

SCRUTINY COMMISSION FOR RURAL COMMUNITIES

MONDAY 19 MARCH 2012
7.00 PM

Bourges/Viersen Room - Town Hall

AGENDA

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1. Apologies for Absence	
2. Declaration of Interest	
<i>At this point Members must declare whether they have an interest, whether personal or prejudicial, in any of the items on the agenda. Members must also declare if they are subject to their party group whip in relation to any items under consideration.</i>	
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7. Forward Plan	103 - 118



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Committee Members:

Councillors: D Over (Chairman), G Nawaz (Vice Chairman), R Dobbs, D Sanders, D Harrington,
E Murphy and A Shaheed

Substitutes: Councillors: J Stokes, N Shabbir and N Sandford

Further information about this meeting can be obtained from Paulina Ford on telephone 01733
452508 or by email – paulina.ford@peterborough.gov.uk

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MINUTES OF A MEETING OF THE SCRUTINY COMMISSION FOR RURAL COMMUNITIES HELD AT THE BOURGES / VIERSEN ROOM, TOWN HALL ON 9 JANUARY 2012

Present: Councillors D Over (Chair), D Sanders, R Dobbs, J Stokes E Murphy, D Harrington, A Shaheed,

Also Present: Peter Godly, Peterborough Youth Council

Officers Present: Sergeant Roy McMichael, British Transport Police
Inspector John Purcell, British Transport Police
Paulina Ford, Senior Governance Officer

1. Apologies for Absence

Apologies for absence were received from Councillor Nawaz. Councillor Stokes was in attendance as substitute.

2. Declaration of Interest

No declarations of interest were made.

3. Minutes of the Meeting held on 21 November 2011

The minutes of the meeting held on 21 November 2011, were approved as a true and accurate record.

4. Presentation from Transport Police – Railway Crossings

Sergeant Roy McMichael and Inspector John Purcell of the British Transport Police were in attendance at the meeting and gave a presentation to the Commission which covered:

- Level Crossings and Criminal Offences
- Patrol and Enforcement Methods
- Current work along Spalding – Werrington – Stamford Route

Members were informed that the British Transport Police (BTP) were one of the oldest police forces in the country operating in England, Scotland and Wales. There were 3000 officers, PCSO's and support staff based throughout the country with a mixture of 24hours and non 24hour police stations. Peterborough station was a 24hour station providing night cover for the rail network. The jurisdiction of the BTP covered railway tracks, stations, trains, sidings and anywhere owned by Network Rail. The British Transport Police received the same training as Home Office forces which had been funded by the railway.

Members were given an overview of the following road traffic acts and examples of offences that had taken place in relation to level crossings.

- Section 2 Road Traffic Act 1988 – Dangerous Driving
- Section 3 Road Traffic Act 1988 – Careless & Inconsiderate Driving
- S36 Road Traffic Act 1988 – Failure to Comply with a Road Sign

- Section 35 Malicious Damage Act 1861 - Obstruction of a train with intent to cause obstruction e.g. deliberately stopping on a crossing to cause an obstruction.
- Section 36 Malicious Damage Act 1861 – Obstruction of a train without intent to cause the obstruction.
- Section 32 Offences Against the Persons Act 1861 – Endanger Safety - with intent to endanger the safety of any person travelling or on a railway.
- Section 34 Offences Against the Persons Act 1861– Endanger Safety – not with intent.
- Railway Byelaw 11(1) – General Safety e.g. where people had interfered with equipment at a crossing.
- Act 1845 – Fail/Omit to fasten gate

Members were informed of the various patrol and enforcement methods used to ensure level crossing safety. These included:

- Covert and Overt Deployment
- Static Crossing Cameras
- Mobile Crossing Camera
- Media Campaign
- Residents Information Packs
- Mobile Crossing Van

The Mobile Crossing Van (MCV) had been funded by Network Rail and was available on request. It had been equipped with nine cameras, video and automatic number plate recognition equipment. In three months there had been 1131 prosecutions through the use of the MCV. A day of action using the MCV had been planned for February and Members were invited to go along and see the MCV in action.

Members were advised of a new National Pilot Project called the Lincolnshire Level Crossing Working Group. This was a multi agency approach which looked at addressing level crossing risk through industry engagement and collaborative working. The group met monthly and covered 87 Crossings over 54 Miles. The working group had brought about some improvements which had included forward facing CCTV on rail services.

Observations and questions were raised and discussed including:

- When did the name Railway Police change to the British Transport Police? *The name British Transport Police came about in 1967 prior to that it had been British Transport Commission Police from 1946 and prior to that each railway company had their own transport police.*
- As you are such an old force do you have any unusual powers? *Members were advised that old railway byelaws were still used.*
- Why don't all crossings have CCTV? *Members were informed that Network Rail funded CCTV equipment at crossings where a lot of problems had been reported. CCTV was costly to install and could only be used as secondary evidence to support primary evidence in a prosecution.*
- Members were concerned about the level of safety at Foxcovert Crossing at Werrington and wanted to know if anything had been done to improve safety at the crossing. *The Crossing was a busy crossing for school children. The main schools affected were William Law Primary School, Werrington and Welbourne Primary Schools. Members were informed that Foxcovert had featured at the Lincolnshire Level Crossing Working Group meetings and had been acknowledged as a problem crossing. The Sergeant was unaware of any work being done there. It was often about education on crossing safety and the British Transport Police Education Officer could arrange to visit the relevant schools in the area of the crossing. The Sergeant advised that he would forward the concerns of the*

Committee onto Network Rail and invited Members to write to the British Transport Police if they had further concerns and they would ensure that they were passed on.

- Members also raised concerns regarding commuters from South Lincolnshire who drive dangerously down the country roads and cause problems at smaller crossings, such as Helpston and Bainton Green. *The Sergeant was aware of this and advised that everything was being done to catch those responsible.*

ACTION AGREED

The Commission agreed that the British Transport Police would:

1. Invite Members of the Commission to see a Mobile Crossing Van in action.
2. Contact Network Rail and advise them of the Commissions concerns with regard to safety at the Foxcovert Road Rail Crossing and the future safety in view of the proposed increase of trains.
3. Contact the Primary and Secondary Schools within the area of the Foxcovert Crossing to discuss safety awareness at the crossing.

5. Forward Plan of Key Decisions

The latest version of the Forward Plan, showing details of the key decisions that the Leader of the Council believed the Cabinet or individual Cabinet Members would be making over the next four months, was received.

ACTION AGREED

The Commission noted the Forward Plan and requested further information on Children's Centres Commissioning – KEY04/NOV/11.

6. Work Programme

Members considered the Committee's Work Programme for 2011/12 and discussed possible items for inclusion.

ACTION AGREED

To confirm the work programme for 2011/12 and the Scrutiny Officer to include any additional items as requested during the meeting.

The Chair advised that following a discussion at the Group Representatives meeting held prior to the formal meeting it was agreed that the following items would be removed from the work programme for March:

- Leisure Provision in Rural Areas
- Parking Enforcement in Villages
- Registration Plate Viewer Car

It was agreed that the following items would be added to the work programme for March:

- Affordable Housing in Rural Areas
- Community Action Plans

Joint Meeting of the Scrutiny Committees and Commissions - 30 January 2012

The Commission requested that it be noted in the minutes their requirement for a separate Rural Budget Briefing session for next years budget consultation.

Councillor Sanders requested that it be noted in the minutes that he was disappointed in the lack of items on the agenda.

7. Date of next meeting

Monday, 19 March 2012

CHAIRMAN
7.00pm - 8.10pm

SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 4
19 MARCH 2012	Public Report

Report of the Executive Director of Children’s Services

Contact Officer(s) – Jonathan Lewis

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EDUCATIONAL ATTAINMENT IN RURAL AREAS

1. PURPOSE

- 1.1 The committee requested a report to cover the following areas -
- Successes compared locally and nationally
 - Provision of pre-schools and Children’s Centres
 - A representative from Barnack school to talk about gaining outstanding school status (a separate presentation will be made by the Headteacher of Barnack school)
 - Capital Improvements in Rural schools

2. RECOMMENDATIONS

- 2.1 The committee is requested to review the information presented and request further explanation / information if required to understand the delivery of education in the rural communities in Peterborough.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Single Delivery Plan - Programme 1 – Creating jobs through growth and improved skills and education.

4. BACKGROUND

- 4.1 There are 9 maintained primary schools within the rural area of Peterborough and one secondary school (which has academy status).
- Barnack Primary
 - Castor Primary
 - Eye Primary
 - John Clare Primary
 - Newborough Primary
 - Northborough Primary
 - Peakirk cum Glinton Primary
 - The Duke of Bedford Primary
 - Wittering Primary
 - Arthur Mellows Village College

The pressure on school places is not as acute as in urban area of Peterborough as the tables over outline. The PAN is the number of spaces within schools for the year of entry (either reception or Year 7).

Primary			Secondary		
School Year	NHS Child Health Registrations	PAN	School Year	Primary 10	PAN
2010/11	198	315	2010/11	237	264
2011/12	213	324	2011/12	256	264
2012/13	200	324	2012/13	218	264
2013/14	197	324	2013/14	251	264
2014/15	207	324	2014/15	242	264
			2015/16	272	264
			2016/17	250	264
			2017/18	263	264
			2018/19	264	264
			2019/20	226	264
			2020/21	227	264

4.2 Although NHS child health registrations are low compared to spaces, the intake into primary schools in the rural area is often higher due to parents living on the fringe of the urban area taking up places. In addition, capacity is also filled by pupils moving to schools from outside of Peterborough. This is particularly the case from Lincolnshire.

5. KEY ISSUES

Education Attainment

5.1 Appendix 1 gives the performance of rural primary schools in Peterborough in comparison to the City Schools and to England as a whole. The table outlines results for those pupils who are in Year 6 (age 11) and are from Key Stage 2 tests taken in May annually.

5.3 At this age, the expected level of attainment for these pupils is at least Level 4 of the National Curriculum. In addition, it is expected for pupils to have made progress by at least 2 levels from the end of KS1 (age 7) to the end of KS2 (age 11). The information in appendix 1 looks at the 3 floor targets (i.e. the target for schools to achieve as a minimum) for

- The percentage of children achieving Level 4 or above.
- The percentage of children achieving two levels of progress from key stage 1 in English.
- The percentage of children achieving two levels of progress from key stage 1 in Maths.

5.4 Where schools are below the required level in two of these areas, they are considered to be vulnerable by the Department for Education. Where schools are below all 3 measures, they are considered below the floor and it is expected that significant intervention would take place by the local authority.

5.5 As the information shows, the performance of schools in the rural area is strong. The School Improvement Team within the local authorities works proactively with schools especially those in the vulnerable category to drive up standards and improve the outcomes for children.

5.4 There is only one rural secondary school in Peterborough. However a proportion of children from within the rural area access both Peterborough city schools (particularly those have a particular ethos e.g. faith) and those schools outside of the borders of Peterborough. Appendix 2 gives the performance of Arthur Mellows in comparison to the City Schools and to England as a whole. The table outlines results are for those pupils who are in Year 6 (age 11) and are from Key Stage 2 tests taken in May annually.

5.5 These results are for those pupils who were in Year 11 (age 16) during 2010-11, and are from GCSE Examinations taken in 2011.

5.6 The expected level of attainment for these pupils is at least Grade C and for pupils to have

made progress by at least 3 levels from the end of KS2 (age 11) to the end of KS4 (age 16).

- 5.7 The measures reported on are for the proportion of students achieving:
- at least 5 A* - C grades, including English and mathematics;
 - The proportion of students making expected progress in English
 - The proportion of students making expected progress in mathematics
- 5.8 Arthur Mellows is a high performing school which is performing above government expectations and this was recognised in their last Ofsted Inspection.

Early Years and Childcare provision in the rural areas of Peterborough

- 5.9 Appendix 3 outlines the early years and child care providers within the rural area of Peterborough. The provision is delivered by the PVI (Private, Voluntary and Independent) sector. The quality of this provision is generally high and this is supported by some excellent Ofsted judgements. In addition to the provision listed in Appendix 3, there are 31 active childminders operating in the rural area. Ofsted have judged these childminders as –
- 4% outstanding,
 - 39% good,
 - 52% satisfactory,
 - 4% inadequate (this equates to 1 childminder)
- 5.10 The provision is well spread geographically supporting ease of access for families. There is a mix of full day care and pre-school provision.
- 5.11 There is spare capacity within the provision and it is not experiencing significant sustainability concerns. The average pre-school occupancy rate is 63% and average day nursery occupancy rate is 56%. In April 2011 there were 930 children aged 0-4 in the area. This equates to 1.6 children per childcare place (Places available for 0-4 year olds during term times). Each childcare place can, on average, accommodate the needs of 1.8 children as most children access on a part time basis. This indicates a sufficient supply of early years provision.
- 5.12 Several settings have been supported by the LA to expand in the past 18 months. This has been successful for the settings and offers more flexible services to families.

Children's Centres

- 5.13 There are two children's centres in the rural community, one based in West Rural area (Wittering) and East Rural Children's Centre (Based in Eye and Thorney). Both deliver the range of services as required of a children's centre, which targets children under 5 years and their families including family support, access to health services, play and learning activities for children under 5 years, and childminding support.

- 5.14 West Rural Children's Centre (Wittering)

This is a phase 3 children's centre, which was the final stage of the children's centre establishment. The centre is based at Wittering Primary School – The centre runs a range of activities throughout the week which includes childhood development activities and family support and access the health services. This centre is managed by the primary school.

- 5.15 East Rural Children's Centre

This is a phase 3 children's centres serving a more affluent population. The children's centre has been operating from a new build centre based in the playing fields at Eye Primary School and a satellite centre based in the grounds of Thorney Primary School since April 2010.

A pre school and after school club operates from the facility at Eye Primary School provided by a private provider and an out of school club runs from the Thorney facility under the current provider. The pre-school is able to support children with special educational needs and/or

disabilities and children who speak English as an additional language.

There are a range of activities and services delivered from each of the children's centres. A range of universal health services are hosted at the centres including midwifery and health visitor provision. These activities are scheduled in to the children's centre programme on a regular basis. A termly activity programme is developed and many activities are change based on local needs and parent feedback. A full range of activities is listed below:

- Play and Learn activities every Monday morning at Thorney and every Thursday at Eye Children's Centre
- Music Mayhem every Tuesday morning at the Eye Centre
- Rhythm and music every Tuesday at the Thorney site
- Boogie Mites - fun six-week letters and sounds programme which includes singing, movement and stories as well as making instruments from recycled materials and learning techniques to help promote communication skills in children.
- Infant Massage and Baby Yoga
- Super Dads every Saturday morning at the Eye Centre
- Family support – provision of outreach and family support services delivered in the rural areas including outreach services.
- Health service including monthly ante natal at each of the facilities
- "Butterfly Club" – drop in for parents
- Outreach service
- Storytime
- Baby Clinic
- Bumps to babies
- Childminder support
- Musical minis
- Baby massage
- Just Toddlers
- Family Support – through drop in activities

Capital Improvements in Rural Schools

A key priority for the council in recent years has been the need to meet the statutory requirement to deliver school places to meet the growing demographic. However, despite this need, there has continued to be significant investment into rural school buildings. Overall, the schools are in good condition and of good suitability for the modern curriculum. The key capital investment in schools is outlined below -

- Barnack – there is currently development in the village and there will be S106 funding available to meet the needs of growing demand for school places. A proposal is currently being developed to expand the school to meet this need.
- Castor – has had investment in recent years around building a new hall and converting the old hall for other uses. Significant roofing work has also been undertaken.
- John Clare – a mobile has been replaced with a new building housing the pre-school and a new reception classroom. In addition, some consequential improvements have taken place including a biomass boiler.
- Eye – a scheme is currently underway to increase intake capacity from 48 to 60 to support the growth within the village. 3 classrooms will be completed by September 2012 at a cost of around £900k.
- Newborough – the school was rebuilt several years ago at the cost of around £2.5m.
- Wittering – the school was expanded some time ago to support the proposed expansion of the base. Numbers never materialised and despite being a 90 place entry school, less than half of this space is currently used. We are currently awaiting future news over the air base and this could increase the number of children attending the school.
- Peakirk cum Glinton – there has for some time been thoughts about rebuilding the school. The Local Authorities are currently looking for funding opportunities to undertake this work.

6. IMPLICATIONS

6.1 *None*

7. CONSULTATION

7.1 *N/A*

8. NEXT STEPS

8.1 *None*

9. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 A range of local school data, early years information and national DfE data.

10. APPENDICES

10.1 Appendix 1 – Rural Primary Schools Education Performance
Appendix 2 – Rural Secondary School Education Performance
Appendix 3 - Early Years and Childcare provision in the rural areas of Peterborough

Appendix 1 – Rural Primary Schools Education Performance

School	2006/2007		2007/2008		2008/2009				2009/2010				2010/2011			
	L4+ E&M	"Status"	L4+ E&M	"Status"	L4+ E&M	Eng Prog	Mat Prog	"Status"	L4+ E&M	Eng Prog	Mat Prog	"Status"	L4+ E&M	Eng Prog	Mat Prog	"Status"
	60% Floor		60% Floor		60% Floor	87% Floor	86% Floor		60% Floor	87% Floor	86% Floor		60% Floor	87% Floor	86% Floor	
Barnack P	79%	none	86%	none	93%	100%	93%	none	88%	100%	93%	none	81%	90%	100%	none
Castor P	91%	none	73%	none	80%	90%	90%	none	100%	93%	86%	none	93%	80%	93%	none
Eye P	79%	none	75%	none	81%	92%	85%	none	69%	85%	85%	vulnerable	60%	80%	67%	vulnerable
John Clare P	88%	none	73%	none	79%	89%	79%	none	75%	81%	67%	vulnerable	100%	92%	100%	none
Newborough P	80%	none	76%	none	69%	86%	81%	vulnerable	68%	63%	67%	vulnerable	79%	89%	86%	none
Northborough P	84%	none	77%	none	81%	71%	88%	none	87%	84%	90%	none	81%	86%	93%	none
Peakirk cum Ginton P	79%	none	87%	none	93%	83%	93%	none	92%	78%	91%	none	76%	96%	89%	none
The Duke of Bedford P	74%	none	88%	none	85%	96%	92%	none	88%	94%	94%	none	69%	83%	83%	vulnerable
Wittering P	80%	none	80%	none	82%	76%	91%	none				boycott	83%	93%	95%	none
Rural Average	81%	none	80%	none	82%	86%	88%	none	82%	84%	85%	vulnerable	77%	87%	87%	none
City Average	67%	none	68%	none	68%	86%	83%	vulnerable	67%	87%	84%	vulnerable	69%	68%	83%	vulnerable
Overall LA Primary Average	69%	none	70%	none	69%	86%	84%	vulnerable	68%	86%	84%	vulnerable	69%	86%	84%	vulnerable
National	71%		73%		72%	81%	80%		73%	83%	82%		74%	84%	83%	

School	FSM	EAL	MENA	SEN	Ofsted	
Barnack P	11.4%	5.7%	2.9%	4.9%	June 2011	Outstanding
Castor P	7.8%	5.8%	4.4%	1.3%	May 2011	Good
Eye P	14.5%	6.8%	3.6%	2.2%	January 2011	Satisfactory
John Clare P	3.9%	2.0%	0.0%	3.9%	February 2012	Good
Newborough P	3.7%	5.2%	0.0%	1.0%	March 2011	Satisfactory
Northborough P	9.7%	1.5%	0.0%	1.5%	December 2009	Satisfactory
Peakirk cum Ginton P	6.5%	2.2%	1.7%	0.5%	January 2009	Satisfactory
The Duke of Bedford P	9.1%	3.8%	1.7%	3.2%	September 2010	Good
Wittering P	4.7%	0.8%	1.4%	1.2%	March 2011	Good
Rural Average	8.4%	3.8%	1.9%	2.0%		
City Average	22.2%	38.8%	8.3%	2.6%		
Overall LA Primary Average	20.8%	35.2%	7.6%	2.5%		

Appendix 2 – Rural Secondary School Education Performance

School	2007/2008				2008/2009				2009/2010				2010/2011			
	5+ incl EM	Eng Prog	Mat Prog	"Status"	5+ incl EM	Eng Prog	Mat Prog	"Status"	5+ incl EM	Eng Prog	Mat Prog	"Status"	5+ incl EM	Eng Prog	Mat Prog	"Status"
	35% Floor	72% Floor	65% Floor		35% Floor	72% Floor	65% Floor		35% Floor	72% Floor	65% Floor		35% Floor	72% Floor	65% Floor	
Arthur Mellows VC	50%	65%	52%	vulnerable	63%	82%	64%	-	65%	87%	61%	-	72%	82%	74%	-
City Average	36%			vulnerable	39%	54%	47%	vulnerable	44%	62%	53%	vulnerable	47%	61%	55%	vulnerable
Overall LA Average	37%			vulnerable	41%	56%	49%	vulnerable	46%	64%	54%	vulnerable	49%	65%	58%	vulnerable
National	48%				50%	66%	59%		54%	71%	63%		59%	73%	66%	

School	FSM	EAL	MENA	SEN	Ofsted	
Arthur Mellows VC	4.4%	2.9%	0.0%	2.9%	N/A	Yet to be inspected - previous inspection - outstanding
City Average	16.6%	27.1%	5.0%	2.8%		
Overall LA Average	15.2%	24.4%	4.4%	2.8%		

Appendix 3 - Early Years and Childcare provision in the rural areas of Peterborough

Setting	Grading	PVI/Maintained	Type	Places	Minimum age	Maximum Age
First Steps Pre-school	Good	Private	Day Nursery	54	0yrs 2mths	5yrs 0mths
Flying Start Pre-School and Day Care Centre	Good	Voluntary	Day Nursery	97	0yrs 2mths	4yrs 11mths
Smiley Faces Day Nursery	Good	Private	Day Nursery	37	0yrs 3mths	7yrs 11mths
The Teddy Bears Inn Day Nursery	Good	Private	Day Nursery	39	0yrs 3mths	5yrs 0mths
Toddlers Inn Day Nursery	Good	Private	Day Nursery	55	0yrs 2mths	5yrs 0mths
Barnack Pre-School	Outstanding	Voluntary	Pre-school / Playgroup	16	2yrs 6mths	4yrs 3mths
Castor & Ailsworth Pre-schod	Good	Voluntary	Pre-school / Playgroup	25	2yrs 6mths	5yrs 0mths
Eye Pre-School	Good	Voluntary	Pre-school / Playgroup	26	2yrs 9mths	4yrs 10mths
Glinton Pre-School Playgroup	Good	Voluntary	Pre-school / Playgroup	26	2yrs 3mths	4yrs 10mths
Helpston Playhouse and Under Fives	Outstanding	Voluntary	Pre-school / Playgroup	24	2yrs 6mths	4yrs 0mths
Newborough Pre-School Playgroup	Good	Voluntary	Pre-school / Playgroup	35	2yrs 0mths	4yrs 11mths
Sunflower Seed	Good	Voluntary	Pre-school / Playgroup	36	2yrs 6mths	11yrs 0mths
Thomey Pre-School Playgroup	Satisfactory	Voluntary	Pre-school / Playgroup	24	2yrs 9mths	5yrs 0mths

Day nurseries - 100% good ofsted grading

Pre-schools - 25% outstanding, 63% good (total of 88% at good or above), 13% satisfactory, 0% inadequate

212 Pre-schod places

282 Day nursery places

SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 5
19 MARCH 2012	Public Report

Report of the Executive Director of Operations

Contact Officer(s) – Contact Details -

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UPDATE ON NEW PLANNING ISSUES, INCLUDING DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

1. PURPOSE

- 1.1 The purpose of this report is to obtain the Committee's views and comments on a review of the Statement of Community Involvement (attached as Appendix A) which is being presented to Cabinet on 26 March 2012 for approval for the purposes of public consultation. The Committee's views and comments will be taken into account and reported to the Cabinet meeting.
- 1.2 If it is approved by Cabinet, officers propose to consult with the public and stakeholders on a draft of the Statement of Community Involvement in April and May 2012.
- 1.3 This report also provides a summary of the Government's draft National Planning Policy Framework (NPPF), including how it fits with the Peterborough Local Development Framework.

2. RECOMMENDATIONS

- 2.1 The Committee is requested to offer any comments on the draft Statement of Community Involvement, in accordance with the committee's delegations under paragraph 5.5.6 of part 3 of section 5 of the council's constitution ("To contribute to the development of policies, strategies and plans in relation to the delivery of services to rural areas"), before it is presented to the Cabinet on 26 March 2012 for approval for the purposes of public consultation.
- 2.2 The Committee is also requested to note the contents of the draft National Planning Policy Framework and how it fits with the Peterborough Local Development Framework.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 This report links to the sustainable growth priority and the strong and supportive communities priority of the Sustainable Community Strategy.

4. BACKGROUND

Introduction

- 4.1 Planning is a high profile and contentious issue, whether that be plan-making (such as allocating sites for development), determining planning applications or preparing 'action plans' for specific communities.
- 4.2 How we plan, and how people can get involved in planning decisions, is also under a period of significant change as a result of the Localism Act 2011.
- 4.3 It is, therefore, essential that the council sets out the 'rules' for all these matters, in order to ensure that:
 - The public has full knowledge of the process and know exactly when best to get involved;
 - Officers prepare plans and deal with planning applications, in the knowledge that they are being prepared in accordance with Members' wishes with respect to public engagement and consultation; and

- Members have confidence that a robust and consistent process is in place.

4.4 As such, from time to time, it is important the council refreshes its consultation framework, and helps people get the most out of the planning system.

Statutory document setting out consultation arrangements

4.5 It is a statutory requirement for the council to set out how it will consult the public on planning matters, in a document entitled '**Statement of Community Involvement**' (SCI). The council adopted its first (and current) SCI in February 2008¹.

4.6 However, there have been considerable changes to the planning system in the past four years, especially since the Localism Act 2011 was given royal assent in November 2011, such as:

- Changes to the local plan making Regulations (likely to come into force in Spring 2012);
- Revised guidance from Government, mostly in the form of a new National Planning Policy Framework (NPPF) which will replace all previous government guidance notes such as Planning Policy Guidance/Statements and Circulars (the final version of the NPPF is due in Spring 2012);
- The introduction of 'Neighbourhood Planning', which includes matters such as Neighbourhood Development Plans, Neighbourhood Development Orders, and the setting up of Neighbourhood Areas and associated Neighbourhood Forums (likely to come into force from 1 April 2012);
- The introduction of 'referendums' to approve matters prepared under Neighbourhood Planning powers;
- Proposed abolition of regional planning (likely to come in to force later in 2012);
- New duties on developers to undertake pre-application consultation with communities which will be potentially affected by their proposals (and a duty to demonstrate how comments raised have been taken into account by the developer);
- Possible changes to planning application fee setting (though this now seems less likely than was previously thought);
- A general 'raised expectation' from the public, since the new coalition government has been in place, that planning decisions will be taken with greater involvement of the community; and
- The introduction in Peterborough of Neighbourhood Committees with devolved powers and delegated decision making.

4.7 Thus, officers are recommending that a refresh of the SCI be prepared and have drafted the attached. Cabinet agree at its meeting on 26 March 2012, the draft will be issued for public consultation. Subsequently, a final version, taking into account any comments made, will be taken to Cabinet for adoption.

Principal changes to the SCI since the 2008 version

4.8 Some parts of the SCI are simply in need of updating from the 2008 version, to ensure that updated government guidance is properly reflected and any best practice taken advantage of. However, two new significant sections to the SCI have been added relating to a 'Pre-application Advice Note' and 'Neighbourhood Planning'.

Pre - Application Advice Note

4.9 The Localism Act has put in place much stronger requirements for developers to undertake consultation with communities before submitting a formal planning application to the city council. The Act also enables local planning authorities to prepare a local 'advice note' on this matter which a developer must have regard to when undertaking pre-application consultation.

4.10 To ensure the city council is well prepared in this regard, we set out in the SCI a draft 'advice note' and are seeking views on it. A final version will then be prepared, taking account of both the consultation response and any other national guidance issued in the meantime.

¹ For the current adopted Peterborough SCI (2008), see: http://www.peterborough.gov.uk/planning_and_building/planning_policy/draft_development_plans/statement_of_community_involve.aspx

4.11 We anticipate developers will welcome this local advice note, because it ensures that there is a fair, transparent, level playing field for such pre-application work. Without the advice note, developers could only rely on the rather sketchy details published by Government to date, with the risk that a developer either undertakes too little or too detailed pre-application consultation, the outcomes of which would be delay and an impact on the city council's growth aspirations.

Neighbourhood Planning

4.12 A second significant new section in the SCI is entitled 'Neighbourhood Planning in Peterborough'. This section sets out how the council intends to take forward the wide range of matters that come under the 'Neighbourhood Planning' section of the Localism Act.

4.13 In short, 'Neighbourhood Planning' has two principal elements:

- A '**neighbourhood development plan**', which is defined in the Localism Act as 'a plan which sets out policies (however expressed) in relation to the development and use of land in the whole or any part of a particular neighbourhood area specified in the plan'.
- A '**neighbourhood development order**', which is defined as 'an order which grants planning permission in relation to a particular neighbourhood area...for development specified in the order, or for development of any class specified in the order'.

4.14 In simple terms, a 'neighbourhood area' is either a parish council area (or part thereof) or, where a parish does not exist, an area as defined by a neighbourhood forum. The setting up of such 'areas' and 'forums' have their own set of procedures in the Localism Act, and must be complete before any neighbourhood plan or order is embarked upon.

4.15 Whilst not statutorily required, it is considered sensible and helpful to the public that the SCI sets out how the city council will fulfil its statutory functions under the Localism Act in terms of how the council will deal with any applications to become (a) a **Neighbourhood Area**; and (b) a **Neighbourhood Forum**, and against what criteria the council will approve or reject such applications together with the decision making process.

4.16 It is important to note that the Localism Act and the associated (currently draft) neighbourhood planning Regulations make it very clear that unitary, district or county councils do not prepare, or even lead preparation of, either neighbourhood plans or orders. They can only be initiated by the community themselves. The costs associated with their preparation fall partly to the local planning authority (i.e. Peterborough City Council) and partly to the Parish Council or Forum which has initiated the process.

4.17 The purpose, in part, of the Peterborough SCI is **not** to set the rules as to what a neighbourhood plan or order should contain, but rather what assistance the council will give a parish council or neighbourhood forum to help them prepare such a plan or order. Clearly, it is important that the council is very clear in these matters so as to appropriately give confidence to neighbourhood areas as to what help they will get with preparing their plans or orders. Similarly, being clear will ensure that there are no false expectations as to the amount of resources the council is able to offer and the number of Neighbourhood Plans and Orders it can process in any given time period (especially in the current difficult financial climate). It is a very careful balance to be made, and officers feel the SCI is the right and proper place to agree this (following, of course, public consultation on the draft SCI).

4.18 In short, it is essentially saying that the council will support any neighbourhood wanting to prepare a 'plan' or 'order', but confirming that the lead on their preparation must come from the community and the resources available from the council to help on individual cases will be limited and proportionate.

4.19 The SCI also sets out how the city council will manage the independent examination and referendum processes at the end of the Neighbourhood Plan or Order preparation and approval process.

4.20 It may be that the council gets very limited interest in neighbourhood plans and orders, partly due to the cost burden on communities; partly because we have just gone through a successful joint-working arrangement with parish councils in respect of the Design and Development in Villages SPD; or partly

because communities have no real desire to pursue their own development opportunities or set their own planning 'rules' for their area. Nevertheless, where communities do want to take advantage of the new legislation, the city council should support communities, ensuring they understand what they are and what help they might get in preparing them. To date, we have had some interest from a few parish councils. Whilst mostly this has been limited to parish councils asking what neighbourhood planning is, one (Newborough Parish Council) has formally declared its intention, from 1 April 2012, to prepare a Neighbourhood Development Plan.

Alternative options, instead of neighbourhood planning

- 4.21 The SCI also touches upon what alternative options a local neighbourhood has if it does not want to undergo the somewhat lengthy (and potentially costly) formal neighbourhood planning process. This includes taking advantage of Supplementary Planning Documents (a number have been adopted over the past two years).

The National Planning Policy Framework

- 4.22 The draft NPPF and impact assessment can be viewed on-line here:

<http://www.communities.gov.uk/planningandbuilding/planningsystem/planningpolicy/planningpolicyframework/>

- 4.23 The National Planning Policy Framework (NPPF) is due to be published in the Spring. The Department for Communities and Local Government has received around 16,000 responses to the draft NPPF.

- 4.24 As part of the Government's continuing reform of the planning system through the Localism agenda, the draft National Planning Policy Framework (NPPF) intends to replace all existing national Planning Policy Statements (PPSs), all Planning Policy Guidance Notes (PPGs) and some Circulars into one single national planning policy document. Appendix B to this report provides a full list of all existing guidance to be replaced.

- 4.25 The NPPF will be a key material planning consideration in the determination of planning applications. At the same time, the council will no longer be able to rely on the existing detailed set of national guidance once this has been superseded by the NPPF.

- 4.26 Members may have read media reports at the point of publication of the draft NPPF, and it has certainly created debate amongst, in particular, those bodies which tend to lobby on 'environmental' issues. It is therefore worth emphasising to Members what the key thrust of the draft NPPF is, as officers see it:

- The NPPF does not propose a fundamental shift in the way the planning system operates. It still promotes (indeed reinforces) the plan-led system i.e. planning applications should be approved in accordance with up to date local planning policies.
- The NPPF aims to remove large elements of 'detailed' national guidance and instead focus on national priorities and rules only where Government thinks it is necessary to do so (with the aim of allowing local authorities and communities to produce their own plans that reflect local issues).
- The NPPF reflects what is already contained within the suite of PPSs, PPGs and Circulars, albeit at around 5% of the length of all those guidance notes. There is no fundamental shift in national policy – other than a new default position of 'yes' to sustainable development proposals where there is no plan, or where it is out-of-date or silent on an issue. (An up to date plan is defined as being one that is consistent with the National Planning Policy Framework. It will be open to local planning authorities to seek a certificate of conformity with the framework).
- The NPPF makes it clear that Government wants to ensure the planning system achieves growth and sustainable development (Government defines 'sustainable' as ensuring that better lives for us does not mean worse lives for future generations).
- The NPPF is very much 'pro-growth', with sustainable development being about positive growth.

- 4.27 A summary of the main points of the draft NPPF are as follows.

Protecting and Enhancing the Natural Environment

The draft framework:

4.28

- Retains protection for Areas of Outstanding Natural Beauty, National Parks, Sites of Special Scientific Interest and other environmental designations. It aims to improve the quality of the natural environment across England and halt the decline in habitats and species.
- Retains Green Belt protections.
- Sets out a new right for local communities to protect green areas of particular importance to them.
- Makes clear that local authorities should seek to ensure good access to high quality local public transport for new developments, with priority given to cyclists and pedestrians. It encourages decision makers to provide charging points for electric cars and other low emission vehicles. Schools, shops and other key facilities should be within walking distance of most properties, wherever possible.
- Requires the planning system to seek to protect and enhance biodiversity.
- Requires planners to seek to avoid noise pollution as a result of new developments, and to protect areas that are prized for their peace and quiet.
- Requires planners to limit the impact of light pollution by encouraging good design.
- Confirms planning's important role in tackling climate change and making the transition to a low carbon economy.
- Requires planning to ensure new development is future proofed against climate change.
- Requires planners to prevent unnecessary building in areas of high flood risk.
- Promotes growth for the telecoms industry, but reiterates that this growth should be sensitive to local areas.
- Aims to secure an adequate and steady supply of indigenous minerals needed to support sustainable growth, whilst limiting impact on the natural and local environment.

Promoting Sustainable growth and prosperity

4.29

The draft NPPF makes clear that local councils should be positive and proactive in encouraging sustainable growth and addressing barriers to investment by setting a clear economic vision and strategy based on understanding of local business needs.

Presumption in favour of sustainable development

4.30

The draft NPPF requires councils to work closely with businesses and communities to plan positively for the needs of the local area and provide sufficient flexibility to respond to rapid shifts in demand or other economic changes.

4.31

The presumption in favour of sustainable development is aimed at encouraging plan-making by councils and communities to meet local development needs; and will be applied if an up to date plan is not in place.

Housing

In terms of housing, the draft framework requires councils to:

4.32

- Be ambitious in delivering new homes that local communities need. The Local Development Framework must meet the full demand for market and affordable housing in their areas.
- Have a rolling five year supply of deliverable sites to meet their housing needs with at least 20% additional allowance to create competition and choice in the land market.
- Bring back into use empty homes and buildings wherever possible.

The draft framework removes the existing target specifying the levels of housing development that should take place on previously developed ('brownfield') land.

Town centres

- 4.33 The framework maintains the 'town centre first' policy approach which means that retail and leisure development should look for locations in town centres first, and only if suitable sites are not available, should decision makers look for edge of centre and then out of centre sites.

Historic Environment

- 4.34 The draft framework reaffirms protections for the historic environment and heritage. It requires councils to have up to date evidence about the historic environment in their areas and use it to assess the significance of heritage assets and the contribution they make to the environment.

Design

- 4.35 The framework requires the planning system to promote high quality design for all development. Local Development Frameworks, including any neighbourhood plans, should set out the quality of development expected for an area; ensuring development reflects the character and identity of local surrounding areas.

- 4.36 Developers will be expected to work closely with those directly affected by their proposals to evolve design proposals that take account of the views of the community.

How does existing and emerging Peterborough Planning Policy fit with the NPPF?

- 4.37 The council submitted a response to Government in October 2011. The response mainly focused on whether any important national policy had been 'lost' in the process, especially one which this council has relied upon in the past in helping to determine planning applications. Where it was felt important policy had been lost, it was requested that the Government publish additional technical guidance and good practice guides.

- 4.38 The city council is in a good position to fit with the draft NPPF. As Members will be aware, the council has a recently adopted Core Strategy, a Site Allocations Document which is going to full council for adoption in April, a collection of Supplementary Planning Documents (such as the one on development in villages), a well advanced Planning Policies Document, an adopted Minerals and Waste Core Strategy and an adopted Minerals and Waste Site Specific Proposals document. By having such an up to date set of 'local' plans in place, means that the council will still be able to take advantage of the brief national planning policy guidance in the NPPF whilst having the local policies in place to deliver high quality development.

- 4.39 Not many other local planning authorities are in as fortunate a position as this council is. Many other councils have far more limited, or even non-existent, up to date plans meaning that, on final publication of the NPPF, they will likely be subject to high levels of speculative, uncoordinated development proposals which will be hard to refuse.

- 4.40 It is important, therefore, that this council continues to make good progress in finalising its set of local planning policy documents, and ensures they remain up to date in the future

5. KEY ISSUES

- 5.1 Subject to Cabinet's approval on 26 March 2012, we propose to consult on a draft revised Statement of Community Involvement in April and May 2012.
- 5.2 The Localism Act has put in place much stronger requirements for developers to undertake consultation with communities prior to submitting a formal planning application to the city council. The Act also enables local planning authorities to prepare a local 'advice note' on this matter which a developer must have regard to when undertaking pre-application consultation.

- 5.3 To ensure the city council is well prepared in this regard, we set out in the SCI a draft 'advice note' and are seeking views on it. A final version will then be prepared, taking account of both the consultation response and any other guidance issued in the meantime nationally.
- 5.4 A second significant new section in the SCI is entitled 'Neighbourhood Planning in Peterborough'. This section sets out how the council intends to take forward the wide range of issues which come under the 'Neighbourhood Planning' section of the Localism Act.
- 5.5 The Government is due to publish the final NPPF in the Spring.

6. IMPLICATIONS

- 6.1 **Financial:** Preparation of an SCI has minimal costs, and can be met within existing budgets. Indirectly, the SCI commits the council to undertaking certain consultation tasks in the future. Most of these are of very low cost, and fall within existing established budgets. However, the Neighbourhood Planning requirements, which are new for 2012 onwards, will result in additional costs. The council has a statutory duty to support and facilitate Neighbourhood Planning and the 'service standards' set out in the draft SCI do not significantly increase our financial expenditure requirements compared with the statutory minimum service we must provide. Government has acknowledged that Neighbourhood Planning will incur an additional burden on councils (city council officers estimate the costs on the city council could be somewhere in the region of £20,000 per plan), and had previously indicated in 2011 to financially support councils accordingly in due course. However, to date, we are not aware of the level of that support, if any at all, and therefore this can not currently be relied upon, therefore costs will need to be absorbed from within existing budgets, primarily planning policy, until Government funding is forthcoming.
- 6.2 It should be noted that the draft SCI explicitly sets deadlines for receipt of various applications for receiving neighbourhood planning related matters from communities, as well as limiting the number of plans and orders the council is capable of facilitating in any given year (with waiting lists being put in place, if demand exceeds the council's ability to process proposals). This will ensure that a robust, fair and financially prudent process is in place to deal with Neighbourhood Planning, and explained in advance to communities. To not set such deadlines and thresholds could result in unlimited neighbourhood planning matters being fed through the council, each one with associated costs on the council which the council would be obliged to meet i.e. an unlimited financial liability on the council.
- 6.3 **Legal Implications:** The SCI, once adopted, must be adhered to by the council in the way it conducts its planning business. Failure to do so could result in legal challenges. However, the committee is only being asked to make comments on the draft for consultation, so there are no direct legal implications of this agenda report.
- 6.4 **Environmental:** there are no direct implications.

7. CONSULTATION

- 7.1 If the attached draft SCI document is approved by Cabinet, consultation with the public will take place during April and May 2012.
- 7.2 The council's response to the draft NPPF was approved by Councillor Hiller by Cabinet Member Decision Notice² in October 2011. Members of Planning Committee were consulted, as well as the Education, Finance and Legal departments. The government's consultation on the draft NPPF was open to the general public.

8. NEXT STEPS

- 8.1 Following consideration by the committee, the draft Statement of Community Involvement will be presented at the Cabinet meeting on 26 March 2012. If the SCI is approved by Cabinet, consultation with the public is expected to take place in April and May 2012.

² The decision details and the city council's response to the draft NPPF can be viewed here:
<http://democracy.peterborough.gov.uk/ieDecisionDetails.aspx?ID=536>

8.2 The National Planning Policy Framework is expected to be published in the Spring.

9. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

9.1 None.

10. APPENDICES

- 10.1
- The draft Statement of Community Involvement – Appendix 1
 - Which national policy documents will be cancelled when the NPPF is introduced? – Appendix 2

Peterborough City Council's Statement of Community Involvement (Draft for Consultation)

Including new advice, neighbourhood planning options and city council commitments
which arise following the Localism Act 2011

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Have your say on this draft document

Peterborough City Council adopted its first Statement of Community Involvement (SCI) in 2008. This document is the consultation version of a revised SCI.

The term 'community' refers to everyone who lives, works, visits, operates or has a stake in Peterborough, and may therefore be affected by, or have the potential to influence, planning decision making. This SCI (draft version for consultation – April 2012) sets out how the community can get involved in planning for the future of the city, and takes into account all the new options arising from the Localism Act 2011. Never before has the community had the ability to lead the planning process, and this SCI explains all of the options. The city council encourages you to read this draft SCI and let us know if you think there is more that we can do to help you get involved and influence how the city grows.

The secondary legislation to the Localism Act 2011 referred to in this document is still currently in draft and may be subject to change. Any changes will be taken into account in the final SCI.

The city council would like to hear your views on this revised SCI, and the following explains how you can do so.

Printed versions of the SCI can be found at the city council's Customer Service Centre, Bayard Place, Broadway, Peterborough, PE1 1FZ and at the Peterborough Central Library, Broadway, Peterborough, PE1 1RX. We have also sent two copies to every parish council, so please ask at your local parish council to see if you can view a copy there.

How to submit your comments

You can submit your comments directly on line, which is our favoured method as we get your views quickly and easily and it saves paper.

Email: email us your views to planningpolicy@peterborough.gov.uk

By post, send your comments to:

Planning Policy
Peterborough City Council
Stuart House (East Wing)
St John's Street
Peterborough, PE1 5DD

Responses must be received no later than 5pm on xxxxxx.

Who prepared this SCI?

This document has been drafted by the city council as the Local Planning Authority.

Web links in this SCI

There are links to some websites in this document. If you would like to follow the links but do not have access to the internet, computers with internet access are available at the Customer Service Centre at Bayard Place and at libraries across Peterborough.

1. Introduction

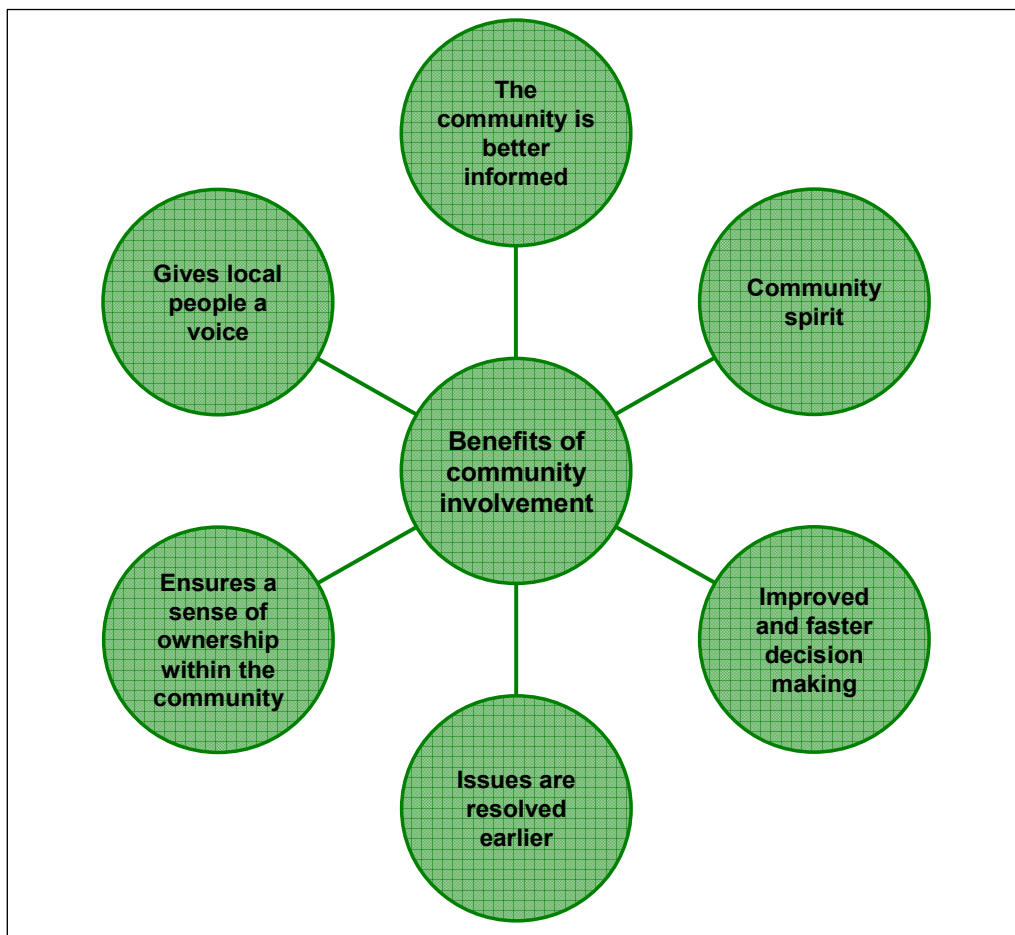
The first Statement of Community Involvement (SCI) was adopted by the city council in February 2008. It is now time for a refresh of the document, to amend certain sections, and to provide a brand new section on neighbourhood planning.

1.1 What is a Statement of Community Involvement?

This SCI (draft version for consultation – April 2012) sets out how the city council will involve the community in planning for the future of the city. This includes the planning application process (chapter two of this SCI), planning how much and where new development will take place through the Local Development Framework (chapter three of this SCI) and neighbourhood planning (chapter four of this SCI). Whilst neighbourhood planning is not lead by the city council, we will assist those involved in the process and publicise when the community can be involved in shaping neighbourhood planning in their neighbourhood.

The term ‘community’ refers to everyone who lives, works, visits or operates in Peterborough, and may therefore be affected by, or have the potential to influence decision making. Figure one shows the main benefits of community involvement.

Figure one: the main benefits of community involvement



The first SCI was adopted by the city council in February 2008. This is a draft version of the city council’s second SCI and sets out how we propose to involve everyone in planning the city.

We will try our best to 'keep things simple' for the benefit of people new to the planning system, but there are some long phrases that cannot be avoided. A glossary of these terms and acronyms is available towards the end of this document.

1.2 What is 'Planning'?

Most new buildings, major changes to existing buildings or significant changes to the local environment need consent – known as planning permission. Without a planning system everyone could construct buildings or use land in any way they wanted, which could negatively impact on other people who live and work in their area, or the environment.

Peterborough City Council, as your local planning authority, is responsible for deciding whether most development – anything from an extension on a house to a new shopping centre – should go ahead. More details on this process are found in chapter two of this document.

There is a legal framework set by Government that underpins the planning system in England. The system requires each local planning authority to prepare a Local Development Framework - a folder of documents outlining how planning will be managed for that area.

In determining planning applications, local planning authorities must have regard to their Local Development Framework. More details on this are found in chapter three.

The Localism Act has amended some parts of this legal framework. In particular, the Localism Act introduces 'neighbourhood planning', where communities can directly prepare planning policies for their area. More details on this can be found in chapter four.

How you can be involved

There are a number of ways you can have your say in the planning process. Peterborough City Council is responsible for:

- Making decisions on planning applications;
- Producing a Local Development Framework for the city, setting out what development could happen up to 2026; and
- Assisting in the process of Neighbourhood Planning.

You can play an active role in all of the above, which means you have a say in planning decisions affecting you and your community. The main ways you can get involved are:

- Having your say during public consultation periods for the Local Development Framework;
- Having your say on planning applications affecting your community;
- Reporting planning control breaches (such as a neighbour building a large extension to their home without planning consent);
- Commenting on appeals relating to applications that have been refused by the city council; and
- Preparing your own plans and policies for your local area, under the new Neighbourhood planning rules.

The next three chapters describe in more detail how you can be involved in the planning process. Please take the opportunities to do so. Your input is vitally important to ensure Peterborough remains a great place to live.

1.3 Monitoring and review

This SCI is expected to change over time as we learn from our efforts of involving people and to respond to any emerging guidance and changes in law. The city council will monitor how effective the SCI is, and any necessary changes to the SCI will be made after further public consultation.

2. The pre-application process, planning applications and planning compliance

2.1 Do I need planning permission?

With all building work, the owner of the property (or land) in question is ultimately responsible for complying with the relevant planning rules and building regulations.

Most kinds of development require planning permission; however there are a number of circumstances where certain types of development are automatically permitted. The Town and Country Planning (General Permitted Development) Order 1995 (as amended) contains a number of 'blanket permissions' for a variety of different works.

If your proposed development falls within what is termed 'permitted development' you will not need to apply for formal planning permission to carry out the works. Please be aware that permitted development rights (as explained above) are often subject to compliance with standard conditions such as a requirement that building materials must match those used on the existing property. It is the owner/developer's responsibility to check and comply with these conditions.

For up to date information on whether you need planning permission, go to the following page on the city council's web site:

http://www.peterborough.gov.uk/planning_and_building/do_i_need_planning_permission.aspx

For up to date information on how to make a planning application, you can visit the city council website at:

http://www.peterborough.gov.uk/planning_and_building/making_a_planning_application.aspx.

2.2 Community consultation before a planning application is submitted (the 'pre-application stage')

The city council's pre-application advice service

The city council encourages pre-application discussions with a developer before an application is submitted and offers a pre-application advice service to all potential applicants. Pre-application is the phase before a developer formally submits a planning application. It is a stage where the design and layout of a development is being drafted, but not yet firmed up. As part of this phase, pre-application discussions are essential to ensure that any future development enhances and improves the built and natural environment. Effective pre-application discussions can also speed up the subsequent formal planning application process.

Further information on the pre-application advice service can be found at:

http://www.peterborough.gov.uk/planning_and_building/making_a_planning_application/step_1_pre-application_advice.aspx.

The city council will not consult local communities on pre-application proposals. It will be the responsibility of the developer, as explained in the next section below.

2.3 Developer consultation with the community

The city council has always encouraged pre-application consultation with communities on major planning applications. However, Section 122 of the Localism Act introduces a new duty for developers to consult local communities before submitting planning applications for certain developments.

The city council is seeking clarification from Government as to what scale of development the new duty applies to.

Minor application types, including householder planning applications, lawful development certificates, prior notification applications, listed building and conservation area consent applications and applications to vary or remove conditions on existing planning permissions (section 73 applications) are probably unlikely to be subject to the new duty. However, we will update this part of the SCI once we have clarification from Government.

For those developments where the duty does apply, developers must have regard to any comments or responses generated by the consultation undertaken, and decide whether to make any changes to their proposals before submitting their planning applications¹.

Developers must provide an account of the pre-application consultation undertaken as part of any planning application. Failure to do so will mean the planning application will be invalid².

What does this mean for communities?

Communities will not have a power of veto over whether a planning application can be submitted. They will however be able to raise issues for the developer to consider, and make suggestions which could improve the development, increase benefits for the community and reduce its possible impact on the neighbourhood. This will hopefully reduce local opposition, increase chances of a timely and positive decision from the planning authority, and improve the quality of the development that results.

Many applicants, particularly those promoting very large and high-value or controversial schemes, have often consulted communities in the past. The intention is for the new requirement to expand current practice out to a wider range of developments to give people a stronger role in, and more positive outlook on, both planning and development.

Local 'Good Practice' advice note

The Localism Act allows the city council to produce a local good practice guide. In appendix one of this SCI, there is a draft advice note on pre-application consultation. Your comments on this will be welcomed and will be firmed up at the final publication of this SCI, with its status being 'transitional' until then. The council may, from time-to-time, amend this advice note and we will publish the latest version on our website. As such, please check appendix one is the latest version of the advice note prior to undertaking any pre-application consultation.

¹ Required by section 61X of the Town and Country Planning Act (1990, as amended by the Localism Act)

² Section 62 of the Town and Country Planning Act 1990, as amended by the Localism Act.

2.4 Community consultation on planning applications

This section explains how the community can be involved in the determination of a planning application, in other words, the process leading to the decision to grant or refuse the application.

The Planning and Compulsory Purchase Act 2004 requires that at any time before a decision is made on a planning application, stakeholders and the local community should have the opportunity to comment on any aspect of the proposal.

What we consult on

A community or individual can comment (or 'make representations') on any planning application. The level and extent of consultation and publicity will vary depending on the size, scale, location and nature of the proposed development. However, all planning proposals have the potential to raise issues and be sensitive - publicity and consultation is therefore an integral part of the planning process.

Who we consult with

Consultation on planning applications will take place with both statutory and non-statutory consultees. Those consulted will vary depending upon the nature of the proposal and location.

Statutory consultees are organisations that we are required to consult on certain planning applications by the Government; others are consulted by discretion. The requirement for such consultation can be found in a variety of statutes, regulations, circulars and advice notes.

How we consult

At the beginning of the process, all consultees have 21 days in which to respond. Sometimes these responses mean that the case officer (the planning officer who is dealing with the planning application) needs to contact the applicant to request more information or to suggest amendments. However, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation. The minimum statutory requirements are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010.

Certain types of application require a site notice to be placed on or near the land to which the application relates and for a notice to be placed in the local newspaper. In these cases, the period for consultation is at least 21 days. Such application types include those which are subject to an Environmental Impact Assessment (EIA), do not accord with the development plan or would affect a right of way or affect a listed building, its setting, a conservation area or other statutorily designated site.

Part 24 of the Town and Country Planning (General Permitted Development) Order 1995 (as amended) requires the Local Planning Authority to be given "Prior Notification" of certain developments (e.g. agricultural and telecommunications development within size limits). Prior notifications are not planning applications and they do not fall under the normal consultation or publicity procedures for planning applications.

Publicity

Government advice and legislation is set out in clearly defined codes of practice for all publicity. Table one shows how the city council goes beyond the minimum national requirements.

Table one: going beyond minimum requirements

Minimum national requirements	Peterborough City Council's requirements/commitments
Newspaper notice and site notice for certain categories of development, for example, EIA development, work affecting listed buildings or conservation areas, departures etc.	Newspaper notice, site notice and neighbour letters.
Newspaper notice and site notice or neighbour letter for major development (Major development is defined as for residential – ten dwelling or more or 0.5 hectares or more and for commercial, 1000 square metres or more or one hectare or more).	Newspaper notice, site notice and neighbour letters.
Site notice or letters to adjoining occupiers for all other development not falling into the above categories.	Neighbour letters and sometimes a site notice where all adjoining owners cannot be identified.

All applications for planning permission will be publicised when validated (see table two). Drainage applications relating to proposed developments will also be available to view online.

Table two: how we publicise planning applications

Method	Target audience	Where available
<p>Weekly list of all valid applications received can be viewed online at:</p> <p>http://www.peterborough.gov.uk/planning_and_building/planning_weekly_lists.aspx</p> <p>A search facility is also available online:</p> <p>http://planpa.peterborough.gov.uk/online-applications/search.do?action=weeklyList&searchType=Application</p>	<p>Widest possible including residents, councillors, local businesses, community groups</p>	<p>Bayard Place (where a computer is available) and on our website</p>
Neighbour notification	Occupiers adjacent to the application site.	Individual letter to properties which adjoin the site
Site notice (where applicable)	Local community	Displayed at or near site
Advertisements (press notice) in the local paper (where applicable)	Wider community	Peterborough Evening Telegraph

How you can make comments on a planning application

Once a valid planning application has been received, we aim to determine it (reach a decision) within 13 weeks if it is a major planning application or within eight weeks if it is an application for minor or other development. We will, however, determine a planning application at the earliest possible opportunity following the end of the 21 day consultation period.

All comments and consultation responses, whether in support of, or objecting to, a planning application, must be submitted in writing to the Head of Planning, Transport and Engineering Services, within the specified timescale for making representations. Representations can be accepted by letter, fax or email. The 21 day timescale must be adhered to in order to ensure that comments received (both as a result of consultation and of publicity) inform the decision making process. During the publicity period, individuals or groups may obtain information from the council (see contact details at appendix three); or gain independent advice through Planning Aid. For information on how to make comments, go to the following web page on the city council's web site:

http://www.peterborough.gov.uk/planning_and_building/view,_comment_and_committees/view,_comments_and_committees.aspx

All letters, faxes and emails received are placed on the planning file which is available for public inspection at Planning Services. They cannot be treated as confidential.

Further publicity and consultation will be carried out if planning proposals are significantly altered and the results of any further consultation will be taken into account in the decision making process, as set out below.

What if the applicant submits amended plans before the application has been determined?

Sometimes applicants make a change or are asked to make a change to overcome particular problems with a development proposal. We will consult on these changes as set out in table three.

Table three: re-consultation before an application has been determined

Level of change	Re-consultation
Where the change is insignificant and would not impact on neighbours	No re-consultation will be undertaken
Where the change addresses the concerns of/impacts on specific neighbours only	Notification letter sent giving between seven and 14 days to comment.
Where the change significantly alters the appearance or layout of the proposal and would be of interest to neighbours/community groups	Notification letter sent giving a minimum 14 days for comment.

What if the applicant submits amended plans after the application has been determined?

Sometimes developers wish to make small changes to their developments after permission has been granted. Some will be more significant than others and we will consult on the changes as set out in table four.

Table four: re-consultation after an application has been determined

Level of change	Re-consultation
Non-material amendment	No consultation
Material amendments	As per table two
Application to delete/vary a condition attached to the permission	As per table two

2.5 Who makes the decision on planning applications?

A number of councillors sit on the Planning and Environmental Protection (PEP) Committee. When making a decision on a planning application, councillors have the task of considering private proposals against wider public interests, and must make their decision purely on planning grounds. Councillors involved in decision making must approach each application with an open mind and avoid undue contact with interested parties. The case officer's report will be made available a week before the Committee and in the vast majority of cases will make a recommendation to PEP Committee stating whether or not a proposal should be approved.

Up to 2000 planning applications are submitted each year to the city council. Accordingly, the power to make a decision is delegated to the Head of Planning, Transport and Engineering Services in most circumstances in accordance with details set out in the city council's Scheme of Delegation and its Standing Orders.

The PEP Committee determines applications for exceptionally large developments or a major development which does not accord with the Development Plan. It will also determine other, usually smaller applications, if asked to do so by parish councils, Neighbourhood Committees or Members of the city council. There are opportunities for objectors, applicants and others to speak at the committee meeting before a decision is made (details of this procedure are set out in appendix two). Once a decision is made on an application at PEP Committee, there is a 'call-in' period to allow for the elected councillors present at the meeting to ask the Chief Executive that it be reported to a special meeting of the Planning Review Committee. The request must come from at least 30 per cent of the elected members present at the meeting and must be carried out within two working days of the end of the meeting. The Planning Review Committee will be responsible for determining a referred application following implementation of the call-in procedure.

The role of planning officers

Before a decision is made on a planning application, the planning case officer will prepare a report with a recommendation. The report will consider all the planning issues and any representations made by consultees, local residents and the wider public. The planning officer has a statutory duty to make recommendations in accordance with policies contained in an up to date development plan unless other material considerations indicate otherwise. Certain matters are by law prohibited from being taken into account, for example, property values. Throughout the process prior to a decision being taken, the planning case officer will negotiate any changes to the proposals with applicants where appropriate.

Pre-determination

The Localism Act clarifies the rules on "predetermination". These rules were originally developed to ensure that councillors came to council discussions on, for example, planning applications, with an open mind. In practice, however, these rules have sometimes been interpreted in such a way as to reduce the quality of local debate and stifle valid discussion. In some cases councillors have been warned off doing such things as campaigning, talking with constituents, or publicly expressing views on local issues, for fear of being accused of bias or facing legal challenge.

The Act now makes it clear that it is acceptable for councillors to play an active part in local discussions, and that they should not be liable to legal challenge as a result. This will help councillors better represent their constituents and enrich local democratic debate.

Reporting back to you

The results of consultation on planning applications will be taken into account in decisions made by, and on behalf of, the city council. You can track the progress of the application on line via 'Public Access' on the planning pages of the city council's website:

http://www.peterborough.gov.uk/planning_and_building/planning_and_building_online.aspx

Details of the decision will be placed on a weekly decision list, which is available to view at the customer service centre at Bayard Place and on our website.

Table five: how we report back to Consultees

Reporting back	Target audience	Where available	When notified
Weekly decision list	Residents, local businesses, community groups	On our website and at Customer Services at Bayard Place.	Weekly – picks up previous week’s decisions.
Decision Notice	Residents, local businesses, community groups	Decision notices can be viewed through ‘Public Access’ on the city council’s website (you will need the planning application reference number or the address).	Published on line as soon as possible after the decision on the application has been made. Target: within one working day.

Planning appeals

If the person who applied for planning permission does not like the decision that the city council has made on their application (e.g. planning permission refused, or onerous condition applied to a planning permission), they may lodge an appeal to the Planning Inspectorate. No one else has the right to appeal the decision. However, when an application has been appealed, the city council does inform all parties that objected during the application stage that an appeal has been lodged. The city council advises people of this as soon as it receives notification from the Inspectorate. All copies of letters and comments received during the original application stage are also forwarded to the Planning Inspectorate.

If an application is approved, the only recourse available to third parties is to apply for judicial review of the decision. This is an extremely rare event.

2.6 Other types of proposals

Planning and trees

A tree, or groups of trees, can be protected by the city council via a Tree Preservation Order (TPO). When a TPO is made, the city council undertakes a consultation exercise. The city council will consult the parish council and the owner and occupier of any adjoining land where there is a common boundary. Adjacent properties that are divided by a highway would typically not be consulted. If the landowner of the site is not known then a site notice is also displayed.

A tree covered by a Tree Preservation Order or trees within conservation areas cannot be cut down, either in whole or part, without notification or consent from the city council. To notify or gain consent, a Tree Works application needs to be submitted. When such an application is received, the city council will consult the parish council and the ward councillor, but not neighbours. Applications to do works to a TPO tree or a tree in a conservation area are notified to the relevant parish council.

Listed buildings

When an application is made to English Heritage by a member of the public to list a building, English Heritage will contact the owner of the building to advise of the enquiry and investigation.

If following investigation, a building is listed, the city council is notified in writing by English Heritage and the city council then has a duty to notify the owner of the listed building of the decision. There is no right of appeal.

Conservation area designation

The city council is required to give notice of an intended designation of a conservation area through a notice placed in the London Gazette and a local newspaper. Local communities have become more proactively involved in identifying the general areas that merit conservation area status and defining the boundaries. The values held by the community are likely to add depth and a new perspective to the local authority view. Conservation appraisals which have been initiated by community groups have demonstrated that informed residents can undertake a great deal of the initial survey work.

If the conservation area under review falls within the area of a parish council, the city council's conservation officer will meet with the parish council at the beginning of a review of the area and consult with all residents (in a 'small' village) and certainly all affected residents to an extension, or part deletion, of an area.

Flood risk designation

Any natural or man-made structure or feature that is deemed to affect flood risk through its existence or location can be protected by the city council via the flood risk designation process. When the designation of a feature is proposed, the city council will consult the owner of the land, or person responsible for managing the structure if this is different, for a period of at least 28 days.

If, following investigation and review of the responses, the feature is designated; the council will notify the owner of the decision. The council will also notify any other flood risk management authorities, such as the Environment Agency or an Internal Drainage Board, in case they have an interest in the designation.

A feature covered by a flood risk designation cannot be altered, removed or replaced without the written consent of Peterborough City Council. To notify or gain consent a flood risk works application will need to be submitted.

There is a right of appeal for both designation and refusal of consent for flood risk works and the owner will be notified of the process for this as part of the notice issued to confirm the designation.

2.7 Planning enforcement

Planning Enforcement or Planning Compliance (as it is also known) is used to describe the processes involved in making sure people comply with planning law and the requirements of a planning permission. It involves little consultation as a result of the confidentiality of many investigations. The majority of cases arise through referrals from the public, councillors or planning officers. There is no public consultation on compliance cases; however, the city council will ensure that the complainant is advised of the result of investigations into alleged breaches of planning control.

Following investigations, many result in the submission of a planning application in an attempt to regularise a breach. When this is the case, the community can become more involved in the same way as any other planning application.

If, following investigation, it is necessary to serve any formal notices, for example, a Stop Notice, Enforcement Notice or Breach of Condition Notice, the city council is obliged to keep an enforcement register of notices. If you wish to view this register please contact a member of the Planning Services Technical Team on 01733 453410.

The city council's Planning Compliance Strategy provides a full description of the enforcement services, which are summarised below. The strategy can be viewed on the city council's web site at the following address:

http://www.peterborough.gov.uk/planning_and_building/planning_enforcement/planning_compliance_strategy.aspx

What development is controlled by planning?

This includes most:

- New buildings
- Extensions and alterations
- Changes of use of land or buildings
- Advertisements
- Alterations to listed buildings
- Certain works in conservation areas
- Works to trees in conservation areas or protected by a Tree Preservation Order (TPOs)
- Minerals and Waste proposals
- Engineering operations

What can you complain about?

Development that is occurring:

- Without planning permission
- Without complying with conditions that have been attached to a permission
- That is not in accordance with an approved plan

How can you make a complaint?

- A complaint form can be completed online or downloaded from the city council's website: http://www.peterborough.gov.uk/planning_and_building/planning_enforcement/how_to_make_a_complaint.aspx.
- Contact the Planning Compliance Team
- All your details will be kept confidential and are not revealed to the offender
- Anonymous complaints will not normally be investigated

What will the city council do if a complaint is received?

- Within three days we aim to register your complaint and send out a formal acknowledgement.
- This will give details of the officer who will be investigating the case and their contact details.
- We will research the planning history of the site and carry out other checks.
- Within 15 days we aim to undertake a site inspection. (The city council's adopted Planning Compliance Strategy sets priorities for investigation.)
- We may need to discuss the allegations with both you and the alleged offender.
- We may also need you to provide additional information, to assist our investigations.

What happens next?

- Within 25 days we aim to contact you to confirm our findings and our likely course of action.
- We must establish whether a "breach of planning control" has occurred. (This means that something has happened that has not got the necessary permission or that conditions attached to a planning permission are not being complied with.)
- Where investigations show that the development is lawful or that a breach has not occurred, we cannot take the matter further.
- If the complaint is covered by other laws or regulations, we will refer it to the appropriate organisation or other section of the council.

If a breach has occurred, what action can the city council take?

If we find that a "breach of planning control" has occurred we can:

- Request that changes are made to the development, to reduce any nuisance to acceptable levels.
- Request that details required by a planning condition are submitted or implemented.
- Ask for a retrospective planning application to be submitted. (This will give us the opportunity to consult widely on the development and we can impose controls through the use of conditions.)
- Request that construction work stops or that an unauthorised use ceases.

What happens if the breach continues?

We often try and resolve complaints without having to resort to formal enforcement action. However, if an unacceptable breach continues then we will consider using formal enforcement powers. This decision is normally taken by the Head of Planning, Transport and Engineering, but in some cases the council's planning committee makes the final decision.

Formal action can involve issuing one of the following notices:

- Planning Contravention Notice
- Enforcement Notice
- Breach of Condition Notice (BCN)
- Temporary Stop Notice
- Stop Notice
- Section 215 Untidy Land Notice
- Formal Caution

Breaches of planning control relating to unauthorised works to trees covered by a Tree Preservation Order (TPO), or to a listed building, or the unauthorised display of an advertisement, can only be remedied by prosecution and not by the issuing of a notice.

Failure to comply with a notice is a criminal offence and is likely to lead to us considering further action, such as prosecution; direct action, such as the demolition of an unauthorised structure; or injunction.

Further advice

- City council planning officers
- A planning consultant, surveyor or solicitor
- Planning Aid. This is a low-cost, independent, advice service coordinated by the Royal Town Planning Institute.

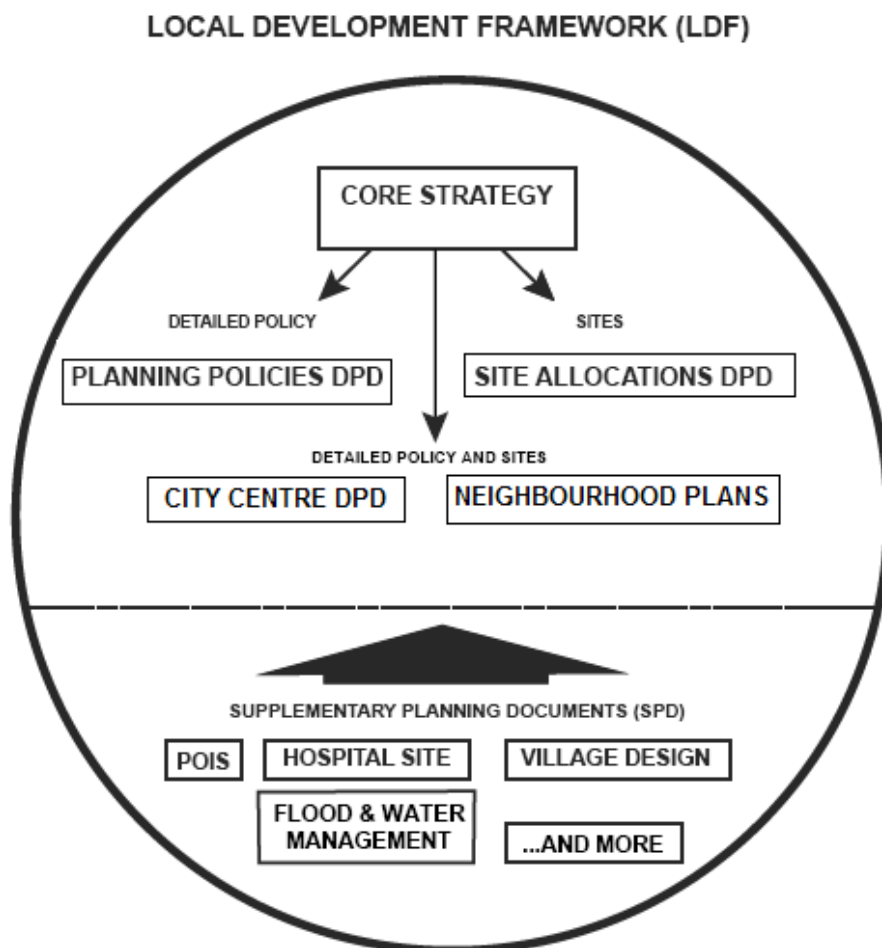
3. Planning for the Future of Peterborough

3.1 The Local Development Framework (LDF)

What is the Local Development Framework (LDF)?

The LDF sets planning policy that is used by developers and decision makers when making and determining applications for planning permission. It deals with planning issues across the whole city council area rather than just a small patch of it, and makes the big decisions on the location of housing, employment and roads, for example. It also covers things like design, the historic environment, the rural economy and lots more. The LDF is not a single document; it is the overall term for a package of separate planning documents, prepared at separate times (see figure two). You will have the opportunity to read each of the draft LDF documents during periods of public consultation. There will be a public examination in many cases. If you disagree with anything in the draft documents or want to add your own ideas, you will need to make your points 'in writing' during the set consultation periods. You may be invited to appear at the public examination, if one is held, to discuss the proposals.

Figure two– the Peterborough Local Development Framework



Who do we consult?

When producing each document in the LDF, we have to meet certain rules and regulations set down by Government that say who and how we must consult.

We are required to consult what are called 'specific consultation bodies' and 'general consultation bodies', where they are likely to be affected by anything contained in a planning document.

Specific consultation bodies include parish councils, neighbouring local authorities, utilities providers and relevant government departments and agencies.

The city council may also consult with 'general consultation bodies' where this is considered relevant to the document being prepared. These are:

- Voluntary bodies, some or all of whose activities benefit any part of the city council's area; and
- Bodies which represent the interests of:
 - Different racial, ethnic or national groups in the city council's area
 - Different religious groups in the city council's area
 - Disabled people in the city council's area
 - People carrying on business in the city council's area.

There are also people and organisations that the city council considers to be important to planning but which do not fit into the 'specific' and 'general' categories described above, such as residents, land owners, businesses, planning consultants, solicitors, etc. These groups of people and organisations are referred to as 'Other Consultation Bodies'.

The city council's 'Duty to Cooperate' with neighbouring authorities

The city council has always undertaken consultation with our neighbouring authorities as and when we prepare our plans. Similarly, we regularly comment on their emerging plans. Across Cambridgeshire in particular, we have a very good informal working relationship including joint meetings at Chief Planner and Head of Planning Policy levels. A new Cambridgeshire Strategic Planning Unit has also been set up (January 2012), which includes the city council as a full Member, further strengthening the cooperation with Cambridgeshire districts.

However, the Localism Act 2011 introduced a new section 33A into the Planning and Compulsory Purchase Act requiring local planning authorities, such as Peterborough City Council, to formally cooperate with neighbouring authorities when they prepare their plans and proposals. Likewise, neighbouring authorities have to cooperate with the city council when it prepares plans.

Duty to cooperate in respect of Peterborough City Council's plans

Whilst detailed guidance from Government on this matter is expected, it is not available at the time of writing this draft SCI. As such, to demonstrate that the city council complies with this new duty in respect of its own plans, it commits to undertake the following.

Duty to Cooperate Commitment One: The city council will write to all neighbouring districts at an appropriate stage in the preparation of all Development Plan Documents, plus any Supplementary Planning Documents which cover the whole of the city council area (for example, when issues and potential content have been identified), and state in that letter that the city council has considered:

- Whether or not the plan being prepared is likely to have a 'strategic matter' within it; and
- If it does, whether or not the city council considers it appropriate to prepare any joint evidence documents or a joint plan.

The letter will explain briefly why the city council has reached the position it has. The letter will then ask whether or not the receiver agrees with the position of the city council, and if it does not then it should write to the city council with its reasoning.

If no reply is received to a letter sent, then it will be taken that the receiver of the letter has no objection to the position of the city council.

Duty to Cooperate Commitment Two: If a letter is received which disagrees with the approach of the city council, then the city council commits to requesting a meeting with the objecting authority(ies) to see if the matter can be resolved.

However, the final decision as to whether or not joint working or plans are prepared is at the discretion of the city council, subject to independent testing at the examination of the plan by the inspector.

Duty to cooperate in respect of neighbouring authorities' plans

Duty to cooperate commitment three: When a neighbouring authority proposes a plan, including evidence base leading to that plan, then the city council commits to writing to that authority to confirm whether or not it considers joint working is appropriate, and if so what and when such joint working should be undertaken.

A Community's role in the 'Duty to Cooperate'

Whilst the Duty is predominantly aimed at local planning authorities, the city council also commits to the following:

Duty to Cooperate Commitment Four: The city council will consider carefully any requests it receives from a member of the community which suggests we should be undertaking joint working with a neighbouring authority in relation to development plan or other local development document preparation (whether that work relates to land within Peterborough or within a neighbouring authority). We will respond to any such requests we receive with our reasoning whether we agree or not to the request.

Duty to Cooperate Commitment Five: If a joint plan is to be prepared as a result of the Duty to Cooperate, then the city council will work with communities in the same way as if the plan is being entirely prepared by the city council (i.e. in the same way as described in the first Part of this Chapter of the SCI)

Involving under-represented groups

'Under-represented' and 'seldom heard' groups can refer to many different types of people. Sometimes these terms will refer to minority groups, based on factors such as ethnicity, sexual orientation or homelessness. At other times they may refer to broader segments of the population, such as older people, young people or people with disabilities. When consulting, we will try to ensure that under-represented groups are involved, but we would welcome your help in identifying individuals and groups who you think should be involved.

Have Your Say on the Peterborough Local Development Framework

If you would like to have your say, please get in touch either by email, telephone or post (see the contact details for the Planning Policy Team in appendix three) with your contact details and let us know which documents you are interested in (for example, minerals and waste; the city centre; rural areas, etc.). We will then contact you when documents go out for consultation.

When and how we involve you will vary depending on the document being prepared, the stage of preparation we have reached and the nature of your interest. Below, we set out the opportunities for involvement in the different stages of preparing a Development Plan Document (DPD), such as the Core Strategy. Other LDF documents, such as Supplementary Planning Documents, will not necessarily involve all of these stages.

For the proposed consultation timetable for documents within our LDF, see the Local Development Scheme on the city council's website at:

http://www.peterborough.gov.uk/planning_and_building/planning_policy/draft_development_plans/local_development_scheme.aspx

Also on this webpage you will find a live timetable that we update monthly to show the stages we have reached in the preparation of different documents.

3.2 Development Plan Documents (DPDs) - the six stages of participation

There are six stages of participation in the preparation of a Development Plan Document (for example, the Core Strategy DPD, the Site Allocations DPD, the Planning Policies DPD and the City Centre DPD):

- Stage one – early community engagement
- Stage two – publication of the document: making comments
- Stage three – Submission to the Secretary of State
- Stage four – independent examination
- Stage five – publication of Inspector's report
- Stage six - adoption

Stage one - early community engagement

The early engagement stage is the opportunity for people to get involved and have an influence on developing policies. Understanding community needs and building consensus at an early stage of the plan preparation process can help resolve issues and establish priorities. The consultation methods we may use are detailed in table six.

This stage could involve:

- Evidence building and involvement with stakeholders, sometimes including more than one consultation period. First we may ask about issues and alternative options; then we shape more definite ideas and consult you.
- Publicising consultation(s) by notifying all specific and relevant general bodies by letter or email; putting information on the city council website; advertising in the press and in various locations across the city.

Where certain common issues arise from consultation, we may follow these up by arranging more meetings, teleconferences or detailed focus groups and workshops.

The national regulations are flexible as to the level of consultation at this stage, other than inviting representations on what a DPD ought to contain, and there is no statutory requirement to consult on a full draft version of a document at this stage. However, the city council will commit to exceed minimum requirements by undertaking at least one round of consultation, on a draft DPD, open to everybody during Stage one.

Stage two - publication of the document: making comments

By the publication stage of the DPD, the contents of the document will have been decided based on the early engagement stage and background evidence. At this stage, you will see the document described as the 'Proposed Submission' version, because it is the version that we are proposing to submit to the Secretary of State at stage three.

We will inform all of the specific and general consultation bodies that we consulted at stage one, and anybody else who responded in writing at stage one, that the document has been published. This may be by letter or email. The specific consultation bodies will receive a copy of the Proposed Submission version of the DPD and other submission items, in hard copy form, on a CD or DVD, or by means of electronic links to the relevant documents.

We will put the Proposed Submission version of the DPD and accompanying submission documents on the city council website and make them available for inspection at various locations across the city. These locations will always include the city council's Customer Service Centre at Bayard Place, but the other locations will vary according to the geographic coverage of the DPD in question.

The accompanying documents will include a statement of the representations procedure – providing such details as how to make comments, where to send them and the period within which comments may be made. This same information, plus where hard copies of documents can be viewed, will be included in a press notice that we will place in an edition of the Peterborough Evening Telegraph and, if relevant for the area covered by the DPD, the Stamford Mercury.

You will have a period of six weeks to make comments which are called ‘representations’ but they can only relate to specific issues as set by government. We will explain this in detail to you at the time of consultation. These representations will then be taken into account later when the DPD goes through an examination process. Please note that, as this is a formal, statutory stage, any representations that arrive after the closing date will not be considered.

Anybody may submit representations. These may be made by letter, email or fax, or directly online through our Consultation Portal, which can be reached through the city council’s website. We may provide a special form for making representations; this helps you to supply all the necessary information to ensure that your representation is valid, but there is no requirement to use the form. You should bear in mind that representations do not remain confidential, and anybody else can see what has been said and who said it.

Stage three - submission to the Secretary of State

At the submission stage the city council will submit the DPD to the Secretary of State, together with copies of all the representations received at stage two and various other documents, including a summary of the main issues that have been raised in the representations. At this stage we will describe the DPD as the ‘Submission’ version. Its contents will be the same as the Proposed Submission version, except that it will exclude any introductory material telling people about the stage reached and how they could make representations. We will publicise when the document is submitted, but this is not a stage where you can make further comments.

We will notify the specific consultation bodies and general consultation bodies and everyone who sent representations at stage two that the document has been submitted and where it can be inspected. Notification may be by letter or email.

Copies of the submitted DPD and other submission documents will be made available at the same locations as the proposed submission documents and on the city council’s website.

A paper copy of all the valid representations that have been received will be made available for public inspection at our Customer Service Centre at Bayard Place and they will be viewable on line via our Consultation Portal.

We will prepare a public notice giving the title of the DPD, the fact that it has been submitted to the Secretary of State, the subject matter and area covered, and the fact that a copy of the DPD and other documents are available for inspection, including the places and times at which they can be inspected. We will put this notice in an edition of the Peterborough Evening Telegraph and, if relevant for the area covered by the DPD, the Stamford Mercury. The same notice will be included in the notifications that we send to people, as referred to in stage two above.

If people requested at stage two to be notified when the DPD is submitted, we will let them know at this stage.

Stage four - independent examination

The submitted DPD will be considered by a Planning Inspector at an independent examination to assess the plan and consider the representations received. If you have made an objection to the document and have requested to speak at the examination, you will be contacted and advised of the procedure for being heard by the Planning Inspector.

You should note that it is for the Inspector to decide who should be invited to speak at the hearing sessions and what topics should be discussed.

At least six weeks before the opening of the independent examination, we will notify any person who has made a representation and not withdrawn it, of the time, venue and name of the Inspector appointed to carry out the independent examination. The details will also be publicised on the city council's website and in the local press.

Stage five – publication of the Inspector's report

An Inspector's report will be issued following the independent examination. The report will include a commentary on the soundness of the DPD, with the Inspector's findings. The city council will have options at this stage, depending on what the Inspector concludes.

As soon as reasonably practicable after the day on which the Inspector's report is received, we will make it available on the city council's web site.

Stage six - adoption

If the Inspector concludes that the DPD is sound, either as submitted or with the incorporation of modifications, the city council will be able to adopt it. In this case, we will prepare an adoption statement confirming the date of adoption and explaining where and when the adopted DPD can be inspected. This will also include notification of the publication of the Inspector's report.

The adopted DPD and accompanying material, including the Inspector's report, will be made available on our website and at Bayard Place and at the same locations at which the proposed submission documents were made available.

We will publish the adoption statement in an edition of the same newspaper(s) as previously used in the preparation of the DPD and will send it to any person who has asked to be notified of the adoption of the DPD, including all those people who submitted representations at stage two.

We will send the adopted DPD and the adoption statement to the Secretary of State.

3.3 Supplementary Planning Documents (SPDs) – the two stages of participation

There are two formal stages of participation in the preparation of a Supplementary Planning Document:

- Stage one – consultation
- Stage two – adoption

Stage one – consultation

We will use various methods of engagement with interested parties as we proceed through the early stages of preparing an SPD, and these will vary according to the subject matter and/or geographic coverage of the document. Table six sets out the consultation methods we may use.

This process will culminate in the preparation of a complete draft SPD for public consultation. At the start of this consultation period we will make the draft SPD available for inspection on our website, and at our Customer Service Centre at Bayard Place. We may use other inspection locations if appropriate. We will also publish and make available a Consultation Statement, explaining who we consulted during the preparation of the draft SPD; how we consulted them; a summary of the main issues raised; and how those issues have been addressed in the SPD. If there are any supporting documents relevant to the SPD, we will publish them as well.

We will prepare a public notice giving the title of the SPD; the subject matter and area covered; the fact that a copy of the SPD and other documents are available for inspection, including the places and times at which they can be inspected; the period within which comments (i.e. 'representations') about the SPD may be made; and the address to which they should be sent. We will put this notice in an edition of the Peterborough Evening Telegraph and, if relevant for the area covered by the SPD, the Stamford Mercury. We will also put this notice on our website.

We will notify the specific and general consultation bodies who we consider will be most interested in or affected by the SPD, and anybody else who has requested to be notified. This notification may be by letter or email, and will include a copy of the public notice referred to above, or text providing the same information.

As with a DPD, anybody may submit representations on an SPD. These may be made by letter, email or fax, and for some SPD's we may make it possible to submit representations directly online through our Consultation Portal. We may provide a special form for making representations; this helps you to supply all the necessary information to ensure that your representation is valid, but there is no requirement to use the form. You should bear in mind that representations do not remain confidential, and anybody else can see what has been said and who said it.

The consultation period during which representations may be submitted will last for between four and six weeks.

Stage two – adoption

We will consider all representations received and make changes to the SPD in the light of those representations, if necessary, before producing a final version. We will prepare a Statement of Public Participation, setting out a summary of the main issues raised in the representations and how those main issues have been addressed in the final version.

Once the final SPD has been adopted by the city council, we will prepare an adoption statement which will confirm the date of adoption and explain the opportunity to apply for judicial review. We will make the SPD, the Statement of Public Participation and the adoption statement available for inspection on our website and at the same places where the consultation version had been available for inspection.

If people have requested to be notified of the adoption, we will notify them either by letter or email, and will include a copy of the adoption statement, or text providing the same information.

3.4 Consultation methods for DPDs and SPDs

Different types of document require different engagement techniques appropriate to the type of document. Most consultation will take place at the early engagement stage of plan preparation. We will use a range of methods to engage the community and take on board their views and opinions throughout the preparation of documents. These methods will include some or all of the following:

- Informal discussion by telephone or informal meeting
- Consultation letters
- Questionnaires
- Press notices and press releases and articles for newsletters
- Information on the city council's website
- Meetings
- Focus groups
- Exhibition/displays
- Information leaflets

The methods that the city council might use when consulting on different types of LDF documents are set out in table six. These are considered to represent methods that are suitable for the intended audience and can most effectively engage with the broadest possible range of stakeholders, whilst being manageable within the limits of available resources.

Consultation letters and emails may be accompanied by specially designed 'representation' forms to assist people with their responses.

We will use our website not simply to inform people about consultations and make documents available, but also (for certain documents) to enable comments to be submitted online.

Table six: LDF consultation methods by document type

Method → Document ↓	Letters and emails	Statutory Press Notice	Website	Media Releases	Questionnaire	Exhibition/ Displays	Focus Groups
Statement of Community Involvement							
Public Participation on the draft document	✓	✓	✓	Possibly	Possibly	×	×
Development Plan Document (Such as the Core Strategy)							
Public Participation on the draft document (stage one)	✓	✓	✓	✓	Possibly	Possibly	Possibly
Public participation on the proposed submission version (stage two)	✓	✓	✓	✓	×	×	×
Supplementary Planning Document							
Informal Consultation to help prepare the document	Possibly	×	Possibly	Possibly	Possibly	Possibly	Possibly
Formal Public Participation on the Draft	✓	✓	✓	✓	Possibly	Possibly	Possibly

Availability of documents

Please see the previous stage by stage section for details.

Charges for documents

All consultees and interested parties will be encouraged to use the city council's website for viewing or downloading documents, although it is appreciated that this is not appropriate for everyone. A scale of reasonable charges for paper copies of documents for those (apart from specific consultation bodies) who have requested documents will be reviewed periodically, as will the scale of charges for final adopted documents. Adopted documents can be bought and paid for online at the following page on the city council's web site:

www.peterborough.gov.uk/do_it_online/pay_for/planning_charges.aspx

It is unlikely that many background documents will be available to purchase as a hard copy, though we will publish them all (or links to them) on the website. Where they are available, a reasonable charge will be made.

Feedback after the consultation has ended

Please see the previous section for details on feedback.

4. Neighbourhood planning in Peterborough

4.1 Part one – introduction to neighbourhood planning and other options available

The Localism Act 2011 sets the framework for a new system of neighbourhood planning in England. It creates new planning tools to help communities to shape and manage development in their local areas. Regulations set out the minimum level of requirements that will ensure a nationally consistent approach to neighbourhood planning. This SCI sets out those requirements and adds to them, where the city council thinks it is necessary to do so.

However, neighbourhood planning is not the only option available to communities. Figure three sets out various options that are available to communities to enable them to have greater control of what happens where they live. Some are related to neighbourhood planning and some are related to other city council functions.

Figure three: the options available to shape your community

How you can shape your community



Essentially, a local neighbourhood can choose:

- (a) The 'informal' route, which means a local neighbourhood can help to shape what happens in its area through getting involved in community action plans, and vision statements. The amount of time and effort is entirely up to the community, with anything upwards from a simple one side of A4 'vision' statement. However, it cannot determine things such as the allocation of land for development or set official policies on what development should look like. **If this is the option you want to take, go to part two of this Chapter.**
- (b) The 'formal' route, which means a local neighbourhood, follows the formal rules and regulations as set by Government, either choosing the supplementary planning document option, or choosing the neighbourhood planning option. These require more effort, and will cost more to produce, but the end result will have more influence over how development takes place in the local area, particularly when applications for planning permission are being decided. **If this is the option you would like to take, go to part three of this Chapter.**

Which ever route you would like to take, the city council will be there to help and guide you along the way. Full details of this assistance are contained in part two and three of this chapter.

4.2 Part two: The 'informal' options available to a local neighbourhood

If the time and costs involved in going through the statutory processes and preparing the various neighbourhood planning options is not attractive or viable, then a local neighbourhood may want to take advantage of some alternative options. These options could be:

- Community Action Plans
- A Vision Statement
- Parish or Village appraisals
- Local Action Plans

Again the city council is here to help you if you choose to take up any of these options.

Peterborough City Council Community Action Plans

A Community Action Plan (CAP) has been prepared for each of the city council's seven Neighbourhood Committee areas:

- Fletton, Stanground and Woodston
- Ortons with Hampton
- Dogsthorpe East and Park
- Central and North
- Rural North
- Peterborough West
- Peterborough North

Residents can attend Neighbourhood Committee meetings which are held every three months, where priorities are set to address the issues that are affecting the local community at that time e.g. anti-social behaviour, fly-tipping, speeding. More information on the Neighbourhood Committees can be found on the city council's web site, where you will also find information on each of the three Neighbourhood Managers:

http://www.peterborough.gov.uk/community_information/neighbourhood_committees.aspx

A CAP will tell the story of the area, including who lives there, what type of houses, what does the area look like, what are the 'big' issues in the area such as levels of crime, employment opportunities, health etc. not only from statistics and data we have gathered, but importantly what the community itself tells us.

Local people's hopes and aspirations will inform the plans, which will be used to guide policy and service delivery in the future. Partner organisations such as the Police, Health Services, housing associations and many more will feed into the plans to help decision-making.

Local communities can get involved in shaping their area by identifying the things that affect them the most, what they would like to see changed and what services they want to see delivered locally. This information will be used to develop short, medium and long term goals and identify priorities for the future. The CAP will say who will do what and by when over the next ten years. Although this is a long term plan it will be reviewed annually to make sure the goals are still relevant and also to report back on how we are doing.

CAPs will inform, but not set, the growth and regeneration of the area to achieve positive and sustainable social, economic and environmental change for the local area, its residents and those organisations supporting it or providing services within it.

There are a number of ways that you can get involved with and contribute to community action plans. For example, you can contribute through existing community and resident groups by feeding in your views on the issues that concern you where you live. These groups can then feed in the collective

responses either through attending the relevant Neighbourhood Committee meeting, developing their own Local Action Plan (see next page) or simply forwarding issues to the City Council.

You can report to your Neighbourhood Manager or other partners what your problems are; this can then be recorded to capture a real picture of the level of concerns, which in turn will feed into the CAP.

For those who wish to be involved in more detail, you can get involved in volunteering, project planning and/or project delivery by either contacting your Neighbourhood Committee or Neighbourhood Manager.

Parish or Village Appraisal

Parish or village appraisals are questionnaires designed by local people (usually parish councils) to find out what the opinions of local people are relating to the various problems the local community face. For example, what do people love or hate about their area, what things they would change, what would people like more of and what less? This kind of information is needed by the organisations that run services or take decisions about a parish council. It is also required to support applications for grants and other support. These results will be used in all kinds of local initiatives, will be an important element in consultations with government, and will help local organisations to determine their priorities. The information gathered can feed into community action plans.

The objectives of parish/village appraisal are as follows:

- To identify areas requiring action by the parish council or city council
- To see if there are any opportunities for self help in the parish council, or beneficial activities which could be carried out voluntarily by groups or individuals
- To enable residents to make a contribution to their community, to improve it where possible and to learn more about it
- To inform the local Community Action Plan for the area

If you live in an area covered by a parish council you can get involved by attending your local parish council meeting.

Typical subjects that might be covered in a parish/village appraisal are as follows:

- **Transport problems:** e.g. lack of public transport, cars travelling too fast, state of the roads, accident danger spots.
- **Housing problems:** e.g. local people moving away, housing for local people.
- **Education problems:** e.g. need for local nursery, local adult education opportunities wanted.
- **Communication problems:** e.g. need for a newsletter, parish council meetings unattended.
- **Facilities:** e.g. need a new village hall, sports facilities inadequate, and school facilities opened up to public.
- **Crime and safety:** e.g. neighbourhood watch, "bobbies on the beat".
- **One-off projects:** e.g. Jubilee celebration project ideas.

Local Action Plans

A Local Action Plan is most typically developed informally by community or resident associations who identify priorities at a local level. The plans usually relate to a very local level (e.g. a street or group of streets) as opposed to a ward or parish area, but should feed into and inform the wider community action plan/s for that area.

The types of issues this may cover include:

- Addressing environmental issues such as graffiti, litter
- The local landscaping maintenance
- Local community events such as street parties, summer fetes

- Facilities available for children, young people, older people etc
- Improvements to parks and open spaces

Vision Statement

Community and/or resident organisations that do not wish to develop an action plan may decide to adopt a vision statement that outlines their aims and objectives for their area. This may not be a working action plan but a statement of values and aspirations held by the organisation.

4.3 Part three- the ‘formal’ options - supplementary planning documents and neighbourhood planning

This section mainly focuses on the new formal options available to local neighbourhoods following the enactment of the Localism Act 2011. However, at the start of part three is an alternative ‘formal’ option which has existed since 2004, and remains a valid option. This option uses ‘Supplementary Planning Document’ (SPD) legislation, which some local communities have taken advantage of in the past.

Supplementary Planning Documents

If your local neighbourhood wants to produce a formal document, which carries considerable legal weight, but does not want to follow any of the options available under ‘neighbourhood planning’, then the alternative is to work with the city council to produce a Supplementary Planning Document.

An SPD can be used to expand on existing policies in the city council’s local development framework. It can cover a wide range of issues, which are either site-specific issues such as detailed design guidance; or are policy specific issues such as further guidance on a particular policy issue such as open space provision.

An SPD cannot allocate land or automatically grant planning permission. It cannot override existing policies but can complement and add more detail. An SPD is not subject to independent testing through a public examination but will have to meet minimum public consultation standards as set out in chapter three of this SCI.

If you support the idea of an SPD the city council will lead, but will work very closely with you.

A good example of an SPD is the Design and Development in Selected Villages, which was adopted by the city council in 2011. This can be viewed on the city council’s website at:

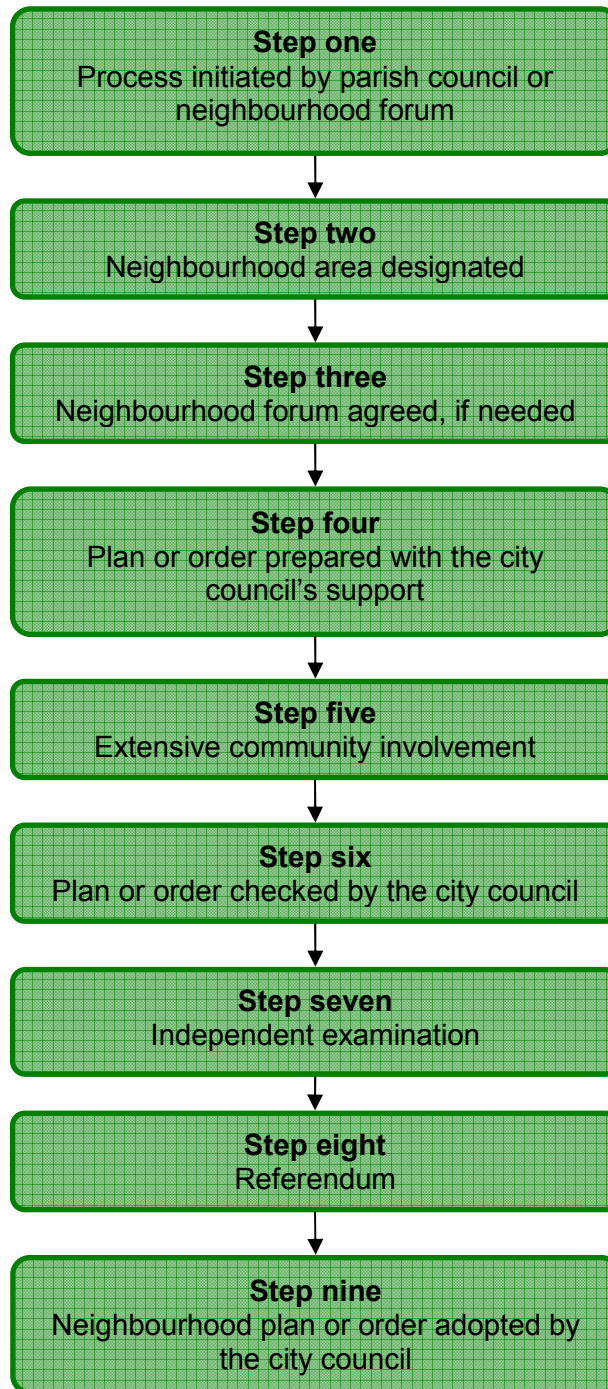
http://www.peterborough.gov.uk/planning_and_building/planning_policy/adopted_development_plan/supplementary_planning_document.aspx.

This SPD largely expands on the Peterborough Core Strategy Policy CS16 “Urban Design and the Public Realm”. The content of the SPD was heavily informed by discussions with those parish councils concerned and through extracting local aspirations as set out in parish-written village design statements and similar documents.

Neighbourhood Planning

From 1 April 2012, the various neighbourhood planning options in the Localism Act 2011 became legally available to use. There are various stages before the formal making (adoption) of a neighbourhood development plan or neighbourhood development order, as set out in figure four. Explanatory notes on each step are provided after figure four, including how the city council will assist.

Figure four: neighbourhood planning – the key steps



Independent advice on neighbourhood planning

Before you embark on steps one to nine, you may want to take independent advice and see further information from a range of sources. Here are a few examples:

- **Planning Aid** <http://www.rtpi.org.uk/planningaid/> - An independent source of professional advice and information available to those who cannot afford to pay professional fees. Its volunteer planners can help groups to get involved in the planning of an area and to prepare their own plans.
- **Planning for Real** <http://www.planningforreal.org.uk/> - A community planning model (using interactive, hands-on tools and techniques) that helps people to shape the places in which they live.

- **Community Planning** <http://www.communityplanning.net/> - This website provides easily accessible 'how to' guidance on community planning and best practice.
- **Department for Communities and Local Government** <http://www.communities.gov.uk/corporate/>. This website provides the latest information about policy and programmes for planning.

4.4 Neighbourhood planning: a step by step guide

Step one: process initiated by parish council or neighbourhood forum

Step one	Process initiated by parish council or neighbourhood forum	You are here
Step two	Neighbourhood area designated	
Step three	Neighbourhood forum agreed, if needed.	
Step four	Plan or order prepared with the city council's support	
Step five	Extensive community involvement	
Step six	Plan or order checked by city council	
Step seven	Independent examination	
Step eight	Referendum	
Step nine	Neighbourhood plan or order adopted by the city council	

Who is in charge of helping local people to draw up a neighbourhood plan or neighbourhood development order?

Neighbourhood plans and development orders cannot be prepared by the city council – they can only be prepared by a parish council, or where there is not a parish council, by a local 'neighbourhood forum' (which needs to be approved by the city council – see step three). However, the city council is very happy to offer support, if requested to do so.

Your parish council or an agreed neighbourhood forum will act as your local representatives and will be responsible for delivering neighbourhood planning in your area.

How do I know whether I live in a parish council area?

There are certain parts of the city council area that have a parish council (predominantly the rural areas) and parts which do not (predominantly the urban area of Peterborough city itself). The map in figure five identifies the areas.

If I live in a parish, what should I do?

Contact your parish council and move to step two. Up to date contact details for each parish council are available on the city council's website:

<http://democracy.peterborough.gov.uk/mgParishCouncilDetails.aspx?LS=17&SLS=1&bcr=1>.

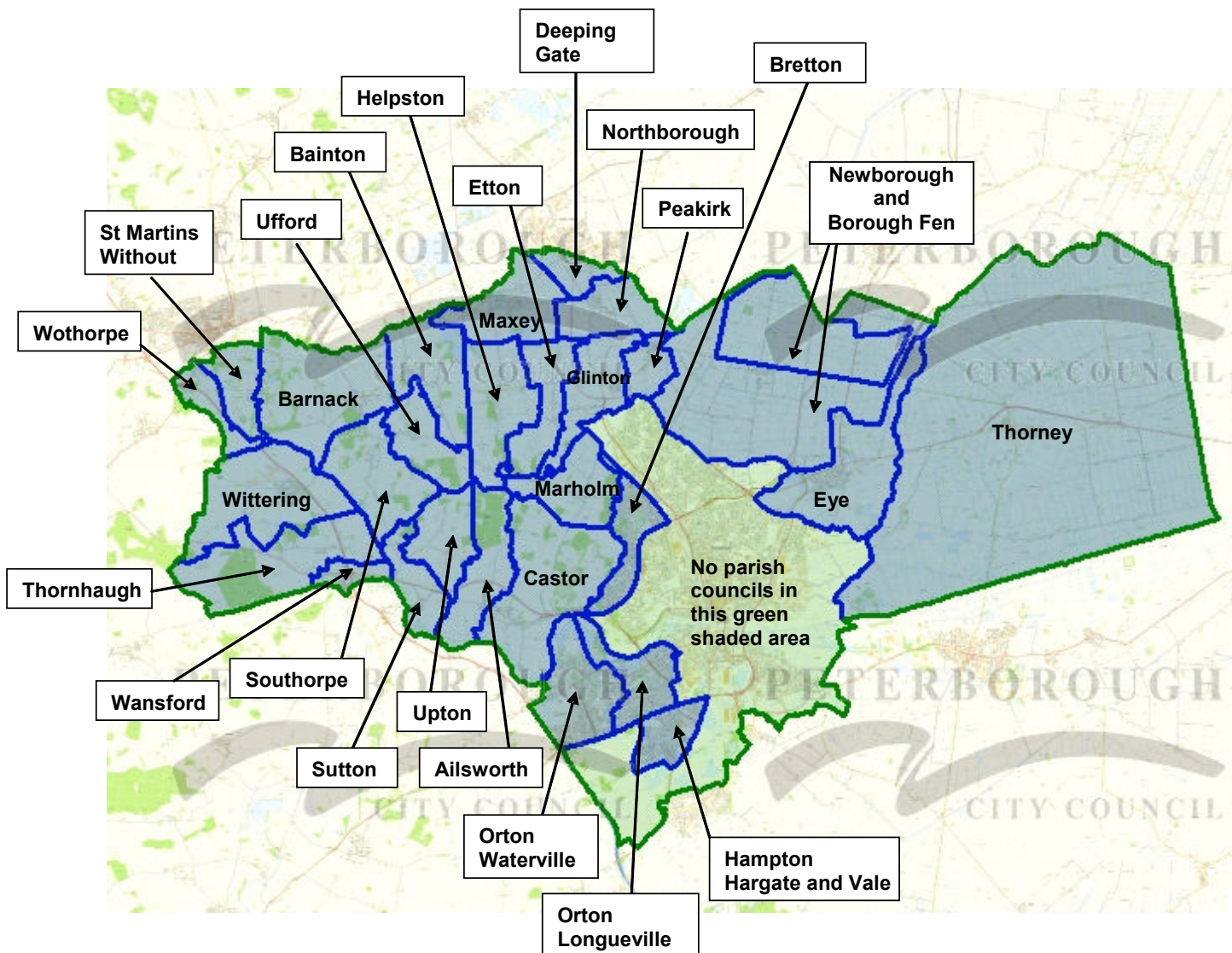
If I live in an area without a parish council, what should I do?

Think about setting up an informal or formal 'forum', or approach other community groups or leaders in your area, and see if there is any interest in neighbourhood planning. If stuck, ring the council to see if we have any contacts.

Your forum should then ask the council to agree to a neighbourhood area being set up – go to step two.

Note: you do not need to be formally constituted as an official forum at either step one or step two – that comes at step three. But, under the law (section 61G (2) of the Town and Country Planning Act, added by the Localism Act), your forum must at least be "capable of being designated as a neighbourhood forum". See step three about how to become classified as an official 'neighbourhood forum'.

Figure five: parish councils in Peterborough. You can view a more detailed interactive version of this map on the city council's website at <http://gisint1/hawkeye/>.



Step two: neighbourhood area designated

Step one	Process initiated by parish council or neighbourhood forum	Step complete
Step two	Neighbourhood area designated	You are here
Step three	Neighbourhood forum agreed, if needed.	
Step four	Plan or order prepared with the city council's support	
Step five	Extensive community involvement	
Step six	Plan or order checked by city council	
Step seven	Independent examination	
Step eight	Referendum	
Step nine	Neighbourhood plan or order adopted by the city council	

When and how to apply to the city council to designate a neighbourhood area

A neighbourhood area is the area that a neighbourhood plan or neighbourhood development order will cover. It must be formally considered by the city council once an application is made by a parish council or a body that is planning to apply to become a neighbourhood forum.

In any area that has a parish council, only a parish council can apply to have all or part of its area designated as a neighbourhood area for the purposes of neighbourhood planning. Two or more parishes could come together to form a single neighbourhood area. If the proposed neighbourhood area covers more than one parish, consent must be sought from each of the affected parish councils.

In an area that does not have a parish council, a neighbourhood forum needs to be set up to prepare neighbourhood development plans and orders. Please note that there can only be one forum per neighbourhood area. Step three gives more advice on setting up a neighbourhood forum. The boundary for the area will be proposed by a body who will subsequently apply to the city council to become an official neighbourhood forum. It cannot contain any part of a parish council's area. You can apply to the city council to define a neighbourhood area if you intend, but are not yet a neighbourhood forum. Once you have completed step two, proceed to step three to formalise your forum.

Businesses, investors, developers and other commercial organisations will be able to get involved with the neighbourhood forums or parish councils, or can set up a neighbourhood forum from the start (only where there is no parish council).

Neighbourhood areas can cross local planning authority boundaries. National regulations may be published that provide further guidance. This draft SCI will be updated if any regulations come into force.

Before submitting your application

Any parish council or community organisation or body considering applying to designate an area is strongly recommended to take advantage of the Planning Policy Team's **neighbourhood planning pre-application enquiry service**. This service will consist of a one hour meeting, normally at the city council office at Stuart House, to discuss the proposals. This will ensure that there is a reduced risk of your application being rejected or significantly amended.

Submitting your application

Applications will be accepted quarterly by 4 pm on the last working day of April, July, October and January.

The application form in appendix four should be filled out and submitted to the Planning Policy Team using the contact details on the form. Please ensure that you complete each part of the form and provide full justification, with evidence, if necessary.

The city council may decline to consider an application if the applicant has already made an application and a decision has not yet been made on that application.

Validation

Once your application is received by the city council, it will be handled by a Planning Policy Officer, who will check that all of the relevant information has been supplied against the following criteria:

- In the case of an application by a parish council, the proposed neighbourhood area must be one that consists of or includes the whole or any part of the area of that parish council.
- In the case of an application by an organisation or body, the neighbourhood area must not consist of, or include, the whole or any part of the area of a parish council (i.e. only a parish council can apply if the area contains some or all of a parish council's area).

If the application passes this check, it will be deemed 'valid'.

Publication of your application for the designation of a neighbourhood area by the city council

Once your application has been deemed valid, we will publicise notice of your application for the designation of a neighbourhood area on the city council's website and in the relevant library, community centre or parish council building, with the following details:

- a) The name of the proposed area;
- b) Details of how to respond to the publicity and make representations; and
- c) The deadline for the receipt of those responses and representations, being not less than six weeks following the date on when the application is first published.

In addition to the above minimum national criteria, which by law the city council must do, the city council will also advertise an application for the designation of a neighbourhood area by:

- Advising all elected city councillors representing the proposed neighbourhood area
- Notifying the Neighbourhood Committee and Neighbourhood Manager within which the neighbourhood area would operate
- Issuing a press release to local media and on the city council's website

Determining an application for the designation of a neighbourhood area

Planning Policy Officer role:

The Planning Policy Officer will assess the application against the following criteria:

- The desirability of the whole of the area of a parish council being a neighbourhood area (The expectation in Peterborough is that, in most cases, neighbourhood areas will follow parish boundaries. However, if considered appropriate, the city council may find it acceptable for a neighbourhood area to cover only part of a parish or a combination of parishes).
- For areas without a parish:
 - whether the application fits with other formal designations such as land allocations, protected nature sites, conservation areas etc;
 - whether to include or exclude land, so as to fit with obvious and significant geographic features;
 - whether it fits with the city council's ward boundaries
- The desirability of maintaining the existing boundaries of areas already designated as neighbourhood areas.

The planning policy officer will provide a report that will include one of the four following recommendations:

<p>A. Area rejected, with reasoning.</p> <p>It could be rejected outright because:</p> <ul style="list-style-type: none">(i) the application is invalid(ii) in the case of an application by a parish council, it does not consist of or include the whole or any part of the area of the parish council(iii) in the case of an application by an organisation or body, it consists of or includes the whole or any part of the area of a parish council(iv) the whole of the area proposed has already been designated as a Neighbourhood Area <p>Please note that if a valid application for an area is proposed which at least in part is for an area not already designated as a Neighbourhood Area, then the city council is not permitted to reject the application outright. Instead, the city council is duty bound³ to designate an area of its choice as a Neighbourhood Area provided it includes some or all of the original proposed area.</p>
<p>B. Area approved, without amendment</p>
<p>C. Area approved, with minor amendments</p> <p>Minor amendments could be:</p> <ul style="list-style-type: none">(i) In the case of an application by a parish council, to include the whole of the parish council area if this was not the case with the original application(ii) In the case of an application by an organisation or body, to include additional area, or exclude elements of the proposed area, if this enabled a better fit with Peterborough City Council ward boundaries(iii) To include or exclude areas, so as to fit with other formal designations such as land allocations, protected nature sites, conservation areas etc.(iv) To include or exclude land, so as to fit with obvious and significant geographic features(v) To exclude land already designated as a Neighbourhood Area(vi) In the case of an application by an organisation or body, to remove any area which is part of a parish council area(vii) To enable the proposed area to align with a separate proposed or designated Neighbourhood Area(viii) Any other amendments at the discretion of the city council
<p>D. Area minded to approve, but only if significant amendments are made which are subject to a further round of public consultation</p> <p>Significant amendments could be:</p> <ul style="list-style-type: none">(i) As per any of the minor amendments above, but such amendment would be of a scale which would significantly alter the size or population catchment of the area(ii) In the case of an application by a parish council, to include the whole or part of another parish council area

Head of Planning, Transport and Engineering role:

The planning officer's recommendation will then be considered by the Head of Planning, Transport and Engineering (the 'Head'). The Head can either accept or reject the planning officer's recommendation, and is open to choose any of the four options (A) to (D) as described above.

³ Clause 61G(5) of the Town and Country Planning Act 1990, as set out in Section 116 of the Localism Act 2011

If the Head chooses:

- Option (A) (rejection), the applicant will be informed. The decision is final and the process ends.
- Option (B) (approval) or (C) (approval with minor amendments), the Head will prepare a report recommending as such for the Planning and Environmental Protection Committee.
- Option (D), the applicant will be advised that a revised area will be subject to public consultation and that its views on the amendments would be welcome as part of that consultation. At the end of that consultation, the Head will be free to choose any of the Options (A) to (D) accordingly.

Planning and Environmental Protection Committee role

Only the Planning and Environmental Protection (PEP) Committee has the ability to approve a Neighbourhood Area. Once the Head is satisfied that an appropriate Neighbourhood Area can be achieved, then a report will be submitted to PEP. The Committee is free to choose any of the options (B) to (D), but it is not permitted to choose option (A) (rejection outright) because the city council is duty bound to designate an area if a valid application has been received (albeit the area designated can differ significantly from the area originally proposed).

Once a decision is made at PEP Committee, there is a 'call-in' period to allow for a proportion of the elected councillors who sat on PEP to ask the Chief Executive that it be reported to a special meeting of the Planning Review Committee. The request must come from at least 30 per cent of the elected members present at the meeting and must be carried out within two working days of the end of the meeting. The Planning Review Committee will be responsible for determining a referred neighbourhood area application following implementation of the call-in procedure. The Planning Review Committee's decision is final.

Neighbourhood areas designated as "business areas"

When the city council is determining an application from a parish or neighbourhood forum to designate a neighbourhood area, it must be considered whether it should be designated as a "business area" rather than a neighbourhood area. In reaching this decision, the city council will apply the following criteria:

- The area is wholly or predominantly business in nature
- The number of people residing in the area
- The results of public consultation

Neighbourhood areas in areas of two or more local planning authorities

If an application is received to designate a neighbourhood area in areas of two or more local planning authorities, all of the local planning authorities involved will be involved in determining the application. The city council is awaiting separate regulations on this matter.

The city council's deadline for designating a neighbourhood area

The Localism Act and neighbourhood planning regulations do not stipulate how long the city council has to determine an application to designate a neighbourhood area. This will depend on when the Planning and Environmental Protection Committee meeting falls but the city council will aim to determine the application as soon as reasonably practicable following the end of the public consultation.

Map of designated neighbourhood areas

As soon as reasonably practicable after a neighbourhood area has been designated, the city council will update its map of designated neighbourhood areas, and publish the map on the city council website.

Step three – neighbourhood forum agreed, if needed

Step one	Process initiated by parish council or neighbourhood forum	Step complete
Step two	Neighbourhood area designated	Step complete
Step three	Neighbourhood forum agreed, if needed.	You are here (if needed)
Step four	Plan or order prepared with the city council's support	
Step five	Extensive community involvement	
Step six	Plan or order checked by city council	
Step seven	Independent examination	
Step eight	Referendum	
Step nine	Neighbourhood plan or order adopted by the city council	

If you live in an area with a parish council, then this stage does not apply to you because the parish council will lead on neighbourhood planning.

In parts of the city that do not have a parish council (see step one and figure five) a neighbourhood forum will need to be set up by the local community. The neighbourhood forum must then apply to the city council to be formally approved (designated).

When and how to apply to the city council to be designated as a neighbourhood forum for a neighbourhood area

As soon as reasonably practicable following designation of a neighbourhood area, the city council will advertise that organisations or bodies can make applications to be designated as a neighbourhood forum for neighbourhood area by:

- Advising all city councillors representing the neighbourhood area
- Notifying the Neighbourhood Committee within which the neighbourhood area operates
- Issuing a press release to local media and on the city council's website

Applications to be designated as a neighbourhood forum must be received by the city council by 4 pm on the last working day of April, July, October and January each year.

An application by an organisation or body to be designated a neighbourhood forum for a neighbourhood area must contain the following information –

a) The name of the proposed neighbourhood forum;
b) A copy of the written constitution of the proposed neighbourhood forum;
c) The name of the relevant already designated neighbourhood area;
d) The contact details of at least one member of the proposed neighbourhood forum; and
e) A written statement, which explains how the proposed neighbourhood forum meets the following conditions: <ul style="list-style-type: none"> • The organisation or body has been established for the main purpose of promoting or improving the social, economic and environmental well being of an area. • The neighbourhood forum covers a designated Neighbourhood Area • The membership of the organisation or body has been and remains open to individuals living, working or acting as elected members in the neighbourhood area concerned, • There are at least 21 members of the organisation or body each of whom lives or works in the neighbourhood area concerned.

The city council has produced an application form (in appendix five of this SCI) for you to use to apply to become a neighbourhood forum, which includes all of the information you will need to supply with your application.

Advice prior to submitting an application

Any organisation or body considering applying to become a neighbourhood forum is strongly recommended to take advantage of the **neighbourhood planning pre-application enquiry service**, which is provided by the city council's Planning Policy team (see contact details in appendix three). This service will consist of a one hour meeting, normally at the city council office at Stuart House, to discuss the proposals. This will ensure that there is a reduced risk of your application being rejected or significantly amended.

Application validation

Once your application is received, it will be handled by a Planning Policy Officer, who will check that all of the relevant information has been supplied.

Notice of application

Once an application to set up a neighbourhood forum has been validated, a Planning Policy Officer will publish on the city council website, the following information –

- a) The name of the proposed neighbourhood forum;
- b) The contact details of at least one member of the organisation or body making the application;
- c) The date on which the application was received; and
- d) A statement that any other application for the same neighbourhood can be submitted to the city council by a different organisation or body, but such an application must be received by us no later than 28 days after the date on which information was first published on our website in relation to the first application we received.

In addition to the above minimum national criteria, which by law the city council must do, the city council will also advertise an application to be a neighbourhood forum by:

- Advising all city councillors representing the neighbourhood area
- Notifying the Neighbourhood Committee and Neighbourhood Manager within which the neighbourhood forum would operate
- Issuing a press release to local media and on the city council's website

Subsequent applications

Point (d) under the above heading is an important aspect in the process of approving a neighbourhood forum because this is the only opportunity for a different group to set up a neighbourhood forum in a particular area. Once a neighbourhood forum is designated, a second one can not be considered in the same area.

A potential alternative neighbourhood forum in part or all of the neighbourhood area must submit the same information as required by the original applicant (see previous page) within 28 days of the notice being published on the city council website.

Determining an application for the designation of a neighbourhood forum

The Localism Act allows the city council, as local planning authority, to designate an organisation or body as a neighbourhood forum so long as it meets certain conditions:

- The organisation or body has been established for the main purpose of promoting or improving the social, economic and environmental well being of an area
- The neighbourhood forum covers a designated Neighbourhood Area

- The membership of the organisation or body is open to individuals living, working or acting as elected members in the neighbourhood area concerned
- There are at least 21 members of the organisation or body, each of whom lives or works in the neighbourhood area concerned, and
- The organisation or body has a written constitution.

The Act also allows a local authority to set its own additional criteria. The city council therefore sets the following additional criteria:

- Evidence that individuals living or working in the neighbourhood area have had sufficient opportunity to join the organisation/body.
- Sufficient evidence has been provided to show that the neighbourhood forum proposed has secured (or taken reasonable steps to attempt to secure) that its membership includes at least one individual from two of the following categories: (a) individuals who live in the neighbourhood area concerned; (b) individuals who work there (whether for business carried on there or otherwise); and (c) individuals who are elected City Councillors, any of whose area falls within the neighbourhood area concerned.
- Membership of the proposed forum is drawn from different places in the neighbourhood area concerned and from different sections of the community in that area.
- The purpose reflects (in general terms) the character of the neighbourhood area concerned.

Planning Policy Officer role:

The planning policy officer will provide a report that will include a recommendation that the neighbourhood forum is one of the following:

<p>A. Neighbourhood forum rejected, with reasoning</p> <p>It could be rejected outright because:</p> <ul style="list-style-type: none"> (i) The application is invalid (ii) It does not meet the conditions specified in this SCI (iii) A neighbourhood forum has already been designated for the neighbourhood area concerned
<p>B. Neighbourhood forum approved, without amendment</p>
<p>C. Neighbourhood forum minded to approve, with minor amendments</p> <p>Minor amendments could be, for example, the submission of further evidence to support the application.</p>
<p>D. Neighbourhood forum minded to approve, but only if significant amendments are made which are the subject to a further round of public consultation</p> <p>Significant amendments could be increasing the membership of those referred to in the criteria in the above section.</p>

Head of Planning, Transport and Engineering role:

The planning officer’s recommendation will then be considered by the Head of Planning, Transport and Engineering (the ‘Head’). The Head can either accept or reject the planning officer’s recommendation, and is open to choose any of the four options (A) to (D) as described above.

If the Head chooses:

- Option (A) (rejection), the applicant will be informed. The decision is final and the process ends.
- Option (B) (approval) or (C) (approval with minor amendments), the Head will prepare a report recommending as such for the Planning and Environmental Protection Committee.
- Option (D), the applicant will be advised that a revised forum will be subject to public consultation and that its views on the amendments would be welcome as part of that consultation. At the end of that consultation, the Head will be free to choose any of the Options (A) to (D) accordingly.

Planning and Environmental Protection Committee role

Only the Planning and Environmental Protection (PEP) Committee has the ability to approve a neighbourhood forum. Once the Head is satisfied that an appropriate neighbourhood forum can be achieved, then a report will be submitted to PEP. The Committee is free to choose any of the options (B) to (D).

Once a decision is made at PEP Committee, there is a 'call-in' period to allow for a proportion of the elected councillors who sat on PEP to ask the Chief Executive that it be reported to a special meeting of the Planning Review Committee. The request must come from at least 30 per cent of the elected members present at the meeting and must be carried out within two working days of the end of the meeting. The Planning Review Committee will be responsible for determining a referred neighbourhood forum application following implementation of the call-in procedure. The Planning Review Committee's decision is final.

The city council's deadline for designating a neighbourhood area

The Localism Act and neighbourhood planning regulations do not stipulate how long the city council has to determine an application to designate a neighbourhood forum. This will depend on when the Planning and Environmental Protection Committee meeting falls but the city council will aim to determine the application as soon as reasonably practicable following the end of the public consultation.

Publication of the city council's decision to designate a neighbourhood forum

Once a decision has been made, details of our decision will be published on the city council website, including the following information:

- The name of the neighbourhood forum
- The name of the relevant neighbourhood area
- Contact details for at least one member of the neighbourhood forum

Lifespan of a neighbourhood forum

A neighbourhood forum designation lasts for five years beginning with the day on which it is made by the city council.

Under the provisions of the Localism Act, the city council may withdraw a neighbourhood forum designation if it is considered that the organisation or body is no longer meeting the conditions and criteria it had to meet to be designated (as outlined in this step). Where a designation is withdrawn, the city council will give reasons to the organisation or body.

Step four: plan or order prepared with the city council's support and advice

Step one	Process initiated by parish council or neighbourhood forum	Step complete
Step two	Neighbourhood area designated	Step complete
Step three	Neighbourhood forum agreed, if needed.	Step complete (if needed)
Step four	Plan or order prepared with the city council's support	You are here
Step five	Extensive community involvement	
Step six	Plan or order checked by city council	
Step seven	Independent examination	
Step eight	Referendum	
Step nine	Neighbourhood plan or order adopted by the city council	

Neighbourhood planning options

Once permission is granted by the city council to proceed with the neighbourhood area, the parish council or approved neighbourhood forum can choose to prepare a neighbourhood development plan or a neighbourhood development order (or both).

As the local planning authority, the city council will have certain duties and responsibilities but **will not start or control the process**. The production of a neighbourhood development plan or neighbourhood development order will be 'owned' by the parish council or neighbourhood forum. The Localism Act places a duty on the city council (as local planning authority) to provide advice and assistance to parish councils and neighbourhood forums in developing proposals for plans or orders. There is no requirement here on local planning authorities to provide financial assistance.

The city council will help you to understand the Localism Act and Neighbourhood Planning Regulations, advising on any legal or environmental issues. The city council has developed **standards** that the parish council or neighbourhood forum will need to meet when preparing a neighbourhood plan or neighbourhood development order. The city council will provide advice on these standards as well as help on how to draw up a neighbourhood plan or neighbourhood development order.

The city council has a dedicated planning policy officer to assist in the preparation of neighbourhood plans and neighbourhood development orders. However, there is only resource available to assist on a maximum of four neighbourhood development plans and four neighbourhood development orders per year. The parish council or neighbourhood forum must notify the city council in writing that they are seeking assistance. A list of the neighbourhood areas we are assisting and any waiting list of those seeking help, will be published on the city council's website. Please note that if you are on a waiting list or if you don't need help from the city council, there is nothing to stop you proceeding on your own.

In the early stages, where a parish council or neighbourhood forum expresses positive interest in neighbourhood planning, the city council will be happy to set up an initial meeting, which might cover:

- Detailed explanation of what can be prepared
- A run through of the process for their preparation, and a possible timetable (taking into account the number of neighbourhood development plans and orders being prepared at any one time and any waiting list that might be in place)
- The need to fit with national policy and the strategic policies of the Local Development Framework
- What neighbourhood plans may cover, but also what they cannot
- A summary of what may be involved in terms of technical work and the potential costs involved
- Community engagement possibilities
- What the alternative community planning options are, in addition to or instead of neighbourhood plans and orders.

Preparing a neighbourhood development plan or order

A neighbourhood development plan or order should be appropriate in relation to national policy, and in general conformity with the strategic policies set out in Peterborough's Local Development Framework (LDF), especially the Core Strategy. The city council's Strategic Planning Team will be happy to provide advice on the LDF.

The Government has stressed that neighbourhood plans and neighbourhood development orders should truly reflect how residents believe the future of their area should be shaped. This means there should be full and effective opportunity for engagement of all residents in the way the plan is prepared. It follows that parish councils and community groups should be encouraged to start thinking early on about how they will secure such engagement. The promoters of a neighbourhood plan or neighbourhood development order will wish to be confident that the plan enjoys widespread community support before committing themselves and their plan to a referendum (Step eight).

The parish council or approved neighbourhood forum must ensure that a neighbourhood development plan or order specifies the period for which it is to have effect and may not include provision about a development that is excluded development and may not relate to more than one neighbourhood area.

Only one neighbourhood development plan may be made for each neighbourhood area.

A **community right to build order** is a type of neighbourhood development order made by a community right to build organisation that grants planning permission for specified development in relation to a specified site in a specified neighbourhood area that does not exceed limits prescribed by Government. The Government has designed this to ensure that the benefits of any development permitted through such an order can be kept in the community. The process of community right to build order is not covered in this SCI because it is not particularly well linked to planning matters. A questions and answers paper can be found on the Communities and Local Government website:

<http://www.communities.gov.uk/documents/newsroom/pdf/1647749.pdf>

Tips for drawing up a neighbourhood plan

Over the coming months, it is expected that more national guidance will be issued to help you with preparing a neighbourhood plan or order. However, prior to that, you may find the following tips helpful in drawing up your neighbourhood plan; these are adapted from the Town and Country Planning Association's 'Your Place, Your Plan' guide:

- Talk to the city council – the city council has a duty to help local people draw up a neighbourhood plan or order and provide advice on any legal or environmental issues.
- Include everyone - for every local person who will happily give you their opinion there are a hundred who won't. Special efforts may be needed to get the views of young people, ethnic minorities or the elderly.
- Be open and honest - tell people how important the plan or order is, but also tell them what it can't do. Make sure anyone involved in the plan or order is upfront if they might benefit from it personally.
- Work in partnership - draw up a list of groups and people you need to work with you. Think about including local councillors, schools, community groups, business leaders, and the local media.
- Use your local knowledge and common sense - the whole point of a neighbourhood plan or order is that it is put together by people who know a place well and care about it. So if you're looking at a site for a new GP surgery, you will know whether it is near a bus route, for example. It can be that simple. But you also need to make sure that the funds are in place, or are likely to be, to deliver this type of community infrastructure. This avoids raising false expectations.
- Look to the future - imagine how people in your area might live 50 years from now, and what they would like you to preserve.

- Consider climate change - how can your plan or order help to prevent climate change? For example, can it include renewable energy? Plus, think about what to do about the effects of climate change too, such as how more parks or gardens could help to reduce the risk of flooding.
- Be positive - community action can attract negativity from some groups or individuals. Challenge them to get involved and come up with a better idea. If you can keep everyone enthusiastic and on-track, you'll end up with a plan or order that everyone can understand and be proud of.
- Be realistic - your neighbourhood plan or order needs to be drawn up using the Peterborough Local Development Framework as a guide. Again, your local councillor and the city council can help you with this.
- Forget the jargon - your neighbourhood plan needs to be easy to read and have clear objectives, but it also has to be deliverable and financially viable.

Get the community involved and on board

If the community are not supportive of the idea of a neighbourhood plan or order from the very beginning, then it will be difficult to produce a document that reflects their priorities and aspirations. More than 50 per cent of the votes cast from the community must be in favour of the plan for it to be accepted (referendum), which is explained in more detail in step eight. The community should be informed about the parish council's/neighbourhood forum's intentions from the start. You could write to local organisations and groups to see if they would like to be involved; and hold a public meeting with the community to let them know your intentions and start to get a feel for what they would like to see happen in their area.

Possible contents of a Neighbourhood Plan

- A map of the area, including on it any existing designations (such as protected nature sites, conservation areas or new development allocations as set out in the city council's plan) and your proposed new designations (such as new development sites, new protected open space or employment areas, etc).
- Policies that set out what you would like to happen in your area, including the detail on your proposed allocations and design policies that could specify the types of materials you would like to see used in new developments.
- In order to protect land in your neighbourhood area, you could write an area appraisal that describes the attributes of your area.

Possible contents of a Neighbourhood Development Order

A neighbourhood development order grants planning permission for certain types of developments in a neighbourhood area, meaning there would be no need to apply to the city council for planning permission for the development it covers, for example:

- Certain types of household extensions.
- Shop fronts.
- 'Green energy' proposals.

The city council's service standards for step four

- The city council will hold an initial meeting with a parish council or established neighbourhood forum where it has expressed an interest in preparing a plan or order.
- The city council will nominate a dedicated planning officer to help you through the process, or help prepare background studies, up to a maximum of ten days work.
- The city council will prepare a template by October 2012, based on the latest best practice, which can be used as a starting point for preparing a plan or order.
- The city council will provide up to five copies of Ordnance Survey base map(s) of the applicable neighbourhood area.
- The city council will print and pay for twenty copies of a draft plan/order, in colour and including maps.

Step five: extensive community involvement

Step one	Process initiated by parish council or neighbourhood forum	Step complete
Step two	Neighbourhood area designated	Step complete
Step three	Neighbourhood forum agreed, if needed.	Step complete (if needed)
Step four	Plan or order prepared with the city council's support	Step complete
Step five	Extensive community involvement	You are here
Step six	Plan or order checked by city council	
Step seven	Independent examination	
Step eight	Referendum	
Step nine	Neighbourhood plan or order adopted by the city council	

Pre-submission consultation and publicity for a neighbourhood plan

The neighbourhood planning regulations require that before submitting a neighbourhood plan to the city council, **the parish council or designated neighbourhood forum must –**

<p>1) Publicise in a manner that is likely to bring it to the attention of people who live, work or carry on business in the neighbourhood area:</p> <p>a) A draft of the proposal.</p> <p>b) Details of how to respond to the publicity and make 'representations' (comments).</p> <p>c) The deadline for the receipt of those responses and representations, being not less than six weeks following the date on which the draft proposal is first publicised.</p>
<p>2) Consult any statutory consultees (see the information box at the end of this step) on the draft of the proposal whose interests the parish council or neighbourhood forum considers would be affected by the proposal if made.</p>
<p>3) Submit a draft of the proposal to the city council.</p>

It will be up to you to decide who to consult. The Planning Policy team at the city council maintains a consultation database which contains all of the contact details of the statutory bodies referred to above and will provide the details on request to the parish council or neighbourhood forum.

You might want to use the following methods to publicise your proposal (but do not feel that you are restricted to only using these methods) -

- Contact your local newspaper with a press release;
- Place a formal public notice in your local newspaper;
- Do a leaflet drop to residents and businesses in and around the neighbourhood area;
- Contact your local radio station to arrange an announcement and/or an interview;
- Ask if you can place posters in libraries and community buildings in and around the neighbourhood area;
- Ask the city council's Planning Policy Team to advertise your consultation on the city council website

Pre-submission consultation and publicity for a neighbourhood development order

The neighbourhood planning regulations require that before submitting a neighbourhood development order to the city council, **the parish council or designated neighbourhood forum must –**

1) Publicise, in a manner that is likely to bring it to the attention of people who live, work or carry on business in the relevant neighbourhood area – a) A draft of the proposal; b) Details of how to respond to the publicity and make representations; and c) The deadline for the receipt of those responses and representations, being not less than six weeks following the date on which the proposal is first publicised
2) Consult English Heritage on the draft development order; and
3) Consult the following persons on the draft development order whose interests it considers would be affected by the order, if made – a) Any person the city council would have been required to consult on an application for planning permission for the development proposed to be permitted by the order; b) Any statutory consultee (see box at the end of this step): c) Any planning authority; d) Any parish council; and e) Any neighbourhood forum.

It will be up to you to decide who to consult. The Planning Policy team at the city council maintains a consultation database which contains all of the contact details of the statutory bodies referred to above and will provide the details on request to the parish council or neighbourhood forum.

You might want to use the following methods to publicise your proposal (but do not feel that you are restricted to only using these methods) -

- Contact your local newspaper with a press release;
- Place a formal public notice in your local newspaper;
- Do a leaflet drop to residents and businesses in and around the neighbourhood area;
- Contact your local radio station to arrange an announcement and/or an interview;
- Ask if you can place posters in libraries and community buildings in and around the neighbourhood area;
- Ask the Planning Policy Team to advertise your consultation on the city council website

The city council's contribution to the community involvement stage

The city council has two roles; first it will help to ensure appropriate consultation takes place; and secondly, the city council has the right to comment on the proposals themselves during the formal six week consultation period, i.e. it can support, object or make other comments on the proposals. Whilst the city council will always try to reach agreement with the promoters of the neighbourhood development plan or neighbourhood development order, it may object if it is considered that the plan or order is:

- Contrary to the city council's own plans and strategy
- Contrary to national planning policy

It is therefore advisable that you use the city council's **Neighbourhood Planning Pre-application Advisory Service**, provided by the Planning, Transport and Engineering Service as early as possible in the preparation of your plan or order.

Statutory Consultees

The following are statutory consultees for the purpose of the Neighbourhood Planning Regulations:

- a) If the local planning authority is a London borough council, the Mayor of London;
- b) A local planning authority, county council or parish council any part of whose area is in or adjoins the area of the local planning authority;
- c) Natural England;
- d) The Environment Agency;
- e) English Heritage;
- f) Network Rail;
- g) The Highways Agency;
- h) The Marine Management Organisation;
- i) A sewerage undertaker;
- j) A water undertaker;
- k) Any person –
 - i) To whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003 (application of the electronic communications code); and
 - ii) Who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;
- l) Any of the following persons who exercise functions in any part of the relevant neighbourhood area –
 - i) A Primary Care Trust;
 - ii) A person to whom a licence has been granted under section 6(1)(b) and (c) of the Electricity Act 1989 (licences authorising supply, etc);
 - iii) A person to whom a licence has been granted under section 7(2) of the Gas Act 1986 (licensing of gas transporters);
- m) Voluntary bodies some or all of whose activities benefit all or any part of the relevant neighbourhood area;
- n) Bodies which represent the interests of different racial, ethnic or national groups in the relevant neighbourhood area;
- o) Bodies which represent the interests of different religious groups in the relevant neighbourhood area;
- p) Bodies which represent the interests of disabled persons in the relevant neighbourhood area.

The Planning Policy Team will provide up to date contact details of statutory consultees.

The city council's service standards for step five

- The city council's website can be used to help publicise consultation events being undertaken by a parish council or neighbourhood forum, if required.

Step six: plan or order checked by the city council

Step one	Process initiated by parish council or neighbourhood forum	Step complete
Step two	Neighbourhood area designated	Step complete
Step three	Neighbourhood forum agreed, if needed.	Step complete (if needed)
Step four	Plan or order prepared with the city council's support	Step complete
Step five	Extensive community involvement	Step complete
Step six	Plan or order checked by city council	You are here
Step seven	Independent examination	
Step eight	Referendum	
Step nine	Neighbourhood plan or order adopted by the city council	

At this stage (step six), the role of the city council (namely the Planning Policy team from the Planning, Transport and Engineering Service) is to check that certain basic statutory requirements and regulations have been met by a proposed neighbourhood development plan or neighbourhood development order. However, the city council will not offer comments at step six. It is purely a procedural step. The content of the plan will be examined at independent examination, which is covered in the next step (step seven).

This step is split up into two parts, part one deals with the submission of a neighbourhood development plan to the city council and part two deals with the submission of a neighbourhood development order to the city council.

Part one – Submission and publication of a Neighbourhood Development Plan

Submission of your completed neighbourhood development plan to the city council

Once the neighbourhood development plan has been prepared and the community in the neighbourhood area has been fully involved, the parish council or neighbourhood forum can submit the neighbourhood development plan to the Planning Policy Team at the address in appendix three. The submission must be in writing and include all of the following:

1) A plan or statement showing the area covered by the proposed neighbourhood development plan; and
2) A consultation statement which contains <ul style="list-style-type: none"> a) Details of everyone who was consulted about the proposed neighbourhood development plan and how they were consulted; and b) A summary of the main issues and concerns raised by the consultees; c) A description of how the issues and concerns have been addressed in the proposal.
3) The title of the proposed development plan; and
4) A written statement explaining how the proposed neighbourhood development plan meets the requirements set out in paragraph 8 of Schedule 4B (process for making of neighbourhood development orders) to the 1990 Act, for example - <ul style="list-style-type: none"> a) Has regard to national policies and advice contained in guidance issued by the Secretary of State; and b) The plan contributes to the achievement of sustainable development; and c) The plan is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area); and d) The plan does not breach, and is otherwise compatible with, EU obligations; and e) Any other prescribed conditions are met and prescribed matters have been complied with in connection with the plan.

The city council will check that the above has been correctly submitted prior to publicising the proposed neighbourhood development plan.

Publicising a proposed neighbourhood plan

Valid submissions received by the end of **January** or **July** each year will be publicised by the city council from early **March** and early **September** respectively. The city council will only publicise one proposed plan per half year. If more than one is received by either the end of January or July deadline, then the council will only publicise the first valid application received in the period up to the previous deadline, with any others placed on a waiting list. Those on a waiting list will be prioritised above any new proposals received. If the waiting list exceeds two proposals, the city council will endeavour to publish two proposals per half year, subject to available resources. The waiting list will be updated on our website.

For those plans published by the council, people who live, work or carry on business in the relevant neighbourhood area will be given the chance to make comments on the proposed neighbourhood plan. The city council will publicise the following information on the city council website and in the library of the relevant neighbourhood area:

- 1) The proposal;
- 2) Details of how to respond to the publicity and make representations (comments); and
- 3) The deadline for the receipt of those responses and representations, being not less than six weeks following the date on which the proposal is first publicised.

Part two – Submission and publication of a Neighbourhood Development Order

Part two is relevant if you are submitting a neighbourhood development order.

Submission of your completed neighbourhood development order to the city council

Once the neighbourhood development order has been prepared and the community in the neighbourhood area has been fully involved, the parish council or neighbourhood forum can submit the neighbourhood development order to the Planning Policy Team at the address in appendix three.

The submission must be in writing and include all of the following:

1) A plan or statement specifying the land to which the proposal relates;
2) A consultation statement, which: a) Contains details of the persons and bodies who were consulted about the proposed order; b) Explains how they were consulted; c) Summarises the main issues and concerns raised by the consultees; and d) Describes how these issues have been addressed in the proposal.
3) The title of the order;
4) A statement explaining how the proposal meets the basic conditions for a neighbourhood development order set out in paragraph 8 of Schedule 4B of the 1990 Act, for example - a) Has regard to national policies and advice contained in guidance issued by the Secretary of State; and b) Having special regard to the desirability of preserving any listed building or its setting or any features of special architectural or historic interest that it possesses, it is appropriate to make that order; c) Having special regard to the desirability of preserving or enhancing the character or appearance of any conservation area, it is appropriate to make the order; d) The order contributes to the achievement of sustainable development; and e) The order is in general conformity with the strategic policies contained in the development plan for the area of the authority (or any part of that area); and f) The order does not breach, and is otherwise compatible with, EU obligations; and g) Any other prescribed conditions are met and prescribed matters have been complied with in connection with the order.

The city council will check that all of the correct information has been submitted prior to publicising the proposed neighbourhood development order.

Publicising a proposed neighbourhood development order

Valid submissions received by the end of **January** or **July** each year will be publicised by the city council from early **March** and early **September** respectively. The city council will only publicise one proposed order per half year. If more than one is received by the end of January or July deadline, then the council will only publicise the first valid application received in the period up to the previous deadline, with any others placed on a waiting list. Those on a waiting list will be prioritised above any new proposals received. If the waiting list exceeds two proposals, the city council will endeavour to publish two proposals per half year, subject to available resources. The waiting list will be updated on our website.

For those orders published by the council, people who live, work or carry on business in the relevant neighbourhood area will be given the chance to make comments on the proposed order. The city council will publicise the following information on the city council website and in the library of the relevant neighbourhood area:

- 1) The proposal;
- 2) Details of how to respond to the publicity and make representations (comments); and
- 3) The deadline for the receipt of those responses and representations, being not less than six weeks following the date on which the proposal is first publicised.

Consideration of the plan or order by the city council

The city council can decline to consider a repeat proposal for a plan or order and will notify the parish council or forum with reasons for declining to consider it.

If the city council is satisfied that the proposal is not a repeat proposal, it must check that the applicant has completed and met the requirements of the Localism Act (as summarized in steps one to five of this SCI). If the city council is satisfied, it must notify the applicant and the plan or order can proceed to independent examination. However, if the city council is not satisfied, the city council will refuse the proposal and notify the applicant with reasons for refusal.

Step seven: independent examination

Step one	Process initiated by parish council or neighbourhood forum	Step complete
Step two	Neighbourhood area designated	Step complete
Step three	Neighbourhood forum agreed, if needed.	Step complete (if needed)
Step four	Plan or order prepared with the city council's support	Step complete
Step five	Extensive community involvement	Step complete
Step six	Plan or order checked by city council	Step complete
Step seven	Independent examination	You are here
Step eight	Referendum	
Step nine	Neighbourhood plan or order adopted by the city council	

Once the city council is satisfied that the neighbourhood development plan or order has met the requirements of the Localism Act, the plan or order and any other documents will be submitted for independent examination.

The city council will make all of the arrangements necessary to hold the examination.

Appointment of an independent examiner

The city council is required to appoint an examiner to independently test a neighbourhood development plan or neighbourhood development order, though it must reach agreement on the choice of inspector with the parish council or designated neighbourhood forum.

The city council will hold a register of individuals that it deems suitable to undertake the role of independent examiner and they must have no commercial or other interest in the area concerned. The register will include the Heads of Planning Policy Teams of all of the District Councils in Cambridgeshire. Individuals can apply to be added to the register and there will be certain criteria that will need to be met. An application form will be provided to allow applicants to demonstrate how they meet the criteria. The city council's decision is final.

The parish council or approved neighbourhood forum will be sent the list of examiners to choose whom they would like to undertake the examination. If an examiner can not be chosen, the decision will be deferred to the Secretary of State. It will not be down to the city council to decide.

The examination

The examiner must consider whether the plan or order meets certain conditions.

The general rule is that the examination takes the form of written representations but a hearing in public will be arranged in respect of particular issues if the examiner considers that this is necessary to ensure adequate examination or a fair chance for a person to put forward their case. The examiner will decide how the hearing is to be conducted.

The examiner's report

The examiner must produce a report on the draft plan or order containing recommendations, which must recommend:

- (a) that the draft plan or order is submitted to a referendum: or
- (b) that modifications specified in the report are made to the draft plan or order and then, as modified, it is submitted to a referendum, or
- (c) that the proposal for the plan or order is refused.

The only modifications that can be made are those that the examiner considers necessary to make the draft plan or order meet the basic conditions or other fundamental statutory requirements such as the promoter being an appropriate qualifying body for the neighbourhood area, etc. If the report

recommends submission to a referendum, the examiner must also make a recommendation whether the area for the referendum should extend beyond the neighbourhood area.

Following independent examination, there are issues that the city council, as local planning authority, will have to consider to decide whether or not a proposed plan or order should be put to a referendum and whether or not the proposed plan or order should be modified. This will be the role of the city council's Head of Planning, Transport and Engineering Service. These considerations include the recommendations of the examiner and whether the proposals are appropriate having regard to national policy, whether they are in general conformity with the strategic policies of the Local Development Framework (particularly the Peterborough Core Strategy) and whether the referendum(s) should extend beyond the neighbourhood area to which the plan or order relates.

The Secretary of State can, where it is deemed necessary, prescribe matters other than the recommendations in the report that the city council must take into account. This is to ensure that relevant material is considered by the city council before it reaches a decision on a plan or order.

The city council may make a decision that differs from that recommended by the examiner because of new evidence, a new fact or a different view in relation to a particular fact. If this occurs, the city council may decide to refer the issue to an additional independent examination. The city council must consult on any proposal and take any representations into account before reaching a final view.

The city council's service standards for step seven

- The city council will print and pay for twenty copies of the final plan or order, in colour and including maps.
- The city council will provide a room free of charge for the purpose of formal examination of the plan or order.
- The city council will pay the fee for the person conducting the examination.

Step eight: referendum

Step one	Process initiated by parish council or neighbourhood forum	Step complete
Step two	Neighbourhood area designated	Step complete
Step three	Neighbourhood forum agreed, if needed.	Step complete (if needed)
Step four	Plan or order prepared with the city council's support	Step complete
Step five	Extensive community involvement	Step complete
Step six	Plan or order checked by city council	Step complete
Step seven	Independent examination	Step complete
Step eight	Referendum	You are here
Step nine	Neighbourhood plan or order adopted by the city council	

A referendum must be held on a plan or order once the city council is satisfied the correct procedures have been complied with (with or without modifications, as explained in step seven).

The community has the final say on whether a neighbourhood plan or order is passed by voting 'yes' or 'no' at the referendum. If the majority (more than half) votes in favour, the plan or order will be adopted by the city council (see step nine).

The **referendum area** must, as a minimum, be the neighbourhood area to which the proposed plan or order relates. The city council may extend the area in which the referendum is to take place to include other areas (including areas outside the city council boundary), if it is considered appropriate to do so. If the city council decides to extend the referendum area, it must publish a map of that area.

The city council must make arrangements for the referendum to take place in so much of the city council area that falls within the referendum area. An individual is entitled to vote in the referendum so long as on the date of referendum, they are eligible to vote and the individual's qualifying address for the election is in the referendum area.

The Localism Act makes provisions for regulations on how referendums should be carried out (which are separate to the neighbourhood planning regulations). These regulations have yet to be published but they are expected to address the following issues:

- Dealing with any case where there are two or more relevant councils any of whose areas fall within the referendum area.
- Prescribing a date by which the referendum must be held (or before which it cannot be held).
- The question to be asked in the referendum and any explanatory material which is needed in relation to that question.
- As to the publicity to be given in connection with the referendum.
- About the limitation of expenditure in connection with the referendum.
- As to the conduct of the referendum.
- As to when, where and how voting in the referendum is to take place.
- As to how the votes cast are to be counted.
- About certification as to the number of persons voting in the referendum and as to the number of those persons voting in favour of a neighbourhood development order.
- About the combination of polls with another referendum or any other election.

How the city council will facilitate a referendum

This section of the SCI (step eight) will be updated once the relevant regulations on referendum have been published (i.e. secondary legislation to the Localism Act). However, unless the regulations on referendum dictate otherwise, the city council anticipates holding any referendum at the same time as any parish, local government, European or UK Parliamentary election. This is to allow for the efficient running of referendums, including staffing of polling stations, verification and counting, etc. This is not only cost effective, but the optimum time of year to yield the greatest amount of voters due to the

amount of daylight hours, finer weather conditions (e.g. increasing the accessibility of polling stations) and the fact that voters may already be voting on other matters.

Where it is not feasible to hold a referendum at the same time as other elections (for example, because no other election is taking place in the foreseeable future), referenda will be organised by the city council to be held in April/May/June or early July when there will be the greatest availability of electoral staff and for the reasons set out in the above paragraph. Referenda will not be arranged by the city council to take place during school holiday periods nor in the period August to March unless there are exceptional reasons for doing so. It is important, therefore, that communities set out a clear programme of preparing a neighbourhood plan or order which fits with this timetable.

The following elections will be taking place up to 2015:

Year	Election
2012	3 May (Local and parish elections)
2013	No elections planned
2014	1 May (Local and parish elections) 7 June (European election)
2015	7 May (General, Local and parish elections)

Additional referendums held in a designated “business area”

If the city council has designated a neighbourhood area as a business area, (step two of this SCI), an additional referendum must be held (and arranged by the city council). This is so that non-domestic rate payers in the referendum area can vote. The city council awaits secondary legislation on how to undertake arrangements to prepare for a referendum in such circumstances. However, unless the regulations on referenda dictate otherwise, the city council anticipates holding any referendum during the periods of the year set out above.

The city council’s service standards for step eight

The city council will pay for and arrange a referendum on the plan or order, in accordance with the requirements of the Localism Act and subsequent regulations.

Step nine: neighbourhood plan or order adopted by the city council

Step one	Process initiated by parish council or neighbourhood forum	Step complete
Step two	Neighbourhood area designated	Step complete
Step three	Neighbourhood forum agreed, if needed.	Step complete (if needed)
Step four	Plan or order prepared with the city council's support	Step complete
Step five	Extensive community involvement	Step complete
Step six	Plan or order checked by city council	Step complete
Step seven	Independent examination	Step complete
Step eight	Referendum	Step complete
Step nine	Neighbourhood plan or order adopted by the city council	You are here

If more than half the people voting at the referendum on the plan or order have voted in favour, the city council will make (adopt) the plan or order but only if the city council considers that making the plan or order would not breach, or otherwise be incompatible with, any EU obligation or any of the Convention rights (within the meaning of the Human Rights Act 1998).

As soon as reasonably practicable after making a decision on whether to make or not to make a plan or order, the city council will -

<p>1) Publish on its website:</p> <ul style="list-style-type: none"> a) The city council's decision; b) A statement of the city council's reasons for making that decision; c) Details of where and the times when the documents referred to in (a) and (b) can be inspected;
<p>2) Make the decision and the city council's statement of the reasons for inspection at Bayard Place and any library within the relevant neighbourhood area during normal working hours; and</p>
<p>3) Send a copy of the decision and statement of reasons to –</p> <ul style="list-style-type: none"> a) The parish council or neighbourhood forum who put forward the proposal; b) The Environment Agency; c) Natural England; d) English Heritage; e) Any person who made a written representation in respect of the proposal; and f) Only in the case of a neighbourhood development order, every person whom the city council knows to be the owner or tenant of any part of the land to which the order applies and whose name and address is known to the city council's Planning, Transport and Engineering Service.

Publicising a neighbourhood development plan or neighbourhood development order

As soon as reasonably practicable after adopting a plan or order, the city council will –

<p>1) Publish the plan or order and details of where and the times when the plan or order can be inspected on the city council's website; and</p>
<p>2) Make the plan or order available for inspection at Bayard Place during normal working hours.</p>

Once a neighbourhood development plan is adopted by the city council, it becomes part of the city council's development plan. In areas that have a neighbourhood plan, the decision-making on planning applications is the responsibility of the city council as local planning authority. The community leads on preparing the plan and setting out the policies for development in their area but it is the city council that will give or refuse planning permission in accordance with those policies.

Challenging a decision

Legal challenge may only be made by judicial review, with a time limit for filing the claim form in Court of six weeks from the date of the publication of the decision to make the plan or order, or publication of the decision relating to the city council's consideration of the examiner's recommendations, or from the date of declaration of the result of the referendum.

Appendix one – advice note on pre-application consultation by developers

The Localism Act allows the city council to produce local good practice guidance on pre-application consultation by developers. This appendix is a draft advice note, which will be firmed up at the final publication of this SCI, with its status being 'transitional' until then. The city council may, from time-to-time, amend this advice note and will publish the latest version on the city council website. As such, please check this appendix is the latest version of the advice note prior to undertaking any pre-application consultation.

Prospective applicants must consult communities and make arrangements for publicity before submitting certain planning applications, having regard to the advice set out in this note.

We are currently seeking clarity from government, but we understand that the requirement may only apply to:

- Residential developments of 200 or more new residential units, or (where the number of residential units to be constructed is not specified) with a site area of four hectares or more; and
- Any non-residential developments providing 10,000 square metres or more of new floor space, or with a site area of two hectares or more

The city council reserves the right to extend coverage to other developments or non-planning consents to allow consideration of exceptional local circumstances, particularly for schemes in conservation areas, involving national and locally-listed buildings, areas with environmental or historic designations, or where the impact of incremental minor/householder developments would adversely affect local communities or places. If you are unsure as to whether you need to undertake pre-application consultation, you can contact Planning Services using the details in the 'how will Peterborough City Council help' section below.

A developer has a **duty** to:

- Publicise the proposed application in such a manner as the developer considers is likely to bring the proposed application to the attention of a majority of the persons who live at, or otherwise occupy, premises in the vicinity of the land. Publicity must set out how you may be contacted by persons wishing to comment on or collaborate with you on the design of the proposed development and give such information of the proposed timetable for the consultation as is sufficient to ensure that persons wishing to comment on the proposed development may do so in good time.
- As a minimum, consult with specified persons - Regulations will define the 'specified persons' who are to be consulted. The city council thinks they are likely to be landowners or others with an interest in the application site and also statutory consultees. Please contact Planning Services for details of current statutory consultees.
- Undertake early and continuous consultation with those that may be affected by the proposal, including neighbours, community groups, parish councils, voluntary sector groups and councillors, to ensure not only good development and public acceptance but also that appropriate consultation methods are being used. Stakeholders can shape the proposal and you can identify and understand their needs, rather than consulting on a scheme that has already been decided. You will need to ensure that the momentum and the trust of the community are not lost.
- Undertake consultation that is proportional to the size of development and scale of potential effect on individuals, families, communities or neighbourhoods. Consultation should also be appropriate to the nature and scale of the community using a range of methods, including provisions to support community members where appropriate. Examples of consultation methods include: meetings; focus groups; exhibition and displays; information leaflets; consultation letters; questionnaires; press adverts and press releases in the Peterborough Evening Telegraph and the Stamford Mercury (depending on the location of the proposed application site) and any

community newsletters. If you are unsure about who or how to consult, you can contact the city council (using the details in the 'how will Peterborough City Council help' section below).

- Present to the relevant Neighbourhood Committee, which is made up of elected city council members as well as representatives from parish councils, the police authority, fire authority and members of local community groups, plus ordinary members of the public. For further details about the Neighbourhood Committees, including dates and times of meetings, go to the city council's website at:
http://www.peterborough.gov.uk/community_information/neighbourhood_councils.aspx.

The Localism Act makes provision for a 'development order' that may specify circumstances when pre-application consultation is not required. This note will be updated if such an order comes into force.

Duty to take account of responses to consultation

If you have undertaken pre-application consultation in accordance with this advice note (which incorporates the requirements of the Localism Act) and you propose to go ahead with making an application for planning permission (whether or not in the same terms as the proposed application), you must have regard to consultation responses in deciding whether to make an application in the same terms as that consulted upon.

The Localism Act enables the Secretary of State to set out further provisions as to how the required consultation should be undertaken in practice, including matters such as:

- The type of developments to which the requirement applies.
- Publicity associated with the consultation.
- The form of consultation to be undertaken (i.e. meetings, leaflets, exhibitions etc.)
- Collaboration between the developer and others on design.
- The timetable for any consultation carried out under the requirement.

The Act requires that an account of the consultation undertaken must accompany any planning application for development to which the new duty applies, in order to make it valid.

Ahead of any order, the city council requires the developer to give the city council reasonable access to all information relating to community involvement undertaken to ensure that the procedures followed are in accordance with this guidance and the SCI. You will be expected to submit, alongside the planning application, details of what community consultation has been carried out. This might take the following format:

Informing

- A list of those who were contacted by letter informing them of the proposals and where more details can be found.
- Set out the measures taken in trying to reach the community including hard to reach groups.
- Details of any advertising in the local newspaper about the development
- Details of the deadline for comments

Participation

- Details about the date, location and duration of any events held. Events should preferably be held as close to the site as possible and fully accessible, and advertised
- Details of the event including display material used and presence of staff
- Details of what was available for comment, how the comments were dealt with and what happened next
- A summary of the feedback received from community consultations (including minutes of any meetings), the issues raised and how this has been taken into account in the scheme. Any responses received during pre-application consultation must be taken into account before the

proposals are finalised and submitted. The purpose of front-loading requirements is to ensure that issues can be discussed, addressed and mitigated against early in the development process.

- A report of how the proposals have been amended in response to community involvement, and if not, why not
- Details of feedback provided to the consultees
- Details of measures taken to involve a wide range of the community, including minority groups.

How will Peterborough City Council help?

The city council will provide advice and guidance on consultation techniques including details of relevant groups and individuals the applicant should involve in the consultation exercise(s); and how to undertake effective engagement. Please direct any requests to the Strategic Planning, Housing and Environment Team by either emailing planningpolicy@peterborough.gov.uk or telephoning 01733 863872 (opening hours: 9.00 a.m. - 5.00 p.m. Monday to Friday).

Contact Planning Services if you are unsure as to whether you need to undertake pre-application consultation by either emailing planningcontrol@peterborough.gov.uk or telephoning 01733 453410 (opening hours: 9.00 a.m. - 5.00 p.m. Monday to Friday).

Appendix two – public speaking at committee on planning applications

The city council welcomes written representations on planning applications but members of the public also have the right to speak at meetings of the Planning and Environmental Protection Committee when any application for consent under the Town and Country Planning legislation is considered. This appendix explains how you can arrange to speak to the Committee. There are simple rules which make the system fair and easy to operate.

How does the Planning and Environmental Protection Committee work?

The Planning and Environmental Protection Committee considers major or controversial applications, which are referred to it by Members of the city council, parish councils or neighbourhood committees. Most applications, however, are decided by the Head of Planning Services and senior planning officers.

How do I arrange to speak at a meeting?

About a week before the Committee meeting, we will write to everyone who has commented on the planning proposals which are to be considered. If you wish to speak you must contact the Governance Officer by 12.00 noon on the Friday before the meeting. You can do this by telephoning (01733) 452268.

If I object to the proposal do I have to speak at the Committee meeting?

No. Your comments will be considered at the meeting even if you do not attend. As the meetings are open to the public you may attend the meeting just to see what happens to the application which you have opposed.

If I am the Applicant or Agent do I have to speak at the Committee meeting?

No. You do not have to present your case for approval of your application. The Committee will consider the comments which you have made, and any supporting information you have given. If the officer's recommendation is one of refusal or there are objections to your application, you may decide that there is some benefit in putting your case in favour of the scheme to the committee in person. You should note that the officer's recommendation in the Head of Planning Services' report is not always agreed to by the Committee.

Where and when are the meetings held?

Meetings of the Planning and Environmental Protection Committee are normally held during the day in the Bourges and Viersen Rooms at the Town Hall, Bridge Street, Peterborough. Times vary and will be advertised prior to the meeting. The meetings are open to members of the public and a weekly list of forthcoming meetings is displayed on the notice board at the front entrance of the Town Hall, or you can telephone the Cabinet Officer who will give you the dates of future meetings.

Can I obtain copies of the Committee Papers?

Yes. Agendas and non-exempt reports are available for members of the public to view before the meeting at the Town Hall Reception desk and copies are also available at the Committee meeting or you can purchase them prior to the meeting from the Cabinet Officer. If you have decided to speak at Committee the Cabinet Officer will send you a copy of the relevant part of the report if there is time.

Who will be present at the meeting?

The meeting will be attended by Councillors who will reach decisions on the planning applications before them. The Committee has a Chairman who is responsible for the orderly conduct of the meeting. Officers of the Planning Services Department are present to give advice and guidance on

planning applications along with a Legal Officer who gives advice and a Cabinet Officer who advises on procedure and records the decisions made.

What is the order of speaking at the meeting?

The applications on which members of the public have asked to speak will, where possible, be placed early on the Committee's agenda for the meeting. One of the Planning Officers will introduce the application and the sequence of speakers will then be as follows:

- Ward Councillors
- Parish Council, or Neighbourhood Committee
- Objector(s)
- Applicant or agent and any supporters

Members of the Committee also have the opportunity to question the speakers and the Planning Officer may wish to comment on the matters raised. The application will then be debated by the Committee and a decision made on it. If members of the Committee decide to defer the application to a future meeting, the process of public speaking will be repeated at that meeting. Members of the public do not take part in the debate and should not ask questions of Officers, Committee Members or other speakers.

What rules are there for speaking at planning meetings?

The total time allowed for speeches from Ward Councillors and Parish Council representatives is not more than ten minutes in total unless the Committee decide otherwise. MPs are allowed not more than five minutes to represent their constituents unless the Committee decide otherwise. Objectors and the applicant (or agent and supporters) are each allowed a maximum of five minutes to give their views. Regardless of the number of speakers against or in favour of an application, five minutes is allocated for all objectors and the same for all supporters. If you are part of a group of which there are a number of persons who wish to express the same or similar points of view on an application, then the group should appoint a spokesperson to speak on its behalf. To help you organise this, we will provide the objectors and supporters with the addresses and telephone numbers of those registered to speak. You may, however, consider your views differ from those of other persons within the group and choose to address the Committee individually. When this happens, the allocated time of five minutes will be divided equally between the speakers.

What issues can be taken into account by the Committee in considering proposals?

These include:

- The Peterborough Core Strategy and any other Development Plan Documents and Supplementary Planning Documents
- The East of England Plan (Regional Spatial Strategy) (until it is abolished)
- 'Saved' policies in the Cambridgeshire and Peterborough Structure Plan
- 'Saved' policies in the Peterborough Local Plan
- Government planning guidance
- Case law
- Traffic and highway safety
- Noise, disturbance and smells
- Design appearance and Layout
- Trees and landscaping
- Amenities of neighbours

There are issues which are not relevant in reaching planning decisions. Again, these vary from case to case but may include:

- Matters covered by other laws

- Boundary or access disputes
- Developer's morals or motives
- Possible future development
- Loss of view over other people's land
- Loss of property value

Further guidance is available and can be obtained from the Planning Service upon request.

Appendix three – contact details for the Planning Service at the city council

For anything relating to the development management process (planning applications, appeals and compliance):

Email: planningcontrol@peterborough.gov.uk

Telephone: 01733 453410 (opening hours: 9.00 a.m. - 5.00 p.m. Monday to Friday)

Fax: 01733 453505

Write: The Planning Department
Stuart House East Wing
St John's Street
Peterborough
PE1 5DD

Visit: A duty planner will be available at the Customer Service Centre, Bayard Place, Broadway, Peterborough to discuss planning application related enquiries: 10.00am - 2.00pm. Monday, Tuesday, Thursday, Friday; 11.00am. - 2.00pm Wednesday.

The Planning and Building web pages on the city council's website

http://www.peterborough.gov.uk/planning_and_building.aspx

For anything relating to planning for the future of Peterborough and neighbourhood planning:

Email: planningpolicy@peterborough.gov.uk

Telephone: 01733 863872 (opening hours: 9.00 a.m. - 5.00 p.m. Monday to Friday)

Fax: 01733 453505

Write: Strategic Planning, Housing and Environment
Stuart House East Wing
St John's Street
Peterborough
PE1 5DD

Visit: The Planning Policy web pages on the city council's website:

http://www.peterborough.gov.uk/planning_and_building/planning_policy.aspx

Appendix four – Neighbourhood area application form

Neighbourhood Planning

Application to Peterborough City Council to designate a Neighbourhood Area



Please return your completed form by one of the following methods:

By post to:	Planning Policy Team, Strategic Planning, Housing and Environment, Peterborough City Council, Stuart House East Wing, St John's Street, Peterborough, PE1 5DD
By email to:	planningpolicy@peterborough.gov.uk
By fax to:	(01733) 453505

Please complete all four parts of this form using block capitals and black ink. It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

Part one: Applicant's Details

1. Personal details*

2. Agent's details (if applicable)

*If an agent is appointed, please complete only the title, name and organisation boxes in the first column below, but complete the full contact details of the agent in the second column.

Title	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>
Last name	<input type="text"/>	<input type="text"/>
Job title (where relevant)	<input type="text"/>	<input type="text"/>
Organisation (where relevant)	<input type="text"/>	<input type="text"/>
Address Line 1	<input type="text"/>	<input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>
Line 3	<input type="text"/>	<input type="text"/>
Line 4	<input type="text"/>	<input type="text"/>
Post code	<input type="text"/>	<input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

Signature:

Date:

Part two: Description of proposed neighbourhood area

Please provide a statement that identifies the land to which your neighbourhood area application relates (please use a separate sheet if necessary). If you wish to submit a plan of the proposed area, it should be at an identified standard metric scale (typically 1:2500) and should show the direction north. It should be scaled to fit on A4 or A3 sized paper.

Please continue on a separate sheet if necessary

Part three: Justification statement

Please explain why your proposed neighbourhood area is considered appropriate to be designated as a neighbourhood area.

Please note: the specified area in the case of an application by a parish council, must be one that consists of or includes the whole or any part of the area of the parish council; and in the case of an application by an organisation or body that is not a parish council, must not be one that consists of or includes the whole or any part of the area of a parish council.

Please continue on a separate sheet if necessary

Part four: Qualifying criteria

Please provide a statement to explain that your organisation or body is a relevant body.

Please note: a relevant body means a parish council, or an organisation or body which is, or is capable of being, designated as a neighbourhood forum (on the assumption that, for this purpose, the specified area is designated as a neighbourhood area).

Please continue on a separate sheet if necessary

Please ensure that you have signed and dated the front of the form.

Appendix five – Neighbourhood forum application form

Neighbourhood Planning

Application to Peterborough City Council to designate a Neighbourhood Forum for a neighbourhood area (in areas without a parish council)



Please return your completed form by one of the following methods:

By post to:	Planning Policy Team, Strategic Planning, Housing and Environment, Peterborough City Council, Stuart House East Wing, St John's Street, Peterborough, PE1 5DD
By email to:	planningpolicy@peterborough.gov.uk
By fax to:	(01733) 453505

Please complete all four parts of this form using block capitals and black ink. It is important that you read the accompanying guidance notes as incorrect completion will delay the processing of your application.

Part one: Applicant's Details

1. Contact details*

2. Agent's details (if applicable)

*If an agent is appointed, please complete only the title, name and organisation boxes in the first column below, but complete the full contact details of the agent in the second column. This section must include the contact details of at least one member of the proposed neighbourhood area.

Title	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>
Last name	<input type="text"/>	<input type="text"/>
Job title (where relevant)	<input type="text"/>	<input type="text"/>
Organisation (where relevant)	<input type="text"/>	<input type="text"/>
Address Line 1	<input type="text"/>	<input type="text"/>
Line 2	<input type="text"/>	<input type="text"/>
Line 3	<input type="text"/>	<input type="text"/>
Line 4	<input type="text"/>	<input type="text"/>
Post code	<input type="text"/>	<input type="text"/>
Telephone number	<input type="text"/>	<input type="text"/>
Email address	<input type="text"/>	<input type="text"/>

Signature:	Date:
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Please note that the city council can designate only one organisation or body as a neighbourhood forum for each neighbourhood area.

Part two: Provide the name of the proposed neighbourhood forum

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Part three: Provide the name of the relevant neighbourhood area

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Part four: Justification statement

Please explain fully (and provide evidence) how the proposed neighbourhood forum meets the following conditions:

- a) It is established for the express purpose of promoting or improving the social, economic and environmental well-being of an area that consists of or includes the neighbourhood area concerned (whether or not it is also established for the express purpose of promoting the carrying on of trades, professions or other businesses in such an area),
- b) Its membership is open to:
 - individuals who live in the neighbourhood area concerned,
 - individuals who work there (whether for businesses carried on there or otherwise), and
 - individuals who are elected members of a county council, district council any of whose area falls within the neighbourhood area concerned,
- c) Its membership includes a minimum of 21 individuals each of whom:
 - lives in the neighbourhood area concerned,
 - works there (whether for a business carried on there or otherwise), or
 - is an elected member of a county council, district council or London borough council any of whose area falls within the neighbourhood area concerned,
- d) It has a written constitution (see part 4 of this form), and
- e) Such other conditions as may be prescribed by Government or in the city council's Statement of Community Involvement.

Please continue on a separate sheet if necessary

Part five: Provide a copy of the written constitution of the proposed neighbourhood forum

Please insert the text of the proposed neighbourhood forum's written constitution here or attach a copy to this form.

Please note that an application cannot be considered if it does not include a written constitution.

Please continue on a separate sheet if necessary

Please ensure that you have completed all parts and signed and dated the front of the form.

Glossary

Annual Monitoring Report (AMR): Assesses the implementation of the LDS and extent to which the policies in LDDs are being achieved.

Core Strategy (CS): Sets out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision. It also includes criteria-based policies which are required to ensure that all development within the area meets the vision and strategy set out in the core strategy.

Development Plan Document (DPD): Spatial planning documents that are subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination.

Local Development Framework (LDF): Comprises a portfolio of local development documents which will provide the framework for delivering the spatial planning strategy for the area.

Local Development Document (LDD): A document that forms part of the Local Development Framework. Can either be a Development Plan Document or a Supplementary Planning Document.

Local Development Scheme (LDS): Sets out the programme for the preparation of the local development documents. Must be submitted to the Secretary of State for approval within six months of the commencement date of the Act regardless of where they are in terms of their current development plan

Supplementary Planning Document (SPD): Policy guidance to supplement the policies and proposals in development plan documents. They will not form part of the development plan or be subject to independent examination. (Formerly known as Supplementary Planning Guidance SPG).

Which national policy documents will be cancelled when the Framework is introduced?

It is proposed that the following policy documents should be cancelled by the Framework when the document is published in its final form.

National Planning Policy documents to be cancelled
Planning Policy Statement: Delivering Sustainable Development
Planning Policy Statement: Planning and Climate Change – Supplement to Planning Policy Statement 1
Planning Policy Guidance 2: Green Belts
Planning Policy Statement 3: Housing
Planning Policy Statement 4: Planning for Sustainable Economic Growth
Planning Policy Statement 5: Planning for the Historic Environment
Planning Policy Statement 7: Sustainable Development in Rural Areas
Planning Policy Guidance 8: Telecommunications
Planning Policy Statement 9: Biodiversity and Geological Conservation
Planning Policy Statement 12: Local Spatial Planning
Planning Policy Guidance 13: Transport
Planning Policy Guidance 14: Development on Unstable Land
Planning Policy Guidance 17: Planning for Open Space, Sport and Recreation
Planning Policy Guidance 18: Enforcing Planning Control
Planning Policy Guidance 19: Outdoor Advertisement Control
Planning Policy Guidance 20: Coastal Planning
Planning Policy Statement 22: Renewable Energy
Planning Policy Statement 23: Planning and Pollution Control
Planning Policy Guidance 24: Planning and Noise
Planning Policy Statement 25: Development and Flood Risk
Planning Policy Statement 25 Supplement: Development and Coastal Change
Minerals Policy Statement 1: Planning and Minerals
Minerals Policy Statement 2: Controlling and Mitigating the Environmental Effects of Minerals Extraction In England. (This includes its Annex 1: Dust and Annex 2: Noise)
Minerals Planning Guidance 2: Applications, permissions and conditions
Minerals Planning Guidance 3: Coal Mining and Colliery Spoil Disposal
Minerals Planning Guidance 5: Stability in surface mineral workings and tips
Minerals Planning Guidance 7: Reclamation of minerals workings
Minerals Planning Guidance 10: Provision of raw material for the cement industry
Minerals Planning Guidance 13: Guidance for peat provision in England
Minerals Planning Guidance 15: Provision of silica sand in England
Circular 05/2005: Planning Obligations
Government Office London Circular 1/2008: Strategic Planning in London
Letter to Chief Planning Officers: Addition of the Forestry Commission to the List of Non-Statutory Consultees
Letter to Chief Planning Officers: Town and Country Planning (Electronic Communications) (England) Order 2003
Letter to Chief Planning Officers: Planning Obligations and Planning Registers
Letter to Chief Planning Officers: Model Planning Conditions for development on land affected by contamination
Letter to Chief Planning Officers: National Policy Statements
Letter to Chief Planning Officers: Local authorities' role in new consenting process for nationally significant infrastructure projects
Letter to Chief Planning Officers: Planning for Housing and Economic Recovery
Letter to Chief Planning Officers: Development and Flood Risk – Update to the Practice Guide to Planning Policy Statement 25
Letter to Chief Planning Officers: Implementation of Planning Policy Statement 25 (PPS25) – Development and Flood Risk
Letter to Chief Planning Officers: The Planning Bill – delivering well designed homes and

National Planning Policy documents to be cancelled
high quality places
Letter to Chief Planning Officers: Planning and Climate Change – Update
Letter to Chief Planning Officers: New powers for local authorities to stop 'garden- grabbing'
Letter to Chief Planning Officer: Area Based Grant: Climate Change New Burdens
Letter to Chief Planning Officers: The Localism Bill
Letter to Chief Planning Officers: Planning policy on residential parking standards, parking charges, and electric vehicle charging infrastructure

SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 6
19 MARCH 2012	Public Report

Report of the Executive Director of Operations

Contact Officer(s) – Gary Goose/Julie Rivett/Laura Almond
Contact Details – 863780/864080/864385

COMMUNITY ACTION PLANS

1. PURPOSE

- 1.1 The purpose of this report is to note and agree the purpose and function of Community Action Plans (CAPs) for the Neighbourhood Committees.

2. RECOMMENDATIONS

- 2.1 Members of the committee are asked to note the contents of the report, and confirm their support or otherwise for the purpose of the Community Action Plans and their function within the structures of the Neighbourhood Committees, local communities and council and wider partner service delivery.

3. LINKS TO THE SUSTAINABLE COMMUNITY STRATEGY

- 3.1 Our communities understand the area in which they live and local people's hopes and aspirations will inform the plans, which will be used to guide policy and service delivery in the future.

The priorities within the CAPs are aligned to the Single Delivery Plan.

4. BACKGROUND

- 4.1 The Localism Act sets the framework for a new system of Community-led planning in England and it is proposed that Community Action Plans are a key feature to support this approach in Peterborough.

A CAP will help to tell the story of the area and identify what the 'big' issues are such as levels of crime, employment opportunities, health etc. not only from statistics and data that has been gathered, but importantly from what the community itself tells us.

Local communities can get involved in shaping their area by identifying the things that affect them the most, what they would like to see changed and what services they want to see delivered locally. This information will be used to develop short, medium and long term goals and identifying priorities for the future. The CAP will say what we want to achieve and by when over the next ten years. Although this is a long term plan, most importantly it will be reviewed annually to make sure the goals are still relevant.

All work generated by the CAPs will be held accountable by the Neighbourhood Committees, who will be updated with progress made at the quarterly meetings.

5. KEY ISSUES

- 5.1 The CAPs will provide a focus for service delivery and a platform to prioritise resources which directly respond to evidenced need within the community.

The establishment of Neighbourhood Committees in Peterborough supports the Local Authorities preferred way of delivering services through a Neighbourhood Management approach. A function of Neighbourhood Committees is to develop action plans to support their delivery and monitor their implementation.

Seven CAPs will be written in total, one for each Neighbourhood Committee area. The CAPs will detail both priorities that have city-wide and local implications.

The CAP will be a public document with an internal working document which will detail further actions and provide background information.

The CAPs will be developed to cover a ten year period but will be reviewed and updated annually.

6. IMPLICATIONS

- 6.1 The Neighbourhood Managers are confident that the CAPS can focus work in each area to assist moving away from reactive ways of working and will further develop the roles of Neighbourhood Committees.

The CAPs will be a tool for managing expectations by forward planning for an area.

There will be a CAP for each Neighbourhood Committee detailing priorities and vital community data in the area.

7. CONSULTATION

- 7.1 The Neighbourhood Manager for each area is currently consulting with all elected members and Parish Councillors.

Other consultation taken place is as follows:

- Neighbourhood Committee meetings;
- Neighbourhood Panel meetings;
- Requests and concerns reported by community members;
- Consultation and Action Planning events; and
- Consultation with partner agencies

The consultation is very much an ongoing process and will not cease once the CAPs have been written for this year. The work will continue and will help to inform the Plan when it is reviewed annually.

8. NEXT STEPS

- 8.1 The CAPs will be made public in April when the Neighbourhood Managers and partner organisations will begin to carry out the work that is identified in the plans.

Updates on the priorities will be provided at the Neighbourhood Committee meetings and the CAPs will be reviewed and updated on an annual basis.

SCRUTINY COMMISSION FOR RURAL COMMUNITIES	Agenda Item No. 7
19 MARCH 2012	Public Report

Report of the Solicitor to the Council

Report Author – Paulina Ford, Senior Governance Officer, Scrutiny

Contact Details – 01733 452508 or email paulina.ford@peterborough.gov.uk

FORWARD PLAN OF EXECUTIVE DECISIONS

1. PURPOSE

- 1.1 This is a regular report to the Scrutiny Commission for Rural Communities outlining the content of the Council's Forward Plan.

2. RECOMMENDATIONS

- 2.1 That the Committee identifies any relevant items for inclusion within their work programme.

3. BACKGROUND

- 3.1 The latest version of the Forward Plan is attached at Appendix 1. The Plan contains those key decisions, which the Leader of the Council believes that the Cabinet or individual Cabinet Member(s) will be making over the next four months.
- 3.2 The information in the Forward Plan provides the Committee with the opportunity of considering whether it wishes to seek to influence any of these key decisions, or to request further information.
- 3.3 If the Committee wished to examine any of the key decisions, consideration would need to be given as to how this could be accommodated within the work programme.

4. CONSULTATION

- 4.1 Details of any consultation on individual decisions are contained within the Forward Plan.

5. BACKGROUND DOCUMENTS

Used to prepare this report, in accordance with the Local Government (Access to Information) Act 1985

None

6. APPENDICES

Appendix 1 – Forward Plan of Executive Decisions

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PETERBOROUGH CITY COUNCIL'S FORWARD PLAN 1 MARCH 2012 TO 30 JUNE 2012



FORWARD PLAN OF KEY DECISIONS - 1 MARCH 2012 TO 30 JUNE 2012

During the period from 1 March 2012 To 30 June 2012 Peterborough City Council's Executive intends to take 'key decisions' on the issues set out below. Key decisions relate to those executive decisions which are likely to result in the Council spending or saving money in excess of £500,000 and/or have a significant impact on two or more wards in Peterborough.

This Forward Plan should be seen as an outline of the proposed decisions and it will be updated on a monthly basis. The dates detailed within the Plan are subject to change and those items amended or identified for decision more than one month in advance will be carried over to forthcoming plans. Each new plan supersedes the previous plan. Any questions on specific issues included on the Plan should be included on the form which appears at the back of the Plan and submitted to Alex Daynes, Senior Governance Officer, Chief Executive's Department, Town Hall, Bridge Street, PE1 1HG (fax 01733 452483). Alternatively, you can submit your views via e-mail to alexander.daynes@peterborough.gov.uk or by telephone on 01733 452447.

The Council invites members of the public to attend any of the meetings at which these decisions will be discussed and the papers listed on the Plan can be viewed free of charge although there will be a postage and photocopying charge for any copies made. All decisions will be posted on the Council's website: www.peterborough.gov.uk. If you wish to make comments or representations regarding the 'key decisions' outlined in this Plan, please submit them to the Governance Support Officer using the form attached. For your information, the contact details for the Council's various service departments are incorporated within this plan.

NEW ITEMS THIS MONTH:

Award of a Framework for Temporary Staff for Children's Services - KEY/04MAR/12
Section 75 Agreement with NHS Peterborough for Drugs and Alcohol Services - KEY/05MAR/12
Award of Framework for Supply of Utilities - KEY/06MAR/12
Supporting People - Specific Grant Agreements for Accommodation Based Housing Related Support - KEY/07MAR/12
Extension to various Highways Related Contracts to July 2013 - KEY/08MAR/12
Organic and Food Waste Treatment Services Contract - KEY/01MAY/12

MARCH						
KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
<p>Delivery of the Council's Capital Receipt Programme through the Sale of Land and Buildings - Vawser Lodge Thorpe Road - KEY/04DEC/10</p> <p>To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member Resources, to negotiate and conclude the sale of Vawser Lodge</p>	March 2012	Cabinet Member for Resources	Sustainable Growth	Consultation will take place with the Cabinet Member, Ward councillors, relevant internal departments & external stakeholders as appropriate	<p>Andrew Edwards Head of Peterborough Delivery Partnership Tel: 01733 452303 andrew.edwards@peterborough.gov.uk</p>	A public report will be available from the governance team one week before the decision is taken
<p>Energy Services Company - KEY/03JUL/11</p> <p>To consider potential future developments of energy related products.</p>	March 2012	Cabinet Member for Environment Capital, Cabinet Member for Resources	Environment Capital	Internal and External Stakeholders	<p>John Harrison Executive Director-Strategic Resources Tel: 01733 452398 john.harrison@peterborough.gov.uk</p>	A public report will be available from the Governance Team one week before the decision is taken.

<p>Sale of surplus former residential care home - Eye - KEY/01OCT/11 To authorise the Chief Executive, in consultation with the Solicitor to the Council, Executive Director – Strategic Resources, the Corporate Property Officer and the Cabinet Member for Resources, to negotiate and conclude the sale of a former care home now surplus to requirement - The Croft, Eye.</p>	<p>March 2012</p>	<p>Cabinet Member for Resources</p>	<p>Sustainable Growth</p>	<p>Consultation will take place with the Cabinet Member, & Ward councillors, as appropriate</p>	<p>Simon Webber Capital Receipts Officer Tel: 01733 384545 simon.webber@peterborough.gov.uk</p>	<p>A public report will be available from the Governance team one week before the decision is taken.</p>
<p>Section 75 agreement with Cambridge and Peterborough Foundation Trust - KEY/03OCT/11 To approve the section 75 agreement with CPFT for the provision of mental health services.</p>	<p>March 2012</p>	<p>Cabinet Member for Adult Social Care</p>	<p>Health Issues</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Terry Rich Executive Director Adult Social Services (interim) Tel: 01733 758444 terry.rich@peterboroughpct.nhs.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Hampton Community School - KEY/07OCT/11 To vary the Ormiston Bushfield Academy (OBA) Design and Build Contract with Kier Eastern to allow for the design and build of Hampton Community School.</p>	<p>March 2012</p>	<p>Cabinet Member for Education, Skills and University, Cabinet Member for Resources</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Public, ward councillors and internal departments</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken</p>

<p>Peterborough's Transport Partnership Policy for pupils aged 4-16 years - KEY/01NOV/11 To approve the new policy for September 2012.</p>	<p>March 2012</p>	<p>Cabinet Member for Education, Skills and University</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and public consultation</p>	<p>Isabel Clark Head of Assets and School Place Planning Tel: 01733 863914 isabel.clark@peterborough.gov.uk</p>	<p>A public report will be available from the Governance team one week before the decision is taken.</p>
<p>Children's Centres Commissioning - KEY04/NOV/11 To approve the award of contracts for the management and operation of 12 Children Centres in Peterborough.</p>	<p>March 2012</p>	<p>Cabinet Member for Children's Services</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Providers, Councillors, Staff,</p>	<p>Pam Setterfield Assistant Head of Children & Families Services (0-13) Tel: 01733 863897 pam.setterfield@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Traffic Signals LED Project - award of contract - KEY/03SEP/11 Contract to replace all traffic signal head lamps in Peterborough with LED Heads.</p>	<p>March 2012</p>	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>Environment Capital</p>	<p>Internal and external stakeholders as appropriate</p>	<p>Amy Wardell Team Manager - Passenger Transport Projects Tel: 01733 317481 amy.wardell@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p>City of Peterborough Academy – Free School Academy and free special school - KEY/03JAN/12 To procure a design and build contractor to carry out remodelling and refurbishment works to the existing school buildings and design and build a new special school building at the former Hereward Community College site, Reeves Way</p>	<p>March 2012</p>	<p>Cabinet Member for Education, Skills and University, Cabinet Member for Resources</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Ward Councillors and local residents.</p>	<p>Brian Howard Programme Manager - Secondary Schools Development Tel: 01733 863976 brian.howard@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Cowgate Enhancement Scheme - KEY/05JAN/12 To award the contract to undertake engineering works as part of the Cowgate Enhancement Scheme.</p>	<p>March 2012</p>	<p>Leader of the Council and Cabinet Member for Growth, Strategic Planning, Economic Development and Business Engagement</p>	<p>Sustainable Growth / Strong and Supportive Communities</p>	<p>Relevant internal and external stakeholders</p>	<p>Stuart Mounfield Senior Engineer Tel: 01733 453598 stuart.mounfield@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Local Broadband Plan - KEY/06JAN/12 To approve the Local Broadband Plan for Peterborough and Cambridgeshire to release funding for Superfast Broadband.</p>	<p>March 2012</p>	<p>Cabinet Member for Resources</p>	<p>Sustainable Growth</p>	<p>Relevant internal and external stakeholders.</p>	<p>Heather Darwin Head of Service Improvement Tel: 01733 452495 heather.darwin@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p>Eye C of E Primary School Extension - KEY/02FEB/12 Award of contract for 3 additional classrooms and an additional staffroom with refurbishment of reception area.</p>	<p>March 2012</p>	<p>Cabinet Member for Education, Skills and University</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant Internal and External Stakeholders.</p>	<p>Sharon Bishop Assets Officer Tel: 01733 863997 sharon.bishop@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>All Saints Junior School - Extension of Age Range - KEY/03FEB/12 To commission a new all through Voluntary Aided Primary School to enable the extension of the age range of All Saints Junior School.</p>	<p>March 2012</p>	<p>Cabinet Member for Education, Skills and University</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Relevant internal stakeholders as appropriate.</p>	<p>Alison Chambers Principal Assets Officer (Schools) Tel: 01733 863975 alison.chambers@peterborough.gov.uk</p>	<p>A public report will be available from the Governance team one week before the decision is taken.</p>
<p>Single Equality Scheme - KEY/02SEP/11 To approve the Single Equality Scheme.</p>	<p>March 2012</p>	<p>Cabinet</p>	<p>Creating Opportunities and Tackling Inequalities.</p>	<p>Public consultation via stakeholders and partnerships.</p>	<p>Paul Phillipson Executive Director Operations Tel: 01733 453455 paul.phillipson@peterborough.gov.uk</p>	<p>A public report will be available from the governance team one week before the decision is taken.</p>

<p>Local Transport Plan Capital Programme of Works (CPW) 2012/13 - KEY/01MAR/12 To approve the Capital Programme of Works for financial year 2012/13.</p>	<p>March 2012</p>	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>Sustainable Growth</p>	<p>Neighbourhood Committees, internal and external stakeholders.</p>	<p>Michael Stevenson Project Engineer Tel: 01733 317473 michael.stevenson@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Statement of Community Involvement (including Neighbourhood Planning guidance) - draft - KEY/02MAR/12 To approve the draft Statement of Community Involvement (including Neighbourhood Planning guidance) for public consultation.</p>	<p>March 2012</p>	<p>Cabinet</p>	<p>Sustainable Growth</p>	<p>Internal and external as appropriate.</p>	<p>Richard Kay Policy and Strategy Manager richard.kay@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Award of a Framework for Temporary Staff for Children's Services - KEY/04MAR/12 To expand the current framework for temporary staff to support Children's Services improvement following the ofsted inspection.</p>	<p>March 2012</p>	<p>Cabinet Member for Community Cohesion and Safety</p>	<p>Creating Opportunities and Tackling Inequalities</p>	<p>Internal and external stakeholders as appropriate including social care staff.</p>	<p>Oliver Hayward Commissioning Officer - Aiming High Tel: 01733 863910 oliver.hayward@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p>Section 75 Agreement with NHS Peterborough for Drugs and Alcohol Services - KEY/05MAR/12 To approve the 75 agreement with NHS Peterborough for the transfer of funds for the provision of Adult drugs and alcohol services.</p>	<p>March 2012</p>	<p>Cabinet Member for Community Cohesion and Safety</p>	<p>Health Issues</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Adrian Chapman Head of Neighbourhood Services Tel: 01733 863887 adrian.chapman@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Award of Framework for Supply of Utilities - KEY/06MAR/12 Enter into a framework agreement with Government Procurement Service for the supply of utilities to council properties.</p>	<p>March 2012</p>	<p>Cabinet Member for Resources</p>	<p>Sustainable Growth</p>	<p>Internal and external stakeholders</p>	<p>Andrew Cox Senior Category Manager andy.cox@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
<p>Supporting People - Specific Grant Agreements for Accommodation Based Housing Related Support - KEY/07MAR/12 Award of specific grant agreements for the continued provision of accommodation based housing related support funded by the Supporting People programme.</p>	<p>March 2012</p>	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>Strong and Supportive Communities</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Sharon Malia Housing Programmes Manager Tel: 01733 863764 sharon.malia@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p>Extension to various Highways Related Contracts to July 2013 - KEY/08MAR/12 To extend the existing Highways Maintenance, Professional Services, Street Lighting and Gully Cleansing Contracts until July 2013 pending the review of alternative procurement options.</p>	<p>March 2012</p>	<p>Cabinet Member for Resources</p>	<p>Sustainable Growth</p>	<p>Consultation with senior officers has been undertaken including the Director of Operations and Head of Business Transformation.</p>	<p>Simon Machen Head of Planning, Transport and Engineering Services Tel: 01733 453475 simon.machen@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
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<p style="text-align: center;">APRIL</p>						
<p>KEY DECISION REQUIRED</p>	<p>DATE OF DECISION</p>	<p>DECISION MAKER</p>	<p>RELEVANT SCRUTINY COMMITTEE</p>	<p>CONSULTATION</p>	<p>CONTACT DETAILS / REPORT AUTHORS</p>	<p>REPORTS</p>
<p>Award of Contract - Bus Shelter Provision and Maintenance - KEY/01APR/12 Award of contract for the provision, installation, cleaning and maintenance of Bus Shelters.</p>	<p>April 2012</p>	<p>Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>Sustainable Growth</p>	<p>Internal and external stakeholders as appropriate.</p>	<p>Darren Deadman Travel Information and Monitoring Officer Tel: 01733 317464 darren.deadman@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>

<p>Award of Transport Contracts - KEY/02APR/12 To award contracts for Mainstream, Special Educational Needs, Children in Social Care and Public Transport.</p>	<p>April 2012</p>	<p>Cabinet Member for Education, Skills and University, Cabinet Member for Housing, Neighbourhoods and Planning</p>	<p>Sustainable Growth</p>	<p>Internal departments as appropriate.</p>	<p>Cathy Summers Team Manager - Passenger Transport Contracts and Planning Tel: 01733 317463 cathy.summers@peterborough.gov.uk</p>	<p>A public report will be available from the Governance Team one week before the decision is taken.</p>
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MAY						
KEY DECISION REQUIRED	DATE OF DECISION	DECISION MAKER	RELEVANT SCRUTINY COMMITTEE	CONSULTATION	CONTACT DETAILS / REPORT AUTHORS	REPORTS
Organic and Food Waste Treatment Services Contract - KEY/01MAY/12 To Award a contract for Organic and Food Waste Treatment Services.	May 2012	Deputy Leader and Cabinet Member for Culture, Recreation and Strategic Commissioning	Sustainable Growth	Internal and external stakeholders as appropriate.	Amy Nebel Recycling Contracts Officer Tel: 01733 864727 amy.nebel@peterborough.gov.uk	A public report will be available from the Governance Team on week before the decision is taken.

JUNE
There are currently no Key Decisions scheduled for June.

CHIEF EXECUTIVE'S DEPARTMENT Town Hall, Bridge Street, Peterborough, PE1 1HG

Communications
Strategic Growth and Development Services
Legal and Democratic Services
Policy and Research
Economic and Community Regeneration
HR Business Relations, Training & Development, Occupational Health & Reward & Policy

STRATEGIC RESOURCES DEPARTMENT Director's Office at Town Hall, Bridge Street, Peterborough, PE1 1HG

Finance
Internal Audit
Information Communications Technology (ICT)
Business Transformation
Strategic Improvement
Strategic Property
Waste
Customer Services
Business Support
Shared Transactional Services
Cultural Trust Client

CHILDRENS' SERVICES DEPARTMENT Bayard Place, Broadway, PE1 1FB

Safeguarding, Family & Communities
Education & Resources
Children's Community Health

OPERATIONS DEPARTMENT Bridge House, Town Bridge, PE1 1HB

Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management)
Commercial Operations (Resilience, Strategic Parking and Commercial CCTV, City Centre, Markets & Commercial Trading, Passenger Transport)
Neighbourhoods (Strategic Regulatory Services, Safer Peterborough, Strategic Housing, Cohesion, Social Inclusion)
Operations Business Support (Finance)
Planning Transport & Engineering (Development Management, Construction & Compliance, Infrastructure Planning & Delivery, Network Management)