

# Statement of Community Involvement

COPELAND BOROUGH COUNCIL

## Local Development Framework



JANUARY 2008



**Copeland Borough Council**  
**Statement of Community Involvement**  
**January 2008**

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# Contents

<u>Contents</u>	<u>Page</u>
Foreword	5
Executive Summary	6
1. Introduction	14
2. Local Context for new Planning Documents	16
3. What is the Statement of Community Involvement?	18
4. Background – A New Development Planning System	21
5. The Development Plan Document Preparation Process	25
6. Supplementary Planning Documents Preparation Process	26
7. Sustainability Appraisal and Strategic Environmental Assessment	27
8. Who will we Consult?	29
9. How will we Consult You?	34
10. How will we Report back to You?	38
11. Development Control	39
12. Resources	43
13. How will we monitor and review the Statement of Community Involvement?	44
14. Sources of Information and advice for the Public on Planning Matters	45
Appendices	46

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## Foreword

This document is the Statement of Community Involvement, which is produced by Copeland Borough Council as part of the Local Development Framework. The document covers the Borough of Copeland outside of the National Park.

The Council is required to produce a Statement of Community Involvement as part of the new Planning system. The Statement of Community Involvement aims to set down how and when the Council will involve the local community in the planning process.

The planning system affects everyone; policies and plans help the Council to determine which planning applications to approve or refuse. Therefore it is important that all sectors of the community are involved in the process.

This document is also available to download from the Council's website [www.copeland.gov.uk](http://www.copeland.gov.uk)



### **Glossary**

A glossary can be found in Appendix G explaining further terms used in the planning system.

## **Executive Summary**

### Introduction

The Planning and Compulsory Purchase Act 2004 introduced many changes to the planning regime operating in England and Wales – the work which in Copeland has previously been delivered under the “Local Plans” banner, will be replaced by the “Local Development Framework” (LDF). The Act’s reforms are intended to make the preparation of development plans and other non-statutory documents quicker and more flexible, with increased community involvement. Each local planning authority is required to produce a Statement of Community Involvement which sets out how and when the local community and stakeholders will be involved in the planning process.

The Local Development Framework consists of a number of development plan documents; at the local level the Council is responsible for the production of Local Development Documents. This document aims to set down how and when the Council will involve the local community and stakeholders in the production of Local Development Documents and also in the consideration of planning applications.

### **Planning Policy**

#### Who will we consult?

The Regulations for the Planning and Compulsory Purchase Act 2004 set down specific consultation bodies that must be consulted; these are listed in Section 8 of the SCI. The Council is committed to involving as many organisations, groups and individuals as possible in the planning process.

A database of Local Development Framework contacts has been created; this will be used to consult on the preparation of Local Development Documents where appropriate. The database will be maintained to ensure it is up to date. Anyone can request their details be added to/deleted from the LDF database at any time to receive consultation documents.

The Council is keen to engage those people who belong to traditionally under-represented groups, i.e. single parent families, young people, people from ethnic minority groups, homeless people, people with disabilities, people living in areas of deprivation or low income and people living in remote areas.

The Council will work with the West Cumbria Local Strategic Partnership to ensure close co-ordination of consultation between planning and the West Cumbria Community Strategy. We will endeavour to utilise to maximum effect the *Community Gateway* consultation network which is currently being developed, in particular an older person's forum, disability forum and a young person's network.

#### How will we consult you?

The Planning and Compulsory Purchase Act 2004 Regulations set down minimum public participation requirements which each local planning authority must comply with in the production of Local Development Documents which make up the Local Development Framework. The Council intends to meet the requirements in the regulations and, where possible, exceed these when both staff time and financial resources allow. The Council as a minimum will meet the following minimum requirements as set out in the regulations:

- Make copies of all documentation available for inspection during normal office hours at the council's principal office and other suitable locations for the duration of the six week consultation period;
- Place all documentation and supporting information on the council's website ([www.copeland.gov.uk](http://www.copeland.gov.uk)) with details of where and when the documents are available to be inspected;

- Send copies of relevant material to the Government Office and to each statutory consultee in accordance with the guidance in Planning Policy Statement 12: Local Development Frameworks (PPS12);
- Give notice by advertisement in local newspapers stating where and when documents can be inspected, how copies can be obtained, where to send representations and the closing date for representations.

The Council recognise that consultation methods may need to be tailored, we will identify the most appropriate methods of consultation for the specific Local Development Document by considering the characteristics of each sector of the community that will be involved. The following table identifies consultation techniques to be used for each type of Local Development Document:

	Statement of Community Involvement	Core Strategy	General Development Control Policies and Site Specific Allocations	Area Action Plans	Supplementary Planning Documents (SPD)
Consultation Drafts	✓	✓	✓	✓	✓
Council Website	✓	✓	✓	✓	✓
Neighbourhood Forums	✗	? (selected)	? (selected)	? (selected)	? (selected)
Presentations to Meetings	✗	?	?	?	?
Topic-based Focus Groups	✗	?	✓	✓	?
Exhibitions	✗	?	✓	✓	?
Leaflets, Posters & Letters	?	?	?	?	?



Questionnaire	✓	?	?	?	?
Media	✓	✓	✓	✓	✓
Planning for Real	x	?	?	?	?

✓ - Yes      x - No      ? – Possible, where relevant, and resources allow

How will we report back to you?

In addition to the formal consideration of Local Development Documents by the Executive, meetings of the Local Development Framework Working Party will be held where necessary to examine issues involved in the preparation of Local Development Documents and advise the Executive accordingly. We will publish on our website and make available copies of all representations received at our main offices and the Council’s response and justification.

Representations received will be acknowledged. Consultees who have submitted comments will be informed of the Council’s intended response. This information will be made available to view on the Council’s website, the Council’s offices at Whitehaven and Millom and at libraries in the Copeland Borough.

The Council will notify those who submit representations and those who request to be notified of the submission of a Local Development Document to the Secretary of State and then of its adoption.

**Development Control**

Development Control is a statutory function of a local planning authority. At District level the Council is responsible for dealing with planning applications for all developments in the Borough of Copeland outside of the National Park, except minerals and waste disposal matters which are handled by Cumbria

County Council. The County Council also deals with planning applications for development that it will carry out itself or jointly.

The Council's Development Control Section deals with the processing of Planning Applications, taking account of the Council's development plan policies; Supplementary Planning Guidance/Supplementary Planning Documents; development briefs; government guidance and the individual merits of each scheme, in order to manage development in Copeland in the public interest and to help safeguard the environment.

The procedures for consulting on planning applications are set out in the Town and Country Planning (General Development Procedure) Order 1995 (as amended).

### **Planning Applications**

#### **Pre-application Advice**

We encourage applicants to contact the Development Control Section at an early stage to find out what permission is required and, if necessary, to obtain pre-application advice.

The general public can enquire as to whether their proposal requires planning permission and/or building regulations by completing and returning a "Householder Development Enquiry Form", which is available from the Council Offices or on the Copeland website. When completed and returned a written response will normally be sent to the enquirer within five working days.

Appointments can also be made with a Development Control Officer to discuss proposals by contacting the Development Services Section 01946 598418 / 598421.

### Consultation on Planning Applications

Copeland Borough Council deals with a wide variety of applications for planning permission. The Council currently uses a combination of methods to consult on planning applications, these are listed below:

- Press Notices;
- Site Notices;
- Individual letters to neighbouring property owners;
- Notification letters to Parish/Town Councils and other statutory bodies such as Cumbria Highways; the Environment Agency; United Utilities; English Heritage;
- Liaison with representative groups such as Copeland Disability Forum and Whitehaven Heritage Action Group;
- A Weekly List of planning applications is available for inspection online at [www.copeland.gov.uk](http://www.copeland.gov.uk) and is also sent to the local newspaper.

The Council sends individual letters to properties immediately adjacent to the application site to consult with neighbouring residents and businesses. For larger scale proposals this would be extended to a wider area depending principally on the nature and scale of the proposal. Consultation letters invite comments within 21 days of the date of the letter. Site notices are posted as required by the Regulations and are used to advertise proposals which are deemed to have a wider impact on the community. Site notices may also be used in certain cases, for example, where ownership of neighbouring land may be unknown.

Where a press notice is required or thought to be necessary, the Council will place this in one of two of the local newspapers depending on the location on the application site.

If an application is significantly amended during its consideration, the Council will send a further round of consultation letters to those previously consulted and to people who have also commented on the proposal. A copy of the revised plans

will also be sent to the Parish/Town Councils. However, if the Council considers that the proposed amendments alter the original application radically then a new application may be required to enable proper consideration of the revised scheme and to allow full consultation with statutory and non-statutory bodies.

The Council will place copies of applications and accompanying plans, on deposit at The Copeland Centre in Whitehaven. Copies of applications relating to the South Copeland area will also be available for inspection at the Council Centre in Millom.

The Council will accept comments by post, fax and e-mail.

Some 80% of the applications received by the Council are dealt with through delegated powers to officers and do not go to the Planning Panel for decision making. The Planning Panel is made up of Council Members providing representation from across the Borough. The Council allows the public to speak at the Planning Panel meetings, by prior arrangement. Anyone who has submitted written comments on an application may address the Panel for five minutes. The applicant has the same period of time to respond to the issues raised by an objector.

The Council posts decisions on planning applications on the Council's website. Parish and Town Councils receive a copy of the decision notice. A list of all decisions issued during the previous month is attached to the Planning Panel agenda.

At present a weekly list of applications received, reports to the Planning Panel and decisions on all the applications are available on the Council website.

### Planning Portal

The Planning Portal is the UK government's online planning and building regulations resource. There is a link from the homepage of the Copeland Borough Council website to this site which can be accessed to learn about

planning and building regulations, apply for planning permission and building regulations consent, find out about development in the vicinity and appeal against a decision and research government policy.

### Resources

The Council has limited resources and has therefore identified methods, which aim to use existing consultation networks, for example those developed by the Local Strategic Partnership and the Neighbourhood Forums. The area-based regeneration initiatives operating in parts of the Borough are also a vital link to the community and collaborative working will be pursued where appropriate. In addition the Council will consider the use of outside facilitators particularly in relation to Planning for Real exercises. We will also, where appropriate, work with other Local Planning Authorities in Cumbria to identify possible joint consultation exercises. Financial resources have been allocated for the process of consultation.

The consultation techniques which have been included in this Statement of Community Involvement have been selected with the aim of engaging as wide a coverage of the community as possible, whilst using resources efficiently. Where possible, dedicated officers will lead on the production of Local Development Documents and where consultants are commissioned for all or any part of the work Council Officers will lead on arrangements for consultation in accordance with the Statement of Community Involvement to ensure a co-ordinated and consistent approach. Any change to the Planning Policy Team will have implications for the effective delivery of the Statement of Community Involvement.

### How will we monitor and review the Statement of Community Involvement?

It is intended that the Statement of Community Involvement will be a flexible document. The consultation methods used will be continually monitored to evaluate their effectiveness. This may result in techniques being removed and new ideas and opportunities being tried.

## 1. Introduction

1.1 The Planning and Compulsory Purchase Act 2004 introduced many changes to the planning regime operating in England and Wales – the work which in Copeland has previously been delivered under the “Local Plans” banner, will be replaced by the “Local Development Framework” (LDF). The Act’s reforms are intended to make the preparation of development plans and other non-statutory documents quicker and more flexible, with increased community involvement.

1.2 One of the key factors of the new system is improving the way the local community are involved in the planning system. Local Authorities are required to produce a Statement of Community Involvement (SCI), which sets down how and when the Council will involve the community in the:

- preparation of documents which make up the Local Development Framework to replace the Copeland Local Plan;
- consideration of planning applications.

1.3 The Council is totally committed to engaging the community in the planning process:

*“Public consultation is at the heart of everything we do, not just within the planning process, but through regular dialogue with business, industry, local groups, parish councils and individuals. Communication is not just about talking, in forming its policies the Council does listen.”*

(Councillor Elaine Woodburn, Leader of the Council, taken from Copeland Development Services Handbook)

Format

- 1.4 This document is set out in four parts. Sections 3 to 10 deal with community involvement in the Local Development Framework, Section 11 is concerned with community involvement in planning applications, Section 12 considers the resources required and Section 13 looks at monitoring and review of the Statement of Community Involvement.

## **2. Local Context for New Planning Documents**

- 2.1 Copeland is an area of extreme contrasts. It contains England's highest mountain and deepest lake included in a portion of the Lake District National Park, which makes up two thirds of the Borough's 737 square kilometres. Along with the mountains and lakes there are 80 kilometres of coastline, which at St Bees Head incorporates the only section of Heritage Coast in North West England and at Sellafield, the largest nuclear reprocessing site in Europe.
- 2.2 The Copeland Borough is facing profound economic challenges. These are in part the result of a long, slow decline in the traditional industries of West Cumbria but now more especially the decommissioning process of the Sellafield plant and its repercussions to supporting businesses.
- 2.3 Copeland Borough Council is the Local Planning Authority for the Borough of Copeland outside of the Lake District National Park; the Lake District National Park Authority is the Local Planning Authority for the National Park – see map overleaf. The documents which make up the Local Development Framework are an essential means of delivering regeneration in the Borough. It is essential to ensure that any development in Copeland is sustainable in the long-term; this is a key element of the new planning system. All Local Development Documents will be subjected to an appraisal to ensure that it reflects economic, social and environmental objectives.
- 2.4 Appendix A contains a profile of the area; this is updated annually as part of the Council's Annual Monitoring Report.





Map of Copeland Borough (the Lake District National Park Authority is responsible for planning policy within the Park boundary)

### **3. What is the Statement of Community Involvement?**

- 3.1 The Government has made changes to the planning system, at the heart of the new system is the need to improve the way the community are involved in the preparation of local development documents and making decisions on planning applications.
- 3.2 Copeland Borough Council is committed to improving the way the community are consulted and involved in the planning system. Community involvement is essential to encourage local ownership of policies and to ensure that the needs and aspirations of the local community are taken into account in the preparation of documents and decisions which help shape the future development of the area. Community consultation also provides an opportunity to identify and resolve any possible areas of conflict early on in the process.
- 3.3 The Statement of Community Involvement is the first document to be produced as part of the new Local Development Framework for Copeland. The document does not propose new planning policy or allocate sites for development but aims to set down how the Council will consult and involve the Community in plan preparation and in the consideration of planning applications.
- 3.4 The process followed for the production of the Statement of Community Involvement is shown in Figure 1. A first draft of the SCI was produced in September 2006 for consultation; the comments received were contained in the Consultation Report published alongside the Draft Submission SCI. Many of the comments received have been incorporated into this adopted version of the SCI.

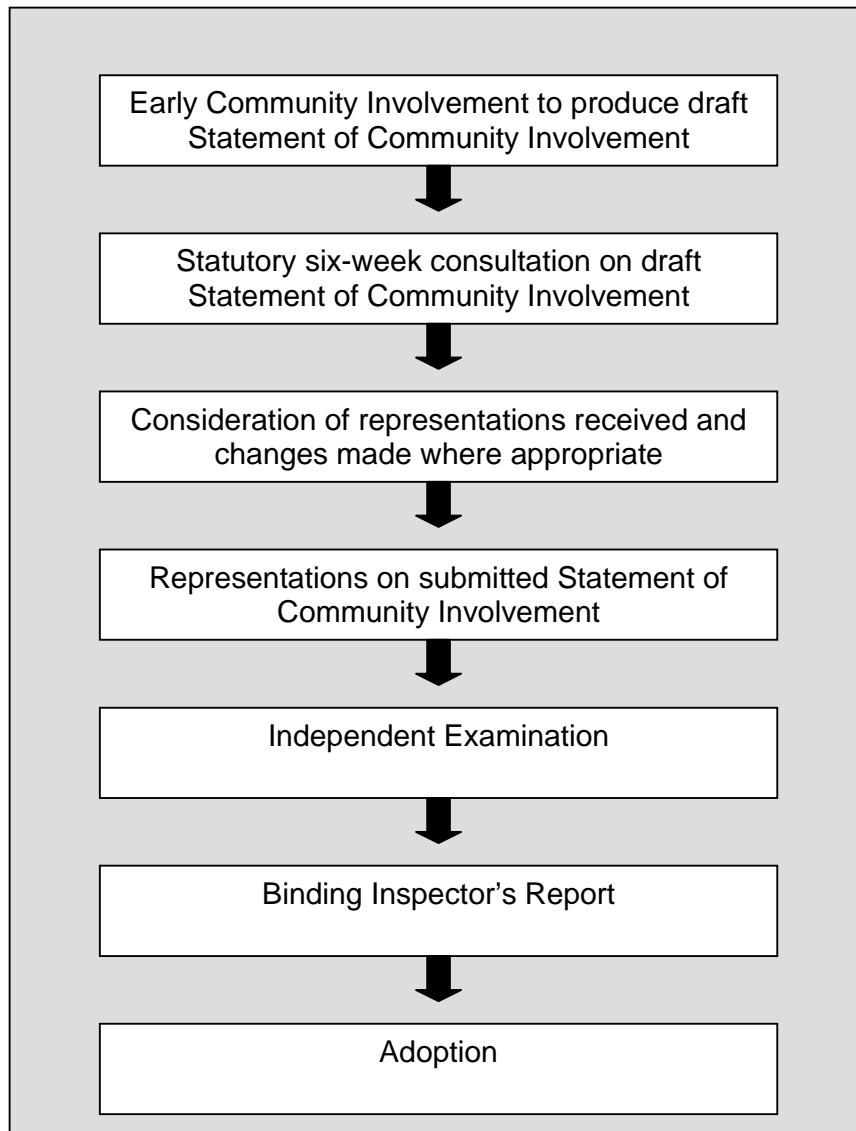


Figure 1: Statement of Community Involvement Process (This process will be followed should a formal review of the SCI prove necessary)

- 3.5 The SCI is not a Development Plan Document, however like Development Plan Documents it is subject to independent examination by a Planning Inspector.
  
- 3.6 The Draft Submission Statement of Community Involvement was submitted to the Secretary of State, representations were invited for a period of six weeks. Any comments received were taken to and considered at the Independent Examination. The Inspector considered the SCI and tested its soundness (see Appendix B for further information

regarding the tests of soundness the SCI was assessed against). After the Examination, the Inspector produced a report which was binding. The Statement of Community Involvement was amended as necessary following receipt of the Inspector's Report and the final version taken to Full Council for adoption 22<sup>nd</sup> January 2008.

- 3.7 The Statement of Community Involvement is an important document in the Local Development Framework. The Council must adhere to the Statement of Community Involvement when producing Local Development Documents, failure to do so could result in documents being judged unsound.

## 4. Background – A New Development Planning System

### 4.1 Key aims of the Local Development Framework:

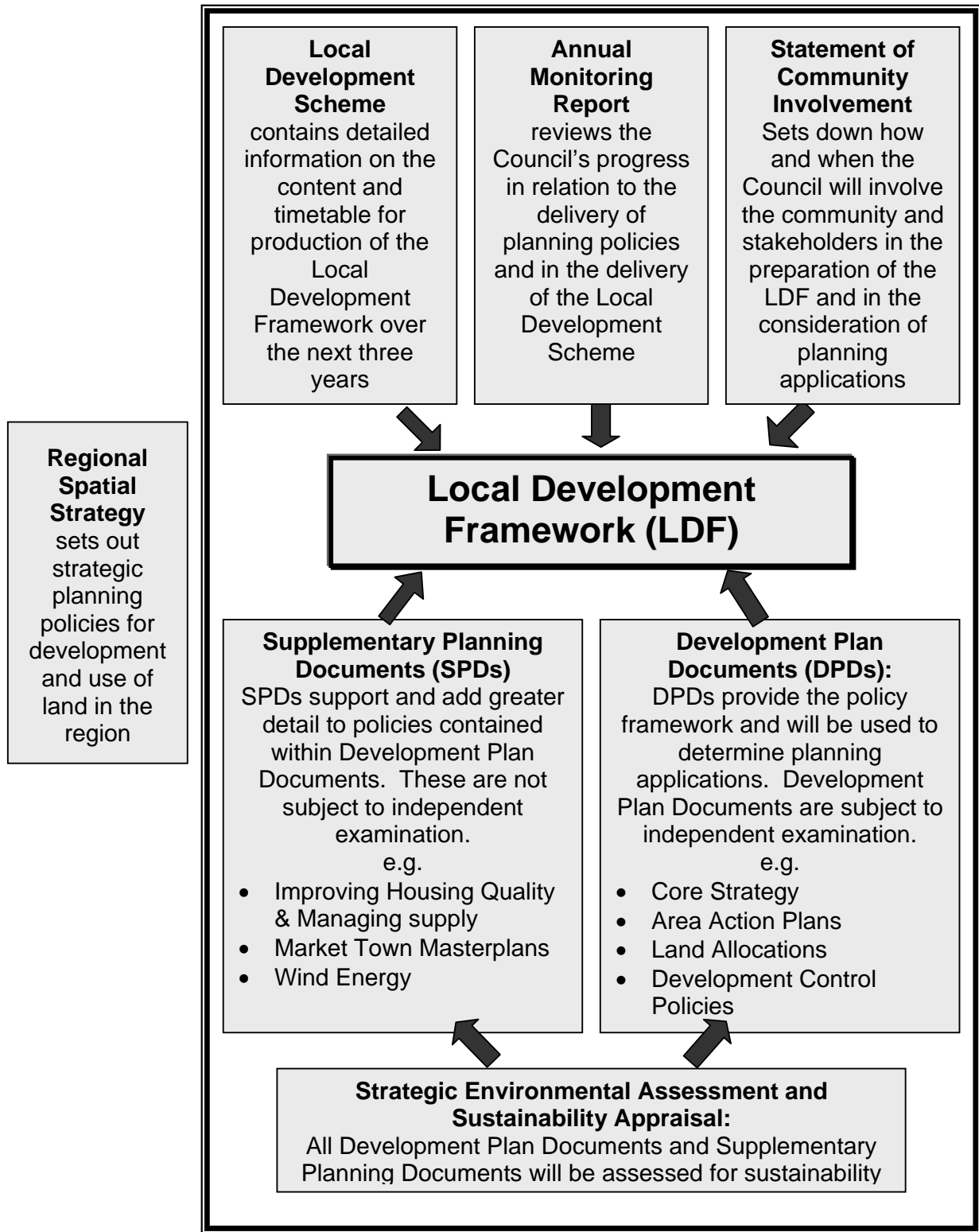
- flexibility;
- strengthening community and stakeholder involvement in the development of local communities;
- front loading – seek consensus on essential issues early in the preparation of Local Development Documents;
- sustainability appraisal – to ensure that Local Development Documents are prepared with the objective of contributing to the achievement of sustainable development;
- efficient programme management;
- soundness – Local Development Documents must be soundly based in terms of their content and the process by which they are produced;

*(Planning Policy Statement 12: Local Development Frameworks, 2004)*

4.2 The new system intends to widen the ambit of planning from focusing on the control of land use to reflect a wider, more inclusive and spatial approach and seeks to facilitate earlier and more in depth public consultation.

4.3 The Local Development Framework will eventually replace the adopted development plan for Copeland which comprises the Copeland Local Plan 2001 – 2016 and the Cumbria County Structure Plan 2001 – 2016.

Figure 2: Local Development Framework:



- 4.4 The Local Development Framework will consist of a series of documents (see Figure 2) including the Statement of Community Involvement, Annual Monitoring Report, Local Development Scheme and Local Development Documents (LDDs). There are two types of Local Development Document:
- **Development Plan Documents (DPDs)**
  - **Supplementary Planning Documents (SPDs)**
- 4.5 The Local Development Scheme, containing detailed information on the content and timetable for production of the Local Development Framework over the next three years and the Annual Monitoring Report, which reviews the Council's progress in relation to the Local Development Scheme and national or regional policy, are both available to download from the Council's website.
- 4.6 Sustainable development is central to the reformed planning system. Each Local Development Document (except the Statement of Community Involvement, Annual Monitoring Report and Local Development Scheme) will be subject to a continuous process of sustainability appraisal to ensure its potential social, economic and environmental effects are explored and are incorporated into the policy making stage and used as part of the plan monitoring process.
- 4.7 We will involve the local community in the preparation of all Local Development Documents.
- 4.8 The Local Development Framework must be consistent with national planning policies and in general conformity with the Regional Spatial Strategy.
- **National**: Government's Planning Policy Statements (PPSs), which are gradually replacing Planning Policy Guidance Notes (PPGs).

- **Regional:** The Regional Spatial Strategy (RSS) provides the spatial policy framework for the Region. As a result of the Planning and Compulsory Purchase Act 2004, the existing Regional Planning Guidance for the North West (RPG13) became the Regional Spatial Strategy for the North West. The North West Regional Assembly launched a Full Review in July 2004 and; following informal consultations at issues, options, and Interim Draft stages; submitted the Draft RSS to the Secretary of State on 30 January 2006.
- **Sub-Regional:** The Cumbria & The Lake District Joint Structure Plan - sets out a spatial strategy until 2016, some policies will be replaced by those in the revision to the RSS.



## 5. The Development Plan Document (DPD) Preparation Process

The stages of preparation of a Development Plan Document are as follows:

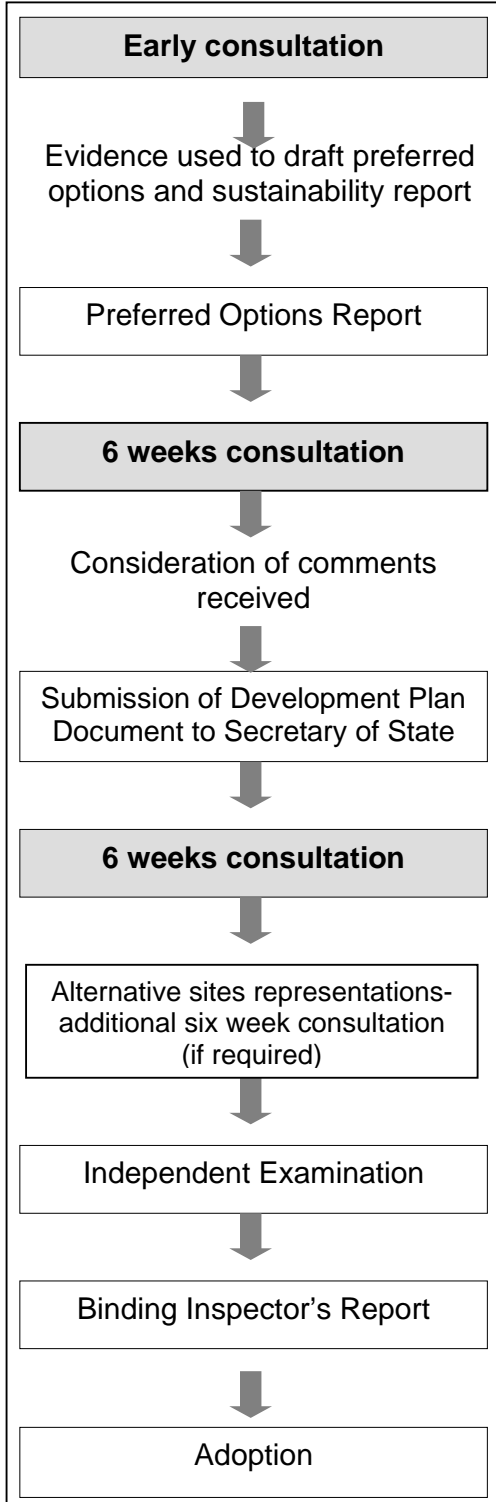


Figure 3: Development Plan Document Preparation Process

### 5.1 Stage 1: Pre-production

Survey and evidence gathering on 'issues and options' (Reg 25\*). Informal consultations will be undertaken at an early stage with all relevant organisations. It is anticipated that the level of involvement will differ according to the Development Plan Document being produced. A Sustainability Appraisal Scoping Report will also be produced at this stage and sent to statutory consultees and relevant stakeholders for comment.

### 5.2 Stage 2: Production

Prepare 'preferred options' and Sustainability Appraisal and publish for six-week period (Reg 26\*). At this stage the consultation process is more formal, comments can be made on both Reports. After the six-week period, representations will be considered and amendments made if necessary. The revised Development Plan Document and final Sustainability Appraisal are then prepared for submission to the Secretary of State. There will be a further formal six-week consultation on the Development Plan Document and its Sustainability Appraisal (Reg 28\*). If alternative representations are received on allocations of land during the submission consultations, these alternatives will be advertised for comment for a further six week period.

### 5.3 Stage 3: Examination

An independent examination into the soundness of the plan is carried out by an Inspector appointed by the Secretary of State (see Appendix C for 'Tests of Soundness' for Development Plan Documents). Once the Inspector has considered all the representations, a report will be prepared which will identify any changes to be made. The Inspector's Report and the recommendations are binding on the local planning authority.

### 5.4 Stage 4: Adoption

The Council in accordance with the Inspector's Recommendations will then adopt the Development Plan Document.

\* The Town & Country Planning (Local Development) (England) Regulations 2004

## 6. Supplementary Planning Documents

### Preparation Process

**6.1** Supplementary Planning Documents (SPDs) must be directly related to a policy or policies in the adopted Local Plan or in a Development Plan Document. These documents provide additional information/guidance to support a policy or policies in a Development Plan Document and tend to be subject or site specific. The process for producing Supplementary Planning Documents is similar to that for Development Plan Documents, however they are not subject to independent examination.

**6.2 Stage 1: Pre-production**  
The nature of community involvement and methods employed will depend on the type of document being produced. The evidence gathered will be used to prepare a draft Supplementary Planning Document. A Sustainability Appraisal Scoping Report is produced at this stage and sent to statutory consultees and relevant stakeholders for comment.

**6.3 Stage 2: Public Participation**  
The draft Supplementary Planning Document and Sustainability Appraisal will be made available for consultation for 4 – 6 weeks (Reg 17 & 18\*). All responses received will be considered and used to finalise the Supplementary Planning Document.

**6.4 Stage 3: Adoption**  
The amended document will then be adopted by the Council.

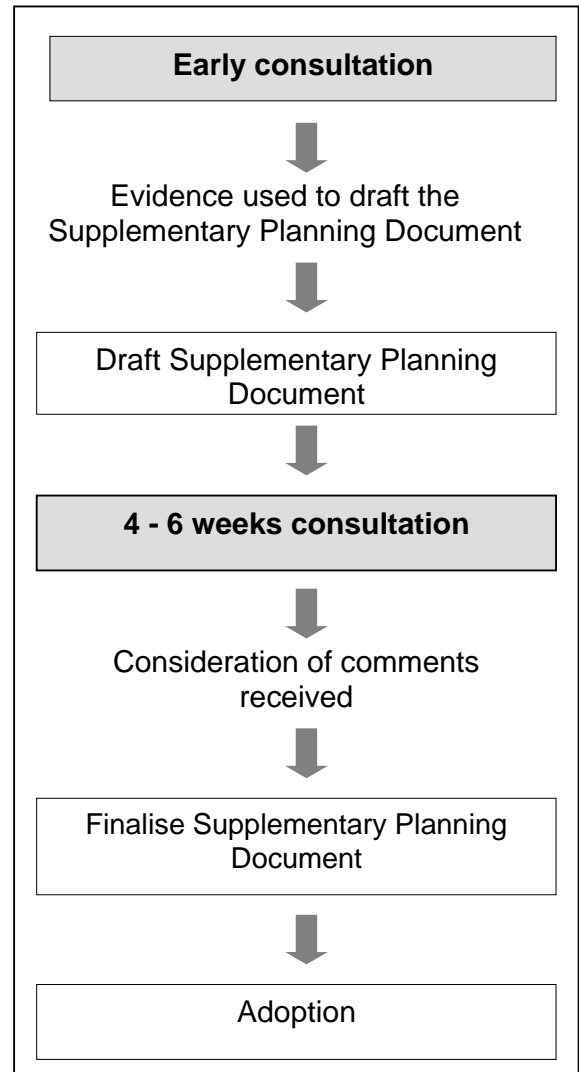


Figure 4: Supplementary Planning Documents Preparation Process

\* The Town & Country Planning (Local Development) (England) Regulations 2004

## **7. Sustainability Appraisal and Strategic Environmental Assessment**

### Sustainability Appraisal

- 7.1 The Act requires Development Plan Documents and Supplementary Planning Documents to undergo Sustainability Appraisal. This is an integral part of the plan preparation process and ensures that Development Plan Documents and Supplementary Planning Documents take into account and contribute to sustainable development.
- 7.2 Integration of Sustainability Appraisal into Development Plan Document preparation is essential to sound plan making.
- 7.3 A Sustainability Appraisal Report will accompany each Development Plan Document and Supplementary Planning Document. The Council will consult relevant statutory consultees and other stakeholders on the scope of the Appraisal. The full Sustainability Appraisal Report will be published along with the Preferred Options for comment. Comments received will be considered before the final Sustainability Appraisal Report and Development Plan Document / Supplementary Planning Document is submitted to the Secretary of State. The SCI does not require a Sustainability Appraisal.

### Strategic Environmental Assessment

- 7.4 Local Planning Authorities and Regional Planning Bodies are required to comply with the requirements of the European Directive 2001/42/EC and carry out an environmental assessment of Development Plan Documents and Supplementary Planning Documents; this has been incorporated within the Sustainability Appraisal process. Strategic Environmental

Assessment (SEA) is an assessment of the environmental impacts of the policies and proposals of the Local Development Framework. The Council will involve the community as appropriate in the Strategic Environmental Assessment process.

Habitats Regulations 2006 – Appropriate Assessment

- 7.5 Where a land-use plan is likely to have a significant effect on a European site and is not directly connected with or necessary for the management of the site, the Council must make an appropriate assessment of the implications for the site in relation to the sites conservation objectives. It is recommended that appropriate assessment is undertaken in conjunction with the Sustainability Appraisal process.

## 8. Who will we Consult?

- 8.1 The regulations for the Planning and Compulsory Purchase Act (2004) set out the legal requirements for consultation. The regulations specify that certain bodies must be consulted.
- 8.2 The Council is committed to involving all organisations and individuals who have requested to be involved in the planning process.

### Specific Consultation Bodies

- 8.3 The regulations for the Planning and Compulsory Purchase Act 2004 sets down the specific consultation bodies that must be consulted, these are:
- Government Office for the Region (Government Office North West)
  - The Regional Planning Body (North West Regional Assembly)
  - Cumbria County Council and neighbouring local planning authorities
  - Town / Parish Councils in Copeland
  - Neighbouring Town / Parish Councils
  - Natural England
  - Environment Agency
  - Highways Agency
  - English Heritage
  - Network Rail
  - Regional Development Agency (North West Development Agency)
  - Owners/controllers of telecommunications apparatus
  - Strategic Health Authority
  - Those organisations that provide electricity, gas and water and deal with sewerage.

- Government Departments:
  - Home Office;
  - Department for Education and Skills (through Government Offices);
  - Department for Environment, Food and Rural Affairs;
  - Department for Transport (through Government Offices);
  - Department for Health (through relevant Regional Public Health Group)
  - Ministry of Defence
  - Department of Work and Pensions;
  - Department of Constitutional Affairs;
  - Department for Culture, Media and Sport;
  - Office of Government Commerce (Property Advisers to the Civil Estate); and

NB. This list of statutory organisations is not exhaustive and also relates to successor bodies where re-organisations occur.

#### General Consultation Bodies

8.4 A list of general consultation bodies as prescribed in Planning Policy Statement 12: Local Development Frameworks can be found in Appendix D. The general consultation bodies include community groups and other stakeholders such as:

- Voluntary bodies whose activities benefit any part of the area;
- Bodies which represent the interests of different racial, ethnic or national groups in the 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 area;
- Bodies which represent the interests of persons carrying on business interests in the area;

- And any other local groups and bodies identified in the consultation process on the West Cumbria Community Strategy.

#### Other Consultees

- 8.5 The regulations also list a variety of other agencies and organisations which local planning authorities should also consider consulting in the preparation of Local Development Documents where appropriate, see Appendix D for listing.
- 8.6 A database of Local Development Framework contacts has been created, this will be used to consult on the preparation of Local Development Documents where appropriate. The database will be maintained to ensure it is up to date. Anyone can request their details be added to/deleted from the LDF database at any time to receive consultation documents.

#### Local Strategic Partnership

- 8.7 The Council will work with the West Cumbria Local Strategic Partnership to ensure close co-ordination of consultation between planning and the West Cumbria Community Strategy. We will endeavour to utilise to maximum effect the *Community Gateway* consultation network which is currently being developed, in particular an older person's forum, disability forum and a young person's network. The Local Strategic Partnership is one of six in Cumbria, they bring together all the key stakeholders in Cumbria and are crucial for identifying links between the Local Development Framework and other plans and strategies of partner organisations.

#### Under-represented Groups

- 8.8 The Council is keen to engage those people who belong to traditionally under-represented groups, i.e. single parent families, young people,

people from ethnic minority groups, homeless people, people with disabilities, people living in areas of deprivation or low income and people living in remote areas.

- 8.9 We will work with those groups who are established in the area which provide an important link to under-represented groups, i.e. Copeland Disability Forum, Copeland Youth Council, area-based regeneration groups etc.
- 8.10 We will seek to identify new ways of encouraging involvement from under-represented groups in the planning process i.e. targeted leaflets, timing of meetings, use of local and accessible venues etc. We will also work with both the Local Strategic Partnership and other District Councils to maximise involvement of under-represented groups.
- 8.11 We will seek to present all information clearly and simply, and in a variety of formats where required, to ensure all residents can access the information they need, as outlined in the Equality and Diversity Policy.

### Members

- 8.12 Members of the Council have an important role to play in the development of the Local Development Framework and in the determination of planning applications.

### Planning Policy

- 8.13 The Council's Executive will agree Local Development Documents before going out to public consultation.
- 8.14 All Local Development Documents will be approved by the Council before submission/adoption.



- 8.15 In addition to the formal consideration of Local Development Documents by the Executive, meetings of the Local Development Framework Working Party will be held where necessary to examine issues involved in the preparation of Local Development Documents and advise the Executive accordingly. Members of the Working Party will also be involved in examining the means, extent and timing of consultation with stakeholders and the local community to ensure inclusiveness and consistency and consideration of formal objections / expressions of support at the appropriate stages of LDD production and to make recommendations to the Council's Executive for any changes to be made.

#### Development Control

- 8.16 The Council's Planning Panel determines all planning applications except those delegated to Officers.

## 9. How will we consult you?

9.1 The Planning and Compulsory Purchase Act 2004 sets down minimum public participation requirements which each Local Planning Authority must comply with for the production of Local Development Documents. The Council will adhere to the regulations and where possible exceed these when both staff and financial resources allow and when the principles of Best Value are met. The following requirements are set out in the Regulations:

- Make copies of all documentation available for inspection during normal office hours at the council's principal office and other suitable locations for the duration of the six week consultation period (see Appendix E for locations where documents will be available to view) ;
- Place all documentation and supporting information on the council's website ([www.copeland.gov.uk](http://www.copeland.gov.uk)) with details of where and when the documents are available to be inspected;
- Send copies of relevant material to the Government Office and to each statutory consultee in accordance with the guidance in Planning Policy Statement 12: Local Development Frameworks (PPS12);
- Give notice by advertisement in local newspapers stating where and when documents can be inspected, how copies can be obtained, where to send representations and the closing date for representations.

9.2 The Council recognise that consultation methods may need to be tailored, we will identify the most appropriate methods of consultation for the specific Local Development Document by considering the characteristics of each sector of the community that will be involved.

9.3 The new planning system places greater emphasis on community involvement in the production of Local Development Documents. We will involve the local community at all key stages of production of Local Development Documents, the following page lists the consultation methods we will employ. Further details on methods and the type of Local Development Document they are most suited to can be found in Appendix F.

9.4 Consultation Methods:

Consultation Drafts	We will deposit draft documents for inspection at Copeland Borough Council offices at The Copeland Centre, Whitehaven and Millom Council Centre and where appropriate, at other local facilities depending on the subject of the Local Development Document. Documents will also be sent or made available to consultees by letter, or e-mail with a link to the document on the Council's website. Written responses will be sought either by post or by e-mail.
Website and E-mail	We will publish all our draft documents for inspection on the Copeland Borough Council website. Written responses will be sought either by post or by e-mail.
Topic-based Focus Groups	We will organise, where appropriate, topic-based focus groups when we are seeking to generate debate on issues and options with key stakeholders and interest groups relating to specific topics.
Presentations to Meetings	This method could be used as part of scheduled meetings for instance Town and Parish Councils. We aim to consult Town and Parish Councils regularly and where appropriate, attend their meetings or invite them collectively to a separate meeting.
Neighbourhood Forums	There are ten Neighbourhood Forum meetings in the Copeland Borough. This network is set up and

	<p>serviced by Cumbria County Council. It provides an opportunity for local residents to informally debate and discuss local issues and help influence priorities. We will attend Neighbourhood Forum meetings when appropriate to discuss and debate local issues.</p>
Exhibitions	<p>Manned/unmanned exhibitions, roadshows or displays may be used at key stages of production of Local Development Documents to illustrate proposals for the area to local residents. These events would provide face-to-face contact with staff who would be available to answer questions and receive comments from the community.</p>
Leaflets, posters & letters	<p>We may produce leaflets, posters and letters to promote either an exhibition taking place, or produce a summary leaflet and poster for a Local Development Document when deemed necessary.</p>
Questionnaires	<p>Questionnaires may be used to supplement other methods of engagement. They may be sent to our database of contacts or when we wish to consult with a cross-section of our community we will use the Community Voice panel, this is a panel of residents in the Copeland Borough who are representative of the Borough and who have agreed to take part in surveys and research conducted by the Local Authority.</p>
Media	<p>At the formal consultation stage, a notice will be placed in the most appropriate local newspaper, with details of when and where the documents can be inspected and details of how and when to respond to consultation documents. We will also seek advice from the Council's Communications Team on the use of press releases, radio interviews and the use of the Council's magazine 'Copeland Matters' etc.</p>

Planning For Real	This technique involves role playing events using maps and models which the local community take part in. The events are led by trained staff. This can be a costly method of engagement so will be used when both staff and financial resources allow and when seen as appropriate.
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- 9.6 In accordance with the Regulations, the Council must comply with the Statement of Community Involvement in the production of any Local Development Document. On submission to the Secretary of State, a Local Development Document must be accompanied by a Statement of Compliance, identifying the methods used to consult the public (at regulation 25 and regulation 26 stages) and how the consultation complies with the Statement of Community Involvement. If an inspector finds the council have not complied with the standards set out in the Statement of Community Involvement the Local Development Documents could be withdrawn.

## **10. How will we report back to you?**

- 10.1 One of the Tests of Soundness (Test 7) is whether the SCI shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents.
- 10.2 In addition to the formal consideration of Local Development Documents by the Executive, meetings of the Local Development Framework Working Party will be held where necessary to examine issues involved in the preparation of Local Development Documents and advise the Executive accordingly. All Local Development Documents will be approved by the Council before submission/adoption.
- 10.3 We will publish on our website and make available copies of all representations received at our main offices and the Council's response and justification. Representations received will be acknowledged. Consultees who have submitted comments will be informed of the Council's intended response. This information will be made available to view on the Council's website, the Council's offices at Whitehaven and Millom and at libraries in the Copeland Borough.
- 10.4 The Council will notify those who submit representations and those who request to be notified of the submission of a Local Development Document to the Secretary of State and then of its adoption.

## 11. Development Control

- 11.1 Development Control is a statutory function of a local planning authority. At District level the Council is responsible for dealing with planning applications for all developments in the Borough of Copeland outside of the National Park, except minerals and waste disposal matters which are handled by Cumbria County Council. The County Council also deals with planning applications for development that it will carry out itself or jointly.
- 11.2 The Council's Development Control Section deals with the processing of Planning Applications, taking account of the Council's development plan policies; Supplementary Planning Guidance/Supplementary Planning Documents; development briefs; government guidance and the individual merits of each scheme, in order to manage development in Copeland in the public interest and to help safeguard the environment.
- 11.3 The procedures for consulting on planning applications are set out in the Town and Country Planning (General Development Procedure) Order 1995 (as amended).

### Planning Applications

#### Pre-application Consultation

- 11.4 We encourage applicants to contact the Development Control Section at an early stage to find out what permission is required and, if necessary, to obtain pre-application advice.
- 11.5 The general public can enquire as to whether their proposal requires planning permission and/or building regulations by completing and

returning a “Householder Development Enquiry Form”, which is available from the Council Offices or on the Copeland website. When completed and returned a written response will normally be sent to the enquirer within five working days.

11.6 Appointments can also be made with a Development Control Officer to discuss proposals by contacting the Development Services Section 01946 598418 / 598421.

11.7 Major developments are defined in the Town and Country Planning (General Development Procedure) Order 1995 as development involving any one or more of the following:

- “(a) the winning and working of minerals or the use of land for mineral-working deposits
- (b) waste development
- (c) the provision of dwelling houses where –
  - (i) the number of dwellings to be provided is 10 or more; or
  - (ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c)(i)
- (d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or
- (e) development is carried out on a site having an area of 1 hectare or more”

#### Consultation on Planning Applications

11.8 Copeland Borough Council deals with a wide variety of applications for planning permission. The Council will use a combination of methods to consult on planning applications, these are listed below:

- Press Notices;
- Site Notices;
- Individual letters to neighbouring property owners;



- Notification letters to Parish/Town Councils and other statutory bodies such as Cumbria Highways; the Environment Agency; United Utilities; English Heritage;
- Liaison with representative groups, such as Copeland Disability Forum and Whitehaven Heritage Action Group, and other interested organisations for relevant planning applications.
- A Weekly List of planning applications is available for inspection on-line at [www.copeland.gov.uk](http://www.copeland.gov.uk) and is also sent to the local newspaper.

11.9 The Council sends individual letters to properties immediately adjacent to the application site to consult with neighbouring residents and businesses. For larger scale proposals this would be extended to a wider area depending principally on the nature and scale of the proposal. Consultation letters invite comments within 21 days of the date of the letter. However, bodies such as Natural England will be allowed a longer time to comment on applications where this is prescribed by legislation. Site notices are posted as required by the Regulations and are used to advertise proposals which are deemed to have a wider impact on the community. Site notices may also be used in certain cases, for example, where ownership of neighbouring land may be unknown. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

11.10 Where a press notice is required or thought to be necessary, the Council will place this in one of two of the local newspapers depending on the location on the application site.

11.11 If an application is significantly amended during its consideration, the Council will send a further round of consultation letters to those previously consulted and to people who have also commented on the proposal. A copy of the revised plans will also be sent to the Parish/Town Councils. However, if the Council considers that the proposed amendments alter the original application radically then a new application maybe required to

enable proper consideration of the revised scheme and to allow full consultation with statutory and non-statutory bodies.

11.12 The Council will place copies of applications and accompanying plans, on deposit at the Copeland Centre in Whitehaven. Copies of applications relating to the South Copeland area will also be available for inspection at the Council Centre in Millom.

11.13 The Council will accept comments by post, fax and e-mail.

11.14 Some 80% of the applications received by the Council are dealt with through delegated powers to officers and do not go to the Planning Panel for decision making. The Planning Panel is made up of Council Members providing representation from across the Borough. The Council allows the public to speak at the Planning Panel meetings, by prior arrangement. Anyone who has submitted written comments on an application may address the Panel for five minutes. The applicant has the same period of time to respond to the issues raised by an objector.

11.15 The Council posts decisions on planning applications on the Council's website. Parish and Town Councils receive a copy of the decision notice. A list of all decisions issued during the previous month is attached to the Planning Panel agenda.

11.16 At present a weekly list of applications received, reports to the Planning Panel and decisions on all the applications are available on the Council website.

## 12. Resources

- 12.1 The Council has limited resources and has therefore identified methods, which aim to use existing consultation networks, for example those developed by the Local Strategic Partnership and the Neighbourhood Forums. These networks have dedicated officers who will be able to assist in the consultation process. The area-based regeneration initiatives operating in parts of the Borough are also a vital link to the community and collaborative working will be pursued where appropriate. In addition the Council will consider the use of outside facilitators particularly in relation to Planning for Real exercises. We will also, where appropriate, work with other Local Planning Authorities in Cumbria to identify possible joint consultation exercises. Financial resources have been allocated for the process of consultation.
- 12.2 The consultation techniques which have been included in this Statement of Community Involvement have been selected with the aim of engaging as wide a coverage of the community as possible, whilst using resources efficiently. Where possible dedicated officers will lead on the production of Local Development Documents and where consultants are commissioned for all or any part of the work Council Officers will lead on arrangements for consultation in accordance with the Statement of Community Involvement to ensure a co-ordinated and consistent approach. Any change to the Planning Policy Team will have implications for the effective delivery of the Statement of Community Involvement.

## **13. How will we monitor and review the Statement of Community Involvement?**

- 13.1 It is intended that the Statement of Community Involvement will be a flexible document. The consultation methods used will be continually monitored to evaluate their effectiveness. This may result in techniques being removed and new ideas and opportunities being tried.
- 13.2 The Annual Monitoring Report will include an assessment of the success of the Statement of Community Involvement. This report will be available on the Council's website. In reviewing the Statement of Community Involvement, we will follow the same process for preparation as we have for this version. The Statement of Community Involvement will be revised when:
- The types of groups identified have changed significantly;
  - Different engagement techniques are to be employed.

## 14. Sources of Information and advice for the Public on Planning Matters

### Planning Portal

- 14.1 The Planning Portal is the UK government's online planning and building regulations resource. There is a link from the homepage of the Copeland Borough Council website to this site which can be accessed to learn about planning and building regulations, apply for planning permission and building regulations consent, find out about development in the vicinity and appeal against a decision and research government policy.

Contact Details: Planning Portal,  
Temple Quay House  
2 The Square, Temple Quay  
Bristol, BS1 6PN  
[www.planningportal.gov.uk](http://www.planningportal.gov.uk)

### Planning Aid

- 14.2 This is a voluntary service offering free, independent and professional advice on planning matters to community groups and individuals. The Council will promote Planning Aid to the community to raise awareness of the advice and support available.

Contact details: National Planning Aid Unit  
Unit 419, The Custard Factory  
Gibb Street  
Birmingham, B9 4AA  
Telephone: 0121 693 1201  
E-mail: [info@planningaid.rtpi.org.uk](mailto:info@planningaid.rtpi.org.uk)  
Website: <http://www.planningaid.rtpi.org.uk/>

## Appendices

	Page
A Copeland Profile	48
B Examination of the soundness of the Statement of Community Involvement	57
C Examination of the soundness of Development Plan Documents	59
D List of Consultees (adapted from PPS12)	61
E Locations where documents will be available to view	65
F Table identifying consultation techniques to be used for each type of Local Development Document	68
G Glossary	69

## Appendix A - Copeland Profile

Copeland is an area of extreme contrasts. It contains England's highest mountain and its deepest lake included in a portion of the Lake District National Park which makes up two thirds of the Borough's 737 square kilometres. Along with the mountains and lakes there are 80 kilometres of coastline which at St Bees Head incorporates the only section of Heritage Coast in North West England and at Sellafield, the largest nuclear reprocessing site in Europe.



Map of Copeland Borough (the Lake District National Park Authority is responsible for planning policy within the Park boundary)

Despite (though in part due to) previous economic exploitation the Borough retains a range of outstanding landscapes and wildlife habitat, distinctive character in its towns and villages, a rich history and cultural heritage and a strong sense of community identity.

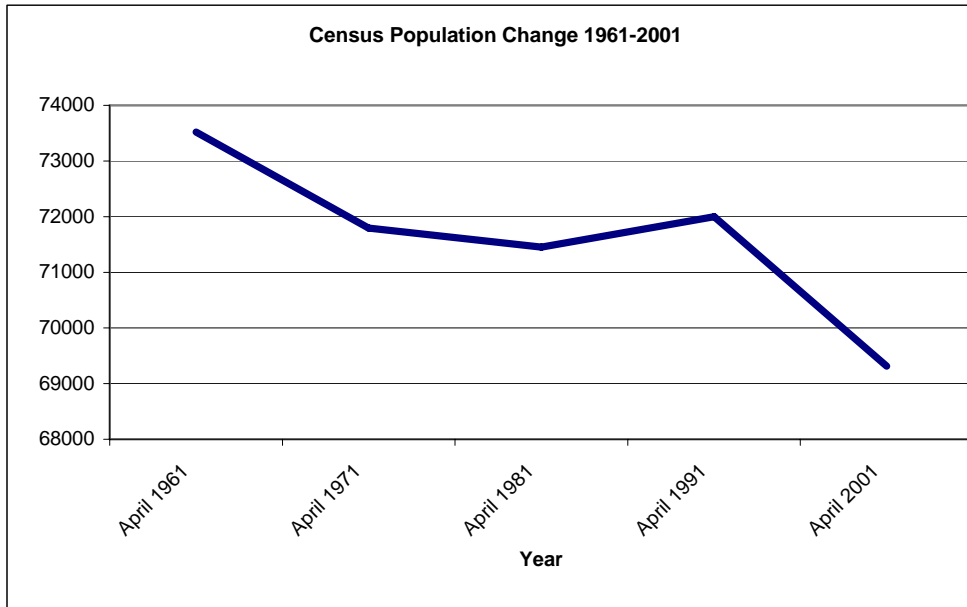
There is an awful lot of what we might call environmental, social and community “capital” that the planning policies in our LDF must help to protect, conserve and utilise to good effect. Nevertheless this will only be achieved if we can deal with the **profound economic challenges** which Copeland now faces. These are in part the result of a long, slow decline in the traditional industries of West Cumbria but now more especially the rapid collapse of employment at the Sellafield plant and its repercussions to supporting businesses. Years of dependence on mining and manufacturing industries had already been responsible for sectoral weaknesses and the Borough’s peripherality and poor communications made the situation worse. The various expansions of activity at Sellafield provided

alternative employment but tended to mask some worrying underlying trends. Relatively high wages, training opportunities and multiplier effects associated with the plant have hidden issues like social deprivation, poor health, unemployment, low economic activity and business formation rates and generally low qualification attainment rates in many parts of the Borough.



The combined effect of such issues is seen in the long period of **population decline** in the Borough over the last 50 years. Despite generally high birth rates over this period, equally high death rates and out migration have resulted in an overall loss of 4203 (5.7%) between 1961 and 2001 census, much of which is concentrated among the younger age groups.





However, during the last two years this has begun to alter with the latest available figures for mid-year 2005 showing an increase of 2050 since 2003, based not on any natural increase, but on in-migration, including a significant amount of International migrants. Figures on population levels and age structure are included in our Headline Indicators as baselines in the table below. These are further explored in our more detailed assessment of performance in Section 3 of this report.

In 2002 the government announced its intention to move into a decommissioning phase at Sellafield and other nuclear sites. Various scenarios have been developed to examine the impact of the closure programme but even the most optimistic expect a **reduction of 8,000 jobs** at Sellafield by 2012 with predictions of an overall loss of 17,000 jobs in West Cumbria. The fact that at 2003 there were less than 30,000 jobs in total in Copeland make these losses a matter of extreme concern and they are going to hit hard in our local communities where the percentage of Sellafield employment amongst residents is very high e.g. Cleator Moor 51%, Egremont 45% and Whitehaven 30%.

The Council and its partners will have to work extremely hard to develop the necessary regeneration strategies, initiatives and action programmes to address

these issues. The establishment of West Lakes Renaissance and the Nuclear Decommissioning Authority within the Borough will help enormously but it is important now to ensure that the regeneration efforts are developed across as broad a front as possible to encompass all social, community and environmental issues alongside the need to rebuild the local economy. Only in this way will we be able to ensure that the **regeneration of West Cumbria is directed along sustainable lines.**



The formation of the West Cumbria Strategic Forum is pivotal in this process. It brings together government ministers, civil servants and regional bodies as well as local and county leaders. This is a range of interests which reflects both the seriousness of the problems and the need for inclusivity in seeking to deal with them. The Forum has commissioned a “Spatial Master Plan” for West Cumbria to incorporate a 15 year Vision and route-plan which will “identify transformational projects and initiatives to underpin the economic, social and environmental well-being of West Cumbria”. It reflects the Memorandum of Agreement between Forum partners that policies at national, regional and sub-regional levels should be “West Cumbria – proofed” to assist delivery of regeneration on the ground. The study is likely to be published early in 2007 and will further shape the evidence base and monitoring framework for our LDF.

The other significant document which will affect LDF production and monitoring over the next few years is the West Cumbria Community Strategy. The Local Strategic Partnership which develops this is being restructured along thematic lines, better able to incorporate the requirements of Public Service Agreements being introduced from 2007. The Strategy will no doubt generate a new set of output requirements, also partially informed by the “Spatial Master Plan” discussed above and continuing community consultation.

One of the main challenges for our regeneration strategies is to deal with the need for **housing market renewal**. There are large parts of our urban areas

with high proportions of pre-1919 dwellings, especially terraced properties, and monolithic public sector estates. Although “affordable” such dwellings do not always easily accommodate modern lifestyles and aspirations and low demand issues are becoming apparent. There is a need to invest in new and sustainable solutions to housing renewal in Copeland. Following a bid by the Council and its regeneration partners additional government funding is been made available to begin a programme of interventions in



areas of Whitehaven which exhibit high levels of social and economic stress coupled with low housing demand. It is hoped that the process will be assisted by new planning policy documents scheduled for early production in the LDS. These include Area Action Plans (AAPs) for West Whitehaven and Whitehaven Town Centre and Harbourside plus two Supplementary Planning Documents (SPDs), one for the Pow Beck Regeneration Site adjoining Whitehaven town centre and the second for improving housing design quality overall in the Borough.

The important aim for housing in the Borough is to achieve a better market balance. This involves tenure patterns, house types and locations to provide a better fit between demand and supply. In part it relates to affordability issues – especially at a time when house prices have risen at a higher rate than incomes and first time buyers as a result are experiencing difficulties in accessing the property ladder – but also **balancing housing markets** involves making provision for new entrepreneurs, executives and key workers who will be the major drivers of regeneration over the next decade. Hence there is a need to look at design quality issues and to ensure that a range of attractive housing sites is available to developers. A Housing Needs Assessment undertaken by the Council during 2006 and a Housing Stock Condition Survey scheduled for the early new year will be major elements in the evidence base underpinning the new planning policy documents.

The AAPs scheduled for Whitehaven are required to pick up the various strands



of economic development “masterplanning” undertaken over the last 2-3 years and to provide a spatial planning context for the Whitehaven Regeneration Programme. Similarly SPDs are planned to assist Market Town Initiatives at Millom and Egremont and further regeneration work at

Cleator Moor. **Town Centre** issues will be a principal feature of all these regeneration-led urban policy documents – if we are to replace the 8,000 jobs due to be lost at Sellafield, particularly in more sustainable forms, building up the vitality and viability of our town centres will become an ever higher priority. We also need to see improvement in the quality and choice of **employment sites**. Initiatives are now in train and these will be assisted by planning policy documents particularly the scheduled DPD on employment allocations and development.

At the same time our rural communities have suffered a great deal in recent years. The debilitating effects of Foot and Mouth Disease in 2001 added to decades of decline in hill farming and the associated economy. There is need for new solutions and as much effort to be put into **rural regeneration** as its urban counterpart. The Council intends to undertake research on this subject to inform production of its Core Strategy as part of the LDF.

Whatever comes out of this work it will remain a Council priority to protect and enhance the distinctive character of the Borough’s coastal and countryside areas as part of a **commitment to sustainability principles**. Equal elements in this commitment are conservation of the best of our built heritage, attention to environmental issues like recycling, energy efficiency and flooding and protection/enhancement of important biodiversity sites.

The Council will continue to lobby for improvements to the basic **transport infrastructure** serving the Borough to bring it closer to the standards enjoyed by most other parts of the country. This is necessary to offset the disadvantages of the area's isolation and peripherality, to deal with a dispersed settlement pattern and to help attract growth sector employment opportunities. Nevertheless the Council is looking to achieve a balance between development and conservation in the knowledge that worthwhile social and economic regeneration can only be achieved on the back of sustainability principles.



### **HEADLINE INDICATORS**

The following Headline Indicators are featured as a quick and ready means of tracking progress with regeneration issues. They encompass a number of basic statistics on population change, household and housing information plus economic and educational matters.

All the Headline figures are based on Copeland as a whole, i.e. including the section within the National Park. The one exception is the Gross Value Added (GVA) measure of economic growth which is only available in an aggregated form for West Cumbria and Furness combining Copeland, Allerdale and Barrow districts. Between 1995 and 2002 West Cumbria and Furness exhibited one of the lowest growth rates in GVA per head in England but the situation has now begun to improve and the last year of figures (2003) has seen a 5.1% increase, closing the gap between it and the national average.

COPELAND DISTRICT	Figures 2005/06 (unless stated otherwise)
<b>Population Structure:</b>	
Population	71,500
Population change 1991-2005	0%
Population change 2004-2005	+1.3%
Population forecast	72,400 (2010)
	75,500 (2020)
	77,900 (2029)
<b>Age Structure 2005 MYE</b>	
0-15	13,000 18.2%
16-24	7,600 10.7%
25-44	19,400 27.2%
45-59	15,200 21.3%
60+	16,300 22.8%
<b>Household Type and tenure:</b>	2001 Census
Household size:	2.31
Percentage of single adult households	30.1%
Owned outright	30.0%
Purchase with a mortgage	37.5%
Rented (RSL or private landlord)	29.7%
<b>House Price:</b>	Apr 05 – Mar 06
Average:	£120,353
detached:	£198,112
semi-detached:	£105,465
terraced housing:	£80,060
Flat/Maisonette	£97,777
<b>Housing Stock:</b>	2001 Census
Total Housing stock:	31401

Percentage detached house or bungalow	21.6%
Percentage semi-detached	37.5%
Percentage Terraced	31.1%
Percentage flat, maisonette or bungalow	8.2%
Percentage of vacant dwellings:	3.1%

<b>Commuting and Car ownership:</b>	
percentage of residents commuting by car:	69.8%
percentage of residents travelling over 10 km to work:	34.0%
Percentage households with access to a car	72.1%
<b>Labour Market:</b>	
Economically Active	32,400 (77.5%)
Unemployment	3% (Mar 06)
GVA (West Cumbria & Furness)	+5.1% (2002-2003)
Working age population with no qualifications (Jan – Dec 05)	11.6% (UK av 14.3)
NVQ4 & above (Jan – Dec 05)	19.9% (UK av 26.5)

## **Appendix B – Examination of the soundness of the Statement of Community Involvement**

In assessing if the Statement of Community Involvement is sound the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in the Regulations (Town and Country Planning (Local Development) (England) Regulations 2004);
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;



- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

(taken from Planning Policy Statement 12: Local Development Frameworks)

## **Appendix C - Examination of the soundness of Development Plan Documents**

A development plan document will be sound if it meets the following tests:

### Procedural

- i. it has been prepared in accordance with the local development scheme
- ii. it has been prepared in compliance with the statement of community involvement, or with the minimum requirements set out in The Town and Country Planning (Local Development) (England) Regulations 2004 where no statement of community involvement exists;
- iii. the plan and its policies have been subjected to sustainability appraisal;

### Conformity

- iv. it is a spatial plan which is consistent with national planning policy and in general conformity with the regional spatial strategy for the region or, in London, the spatial development strategy and it has properly had regard to any other relevant plans, policies and strategies relating to the area or to adjoining areas;
- v. it has had regard to the authority's community strategy;

### Coherence, consistency and effectiveness

- vi. the strategies/policies/allocations in the plan are coherent and consistent within and between development plan documents prepared

- by the authority and by neighbouring authorities, where cross boundary issues are relevant;
- vii. the strategies/policies/allocations represent the most appropriate in all the circumstances, having considered the relevant alternatives, and they are founded on a robust and credible evidence base;
  - viii. there are clear mechanisms for implementation and monitoring; and
  - ix. the plan is reasonably flexible to enable it to deal with changing circumstances.

(taken from Planning Policy Statement 12: Local Development Frameworks)

## **Appendix D - List of Consultees**

### **(adapted from Planning Policy Statement 12)**

#### Specific Consultation Bodies:

- Government Office for the Region (Government Office North West)
- The Regional Planning Body (North West Regional Assembly)
- Cumbria County Council and neighbouring local planning authorities
- Town and Parish Councils in planning area
- Neighbouring Town and Parish Councils
- Environment Agency
- Highways Agency
- English Heritage
- Natural England
- Network Rail
- Regional Development Agency (North West Development Agency)
- Owners/controllers of telecommunications apparatus
- Strategic Health Authority
- Those organisations that provide electricity, gas and water and deal with sewerage

#### Government Departments:

- Home Office
- Department for Education and Skills (through Government Offices);
- Department for Environment, Food and Rural Affairs
- Department for Transport (through Government Offices)
- Department for Health (through relevant Regional Public Health Group)

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

#### General Consultation

- Voluntary bodies
- Racial, ethnic or national groups
- Religious groups
- Disability Groups
- Business Groups
- Neighbourhood Watch Groups, Tenants & Residents Associations
- Area-based Regeneration Groups

#### Other Consultees

- Age Concern
- Airport Operators
- British Chemical Distributors and Traders Associations
- British Geological Survey
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Chamber of Commerce, local CBI and local branches of Institute of Directors
- Church Commissioners
- Citizen's Advice Bureau
- Civil Aviation Authority
- Coal Authority
- Commission for Architecture and the Built Environment
- Commission for New Towns and English Partnerships

- Commission for Racial Equality
- Crown Estate Office
- Cumbria Constabulary
- Cumbria Fire Service
- Cumbria Ambulance Service
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Electricity, Gas, and Telecommunications Undertakers and the National Grid Company
- Environmental groups at national, regional and local level, including:
  - Council for the Protection of Rural England
  - Friends of the Earth;
  - Royal Society for the Protection of Birds
  - Cumbria Wildlife Trust;
- Equal Opportunities Commission
- Forestry Commission
- Friends of the Lake District
- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and Skills Councils
- Local Agenda 21 including:
  - Civic Societies
  - Community Groups
  - Local Transport Authorities
  - Local Transport Operators
  - Local Race Equality Councils and other local equality groups;
- Network Rail
- Passenger Transport Authorities
- Passenger Transport Executives

- Police Crime Prevention Design Advisors;
  - Port Operators
  - Rail Companies and the Rail Freight Group
  - Regional Development Agencies
  - Regional Housing Boards
  - Regional Sports Boards
  - Road Haulage Association
  - Royal Mail Property Group
  - Solway Firth Partnership
  - Sport England
  - The House Builders Federation
  - The Theatres Trust
  - Transport for London
  - Friends, Families and Travellers
  - Water Companies
  - Women's National Commission.
- 
- Agents, Developers and individual members of the public

NB. This list of organisations is not exhaustive and also relates to successor bodies where re-organisations occur.

## **Appendix E - Locations where documents will be available to view**

### Copeland Borough Council Offices at:

#### **The Copeland Centre**

Catherine Street

Whitehaven

CA28 7SJ

Tel: 0845 054 8600

E-mail: [info@copelandbc.gov.uk](mailto:info@copelandbc.gov.uk)

#### **Opening times:**

Monday & Tuesday 0845 - 1715

Wednesday 1000 – 1715

Thursday 0845 - 1715

Friday 0845 – 1645

#### **Millom Council Offices**

St. George's Road

Millom

LA18 4DD

Tel: 01229 772666

#### **Opening times:**

Monday to Thursday 0845 - 1700

Friday 0845 - 1630

### Libraries (depending on document type and subject):

#### **Cleator Moor Library**

Market Square

CLEATOR MOOR

CA25 5AP

Tel:(01946) 855030

#### **Opening Times:**

Monday & Tuesday 0900 – 1230, 1300  
– 1700

Wednesday 0900 – 1230

Thursday & Friday 0900 – 1230, 1300  
– 1700

Saturday 0900 – 1200

#### **Distington Library**

Community Centre

Church Road

Distington

Workington

CA14 5TE

Tel:(01946) 832649

#### **Opening Times:**

Tuesday 1300 – 1700

Thursday 1300 – 1600

Friday 1300 – 1700



**Frizington Library**

Main Street

Frizington

CA26 2DH

Tel:(01946) 810775

**Opening Times:**

Monday & Tuesday 0915 – 1215, 1400 – 1700

Wednesday & Friday 0915 – 1215, 1400 – 1700

**Gosforth Library**

Public Hall

Gosforth

CA20 1AS

Tel:(019467) 25425

**Opening Times:**

Monday 0930 – 1200

Wednesday 1500 – 1830,

Friday 1000 – 1200

Saturday 1030 – 1230

**Hensingham Library**

Richmond Hill Road

Whitehaven

CA28 8SU

Tel:(01946) 852921

**Opening Times:**

Monday 1400 – 1800

Wednesday & Friday 1400 – 1700

**Kells Library**

High Road

Whitehaven

CA28 9PQ

Tel:(01946) 852922

**Opening Times:**

Monday 1415 – 1700

Wednesday 1415 – 1730

Thursday & Friday 1415 – 1700

**Millom Library**

St George's Road

Millom

LA18 4DD

Tel:(01229) 772445

**Opening Times:**

Monday 0900 – 1900

Tuesday 0900 – 1730

Wednesday 0900 – 1300

Thursday 0900 – 1900

Friday 0900 – 1730

Saturday 0900 – 1300

**Mirehouse Library**

Mirehouse

WHITEHAVEN

CA28 8ER

Tel:(01946) 852923

**Opening Times:**

Monday 1000 – 1200, 1400 – 1700

Tuesday, Wednesday & Friday 1300 – 1700

Saturday 1000 – 1200

**Seascale Library**

Gosforth Road

Seascale

CA20 1PN

Tel:(019467) 28487

**Opening Times:**

Monday 1300 – 1830

Tuesday 0930 – 1230

Wednesday 1300 – 1830

Thursday 0930 – 1230

Friday 1300 – 1830

Saturday 0930 - 1230

**St Bees Library**

St Bees

CA27 0DE

Tel:(01946) 822219

**Opening Times:**

Tuesday 1400 –1900

Friday 1400 – 1630

**Thornhill Library**

Thornhill School

Ehen Road

Thornhill

Egremont

CA22 2SJ

Tel:01946 823383

**Opening Hours:**

Monday 1330 –1700

Wednesday 1330 –1700

Friday 1000 –1200

**Whitehaven Library**

Lowther Street

Whitehaven

CA28 7QZ

Tel:(01946) 852900

**Opening Times:**

Monday & Tuesday 0900 – 1900

Wednesday 0900 – 1600

Thursday & Friday 0900 – 1900

Saturday 0900 – 1600

Sunday 1200 –1600

## Appendix F - Table identifying consultation techniques to be used for each type of Local Development Document:

	Statement of Community Involvement	Core Strategy	General Development Control Policies and Site Specific Allocations	Area Action Plans	Supplementary Planning Documents (SPD)
Consultation Drafts	✓	✓	✓	✓	✓
Council Website	✓	✓	✓	✓	✓
Neighbourhood Forums	x	? <b>(selected)</b>	? <b>(selected)</b>	? <b>(selected)</b>	? <b>(selected)</b>
Presentations to Meetings	x	?	?	?	?
Topic-based Focus Groups	x	?	✓	✓	?
Exhibitions	x	?	✓	✓	?
Leaflets, Posters & Letters	?	?	?	?	?
Questionnaire	✓	?	?	?	?
Media	✓	✓	✓	✓	✓
Planning for Real	x	?	?	?	?

✓ - Yes

? – Possible, where relevant, and resources allow.

x - No

## Appendix G – Glossary

**The Act:** the Planning and Compulsory Purchase Act 2004.

**Annual Monitoring Report (AMR):** part of the *Local Development Framework*, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in *Local Development Documents* are being successfully implemented.

**Area Action Plan (AAP):** used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of *Development Plan Documents*.

**Community Strategy:** local authorities are required by the Local Government Act 2000 to prepare these, with aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Responsibility for producing Community Strategies may be passed to *Local Strategic Partnerships*, which include local authority representatives.

**Core Strategy:** set out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy will have the status of a *Development Plan Document*.

**Development Plan:** as set out in Section 38(6) of the Act, an authority's development plan consists of the relevant *Regional Spatial Strategy* (or the Spatial Development Strategy in London) and the *Development Plan Documents* contained within its *Local Development Framework*.

**Development Plan Documents (DPD):** spatial planning documents that are subject to independent examination, and together with the relevant Regional Spatial Strategy, will form the *Development Plan* for a local authority area for the purposes of the Act. They can include a *Core Strategy*, *Site Specific Allocations of land*, and *Area Action Plans* (where needed). Other Development Plan Documents, including generic Development Control Policies, can be produced. They will all be shown geographically on an *adopted proposals map*. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its *Development Plan Documents* in the *Local Development Scheme*.

**Generic development control policies:** these will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the *Core Strategy*. They may be included in any *Development Plan Document* or may form a standalone document.

**Local Development Document (LDD):** the collective term in the *Act* for *Development Plan Documents*, *Supplementary Planning Documents* and the *Statement of Community Involvement*.

**Local Development Framework:** the name for 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 will provide the framework for delivering the spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

**Local Development Scheme:** sets out the programme for preparing *Local Development Documents*.

**Local Strategic Partnership:** partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

**Proposals Map:** the adopted proposals map illustrates on a base map (reproduced from, or based upon a map base to a registered scale) all the policies contained in *Development Plan Documents*, together with any saved policies. It must be revised as each new *Development Plan Document* is adopted, and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted *Development Plan Documents* in the form of a submission proposals map.

**Regional planning body:** one of the nine regional bodies in England (including the Greater London Authority) responsible for preparing *Regional Spatial Strategies (in London the Spatial Development Strategy)*.

**Regional Spatial Strategy:** sets out the region's policies in relation to the development and use of land and forms part of the *development plan* for local planning authorities. Planning Policy Statement 11 'Regional Spatial Strategies' provides detailed guidance on the function and preparation of Regional Spatial Strategies.

**The Regulations:** Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

**Site specific allocations:** allocations of sites for specific or mixed uses or development to be contained in *Development Plan Documents*. Policies will identify any specific requirements for individual proposals.

**Statement of Community Involvement (SCI):** sets out the standards which authorities will achieve with regard to involving local communities in the preparation of *Local Development Documents* and development control decisions. The statement of community Involvement is not a *Development Plan Document* but is subject to independent examination.

**Strategic Environmental Assessment:** a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) requires a formal 'environmental assessment of certain plans and programmes, including those in the field of planning and land use'.

**Supplementary Planning Documents:** provide supplementary information in respect of the policies in *Development Plan Documents*. They do not form part of the Development Plan and are not subject to independent examination.

**Sustainability Appraisal:** tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all local development documents.