



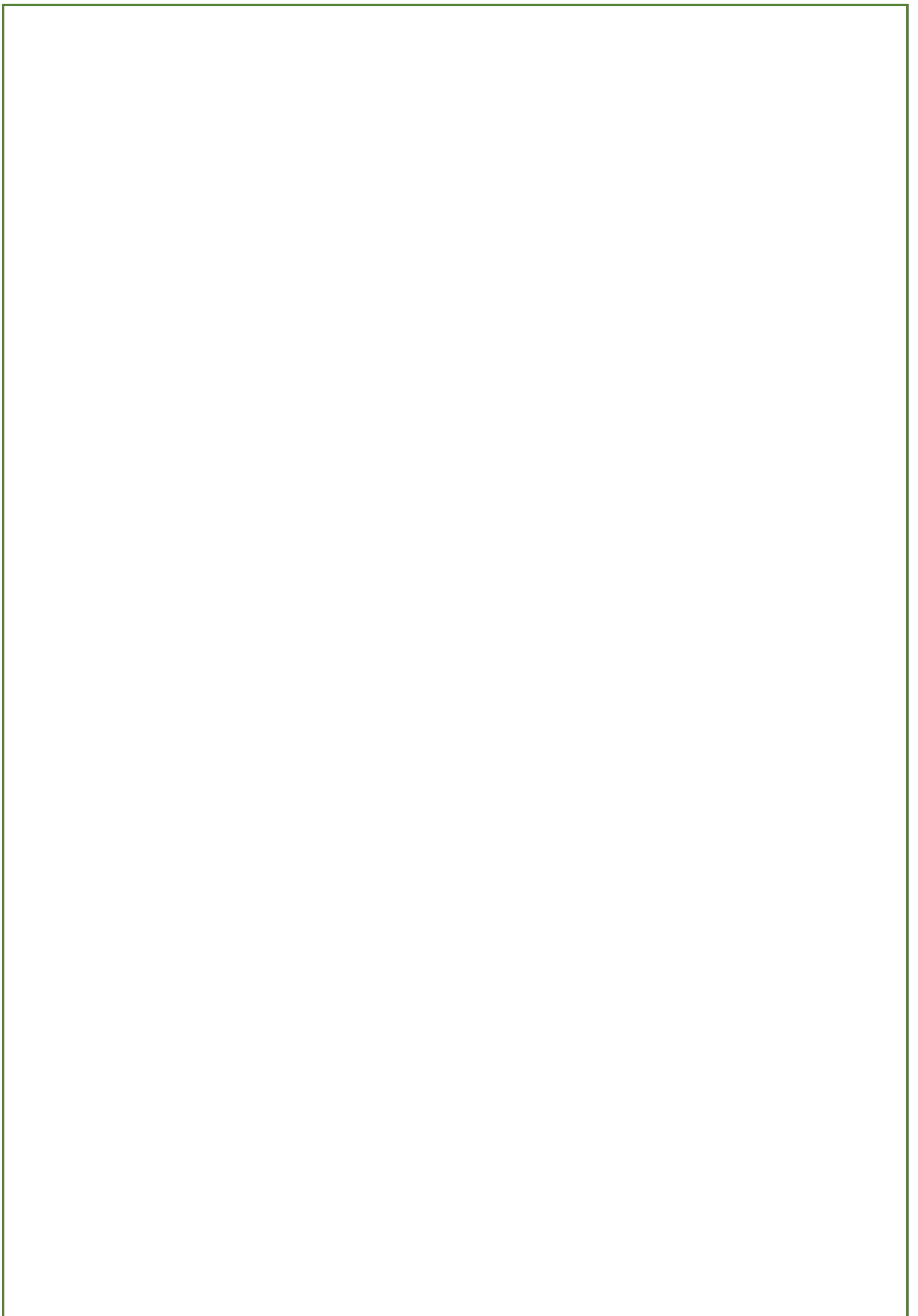
**DRAFT REVISED STATEMENT OF COMMUNITY
INVOLVEMENT (SCI) 2016**

STATEMENT OF CONSULTATION

**Strategic Planning Team
Copeland Borough Council
June 2016**

Table of Contents

1.0.0	INTRODUCTION	1
2.0.0	INFORMATION	2
2.1.0	Legislative requirements of consulting on the Statement of Community Involvement....	2
2.2.0	Methods of consultation.....	2
2.3.0	Making comments	5
2.4.0	Tailoring consultation methods	5
3.0.0	CONCLUSION.....	6
4.0.0	APPENDICES	7
	Appendix 1: Newspaper advert	8
	Appendix 2: Letter to statutory and non-statutory consultees	9
	Appendix 3: Email to statutory and non-statutory consultees.....	11
	Appendix 4: Deposit locations with accompanying notification letter.....	13
	Appendix 5: Social media notifications.....	15
	Appendix 6: Website notification	16
	Appendix 7: Representation form.....	17
	Appendix 8: Council response to representations made.....	19



1.0.0 INTRODUCTION

1.0.1 Copeland Borough Council consulted on its Draft Revised Statement of Community Involvement between **9.00am Monday 18th April and 5.00pm on Tuesday 31st May 2016.**

1.0.2 The Statement of Community Involvement (SCI) is a Local Plan document which sets out the standards the Council will use to achieve meaningful consultation through engaging, informing and involving the community, consultees, stakeholders and other interested parties in a) the preparation, alteration and review of Copeland's Local Plan and b) the consideration of planning applications.

1.0.3 The Revised SCI identifies the changes in engaging with the community, including those changes in national planning policy, and looks at the influence that the Local Plan has on planning and the roles played by the Borough Council, Cumbria County Council and members of the community about planning matters. Fundamentally, the revised SCI aims to set down how and when the Council will involve the local community in the planning process along with how this document will continue to be monitored and reviewed over time.

1.0.4 This Statement of Consultation sets out the methods taken by the Strategic Planning team of Copeland Borough Council in publicising and promoting the Draft Revised SCI for public consultation.

2.0.0 INFORMATION

2.1.0 Legislative requirements of consulting on the Statement of Community Involvement

2.1.1 There is no requirement to publish a formal Legal Notice in local newspapers informing members of the public of a revised Statement of Community Involvement consultation. Regardless of this however, the Council did place an advert in two local newspapers to publicise the consultation (*See paragraph 2.22 of the Adopted Revised SCI*).

2.1.2 A letter dated March 2011 sent to Local Authority Chief Planning Officers in England from the Department for Communities and Local Government (DCLG) stated that the DCLG will be taking a step back from monitoring the preparation and content of local plans previously carried out by the Government Officer Network. The letter further stated that following the closure of Government Offices the Statement of Community Involvement should be prepared as normal but without being submitted to the Secretary of State for examination.

2.1.3 The Draft Revised SCI was publicised by the methods listed under section 2.2.0 of this report, some of which are also outlined in the original SCI published in January 2008 which can be found on the Council's website or by following this link:
http://www.copeland.gov.uk/sites/default/files/attachments/ldf_sci_jan08.pdf.

2.2.0 Methods of consultation

2.2.1 Newspaper

The original SCI 2008 states that notice will be given by advertisement in local newspapers outlining where and when documents can be inspected, how copies can be obtained, where to send representations and the closing date for representations.

Both the Whitehaven News and the North West Evening Mail have been used to place an advert notifying the public of the Draft Revised SCI public consultation details.

A draft advert was sent to the Council's Communications team on Friday 8th April for proof reading. This was then sent out to the two newspapers on Monday 11th April allowing time for both newspapers to create the advert, send back to the Strategic Planning team for proof reading and formally publish in the Whitehaven News and the North West Evening Mail on Thursday 14th April 2016.

2.2.2 Letters

424 consultees on the Local Plans consultation database were notified of the Draft Revised SCI consultation process by letter.

Now that the Revised SCI has been adopted the team will endeavour to send out notification of future Local Plan consultations by email as far as possible unless consultees express a different method of notification such as by letter. This is in line with changes in legislative requirements where procedures for producing and consulting on Local Plans have been simplified to take account of increased use of electronic communications.

2.2.3 Emails

133 consultees on the Local Plan database requested to be sent email notification of the Draft Revised SCI consultation.

For those 31 email addresses that no longer appeared to be live, the team telephoned each of these organisations for replacement email addresses. All organisations contacted confirmed that they would like to continue to be notified of Copeland's Local Plan documents and provided up to date email addresses.

During the transition of moving from SCI 2008 practices across to the Revised SCI 2016 updated practices the team have continued to notify consultees by letter.

Following adoption of the Revised SCI 2016 the team will now endeavour to send out notification of Local Plan document consultations by email as far as possible.

2.2.4 Council offices and libraries

The original SCI 2008 states that copies of consultation material will be made available for inspection during normal office hours at the Council's principal office bases, and any other suitable locations, for the duration of the consultation period. Copies of the consultation document have therefore been made available on deposit at Council Offices at both the Market Hall in Whitehaven and St. George's Road in Millom.

Following approval to begin the formal consultation process at a Full Council meeting held Tuesday 5th April 2016, 30 copies of the Draft Revised SCI consultation document were printed to distribute as deposit copie.

Deposit copies of the consultation document were also made available across the nine libraries in Copeland during the week leading up to the beginning of the consultation period including in Cleator Moor, Distington, Frizington, Egremont, Hensingham, Kells, Mirehouse, Seascale and Whitehaven Libraries. (Please note that three libraries in Copeland were subject to closure as of April 2016, including Gosforth, St. Bees and Thornhill). Members of the public can find more information on library opening times and days by visiting Cumbria County Council's website <http://www.cumbria.gov.uk/libraries> or telephoning 01228 606060.

2.2.5 Website

The original SCI 2008 states the all documentation and supporting information will be placed on the Council's website at www.copeland.gov.uk with details of where and when the documents are available to be inspected. All information relevant to the Draft Revised SCI consultation was uploaded onto the Planning Policy pages of the Council's website on Friday 15th April and on the main Copeland Borough Council home page of the website week commencing Monday 18th April 2016.

2.2.6 Social Media

Information on the consultation was shared on Copeland Borough Council and Strategic Planning team members' social media sites Facebook, Twitter and LinkedIn to encourage wider recognition of the Council's Local Plan work to other local authorities and developers as well as the wider community and other interested parties.

2.2.7 Other mechanisms of consultation

Member Briefings: Members were engaged in the Draft Revised SCI 2016 process leading up to formal consultation from Monday 18th April to Tuesday 31st May 2016. The consultation document was presented to the Local Development Framework (LDF) Working Party held on Tuesday 15th May and to Full Council held on Tuesday 5th April 2016.

Employees: Notification of the Draft Revised SCI also took place through Copeland Chat (Tuesday 19 April) a staff magazine reaching approximately 200 Council employees.

Residents: In addition to the staff magazine is a Copeland residents' magazine e-Copeland Matters that the Draft Revised SCI was also advertised in.

Other stakeholders: On this occasion, National Grid have been sent a copy of the Draft Revised SCI 2016 while they consider all SCIs of those local authorities across the North West Coast Connections (NWCC) route corridor in support of their own community engagement processes.

2.3.0 Making comments

2.3.1 Members of the community and other stakeholders made comments by email, in writing by letter or by using an online form accessed via the Council's website. Comments received in Local Plan document consultation processes are called 'representations'. A total of 19 representations were received which can be referred to in Appendix 8 of this report 'Council response to representations made'.

2.3.2 A consultation questionnaire was made available to support consultees in the process of making their representation and to provide a structure for the Strategic Planning Team when taking into consideration those representations made. For the first time, this consultation questionnaire was made available as an online form to offer consultees greater choice and flexibility in the method of making representations.

2.3.3 Representations were made using either an online form via the Council's website at www.copeland.gov.uk, emails to ldf@copeland.gov.uk or in writing to Strategic Planning Team, Copeland Borough Council, Copeland Centre, Catherine Street, Whitehaven, Cumbria CA28 7SJ.

2.4.0 Tailoring consultation methods

2.4.1 The Strategic Planning team will always identify the most appropriate methods of consultation for each Local Plan document. For example, at the present time Parish and Town Councils will receive letter notification while Councillors will receive email notification due to many Councillors are now able to access information using mobile telephones, tablets or laptops to reducing expenditure on administrative resources which, in turn, reduces the Council's impact upon the environment.

3.0.0 CONCLUSION

- 3.0.1 The Draft Revised Statement of Community Involvement (SCI) 2016 went through a formal public consultation exercise between Monday 18th April and Tuesday 31st May 2016.
- 3.0.2 557 consultees were consulted on the Draft Revised SCI 2016. 424 consultees were notified by letter and 133 by email. A total of 19 representations were received.
- 3.0.3 Other methods of consultation included adverts in two local newspapers: Whitehaven News and the North West Evening Mail; Deposit copies kept in Copeland libraries and the two Council offices in Millom and Whitehaven during the consultation period; Member briefings; Copeland Borough Council’s website; Social Media and on this occasion, reaching out to other stakeholder such as National Grid.
- 3.0.4 The following table shows the consultation preparation timetable for the Draft Revised SCI.

Table 1: Deadlines for Consultation Activity

METHOD OF CONSULTATION	TIMESCALES		
	Draft By CB	Approve By CH	Distribute By
Newspaper	Send to Comms by Friday 8/4	Friday 8/4	Monday 11/4 (KM-C/AS/LC)
Letters	Post out by Monday 11/4	Wednesday 13/4	Friday 15/4 (GS/CB)
Emails	Send out by Monday 11/4	Wednesday 13/4	Thursday 14/4 (CB)
Council Offices and Libraries (x30 copies)	Distribute by Friday 15/4	Friday 15/4	Friday 15/4 (CB)
Website	Upload by Tuesday 12/4	Tuesday 12/4	Wednesday 13/4 (GS/CB)
Social Media	Post by Thursday 14/4	Thursday 14/4	Monday 18/4 (KM-C/AS/LC)

CBC Strategic Planning Team Members: Chris Hoban (CH): Senior Strategic Planning Officer, Charlotte Brown (CB): Strategic Planning Officer, Graeme Singleton (GS): Technical Support Officer

CBC Communications Team Members: Karen Morley-Chesworth (KM-C): Communications Manager; Leila Cox (LC): Communications Officer; Anja Swann (AS): Communications Officer

4.0.0 APPENDICES

Appendix 1: Newspaper advert

CONSULTATION

Copeland Borough Council Draft Revised Statement of Community Involvement 2016

Copeland Borough Council is consulting on its Draft Revised Statement of Community Involvement between **9.00am Monday 18th April and 5.00pm on Tuesday 31st May 2016.**

The Statement of Community Involvement (SCI) is a Local Plan document setting out standards that the Council will use to achieve meaningful consultation through engaging, informing and involving the community, consultees, stakeholders and other interested parties in a) the preparation, alteration and review of Copeland's Local Plan and b) the consideration of planning applications.


Documents can be viewed and downloaded from the Planning Policy pages of the Council's website www.copeland.gov.uk. Representations can be made using an online form via the Council's website; emailed to ldf@copeland.gov.uk; or sent in writing to 'Planning Policy Team, Copeland Borough Council, Copeland Centre, Catherine Street, Whitehaven, Cumbria. CA28 7SJ'.

Deposit copies of the Draft Revised SCI 2016 can be inspected at Copeland Council offices in Whitehaven and Millom. Please visit www.copeland.gov.uk for details of office opening times.

Deposit copies will also be made available at all libraries in Copeland. For details of opening times and days please visit Cumbria County Council's website <http://www.cumbria.gov.uk/libraries/> or telephone 01228 606060.

Please submit representations by 5pm Tuesday 31st May 2016. Alternative formats of the SCI are available on request.

Pat Graham
Managing Director, Copeland Borough Council


Proud of our past. Inspired for our future.

Appendix 2: Letter to statutory and non-statutory consultees

[Name]
[Address 1]
[Address 2]
[Address 3]

Tuesday 12 April 2016

Dear [Name],

CONSULTATION: COPELAND BOROUGH COUNCIL REVISED DRAFT STATEMENT OF COMMUNITY INVOLVEMENT 2016

I write to inform you that Copeland Borough Council is consulting on its Draft Revised Statement of Community Involvement 2016 from between **9.00am Monday 18th April** and **5.00pm on Tuesday 31st May 2016**.

The Statement of Community Involvement (SCI) is a Local Plan document which sets out the standards the Council will use to achieve meaningful consultation through engaging, informing and involving the community, consultees, stakeholders and other interested parties in a) the preparation, alteration and review of Copeland's Local Plan and b) the consideration of planning applications.

The Revised SCI identifies the changes in engaging with the community, including those changes in national planning policy, and looks at the influence that the Local Plan has on planning and the roles played by the Borough Council, Cumbria County Council and members of the community in connection with planning matters. Fundamentally, the revised SCI aims to set down how and when the Council will involve the local community in the planning process along with how this document will continue to be monitored and reviewed over time.

I am writing to seek your views on our Draft Revised SCI. The Draft Revised consultation document is available to view on the Planning Policy pages at <http://www.copeland.gov.uk/content/planning-policy-introduction>.

Paper copies of this document can also be viewed at the following locations:

- Copeland Borough Council, Market Hall, Market Square, Whitehaven CA28 7JG
- Copeland Borough Council, St. George's Road, Millom LA18 4DD
- Libraries across Copeland including Cleator Moor, Distington, Egremont, Frizington, Hensingham, Kells, Millom, Mirehouse, Seascale and Whitehaven Libraries.

For details of opening times and days please visit Cumbria County Council's website <http://www.cumbria.gov.uk/libraries> or telephone 01228 606060.

Comments and suggestions are invited between **9.00am Monday 18th April** and **5.00pm on Tuesday 31st May 2016** and these can be made by using any of the following methods:

- Using our online form available via the Planning Policy pages at <http://www.copeland.gov.uk/content/planning-policy-introduction>
- Emailing: ldf@copeland.gov.uk

- Writing to:
Strategic Planning Team
Copeland Borough Council
Copeland Centre
Catherine Street
Whitehaven
Cumbria CA28 7SJ.

If you have any queries regarding the SCI, or any other aspect of strategic planning, please do not hesitate to contact the team on email address ldf@copeland.gov.uk or telephone 01946 598300.

Yours faithfully,



Charlotte Brown

Strategic Planning Officer

Appendix 3: Email to statutory and non-statutory consultees

Dear Consultee,

Copeland Borough Council is consulting on its Draft Revised Statement of Community Involvement 2016 from between **9.00am Monday 18th April** and **5.00pm on Tuesday 31st May 2016**.

The Statement of Community Involvement (SCI) is a Local Plan document which sets out the standards the Council will use to achieve meaningful consultation through engaging, informing and involving the community, consultees, stakeholders and other interested parties in a) the preparation, alteration and review of Copeland's Local Plan and b) the consideration of planning applications.

The Revised SCI identifies the changes in engaging with the community, including those changes in national planning policy, and looks at the influence that the Local Plan has on planning and the roles played by the Borough Council, Cumbria County Council and members of the community in connection with planning matters. Fundamentally, the revised SCI aims to set down how and when the Council will involve the local community in the planning process along with how this document will continue to be monitored and reviewed over time.

I am writing to seek your views on our Draft Revised SCI. The consultation document is available to view at <http://www.copeland.gov.uk/content/draft-revised-sci-april-2016>

Paper copies of this document can also be viewed at the following locations:

- Copeland Borough Council, Market Hall, Market Square, Whitehaven CA28 7JG
- Copeland Borough Council, St. George's Road, Millom LA18 4DD
- Libraries across Copeland including Cleator Moor, Distington, Frizington, Hensingham, Kells, Mirehouse, Seascale and Whitehaven Libraries.

For details of opening times and days please visit Cumbria County Council's website <http://www.cumbria.gov.uk/libraries> or telephone 01228 606060.

Comments and suggestions are invited between **9.00am Monday 18th April** and **5.00pm on Tuesday 31st May 2016**.

These can be made by:

- Using our online form available at <https://eforms.copeland.gov.uk/e-forms/revised-statement-community-involvement-2016-representation-form>
- Emailing: ldf@copeland.gov.uk
- Writing to: Strategic Planning Team
Copeland Borough Council
Copeland Centre
Catherine Street
Whitehaven
Cumbria CA28 7SJ.

If you have any queries regarding the SCI, or any other aspect of strategic planning, please do not hesitate to contact the team on email address ldf@copeland.gov.uk or telephone 01946 598300.

Regards,

Charlotte Brown
Strategic Planning Officer
Copeland Borough Council

01946 598435

Charlotte.brown@copeland.gov.uk

Copeland Borough Council, The Copeland Centre, Catherine Street, Whitehaven, Cumbria, CA28 7SJ.

Tel: 01946 598300. Fax: 01946 598303.

www.copeland.gov.uk

info@copeland.gov.uk

Working to improve lives, communities and the prosperity of Copeland

Please Note: As our reception area will be closed to the public from 4 January 2016 I would appreciate it if you could ring x8435 on your arrival and a member of the team will come down to meet you.

Visitor car parking at the Copeland Centre is limited to half an hour, there is however a pay and display car park opposite.

Appendix 4: Deposit locations with accompanying notification letter

Deposit Locations:-

Deliveries on Wednesday 13th April (with Wednesday library opening times)

- Frizington Library (1400-1700hrs)
- Hensingham Library (1400-1700hrs)
- Mirehouse Library (1400-1700hrs)
- Seascale Library (1000-1230 & 1300-1700hrs)

Deliveries on Thursday 14th April 2016 (with Thursday library opening times)

- Egremont Library (0900-1200 & 1300-1700hrs)
- Cleator Moor Library (0900-1200 & 1300-1700hrs)
- Distington Library (1000-1400hrs)
- Millom Library and Council Office (0900-1200 & 13-1700hrs)
- Kells Library (1400-1700hrs)
- Whitehaven Library (0900-1800hrs)
- Market Hall Council Office, Market Place, Whitehaven

NB: Three libraries in Copeland have been subject to closure as from April 2016 including Gosforth, St. Bees and Thornhill.

Library Notification Letter: -

Dear Sir/Madam,

CONSULTATION: COPELAND BOROUGH COUNCIL REVISED DRAFT STATEMENT OF COMMUNITY INVOLVEMENT 2016

I write to inform you that Copeland Borough Council is consulting on its Draft Revised Statement of Community Involvement 2016 from between **9.00am Monday 18th April** and **5.00pm on Tuesday 31st May 2016**.

The Statement of Community Involvement (SCI) is a Local Plan document which sets out the standards the Council will use to achieve meaningful consultation through engaging, informing and involving the community, consultees, stakeholders and other interested parties in a) the preparation, alteration and review of Copeland's Local Plan and b) the consideration of planning applications.

The Revised SCI identifies the changes in engaging with the community, including those changes in national planning policy, and looks at the influence that the Local Plan has on planning and the roles played by the Borough Council, Cumbria County Council and members of the community in connection with planning matters. Fundamentally, the revised SCI aims to set down how and when the Council will involve the local community in the planning process along with how this document will continue to be monitored and reviewed over time.

I am writing to seek your views on our Draft Revised SCI. The Draft Revised consultation document is available to view on the Planning Policy pages at: <http://www.copeland.gov.uk/content/planning-policy-introduction>.

Paper copies of this document can also be viewed at the following locations:

- Copeland Borough Council, Market Hall, Market Square, Whitehaven CA28 7JG
- Copeland Borough Council, St. George's Road, Millom LA18 4DD
- Libraries across Copeland including Cleator Moor, Distington, Egremont, Frizington, Hensingham, Kells, Millom, Mirehouse, Seascale and Whitehaven Libraries.

For details of opening times and days please visit Cumbria County Council's website <http://www.cumbria.gov.uk/libraries> or telephone 01228 606060.

Comments and suggestions are invited between **9.00am Monday 18th April and 5.00pm on Tuesday 31st May 2016** and these can be made by using any of the following methods:

- Using our online form available via the Strategic Planning pages at <http://www.copeland.gov.uk/content/planning-policy-introduction>
- Emailing: ldf@copeland.gov.uk
- Writing to:
Strategic Planning Team
Copeland Borough Council
Copeland Centre
Catherine Street
Whitehaven
Cumbria CA28 7SJ.

If you have any queries regarding the SCI, or any other aspect of strategic planning, please do not hesitate to contact the team on email address ldf@copeland.gov.uk or telephone 01946 598300.

Yours faithfully,

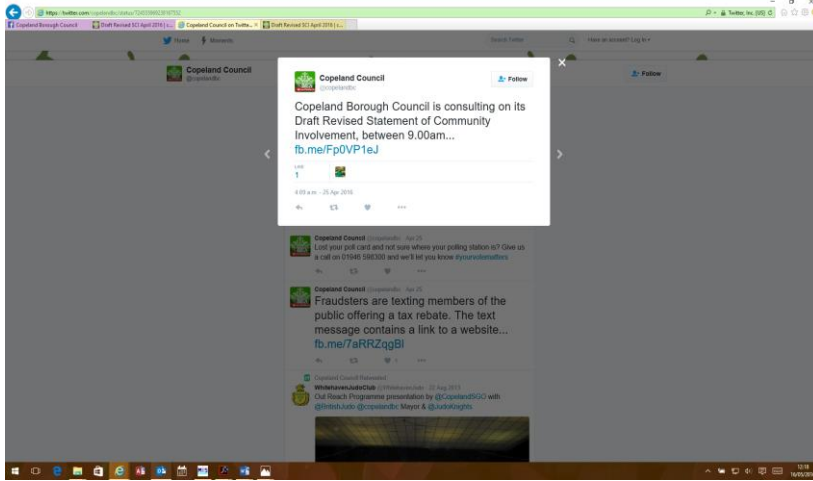


Charlotte Brown

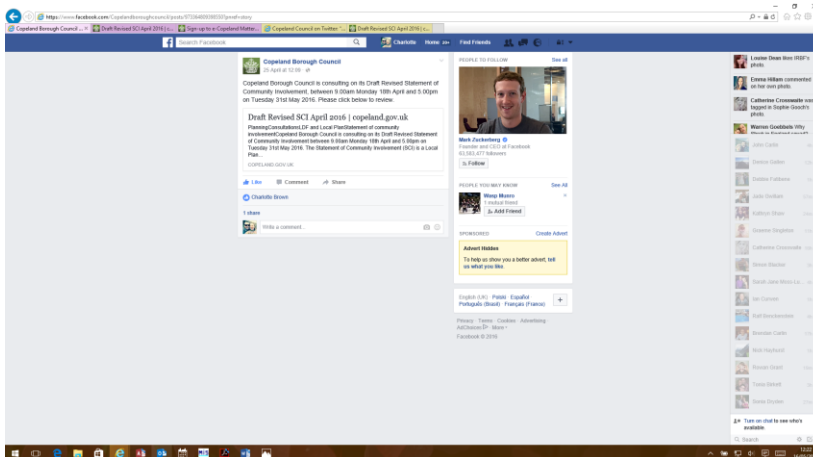
Strategic Planning Officer

Appendix 5: Social media notifications

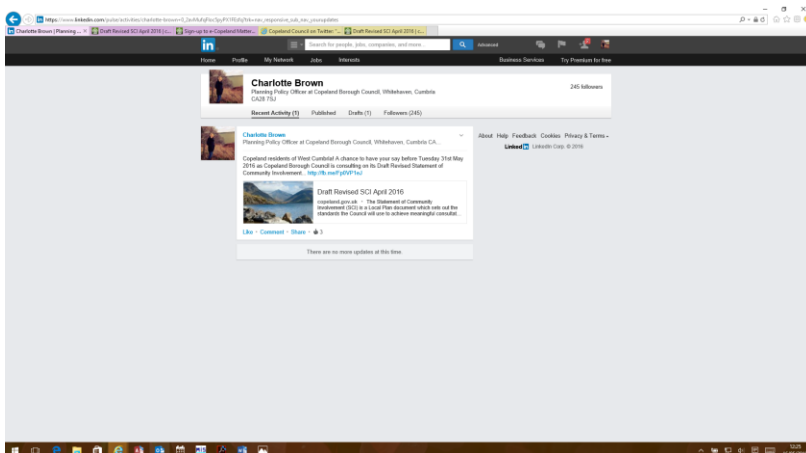
Twitter:



Facebook:



LinkedIn:



Appendix 6: Website notification

Copeland Borough Council is consulting on its Draft Revised Statement of Community Involvement between 9.00am Monday 18th April and 5.00pm on Tuesday 31st May 2016.

The Statement of Community Involvement (SCI) is a Local Plan document which sets out the standards the Council will use to achieve meaningful consultation through engaging, informing and involving the community, consultees, stakeholders and other interested parties in a) the preparation, alteration and review of Copeland's Local Plan and b) the consideration of planning applications.

The Revised SCI identifies the changes in engaging with the community, including those changes in national planning policy, and looks at the influence that the Local Plan has on planning and the roles played by the Borough Council, Cumbria County Council and members of the community in connection with planning matters. Fundamentally, the revised SCI aims to set down how and when the Council will involve the local community in the planning process along with how this document will continue to be monitored and reviewed over time.

Paper copies of this document can also be viewed at the following locations:

- Copeland Borough Council, Market Hall, Market Square, Whitehaven CA28 7JG
- Copeland Borough Council, St. George's Road, Millom LA18 4DD
- Libraries across Copeland including Cleator Moor, Distington, Egremont, Frizington, Hensingham, Kells, Millom, Mirehouse, Seascale and Whitehaven Libraries.

For details of opening times and days please visit Cumbria County Council's website <http://www.cumbria.gov.uk/libraries> (link is external) or telephone 01228 606060.

Comments and suggestions are invited between 9.00am Monday 18th April and 5.00pm on Tuesday 31st May 2016 and these can be made by using any of the following methods:

- Using our online form
- Completing the PDF Representation Form and emailing to ldf@copeland.gov.uk (link sends e-mail) **or**;
- Completing the Microsoft Word Representation Form and emailing to ldf@copeland.gov.uk ([link sends e-mail](#))
- Writing to:
Strategic Planning Team
Copeland Borough Council
Copeland Centre
Catherine Street
Whitehaven
Cumbria CA28 7SJ.

To view a copy of the original SCI 2008 please see the Statement of Community Involvement 2008 page.

The Council has produced a Consultation Notice which also outlines the purpose of the consultation, how comments can be made and when they need to be made by.

If you have any queries regarding the SCI, or any other aspect of strategic planning, please do not hesitate to contact the team on email address ldf@copeland.gov.uk (link sends e-mail) or telephone 01946 598300.

[PUBLISHED: 13 APRIL 2016 - 2:22PM]



Proud of our past. Energised for our future.

For internal use:
Resp. No.....
Rep. No.....
Date Rec.....

DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT 2016

REPRESENTATION FORM

Please use this form to indicate which part(s) of the Draft Revised Statement of Community Involvement (SCI) you either support or object to, together with any amendments or additions you would like to see in the document.

Please use a separate form for each expression of support or objection.

Complete and return this form no later than **5pm Tuesday 31 May 2016** to:

- Email address: ldf@copeland.gov.uk
- Postal address: Strategic Planning Team
Copeland Borough Council
Copeland Centre
Catherine Street
Whitehaven
Cumbria CA28 7SJ

1. Your details: (Where provided we will use your Agent’s details as our primary contact)

	Your details	Agent’s details
Name		
Position		
Organisation		
Address		
Telephone		
Email		

2. Your comments

Please indicate the part of the document to which your comment relates.

Section

Paragraph

Page
number

Are you supporting, objecting or making a comment to the section/ paragraph?

(Please tick ✓ as appropriate)

Supporting

Objecting

Making a Comment

Please provide reasons for your support or objection along with any changes or additions you would like to be made to the Draft Revised Statement of Community Involvement (SCI).

Signature:

Date:

If submitting this form by email please type your name in the signature box

Please use a separate form for each comment in support/objection and return this form **no later than 5pm Tuesday 31 May 2016.**

If you have any queries regarding the SCI, or any other aspect of strategic planning, please do not hesitate to contact the team on email address ldf@copeland.gov.uk or telephone 01946 598300.

Thank you for completing this form

Appendix 8: Council response to representations made

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
279	SCI001	Making a comment	<p>Can you ensure that any documents that go out for consultation via email or the website be done as a Word document as well as a PDF document. The CDF Deputy Chairman is blind and her computer reads to her but will not read PDF files. Can you ensure the alternative is put on the website for others with the same problem across Copeland.</p> <p>One of our Copeland Disability Forum (CDF) members has read the document and asked why Copeland Disability Forum are not listed as a Statutory Consultee? CBC has an SLA with CDF to provide consultation responses. Can you ensure we are added to the Statutory Consultees?</p>	<p><u>CBC response</u></p> <p>The CBC Planning Policy Team uploaded a Word and PDF version of the Draft Revised SCI 2016 consultation document as soon as this email request was picked up on Monday 15th April 2016. Both versions of the document were also emailed to the consultee.</p> <p>Regarding statutory consultees, the Planning Policy team has chosen to use the definition and lists of organisations as appears in Part 1 of the Town and Country Planning (Local Planning) (England) Regulations 2012 which outlines a national standard for consultation bodies defined under ‘Specific’; ‘Statutory and Government’; ‘Non-Statutory’; and ‘General’.</p> <p>Each of these categories in the Draft Revised SCI list those organisations that the legislation lists and, for the purposes of that legislation and clarification, CDF would fall into ‘General’ (p40 of the Draft Revised SCI) and as “Bodies which represent the interests of disabled persons in the local planning authority’s area”.</p> <p>The team has chosen not to list specific non-statutory and general bodies within the Draft Revised SCI as this list would be extremely extensive and would continuously evolve over time meaning that the</p>

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
				<p>document would become dated virtually as soon as it is published. It can be confirmed however, that CDF are indeed on our LDF database of consultees to be notified of all Local Plan documents being consulted on.</p> <p><u>Proposed change</u> To add wording to chapter 3 under ‘Consultation bodies’ reminding the reader that organisations are listed as examples are provided and therefore the list is not exhaustive.</p> <p>Wording to be added to section ‘Local Plans Consultation – How to consult?’ under bullet point... “Place all documentation and supporting information on the Council’s website (www.copeland.gov.uk) with details of where and when the documents are available to be inspected.” With... “Documents will be uploaded in both Microsoft Word and PDF formats to make it easier for some members of the community who have sight difficulties or are blind to enable Microsoft Word or PDF to read the document back to them;” (page 17).</p>
280	SCI002	Support	Thank you for your consultation on the above dated 15 April 2016 which was received by Natural England on 15 April 2016.	<p><u>CBC response</u> Representation comments accepted.</p> <p><u>Proposed change</u> No change required.</p>

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
			<p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>However, we have no specific comments to make on this consultation.</p>	
281	SCI003	Support/No comment	<p>Many thanks for inviting us to comment on your consultation draft Statement of Community Involvement 2016.</p> <p>We welcome references to Barrow Borough Council and relevant parishes within our Local Planning Authority as organisations that Copeland Borough Council should work with and consult in respect of the Duty to Co-operate and wider consultations activities, however on this occasion, we have no specific comments to make on this consultation.</p>	<p><u>CBC response</u> Representation comments accepted.</p> <p><u>Proposed change</u> No change required.</p>

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
268	SCI004	Making a comment	Page 15, Local Plans Consultation – Who to consult? Perhaps give details about who to contact or how to be added to the Local Plan consultation list.	<u>CBC response</u> Noted and agreed. <u>Proposed change</u> Information will be added to this ‘Who to consult’ section of the report about who to contact for those who wish to be added to the Local Plan consultation list.
268	SCI005	Making a comment	Page 41, Appendix 3 For most people looking at the SCI this is likely to be the item of most interest, so should it be incorporated into the main report rather than being in the Appendix?	<u>CBC response</u> Noted and agreed. <u>Proposed change</u> The detail of appendix 3 to be moved into the content of the main report.
282	SCI006	Supporting/ Making a comment	The Lake District Area Ramblers Association welcomes the opportunities to comment particularly on planning applications with a wider rural content that affect use of the countryside by its members (appendix 2).	<u>CBC response</u> Representation comments accepted. <u>Proposed change</u> No change required.
283	SCI007	Making a comment	Thank you for your consultation received in relation to the Copeland SCI. Please note that British Waterways were replaced by the Canal and River Trust in 2012. The Canal & River Trust is a statutory consultee under the Town and Country Planning (Development Management Procedure) (England) Order 2015. As such please update your database and replace the reference to	<u>CBC response</u> Noted and agreed. <u>Proposed change</u> Any reference to British Waterways within the SCI will be replaced with the Canal and River Trust. The LDF database will also be updated to reflect this.

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
			<p>British Waterways with the Canal and River Trust at Appendix 2 on page 39 of the SCI</p> <p>Apart from that the Canal and River Trust do not have any further comments to make on the SCI.</p>	
39	SCI008	Making a comment	<p>The revision of the SCI is both necessary and welcome. Overall it is considered to be well written, it provides suitable practical advice and the web-links to relevant documents and to further advice are useful.</p> <p>However, it is considered that the document would benefit from the addition of paragraph numbering in order to assist future cross-referencing – it would also have assisted the preparation of this response.</p>	<p><u>CBC response</u> Noted and agreed.</p> <p><u>Proposed change</u> Paragraph numbering will be added to assist future cross-referencing.</p>
39	SCI009	Making a comment	<p>Page 15 – Section on “Who to Consult”- Usually the use of a consultee database, as in Copeland, works well and in our experience results in timely notifications and responses. However, the Trust is always wary in sentences such as “A database of Local Plan contacts: used to consult on the preparation of Local Plan documents where appropriate” of the words “where appropriate”. In our experience on occasions Planning Authorities are unaware of the extent of our interests, e.g. in environmental education, or our contributions to the health agenda, and as a consequence</p>	<p><u>CBC response</u> Noted and agreed</p> <p><u>Proposed change</u> Who to consult – Copeland Borough Council do notify all contacts on the consultation database on each Local Plan document that is consulted on and as such the wording “where appropriate” will be removed.</p>

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
			<p>some important opportunities to add value to planning policy documents have been missed. Given the ease of consultation by email it is suggested that the default approach should be to send notifications of new consultations to all those on the database unless they have previously indicated that they do not wish to be consulted upon certain types of documents. (A general notice in a local newspaper is unlikely to provide an adequate backstop for the circumstances described above [although it is beneficial in reaching other local groups and individuals].) The same concern applies to wording such as “along with all relevant contacts” as used in Appendix 3 – the contacts themselves are usually best placed to determine which documents are relevant to them.</p>	
39	SCI010	Making a comment	<p>Page 26 – the first two paragraphs (starting “The Planning Inspectorate will then consider the appeal”) appear to be out of place and should be moved into the following section headed “Planning Appeals”.</p>	<p><u>CBC response</u> Noted and agreed.</p> <p><u>Proposed change</u> The wording “<i>along with all relevant contacts</i>” in field ‘direct notification via letter or email’ in appendix 3 will also be removed and replaced with “<i>along with all other consultees</i>”.</p> <p>The paragraph in question will be relocated to page 26 as a separate paragraph.</p>

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
39	SCI011	Making a comment	<p>Pages 27-28 – the section on Enforcement is a useful one to include. However, we would suggest that it is a little lacking in terms of the “community involvement” advice. If there is an Enforcement Charter in place then the matter can be remedied by a cross reference to this and including the appropriate web-link. If that is not the case then it would be useful to supplement this section to include:</p> <ul style="list-style-type: none"> • If there is a formal complaint form that can be used • What information will assist the Enforcement Officer in pursuing an investigation • How/when the complainant will be kept informed about progress with, and completion of, the investigation 	<p><u>CBC response</u> Note and agreed.</p> <p><u>Proposed change</u> A link to the Council’s Planning Enforcement Manual will be included in this section along with details of how customers can make a complaint, what information should be gathered, to whom the information should be relayed and how the customer will be kept informed of the outcome and/or any action taken.</p>
39	SCI012	Making a comment	<p>Appendix 4 – whilst we do have Listed Building and Advertisement <u>Consents</u>; at the moment outline, full, reserved matters and householder applications are seeking Planning <u>Permission</u> (as per the Glossary).</p>	<p>The wording “consent” has been replaced with “permission” for full, reserved matters and householder applications.</p>
13	SCI013	Support/No comment	<p>Thank you for consulting us on the above part of the Local Plan which we received on the 20 April 2016.</p> <p>On this occasion we have no comment to make on this document.</p>	<p><u>CBC Response</u> Representation comment accepted.</p> <p><u>Proposed change</u> No change required.</p>

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
284	SCI014	Making a comment	<p>Page 22 – “The Council will place copies of applications and accompanying plans for anyone to view, on deposit, at the Market Hall in Whitehaven. Copies of applications relating to the South Copeland area will also be available for inspection at the Council Centre in Millom”.</p> <p>(What about adding the web site and Mod Gov)?</p>	<p><u>CBC response</u></p> <p>The weekly list notifying the public of new planning applications is available to view on the Council’s website but the planning applications themselves are currently not available to view or download from the website. Page 25 of the SCI states that the Council will be (to be amended to “the Council is”) moving towards making planning applications available to view and download from our website yet there is no timescale as to when this is likely to go ahead as yet.</p> <p><u>Proposed change</u></p> <p>A brief paragraph highlighting ModernGov will be added within the resources section under chapter 5 ‘sources of information’.</p>
284	SCI015	Making a comment	<p>Page 23 – “Any consultation required by direction: where there are further, locally specific, statutory consultation requirements e.g.:</p> <ul style="list-style-type: none"> ▪ Copeland Disability Forum; (Does this include South Copeland Disability Forum)? ▪ Cumbria County Council E.g. Highways matters. 	<p><u>CBC response</u></p> <p>Page 23 of the SCI mentions those statutory consultation bodies that Development Management engage with when seeking views on individual planning applications. Copeland Disability Forum and Cumbria County Council are mentioned as examples of bodies and, as such, this list is not exhaustive. This type of statutory consultation body would also include South Copeland Disability Forum for applications relating to the south of the Borough.</p> <p><u>Proposed change</u></p> <p>The two bodies mentioned represent examples of statutory consultation bodies and not a complete list.</p>

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
				Nonetheless, South Copeland Disability Forum will be added to the list of examples which will support the existence of the two different Forums.
284	SCI016	Making a comment	Page 24 – “Comments should be made within 21 days of the date of validation of the planning applications. This timescale increases to 28 days for major planning applications. All comments must be made in writing either my (I think this should be "by") email development.control@copeland.gov.uk or letter posted or hand delivered to:...”	<p><u>CBC response</u> Noted and agreed.</p> <p><u>Proposed change</u> The word “my” to be replaced with the word “by”.</p>
284	SCI017	Making a comment	Page 25 – “The Council will be (Should this not be "is moving") moving towards a more efficient and environmentally friendly way of working by uploading all planning applications and associated information online yet, until this new way of working is in place, members of the public can contact the Development Management team direct for any other enquiries about planning decisions using email development.control@copeland.gov.uk or telephone 01946 598422/598514”.	<p><u>CBC response</u> Noted and agreed.</p> <p><u>Proposed change</u> The words “will be” to be replaced with the word “is”.</p>
284	SCI018	Making a comment	Page 42 - Neighbourhood Forums “There are ten Neighbourhood Forum meetings in the Copeland Borough. This network is set up and serviced by Cumbria County Council. It	<p><u>CBC response</u> Noted and agreed. This detail has been confirmed by Area Neighbourhood Officers at Cumbria County Council as correct.</p>

RESPONDENT ID	RESPONSE ID	SUPPORTING/ OBJECTING/ MAKING A COMMENT	COMMENT	CBC RESPONSE & PROPOSED CHANGE
			provides an opportunity for local residents to informally debate and discuss local issues and help influence priorities. The Council will attend Neighbourhood Forum meetings when appropriate to discuss and debate local issues. All Local Plan documents” (has CCC been contacted about this? Cumbria County Council are no longer using Neighbourhood Forums)	<p><u>Proposed change</u> To remove all reference in the Revised SCI 2016 to Neighbourhood Forums.</p>
25	SCI019	Supporting	<p>The NDA has looked at the consultation documents and feel they are more than adequate for the NDA’s interactions with CBC as a planning authority, recognising the effective links between us.</p> <p>The NDA has no specific comments to make as part of the consultation process.</p>	<p><u>CBC Response</u> Representation comment accepted.</p> <p><u>Proposed change</u> No change required.</p>

-END-