groups;</li> <li>• The Gypsy Council (Romani Kris);</li> <li>• Community Volunteer Action Tameside (CVAT);</li> <li>• UK Association of Gypsy Women;</li> <li>• Community Volunteer Action Tameside (CVAT); and</li> <li>• Borough wide Community and Residents Associations.</li> </ul>
Sex / Gender		<b>X</b>		<p>The SCI is expected ensure that people regardless of their sex/gender will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p>
Religion or Belief		<b>X</b>		<p>The SCI is expected ensure that people</p>

				<p>regardless of different religions or beliefs will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation detailed below.</p> <p>Range of potential consultation methods:</p> <ul style="list-style-type: none"> <li>• Direct letter or email to Local Plan database contacts;</li> <li>• Press notice;</li> <li>• Press release;</li> <li>• Website content;</li> <li>• Use of the Council’s ‘Big Consultation’ web portal; and</li> <li>• Deposit of documents at libraries and the customer contact centre.</li> </ul> <p>The SCI sets out how the Council will consult on planning policy documents and planning applications. A wide range of techniques will be engaged to ensure that all elements of the Tameside community are informed and consulted with. For example, specific contacts included on the Local Plan Consultation Database include:</p> <ul style="list-style-type: none"> <li>• Denton Council of Churches;</li> <li>• Muslim Welfare Society</li> </ul>
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				<p>(Tameside);</p> <ul style="list-style-type: none"> <li>• Catholic Women’s League (Ashton);</li> <li>• Community Volunteer Action Tameside (CVAT); and</li> <li>• The Church of England National Offices.</li> </ul>
Sexual Orientation		<b>X</b>		<p>The SCI is expected ensure that people of different sexual orientation will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation.</p>
Gender Reassignment		<b>X</b>		<p>The SCI is expected ensure that gender reassigned people will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation.</p>
Pregnancy & Maternity		<b>X</b>		<p>The SCI is expected ensure that pregnant women and those on maternity will have equal opportunity to be involved in the preparation of</p>

				<p>planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation.</p>
Marriage & Civil Partnership		X		<p>The SCI is expected ensure that people who are married or in a civil partnership will have equal opportunity to be involved in the preparation of planning policy documents or decisions on planning applications to ensure views can be fully considered through open consultation.</p> <p>Where appropriate through the production of planning policy documents, specific efforts will be made to engage such groups via a range of consultation methods and organisation.</p>
<b>Are there any other groups who you feel may be impacted, directly or indirectly, by this project, policy or proposal? (e.g. carers, vulnerable residents, isolated residents)</b>				
<b>Group (please state)</b>	<b>Direct Impact</b>	<b>Indirect Impact</b>	<b>Little / No Impact</b>	<b>Explanation</b>
No	<u>n/a</u>	<u>n/a</u>	<u>n/a</u>	<p>Anyone who makes themselves known to the Local Planning Authority can be added to the Local Plan Consultation Database. Alternatively they can submit contact details through the Council's website that will be added to the Local Plan Consultation Database.</p> <p>Additionally any person is able to make representation on a planning application or during the development of planning policy documents should</p>

				they wish as detailed within the SCI.
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*Wherever a direct or indirect impact has been identified you should consider undertaking a full EIA or be able to adequately explain your reasoning for not doing so. Where little / no impact is anticipated, this can be explored in more detail when undertaking a full EIA.*

<b>1d.</b>	<b>Does the project, policy or proposal require a full EIA?</b>	<b>Yes</b>	<b>No</b>
		X	
<b>1e.</b>	<b>What are your reasons for the decision made at 1d?</b>	The initial screening highlights the potential for indirect impact upon the protected characteristic groups if the SCI were not prepared in such a way that it allows for equal opportunity to involved in the planning process. It is therefore prudent to undertake a full EIA in part 2 below to explore of the implementation of the SCI will ensure consultation is undertaken appropriately.	

*If a full EIA is required please progress to Part 2.*

**PART 2 – FULL EQUALITY IMPACT ASSESSMENT**

<b>2a. Summary</b>
<p>Consultation in the planning process is vital as it can bring significant benefits by:</p> <ul style="list-style-type: none"> <li>• Strengthening the evidence base for plan making and decision taking;</li> <li>• Ensuring community commitment to the future development of an area;</li> <li>• Promoting regeneration and investment; and</li> <li>• Increasing ownership and strengthening delivery.</li> </ul> <p>The current Statement of Community Involvement (SCI) was adopted and published in 2006 in order to comply with the requirements of the Planning and Compulsory Purchase Act 2004.</p> <p>Since that version of the SCI was published there have been a considerable number of changes to planning legislation that have altered the way in which consultation on plan making should be undertaken:</p>

- The Conservation of Habitats and Species Regulations 2010
- Town and Country Planning (Local Planning) Regulations 2012
- National Planning Practice Guidance 2014
- Town and Country Planning Development Management Procedure Order 2015

It is timely that a revision of the SCI is undertaken because it needs to reflect the up-to-date approach which is needed for consultation on both the Tameside Local Plan and the Greater Manchester Spatial Framework (GMSF). The objective of the revised SCI is to provide clear and concise guidance on how, who and when consultation will take place on these planning matters.

Consultation on the draft SCI will involve the Council's standard consultation approach to ensure all, including those falling within protected characteristic groups have an opportunity to respond. This will be achieved by using such methods of consultation such as being hosted on the Big Conversation to ensure access for all responses can also be directly e-mailed or provided in writing, hard copies are available at all library / customer service contact and can also be downloaded electronically from the Councils website.

## **2b. Issues to Consider**

The SCI sets out a commitment to consult and engage with residents and stakeholders in relation to planning policy documents and planning applications via a range of methods. It is important to ensure that any protected characteristic groups are able to fully engage with any consultation.

The following groups, are included on the Councils Local Plan Consultation Database and when appropriate will be consulted on any relevant policy documents:

### Age

- Age UK;
- Age UK Tameside;
- Community Volunteer Action Tameside (CVAT); and
- Borough wide Community and Residents Associations.

### Disability

- The Disabled Persons Transport Advisory Committee;
- Tameside Deaf Association;
- Tameside Sight;
- Community Volunteer Action Tameside (CVAT);



- Greater Manchester Coalition of Disabled People; and
- Borough wide Community and Residents Associations.

#### Ethnicity

- Association of Ukrainians;
- Shree Bharatiya Mandal (Indian Association);
- Bangladesh Welfare Association;
- Tameside Racial Equality Council Ltd;
- Tameside African Refugee Association (TARA);
- Traveller Law Reform Project;
- The Gypsy Council for Education, Culture, Welfare & Civil Rights;
- The National Federation of Gypsy Liaison Groups;
- The Gypsy Council (Romani Kris);
- Community Volunteer Action Tameside (CVAT);
- UK Association of Gypsy Women;
- Community Volunteer Action Tameside (CVAT); and
- Borough wide Community and Residents Associations.

#### Religion or Belief

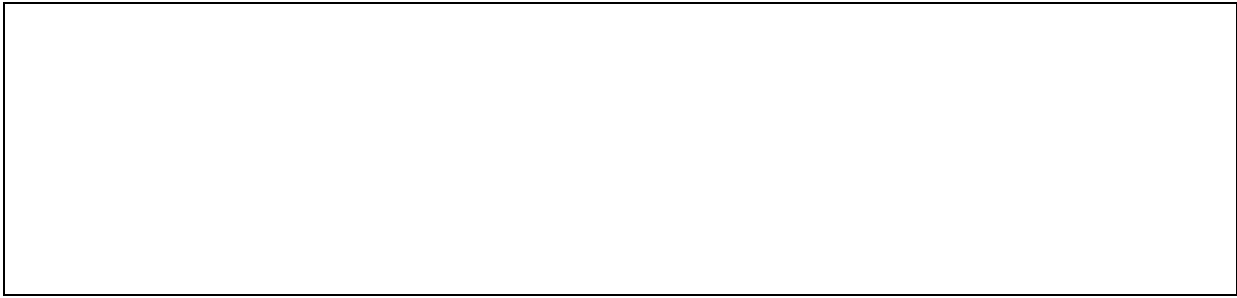
- Denton Council of Churches;
- Muslim Welfare Society (Tameside);
- Catholic Women’s League (Ashton);
- Community Volunteer Action Tameside (CVAT); and
- The Church of England National Offices.

The Local Plan consultation database will be continually updated to include the above list is reflective of current circumstances and ensure bodies which are connected to protected characteristic groups are included.

The SCI also sets out how the Council will consult on all valid Planning applications, where in the case of all valid application the Council will always consult with neighbouring properties by notification letter. In addition a weekly list of planning applications is available to view via the Councils website and the supporting documentation associated with an application can be viewed.

## **2c. Impact**

Introduction of the SCI will have a positive impact as it will ensure wide reaching engagement and consultation on future planning policy documents and planning applications. This will help to ensure the needs of all protected characteristic groups are considered.



**2d. Mitigations** (*Where you have identified an impact, what can be done to reduce or mitigate the impact?)*

As detailed above the SCI is only positive in ensuring there is clarity about, who and when and how the Council will seek to involve in consulting on planning applications and preparing planning policy, mitigation measures are not considered to be necessary.

**2e. Evidence Sources**

The current Statement of Community Involvement (SCI) was adopted and published in 2006 in order to comply with the requirements of the Planning and Compulsory Purchase Act 2004. The 2006 SCI having established how the Council currently consults on planning applications and planning policy documents form the basis for this review.

Since the 2006 version of the SCI was published there have been a considerable number of changes to planning legislation that have altered the way in which consultation on plan making should be undertaken:

- The Conservation of Habitats and Species Regulations 2010
- Town and Country Planning (Local Planning) Regulations 2012
- National Planning Practice Guidance 2014
- Town and Country Planning Development Management Procedure Order 2015

It is therefore timely that a revision of the SCI is undertaken because it needs to reflect the up-to-date approach which is needed for consultation on both the Tameside Local Plan and the Greater Manchester Spatial Framework (GMSF). The objective of the revised SCI is to provide clear and

concise guidance on how, who and when consultation will take place on these planning matters.

The Local Plan consultation database continues to be kept up to date and will form the basis for the consultation undertaken on the draft SCI with contacts being directly contacted via email or post.

## 2f. Monitoring progress

Issue / Action	Lead officer	Timescale
Ensure Local Plan Consultation Database is kept updated.	Peter Taylor	Ongoing
Ensure Development Management are abreast of any legislative changes concerning when to consult statutory consultees	Jason Dugdale	Ongoing

<b>Signature of Service Unit Manager</b>	<b>Date</b>
<b>Signature of Assistant Executive Director</b>	<b>Date</b>

### **Guidance Notes**

The purpose of an EIA is to aid the Council's compliance with the public sector equality duty (section 149 of the Equality Act 2010), which requires that public bodies, in the exercise of their functions, pay 'due regard' to the need to eliminate discrimination, victimisation, and harassment; advance equality of opportunity; and foster good relations. To this end, there are a number of corporately agreed criteria:

- An Equality Impact Assessment (EIA) is required for all Key Decisions that involve changes to service delivery. All other changes, whether a Key Decision or not, require consideration for the necessity of an EIA.
- The decision as to whether an EIA is required rests with the relevant Service Unit Manager (SUM), in consultation with the appropriate Assistant Executive Director (AED) where necessary. Where an EIA is not required, the reason(s) for this must be detailed within the appropriate report by way of a judgement statement.
- EIAs must be timely, with any findings as to the impact of a change in policy or procedure which affects residents, service users, or staff, being brought to the attention of the decision maker in the body of the main accompanying report. As such, EIAs must be conducted alongside the development of any policy change, with appropriate mitigations integrated into its development where any potentially detrimental or inequitable impact is identified.

#### **How to complete the EIA Form**

EIAs should always be carried out by at least 2 people, and as part of the overall approach to a service review or service delivery change. Guidance from case law indicates that judgements arrived at in isolation are not consistent with showing 'due regard' to the necessary equality duties.

## Part 1 – Initial Screening

The Initial Screening is a quick and easy process which aims to identify:

- those projects, policies, and proposals which require a full EIA by looking at the potential impact on any of the equality groups
- prioritise if and when a full EIA should be completed
- explain and record the reasons why it is deemed a full EIA is not required

A full EIA should always be undertaken if the project, policy or proposal is likely to have an impact upon people with a protected characteristic. This should be undertaken irrespective of whether the impact is major or minor, or on a large or small group of people. If the initial screening concludes a full EIA is not required, please fully explain the reasons for this at 1e and ensure this form is signed off by the relevant Service Unit Manager and Assistant Executive Director.

Wherever a direct or indirect impact has been identified you should consider undertaking a full EIA or be able to adequately explain your reasoning for not doing so. Where little / no impact is anticipated, this can be explored in more detail when undertaking a full EIA.

The table overleaf is an example of what part 1c of the screening process may look like. In this example we have used a review of the services delivered at Children's Centres and the impact this may have.

**1c. Will the project, policy or proposal have either a direct or indirect impact on any groups of people with protected equality characteristics?**

**Where a direct or indirect impact will occur as a result of the policy, project or proposal, please explain why and how that group of people will be affected.**

Protected Characteristic	Direct Impact	Indirect Impact	Little / No Impact	Explanation
Age	✓			Children's Centre services are targeted to the 0 to 5 age group
Disability		✓		Some Children's Centre users may be disabled
Ethnicity		✓		Children's Centre users come from a range of ethnic backgrounds
Sex / Gender		✓		Children's Centres are not gender specific
Religion or Belief			✓	
Sexual Orientation			✓	
Gender Reassignment			✓	
Pregnancy & Maternity	✓			Children's Centres provide services to pregnant women
Marriage & Civil Partnership			✓	

**Are there any other groups who you feel may be impacted, directly or indirectly, by this project, policy or proposal? (e.g. carers, vulnerable residents, isolated residents)**

Group (please state)	Direct Impact	Indirect Impact	Little / No Impact	Explanation
Lone Parents		✓		Children's Centre users may include lone parents
Disadvantaged families	✓			Children's Centres support the most disadvantaged families, with an aim to reduce inequalities in child development and school readiness.

## **Part 2 – Full Equality Impact Assessment**

If a full EIA is required then part 2 of the EIA form should be completed.

### **2a. Summary**

In this section you should:

- Explain the reason why the EIA was undertaken i.e. the main drivers such as a change in policy or legislation etc. This can be a combination of factors.
- Outline what the proposals are
- Summarise the main findings of the EIA - what are the main impacts of the change in policy and what protected characteristic groups do they effect?
- Summarise what measures have been put in place to mitigate any negative impact and how the success of these measures will be monitored

It may be useful to complete this section towards the end of the EIA process.

### **2b. Issues to Consider**

In this section you should give details of the issues you have taken into consideration when coming to your proposals / recommendations and outline the protected characteristic group(s) affected - Age, Ethnicity, Disability, Gender, Sexual Orientation, Religion / Belief, Gender Reassignment, Pregnancy/Maternity, Marriage/Civil Partnership, and how people associated with someone with a particular characteristic (i.e. a carer of a disabled and / or elderly person may be affected (you can refer to the information in 1c identifying those groups who may be affected)

Considerations should include (but are not limited to):-

- Legislative drivers. How have you considered the Equality Act, and the elimination of discrimination, victimisation and harassment, and the three arms of the PSED in coming to a decision / set of proposals i.e. the need to take into account the specific needs of disabled people above and beyond the general needs of other service users? You should consider similar circumstances where a similar service has been provided and changed, and whether this has been

challenged. What rules / laws was it challenged under, and what lessons have you taken from this? This can include things such as Judicial Reviews or cases considered by the relevant Ombudsman.

- Comparative data and examples of learning from other areas / benchmarking (linked to legal issues as above)

- Financial considerations. How have your recommendation / proposals been shaped by finances / resources available (please note –legal rulings have indicated that the need to make savings alone is not likely to be deemed sufficient on its own to justify reduction in services)

- Service user information. What information do you hold about service users and their protected characteristics? How does this compare to comparative data i.e. national / regional picture?

- Consultation, engagement & feedback. What work has been done to ensure interested parties have been made aware of proposed changes, and that comments have been recorded and have the opportunity to influence the final decision? You should detail when consultation took place, those involved i.e. staff, service users, timescales. Any consultation should be timely in order to ensure that all participants are able to contribute fully.

## **2c. Impact**

Use this section to outline what the impact of the changes being proposed is likely to be based on the evidence, and consultation & engagement? Will there be a disproportionate impact on a particular group/s? Does the evidence indicate that a particular group is not benefiting from the service as anticipated? What are the uptake / participation rates amongst groups? Where a greater impact on a particular group is recorded, is this consistent with the policy's aims? Does the policy include provision for addressing inequality of delivery / provision?

Try to distinguish clearly between any negative impacts that are or could be unlawful (which can never be justified) and negative impacts that may create disadvantage for some groups but can be justified overall (with explanation). Similarly, does the evidence point to areas of good practice that require safeguarding? How will this be done?

## **2d. Mitigations**

Where any potential impacts have been identified as a result of the EIA, you should detail here what can be done to reduce or mitigate these.

## **2e. Evidence Sources**



Use this section to list all sources of information that the EIA draws upon. Evidence can include surveys & questionnaires (either service based or Corporate wide), policy papers, minutes of meetings, specific service user consultation exercises, interviews etc

Detailed statistical data is available via the Integrated Assessment tools on the Intranet - <http://intranet2.tameside.gov.uk/integratedassessment/>

If you need help consulting customer groups, guidance is available at <http://www.tameside.gov.uk/consultation/strategy> via the Consultation Toolkit.

*NB – this section is not asking you to give details of your findings from these sources, just the sources from which evidence and considerations were drawn.*

## **2f. Monitoring Progress**

Use this section to identify any ongoing issues raised by the EIA, how these will be monitored, who is the lead officer responsible and expected timescale.

### **Sign Off**

Once the EIA is complete this should be signed off by the relevant SUM and AED.