

Bolton Local Development Framework

Shaping the future of Bolton

Statement of Community Involvement

January 2011

Development and Regeneration Department

Statement of Community Involvement

February 2011

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Urdu

بولٹن کے ”کیونٹی کی شمولیت سے متعلقہ بیان“ میں تمام مقامی ترقیاتی دستاویزات، اپنے علاقے میں اضافی پلاننگ (منصوبوں) سے متعلقہ رہنمائی اور ترقیاتی منصوبوں کو کنٹرول کرنے کے فیصلوں کے متعلق بولٹن کونسل کی پالیسی کے متعلق بتایا گیا ہے۔ اگر آپ کو مزید معلومات درکار ہوں تو براہ مہربانی ٹیلی فون نمبر: 01204 331048 پر رابطہ کریں۔
یہ معلومات بڑی لکھائی میں بھی دستیاب ہیں۔

Gujarati

બોલ્ટનનું કોમ્યુનિટી ઈનવોલ્વમેન્ટ સ્ટેટમેન્ટ (સમાજોની સામેલગીરીનું વિધાન) સ્થાનિક વિકાસને લગતા દરેક દસ્તાવેજો, યોજના બનાવવા માટેના પૂરક માર્ગદર્શન અને તેઓના સ્થાનિક વિસ્તારના વિકાસના અંકુશના નિર્ણયો માટે કોમ્યુનિટી સાથે સલાહમંત્રણાં કરવાની તેઓની કાર્યનીતિ જણાવે છે. જો તમારે વધુ માહિતીની આવશ્યકતા હોય તો પહેરબાની કરીને 01204 331048 ઉપર ટેલિફોન કરો. આ માહિતી મોટા અક્ષરોમાં ઉપલબ્ધ છે.

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Introduction

- 1.1 This Statement of Community Involvement (SCI) has been prepared as part of Bolton's Local Development Framework (LDF) and replaces the SCI adopted in February 2007. It sets out how the Council intends to involve the community in the preparation, alteration or revision of the various components of the LDF and in the decision-making process for planning applications. It is considered that all elements of the community have a significant role to play in the planning of Bolton. The term "community" embraces all and includes local residents, businesses, organisations, landowners, developers, statutory agencies and interest groups.

- 1.2 Bolton's Statement of Community Involvement has been prepared in accordance with the requirements as set out in the Town and Country Planning (Local Development) (England) Regulations 2004 as amended by the:
 - Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008, and subsequently by the;
 - Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009.

- 1.3 The 2008 and 2009 amendments came into effect after the council's 2007 SCI was adopted and therefore need to be reflected in this SCI. The key amendments can be summarised as follows:
 - Removal of the Preferred Options stage for DPDs, introducing a flexible participation stage as appropriate to the issues covered by the DPD, and a "Publication" or "Proposed Submission" version;
 - Removal of the requirement for the SCI to be subject to independent examination and to be listed in the Local Development Scheme (LDS);
 - Removal of the requirement for Supplementary Planning Documents (SPD's) to be subject to sustainability appraisal (except in cases where the sustainability appraisal of the parent DPD has not covered all issues) and to be listed in the LDS.

- 1.4 In addition the Statement of Community Involvement has been prepared in accordance with Government guidance in Planning Policy Statement 1 (PPS 1 – ‘Delivering Sustainable Development’) and Planning Policy Statement 12 (PPS12 – ‘Local Spatial Planning’).
- 1.5 PPS 1 (Delivering Sustainable Development) states that community involvement is vitally important to planning and the achievement of sustainable development. It goes on to state that effective community involvement requires an approach which:
- Tells communities about emerging policies and proposals in good time;
 - Enables communities to put forward ideas and suggestions and participate in developing proposals and options;
 - Consults on formal proposals;
 - Ensures that consultation takes place in locations that are widely accessible; and,
 - Provides and seeks feedback.
- 1.6 PPS 12 (Local Spatial Planning) outlines the government’s principles for community engagement in planning. These are that engagement should be:
- Appropriate to the level of planning;
 - From the outset – leading to a sense of ownership of local policy decisions;
 - Continuous – part of ongoing programme, not a one-off event, with clearly articulated opportunities for continuing development;
 - Transparent and accessible – using methods appropriate to the communities concerned; and,
 - Planned – as an integral part of the plan making process.
- 1.7 The Council must produce a Statement of Community Involvement which should follow the above principles. PPS 12 (Local Spatial Planning) outlines that a Statement of Community Involvement should:
- Explain clearly the process and methods for community involvement for different types of local development documents and for different stages of plan preparation. This needs to include details of how the diverse sections of community are engaged, in particular those groups which have been under-represented in previous consultation exercises;

- Identify which umbrella organizations and community groups need to be involved at different stages of the planning process, with special consideration given to those not normally involved;
 - Explain the process and appropriate methods for effective community involvement in the determination of planning applications and where appropriate refer to Planning Performance Agreements;
 - Include details of the LPA's approach to pre-application discussions;
 - Include the LPA's approach to community involvement in planning obligations (S106 Agreements);
 - Include information on how the SCI will be monitored, evaluated and scrutinised at local level;
 - Include details of where community groups can get more information on the planning process, for example, from Planning Aid and other voluntary organisations;
 - Identify how landowner and developer interests will be engaged.
1. 8 This document is intended to set out Bolton Council's proposals to ensure that the most appropriate methods of public engagement are applied to statutory planning functions. The SCI will provide a basis to inform, consult and involve communities in the LDF process, as well as in the determination of planning applications. A significant emphasis has been placed on targeting groups that have not traditionally been engaged in the planning process such as young people, ethnic minorities and disabled people. Through the use of early consultation with appropriate stakeholders valuable contributions to the determination of major planning applications and development of LDF documents can be made.
1. 9 Achieving effective community involvement in the planning process is likely to have a number of benefits including:
- Securing community commitment to future development;
 - A means of effectively co-ordinating the activities of different departments and organisations;
 - Promoting regeneration and investment, creating certainty and commitment to change;
 - Providing a strong basis for successful negotiations on development proposals; and

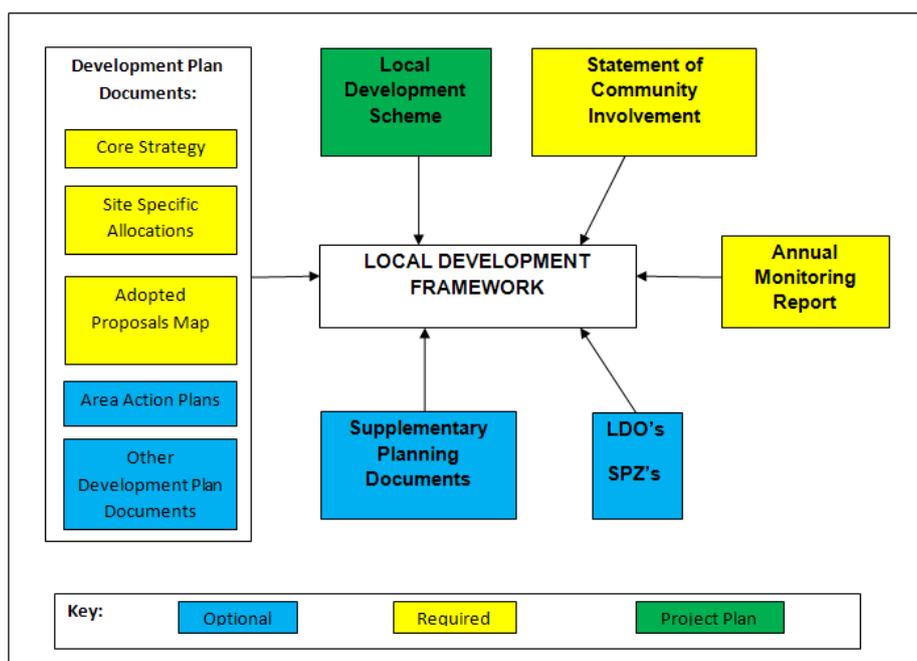
- Providing a robust base for addressing difficult situations.
1. 10 The Statement of Community Involvement will assist in the delivery of the main aims of Bolton: Our Vision 2007-2017 (Bolton's Community Strategy) which are narrowing the gap between the most and least well off and ensuring economic prosperity. It will also assist in the delivery of other priorities such as "encouraging everyone to become more active in their community" and "raising and improving the profile of Bolton".
 1. 11 Bolton has a strong voluntary and community sector that is actively engaged in other areas of consultation through the groups involved in the Bolton Community Network and its Voluntary and Community Sector Forums. Bolton Council too actively engages with local residents through regular surveys Area Forum meetings. The SCI will complement this activity and will enable consultation on DPDs to be linked into the existing consultation framework.

The Plan Making System

- 2. 1 The Bolton Unitary Development Plan 2005 (UDP) allocates land for various uses and sets criteria for the determination of planning applications. Under the 2004 Planning and Compulsory Purchase Act, Unitary Development Plans are to be replaced with a bundle of documents collectively called a Local Development Framework.

- 2. 2 The Local Development Framework (LDF) is a folder of Local Development Documents (LDD's) that collectively deliver the spatial strategy for Bolton. They comprise a Statement of Community Involvement (SCI), Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Collectively, these will provide and deliver the spatial planning strategy for Bolton. DPDs will be subject to a formal Sustainability Appraisal (SA), while both DPD's and SPD's will be supported by an evidence base of studies and technical documents.

- 2. 3 The spatial planning system is intended to relate closely to Sustainable Community Strategies and the Bolton Local Development Framework (LDF) is being drawn up to reflect the aspirations of Bolton's Community Strategy (Bolton: Our Vision 2007-2017). The folders of documents making up a Local Development Framework are summarised below:



2. 4 Local Development Documents (LDDs) are made up of:
- A Statement of Community Involvement (SCI)
 - Development Plan Documents (DPD)
 - Supplementary Planning Documents (SPD)
2. 5 **Statement of Community Involvement:** sets out Bolton Council's policy for consulting the community in the preparation and revision of all Local Development Documents and development control decisions within its local area.
2. 6 **Development Plan Documents (DPD)** are spatial planning documents prepared by the council. They set out policies for the borough's development and use of land, and form the primary criteria in determining planning applications. All DPD's must conform to the provisions of the Council's SCI and will be subject to examination by the Planning Inspectorate before adoption. Bolton Council is intending to prepare the following DPD's:
- **Core Strategy:** will set out the long-term spatial vision for the borough and the strategic policies and proposals to deliver that vision. It will contain a set of primary policies for delivering the core strategy, which will look 15 years ahead. Broad locations for development, key transportation elements, main patterns of movement and relationships with other strategies/areas will be set out in a key diagram. The Core Strategy will contain a suite of development control policies, which are required to ensure that all development in the area meets the vision set out in the Core Strategy.
 - **Site specific allocations and policies:** allocations of sites for specific or mixed uses will be contained in a Specific Allocations DPD. Policies will identify any specific requirements for individual proposals.
 - **Greater Manchester Joint Waste DPD:** will include detailed development control policies and the identification of sites for a range of waste management facilities. The Greater Manchester Geological Unit (GMGU) is leading the production of the document on behalf of the ten local authorities across Greater Manchester.
 - **Greater Manchester Joint Minerals DPD:** will include detailed development control policies and the identification of sites for a range of minerals issues. The

Greater Manchester Geological Unit (GMGU) is leading the production of the document on behalf of the ten local authorities across Greater Manchester.

- **Proposals Map:** will illustrate on an Ordnance Survey map the policies and proposals in the Development Plan Documents. It will identify areas of protection, such as nationally protected landscape and nature conservation areas, green belts and conservation areas, and define sites for particular future land uses and the areas to which specific policies apply. It also identifies any areas covered in Inset Maps.
- **Inset Maps:** where appropriate, will be used to show all the proposals for part of the authority's area, such as the policies and proposals for town centres. They will form part of the Proposals Map.

Please note: Local Authorities may also prepare Area Action Plans (AAP's) as part of their LDF, although the council have none planned at present. AAP's can be used to provide a more detailed planning framework for specific areas where change or conservation is needed.

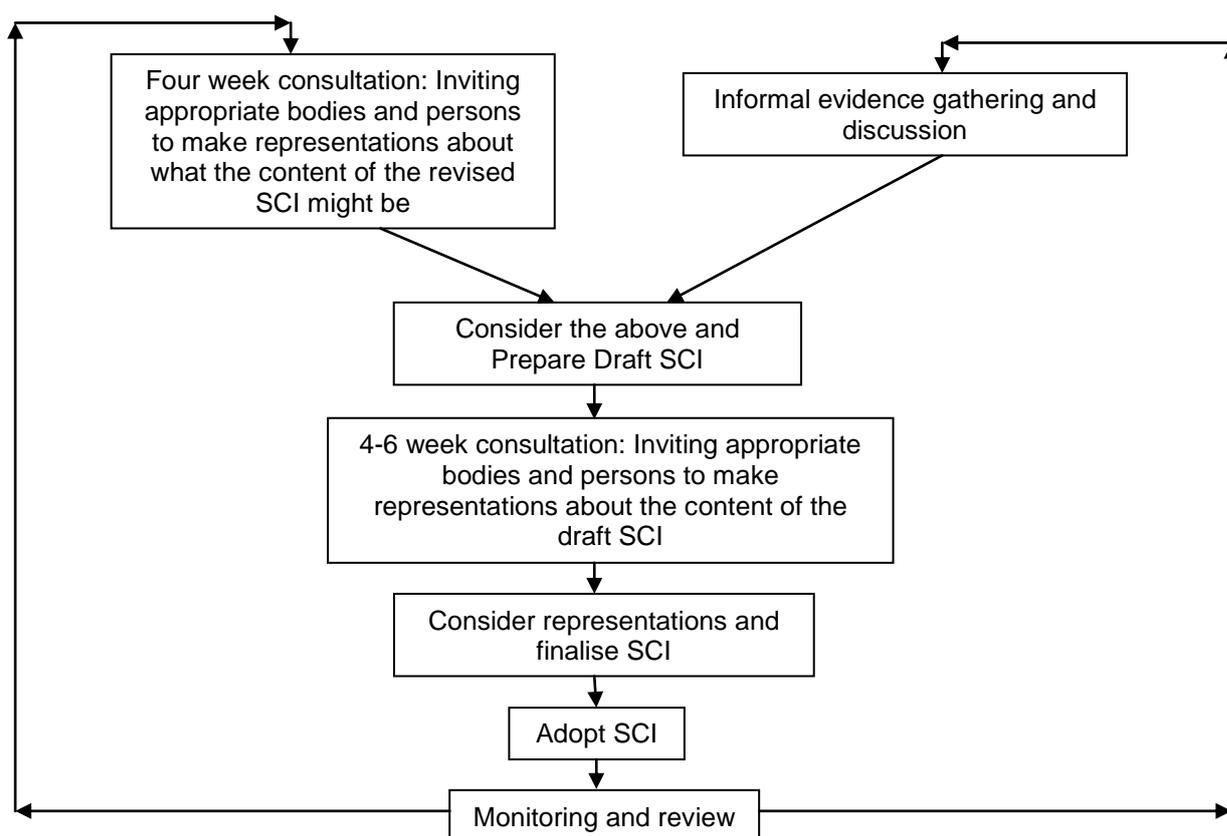
- 2.7 **Supplementary Planning Documents (SPD)** provide detailed guidance on site specific or topic areas and cover a wide range of issues on which policy guidance is provided by Bolton Council to supplement the policies and proposals in DPDs. They are not subject of independent examination and do not carry development plan status but are material considerations in the determination of planning applications and carry significant weight when prepared in accordance with the regulations.

Consultation Processes

3.1 This section of the SCI sets out the consultation processes involved in the production of a Statement of Community Involvement, Development Plan Documents and Supplementary Planning Documents.

Statement of Community Involvement Process

3.2 The process for producing a SCI was altered by the Town and Country Planning (Local Development) (England) (Amendment) 2008 Regulations which removed the need to submit the SCI to the Secretary of State and removed the need for a formal examination. The SCI must go through a formal process of production prior to its adoption. The SCI is not subject to a Sustainability Appraisal. The production process can be seen in the chart below:



DPD Process

3. 3 Minimum levels of consultation on DPD's are determined by Regulations 25, 27 and 28 of the Town and Country Planning (Local Development) (England) Regulations 2004, as amended. The key stages of DPD preparation are set out below:

Initial Scoping

3. 4 The initial tasks include defining the objectives for the DPD as well as the framework and scope of the Sustainability Appraisal. Consultation on the scope of the Sustainability Appraisal with the three statutory bodies (Environment Agency, Natural England and English Heritage) represents the formal commencement of a DPD.

Preparation of the DPD

3. 5 The next stage of DPD preparation involves identification of the main issues and options for the DPD and developing the evidence necessary to support the DPD. Government guidance in PPS12 and recent changes to the regulations have advised that the extent of consultation undertaken for DPD's should be proportionate to the scale of issues involved. For example, with DPD's that cover the whole borough the scope of engagement will be much broader than when preparing more detailed Area Action Plans where a smaller section of the population is likely to be affected. The council will therefore engage the community on an ongoing and informal basis using specified consultation periods, as appropriate, in order to contribute towards the preparation of the DPD. Throughout this stage the council will involve all relevant organisations, interest groups and individuals.
3. 6 Public consultation during this period of DPD preparation will be undertaken in accordance with The Regulations in that the council will consult each of the specific consultation bodies to the extent that the Council thinks that the DPD affects the body and such of the general consultation bodies as considered appropriate. In any given consultation period, any party may make

representations and appropriate documents will be available at the One Stop Shop in Bolton Town Hall, libraries and on the Council website.

3. 7 This initial period of community engagement is a key stage in the preparation of DPD's as it enables people to express their views, put forward their own ideas and to actively participate in developing options before any firm proposals have been drawn up. The Council will take into account any representations received as a result of the consultation above as it prepares a "proposed submission" version of the DPD.

"Proposed Submission" document (Publication)

3. 8 Before the Council submits a DPD to the Secretary of State it will publish a "Proposed Submission" version, in order for representations relating to issues of soundness to be made.

3. 9 The Council is required to publish:

- the "Proposed Submission" DPD;
- the Sustainability Appraisal report;
- changes to the Proposals Map (if appropriate);
- a statement setting out
 - who was invited to be involved in the plan preparation;
 - how they were invited to be involved in the plan preparation; and
 - a summary of the main issues raised and how they have been taken into account.
- any other supporting documents relevant to the preparation of the DPD.

3. 10 At this stage the council will:

- Place any documentation identifying the "Proposed Submission" DPD on the Council's website together with any supporting information which is needed to enable people to understand what they are being asked to comment upon and state where the documentation can be inspected;
- Make all relevant material available for inspection at the One Stop Shop reception in Bolton town hall and at all local libraries for the whole of the period of consultation;

- Send copies of the relevant material to the general consultation bodies and specific consultation bodies, in accordance with the regulations;
 - Utilise the Local Development Framework consultation database to inform all entries of progress; and,
 - Advertise in at least one local newspaper where and when the relevant material can be inspected, how copies can be obtained, the closing date for representations and where to send any representations.
3. 11 The period of consultation that follows publication of the “Proposed Submission” version of the DPD will be in accordance with regulation 27, and will normally be six weeks but can be longer if the Council feels this is appropriate. Representations should relate to the “Soundness” of the DPD. The DPD will be considered “sound” if it is justified, effective and consistent with national policy. To be justified the DPD must be founded on a robust and credible evidence base and be the most appropriate strategy when considered against reasonable alternatives. To be effective the DPD must be deliverable, flexible and able to be monitored.
3. 12 Following the period of consultation the Council must produce a summary of the main issues raised by the representations. The Council will then decide whether there is a need to make changes to the DPD as a result of the comments received. The Government advise that the Council should consider the “Proposed Submission” version of a DPD sound when published, although it is accepted that changes may need to be made in some cases. Depending on the degree of change that is required, there are a number of “mitigating actions” the Council may take which are outlined below:
- “Minor/Editing” changes e.g. ensuring references to documents are up to date, will not require any consultation and can be listed as part of an attached schedule to accompany the submitted DPD.
 - “Focused” changes to a small section of a DPD e.g. on affordable housing, can be tackled with the preparation of an addendum together with an additional consultation on this, the documents from which would accompany the submitted DPD.
 - “Extensive” changes: if very significant issues are raised by representations at this stage that make the Council question the

soundness of the DPD, then the Council may decide not to submit the DPD but to redraft it and repeat the publication stage.

Submission of DPD's

3. 13 This is the Council's intended final version of the DPD and will be submitted to the Secretary of State in accordance with Regulation 30. The Submission DPD will be accompanied by all the documents produced at publication stage in addition to the following:

- a statement setting out:
 - the number of representations made at publication stage;
 - a summary of the main issues raised by the representations; and,
- copies of all the representations made at publication stage.

3. 14 The Council will exhibit material in the One Stop Shop reception in Bolton Town Hall, at all local libraries across the borough as well as on the Councils website and will contact all entries on the Local Development Framework consultation database. The table below shows how each of the documents will be made available, according to the requirements of regulation 30.

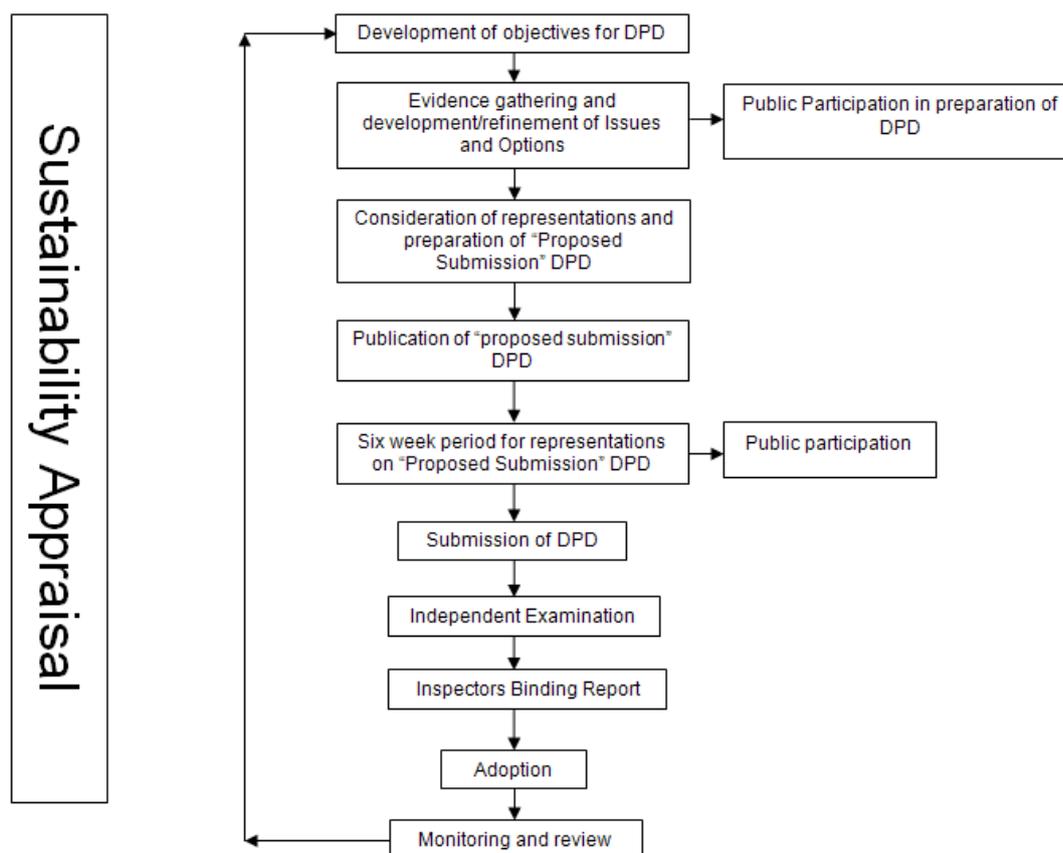
Documents	One Stop Shop/Libraries	Website	Local Press	Specific bodies	General bodies	Persons wishing to be notified
DPD	*	*		*		
SA Report	*	*		*		
Proposals Map	*	*		*		
Consultation (Reg 25 - public participation in preparation of a DPD)	*	*		*		
Consultation (Reg 28 – representations relating to a “proposed submission DPD”)	*	*		*		
Representations	*	*				
Supporting documents	*	*		*		
Statement of matters		*		*	*	*
Press notice			*			

Examination

3. 15 The council will not make any fundamental changes to the DPD between submission to the Secretary of State and the examination. The examination will assess the “soundness” of the DPD and the presumption will be that the DPD is sound unless it is shown otherwise. In addition the Inspector will check that the document has complied with the relevant legislation. This includes that checking that the document:
- has been prepared in accordance with the Local Development Scheme and is in compliance with the Statement of Community Involvement and the Regulations;
 - has been subject to a sustainability appraisal;
 - has regard to national policy;
 - has regard to any Sustainable Community Strategy for the area.
3. 16 The Inspector will decide how the examination is run and this can be through written representations and/or hearing sessions. Written representations carry equal weight to those presented verbally at the examination. Hearing sessions are structured discussions used to explore issues which the Inspector needs further clarification on to determine whether the document is sound. The inspector will invite participation at hearings from those who wish to be heard and anyone else who might be required to explore the relevant issue.

The Inspectors report and adoption

3. 17 Once the examination has been completed the Inspector will issue the council with a binding report which will be made available for public viewing. The council is required to make any changes that are suggested in the report. Once these changes are made the council must formally adopt the DPD.
3. 18 The above process is summarised in the chart below:



SPD Process

3. 19 Supplementary Planning Documents are produced to support and provide additional information to policies and proposals within DPD's. They can take two main forms; either area specific proposals, including development briefs or be topic based, for example, affordable housing.
3. 20 The process for producing a SPD is similar to, but shorter than, that for DPD's. SPDs are not subject to independent examination and will not form part of the statutory development plan, however, they are a material consideration in the planning process. The process of SPD development is outlined below:

Initial Community Involvement and Evidence Gathering

3. 21 This stage, as for DPD's, is based around the gathering of evidence and asking people to identify and make suggestions for what should feed into the SPD. The nature of initial community involvement for SPD's will be dependent

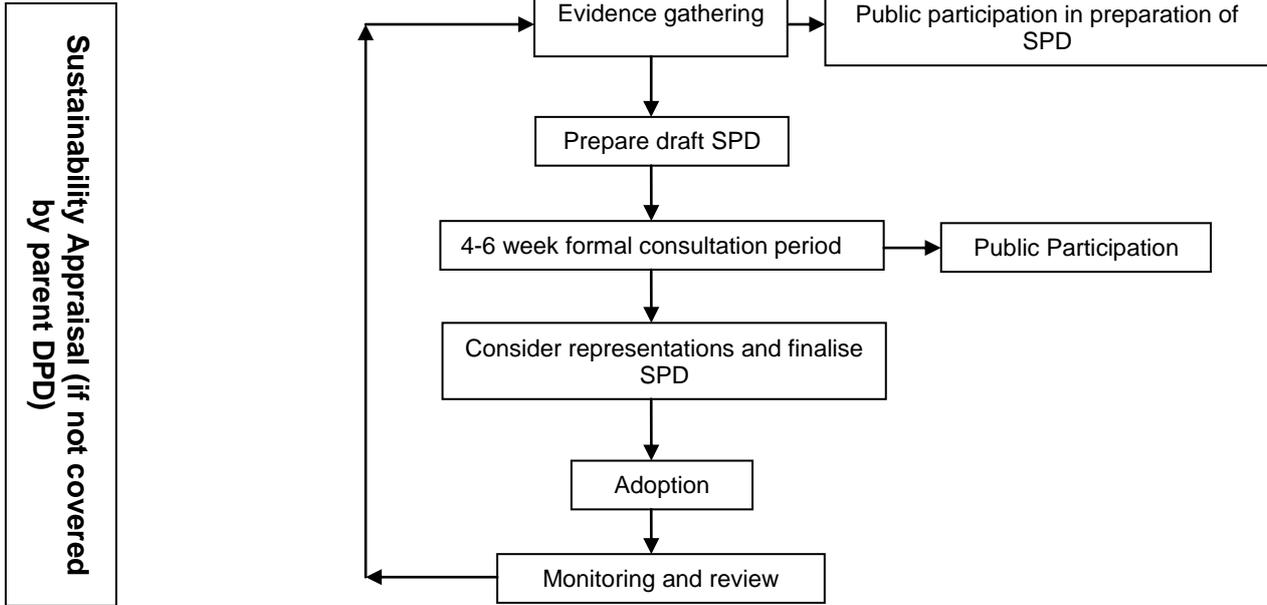
upon its content. For example, if an SPD is area specific the Council will undertake targeted consultation that focuses on those that the Council considers may be directly affected by the proposal. If, however, the SPD is topic based the Council's approach will focus more on engaging specialist stakeholders.

Production of SPD and Formal Consultation

3. 22 There is no separate "Issues and Options" stage for an SPD. The Council will produce a draft SPD which will be subject to a period of consultation between four and six weeks. In accordance with regulation 17, the Council will consult each of the specific consultation bodies to the extent that the Council thinks the SPD affects the body and such of the general consultation bodies as the Council considers appropriate. The Council will consult with other parties as appropriate. The draft SPD together with a Statement of Consultation (initial community development) will be reported to Council Members in order to seek their approval for the draft SPD to go out for consultation in accordance with Regulation 18.

Reporting on responses received and adoption

3. 23 Officers will give full consideration to any representations made. A summary of all representation will be made together with the Council's response, which will indicate whether it is intended to amend the document. This summary of representations and the Council's proposed response will then be appended to a Statement of Consultation and this, along with the final SPD, will be reported to Council Members to seek final approval. Upon approval the SPD can be formally adopted.
3. 24 The above process is summarised in the chart below:



Methods of Consultation for DPDs and SPDs

4. 1 The Planning and Compulsory Purchase Act 2004 emphasises the early involvement of the community, known as 'front loading', which effectively underpins this SCI. Front loading attempts to identify the communities needs, issues, concerns and priorities, in an attempt to form an agreed view before any policies are written. Early involvement in the decision making process promotes a greater sense of public ownership of the planning policies which will affect the future development of the Borough.
4. 2 The Town and Country Planning (Local Development) (England) Regulations 2004, updated by the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and subsequently by the Town and Country Planning (Local Development) (England) Regulations 2009 set the minimum standards for community involvement. Regulations 17 and 18 apply to public participation in the preparation of SPD's, Regulation 26 applies to public participation in the preparation of a Statement of Community Involvement and Regulations 27 and 28 apply to public participation in the preparation of DPD's. The bodies listed in appendix four will be consulted as appropriate.
4. 3 The council is committed to meeting the statutory obligations set out in the regulations, but Bolton Council are also committed to ensuring that the scope of the SCI extends to engaging directly with the wider community including 'hard to reach' groups, local groups, organisations and individuals using a range of public consultation methods in the preparation of the Local Development Framework.
4. 4 Hard to reach groups usually refer to people who are typically not involved in the planning process and have been identified to include the following:
- Women
 - Minority ethnic communities
 - Gypsies/travellers
 - Asylum seekers
 - Refugees
 - Disabled people
 - People with specific health issues

- Lesbian, gay, bisexual and transgender (LGBT) groups
 - Young people and older people
 - Those in specific areas (such as rural areas or peripheral estates)
 - Religious/faith groups
 - Those on low incomes
4. 5 The traditional exclusion of these groups can often be the result of either:
- Information not reaching them; or
 - The present involvement methods being ineffective.
4. 6 The Council will involve hard to reach groups through a range of imaginative consultation techniques dependent upon how each individual group will respond most effectively. It is hoped that these techniques will generate discussion and engage those that have traditionally been hard to reach. The effective involvement of these groups is recognised as an important element of the planning system in providing useful contributions and influencing the development process.
4. 7 The Council will pay regard to the requirements of the Race Relations (Amendment) Act 2000 to promote racial equality and the Disability Discrimination (Amendment) Act 2005 when preparing and reviewing LDDs.
4. 8 The Council will, where possible, endeavor to provide documents when requested in large type, braille, electronically, audio and translations. In addition the Council will, where appropriate, employ the use of translators or sign language interpreters for public events or meetings.
4. 9 Lists of the consultees that will be involved in the LDF process are included in Appendix 4.
4. 10 Consultation methods generally fall into 3 broad categories, classified as:
- **Involvement** – Providing clear, relevant and well presented information to gain community interest through the use of leaflets, advertising, ongoing awareness and publicity campaigns;

- **Engagement** – Providing opportunities for dialogue with the community and stakeholders through the use of questionnaires, exhibitions and formal consultation processes; and
- **Feedback** – Re-assure participants that views will be fully considered and acted on to give the community greater confidence in the system. The website will be used to provide publicity and information, and will be a vital tool to maintain interest, understanding and trust. In dealing with the outcome of consultations during the preparation of LDDs the Council will:

- i. Contact people if it needs to clarify any points raised;
- ii. Summarise all responses and make the summary available in the Bolton Town Hall One Stop Shop, on the council's website, at the council offices and in all public libraries;
- iii. Prepare a report on all responses made and set out the Council's views on these, including recommendations on the way forward. This report will be made publicly available in the Bolton Town Hall One Stop Shop, on the council's website, at the council offices and all in public libraries.

4. 11 Appendix 1 identifies a range of consultative measures that may be used in the preparation and production of the Councils Local Development Documents. This table considers the benefits and/or issues relating to each method as well as investigating the likely resources required for its implementation. It should be noted that the methods identified in the table are by no means definitive and in light of experience more effective consultation techniques may be used.
4. 12 Of the recognised methods outlined in Appendix 1 it is envisaged that a number of techniques can be used during the preparation and consultation stages of DPDs and SPD's. The potential methods used during the DPD and SPD production stages are outlined in Appendix 2 and 3.
4. 13 Each organisation listed in Appendix 4 will be invited to make a representation at the relevant production stages of the LDDs as highlighted above. The Local Development Scheme (LDS) will set out a timetable detailing the relevant dates during the preparation process where consultation will take place.

Strategic Environmental Assessment and Sustainability Appraisal

- 5.1 The purpose of Strategic Environmental Assessment (SEA) is to assess the likely environmental impacts of the policies and proposals of the LDF. SEA enables the establishment of an environmental audit or baseline and will form the basis of the Council's strategic environmental aims and objectives that will form a main thread through all policies and proposals set out in the Council's LDF. The Council, in carrying out any SEA, will involve the community and stakeholders as appropriate to ensure that their views are considered in this process.
- 5.2 The Sustainability Appraisal (SA) process runs alongside the DPD process. The SCI and SPD's are not subject to a Sustainability Appraisal, unless there are issues not covered by the parent DPD. The SA report will appraise the social, environmental and economic effects of all Local Development Documents at a variety of stages. If significant changes are made prior to submission of a DPD to the Secretary of State, these will be subject to a Sustainability Appraisal. Any responses made during the consultation process will be taken into account during the preparation of a LDD. In undertaking sustainability appraisals, the council will:
- Consult key stakeholders on the scope of the sustainability appraisal;
 - Consult key stakeholders and the public as part of public participation in the preparation of the DPD and make initial sustainability work available; and
 - Undertake public consultation on the sustainability appraisal report along with the Proposed Submission DPD.

Planning Control Process

6.1 The planning documents that contain the relevant legislation set out for planning control consultation powers are set out below:

- The Town and Country Planning (General Development Procedure Order) (1995)
- Circular 15/92 Publicity for Planning Applications
- The Town and Country Planning Environmental Impact Assessment Regulations 1999
- The Town and Country Planning (Major infrastructure Project Inquires Procedure) (England) Rules 2004

6.2 Through the planning application process there is a need to ensure that the community is informed and involved in the consideration of planning applications. Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 provides every planning application with a level of publicity that is commensurate with the size and nature of the proposal.

6.3 Planning applications can be divided into 3 main types:

Major planning applications for development involve:

- Any minerals and waste developments over 1ha of land
- Residential development for more than 10 units or on a site greater in size than 0.5 ha
- Industrial or commercial floorspace of over 1,000 square metres or over 1 hectare of land

Minor planning applications:

- Are for all developments under the thresholds outlined for major developments

Other applications:

- Applications of this type include householder planning applications, small scale change of use applications, and applications for Listed Building Consent, Conservation Area Consent and Advertising Consent

6. 4 Bolton Council seeks to ensure that the community of Bolton and beyond have information available to be able to be actively involved in the planning process. The Council will seek to consult an appropriate range of statutory and non-statutory consultees. In deciding which statutory body is consulted, the Council must take into account the nature and location of the proposal and the relevant legislative context. All statutory consultees have 21 days in which to respond. In addition, bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation. The non-statutory consultees, which include community groups that have notified the Council of the wish to be consulted on applications are informed at the planning officers discretion.
6. 5 The Council keeps a register of all current planning applications and any associated documents which can be viewed via the councils website which contains information on current applications received in the form of a weekly list, and decisions made. This can be accessed through the website, following the link below: <http://www.planning.bolton.gov.uk/dconlinev2/acolnetcqi.dcgov>
6. 6 Should you not have access to a personal computer and the internet, the details can be viewed at public libraries, local council offices and at the One Stop Shop in the main Bolton Town Hall.
6. 7 When publicising planning applications, the Council must meet the statutory obligations as set out in Article 8 of the General Development Procedure Order, which states the minimum requirements expected of the Planning Authority. Bolton Council goes beyond these measures through the use of press notices, site notices and through notification letters.
6. 8 Neighbour notification letters are sent out to notify all occupiers whose premises adjoin an application site. The Council will consult more widely than immediate neighbours where it considers this to be appropriate. Once notified of an application there will usually be no further correspondence from the Planning Department and those affected/notified (objectors and/or other interested parties) should be prepared to access the Council's web site to view the progress on any planning application including:

- If any changes have been made to the original submissions;
 - To establish if an application has been determined;
 - Look at relevant officer reports and recommendations;
 - See the decision and the conditions of any approval or reason for any refusal of consent;
 - If an application is to be considered by Committee and;
 - If a Committee site visit is planned.
6. 9 Neighbours who are notified about an application can view the plans and other supporting documents again at the web site.
6. 10 In addition to applications for planning permission, notification letters will be sent to occupiers of land or premises, which adjoin a site which is the subject of the following:-
- tree felling applications;
 - reserved matter applications;
 - Circular 18/84 consultations (development by the Crown does not require planning permission, but Government Departments will consult local planning authorities before proceeding with development, including material change of use);
 - applications of the Local Authority;
 - Listed Building and Conservation Area consent applications;
 - Hazardous Substance consent applications;
 - amendments to applications or permissions where in the opinion of the Planning Officer the amendments are significant and material.
6. 11 The Planning Control officer, in accordance with national and local planning policy will consider any representations made relating to a planning application

and form a reasoned and balanced judgement based on this information. To find out the result of any planning application neighbours should view details via the web site. Most planning applications are determined by Planning Control Officers under delegated powers on behalf of Director of Development and Regeneration.

6. 12 Bolton Council will determine all planning applications under delegated powers except those that fall into the following categories (unless such applications are to be refused because of lack of information):

- Outline planning applications (except for sites for less than one hectare of land);
- Applications where unusual conditions are to be attached;
- Applications involving development of more than one hectare of land;
- Special cases involving potential nuisance or an issue of policy;
- Applications for development pursuant to demolition of Listed Building or building in a Conservation Area;
- Applications (except for advertisement, tree and householder applications) where valid representations have been received which are contrary to the Director of Development and Regeneration's recommendation; and
- Applications where members of the Council have asked for the application to be placed before the Planning Committee.

6. 13 The Planning Committee meets every four weeks at Bolton Town Hall and discusses applications that are not determined under delegated powers. These applications tend to be considered more contentious in their content. Members of the public can attend such meetings and make a request to speak at the meeting explaining their concerns, either for or against a proposal, or simply listen to the Committee debate. Only one member of the public may speak in favour of an application and similarly one person may speak against an application. Any person wishing to make a representation is given two minutes to explain his or her case to the Planning Committee after which, Members may ask questions of that objector/supporter. After this period of time the Committee may have further discussions before a formal decision will be made. In the event of a refusal, the applicant may appeal to the Secretary of State. There is no third party right of appeal. An appeal can be made only against the refusal of planning permission, against conditions imposed on a planning approval or against non-determination of a planning application.

6. 14 The Council encourages developers to engage in pre-application discussions with planning officers prior to the submission of an application. The discussion will aim to address any issues that may arise from the potential development, ensuring that the correct supporting information is gathered and taken into account in preparing the proposal, with the overall aim of ensuring that the application can progress through the planning process with a greater degree of certainty.
6. 15 As a means of promoting a more transparent and accountable planning system Bolton Council encourage developers to carry out their own pre-application consultation exercises on major development proposals. Although this is not a statutory requirement it does aim to build on the minimum consultation requirements and in particular encourage more pre-application discussions and earlier community consultation. Although there is no legal obligation for applicants to undertake any of the above steps, failure to consult properly is likely to lead to objections being made by interested parties, which could be material to the determination of the application. The Council regards such an approach as a way of avoiding unnecessary objections being made at a later stage and is therefore in the applicant's best interest. Developers are encouraged to undertake consultation that they consider most appropriate to their case. The Council consider that it is for developers to determine the extent and preferred methods used for consultation. Possible examples of consultation that could be useful include:
- Making detailed proposals available for public view at the site (e.g. drawings, photo montages and sketched mounted on the site boundary, including 3D representations where possible);
 - Public exhibitions;
 - Circulate a leaflet or letter outlining the proposals within the vicinity;
 - Arrange a meeting with groups in the community (e.g. Parish Council, residents associations, interested parties, ward councillors, neighbours), giving sufficient advance notice; and
 - Hold interactive workshops to elicit feedback from the community
 - Discussions with the highways agency where proposals may affect a trunk road either directly or indirectly as a result of development generated traffic.

Planning Contributions

7. 1 The issue of Planning Contributions was consulted upon in the development of the Core Strategy Development Plan Document. This is summarised below:

- At the Core Strategy Key Issues Stage there was a mixed response on the issue of whether the threshold for affordable housing should be reduced, some stressing that thresholds should be realistic so as not to affect viability of marginal sites. Responses suggested the inclusion of cycle provision and a wide range of public transport provision in the range of contributions to be sought.
- At the Core Strategy Issues and Options Stage the topic of infra-structure provision was tackled through consideration of options for planning contributions. This looked at two type's of option:
 - Whether the thresholds should be changed to bring contributions into effect on more or fewer sites;
 - Whether more types of infrastructure should be brought into the policy.
- At the Preferred Options Stage the document contained a revised approach to planning contributions; a number of policies explicitly mentioned securing contributions from development to meet needs that would arise. In addition, a specific policy on planning contributions proposed specific thresholds and stated what contributions would be sought.
- The Core Strategy Publication Document Policy IPC1 reaffirmed the approach of the Preferred Spatial Option of lowering thresholds for seeking planning contributions and widening the range of types of infrastructure.

7. 2 Detailed implementation matters will be addressed through the use of an SPD.

Monitoring and Review

- 8.1 The Council will monitor and evaluate the effectiveness of the provisions in the SCI in informing the preparation and review of LDDs and providing the community in the Borough with effective and continuing opportunities for involvement. As part of this process any LDD produced will be accompanied by a statement of compliance which will outline the ways in which the SCI has been followed and the benefits that have occurred from its use. The SCI will then be reviewed as and when necessary to ensure that it is effective. The need for a review may be triggered by a number of factors such as the proposed engagement methods not working effectively, evidence suggesting certain sectors of the community are not being reached, or new developments in community techniques that need to be taken into consideration in the SCI. Any changes made will be reported in the Annual Monitoring Report (AMR).

Appendix 1 – Potential Consultation Methods

Consultation Method	Resources Needed	Overview
Councils Website – www.bolton.gov.uk and e-mail shot	Low – Staff time and costs (no printing, postage, data entry charges)	This method can be used as both a consultation and participation tool and is available to a wide cross section of society. The internet is often the first port of call for people interested in seeking up to date information, and for making representations on line. Documents will be available in pdf format for greater accessibility and to be more user friendly. This fulfils part of the minimum statutory requirements under the 2004 Act. The website is seen as an effective way of initiating and maintaining community interest and involvement. This method will benefit the efficiency of the consultation system for officers as they can then link this directly into a database, reducing lengthy data inputting sessions.
Media – local/national press, specialist planning magazines, radio, and TV, Bolton Scene, and Area Forum newsletter	Low – Staff time	Adverts will be placed in the press prior to consultation stages to notify members of the public and organisations of how to get involved and how to make comments (as set out in the regulations). Local newspapers and radio stations will receive media releases outlining the latest consultation stage and what the issues or proposals are. This method helps to raise awareness and publicises any specific opportunities to get involved in the process. The main benefits of this process are that a wide audience can be reached in a form that is familiar in format. It should be recognised that this is not a form of consultation in itself but a way of promoting the consultation.
Poster campaigns and leaflets/brochures	Medium – Staff time, production costs (cheaper than producing full documents), but costs are dependant on what distribution method is used	Leaflets and posters are both a form of notification and way of raising awareness of consultation. This process is particularly appropriate for members of the public and 'hard to reach groups', who may not be on the existing consultation lists. Posters and leaflets provide a means to publicise basic information and inform the public about further opportunities to get involved and to advertise up-coming events. A large number of leaflets may need to be distributed to get a reasonable return.
Development Plan	Low	During the consultation process for the UDP, the Council established a comprehensive database that contains a wide range of individuals, businesses,

Consultation Database		organisations and groups that expressed an interest in, or responded to, consultation exercises involving the development planning process. This database has been added to through various consultation processes involving the emerging Local Development Framework. This database will be used as an integral part of future consultation and community participation exercises. The database will continue to be used as the basis for producing letters that will inform recipients of relevant stages in LDD preparation. New respondents and people expressing a wish to be kept informed as to the progress of LDDs will be added to the database
Public meetings/public exhibitions/displays/stalls/road shows	High – Staff time/design and printing costs	This approach targets the general public, and will allow Bolton Council to take issues within the borough closer to the homes of the community. This method offers a good medium for disseminating information, allowing communities to air their views, however, it should be remembered that attendees are self-selecting. Events may need to be held over a number of days, in accessible locations appropriate for the topic being discussed, and have a variety of times to ensure that all sections of the community have an opportunity to attend.
Documents available for inspection at Bolton Town Hall One Stop Shop, council offices and libraries during set consultation periods	Low – cost of printing documents	A minimum statutory requirement under the 2004 Act which enables consultation with the general public, local interest groups, businesses, developers/landowners/agents, and people without access to a computer.
Produce documents in alternative formats	Low – cost of printing documents	Produce documents in alternative formats on request including large print, Braille, The Talking Newspaper etc.
Contact telephone number	High – if manned by members of staff	This is a way of providing up to date information to general public, interest groups, businesses, and 'hard to reach' groups who don't have access to the internet. This method will allow people to access and explain/clarify issues and provide feedback.

Letters to statutory bodies	Low/medium – staff time	A minimum statutory requirement under the 2004 Act, which allows consultation with central, and other local authorities, as outlined in Appendix 4.
Area Forums	Medium/High	The approach allows the general public, local interest groups and ‘hard to reach’ groups to be consulted through existing forums dealing with local issues. This is an open and inclusive way for people to get involved with the process and engage in debate on the issues affecting the area. It should however be noted that this form of consultation is self-selecting in terms of attendees, and the event should take place over a number of evenings or weekends at a relevant and easily accessed venue. This approach would be especially appropriate for area-based policies.
One-to-one meetings with selected stakeholders	High – Staff time	This can involve local interest groups, national interest groups, businesses, developers/landowners/agents, and service providers. This form of consultation is an effective form of identifying key issues and involving specialist organisations on specific topic areas.
Focus Groups – for example Young Peoples Panel	High – Facilitators may be needed and incentives offered to get people involved	Focus group discussions can involve a number of people including local interest groups, national interest groups, businesses, developers/landowners/agents, and service providers. This form of consultation is useful for area-based discussions and the presentation of options available. This process will raise the Councils awareness of local issues affecting its residents etc. This process provides an opportunity to explore issues in depth but may need to be complemented by other consultation methods. Bolton Council has an e-panel (panel of people willing to take part in electronic surveys) which could be used to recruit for focus groups.
Planning for Real – Interactive workshops	High – All materials/models would need to be provided and facilitators employed.	This consultation concept will largely involve the general public and local interest groups. This consultation method helps people to engage in the issues and provides a way of recording preferences. These workshops tend to use maps, 3D models or plans onto which all community members are able to place their ideas, suggestions, comments and actions for the future of the area. This process requires the appropriate involvement of people and significant preparation to allow the method to work effectively. This approach could be considered for use with the Core Strategy, and for Site-specific DPDs and SPDs, at the evidence gathering stage. This method

		could be used as an alternative to Staffed Public Exhibitions.
Planning Aid	Low	Provides people with independent advice from qualified planners and offers an alternative to asking Council officers for assistance in understanding a planning application or development plan proposal. Can assist hard to reach groups and others in taking part in the plan preparation or planning application process. However, it is only available to deprived groups or individuals. Impartial advice provides a key means of community empowerment and involvement in the planning process. It is envisaged that this service can be used at each stage of LDD production involving the public and as part of the public consultation process on planning applications.
Questionnaires or response forms	Medium – printing costs, staff time (costs will vary depending upon methodology, for example, post/electronic/face to face/telephone)	This method could be used as a consultation method for both DPD's and SPD's. This is an easy method to administer as the questionnaire can be used to standardise the format of responses therefore allowing easier analysis and assessment of the responses. It can encourage people to consider specific issues or options that they may not have thought about otherwise. This method although simple is probably not the best way to engage individuals who prefer to respond in greater detail. Questionnaires could also be administered using some of the above methods, for example, website/e-mail survey, distributed at public meetings or area forums.

Work on the Local Development Framework will be carried out by the Planning Strategy team. There are a number of consultation methods suggested in the document that require different levels of resource, both financially and in terms of officer time. Staff time spent on consultation will need to be balanced with other workload commitments. The Council will use the consultation methods that are appropriate in terms of scale for each Local Development Document. In terms of consultation on planning applications, the Council has set targets that it adheres to in the determination of planning applications. The Council will encourage developers to carry out consultation themselves, before they submit their application to save on resources.

Appendix 2 – Potential Methods of Consultation on Development Plan Documents

Consultation Methods	Stages		
	Public participation in preparation of DPD	Consultation on “Proposed Submission” DPD	Adoption
Councils Website – www.bolton.gov.uk and e-mail shot	*	*	*
Media – local/national press, Bolton Scene, specialist planning magazines, radio, and TV	*	*	*
Poster campaigns and leaflets/brochures	*	*	
Development Plan Consultation Database	*	*	*
Public exhibitions/ displays/stalls/road shows	*	*	
Documents available for inspection at Council offices and libraries during set consultation periods		*	*
Produce documents in alternative formats	*	*	*
Contact telephone number	*	*	*
Letters to statutory bodies	*	*	*
Public Meetings/Area Forums	*	*	
One-to-one meetings with selected stakeholders	*	*	
Focus Groups – for example, Young Peoples Panel	*		

Planning for Real – Interactive workshops	*		
Planning Aid	*	*	*
Questionnaires or response forms	*	*	

Appendix 3 – Potential Methods of Consultation on Supplementary Planning Documents

	Thematic/topic based			Site Specific		
	Stages			Stages		
<u>Consultation Methods</u>	Public participation in SPD preparation	Consultation on draft SPD	Adoption	Public participation in SPD preparation	Consultation on draft SPD	Adoption
Councils Website – www.bolton.gov.uk and e-mail shot	*	*	*	*	*	*
Media – local/national press, specialist planning magazines, radio, and TV	*	*	*	*	*	*
Poster campaigns and leaflets/brochures	*	*		*	*	
Development Plan Consultation Database	*	*		*	*	
Public exhibitions/ displays/stalls/road shows	*	*		*	*	
Documents available for inspection at Council offices and libraries during set consultation periods		*	*		*	*
Produce documents in alternative formats	*	*	*	*	*	*
Contact telephone number	*	*	*	*	*	*
Letters to statutory	*	*	*	*	*	*

bodies						
Public Meetings/Area Forums				*	*	
One-to-one meetings with selected stakeholders	*	*		*	*	
Focus Groups – for example, Young Peoples panel	*			*		
Planning for Real – Interactive workshops	*			*		
Planning Aid	*	*	*	*	*	*
Questionnaires or response forms	*	*		*	*	

Appendix 4 – Consultee list

Specific Consultation Bodies

The following bodies are specific consultation bodies and will be consulted by the council in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004, as amended in 2008 and 2009:

- A relevant authority, any part of whose area is in or adjoins the area of the local planning authority, including:
 - Adlington Town Council
 - Blackburn with Darwen Borough Council
 - Blackrod Town Council
 - Bury Metropolitan Borough Council
 - Chorley Council
 - Haigh Parish Council
 - Horwich Town Council and Clerk
 - Lancashire County Council
 - North Turton Parish Council
 - Salford City Council
 - Westhoughton Town Council and Clerk
 - Wigan Metropolitan Borough Council
- Bolton Primary Care Trust
- British Telecommunications PLC
- British Waterways
- Department for Transport
- English Heritage
- Environment Agency
- Greater Manchester Police
- Greater Manchester Police Architectural Liaison
- Mobile Operators Association
- National Grid
- Natural England
- Network Rail
- North West Regional Leaders Board
- Orange Personal Communications Services LTD
- O2 (UK) LTD

- T Mobile (UK) LTD
- The Coal Authority
- The Highways Agency
- The Homes and Communities Agency
- The North West Regional Development Agency
- United Utilities PLC
- Vodafone LTD
- 3 LTD

Government Departments

The Council will consult with the following Government Departments, where appropriate:

- Defence Estates (Ministry of Defence)
- Department for Business, Innovation and Skills
- Department for Communities and Local Government
- Department for Culture, Media and Sport
- Department for Education
- Department for Environment, Food and Rural Affairs
- Department for Transport
- Department for Work and Pensions
- Department of Energy and Climate Change
- Department of Health
- Department of Trade and Industry
- Government Office for the North West
- HM Treasury
- Lambert Smith Hampton (on behalf of National Offenders Management Service) Prison Service
- Ministry of Justice
- Office of Government Commerce
- The Home Office

General Consultation Bodies

The following are defined as general consultation bodies and will be consulted, as appropriate, in accordance with the Town and Country Planning (Local Development) (England) Regulations 2004, as amended in 2008 and 2009:

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

PPS12 – Engagement with Delivery Stakeholders in the preparation of DPDs

In line with advice in PPS12 Bolton Council will undertake timely, effective and conclusive discussion with key stakeholders on what option(s) for a Development Plan Document are deliverable and will aim to ensure that key stakeholders engage in timely and effective discussions on the deliverability of options for Development Plan Documents. The relevant delivery agencies include:

- Regulatory agencies: The Environment Agency, English Heritage, Natural England;
- Physical infrastructure delivery agencies: highways authority, Highways Agency, utilities companies, Network Rail, public transport providers, airport operators;
- Social infrastructure delivery agencies: local authority education department, social services, primary care trust, acute hospital trusts, strategic health authority, the Police, charities/NGO's;
- Major landowners – including the local authority itself and government departments and agencies;
- Housebuilders, the New Homes Agency and other developers
- Minerals and waste management industries.

Other Consultees

The council will also consider the need to consult, where appropriate, other groups, organisations and individuals such as the Bolton Vision Partnership, the Secretary of State for Transport, heritage groups, wildlife groups and hard to reach groups.

Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur. In line with Government advice, this SCI does not identify all of the separate agencies, organisations or individuals that the council will consult during the plan making process. It does, however, provide guidance on the **types** of stakeholder that the council will consult. For any particular LDD, those that the council considers will be affected by the document will be consulted along with individuals who have specifically asked to be consulted.

Appendix 5 - Glossary of Terms

The Act: the Planning and Compulsory Purchase Act 2004

Annual Monitoring Report: this document forms part of the Local Development Framework and reflects the importance that Central Government places on the 'plan, monitor, and manage' approach to planning. The AMR will report over the period 1st April to 31st March, and takes into account the implementation of the local development scheme, and the extent to which policies in local development documents are being achieved.

Independent Examination: A procedure involving means such as discussions and informal hearings, presided over by an Inspector or a Panel of Inspectors appointed by the Secretary of State, to test the 'soundness' of the policies and proposals in the local planning authority's Development Plan Documents. Those who have made representations will have the right to be heard at this.

Inspectors Report: A report issued by the Inspector or Panel who conducted the Independent Examination, setting out their conclusions on the matters raised at the Examination and detailing the amendments which they require the local planning authority to make to the Development Plan Documents. The Inspectors Report is binding on the local planning authority.

Local Development Framework: The name of the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents provide the framework for delivering the spatial planning strategy for a local authority area

Local Development Scheme: A public statement identifying which Local Development Documents will be produced and when.

Local Strategic Partnership: Non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors. The LSP is responsible for preparing the Community Strategy.

Planning Inspectorate (PINS): The Government Agency responsible for scheduling independent examinations. PINS employ the Planning Inspectors who sit on independent examinations.

Planning Policy Statement (PPS): National planning policy produced by the Government, setting out the spatial planning policies for England. The Government intends to replace the current set of Planning Policy Guidance Notes (PPG) with Planning Policy Statements.

The Regulations: Town and Country Planning (Local Development) (England) Regulations 2004, as amended by the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 and subsequently the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009.

Strategic Environmental Assessment: Local Planning Authorities must comply with European Union Directive 2001/42/EC which requires a high level, strategic assessment of local development documents (DPDs and, where appropriate, SPDs) and other programmes (e.g. the Local Transport Plan) that are likely to have significant effects on the environment.

Sustainability Appraisal: Local Planning Authorities are bound by legislation to appraise the degree to which their plans and policies contribute to the achievement of sustainable development. The process of Sustainability Appraisal is similar to Strategic Environmental Assessment but is broader in context, examining the effect of plans and policies on a range of social, economic and environmental factors.

Sustainable Community Strategy: In line with the Local Government Act 2000 all local authorities have a duty to prepare a sustainable community strategy. The sustainable community strategy will aim to enhance the quality of life of local communities thereby making that place more sustainable for the future through actions that will improve the economic, social and environmental well being of each area and its inhabitants.