



**WARRINGTON**  
Borough Council

# Statement of Community Involvement

December 2020

---

<b>1</b>	<b>Introduction</b>	<b>5</b>
	What is the Local Planning Framework?	7
	General Principles - Development Management	12
<b>2</b>	<b>The Local Planning Framework</b>	<b>14</b>
	Preparation of Local Plan Documents	14
	Supplementary Planning Documents	21
	Who We Will Consult	22
	How We Will Consult	24
	Neighbourhood Planning	26
<b>3</b>	<b>Planning Applications</b>	<b>32</b>
	General Consultation	32
	Consultation on a Planning Application	33
	General Information	36
<b>4</b>	<b>Monitoring and Review of the SCI</b>	<b>38</b>
<b>5</b>	<b>Contact Details</b>	<b>39</b>
<b>6</b>	<b>Appendices</b>	
	Appendix A – Consultees for the Local Planning Framework	40
	Appendix B – Deposit Venues – Addresses and Opening Times	44
	Appendix C – Consultees for Planning Applications	46
	Appendix D – Town and Country Planning (Development Management Procedure) Order 2015	48
	Appendix E –Publicity for Planning Applications	48

## Introduction

- 1.1 The Government makes it clear that the planning system should be as transparent, as accountable, socially inclusive and participatory as possible. The aim of the system is to encourage more meaningful community involvement that provides opportunities for more active participation and discussion earlier in the plan preparation and planning application process. This is very often referred to as front-loading.
- 1.2 The Statement of Community Involvement (SCI) is a key document that forms part of Warrington's Local Planning Framework. The SCI sets out how and when the community (in its widest sense) will be involved in the preparation of the Local Plan and other planning documents and how they will be consulted on planning applications. It is a statutory requirement under the Planning and Compulsory Purchase Act (2004) for the Council to prepare a SCI.

### **What is the purpose of the Statement of Community Involvement?**

- 1.3 The Statement of Community Involvement is one of the planning documents which the council is required to produce. The document will guide all community involvement on planning matters in the Borough of Warrington. It is important that community consultation forms an integral part of planning changes in Warrington. The Statement of Community Involvement has been prepared to ensure that the people of Warrington know when, how and for what reason they will be able to participate in planning matters. It also seeks to make clear the expectations required of developers with regards to community consultation.
- 1.4 In producing the Statement of Community Involvement, it is the Council's intention to promote effective public participation in the planning system. This will make sure that all sections of the community have the opportunity to be actively and continuously involved from the very start of the planning process both in the preparation and subsequent revision of the Local Planning Framework and in significant development management decisions.
- 1.5 Involvement in the planning process should enable the local community to say what sort of place they want to live and work in the initial stages of plan production when it can make a difference. The council will aim to include "hard to reach groups" that have historically not engaged with the planning system including, young people, ethnic minorities, people with disabilities, Gypsies and Travellers and Travelling Showpeople.
- 1.6 The aim is that by achieving greater community engagement throughout the planning process our 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.

1.7 The benefits of involving a wider range of people and organisations throughout the planning process include:

- More focus on local needs and priorities
- Planning decisions informed by local knowledge
- Improved understanding of the process
- Wider ownership of the process
- Wider interest in monitoring outcomes

1.8 When preparing planning documents or determining planning applications the Council must comply with the community engagement requirements as set out in the adopted Statement of Community Involvement. When a Local Plan is submitted to the Secretary of State for Examination in Public, a "Statement of Compliance" will be required to be submitted outlining how the community engagement requirements of the Statement of Community Involvement have been met during the Plan making process.

#### **Why the Statement of Community Involvement has been updated**

1.9 This document provides an update to the Statement of Community Involvement that was adopted in 2014. The need to update the Statement of Community Involvement has been necessitated as a result of:

- Changes in planning legislation, including a new requirement to complete a review SCIs every 5 years, the need to review the availability of planning documents in light of the impacts of COVID 19, and the need to provide detailed guidance to those wishing to prepare a Neighbourhood Plan;
- feedback from consultation undertaken on the Local Plan in 2017 and 2019;
- the requirements of the General Data Protection Regulation (GDPR);
- increasing use of new technology and social media within the community;
- the importance of ensuring that consultation is cost effective; and
- the recognised need for a more flexible approach to ensure that the Council can still proceed with its planning duties whilst responding to national or local circumstances.

1.10 At the time of undertaking the update to the SCI, social distancing measures are in place across the country to prevent the spread of COVID-19. This means that the Council is not able to meet all of its commitments to consultation as set out in the SCI. This version of the SCI therefore identifies temporary measures which will be put in place to ensure that the Council can still proceed with its planning duties, whilst continuing to promote effective community engagement.

## WHAT IS THE LOCAL PLANNING FRAMEWORK?

- 1.11 Warrington's Local Planning Framework provides the spatial framework to deliver the key objectives of the Warrington Means Business programme and the Borough's Health & Well-being Strategy. It seeks to promote and guide Warrington's growth over the next 20 years, ensuring housing and economic needs can be sustainably accommodated and that the social and physical infrastructure necessary to support an increasing resident and working population is delivered. It comprises a suite of planning policy documents as illustrated in figure 1.

### Local Planning Framework

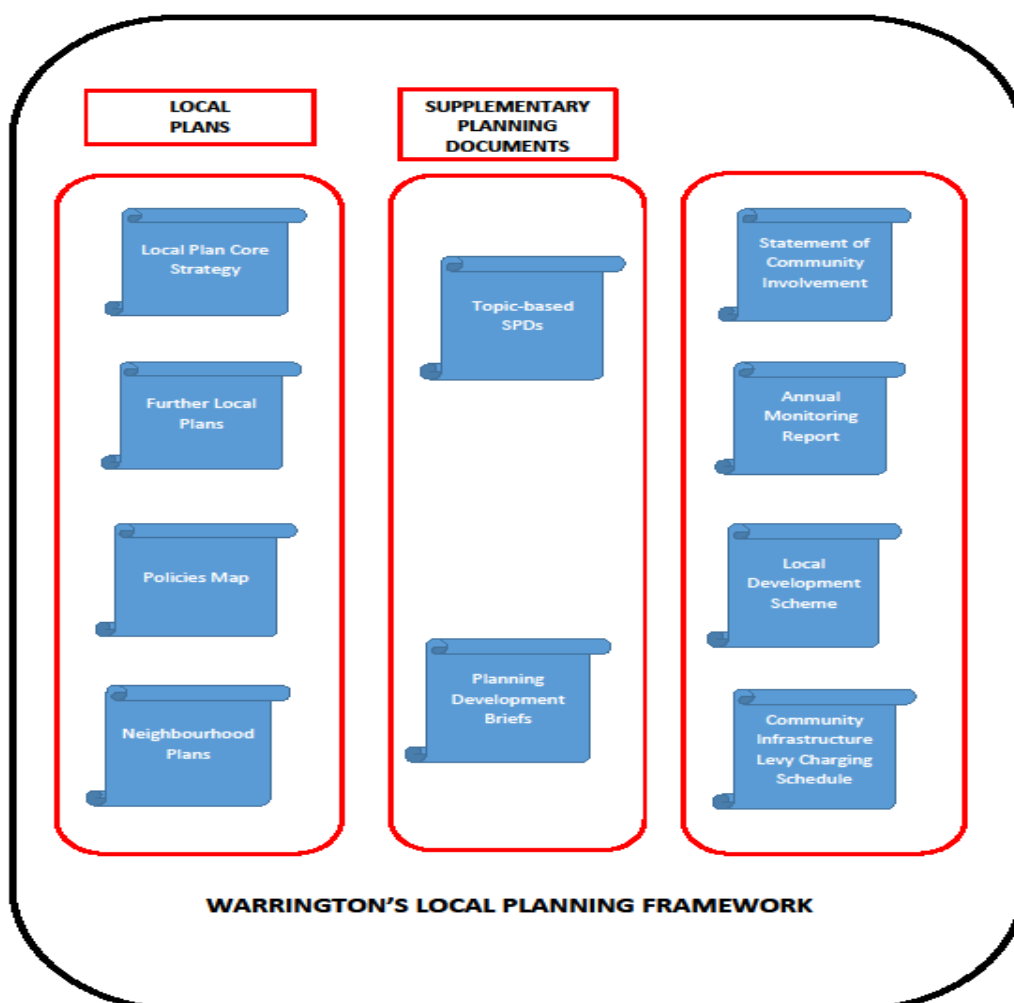


Figure 1.1: The Components of Warrington's Local Planning Framework

## Local Plans

- 1.12 Local Plans are planning documents that have been subject to independent testing and once adopted form part of the Statutory Development Plan. These are the documents against which planning applications are assessed. Planning decisions must be made in accordance with these documents unless material considerations outweigh the need to adhere to their policies.
- 1.13 Warrington's Local Plan Core Strategy (2014) is the current adopted Plan for Warrington. It establishes development principles that will shape the way that Warrington as a whole and its individual places will develop up to 2027. It also contains more detailed Development Management Policies in respect of specific issues for use in determining individual planning applications.
- 1.14 The Local Plan Core Strategy was adopted in July 2014 but the subsequent High Court ruling means that the Plan's housing target and elements of the associated housing policies have been quashed. This has prompted the preparation of a new Local Plan which has been subject to three periods of consultation, prior to submission for independent examination. It is anticipated that the new Local Plan will be adopted by the end of 2021. Once adopted, the new Local Plan will supersede the Local Plan Core Strategy, setting out a vision and spatial strategy for Warrington's development up to 2037 and detailed policies to determine planning applications. The Local Plan will need to be reviewed in 5 yearly cycles.
- 1.15 The new Local Plan is being prepared to only include strategic planning policies. In the future, the Council may introduce non-strategic policies to set out more detailed policies for specific areas, neighbourhoods or types of development. These could include allocating sites, the provision of infrastructure and community facilities at a local level, establishing design principles, conserving and enhancing the natural and historic environment and setting out other development management policies. These could be introduced into the Local Plan when it is reviewed in the future or prepared as separate Local Plan documents.

## Policies Map

- 1.16 This shows on an Ordnance Survey base map the adopted development plan policies which entail a geographic focus for the local planning authority. The Policies Map will be revised as each new development plan is adopted.

The adopted Policies Map should:

- Identify areas of protection, such as nationally protected landscape and internationally, nationally and locally-designated areas and sites, and Green Belt land;
- Show areas at risk from flooding; and

- Allocate sites for particular land use and development proposals included in any adopted development plan document and set out the areas to which specific policies apply.

### **Supplementary Planning Documents (SPDs)**

- 1.17 Supplementary Planning Documents (SPDs) offer more detailed guidance to supplement the policies contained within Local Plans. They may cover a range of issues, both thematic and site specific, which may strengthen a policy within a local plan document. Examples include design guides, development briefs, master plans, car parking standards etc. They are also a "material consideration" when determining planning applications.
- 1.18 Supplementary Planning Documents do not form part of the statutory development Plan but are nevertheless subject to community involvement as part of their preparation. A statement of compliance with the Statement of Community Involvement must accompany each Supplementary Planning Document produced.

### **Neighbourhood Plans**

- 1.19 The Localism Act introduced new powers to allow local communities to prepare 'Neighbourhood plans' and 'Neighbourhood development orders' to guide the future development of their areas. In the 'parished' parts of Warrington, this responsibility rests with the Parish or Town Council. In 'un-parished' areas a Neighbourhood Forum needs to be established and approved by the Council to undertake Neighbourhood planning.
- 1.20 Neighbourhood Plans must be in general conformity with the adopted Local Plan and once approved by the Council are subject to a local referendum before coming into force with full development plan status.

### **Annual Monitoring Report**

- 1.21 The Council prepares an Annual Monitoring Report each year to monitor how effectively its policies and proposals are being implemented and what action might need to be taken to address emerging issues or problems. This includes an assessment of the level of housing completions against housing requirements and a trajectory of future housing completions. It also reports on progress being made in implementing the work programme set out in the Local Development Scheme.

### **Local Development Scheme (LDS)**

- 1.22 The Local Development Scheme is a public statement which sets out the Council's programme for the production and review of the Local Plan and any other Local Plan documents. The LDS is available on the Council's website and printed copies are available on request.

## **Community Infrastructure Levy (CIL)**

- 1.23 The Council is giving consideration to introducing CIL as a basis to securing developer contributions towards infrastructure. CIL is a charge applied to development, based on the type of development and its size. If the Council introduces CIL it will replace S106 Planning Obligations in securing funding for certain types of infrastructure.
- 1.24 If the Council introduces CIL, it will need to undertake consultation on the CIL charges it will apply and how it will operate CIL across the Borough.

## **Council Procedures and Reporting Protocols**

- 1.25 Based on the Local Authorities (Functions and Responsibilities) (Amendment) (No. 2) (England) Regulations 2004 and recognising the Council Constitution and Schemes of Delegation for the Council, the levels of political responsibility for the production of Local Planning Framework documents are as follows:

Local Plan documents and the Community Infrastructure Charging Schedule:

- The approval for the purposes of consultation will be undertaken by Cabinet.
- Full Council Resolution is required for submission and adoption stages following consideration by Cabinet.

Supplementary Planning Documents, Local Development Scheme and the Statement of Community Involvement:

- The approval for the purposes of consultation on Supplementary Planning Documents will be undertaken by The Director of Growth in consultation with the Cabinet Member for Environment and public protection.
- A decision of the Cabinet is required for adoption of Supplementary Planning Documents and the Statement of Community Involvement. Cabinet will also be required to approve the Local Development Scheme. Such decisions are likely to be “Key Decisions” as they affect communities in more than two wards and would be subject to the Council’s Scrutiny Procedure Rules.

## **How can the community be involved with the preparation of the Local Planning Framework?**

- 1.26 The minimum legal requirements for consultation and public participation for Local Plans and Supplementary Planning Documents are set out in the Town and Country Planning (Local Plan) (England) Regulations 2012 (as amended).
- 1.27 The Council is committed to involving as many people and groups as possible in the formulation of planning policies for the Borough from an early stage. Any person or



organisations interested in the planning of the Borough is welcome to get involved and contribute to the process.

- 1.28 The Local Plan is the most important planning policy document for the Borough. As such, involvement in a full review of the Local Plan will be aimed at the wider community throughout the preparation process.
- 1.29 For Supplementary Planning Documents, partial reviews of the Local Plan, or more focused Local Plan documents, the scope and form of consultation the Council will undertake will be dependent on the type of document being produced.
- 1.30 The more specific the issue, the more targeted the involvement, to reflect the narrower range of interests affected by a particular area of concern. If the SPD or Local Plan document is dealing with a specific geographical area, involvement is targeted at specific communities. In relation to specific topics, involvement is targeted at groups involved in/affected by their delivery or implementation.
- 1.31 In each case where targeted community involvement is appropriate, this will not exclude other groups and the wider public from the process and their contribution is also welcome.
- 1.32 Any future consultation on establishing and reviewing a CIL for the Borough will need to be undertaken in accordance with the CIL Regulations (2010 as amended). Given CIL could affect development across the Borough as a whole, consultation will be aimed at the wider community, unless it is proposed to only introduce CIL within a specific geographic area within the Borough.
- 1.33 In the event that one or more Local Planning Framework document needs to be produced simultaneously, this may enable a joined up approach to the early stages of preparation when community involvement is widespread and at a general level. Publicity and some correspondence may be able to be combined to cover more than one document to avoid consultation fatigue. However, it may be necessary to separate involvement at later stages when not to do so would be likely to cause confusion.
- 1.34 Full details on how the Council will consult on documents produced as part of the Local Development Framework are provided in Section 2 of the SCI.

### **COVID-19**

- 1.35 A number of commitments within Section 2 of the SCI are not compatible with the current social distancing guidance which is in place to help combat the spread of coronavirus (COVID-19). In particular, it is not possible for the Council to hold face to face community consultation events or provide physical documents for inspection.

- 1.36 While social distancing guidance is in place, the Council will make greater use of online engagement methods, including virtual exhibitions, digital consultations, video conferencing, and social media and providing documents for inspection on its website.
- 1.37 The Council will, however, take all reasonable steps to ensure sections of the community that don't have internet access are involved. This can include seeking views through representative groups rather than directly, targeting only people in areas most affected by proposals, and allowing individuals to nominate an advocate to share views on their behalf. Consulting by telephone or in writing may also be used where practical.
- 1.38 The Council will carry out an assessment of the guidance in place at the time of consultation to confirm the most appropriate consultation arrangements.
- 1.39 It should be noted that such measures are only temporary whilst restrictions relating to COVID-19 are in place, anticipated to be at least until March 2021.

#### **GENERAL PRINCIPLES DEVELOPMENT MANAGEMENT**

- 1.40 Development Management is a term used to include a range of activities and interactions that remove the control of development and the use of land into a more positive and proactive process. The development of a more proactive process means it ensures a better fit with the principles of plan making and better supports the local authorities in their role as "place shapers".
- 1.41 The principle of Development Management utilises both planning applications and enforcement procedures to apply a more positive management. They are used to not only control the effects of unrestricted development, but as a proactive tool for managing development opportunities.
- 1.42 Collaborative working relationships with partners both within and outside the council is a key aspect of Development Management. Working in partnership will also involve working with developers on the delivery of projects that are important to achieving overall strategic objectives within the borough. Effective partnership working will therefore:
- Support the role of planning in place shaping in the Borough;
  - Ensure that development is supported by the appropriate and timely delivery of infrastructure;
  - Input essential specialist skills and knowledge; and
  - Maximise the chances of successful delivery.
- 1.43 The Council promotes the importance of early engagement and therefore encourages applicants to undertake pre-application discussions, prior to the submission of a planning application. The objective of pre-application discussion

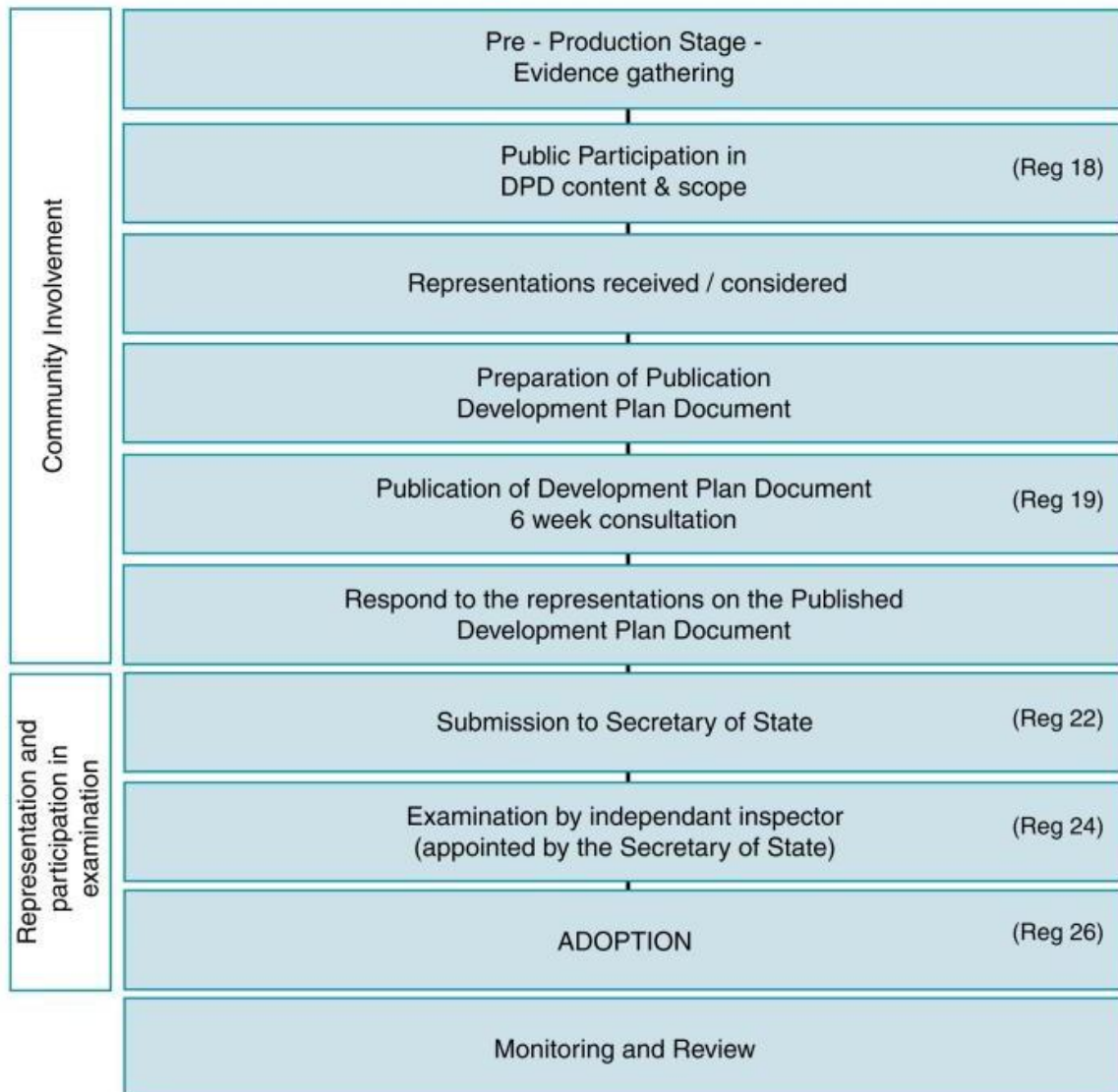
should be to confirm whether the principle of development is acceptable and the subsequent discussion of more detailed matters such as highways etc. to enable better co-ordination between public and private resources to improve the outcome for the wider community.

- 1.44 Further details in relation to the development management processes in can be found in Section 3 of this document.

## 2 The Local Planning Framework

### PREPARATION OF LOCAL PLAN DOCUMENTS

#### STAGES IN THE PREPARATION OF DEVELOPMENT PLAN DOCUMENTS



Picture 2.1 Minimum Stages in the Preparation of Local Plan Documents

## **Pre-Production Stage - Evidence Gathering**

- 2.1 The council has to maintain up to date information from survey and evidence gathering in order to underpin the preparation of its planning policies and proposals. The monitoring of this information is one of the key indicators of a need to prepare or review a Local Plan document.
- 2.2 The Council publishes information on an annual basis in its Annual Monitoring Report including information on housing and employment permissions and completions. The Council also updates its Strategic Housing Land Availability Assessment (SHLAA) and Brownfield Register on an annual basis.
- 2.3 The Council undertakes wider studies on development needs, generally at 5 yearly intervals, to inform a review of the Local Plan. These studies include:
  - Local Housing Need Assessment
  - Economic Development Needs Assessment
  - Retail Needs Assessment
  - Open space and sport facilities assessment
  - Gypsy and Traveller Accommodation Needs Assessment
- 2.4 The Council may prepare more specialist evidence base documents, depending on the nature of the review of the Local Plan as a whole or for the particular requirements of a more detailed Local Plan document.
- 2.5 Where possible and appropriate, the Council will seek the early involvement of relevant groups and organisations in the development of this information base with a view to ensuring reliable and robust evidence which is widely accepted as common ground. Groups and organisations will be selected from the list of specific and general consultees listed in Appendix A as appropriate to the type of evidence/information.
- 2.6 Any issues of particular concern that they consider need to be addressed should be raised, and to indicate (other than in the case of specific consultees) if and how they wish to be kept involved as production moves forward. At this stage of preparation, involvement is informal in nature and the aim will be to establish meaningful and continuous dialogue with interested parties.
- 2.7 The Council will ensure that this information is readily available in an accessible format to all interested parties via the Council's website ([www.warrington.gov.uk](http://www.warrington.gov.uk)). The website will also be used to communicate updates on these studies and to highlight opportunities for community involvement to wider issues. Where possible, the Council will publish documents forming part of its evidence base as they are completed, rather than waiting until formal consultation on the Local Plan is undertaken, to keep communities informed and involved.

- 2.8 The Council will take into account responses made to evidence base documents, together with any other issues raised by specific or general consultees and the wider community, in determining the scope and programme for reviewing the Local Plan in its LDS.

### **Public Participation in Local Plan Contents and Scope (Regulation 18)**

- 2.9 The Council will give notice of the intention to commence work on the preparation of an update to its Local Plan or a more detailed Local Plan document as soon as it is clear as to its scope, purpose and timetable. At this point the Council will also invite consultees to make representations about the proposed content of the Local Plan Document. This will be done by direct notification of all consultees listed in the Statement of Community Involvement.
- 2.10 There will also be associated publicity through Council media including the Council's Website, social media, and through press releases where deemed appropriate.
- 2.11 At all stages the Council will respond positively to requests for further discussion, clarification, more information and advice wherever possible. If the draft report has any particular implications for specific areas or sites proposed for allocation, local interest groups will be approached with a view to raising awareness of the consultation process.
- 2.12 Where the update to the Local Plan, or the more detailed Local Plan document being produced is likely to raise significant community interest, the Council may undertake additional consultation under Regulation 18 prior to proceeding to the more formal consultation stage under Regulation 19, as set out below.
- 2.13 The Council will take full account of the responses to this stage of consultation and all responses received will be used to produce the final Local Plan document. This initial stage of community consultation in the preparation of Local Plan documents enables people to express their views, put forward their own ideas and to actively participate in developing the Local Plan document.

### **Preparation and Publication of Local Plan Documents (Regulation 19)**

- 2.14 Once a Local Plan document has been prepared, the Council will publish the document and conduct a period of consultation. This will last for 6 weeks (or the statutory required time set out in any updated legislation); however, the Council may increase this period as appropriate, depending on the document being prepared.
- 2.15 The Council will invite representations on the published document and will:
- Advertise the consultation period on the Council's website, giving details of how and when the documents can be inspected, how copies can be

obtained, the closing date for representations, and to whom representations should be addressed.

- Make all the relevant documents available throughout the consultation period at the locations listed in Appendix B, and on the Council's Website.
- Send electronic copies of the Local Plan to the relevant consultees listed in Appendix A.
- Contact everyone directly on the Local Planning Framework Mailing list.
- Ensure that adequate media publicity is given to the availability of documents to ensure that all who have an interest are made aware of the opportunity to make representations on the Local Plan.
- Issue a standard form for representations and encourage its use and associated guidance for use in making representations
- Provide for representations to be made by e-mail and letter.

2.16 The Planning Inspectorate requires the Council to make representations available with names and addresses fully included. This is to ensure that the Inspector and all other participants in the examination process are able to know who has made representations on the Local Plan. The Planning Inspectorate believe this is necessary to ensure an effective and fair examination.

2.17 The Planning Inspectorate also require respondents' email address and/or phone number to ensure they are able to contact respondents with details of the Examination.

2.18 In order to meet statutory and Planning Inspectorate requirements, the Council will:

- Make all representations available for inspection at Warrington Borough Council's Office with names and addresses included in full.
- Provide all representations when required to the Planning Inspectorate with names and addresses included in full, together with your email address and/or phone number.
- Make all representations available on the Council's web site, but in doing so, will only publish respondents' names and postal towns.

### **The Council's response to consultation**

2.19 At the end of the consultation period, the Council will consider all representations received and will decide whether or not it is necessary to make changes before the next stage of the process. It is not envisaged that significant changes will be required at this stage, given the level of engagement conducted at the pre-production stage.

2.20 Discussions may be held with respondents or their representatives in cases where clarification is needed, or where there appears to be scope to negotiate common ground and resolve an objection.

- 2.21 Once all representations have been considered, the Council will prepare a statement of the number of representations received, a summary of the main issues raised and the Council's response to the representations, including any agreed changes to the document.

Copies of this statement and of all representations made will be made available on the Council's Website.

### **Further Consultation**

- 2.22 If, having considered the representations to the consultation, the Council is proposing a significant change to the Local Plan document, then the Council may undertake further consultation under Regulation 19 prior to submission.
- 2.23 For example, if the Council is proposing to include an additional or alternative site allocation, then the Council would want to ensure that people affected by the allocation would have the opportunity to make representations which would be then considered as part of the examination process.

### **Submission Stage (Regulation 22)**

- 2.24 The Local Plan document will be submitted for independent examination by an Inspector appointed by the Secretary of State.

The Submission Local Plan document will be accompanied by:

- The Sustainability Appraisal Report
  - A Submission Policies Map showing what associated changes to the Adopted Policies Map are being proposed.
  - A statement demonstrating compliance with the consultation and participation processes set out in the SCI, and setting out
    - Which consultees were invited to make representations
    - How consultees were invited to make representations
    - A summary of main issues raised by representations and how any representations have also been taken into account.
    - The number of representations made and the summary of the main issues, if any were made.
  - Copies of any representation made relating to the Local Plan
  - Other supporting evidence base documents - Including a Habitat Regulations Assessment where appropriate.
- 2.25 As soon as the Council has submitted the Local Plan to the Secretary of State the Council will make available all documents that have been submitted for examination on the Council's website.



## **Independent Examination (Regulation 24)**

- 2.26 Copies of all representations and statements resulting from the publication stage process will be sent to the Secretary of State who will appoint an Inspector to carry out the examination into the soundness and legal compliance of the Plan.
- 2.27 Prior to the examination a pre-examination meeting may be held by the Inspector.
- 2.28 At least six weeks before the examination begins, the Council will publish notice of the time and place where it will be held, and the name of the Inspector. The Council will notify all interested parties and will publicise on the Council's Website.
- 2.29 The National Planning Policy Framework sets out three tests which Local Plans should meet if they are to be sound. The three tests against which Local Plans will be examined against relate to the plan being positively prepared, justified, effective and consistent with national policy.

**"Positively Prepared"** means the document must be:

- Based on a strategy which seeks to meet objectively assessed development needs and infrastructure requirements.
  - **"Justified"** means that the document must be:
    - Founded on a robust and credible evidence base
    - The most appropriate strategy when considered against the reasonable alternatives
  - **"Effective"** means that the document must be:
    - Based on effective joint working on a cross-boundary basis
    - Deliverable
    - Flexible
    - Able to be monitored
- 2.30 All hearing sessions associated with the examination will be held in public. However, only those who have made formal representations during the 6 week participation period at submission stage, seeking a change to the Council's proposals, are entitled to participate by appearing at the hearing sessions and this will be at the discretion of the Inspector. Participation in the examination can also be carried out by submitting written representations in response to the Inspectors published key issues. Written representations will be given the same consideration by the Inspector as evidence given in person.
- 2.31 The Inspector will consider all documents compiled and will ensure that all relevant legislation has been considered. This generally includes ensuring that the document:

- Has been prepared in accordance with the Local Development Scheme and is in compliance with the Statement of Community Involvement.
- Has been subject to a sustainability appraisal (SA) and where appropriate a Habitat Regulations Assessment (HRA)
- Has regard for national policy
- The Duty to Co-operate has been fulfilled
- Has regard to any Sustainable Community Strategy for the area.
- Compliance with Regulations

### **Adoption (Regulation 26)**

- 2.32 The Council can formally request under section 20(7C) that the appointed Inspector recommend main modifications that are considered necessary to make the Local Plan sound. The Council will consult everyone who responded at Regulation 19 stage on these modifications and provide any further representations to the Inspector for their consideration, prior to them issuing their final Report.
- 2.33 Following receipt of the Inspector’s Report, the Council may adopt the Local Plan document.
- 2.34 The Council will publish the necessary statutory notices and notify interested parties of the final stages to adoption of the Local Plan following receipt of the Inspector’s report.

### **Monitoring and Review**

- 2.35 The effectiveness of all Local Planning documents and the policies and proposals within, will be assessed annually through the Council’s Annual Monitoring Report.

## SUPPLEMENTARY PLANNING DOCUMENTS

- 2.36 Supplementary Planning Documents are produced to support and provide additional information regarding policies within Local Plan documents. The process of preparing a Supplementary Planning Document is similar to the process for Local Plan documents, but simplified.

### Stages in the preparation of Supplementary Planning Documents

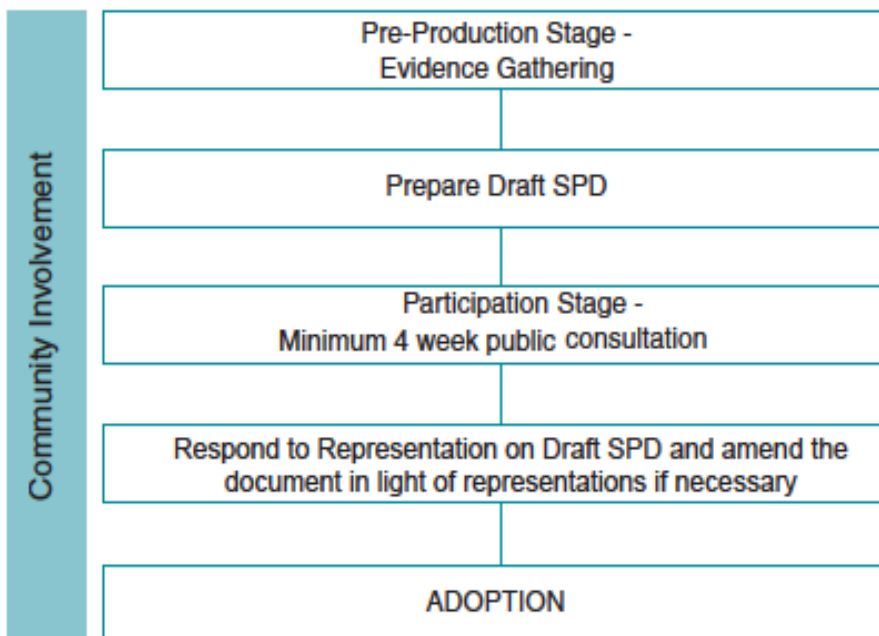


Figure 2.1 Minimum Stages in the Preparation of Supplementary Planning Documents

### **Pre-Production (Informal Evidence Gathering and Discussion)**

- 2.37 All matters covered in Supplementary Planning Documents must relate to policies in a Local Plan document. In the vast majority of cases there will be no need to establish a further evidence base for a Supplementary Planning Document.
- 2.38 The Council will determine which of the specific and general consultees and other interests listed in Appendix B are interested parties given the subject matter of the draft Supplementary Planning Document. The Council will seek to engage with all interested parties at the early pre-production stage and will feed comments into the production stage.

### **Production Stage - (Preparation of the Draft Supplementary Planning Document)**

- 2.39 A full draft Supplementary Planning Document will be prepared taking into account the comments obtained at pre-production.

### **Participation Stage (Consultation)**

- 2.40 At this stage in the process, the council will:
- Subject the draft SPD to a consultation period for a minimum of four weeks.
  - Advertise the participation period on the Council's website, giving details of how and when the documents can be inspected, how copies can be obtained, what the closing date for representations is, and how and to whom the representations should be addressed.
  - Make the relevant documents available throughout the participation period at the locations listed in Appendix C and on the website, together with forms and associated guidance for use in making representations.
  - Provide for representations to be made by electronic consultation, e-mail and letter.
  - Notify the relevant consultees identified at pre-production stage, and to other consultees who submitted comments.
  - Write to all other consultees listed in Appendix B to advise of the subject matter of the Supplementary Planning Document, of the participation period being undertaken, and how access to the documents can be obtained.
  - Issue press release to secure media publicity if appropriate.

### **Responses**

- 2.41 At the close of the participation period, the Council will prepare a report summarising the number and content of representations made and will publicise its availability to participants. It will be placed on the Council's Website.
- 2.42 The responses will be considered by the Council who will make changes as agreed to be necessary, before taking steps to adopt the Supplementary Planning Document.

## **Adoption**

- 2.43 The Council will prepare a statement which will be available on the Council's Website that the Supplementary Planning Document has been adopted and give details of where and when it can be inspected.

The adopted Supplementary Planning Document, representations made and Council's responses will be posted on the Council's Website. The Council will also notify any person who has requested notification following adoption.

## **WHO WE WILL CONSULT**

- 2.44 It is important to consult a broad range of groups at various stages in the preparation of Local Plan documents and Supplementary Planning Documents. The key groups are listed below:

- The general public
- Other Council Services
- Neighbouring Local Planning Authorities
- Town & Parish Councils
- Central Area Neighbourhood Board
- Neighbourhood Plan Community Forums (including those bordering the Borough where relevant)
- Resident/ Community Groups
- Businesses/ representative bodies
- The Warrington Partnership (Local Strategic Partnership Members)
- Statutory Bodies
- Interest Groups/ representative bodies
- Hard to Reach Groups/ representative bodies including the young; the elderly and the disabled
- Minority groups/ representative bodies including religious racial, ethnic or national groups.

- 2.45 The Council maintains a database of individuals who have expressed an interest in the Local Planning Framework. This enables the community to register to be involved throughout the planning process.

- 2.46 The Council has a legal requirement to fulfil the "Duty to Co-operate". This requires local authorities to consider strategic planning beyond their boundaries and provides a mechanism to address larger issues than can be dealt with by the local planning authority working alone. Such issues may include:
- The provision for new housing across a wider housing area
  - The provision of major retail, leisure, industrial and other economic development.
  - The provision of infrastructure; and

- The protection and enhancement of the natural and historic environment

2.47 Through the ‘Duty to Cooperate’, the Government expects that Councils will work collaboratively with other bodies to ensure that strategic issues are properly coordinated and clearly reflected in individual Local Plans. The Council will therefore undertake a proactive and collaborative approach with adjoining authorities and other public organisations, where necessary, through the ‘Duty to Cooperate’ when completing the various stages of Local Plan preparation.

## **HOW WE WILL CONSULT**

### **Website**

2.48 The Council’s website ([www.warrington.gov.uk](http://www.warrington.gov.uk)) is used to display all the latest Local Planning Framework publications, evidence base documents and consultation documents, together with associated explanatory information, response forms and contact details. This will allow everyone to be kept fully informed of progress and future consultation events at all stages of document preparation.

2.49 All correspondence will include direction to the web address.

### **Local Planning Framework Consultation Database**

2.50 Everyone on the Local Planning Framework Consultation Database will be notified ahead of each stage of the consultation.

### **Local Press**

2.51 Depending on the type of document being produced, the Council may choose to produce publicity material giving details of the consultation process.

### **Public Exhibitions**

Depending on the type of document being produced, the Council may choose to hold a Public Exhibition(s) in an accessible location(s). These will provide explanatory displays of the document being consulted on, with Officers being available in person to provide more detailed information and to respond to any questions.

### **Availability of Documents**

2.52 During the consultation period documents will be made available for inspection for the required consultation period in the Deposit Locations as detailed in Appendix C. Following adoption, documents will be retained at those locations in accordance with statutory requirements.

2.53 All documents will be available for inspection during normal office hours at the Council’s principal Office and can also be accessed on the Council’s website.

### **Availability of Officers**

- 2.54 A planning officer will be available to deal with enquires about the documents over the telephone or face to face at the principal Council Office, during normal office hours. The Development Plan Team has a central email address LDF@warrington.gov.uk where enquiries can be sent to.

### **Meetings with Town & Parish Councils and Central Area Neighbourhood Board**

- 2.55 The Borough Council will inform and consult Town & Parish Councils and the Central Area Neighbourhood Board on a regular basis during the production of Local Planning Framework Documents. The Council will give favourable consideration for requests from Town & Parish Councils, Ward Councilors' or the Central Area Board to attend their meetings or where specific issues are raised, to attend the meetings of representative community groups.

### **Hard to Reach Groups**

- 2.56 The Council will make every effort to engage with these groups directly and/or through representative organisations, whether local or national, and encourage them to get involved in the preparation of the Local Planning Framework Documents. In Warrington Borough, hard to reach groups are considered to be:
- Young People
  - Frail Elderly
  - People with disabilities - mobility impaired, visually impaired and hearing impaired
  - Black Minority and Ethnic Groups
  - Gypsies and Travellers and Travelling Showpeople
- 2.57 Documents can be made available in large type, Braille, audio format and in other languages upon request.
- 2.58 Opportunities to involve hard to reach groups through other Council services (e.g. the Youth Service, Social Care and Community Development) will be explored.
- 2.59 The Council is an active member of the multi-agency Cheshire Chief Executives Advisory Group on Travellers, which has an appointed Gypsy and Traveller Co-ordinator. This provides a channel of communication and contact with these groups.
- 2.60 In preparing Local Planning Framework Documents the Council will comply with the requirements of the Equality Act 2010 and the Public Sector Equality Duty.

## **NEIGHBOURHOOD PLANNING**

- 2.61 Neighbourhood planning seeks to enable communities to come together to shape the development and growth of the local area through the production of a Neighbourhood Development Plan or Neighbourhood Development Order.
- 2.62 The Localism Act 2011 introduced new rights and powers to allow local communities to prepare Neighbourhood Plans and orders. The Neighbourhood Plans provide an opportunity to build on existing adopted Local Plans, however they must be in conformity with the Local Plan's overall spatial strategy.
- 2.63 Neighbourhood Plans are not a mechanism in which to constrain growth in the local area, but can allow local people to get the right type of development for their community, for example identifying where new homes and offices should be built and what they should look like.
- 2.64 Neighbourhood Plans are prepared by Parish and Town Councils where they exist and by community groups in areas which are unparished. Whilst the production of Neighbourhood Plans are optional, where they are prepared, the Council has a duty to support the process and ensure that the body preparing the Neighbourhood Plan has regard to the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 2.65 The Council will support and guide all communities undertaking Neighbourhood Planning by sharing relevant information and its planning policy evidence base. We will appoint a dedicated Officer who will be the point of contact for any Neighbourhood planning group.
- 2.66 However, the preparation of the Neighbourhood Plan is required to be led by community organisations, such as a Parish Council or a Neighbourhood Forum in non-parished areas. The amount of assistance provided by the Council will be dependent upon the level of resources available to the Council at the time of the request. The Neighbourhood Plan group may also wish to seek the assistance of an independent planning consultant to assist with more technical areas of the evidence gathering and policy drafting.
- 2.67 The Officer will meet the Neighbourhood planning group early on in the process and will assist the group at agreed regular intervals throughout the process. They will also direct you to any relevant helpful resources and will be a contact to provide guidance in relation to consultations and engagement, the potential scope of the plan and legislative requirements.
- 2.68 The Council will also provide a formal consultation response at the draft Neighbourhood Plan consultation stage. It will also provide dedicated Neighbourhood Planning space on the Council's website for Made Neighbourhood Plans and for Plans in the process of preparation.



- 2.70 Any Parish Council or eligible community group wishing to commence the preparation of a Neighbourhood Plan should in the first instance contact the Planning Policy team at: [ldf@warrington.gov.uk](mailto:ldf@warrington.gov.uk)
- 2.71 Neighbourhood Development Orders can grant planning permission for specified developments in a Neighbourhood area. Once established there would be no need for anyone to apply to the council for planning permission if it is for the type of development covered by the order. This should make it easier and quicker for such development to go ahead in the future. A Neighbourhood Development Order must have consideration for the wider strategic vision for the wider area and should also be in line with national planning policy and necessary legal requirements.
- 2.72 This chapter sets out a summary of the legal requirements for producing a Neighbourhood Plan or Neighbourhood Development Order and the minimum consultation requirements.

### **The Designation of Neighbourhood Forums and Neighbourhood Areas**

- 2.73 If a community group wishes to establish a Neighbourhood forum or Neighbourhood area, or if a Town or Parish Council wishes to establish a Neighbourhood area which is not the same as its administrative boundary, then they must apply to Warrington Borough Council in its capacity as a Local Planning Authority. In order to submit an application, the application must be accompanied by the relevant information depending on whether the community is looking to establish a Neighbourhood forum or Neighbourhood area. Both processes are outlined below.

#### **Designating a Neighbourhood Forum**

- 2.74 Regulations 8, 9 and 10 set out the requirements for the designation of a Neighbourhood forum. If the area is unparished, a Neighbourhood forum must be established prior to preparing a Neighbourhood development plan. Where a Neighbourhood forum has been designated previously and has not expired or been withdrawn, the Council will decline a Neighbourhood forum application made in relation to that Neighbourhood area.
- 2.75 If an unparished area wishes to proceed with establishing a forum they must submit the relevant supporting information to accompany the application. This includes;
- the name of the proposed forum;
  - a copy of the written constitution of the proposed Neighbourhood forum;
  - the name of the Neighbourhood area to which the application relates and a map which identifies the area;
  - the contact details of at least once member of the proposed Neighbourhood forum; and
  - a statement detailing how the proposed Neighbourhood forum meets the conditions set out in the 1990 Act.

2.76 Once an application has been received, the Council will publicise the area application and invite representations for a period of 6 weeks. This will be publicised on the website and local deposit venues of the area to which the application relates.

- a copy of the application;
- a statement detailing that if a designation is successful no other organisation or body may be designated for that Neighbourhood area until that designation expires or is withdrawn;
- Details of how to make representations; and
- The date by which those representations must be received.

2.77 If the application is successful the Council will publish the decision on the website and at local deposit venues for the attention of people, who live, work or carry on business in the Neighbourhood area.

### **Designating a Neighbourhood Area**

2.78 Regulations 5, 6 and 7 (The Neighbourhood Planning (General) Regulations 2012) set out the requirements for the designation of a Neighbourhood area. Where an application is submitted to establish a Neighbourhood area, the application should include:

- A map which identifies the area to which the area application relates;
- A statement explaining why this area is considered appropriate to be designated as a Neighbourhood area; and
- A statement that the organisation or body making the area application is a relevant body for the purposes of section 61G of the Town and Country Planning Act 1990.

2.79 Once this information has been received, the Council will publicise the area application and invite representations for a period of 6 weeks. The publication will include:

- A copy of the application
- Details of how to make representations; and
- The date by which those representations must be received.

2.80 Where a Neighbourhood planning application is approved, the Council will publicise on their website and in any other manner considered appropriate to bring the decision to the attention of people who live, work or carry on business in the Neighbourhood area. Details published on the website will include:

- The name of the area;
- A map of the area; and
- The name of the body who has applied for the area to be designated.

- 2.81 If the Council takes the decision to refuse the designation of a Neighbourhood area or Neighbourhood forum, the Council will publish a “decision statement” outlining the reason for refusing the application, together with details of where the decision statement can be inspected.

### **Neighbourhood Development Plans & Neighbourhood Development Orders – Pre-submission consultation and publicity**

- 2.82 The Neighbourhood Planning (General) Regulations 2012 set out the requirements for the consultation which the qualifying body must undertake on the Neighbourhood Development Plan or Neighbourhood Development Order before submitting to the Council.
- 2.83 The plan proposal should be consulted on for a minimum of 6 weeks and should be publicised in a manner that is likely to attract the attention of people who, live, work or carry on business in the Neighbourhood area. The consultation should include the following information:
- Details of the proposals for the Neighbourhood development plan or development order
  - Details of where the plan can be inspected
  - Details of how individuals can make representations
  - The date the representations must be received.
  - That the qualifying body consult any of the consultation bodies listed in the regulations whose interest may be affected by the Neighbourhood development plan or development order
  - That a copy of the Neighbourhood development plan is sent to the Council.
- 2.84 The regulations do not set out exactly how the qualifying body should conduct consultation however the following techniques could be utilised to ensure effective consultation.
- Workshop events
  - Leaflet drop to all households and local businesses in the area
  - Exhibitions
  - Public meetings
  - Posters
  - The publication of details on the qualifying body’s website
- 2.85 Once the qualifying body has undertaken a period of consultation in the local area, the qualifying body will then submit the plan proposal or order to the Council providing the following information:
- A map or statement which identifies the area the proposed Neighbourhood development plan/ Neighbourhood development order relates

- A consultation statement (including details of persons are bodies who were consulted, a summary of main issues and details how these issues have been considered and, where relevant addressed)
- The proposed Neighbourhood development plan/ Neighbourhood development order; and
- A statement explaining how the plan meets the legal requirements set out in the Town and Country Planning 1990 Act

### **Publicising a plan/ order proposal (Publication)**

2.86 The Council will publish the Neighbourhood plan/ development order for a period of consultation following submission. This will be for a period of 6 weeks and will be publicised on the Council’s website and local deposit venues. This should be completed as soon as possible and will include the following information:

- Details of the plan proposal
- Details of where the plan can be inspected
- Details of how to make representations
- A statement that any representations may include a request to be notified of the Councils decision in relation to the Neighbourhood development plan/ Neighbourhood development order.
- The date by which all representations must be received

2.87 The Council will also notify any consultation body which is referred to in the submitted consultation statement by the qualifying body that the Neighbourhood plan has been submitted.

### **Examination and Inspectors Report**

2.88 Once the plan or order has been published and has completed the 6 week consultation, the Council will appoint an independent examiner to consider the plan or order and representations. The Council will forward all necessary information including:

- A map or statement which identifies the area the proposed Neighbourhood development plan/ order relates
- A consultation statement (including details of persons are bodies who were consulted, a summary of main issues and details how these issues have been considered and, where relevant addressed)
- The proposed Neighbourhood development plan/ order; and
- A statement explaining how the plan meets the legal requirements set out in the Town and Country Planning 1990 Act and the Neighbourhood Planning (General) Regulations 2012;
- An environmental statement (if one is required); and
- All representations received during the publication stage of consultation.

2.89 Once the examiner's report has been received by the Council and a decision has been made regarding how to proceed, the Council will publish on the website a "decision statement" which will set out the decision made and the reasons for it. The Council will also provide details of where the "decision statement" can be inspected and the examiner's report. The examiner's report will also be sent to the qualifying body and any other person who has requested to be notified. The Council will request that the qualifying body publish the "decision statement" on their website, where possible and any other means appropriate to advertise that a decision has been made.

2.90 The "decision statement" will include:

- The decision whether to accept or refuse a plan/ order proposal
- What action is to be taken in response to the recommendations by the examiner
- What modifications need to be included
- Whether to extend the area to which the referendum is or are to take place

2.91 If the Council makes the decision to adopt a Neighbourhood development plan or order it will be subject to a local referendum. If the Neighbourhood development plan or order then passes the local referendum a further decision notice will be repeated to publicise that there has been a vote in favour of the Neighbourhood plan or order and it will subsequently be adopted. The Neighbourhood plan or order, supporting information and details of where and when the plan or order can be inspected will then be made available on the Council's website accordingly.

2.92 The Council will also notify any person or bodies who have been asked to be notified.

### 3 Planning Applications

- 3.1 This section aims to set out how local communities will be involved in the consideration of individual planning applications.
- 3.2 Warrington Borough Council receives on average 2000 applications relating to planning permission per year. Every effort is made to ensure contact with all those who may be interested in the decision-making process during the process. Depending on the nature of the application the Council notifies and engages individuals, interest groups and the wider community.
- 3.3 No system for publicising planning applications can be totally effective, however extensive. A balance needs to be struck between providing a reasonable opportunity for people to comment on applications and the cost and speed of decision-making. The Council is currently reviewing means of engaging with the public through software revisions that will enable better use of information technology. Associated with this will be a better developed website which will substantially improve access to application information, plans and documentation. The need for better utilisation of IT in the planning engagement process has been highlighted through continued restrictions in movement introduced in March 2020 in response to the Covid-19 pandemic.
- 3.4 The requirements for involving the community in the planning application process are set by the Town and Country Planning (Development Management Procedure) Order 2015. The Order sets out how planning applications should be publicised using:
- The council's website;
  - Site notices and/or neighbour notification letters; and
  - Statutory notices in the local press.
- 3.5 It also sets out when statutory consultees such as the Environment Agency, parish councils and Historic England must be consulted. The council meets these statutory requirements and has agreed to consult other interested bodies when this is relevant to an application. The scale of community involvement depends on the type of application received. By involving a broad range of stakeholders in the process, the quality of development can be improved.

#### **GENERAL CONSULTATION**

##### Applicants' Consultation with the Local Planning Authority through Pre-application Discussions

- 3.6 The Borough encourages applicants to undertake pre-application discussions, prior to the submission of a planning application. The objective of pre-application discussion should be to confirm whether the principle of development is acceptable,

establish key issues which the application should address, and to agree the submission of material needed to enable the application to be assessed. The Council has adopted a pre-planning application advice protocol which can be found on the Council's Website.

[http://www.warrington.gov.uk/info/200562/planning/1334/pre\\_planning\\_application\\_advice\\_protocol\\_and\\_charges](http://www.warrington.gov.uk/info/200562/planning/1334/pre_planning_application_advice_protocol_and_charges))

- 3.7 The Council will offer pre-planning application advice upon completion of the pre-planning application advice form (and relevant accompanying information) and receipt of the pre-application advice fee. The Council will not commence work on the pre-planning application advice enquiry until the fee and information has been received.
- 3.8 The Council also offer Planning Performance Agreements for major and complex schemes which allows for a tailored pre-application approach.
- 3.9 As part of the pre-application enquiry/ PPA discussion a potential applicant can gain the council's informal opinion on a proposal, and on the expected level of community involvement.

#### Applicants' Consultation with the Community Prior to the Submission of an Application

- 3.10 All applicants are encouraged to engage with the community prior to the submission of an application. The amount and type of consultation will depend on the nature of the application:
  - House Extensions - Applicants are encouraged to speak with their neighbours and show them the proposed plans.
  - Minor Development Proposals - Developers are encouraged to involve the community, consultees and other agencies (including the council) at an early stage. There are benefits to both local people and developers with early involvement. For developers, it will ensure that issues are addressed prior to an application being submitted. For local people it will enable them to have input before proposals reach an advanced stage.
  - Major Development Proposals - Developers of major schemes will be expected to have canvassed views more widely than for minor developments before their application is submitted. This should include those residents affected by the proposal, the town or parish council and statutory consultees. Major development proposals have to include a Design and Access Statement, and this should include a section explaining the consultation carried out and comments received.
- 3.11 Consultation carried out by applicants and/or their agent will not replace that undertaken by the council as part of the formal planning application process.

## **CONSULTATION ON A PLANNING APPLICATION**

- 3.12 Once planning applications have been processed and validated, publicity and notification processes will be undertaken.
- 3.13 Consultation will follow the Council's approved notification procedure. This takes into account the statutory requirements for the publicity of planning applications as set out in The Town and Country Planning (Development Management Procedure) (England) Order 2010 as amended.
- 3.14 Depending upon the type and nature of the development this will include notification letters to adjacent properties, and notices being placed at the application site and in the local press (currently Warrington Guardian). Neighbour notification letters, site notices and press notices will each provide for a minimum 21 days for the public to respond during which time no decision on the application will be made. Occasionally, the response dates on the letters and notices will be different, as they may have been made available/posted at different times. Where this is the case, the latest date will be taken before a decision is made on the application by the council. All representations received before the application has been determined will be taken in to account in the decision making process however due to the volumes of responses received annually in relation to the consultation process it is not possible to respond to these directly.
- 3.15 Appendix E sets out the consultation requirements for specified types of application in accordance with The Town and Country Planning (Development Management Procedure) (England) Order 2015 as amended.
- 3.16 In all cases the Town/Parish Council is consulted. The "weekly list" of applications is provided to the local press and to various local interest groups and organisations. A list of applications received is also published via the Council's website. It is anticipated that wider public access to the Councils on-line application processing system will enable information to be provided relating to applications made for specified addresses, streets, post codes etc.
- 3.17 In all cases, applications will be available to view on the council's web site.
- 3.18 Representations from the community are accepted in writing by either email, letter or via the on-line form on the Council's website. Details on how the public can engage in the process are provided in neighbor notification letters, site notices and press notices.

### **Statutory Consultees**

- 3.19 Statutory consultees are consulted on all relevant applications and given 21 days to respond. Not all of the bodies in appendix C are contacted for each application; this varies according to the details of the application.



### **Consultation as a Result of Amendments during the Processing of Planning Applications**

- 3.20 A considerable amount of negotiation takes place on a large number of applications, particularly those relating to major developments, once they have been submitted. This is a very important and crucial part of the development management process, which often leads to significant improvements in the quality of developments and often addresses objectors concerns. This dialogue between planning officers and developers and their professional advisors, as well as any other interested parties, is something which is actively encouraged by both the Government and the Borough Council.
- 3.21 Planning applications will often generate much public interest and provide a large number of objections. The negotiations stage will often lead to the submission of amendments to overcome some of these objections. The extent of negotiation will sometimes depend on whether the applicant has first engaged in pre-application discussions. If amendments would result in a fundamentally different scheme applicants may be asked to withdraw their application or a refusal may be issued. Amendments received during the course of the application may or may not be re-notified depending upon the nature of the change and relationship to other properties. Given the tight timescales to determine applications a reduced timescale for a response to a re-notification is set (normally 14 days). All amended plans/ documents will also be published on the council's website for transparency regardless of whether there is any re-consultation associated with them.

### **Consultation on applications that are not within the Warrington administrative boundary**

The statutory duty to notify residents on a planning application sits with the decision making authority. Therefore there may be occasions when a local planning authority of a neighbouring council will write to Warrington residents or erect site notices in Warrington streets because a site is situated close the administrative boundary. In these instances any representations to support or object to a proposal should be directed back to that Authority to ensure that they are taken in to account in the decision making process.

### **Planning Application Determination**

- 3.22 The vast majority of planning applications are determined under delegated powers by authorised officers. However, some of the larger or more complex applications can be referred to the Development for decision by elected Members of the Council. Matters that can be referred to Development Management Committee are set out in the Council's Constitution.
- 3.23 If an item is going to Development Management Committee the Council will inform the applicant/ agent and anyone who submitted comments on a particular planning application.

- 3.24 A notification letter informs them of the date, time and location of the committee, so that they can attend if they wish (a process which may be reformed in the near future with advances in planning software allowing a self-serve facility). It also informs them that they have the right to engage with the Committee meeting and the mechanism to do this.
- 3.25 Committee reports are made available on the Council's website 5 working days before the committee meeting. Copies of committee agendas and minutes are also available on the Council's website.

## **GENERAL INFORMATION**

### **Decisions on Planning Applications**

- 3.26 Once an application has been determined the decision notice and the associated report that informs that decision will then be available on the Council's website for public view.

### **Appeal Process**

- 3.27 Applicants can appeal to the Secretary of State, (Planning Inspectorate) against the refusal of an application for Planning Permission, the conditions attached to an approval, or for "non determination" where an application has not been determined within the timescales set out in Table 1. Where an application has been refused or allowed with conditions, information of the right to appeal will be provided to applicants along with their planning application decision notice.
- 3.28 All those residents originally informed by letter of the planning application and any additional residents who made representations on a refused application, in addition to ward councillors and parish councils, will be advised in writing if an appeal is lodged and how they can participate.
- 3.29 The planning application is then considered by an independent Inspector: this may be done in writing ("written representations") or can take the form of an informal hearing or Public Inquiry. The Planning Inspectorate publishes all decisions to its website and they are also uploaded on to the Council's website against the relevant application.

### **Other Methods of Community Consultation**

- 3.30 On request officers of the Council will attend public meetings to assist in the understanding of large or complex applications and the process used to consider applications for planning permission. It is not usually beneficial for officers to attend a public meeting where the development is to be discussed with the developer or his representatives.

- 3.31 Discussion with Officers before such events are arranged will enable the most appropriate type of meeting to be considered.

**Enforcement**

- 3.32 When development takes place without permission the Council has a range of enforcement powers available to it to establish whether a breach of planning control has taken place. The Council has produced a Local Enforcement Plan, which can be viewed on the Council's website.
- 3.33 The name and address of any complainant will be kept confidential; however representations on any subsequent planning application will be publicly available. The complainant will be informed of any enforcement notice, and will be advised of any appeal that is lodged against an enforcement notice.

## 4 Monitoring and Review of the SCI

### Monitoring and Review of the Statement of Community Involvement

- 4.1 The success and effectiveness of the Statement of Community Involvement will be reviewed through the Annual Monitoring Report (AMR). This will ensure that the stakeholders the Council wishes to involve, and the techniques for community involvement engagement remain appropriate, and are achieving an effective and representative level of public involvement across all sectors.

Monitoring will also be built into each community involvement activity; in order to determine:

- The number of people and groups participating in consultations - including the number of "hard to reach" people or groups
  - The extent to which representations effect change
  - Whether participants value their involvement in the process
  - Which techniques generate the most effective response
  - Whether participants have any suggestions for improving or enhancing community involvement.
  - The emergence of new interested or representative groups and will make additions to the consultation lists appended to the SCI as necessary
- 4.2 These indicators will be used to review the SCI and changes will be considered where there has been a particularly low level of community involvement. Any necessary changes will be incorporated into a revised Statement of Community Involvement. The Council is required to review its SCI at least once every 5 years. The Council will apply the process and principle of continuous monitoring and review to all consultation documents.

### Resources

- 4.3 It is important that sufficient resources are made available to implement the consultation measures set out in this statement. Community involvement for plan making will be overseen and managed by the Planning Policy & Programmes Team and that in relation to the determination of planning applications will be overseen by the Development Management Service. The Council's communications team will offer support and advice on public and media relations and contact.
- 4.4 At this present time it is envisaged that consultation measures can be met through in- house resources, it is not anticipated that any external expertise will be needed.
- 4.5 A wide range of public buildings are available throughout the Borough and provide ample opportunity for meeting places and exhibition venues.
- 4.6 Joint working will be used where possible to help to avoid consultation fatigue and repetition of work already undertaken.

## 5 Contact Details

You can contact us in the following ways:

For all matters relating to the Local Planning Framework please contact the Planning Policy Team on:

- By Telephone: 01925 442826
- By Email: [ldf@warrington.gov.uk](mailto:ldf@warrington.gov.uk)
- By letter: Planning Policy Team, Growth Directorate, 1 Times Square, Warrington, Cheshire WA1 2NH

For all matters relating to planning and other applications, or if you want to arrange a pre-application discussion please contact:

- By e-mail to [devcontrol@warrington.gov.uk](mailto:devcontrol@warrington.gov.uk)
- By letter: Development Management, Growth Directorate, 1 Times Square, Warrington, Cheshire WA1 2NH

## 6 Appendices

### Appendix A - Consultees for the Local Planning Framework

#### Specific Consultation Bodies

These lists are as complete as can be reasonably expected at the time of SCI preparation: other organisations and groups may exist, or may be formed in future, and will not be excluded from involvement simply because they are not named here.

The emergence of new groups or organisations will be kept under review by monitoring the local press, correspondence received and relevant web-sites. The consultation list will also be published on the Council's Website with details of who to contact if any other body wishes to be included on it.

- Warrington Health and Well Being Board
- Warrington Community Safety Partnership
- Cheshire & Warrington Local Enterprise Partnership (LEP)
- Adjoining Local Planning Authorities
  - Halton Borough Council
  - Wigan Council
  - Salford City Council
  - Cheshire East Council
  - Cheshire West and Chester Council
  - St Helens Council
  - Trafford Council
  - Greater Manchester Combined Authority
  - Liverpool City Region Combined Authority
  
- Warrington town & parish councils
- Central Area Neighbourhood Board
- Warrington & Co
- Neighbourhood Forums
- Adjoining town & parish councils
- Natural England
- The Coal Authority
- Environment Agency
- Highways England
- Historic England
- Homes England
- The Marine Management Organisation
- Network Rail Infrastructure Limited
- North West Boroughs Health Care NHS Foundation Trust
- Liverpool John Lennon Airport

- Manchester Airport
- Warrington & Halton NHS Hospital Foundation Trust (WHHFT)
- NHS Warrington Clinical Commissioning Group (CCG)
- Bridgewater Community Healthcare NHS Foundation Trust
- Telecom Operators:
  - Hutchinson 3G UK Ltd
  - Telefonica UK Ltd
  - BT Group Plc
  - Vodafone
  - Virgin Media
  - EE Ltd
- National Grid
- Cadent
- United Utilities
- Scottish & Southern Energy
- Scottish Power

## **GOVERNMENT DEPARTMENTS**

Government Departments will be consulted as necessary in cases where their interests are affected.

## **GENERAL CONSULTATION BODIES**

*The following General Consultation Bodies will be consulted as a matter of course on all Local Plans and, where relevant, SPD's.*

- Age UK
- Cheshire, Halton & Warrington Racial Equality Council (CHAWREC)
- Church Commissioners
- Churches Together Warrington
- Deafness Support Network
- Disability Information Bureau
- Disability Rights Commission
- Equality and Human Rights
- Eye Society
- Guide Dogs for the Blind Association
- Warrington Chamber of Commerce & Industry
- Warrington Council of Faiths
- Warrington Disability Forum
- Warrington Ethnic Communities Association
- Warrington Federation of Tenants

## **OTHER GENERAL CONSULTATION BODIES**

*The following groups/ organisations will be consulted on Local Plans and Supplementary Planning Documents as and when this is deemed to be appropriate by the Borough Council in relation to the subject matter and their area of interest.*

- Arriva North West Ltd
- British Gas
- British Telecommunications PLC
- Canal and River Trust
- Energy UK
- Cheshire Constabulary
- Cheshire Police and Crime Commissionaire
- Cheshire Fire Service
- Cheshire and Warrington Gypsy and Traveller Unit
- Cheshire Police Architectural Liaison Officer/ Crime Officer
- Cheshire Wildlife Trust
- Cheshire, Halton and Warrington Racial Equalities council
- Cheshire Probation Trust
- Citizens Advice Bureau
- Civil Aviation Authority
- Design Council
- Council for British Archaeology
- CPRE Warrington First Group
- Forestry Commission
- Freight Transport Association
- Friends of the Earth (North West)
- TFGM
- Groundwork Cheshire
- Gypsy Council
- Health and Safety Executive (HSE)
- Home Builders Federation
- Inland Waterways Association
- National Trust
- Royal Mail Property Holdings
- Renewable Energy Association
- Places for People
- The Showmen's Guild of Great Britain
- Warrington Housing Association
- Campaign for Better Transport
- Housing 21 (North)
- Haig Housing
- Family Housing Association
- St Vincents Housing Association
- William Sutton Housing Association
- Anchor Trust



- Muir Housing Group
- Your Housing Group
- Plus Dane Housing Group
- Torus
- Great Places Housing Group
- Sanctuary Housing North West
- Incrementum Housing Development Company Ltd
- Road Haulage Association
- Royal Society for the protection of Birds
- Sport England
- Tenant/ Resident Groups
- Warrington's Own Busses
- Warrington Community Transport
- Warrington Civic Society
- Warrington Cycle campaign
- Warrington Nature Conservation Forum
- Woodland Trust
- Mersey Forest

## Appendix B - Deposit Venues - Addresses and Contact Details

### Warrington Borough Council Office:

1 Time Square, Warrington, WA1 2NH

Postal Address: West Annex, Town Hall, Warrington WA1 1UH

Please use the contact details in Table 3 to confirm individual Library opening times.

**Table 3: Library Addresses and Contact Details**

Library	Contact Details
<b>Birchwood Library</b> Brock Road Birchwood Warrington WA3 7PT	Tel: 01925 827491  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>
<b>Burtonwood Library</b> Chapel Lane Burtonwood Warrington WA5 4PS	Tel: 01925 226563  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>
<b>Culcheth</b> Warrington Road Culcheth Warrington WA3 5SL	Tel: 01925 763293  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>
<b>Great Sankey Neighbourhood Hub Library</b> Lingley Green Avenue Great Sankey Warrington WA5 3AA	Tel: 01925 724411  E-Mail: <a href="mailto:greatsankeyleisure@livewirewarrington.org">greatsankeyleisure@livewirewarrington.org</a>
Library	Opening Times
<b>Lymm Library</b> Davies Way Lymm Warrington WA13 0QW	Tel: 01925 754367  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>

<b>Orford Park Library</b> Orford Jubilee Neighbourhood Hub Jubilee Way Orford Warrington WA2 8HE	Tel: 01925 572504  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>
<b>Padgate Library</b> Insall Road Padgate Warrington WA2 0HD	Tel: 01925 818096  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>
<b>Penketh Library</b> Honiton Way Penketh Warrington WA5 2EY	Tel: 01925 723730  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>
<b>Stockton Heath library</b> Alexandra Park Stockton Heath Warrington WA4 2AN	Tel: 01925 261148  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>
<b>Warrington Library</b> Museum Street Warrington WA1 1JB	Tel: 01925 442889  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>
<b>Library</b>	<b>Opening Times</b>
<b>Westbrook Library</b> Westbrook Crescent Warrington WA5 8UG	Tel: 01925 416561  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>
<b>Woolston Neighbourhood Hub</b> Hall Road Woolston Warrington WA1 4PN	Tel: 01925 813939  E-Mail: <a href="mailto:library@livewirewarrington.org">library@livewirewarrington.org</a>

## Appendix C - Consultees for Planning Applications

The following will be consulted when it is required (see Appendix D) or considered appropriate. This list is not exhaustive and will be updated as appropriate.

- Canal and River Trust
- Cadent
- Cheshire Constabulary
- Cheshire East Borough Council
- Cheshire West and Chester Council
- Cheshire Wildlife Trust
- Civil Aviation Authority
- Council for British Archaeology
- Campaign for Protection of Rural England
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department for Business, Energy & Industrial Strategy
- Historic England
- Natural England
- The Theatres Trust
- Environment Agency
- Forestry Commission
- Peak and Northern Footpaths Society
- The Gardens Trust
- Halton Borough Council
- Health and Safety Executive
- Inland Waterways Association (Cheshire and District Branch)
- Liverpool John Lennon Airport
- Manchester Airport
- Ministry of Defence
- Ministry of Defence (Defence Estates)
- National Trust
- Network Rail
- British Pipelines Association Parish and Town Councils
- Salford Metropolitan Borough Council
- St Helens Borough Council
- Sport England
- The Ancient Monuments Society
- The Bridgewater Canal
- The Coal Authority
- The Georgian Group
- Highways England
- Ramblers Society
- The Society for the Protection of Ancient Buildings
- The Victorian Society
- Trafford Metropolitan Borough Council

- Twentieth Century Society
- United Utilities
- Wigan Metropolitan Borough Council
- The Woodland Trust

## Appendix D - Town and Country Planning (Development Management Procedure) Order 2015

Extracts taken from The Town and Country Planning (General Development Procedure) Order 2015 (as amended)

### Consultations before the grant of permission:

Para	Description of Development	Consultee
<b>(d)</b>	Development, in relation to which an application for planning permission has been made to the Secretary of State under section 293A of the 1990 Act (urgent Crown development: application) <sup>103</sup> , where that development is likely to affect land in the area of a parish council or a neighbourhood area for which a neighbourhood forum has been designated	The parish council or the neighbourhood forum (as the case may be)
<b>(e)</b>	Development within an area which has been notified to the local planning authority by the Health and Safety Executive for the purpose of this provision because of the presence within the vicinity of toxic, highly reactive, explosive or inflammable substances and which involves the provision of –  (i) residential accommodation; (ii) more than 250 square metres of retail floor space; (iii) more than 500 square metres of office floor space; or (iv) more than 750 square metres of floor space to be used for an industrial process,  or which is otherwise likely to result in a material increase in the number of persons working within or visiting the notified area.	The Health and Safety Executive

<b>(f)</b>	<p>Development within an area which has been notified to the local planning authority by the Office for Nuclear Regulation for the purpose of this provision because of the presence within the vicinity of toxic, highly reactive, explosive or inflammable substances on a relevant nuclear site and which involves the provision of—</p> <ul style="list-style-type: none"> <li>(i) residential accommodation;</li> <li>(ii) more than 250 square metres of retail floor space;</li> <li>(iii) more than 500 square metres of office floor space; or</li> <li>(iv) more than 750 square metres of floor space to be used for an industrial process,</li> </ul> <p>or which is otherwise likely to result in a material increase in the number of persons working within or visiting the notified area.</p>	The Office for Nuclear Regulation
<b>(g)</b>	Development other than minor development, likely to result in an adverse impact on the safety of, or queuing, on a trunk road	The highway authority for the trunk road
<b>(h)</b>	Development likely to prejudice the improvement or construction of a trunk road	The highway authority for the trunk road
<b>(i)</b>	Development which consists of or includes the construction, formation or laying out of access to or from a trunk road	The highway authority for the trunk road
<b>(j)</b>	Development which is likely to result in a material increase in the volume or a material change in the character of traffic using a level crossing over a railway	The operator of the network which includes or consists of the railway in question, and the Secretary of State for Transport
<b>(k)</b>	Development likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a classified road or proposed highway	The local highway authority concerned

<b>(l)</b>	Development likely to prejudice the improvement or construction of a classified road or proposed highway	The local highway authority concerned
<b>(m)</b>	Development involving— (i) the formation, laying out or alteration of any means of access to a highway (other than a trunk road); or (ii) the construction of a highway or private means of access to premises affording access to a road in relation to which a toll order is in force	The local highway authority concerned  The local highway authority concerned, and in the case of a road subject to a concession, the concessionaire
<b>(n)</b>	Development which consists of or includes the laying out or construction of a new street	The local highway authority
<b>(o)</b>	Development which involves the provision of a building or pipe-line in an area of coal working notified by the Coal Authority to the local planning authority	The Coal Authority
<b>(p)</b>	Development involving or including mining operations	Environment Agency
<b>(q)</b>	Development of land involving the demolition, in whole or in part, or the material alteration of a listed building which is classified as Grade I or Grade II*  <i>Notice of applications for listed building consent and of the decisions taken by local planning authorities for relevant works in respect of any grade II (unstarred) listed building**</i>  <i>Notice of applications for listed building consent and of the decisions taken by local planning authorities:</i> <i>aa) for works for the demolition of a listed building; or</i>	Historic England  <i>Historic England</i>  <i>(i) the Society for the Protection of Ancient Buildings,</i> <i>(ii) the Ancient Monuments Society,</i> <i>(iii) the Council for British Archaeology,</i> <i>(iv) the Georgian Group,</i>



	<i>(bb) for works for the alteration of a listed building which comprise or include the demolition of any part of that building. **</i>	<i>(v) the Victorian Society, and (vi) the Twentieth Century Society</i>
<b>(r)</b>	Development likely to affect the site of a scheduled monument	Historic England
<b>(s)</b>	Development likely to affect any battlefield, garden or park of special historic interest which is registered in accordance with section 8C of the Historic Buildings and Ancient Monuments Act 1953 (register of gardens)	a) Historic England in relation to any battlefield, and any garden or park which is classified as Grade I or Grade II*; and (b) the Garden History Society in relation to all registered gardens or parks
<b>(t)</b>	Development involving the carrying out of works or operations in the bed of, or within 20 metres of the top of a bank of, a main river which has been notified to the local planning authority by the Environment Agency as a main river for the purposes of this provision	The Environment Agency
<b>(u)</b>	Development for the purpose of refining or storing mineral oils and their derivatives	The Environment Agency
<b>(v)</b>	Development relating to the use of land as a cemetery	The Environment Agency
<b>(w)</b>	Development in or likely to affect a site of special scientific interest	Natural England
<b>(x)</b>	Development involving any land on which there is a theatre	The Theatres Trust
<b>(y)</b>	Development which is not for agricultural purposes and is not in accordance with the provisions of a development plan and involves— (i) the loss of not less than 20 hectares of grades 1, 2 or 3a agricultural land <sup>106</sup> which is for the time being used (or was last used) for agricultural purposes; or (ii) the loss of less than 20 hectares of grades 1, 2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes, in circumstances in which the development is likely to lead to a further loss of agricultural land amounting cumulatively to 20 hectares or more	Natural England
<b>(z)</b>	Development which— (i) is likely to prejudice the use, or lead to the loss of use, of land being used as a playing field; or (ii) is on land which has been—	Sport England

	(aa) used as a playing field at any time in the 5 years before the making of the relevant application and which remains undeveloped; or (bb) allocated for use as a playing field in a development plan or in proposals for such a plan or its alteration or replacement; or (iii) involves the replacement of the grass surface of a playing pitch on a playing field with an artificial, man-made or composite	
<b>(za)</b>	Development likely to affect— (i) any inland waterway (whether natural or artificial) or reservoir owned or managed by the Canal & River Trust; or (ii) any canal feeder channel, watercourse, let off or culvert, which is within an area which has been notified for the purposes of this provision to the local planning authority by the Canal & River Trust	The Canal & River Trust
<b>(zb)</b>	Development falling within any of the following descriptions— (i) development involving the siting of new establishments; (ii) development consisting of modifications to existing (iii) new developments including transport routes, locations of public use and residential areas in the vicinity of establishments, where the siting or development may be the source of or increase the risk or consequences of a major accident.	a) The COMAH competent authority; (b) where it appears to the local planning authority that an area of particular natural sensitivity or interest may be affected, Natural England; and (c) in the case of development falling within paragraph (iii), any person who according to— (i) the register held by the hazardous substances authority under regulation 20 of the Planning (Hazardous) Substances Regulations 2015109, or (ii) a notice submitted under regulation 32(1)(b) of those Regulations where the local authority has been notified under regulation 32(3) of those Regulations, is the person in control of the land on which any establishment is located.
<b>(zc)</b>	Development, other than minor development, which is to be carried out on land— (i) in an area within Flood Zone 2 or Flood Zone 3; or (ii) in an area within Flood Zone 1 which has critical drainage problems and which has been	The Environment Agency

	notified for the purpose of this provision to the local planning authority by the Environment Agency	
<b>(zd)</b>	Major development which does not use the services of a sewerage undertaker for the disposal of sewage	The Environment Agency
<b>(ze)</b>	Major development with surface water drainage	The Lead local flood authority
<b>(zf)</b>	Development involving the boring for or getting of oil and natural gas from shale	Any water or sewerage undertaker in whose area of appointment the development is proposed and, in the case where development is likely to affect water resources in the area of appointment of another water or sewerage undertaker, that undertaker
<b>**</b>	Extract in italics from 'Arrangements for Handling Heritage Applications – Notification to Historic England and National Amenity Societies and the Secretary of State (England) Direction 2015 for wider context.	Distinction between consultation, as stated in the Act, and notification, as stated in the Direction.

## Appendix E - Publicity for Planning Applications

### Statutory Publicity Requirements (Minimum levels)

Type of development	Site notice	Site notice or neighbour notification letter	Newspaper advertisement	Website
Applications for major development as defined in Article 2 of the Development Management Procedure Order (which are not covered in any other entry)	-	X	X	X
Applications subject to Environmental Impact Assessment which are accompanied by an environmental statement	X	-	X	X
Applications which do not accord with the development plan in force in the area	X	-	X	X
Applications which would affect a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies	X	-	X	X
Applications for planning permission not covered in the entries above eg non-major development	-	X	-	X
Applications for listed building consent	X	-	X	X
EIA Applications	X		X	X
Applications for development which would affect the setting of a listed building, or affect the character or appearance of a conservation area.	X	-	X	X



**WARRINGTON**  
Borough Council

Warrington Borough Council  
1 Time Square  
Warrington  
Cheshire  
WA1 2NH

Tel: 01925 442826  
[www.warrington.gov.uk](http://www.warrington.gov.uk)