

Warrington Borough Council Statement of Community Involvement

April 2010



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1 Introduction

1.1 The Planning and Compulsory Purchase Act came into force in September 2004, and represents a significant reform of the planning system.

1.2 One of the key changes of the Act is the introduction of a planning system that is intended to be more transparent, more accountable, socially inclusive and more participatory.

1.3 Government objectives for changing the plan making system are to:

- Speed up the preparation of development plans
- Ensure that the plans are monitored and reviewed and kept up to date.
- Achieve more effective involvement of the community.

1.4 The new planning system aims to encourage more meaningful community involvement that provides opportunities for more active participation and discussion earlier in the plan preparation. This is very often referred to as front-loading.

1.5 There are a number of Government documents that provide National guidance with regards to community engagement. Full consideration has been given to each of the documents as they set out processes and recommendations which inform the production of this document.

- The Town and Country Planning (Local Development) (England) Regulations 2004;
- The Town and Country Planning (Local Development) (England) Amendment Regulations 2008;
- Planning Policy Statement 12: Creating Strong Safe and Prosperous Communities through Spatial Planning; 2008
- The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009

What is the purpose of the Statement of Community Involvement?

1.6 The Statement of Community Involvement is one of the planning documents which the council is required to produce. The document will guide all community involvement on planning matters in the Borough of Warrington. It is important that the community consultation forms an integral part of planning changes in Warrington. The Statement of Community Involvement has been prepared to ensure that the people of Warrington know when, how and for what reason they will be able to participate in planning matters.

1.7 In producing the Statement of Community Involvement, it is the Council's intention to promote effective public participation in the planning system. This will make sure that all sections of the community have the opportunity to be actively and continuously involved from the very start of the planning process both in the preparation and subsequent revision of the Local Development Documents and in significant development control decisions.

1.8 Involvement in the planning process should enable the local community to say what sort of place they want to live in the initial stages of plan production when it can make a difference. The council will aim to include "hard to reach groups" that have historically not engaged with the planning system including, young people, ethnic minorities, disabled people, Gypsies and Travellers and Travelling Showpeople.

1.9 The aim is that by achieving greater community engagement throughout the planning process our stakeholders and other organisations will have an active involvement in identifying and addressing the main planning issues and in the development of planning policies and proposals. In this way it is hoped that many objections will be resolved prior to the independent examination of development plans, and prior to the determination of planning applications.

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

- More focus on local needs and priorities

Introduction

- Planning decisions informed by local knowledge
- Improved understanding of the process
- Wider ownership of the process
- Wider interest in monitoring outcomes

1.11 When preparing Local Development Documents or determining planning applications the Council must comply with the community engagement requirements as set out in the adopted Statement of Community Involvement. When a development document is submitted to the Secretary of State a "Statement of Compliance" will be required to be submitted outlining how community engagement requirements of the Statement of Community Involvement have been met during the process.

Why the Statement of Community Involvement has been updated

1.12 This document provides a revision to the Statement of Community Involvement that was adopted in March 2006. The Statement of Community Involvement has been updated as a result of changes in the regulations brought about by the publication of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 & 2009.

1.13 The main changes introduced by the 2008 & 2009 Regulations include:

- Removal of the preferred options stage for Development Plan Documents, introducing a flexible participation process in the production of the Development Plan Documents.
- The removal of the requirement for the SCI to be subject to independent examination; and
- The removal of the requirement for Supplementary Planning Documents to be subject to sustainability appraisals.

1.14 The Statement of Community Involvement also needs to be updated to take account of public consultation strategies published by the Council and by the Local Strategic Partnership. The Local Strategic Partnership document "Engaging Warrington" makes specific reference to the Statement of Community Involvement and the fact it adheres to the principles of the document.

How does the Statement of Community Involvement link with the Council's other Documents and Bodies?

1.15 The Council will take forward the principles and commitments of each of the following in the involvement and participation of the local community and other stakeholders in the preparation of Warrington's Local Development Framework and processing of planning applications:

Warrington Local Strategic Partnership

1.16 The Government requires a Local Strategic Partnership (LSP) in each area that brings together representatives of the public, private, voluntary and community sectors to deliver social, economic and environmental improvements. Warrington's Local Strategic Partnership is made up of over 60 organisations, and is an important mechanism for tackling complex problems that no single organisation can tackle alone. There is a main strategic board called the Partnership Board which is chaired by the deputy leader of Warrington Borough Council. The board is supported by a Delivery Board, which helps to monitor performance and five thematic groups have been established to tackle local issues on a neighbourhood basis. The partnership is underpinned by the community network which brings together all of the voluntary and community groups in the borough.

The Warrington Sustainable Community Strategy

1.17 The Sustainable Community Strategy was published March 2009, and sets out the Local Strategic Partnership's vision for the future 2009 to 2030, with both long-term aims and short term targets to help term this vision into reality. The vision is that:

"By 2030, Warrington will be recognised as one of the best places to live and work in the UK, where everyone enjoys an outstanding quality of life."

1.18 The strategy aims to provide a balance that integrates social, economic and environmental wellbeing of everyone who lives, works and visits the borough. To bring the vision to reality the five essential ambitions have been established to steer the focus and actions of the partnership including:

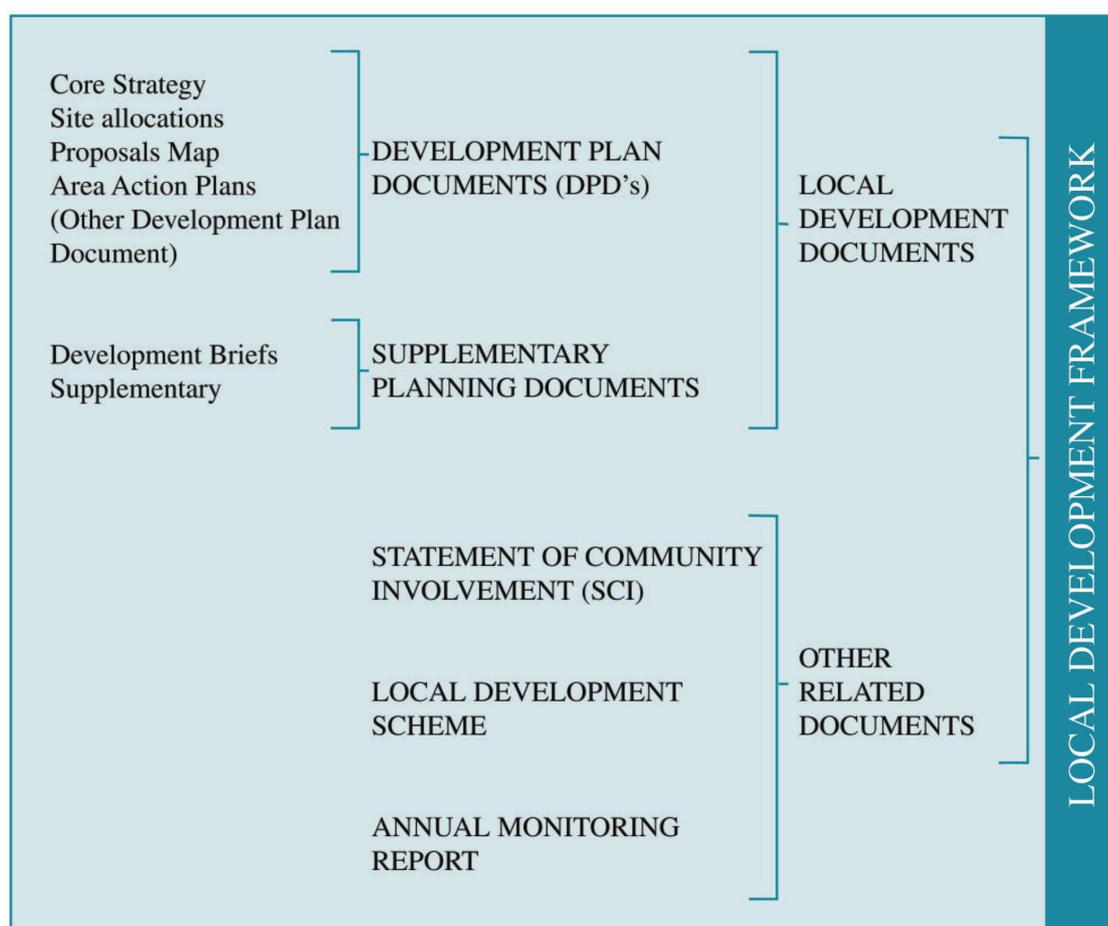
- **Prosperous and Vibrant:** Where people benefit from being part of a successful and dynamic economy with vibrant town and district centres.
- **Environmentally Responsible and Attractive:** Where people have good housing, accessible transport and enjoy caring for their environment.
- **Safe and Strong:** Where people are active and supportive in their communities, feel safe and live free from crime and anti-social behaviour.
- **Healthy and Active:** Where people can enjoy good health and wellbeing.
- **Ambitious and Achieving:** Where people are inspired and supported to reach their potential and lead fulfilling lives.

1.19 The strategy will be taken into account in the preparation of the Local Development Framework which will reflect and help deliver the spatial documents of the Sustainable Community Strategy.

2 The Local Development Framework

What is the Local Development Framework?

2.1 The Local Development Framework will set out the principles for how spatial planning will contribute to the achievement of the Warrington Sustainable Community Strategy, within the context of national and regional planning policies. Local Development Frameworks will comprise a folder of Local Development Documents. Figure 2.1 illustrates the components of a Local Development Framework.



Picture 2.1 Local Development Framework

2.2 The Council's programme for the preparation of the Local Development Framework (LDF) can be found in the Council's [Local Development Scheme](#). The Local Development Scheme is a public statement, which sets out the Council's project plan for the production and review of the Local Development Framework, including a description and timetable for each individual document.

This is available on the Council's website and printed copies are available on request.

2.3 An integral part of the new planning system is the requirement for the Council to prepare an [Annual Monitoring Report](#) for submission to the Secretary of State in December of each year. This report will contain information on the implementation of the Local Development Scheme and the extent to which planning policies are achieving their purpose. The Annual Monitoring Report will be made available to the public in hard copy and via the internet.

The Local Development Framework

Development Plan Documents

2.4 Development Plan Documents are planning documents that have been subject to independent testing and form part of the Statutory Development Plan. These are the documents against which planning applications are assessed. Planning decisions must be made in accordance with these documents unless material considerations outweigh the need to adhere to their policies.

Development Plan Documents can include:

- A Core Strategy
- Site Specific Allocations of land;
- Area Action Plans (Where needed); and
- Proposals Maps

Core Strategy - This will comprise a long term vision and strategic objectives for the borough, along with an overall strategy, a number of core policies and a monitoring and implementation framework. Once adopted all other Development Plan Documents must be in conformity with it.

The core strategy will also include Development Control Policies, that will set out the criteria against which planning applications for the development and use of land and buildings will be considered.

Site Specific Allocations- The allocation of land for specific uses (including mixed use) and the designation of areas within which particular policies of the Core Strategy are to apply could be made in a separate Development Plan Document.

Area Action Plans - Area action plans can be used when there is a need to provide the planning framework for areas where significant change or conservation is needed. Area action plans should:

- Deliver planned growth areas;
- Stimulate regeneration;
- Protect areas particularly sensitive to change;
- Resolve conflicting objectives in areas subject to development pressures; or
- Focus the delivery of area based regeneration initiatives.

Proposals Map - This will show on an ordnance survey base map the adopted development plan policies for the local planning authority. It will be revised as each new development plan documents is adopted.

The adopted proposals map should:

- Identify areas of protection, such as nationally protected landscape and internationally, nationally and locally-designated areas and sites, and Green Belt land;
- Show areas at risk from flooding; and
- Allocate sites for particular land use and development proposals included in any adopted development plan document and set out the areas to which specific policies apply.

Other Development Plan Documents- The Council can also prepare other Development Plan Documents such as on thematic issues. These Development Plan Documents will form the statutory development Plan. A statement of compliance with this Statement of Community Involvement must accompany each Development Plan Document.

Supplementary Planning Documents -Supplementary Planning Documents (SPD's) do not form part of the statutory development plan; they will nevertheless be subject to community involvement. A statement of compliance with the Statement of Community Involvement must accompany each Supplementary Planning Document produced.

2.5 Supplementary Planning Documents will offer more detailed guidance to supplement the policies contained within the Development Plan Document's. They may cover a range of issues, both thematic and site specific, which may strengthen a policy within the development plan document. Examples include design guides, development briefs, master plans, car parking standards etc. They will also be a "material consideration" in Development Control decisions.

Council Procedures and Reporting Protocols

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

For each Development Plan Document

- The approval for the purposes of consultation will be undertaken by The Executive Director Environment & Regeneration in consultation with the Executive Board and the Overview and Scrutiny Committee.
- Full Council Resolution is required for submission and adoption stages following consideration by the Executive Board in consultation with the Strategic Policy Overview Committee.

For each Supplementary Planning Document, The Annual Monitoring report, Local Development Scheme and the Statement of Community Involvement:

- The approval for the purposes of consultation on Supplementary Planning Documents will be undertaken by The Executive Director Environment & Regeneration in consultation with the Executive Member for Environment and Regeneration.
- A decision of the Executive Board is required for adoption of Supplementary Planning Documents and the approval of the Annual Monitoring Report and the Local Development Scheme. Such decisions are likely to be "Key Decisions" as they affect communities in more than two wards and would be subject to the Council's Scrutiny Procedure Rules.

Development Plan Documents

How can the community be involved with the preparation of the LDF?

2.7 The minimum legal requirements for consultation and public participation for the Local Development Framework are set out in the Town and Country Planning (Local Development) (England) Regulations 2004, the Town and Country Planning (Local Development) (England) (Amendment) 2008 and the Town and Country Planning (Local Development) (Amendment) (England) 2009.

Development Plan Documents

2.8 Development Plan Documents (DPD's) can be concerned with several different levels of planning, ranging from issues that relate to the whole of the Borough, through to proposals that apply to smaller areas, or site specific allocations of land. There are several specific stages in the preparation of Development Plan Documents as set out below. The Council proposes to involve the community throughout all stages of Development Plan Document preparation. The type and scale of involvement will be tailored to the particular development plan document.

The broad principles to be applied will be:

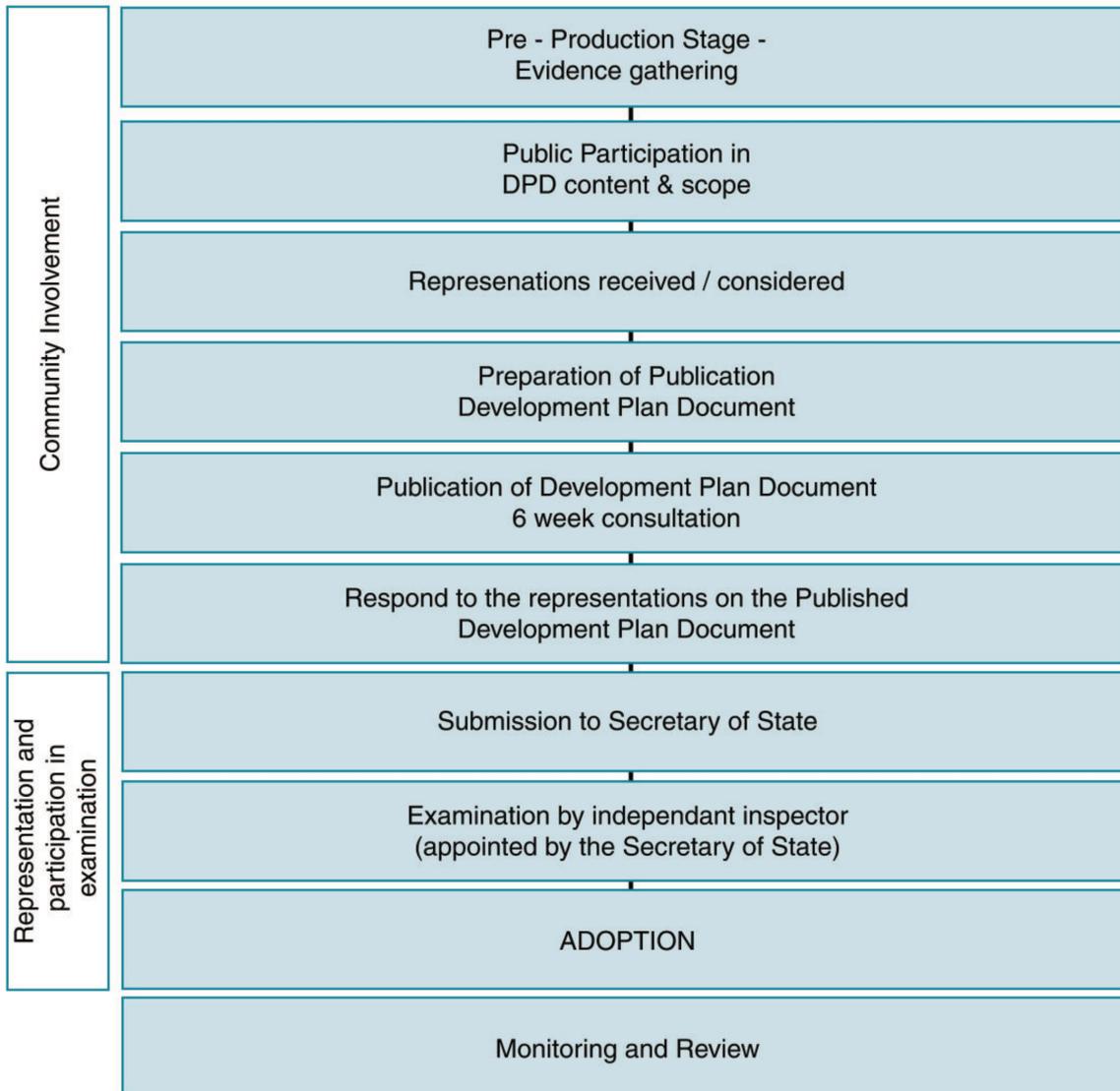
Wide Community Involvement

- The Council is committed to involving as many people and groups as possible in the formulation of planning policies for the Borough from an early stage. Any person or organisation interested in the planning of the Borough is welcome to get involved and contribute to the process.
- Proposals that cover a large geographical area and/or broad ranging issues, involvement will be aimed at the wider community throughout the preparation process.

Targeted Community Involvement

- The more specific the issue, the more targeted the involvement - to reflect the narrower range of interests affected by a particular area of concern.
- In relation to smaller geographical areas, involvement is targeted at specific communities - but not to the exclusion of relevant wider interests.
- In relation to specific topics, involvement is targeted at groups involved in/ affected by their delivery or implementation.
- In each case where targeted community involvement is appropriate, this will not exclude other groups and the wider public from the process and their contribution is also welcome.
- The Council's updated Local Development Scheme indicates that one or more Development Plan Documents may need be produced simultaneously. This will enable a joined up approach to the early stages of preparation when community involvement is widespread and at a general level. Publicity and some correspondence can be combined to cover more than one Development Plan Document to avoid consultation fatigue. However, it will be necessary to separate involvement at later stages when not to do so would be likely to cause confusion. The Local Development Scheme will be reviewed and rolled forward on an annual basis to take account of progress on the programme and monitoring of the adopted policies.

STAGES IN THE PREPARATION OF DEVELOPMENT PLAN DOCUMENTS



Picture 2.2 Stages in Development Plan Documents

Pre Production Stage

2.9 The council has to maintain up to date information from survey and evidence gathering in order to underpin the preparation of its planning policies and proposals. The monitoring of this information is one of the key indicators of a need to prepare or review a development plan document, particularly the Core Strategy.

The main information areas include:

- Reports on housing and employment and development (produced annually for each year ending 31st March).
- Retail development (main studies at 5 yearly intervals, with updated monitoring of new retail development proposals as necessary)
- Open space and sports facilities.
- Vacant and derelict land
- Land and buildings with potential for housing development

2.10 The Council will seek the involvement of relevant groups and organisations in the development of this information base with a view to ensuring reliable and robust evidence widely accepted as common ground. Groups and organisations will be selected from the list of specific and general consultees listed in Appendix B as appropriate to the type of evidence/ information.

2.11 The Council will ensure that this information is readily accessible to all interested parties. Documents will be made available at the Environment and Regeneration Department Reception, New Town House and Contact Warrington, for view or purchase (some documents may be free of charge), by postal or telephone request, e-mailed upon request and via the website (www.warrington.gov.uk)

2.12 The Council will give notice of the intention to commence work on the preparation of a Development Plan Document as soon as it is clear as to its scope, purpose and timetable. This will be done by direct notification of all consultees listed in the Statement of Community Involvement. For other thematic Development Plan Documents consultation will take place with the specific consultees and appropriate general consultees as listed in Appendix B.

2.13 If the Development Plan Document is an Area Action Plan, the circular letters will be directed to households and businesses within and adjoining the specific area.

There will also be associated publicity through Council media including the Website, and through press releases.

2.14 At the very earliest stage in the process, appropriate consultees will be invited to respond. Any issues of particular concern that they consider should be addressed should be raised, and to indicate (other than in the case of specific consultees) if and how they wish to be kept involved as production moves forward. At this stage of preparation, involvement is informal in nature and the aim will be to establish meaningful and continuous dialogue with interested parties.

2.15 At all stages the Council will respond positively to requests for further discussion, clarification, more information and advice wherever possible. Officers will attend meetings of groups and organisations if requested. If the draft report has any particular implications for specific areas or sites proposed for allocation, local interest groups will be approached with a view to raising awareness of the consultation process.

2.16 The Council will take full account of the responses to this consultation and all responses received will be used to produce the final document. This initial period of community consultation in the preparation of Development Plan Document's enables people to express their views, put forward their own ideas and to actively participate in developing the Development Plan Document.

Production Stage

2.17 Throughout the production of the Development Plan Document parties will be involved in informal and more formal consultation exercises as considered appropriate. These will be set out in more detail in the Local Development Scheme.

2.18 Once a final Development Plan Document has been prepared, the Council will publish the document and conduct a period of consultation. This will normally last for 6 weeks however, the Council may increase this period as appropriate, depending on the document being prepared.

The Council will invite representations on the published document and will:

- Advertise the consultation period in the Warrington Guardian and on the Council's website, giving details of how and when the documents can be inspected, how copies can be obtained, what the closing date for representations is, and to whom representations should be addressed.
- Make all the relevant documents available throughout the six-week period at the locations listed in Appendix C, and on the Website, together with forms and associated guidance for use in making representations.
- Issue a standard form for representations and encourage its use.
- Provide for representations to be made by e-mail as well as by letter.
- Send copies of the DPD to the relevant consultees listed in Appendix B.
- Write directly to all everyone on the LDF Mailing list.
- Ensure that adequate media publicity is given to the availability of documents to ensure that all who have an interest are made aware of the opportunity to make representations on the DPD.

The Council's response to consultation

2.19 All responses will be summarised and compiled into a report, to be published and made available to respondents. It will be published on paper and on the Website.

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

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

Further Consultation on site-specific representations

2.22 If any of the representations received propose the allocation of a site or an alteration to a site boundary shown in the published Development Plan Document, the Council will repeat the consultation arrangements carried out for the published Development Plan Document, as set out above. This will permit further representations over a six-week period only in relation to that site or boundary. Those promoting an alternative site or sites will need to indicate how the sustainability appraisal process has been or is to be carried out prior to the examination. All consultees previously notified of the Development Plan Document will be notified of these representations. These arrangements will be accompanied if necessary by further publicity, including press releases, and letters to groups and organisations who have an interest in the area to which the representation relates but who may not have been relevant to the previous consultation.

2.23 At the end of the further six week period, the Council will prepare a statement of the number of representations received and a summary of the main issues raised.

Copies of this statement and of all representations made will be made available at each of the locations in Appendix C and on the Council's Website if practicable.

The Local Development Framework

Submission Stage

2.24 The outcome of this process will be the preparation of the Submission Development Plan Document. This is the document that will be submitted for independent examination by an Inspector appointed by the Secretary of State.

It will be accompanied by:

- The Sustainability Report
- A Submission Proposals Map showing what associated changes to the Adopted Map are being proposed.
- A statement demonstrating compliance with the consultation and participation processes set out in the SCI, and indicating how the main issues raised in representations made at both the pre-production and publication stage have been addressed;
- And any other supporting information.

Independent Examination

2.25 Copies of all representations and statements resulting from the above publication stage processes will be sent to the Secretary of State and he will appoint an Inspector to carry out the examination into the soundness of the Plan.

2.26 8 weeks before the examination a pre-examination meeting will be held by the Inspector. At least six weeks before the examination begins, the Council will publish notice of the time and place where it will be held, and the name of the Inspector. The notice will be placed in the Warrington Guardian and on the Council's Website.

2.27 Planning Policy Statement 12 (PPS12) sets out three tests which the DPD should meet if it is to be sound. The three tests in which the core strategy will be examined against ensure that the plan is justified, effective and consistent with national policy.

"Justified" means that the document must be:

- Founded on a robust and credible evidence base
- The most appropriate strategy when considered against the reasonable alternatives

"Effective" means that the document must be:

- Deliverable
- Flexible
- Able to be monitored

2.28 All sessions of the examination will be held in public and will be open to the public. However, only those who have made formal representations during the 6 week participation period at submission stage, seeking a change to the Council's proposals, are entitled to participate by appearing at the examination if they so wish. Participation in the examination if they so wish. Participation in the examination can also be carried out by submitting written representations which will be given the same consideration by the Inspector as evidence given in person.

2.29 The Inspector will consider all documents compiled and will ensure that all relevant legislation has been considered. This includes that the document:

- Has been prepared in accordance with the Local Development Scheme and is in compliance with the Statement of Community Involvement.
- Has been subject to a sustainability appraisal
- Has regard for national policy
- Confirms generally to the Regional Spatial Strategy; and
- Has regard to any Sustainable Community Strategy for the area.

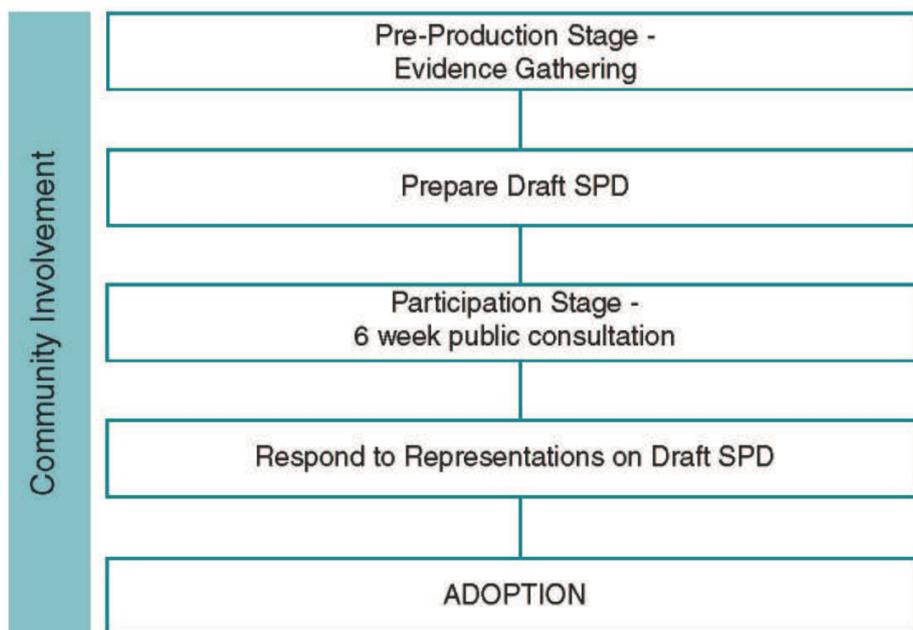
Adoption

2.30 The inspectors recommendations following the examination are binding upon the Council and will not be subject to further consultation. The Council will publish the necessary statutory notices and notify interested parties of the final stages to adoption of the Development Plan Document following receipt of the inspectors report.

Supplementary Planning Documents

2.31 Supplementary Planning Documents are produced to support and provide additional information regarding policies within the Development Plan Documents . The process of preparing a Supplementary Planning Document is similar to the process for Development Plan Document's but simplified.

Stages in the preparation of Supplementary Planning Documents



Picture 2.3 Stages in the Preparation of Supplementary Planning Documents

Pre-Production (Informal Evidence Gathering and Discussion)

All matters covered in Supplementary Planning Documents must relate to policies in the Development Plan Document (or to saved policies in the Warrington UDP); in the vast majority of cases there will be no need to establish a further evidence base for Supplementary Planning Document.

The Council will determine which of the specific and general consultees and other interests listed in Appendix B are interested parties given the subject matter of the draft Supplementary Planning Document.

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

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

Participation Stage (Consultation)

At this stage in the process, the council will:

- Provide for the participation period to last for six weeks.
- Advertise the participation period in the Warrington Guardian and on the Council's Website, giving details of how and when the documents can be inspected, how copies can be obtained, what the closing date for representations is, and to whom the representations should be addressed.
- Make the relevant documents, available throughout the six-week period at the locations listed in Appendix C and on the Website, together with forms and associated guidance for use in making representations.
- Provide for representations to be made by electronic consultation, e-mail and letter.
- Send copies of all documents to the relevant consultees identified at pre-production stage, and to other consultees who submitted comments.
- Write to all other consultees listed in Appendix B to advise of the subject matter of the Supplementary Planning Document, of the participation period being undertaken, and how access to the documents can be obtained.
- Issue press release to secure media publicity.

Responses

At the close of this six-week period, the Council will prepare a report summarising the number and content of representations made and will publicise its availability to participants. It will be placed on the Council's Website.

The responses will be considered by the Council and will make such changes as agreed to be necessary, before taking steps to adopt the Supplementary Planning Document. Receipt of responses will not normally be acknowledged unless this is specifically requested.

Adoption

The Council will publicise and formally advertise on the Council's Website and in the local press the fact that the Supplementary Planning Document has been adopted and give details of where and when it can be inspected.

The adopted Supplementary Planning Document, representations made and Council's responses will be posted on the Council's Website and will be made available for inspection at various locations across the Borough.

Who We Will Consult

2.32 It is important to consult a broad range of groups at various stages in preparation of Development Plan Documents and Supplementary Planning Documents. The key groups are listed below:

- The general public
- Hard to Reach Groups/ representative bodies including the young; the elderly and the disabled
- Other Council Services
- Neighbouring Local Planning Authorities
- Town & Parish Councils
- Ward Forums
- Resident/ Community Groups
- Businesses/ representative bodies
- The Warrington Partnership (LSP Members)
- Central and Regional Government Offices and Agencies
- Statutory Bodies
- Interest Groups/ representative bodies
- Minority groups/ representative bodies including religious racial, ethnic or national groups

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

How we will consult

Website

2.34 The Council's website (www.warrington.gov.uk) is used to display all the latest Council publications and consultation documents, together with associated explanatory information, response forms and contact details.

2.35 All consultation documents will be contained within the consultation portal to allow businesses and residents to obtain council proposals and documents and allow everyone to be kept fully informed of progress and future consultation events whilst also viewing responses that others have made.

All correspondence will include direction to the web address

The website will be used extensively for all elements of the LDF evidence base and at all stages of document preparation.

Letter to all interested parties

2.36 Either a direct mailing will be undertaken to all households, businesses in the borough and all consultees and/ or a selective mailing limited to a geographical area or community of interest will be undertaken depending on the document being produced. Extensive mailing will be most appropriate at the very start of Development Plan Document production to ensure that a wide range of interests are alerted to what is happening and how they can become involved.

Local Press

2.37 Advertisements and publicity material giving details of the consultation process will be placed in newspapers circulating in the area including the Warrington Guardian, in accordance with statutory requirements.

Meetings

2.38 Where a specific issue is raised, favourable consideration will be given to requests for meetings with groups, organisations, individuals, and communities.

Exhibitions

2.39 Exhibitions will be held as appropriate to the document concerned. An accessible local venue will be used, and the exhibitions will be open into the early evening and on Saturday mornings where appropriate, to give as many people as possible an opportunity to attend.

Exhibitions will be advertised in the local press and on the Council's website.

Records will be kept of the issues raised by the attendees.

Focus Groups

2.40 Following customer feedback from questionnaires relating to the Unitary Development Plan and Development Control (Planning Applications) steps are being taken to establish a Planning Service Focus Group.

A number of focus group meetings have been held and it is hoped that this Focus Group can be used in the future for particular planning issues to be discussed. A record will be kept of Focus Groups proceedings.

Availability of Documents

2.41 During the consultation period documents will be made available for inspection for a period of 6 weeks in the Deposit locations as detailed in appendix C. Following adoption, documents will be retained at those locations in accordance with statutory requirements.

All documents are available for inspection during normal office hours at New Town House Planning Reception, Contact Warrington and can also be accessed on the website.

Availability of Officers

2.42 A planning officer will be available to deal with enquired about the documents over the telephone or face to face at the Borough Council Offices at New Town House, during normal office hours. The Development Plan Team has a central email address LDF@warrington.gov.uk.

Meetings with Parish Councils & Ward Forums

2.43 The Borough Council will inform and consult Parish Councils and Ward Forum members on a regular basis during the production of Local Development Documents.

Hard to Reach Groups

2.44 The Council will make every effort to engage with these groups directly and through representative organisations, whether local or national, and encourage them to get involved in the preparation of the Development Plan Documents. In Warrington Borough the hard to reach groups are considered to be:

- Young People
- Frail Elderly
- People with disabilities - mobility impaired, visually impaired and hearing impaired
- Black Minority and Ethnic Groups
- Gypsies and Travellers

2.45 Documents can be made available in large type, Braille, in audio format and in other languages upon request.

2.46 Opportunities to involve hard to reach groups through other Council services (eg the Youth Service, Social Care and Community Development) will be explored.

The Local Development Framework

2.47 The Council is an active member of the multi-agency Cheshire Chief Executives Advisory Group on Travellers, which is in the process of appointing a Gypsy and Traveller Co-ordinator. This will provide a channel of communication and contact with those groups.

2.48 In preparing Local Development Documents the Development Plan Team will comply with the general duty in the Equality Bill 2009.

3 Planning Applications

3.1 This section aims to set out how local communities will be involved in the consideration of individual planning applications.

3.2 Warrington Borough Council receives on average 2000 applications for planning permission per year. Every effort is made to ensure contact with all those who may be interested in the decision-making process both before and during the process. Depending on the nature of the application the Council notifies and engages individuals, interest groups and the wider community.

3.3 No system for publicising planning applications can be totally effective, however extensive. A balance needs to be struck between providing a reasonable opportunity for people to comment on applications and the cost and speed of decision-making. It is considered that current practice for notification and consultation strikes a reasonable balance.

3.4 This document will set out how and when the local Authority will consult on planning applications and details of measures are expected of developers to carry out successful community engagement on applications.

To assist in the identification of the type and scale of consultation that should take place, it is useful to identify the types of applications received by the authority. Types of Planning Applications Received by the Authority

Application Type	Description	Timescale
Major Large Scale	Residential developments (conversion or new build), involving the creation of 200 or more units, or site area of 0.4 hectares or more. Non-residential developments with a floor space of more than 1000m2 or more or with a site area of 2 hectare or more.	13 Weeks
Major Small Scale	Residential developments involving the creation of 10 - 199 units, or site area of 0.5 ha and less than 4 ha. Non-residential developments with a floor space of 1000sqm and 9,000sqm or more of with a site of 1ha and less than 2ha.	13 Weeks
Minor	Residential developments below 10 units and non-residential developments with a floor space below 1000m2	8 Weeks
Other	A board range of planning and related applications: including applications for advertisements, conservation area consent applications, applications for works under tree conservation orders, telecommunications masts, alterations to listed buildings and householder applications such as extensions and alterations to an existing residential property	8 Weeks

Table 1

Planning Applications

General Consultation

Information and guidance on submitting a planning application is available on the Council's website. Planning application forms are also available for download.

The Borough encourages applicants to undertake pre-application discussions, prior to the submission of a planning application. The objective of pre-application discussion should be to confirm whether the principle of development is acceptable, establish key issues which the application should address, and to agree the submission of material needed to enable the application to be assessed.

A duty officer is available at planning reception 10 – 12am and 1 – 3pm Monday – Friday to provide general planning advice on less complex proposals. No appointments are required for such meetings.

There is no statutory requirement for applicants to undertake their own consultation. However, the Council encourages applicants to advise their neighbours before submitting an application. The Council recommends that applications for major schemes should undertake community involvement before applying for planning permission. This provides the local community with the opportunity to let applicants know what they think, raise any issues or concerns directly and possibly influence changes at an early stage in the process. This can have a positive benefit in determining planning applications.

Wider Community Consultation

Once planning applications have been processed and validated, publicity and notification processes will be undertaken.

Consultation will follow statutory requirements for the publicity of planning applications as set out in the Town and Country Planning (General Development Procedure) Order 1995. This includes notices being placed at the application site and in the local press. It is current practice to use the Warrington Guardian for such notices, although consideration will be given on a case by case basis to the appropriate use of other publications. Site and press notices will provide 21 days for response.

The following applications will be publicised in this way:

- Applications likely to be of more than local interest
- Applications which are significant and contrary to planning policy
- Listed Building Applications
- Applications affecting Conservation Areas
- Applications affecting a public right of way
- Applications affecting the Strategic Road Network

In all cases the parish council is consulted. The “weekly list” of applications is provided to the local press and to various local interest groups and organisations. Some companies pay an annual fee to receive this list. A list of applications received is also published via the Council's website. It is anticipated that wider public access to the Council's on-line application processing system will enable information to be provided relating to applications made for specified addresses, streets, post codes etc.

Individual Consultation

3.5 Occupiers of premises adjoining an application site will be notified individually by letter. This would usually result in notification being sent to the occupier of any property which shares a boundary with an application site ignoring any road or footpath. Each application is considered separately and where any doubt exists, wider notification will be conducted. Advice will be provided about access to plans and drawings, the means by which comment can be made and points of contact if more information is required. See appendix F for further information.

Statutory Consultees

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

Consultation During the Processing of Planning Applications

3.7 A considerable amount of negotiation takes place on a large number of applications, particularly those relating to major developments, once they have been submitted. This is a very important and crucial part of the development control process, which often leads to significant improvements in the quality of developments and often addresses objectors concerns. This dialogue between planning officers and developers and their professional advisors is something which is actively encouraged by both the Government and the Borough Council.

3.8 Planning applications will often generate much public interest and provide a large number of objections. The negotiations stage will often lead to the submission of amendments to overcome some of these objections. Re-notification of neighbours on minor amendments is left to the discretion of the Development Services Manager. Minor amendments are generally made to overcome a particular objection or concern so there is often no need to re-consult. More significant alterations will require neighbour notification. However, given the tight timescales to determine applications a reduced timescale for a response to a re-notification is set (normally between 10 – 14 days). Parish Councils and relevant statutory consultees will also be re-consulted on any significant alterations.

Representations can be made in writing: by letter, fax or e-mail.

Planning Application Determination

More than 90% of planning applications are determined under delegated powers by authorised officers. However, some of the larger or more complex applications can be referred to the Development Control committee for decision by Members of the Council. A Councillor can request that the Committee consider an application. If Parish Council objects to an application and officers recommend approval, the Parish Council can request that the Committee will also consider the application. If the officers consider an application raises issues of particular significance it may also be considered appropriate to refer to the Development Control Committee.

If an item is going to Development Control Committee the Council will inform the applicant/ agent and anyone who submitted comments on a particular planning application.

A notification letter informs them of the date, time and location of the committee, so that they can attend if they wish. It informs them that they have the right to speak at committee. It is expected that those wishing to speak at committee notify the Development Control Support Team in advance of the meeting. If there is more than one objector or supporter they have to agree who should speak. A guidance note has been produced on speaking at Development Control Committee and this is available from the reception of downloaded from the Council Website.

Committee reports are made available on the Council's website 5 working days before the committee meeting. Copies of committee agendas can also be obtained from democratic services. Minutes from committee meetings are also accessible via the Councils website.

Major Planning Applications

3.9 Government guidance has categorised significant/**major** developments into three tiers, each of these tiers will require a different level of consultation. The Council also identifies a fourth tier of developments which may not fall into specific categories within other tiers but where community interest is likely to make pre-application consultation a beneficial elements of the planning process.

TIER 1

- Development not in accordance with a Statutory Development Plan, which would significantly prejudice the implementation of the Plan such as waste disposal facilities, aggregates extraction and other major industrial developments (Schedule 1 developments – as defined by EIA regulations 1999)
- Proposals for over 20,000 square metres of gross floor shopping space

TIER 2

- Schedule 2 developments – as defined in EIA regulations 1999. Those developments which will have a significant effect on the environment but to a lesser extent than those in schedule 1.
- Residential development on Greenfield land that consists of proposals for over 150 dwellings, residential sites over 5 hectares on Greenfield land.
- Development on any playing field owned by the local authority or used by an educational institution.
- Planning applications that require full transport assessment – any development which is likely to have significant transport implications.

TIER 3

- Any development proposal that falls marginally below the thresholds set in tiers 1 & 2 but has requirements for affordable housing or major developer contributions.
- Application that fall within sites that are sensitive to the development pressures - Applications may include:
 - Development affecting a listed building or its setting
 - Demolition in a Conservation Area;
 - Loss of allotment land, public open space, or playing pitches
 - Loss of employment land for housing;
 - Development on windfall sites, i.e. anything not anticipated in the Development Plan
- Certain developments that fall outside the main use of the area they are situated, for example business development in an predominantly residential area.

TIER 4

- Development which is likely to cause concern to the public because of its likely effect and impact on a local community;
- Change of use of premises with predominantly residential areas relating to use as a children's nursery;
- Proposals which require the demolition of an existing dwelling;
- Development which requires the removal of protected trees, or where it is appropriate to demonstrate the adverse impact on such trees is avoided;
- Development of sites which have previously been the subject of planning applications which have generated high levels of local interest.

Pre-Application Discussions

3.10 The Borough Council encourages applicants to undertake pre-application discussions, prior to the submission of a planning application for major developments.

3.11 It is suggested that for major schemes developers should present proposals to Development Control Committee. The benefits of presenting proposals early on in the process include:

- Identification of appropriate levels of community engagement
- Early knowledge for members of development proposals as they evolve and in advance of formal decision making processes
- Scope for all parties to flag or become aware of issues which might become key to the determination of a planning application.

3.12 It is suggested that pre-application presentations should be encouraged for all "large scale major developments" which are defined as:

- 200 plus dwellings
- 1000 sq metres of commercial industrial floor space
- Site area of 4 hectares for non detailed residential
- 2 hectares of 10000 sq metres of non-detailed commercial development.
- Sites which would be considered for significant waste management

It is at this early stage in discussion that **developers** will be expected to provide details of how they intend to engage with the community.

3.13 Planning Policy Statement 1(PPS1) Planning for Sustainable Communities recognises the benefit of pre-application discussion between the Local Authority and potential developers. However, this does not indicate endorsement by the Authority for a particular application, it simply enables effective communication between the developer, local authority and interested parties.

The following extract is taken from **Community Involvement in Planning** the support document to PPS1

"A Local Authority could not refuse to accept a valid application because it disagrees with the way in which a developer has consulted with the community, but failure by the developer to consult could lead to objections being made which could be material to the determination. The aim of the process should be to encourage discussion before a formal application is made and therefore to avoid unnecessary objections being made at a later stage"

It is expected that each application, where pre-application involvement is appropriate, will be submitted with a statement outlining the extent of consultation completed and how the feedback from the consultation process has influenced the submitted scheme.

Major Applications - Submission

3.14 On receipt of an application, in addition to the general consultation processes outlined, the Council will adopt the following practises in relation to Major development proposals.

Major developments can take several forms and will require varying levels of public consultation.

TIER 1

Consultation to be carried out at a borough wide level, reaching as many people across Warrington as possible. Whilst each application will probably be consulted on differently, the public can expect to be informed by way of newsletters, public notices, media campaigns and through the use of the internet.

TIER 2

Developments are defined as those major developments that are likely to require wider community involvement except where the local planning authority can demonstrate that this is not necessary. In a case such as this involvement of the community in the area of the proposal will be more appropriate.

TIER 3

These are major developments, which will only have implications at a local level on a site-by-site basis, and therefore only the local community near the proposal site need be involved through consultation.

TIER 4

Other developments which would normally fall outside the definitions of large scale development but where potential exists for impact upon the local community by virtue of noise, disturbance, traffic, smell.

The Diagram overleaf shows the range of consultation methods that may be appropriate for each tier of developments

Methods of Developer Engagement

	Tier 1	Tier 2	Tier 3	Tier 4
Approach				
Public Meeting	X			
Public Exhibition	X	X		
Surgeries	X	X		
Development Briefs	X			
Workshops	X			
Enquiry by design and/or Planning for real	X	X		
Citizens Panel	X	X	X	
Consultation Panel	X			
Parish Councils	X	X	X	X
Media/leaflets/information sheets	X		X	X
Developer Website	X	X	X	
Local architectural or Design Panel	X	X	X	

Table 2 Methods of Developer Engagement

General Information

Decisions on Planning Applications

Anyone who submitted comments on a particular planning application is notified of the decision. The decision notice will then be available on the Council's web site.

Appeal Process

3.15 Applicants can appeal to the Secretary of State, (Planning Inspectorate) against the refusal of an application from Planning Permission, or for “non determination” where an application has not been determined within the timescales set out in Table 1. Where an application has been refused, information of the right to appeal will be provided to applicants along with their planning application decision notice.

Those who made representations on a refused application will be advised in writing if an appeal is lodged and how they can participate.

3.16 The planning application is then considered by an independent Inspector: this may be done in writing (“written representations”) or can take the form of an informal hearing or Public Inquiry. The Planning Inspectorate is responsible for notifying applicants and interested parties of the appeal decision. Appeal decisions are also published on the Council’s website, which are updated daily.

3.17 Anyone who submitted comments on a particular planning application is notified of the decision. Decision Notices are then made available on the Warrington Borough Council web site, under the specific planning application number.

Other Methods of Community Consultation

3.18 Regular contact is maintained with Parish Councils. It is practice to invite Parish Councillors to attend a training seminar at least once a year. Processes relating to consultation and notification of planning applications are the topic of discussion at such events. Parish Councils have historically invited Development Control officers to meetings to advise on process relating to specific applications.

3.19 Consideration should always be given to codes of practice relating to officer and member conduct and particularly the need for members of the Development Control Committee to avoid involvement in discussion over the merits of proposed development. A Councillor who expresses a view or comes to a conclusion over the merits of a proposal before considering debate at Committee may not be able to participate in the decision making process at Committee

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

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

Enforcement

3.21 When development takes place without permission the Council has a range of enforcement powers available to it to establish whether a breach of planning control has taken place. The Council has produced a Planning Enforcement Charter, which is available in paper form or can be viewed on the Council’s website.

3.22 The name and address of any complainant will be kept confidential; however representations on any subsequent planning application will be publicly available. The complainant will be informed of any enforcement notice, and will be advised of any appeal that is lodged against an enforcement notice.

4 Monitoring and Review of the SCI

Monitoring and Review of the Statement of Community Involvement

4.1 The success and effectiveness of the Statement of Community Involvement will be reviewed through the Annual Monitoring Report (AMR). The AMR is submitted to the Secretary of State for Communities and Local Government at the end of each year. This will ensure that the stakeholders the Council wishes to involve, and the techniques for community involvement engagement remain appropriate, and are achieving an effective and representative level of public involvement across all sectors.

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

- The number of people and groups participating in consultations - including the number of "hard to reach" people or groups
- The extent to which representations effect change
- Whether participants value their involvement in the process
- Which techniques generate the most effective response
- Whether participants have any suggestions for improving the enhancing community involvement.
- The emergence of new interested or representative groups and will make additions to the consultation lists appended to the SCI as necessary

4.2 These indicators will be used to review the SCI and changes will be considered where there has been a particularly low level of community involvement. Any necessary changes will be incorporated into a revised Statement of Community Involvement. The Council will apply the process and principle of continuous monitoring and review to all consultation documents.

Resources

4.3 It is important that sufficient resources are made available to implement the consultation measures set out in this statement. Community involvement will be overseen and managed by the Planning Policy Team, which includes related technical and graphic design support. The Council's communications team will offer support and advice on public and media relations and contact. The Chief Executive's Strategic Development Officers will assist in working with the Local Strategic partnership.

4.4 At this present time it is envisaged that consultation measures can be met through in- house resources, it is not anticipated that any external expertise will be needed.

4.5 A wide range of public buildings are available throughout the Borough and provide ample opportunity for meeting places and exhibition venues.

4.6 Joint working will be used where possible to help to avoid consultation fatigue and repetition of work already undertaken.

5 Contact Details

You can contact us in the following ways:

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

- By Telephone: 01925 442826
- By Email: ldf@warrington.gov.uk
- By letter: Planning Policy Team, Environment and Regeneration, New Town House, Buttermarket Street, Warrington, Cheshire WA1 2NH

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

- By Telephone: 01925 442819
- By e-mail to devcontrol@warrington.gov.uk
- By letter: Development Control, Environment and Regeneration, New Town House, Buttermarket Street, Warrington, Cheshire WA1 2NH

6 Appendices

Appendix A - Strategies and Plans

Relevant Warrington Borough Council Current Strategies and Plans

- Local Transport Plan 2006 - 2011
- Regeneration Framework 2009
- Housing Strategy 2008 - 2013
- Town Centre Strategy 2003
- Municipal Waste Management Strategy June 2008
- Vibrant and Active: A Shared Vision for Leisure, Culture and Heritage - January 2008
- Economic Development and Competitiveness Strategy 2002 - 2006
- Corporate Equality and Diversity Policy

Appendix B - Consultees for the Local Development Framework

Specific Consultation Bodies

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

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

- 4NW
- The Warrington Partnership (LSP Partnership Board)
- Adjoining Local Planning Authorities
 - Halton Borough Council
 - Wigan MBC
 - Salford MBC
 - Cheshire East Borough Council
 - Cheshire West Borough Council
 - St Helens Borough Council
 - Trafford MBC
- Warrington Town & Parish Councils
- Warrington BC Ward Forums
- Warrington & Co
- Neighbourhood Forums
- Adjoining Town & Parish Councils
- Countryside Agency
- Environment Agency
- Highways Agency
- English Heritage (Historic Buildings and Monuments Commission for England)
- Homes and Communities Agency (HCA)
- Natural England
- Network Rail
- North West Regional Development Agency
- Cheshire and Merseyside Strategic Health Authority
- 5 Boroughs Partnership NHS Trust
- Liverpool John Lennon Airport
- Manchester Airport
- North Cheshire Hospitals NHS Trust (North West)
- Warrington Primary Care Trust
- Telecom Operators:
 - Hutchinson 3G
 - British Telecom (O2)
 - Orange
 - One to One
 - T-Mobile (UK) Ltd
 - Telecom Securicor Cellular Radio
 - Vodafone
- Transco
- United Utilities
- Scottish & Southern Energy
- Powergen UK

GOVERNMENT DEPARTMENTS

The Government Officer for the Northwest will be consulted and will be the first point of contact for consultation with some central Government Departments.

- Communities and Local Government
- Department for Children, Schools and Families
- Department for Transport
- Department for Business, Innovation and Skills
- The Home Office (Including HM Prison Service)
- Dept for Environment, Food and Rural Affairs (Defra)
- Dept of Health (through relevant Regional Office of the NHS Executive)

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

- Ministry of Defence
- Dept of Work and Pensions
- Dept of Constitutional Affairs
- Dept for Culture, Media and Sport
- Office of Government Commerce (Property Advisors for the Civil Estate)

GENERAL CONSULTATION BODIES

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

- Age Concern Warrington
- Cheshire Alliance of Disabled People (CHAD)
- Cheshire and Warrington Business Link
- Cheshire & Warrington Economic Alliance
- Cheshire, Halton & Warrington Racial Equality Council (CHAWREC)
- Church Commissioners
- Churches Together Warrington
- Commission for Racial Equality (Manchester Branch)
- Connexions (Cheshire & Warrington)
- Deaf Club
- Diocesan Board Of Finance
- Disability Information Bureau
- Disability Rights Commission
- Equal Opportunities Commission
- Eye Society
- Guide Dogs for the Blind Association
- Help the Aged
- National Disability Council Secretariat
- Warrington Chamber of Commerce & Industry
- Warrington Council of Faiths
- Warrington Disability Forum
- Warrington Ethnic Communities Association
- Warrington Federation of Tenants

OTHER GENERAL CONSULTATION BODIES

The following groups/ organisations will be consulted on LDD's as and when this is deemed to be appropriate by either the Borough Council or the body concerned, in relation to the subject matter and their area of interest. They will be consulted on SPD's at the discretion of the Council.

- Arriva North West Ltd

- British Gas
- British telecommunications PLC
- British Waterways
- British Energy Association
- Cheshire Constabulary
- Cheshire Federation of Green Parties
- Cheshire Fire Service
- Cheshire Police Architectural Liaison Officer/ Crime Officer
- Cheshire Landscape Trust
- Cheshire Wildlife Trust
- Cheshire, Halton and Warrington Racial Equalities council
- Cheshire Probation Service
- Citizens Advice Bureau
- Civil Aviation Authority
- Commission for Architecture and the Built Environment (CABE)
- Commission of the New Towns
- Council for British Archaeology
- CPRE Warrington
- First North Western
- Forestry Commission
- Freight Transport Association
- Friends of the Earth (North West)
- Greater Manchester Passenger Transport Executive (GMPTE)
- Groundwork Mersey Valley
- Gypsy Council
- Health and Safety Executive (HSE)
- House Builders Federation
- Inland Waterways Association
- National Trust
- North West Federation for Sport, Recreation and Conservation
- North West Housing Corporation
- North West Regional Housing Board
- NW Sports Council
- Royal Mail Property Holdings
- Registered Social Landlords - Anchor Housing Association
- Arena Housing Association
- North British Housing Association
- Warrington Housing Association

The following associations also have stock in Warrington:

- Housing 21 (North)
- Haig Homes
- Family Housing Association
- St Vincents Housing Association
- William Sutton Housing Association
- Anchor Trust
- Road Haulage Association
- Royal Society for the protection of Birds
- Sport England
- SWAN (Sustainable Warrington Action Network)
- Tenant/ Resident Groups
- Transport 2000

- Virgin Trains
- Warrington Borough Transport
- Warrington Community Transport
- Warrington Civic Society
- Warrington Cycle campaign
- Warrington Nature Conservation Forum (Agenda 21)
- Woodland Trust

Appendix C - Deposit Venues - Addresses and Opening Times

Warrington Borough Council Offices

New Town House

Buttermarket Street

Warrington

Warrington Contact Centre

One Stop Shop

26 - 30 Horsemarket Street

Warrington

Cheshire

WA1 1XL

Monday - Friday 9am - 5pm

Saturday 9am - 1pm

Library Addresses and Opening Times

Library	Opening Times
Birchwood Library	Monday 9.30am - 5.00pm
Brock Road	Tuesday 9.30 - 5.00pm
Birchwood	Wednesday 9.30am - 1.00pm
Warrington	Thursday 9.30am - 5.00pm
WA3 7PT	Friday 9.30am - 7.00pm
	Saturday Closed
Burtonwood Library	Monday: 2.00pm - 5.00pm
Chapel Lane	Tuesday: 10.00am - 1.00pm
Birchwood	Wednesday: Closed
Warrington	Thursday: 2.00pm - 5.00pm
	Friday: 2.00pm - 5.00pm
	Saturday: 9.30am - 1.00pm
Culcheth	Monday: 2.00pm - 5.00pm
Warrington Road	Tuesday: 9.30am - 1.00pm & 2.00pm - 7.00pm
Culcheth	Wednesday: Closed

Library	Opening Times
Warrington WA3 5SL	Thursday: 9.30am - 1.00pm & 2.00pm - 5.00pm Friday: 9.30am - 1.00pm & 2.00pm - 5.00pm Saturday: 9.30am - 1.00pm
Grappenhall Victoria Avenue Warrington WA4 2PE	Monday: 2.00pm - 7.00pm Tuesday: Closed Wednesday: 2.00pm - 7.00pm Thursday: 2.00pm - 5.00pm Friday: Closed Saturday: 9.30am - 1.00pm
Great Sankey Marina Avenue Great Sankey Warrington WA5 1JH	Monday: 2.00pm - 7.00pm Tuesday: 10.00am - 1.00pm Wednesday: Closed Thursday: 2.00pm - 5.00pm Friday: 10.00am - 1.00pm Saturday: 9.30am - 1.00pm
Lymm Library Davies Way Lymm Warrington	Monday: 10.00am - 5.00pm Tuesday: 10.00am - 5.00pm Wednesday: 1.00pm - 5.00pm Thursday: 10.00am - 7.00pm Friday: 1.00pm - 5.00pm Saturday: 10.00am - 4.00pm
Orford Library Poplars Avenue Orford Warrington	Monday: 9.30am - 1.00pm & 2.00pm - 5.00pm Tuesday: 1.30pm - 5.00pm Wednesday: Closed Thursday: 9.30am - 1.00pm & 2.00pm - 7.00pm Friday: 1.30pm - 5.00pm Saturday: 9.30am - 1.00pm

Library	Opening Times
Padgate Library Insall Road Padgate Warrington	Monday: 9.30am - 5.00pm Tuesday: 9.30am - 5.00pm Wednesday: 9.30am - 1.00pm Thursday: 9.30am - 7.00pm Friday: 9.30am - 5.00pm Saturday: 9.30am - 1.00pm
Penketh Library Honiton Way Penketh Warrington	Monday: 9.30am - 1.00pm & 2.00pm - 5.00pm Tuesday: 9.30am - 1.00pm & 2.00pm - 5.00pm Wednesday: 2.00pm - 5.00pm Thursday: 9.30am - 1.00pm & 2.00pm - 7.00pm Friday: 9.30am - 1.00pm & 2.00pm - 5.00pm Saturday: 9.30am - 1.00pm
Stockton Heath library Alexandra Park Stockton Heath Warrington	Monday: 9.30am - 1.00pm & 2.00pm - 5.00pm Tuesday: 9.30am - 1.00pm & 2.00pm - 7.00pm Wednesday: Closed Thursday: 9.30am - 1.00pm & 2.00pm - 7.00pm Friday: 9.30am - 1.00pm & 2.00pm - 5.00pm Saturday: 9.30am - 1.00pm
Warrington Library Museum Street Warrington	Monday: 9.00am - 6.00pm Tuesday: 9.00am - 6.00pm Wednesday: 9.00am - 6.00pm Thursday: 9.00am - 7.00pm Friday: 9.00am - 5.00pm Saturday: 9.00am - 4.00pm
Westbrook Library Westbrook Crescent Warrington	Monday: 10.00am - 1.00pm & 2.00pm - 5.00pm Tuesday: 2.00pm - 5.00pm Wednesday: 9.30am - 1.00pm Thursday: 10.00am - 1.00pm & 2.00pm - 5.00pm

Library	Opening Times
	Friday: 2.00pm - 7.00pm Saturday: 9.30am - 1.00pm
Woolston Library Holes Lane Woolston Warrington	Monday: 9.30am - 1.00pm & 2.00pm - 7.00pm Tuesday: 9.30am - 1.00pm Wednesday: Closed Thursday: 9.30am - 1.00pm & 2.00pm - 5.00pm Friday: 1.30pm - 5.00pm Saturday: 9.30am - 1.00pm

Table 3 Library Addresses and Opening Times

Appendix D - Consultees for Planning Applications

The following will be consulted when it is considered appropriate.

- British Gas PLC
- British Waterways
- Cheshire Constabulary
- Cheshire East Borough Council
- Cheshire West and Chester Borough Council
- Cheshire family Practitioner Committee
- Cheshire Wildlife Trust
- Civil Aviation Authority
- Council for British Archaeology
- Campaign for Protection of Rural England
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department for Business, Innovation and Skills
- English Heritage
- Natural England
- The Theatres Trust
- Environment Agency
- Forestry Authority
- Footpaths Preservation Societies
- Garden History Society
- H M Alkali Inspectorate
- Halton Borough Council
- Health and Safety Executive
- Inland Waterways Association (Cheshire and District Branch)
- Liverpool John Lennon Airport
- Manchester Airport PLC
- Manweb PLC
- Ministry of Defence
- Ministry of Defence (Defence Estates)
- National Grid Co PLC
- National Trust
- Network Rail London North Western
- North West Tourist Board
- North West Regional Development Agency
- 4NW
- Communities and Local Government
- Oil Pipelines
- Parish and Town Councils
- Powergen PLC
- Royal Commission of Historic Monuments
- Salford Metropolitan Borough Council
- St Helens Borough Council
- Sports Council (North West Region)
- The Ancient Monuments Society
- The Bridgewater Canal
- The Coal Authority
- The Georgian Group
- The Highways Agency
- The Planning Inspectorate
- The Ramblers Association

- The Society for the Protection of Ancient Buildings
- The Victorian Society
- Trafford Metropolitan Borough Council
- Twentieth Century Society
- Unipen
- United Utilities
- Wigan Metropolitan Borough Council
- The Woodland Trust

Appendix E - Town and Country Planning Procedure Order 1995

Extracts taken from The Town and Country Planning (General Development Procedure) Order 1995 (as amended)

Consultations before the grant of permission

<i>Para</i>	<i>Description of Development</i>	<i>Consultee</i>
(d)	<p>Development within an area which has been notified to the local planning authority by the Health and Safety Executive for the purpose of this provision because of the presence within the vicinity of toxic, highly reactive, explosive or inflammable substances and which involves the provision of -</p> <p>(i) residential accommodation; (ii) more than 250 square metres of retail floor space; (iii) more than 500 square metres of office floor space; or (iv) more than 750 square metres of floor space to be used for an industrial process,</p> <p>or which is otherwise likely to result in a material increase in the number of persons working within or visiting the notified area.</p> <p>An example development within Warrington would be Solvex Intertox (chemical plant)</p>	The Health and Safety Executive
(e)	<p>Development likely to result in a material increase in the volume or a material change in the character of traffic -</p> <p>(i) entering or leaving a trunk road; or</p>	Highways Agency
(f)	<p>Development likely to result in a material increase in the volume or a material change in the character of traffic entering or leaving a classified road or proposed highway</p>	Local Highways Authority
(g)	<p>Development likely to prejudice the improvement or construction of a classified road or proposed highway</p>	Local Highways Authority
(h)	<p>Development Including:</p> <ul style="list-style-type: none"> • The formation, laying out or alteration of any means of access to a highway (other than a trunk road); or • The construction of a highway or private means of access to premises 	Local Highways Authority

	<p>affording access to a road in relation to which a toll order is in force</p> <ul style="list-style-type: none"> Development which consists of or includes the laying out or construction of a new street 	
(j)	Development which involves the provision of a building or pipe-line in an area of coal working notified by the Coal Authority to the local planning authority	The Coal Authority
(k)	Development involving or including mining operations	Environment Agency
(p)	Development involving the carrying out of works or operations in the bed of or on the banks of a river or stream	Environment Agency
(q)	Development for the purpose of refining or storing mineral oils and their derivatives	Environment Agency
(r)	Development involving the use of land for the deposit of refuse or waste	Environment Agency
(s)	Development relating to the retention, treatment or disposal of sewage, trade-waste, slurry or sludge (other than the laying of sewers, the construction of pump houses in a line of sewers, the construction of septic tanks and cesspools serving single dwelling houses or single caravans or single buildings in which not more than ten people will normally reside, work or congregate, and works ancillary thereto)	Environment Agency
(t)	Development relating to the use of land as a cemetery	Environment Agency
(u)	<p>Development -</p> <p>(i) in or likely to affect a site of special scientific interest of which notification has been given, or has effect as if given, to the local planning authority by the Nature Conservancy Council for England or the Countryside Council for Wales, in accordance with section 28 of the Wildlife and Countryside Act 1981 (areas of special scientific interest); or</p> <p>(ii) within an area which has been notified to the local planning authority by the Nature Conservancy Council for England or the Countryside Council for Wales, and which is within two kilometres of a site of special scientific interest of which notification has been given or has effect as if given as aforesaid</p>	The Council which gave, or is to be regarded as having given, the notice

(v)	Development involving any land on which there is a theatre	The Theatres Trust
(w)	<p>Development which is not for agricultural purposes and is not in accordance with the provisions of a development plan and involves -</p> <p>(i) the loss of not less than 20 hectares of grades 1, 2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes; or</p> <p>(ii) the loss of less than 20 hectares of grades 1, 2 or 3a agricultural land which is for the time being used (or was last used) for agricultural purposes, in circumstances in which the development is likely to lead to a further loss of agricultural land amounting cumulatively to 20 hectares or more</p>	In England, the Minister of Agriculture, Fisheries and Food and, in Wales, the Secretary of State for Wales
(x)	<p>Development within 250 metres of land which -</p> <p>(i) is or has, at any time in the 30 years before the relevant application, been used for the deposit of refuse or waste; and</p> <p>(ii) has been notified to the local planning authority by the waste regulation authority for the purposes of this provision</p>	The waste regulation authority concerned
(y)	Development for the purposes of fish farming	Environment Agency
(za)	<p>Development likely to affect –</p> <p>(i) any inland waterway (whether natural or artificial) or reservoir owned or managed by the British Waterways Board ; or</p> <p>(ii) any canal feeder channel, watercourse, let off or culvert,</p> <p>which is within an area which has been notified for the purposes of this provision to the local planning authority by the British Waterways Board".</p>	The British Waterways Board

<p>(zb)</p>	<p>Development-</p> <p>(i) involving the siting of new establishments; or</p> <p>(ii) consisting of modifications to existing establishments which could have significant repercussions on major-accident hazards; or</p> <p>(iii) including transport links, locations frequented by the public and residential areas in the vicinity of existing establishments, where the siting or development is such as to increase the risk or consequences of a major accident.</p>	<p>The Health and Safety Executive and the Environment Agency, and, where it appears to the local planning authority that an area of particular natural sensitivity or interest may be affected, in England, the Nature Conservancy Council for England, or in Wales, the Countryside Council for Wales</p>
<p>(zc)</p>	<p>Development which –</p> <p>(i) involves or is likely to affect the provision of an existing or proposed strategic infrastructure project of which notification has been given to the local planning authority and which is likely to have a significant impact upon a policy in the Regional Development Agency's Strategy; or</p> <p>(ii) is within an area of which notification has been given to the local planning authority for the purpose of this provision and is likely to affect the implementation of a strategic regional investment or employment policy in the Regional Development Agency's Strategy</p>	<p>The Regional Development Agency which gave the notice</p>

Table 4

Extract taken from ODPM Circular 1/2003 - Safeguarding, Aerodromes, Technical Sites and Military Explosives Storage Areas

<p>Local planning authorities are required to consult the Airport operators before granting any application connected with an aviation use, or likely to affect Airport operational safety within a 13 kilometre radius of an officially safeguarded civil aerodrome or within an eight mile radius of an officially safeguarded military aerodrome.</p> <p>Further information can be found in Warrington UDP Policy - LUT24 "Development Affecting Airport Operation Safety</p>	<p>ManchesterAirport</p> <p>LiverpoolJohnLennonAirport as acting Aerodrome Safeguarding Authorities</p>
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Table 5

Appendix F - Neighbour Notification and Publicity for Planning Applications

Domestic Extensions

- Any property which shares a boundary with an application site - irrespective of the location of any road - 2 either side, 2 at the rear and 2 opposite. This will apply whatever the location of the proposed development and will make no judgement in terms of likely impact.
- Where the application is a resubmission within 12 months of a previous decision all previous correspondents will be notified in addition to normal notifyees
- Property separated by an area strip of separately owned land - i.e. an area of open space, watercourse or similar will not normally be considered as neighbours in respect of this guidance. Planning officers will consider the potential justification for notification on a case by case basis.

Non Illuminated advertisements

- As domestic extensions

A3 Restaurants and Cafes; A4 Drinking Establishments; A5 Hot Food Takeaways; B2 General Industry; C1 Hotels; C2 Residential Institutions; D1 Non Residential Institutions and D2 Assembly and Leisure

- All addresses within a 50 metre distance from the boundary of the application site
- In all cases site notice and press advertisement

Other Minor Developments and Illuminated Advertisements

- All addresses within a 25 metre distance from the boundary of the application site. Discretion will be exercised where development may be considered to have impact across a greater distance – for example illuminated signage on the opposite of a road with wide verges/ a dual carriageway.
- Discretionary use of site notices

Major Applications

- All addresses within a 50 metre distance of the boundary of the site.
- Compliance with statutory requirements for press and site notices, but consideration of wider use of notices.
- Consideration by Principal Planners and Development Services Manager of use of Council website or press release to ensure wider publicity.
- Consideration should be given to the extent and nature of consultation carried out by applicants in line with the Council's adopted Statement of Community Involvement. For example where consultation pre-application has been wider than the minimum identified here, it may be appropriate for Council notification to match that applied by the applicant.

Listed Building Consent

- As equivalent planning application (Combined notification if planning application and LBC submitted at the same time)

Certificates of Lawfulness (LDC's CLUEDs and CLOPUDs)

- Dependant on type of certificate. Normally not required for certificates for proposed use unless 4 year or 10 year rule is flagged as reason for lawfulness
- Parish Councils normally consulted on Clueds to assist in confirmation of any factual

Telecoms

- In most cases for free standing masts – consult properties located within an area with radius equal to the height of the mast multiplied by 10. i.e. for 20 metre mast all properties within a 200 m radius of the site
- Mast on buildings – determined by case officer on case by case basis.

Prior Approvals (Demolition, Agricultural Buildings, Telecoms equipment).

- Normally no notification
- Case officer discretion where developments are located in sensitive areas – i.e. conservation areas, or where history merits contact. Consideration will need to be given to limited periods for determination and deemed approval in the event of non-determination.

Power lines

- Minimum notification of properties within a 50 metre wide corridor – 25m either side of the route of the power line, but case officer discretion for wider consultation. Wide use of site notices appropriate.

Variation of condition

- Normally as for the application for planning permission.
- In the case of variation of hours of operation, neighbours previously notified plus all others previously in correspondence should be consulted. This should apply to variation of hours made with regard to an application approved within the last 3 years prior to the application for variation.
- Case officer discretion where applications have sensitive history and where issues relating to proposed variation were key considerations in the determination of the planning application. In cases where variation relates to a technicality or issue of limited consequence the need for notification may be more limited.

Discharge of Conditions

- No notification required.

Resubmissions

- As general practice where a new application is made within 12 months of a previous decision or date of withdrawal of an earlier application, all those previously notified and all those who commented on the application should receive direct notification of the new submissions.

7 Glossary

Annual Monitoring Report (AMR): An annual report submitted to the Government by the Local Planning Authority assessing the progress with and the effectiveness of the Local Development Framework.

Appropriate Assessment: Required under The European Community Habitats Directive. An assessment must be undertaken when a project or plan is likely to have a significant effect on a European site in Great Britain (either alone or in combination with other plans or projects), and is not directly connected with or necessary to the management for the site.

Baseline: A description of the past and present state of an area, and, in the absence of any plan, the future state of an area taking into account changes resulting from natural events and from other human activities.

Core Strategy: A Development Plan Document that sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision.

Development Plan Document (DPD): Local Development Documents that have development plan status. The DPDs that local planning authorities must prepare include the Core Strategy, site-specific allocations of land and, where needed, Area Action Plans. All DPDs must be subject to rigorous procedures of community involvement, consultation and independent examination, and adopted after receipt of the inspector's binding report. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise.

Local Development Document (LDD): These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents. LDDs collectively deliver the spatial planning strategy for the local planning authority's area.

Local Development Framework (LDF): This is a non-statutory term used to describe a folder of documents, which includes all the local planning authority's Local Development Documents. An LDF is comprised of:

- Development Plan Documents (which form part of the statutory development plan)
- Supplementary Planning Documents

The local development framework will also comprise of:

- the Statement of Community Involvement
- the Local Development Scheme
- the Annual Monitoring Report

Local Development Scheme (LDS): The local planning authority's timescaled programme for the preparation of Local Development Documents that must be agreed with Government and reviewed every year.

Local Strategic Partnership (LSP): An overall partnership of people that brings together organisations from the public, private, community and voluntary sector within a local authority with the objective of improving peoples quality of life. In Warrington this body is called the Warrington Partnership.

Planning & Compulsory Purchase Act 2004: "The Act" updates elements of the 1990 Town & Country Planning Act. It introduces:

- a statutory system for regional planning
- a new system for local planning
- reforms to the development control and compulsory purchase and compensation systems
- the removal of crown immunity from planning controls.

Planning Policy Guidance (PPG): Issued by central Government. Sets out national land use policies in different areas of planning. Gradually being replaced by PPSs.

Planning Policy Statement (PPS): Issued by central Government to replace the existing Planning Policy Guidance notes, in order to provide greater clarity and to remove from national policy advice on practical implementation, which is better expressed as guidance rather than policy.

Regional Planning Guidance (RPG): Old Style Regional Plan. Most former Regional Planning Guidance is now considered RSS and forms part of the Development Plan.

Regional Spatial Strategy (RSS): Part of the Development Plan. Identifies the scale and distribution of new housing in the region, indicates areas for regeneration, expansion or sub-regional planning and specifies priorities for the environment, transport, infrastructure, economic development, agriculture, minerals and waste treatment and disposal. Prepared by Regional Planning Bodies.

Spatial Objectives: Specific goals that if met will contribute to achieving the Spatial Vision.

Spatial Vision: A description of how the area will be at the end of a plan period (often 10-15 years).

Statement of Community Involvement (SCI): sets out the standards to be achieved by the local authority in involving local communities in the preparation, alteration and continual review of Local Development Documents and development control decisions.

Strategic Environmental Assessment (SEA): A requirement of the SEA Directive. A way of systematically identifying and evaluating the impacts that a plan is likely to have on the environment. Where a plan requires SEA and SA, the former process should be integrated into the latter.

Strategic Flood Risk Assessment (SFRA): Part of the Local Development Framework evidence base. A detailed and robust assessment of the extent and nature of the risk of flooding in an area and its implications for land use planning. Can set the criteria for the submission of planning applications in the future and for guiding subsequent development control decisions.

Strategic Housing Land Availability Assessment (SHLAA): Part of the Local Development Framework evidence base. The document looks to identify sites with potential for housing, assess their potential and assess whether they are likely to be developed in order to identify a five, ten and fifteen year supply of housing for an area.

Strategic Housing Market Assessment (SHMA): Part of the Local Development Framework evidence base. The document estimates need and demand for affordable and market housing and assesses how this varies across the study area. The document also considers future demographic trends and resulting housing requirements.

Supplementary Planning Document (SPD): a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.

Supplementary Planning Guidance (SPG): provided supplementary information in respect of the policies in the Unitary Development Plan prior to the Planning and Compulsory Purchase Act 2004 and the introduction of Supplementary Planning Documents. SPGs can be saved when linked to policy under transitional arrangements.

Sustainable Community Strategy (SCS): A strategy prepared by a Local Strategic Partnership that would include local authority representatives to help deliver local community aspirations, under the Local Government Act 2000.

Sustainability Appraisal (SA): A requirement of the Planning and Compulsory Purchase Act 2004. A process by which the economic, social and environmental impacts of a project, strategy or plan are assessed. The aim of the process is to minimise adverse impacts and resolve as far as possible, conflicting or contradictory outcomes of the plan or strategy. Can incorporate Strategic Environmental Assessment to fulfil the requirements of the SEA Directive.

Unitary Development Plan (UDP): An old-style development plan prepared by a Metropolitan District and some Unitary Local Authorities. These plans will continue to operate for a time after the commencement of the new development plan system introduced by the Planning and Compulsory Purchase Act 2004, by virtue of specific transitional provisions.



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