

Slough Local Development Framework

Statement of Community Involvement

Adopted December 2006



Slough Local Development Framework

Statement of Community Involvement

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1.0 INTRODUCTION

1.1 A New Planning Process

1.1.1 Following changes to the planning system introduced by the Planning and Compulsory Purchase Act 2004, the Government has made a commitment to enhance the ability of people to take part in shaping the places in which they live and work. This new system involves the replacement of the Local Plan with a Local Development Framework (LDF) and provides for the improved involvement of the local community and other key stakeholders in the planning process. Local authorities should aim for 'continuous community involvement' to build understanding and consensus in the preparation of the planning framework for their local area.

1.1.2 The Government's objectives for changing the plan making system are to:

- speed up the preparation of development plans
- ensure that plans are monitored and reviewed and kept up-to-date
- achieve more effective involvement of the community

1.1.3 The new spatial planning system also aims to promote sustainable development through greater integration between the various strategies produced by this Council, other local authorities and various external agencies. The Government has made community involvement critical to the achievement of this broader approach to spatial planning as part of its aim to achieve inclusive, accessible, safe and sustainable communities.

1.2 The Purposes and Benefits of Community Involvement and the Statement of Community Involvement (SCI)

1.2.1 Slough Borough Council is committed to increasing the involvement of the community in the planning process by ensuring that everybody who lives or works in Slough has the opportunity to get involved in shaping their community. The benefits of involving a wide range of people and organisations throughout the planning process include:

- More focus on the priorities identified by the local community;
- Increased understanding of the process;
- Consensus and ownership of the process; and
- Influencing site specific proposals.

1.2.2 This Statement of Community Involvement sets out how Slough Borough Council proposes to increase community involvement in the preparation of the Local Development Framework and major development control applications and will prescribe how all sections of the community will have the opportunity to be actively involved throughout. It will have regard to the following:

- Who will be consulted (including the identification of hard to reach groups)?
- What methods of consultation will be employed?
- How the consultation will be undertaken?
- When the consultation will be undertaken and what the process will be?

1.2.3 This Statement of Community Involvement forms part of the Slough Local Development Framework.

Please note:

The terminology that accompanies the Local Development Framework can be confusing and therefore a glossary of terms has been included in Appendix 3. A list of relevant web addresses is also included in Appendix 3.

2.0 INTRODUCTION TO THE LOCAL DEVELOPMENT FRAMEWORK

2.1 The Local Development Framework for Slough will consist of a portfolio of Local Development Documents (LDDs) that set out the spatial planning strategy for the Borough up to 2020. The Local Development Framework will replace the Local Plan and will comprise smaller policy documents that can be updated individually and much faster than the previous plans. This section outlines the framework of the planning system introduced by the Planning and Compulsory Purchase Act 2004, including an outline of the

documents to be produced under the new system in Slough.

2.2 The Local Development Scheme and Local Development Documents

2.2.1 Local Development Scheme (LDS)

Slough has produced its Local Development Scheme which sets out the timetable for preparation of documents that the Council will be producing over the next three years as part of the Local Development Framework. This is available on the Council's website or can be obtained from the Council offices. The Local Development Scheme also provides details of the Local Plan policies which have been saved and the Development Plan Document that will gradually replace these policies. The documents to be produced are as follows:

a) Statement of Community Involvement

b) Development Plan Documents (DPDs)

These are spatial planning documents, which include the statutory policies that will guide development in the Borough. The following Development Plan Documents will be prepared:

Core Strategy and Policies

This key document will set out the Council's long term vision for its area and the primary strategic policies to achieve that vision.

Development Control Policies

A number of core policies setting out criteria against which all planning applications will be assessed to ensure that development proposals contribute to achieving the core strategy.

Site Allocations

Sites for housing, employment, retail, leisure, and open space proposed for development to meet the Council's vision and Core Strategy will be identified and development principles established for these sites.

c) Supplementary Planning Documents (SPDs)

These are intended to give additional guidance to a Development Plan Document and must relate directly to policies in a Development Plan Document or to saved Local Plan policies. Supplementary Planning Documents to be produced in the period up

to September 2007 are as follows: Residential Extensions, Affordable Housing, Developers Guide, Backland/Infill Development and Flat Conversions.

2.2.2 Additional Development Plan Documents or Supplementary Planning Documents may need to be produced to reflect emerging trends, issues or needs. Any changes to the collection of documents produced under the Local Development Framework, including the timetable, would, in the first instance, require an amended Local Development Scheme to be produced. An up-to-date version of the Local Development Scheme may be found on our website: www.slough.gov.uk.

2.3 Sustainability Appraisal (SA) and Strategic Environmental Assessment (SEA).

2.3.1 Under the new planning system, an integral component in the formation of spatial plans and policies will be the Strategic Environmental Assessment and the Sustainability Appraisal. Strategic Environmental Assessment is a systematic process for evaluating the environmental consequences of proposed policies, plans or programmes to ensure environmental issues are fully integrated and addressed at the earliest appropriate stage of decision making. Sustainability Appraisals are broader and promote sustainable development through integration of environmental, social and economic considerations into the plan's preparation. Recent guidance has emerged, which suggests that a single joint appraisal is appropriate (see also 5.4.8).

2.4 Arrangements for Joint Working

2.4.1 The six Unitary Authorities in Berkshire have agreed to prepare a joint Minerals and Waste Local Development Framework. In this situation, to ensure conformity of approach and meet the minimum statutory requirements, the authorities are producing a joint consultation protocol (Appendix 2), which will outline the approach to be adopted towards community involvement. To ensure the methodology is appropriate, it will draw on each authority's individual Statement of Community Involvement.

3.0 SLOUGH CONTEXT

3.1 The Slough Community profile and Locational Context

- 3.1.1 Slough is situated in the Thames Valley and is surrounded by attractive countryside which forms part of the Metropolitan Green Belt. Slough's population now stands at more than 119,000 people. The Borough is made up of a number of distinct communities, from Cippenham in the west to Colnbrook and Poyle in the east, and each of these has its own characteristics.
- 3.1.2 Slough has a vibrant and culturally diverse community, with 36% of the population deriving from black and ethnic minority communities. This figure is even higher amongst the younger age groups. More specifically, Slough has the highest number of people born outside the EU in the South East England Region (the region) (6.6%), with the number being born in the UK being the lowest in the region (76%). Slough has a higher percentage of Sikh residents (9.1%) than any other local authority in England and Wales and has the highest percentage of Muslim residents (13.4%) and Hindu residents (4.5%) in the South East. Although Christians make up the majority of the local population (53.7 per cent), this is the lowest percentage in the region.
- 3.1.3 The dwelling stock in Slough is predominantly made up of traditional two or three bedroom houses with very few high rise blocks. Slough has one of the highest percentages of cohabiting couples (10.7 per cent) with the borough being ranked at number five in the country. In terms of density, Slough has the third highest density (people per hectare) and the highest overcrowding indicator rating in the region.
- 3.1.4 Slough has developed as a major employment centre of sub-regional significance. At the same time, Slough town centre has developed into a major commercial and sub-regional shopping centre. One of the major factors that has led to the success of Slough has been its good communication links within the region; being close to Heathrow Airport, 20 minutes from central London by train, and well connected

by road via the M3, M4, M25 and M40. Slough therefore has a large commuter base with around 40,000 people commuting to Slough daily for work. The high level of commuting into and out of the town, linked with greater prosperity and local car use has, however, brought with it increasing congestion on the roads and a lowering of environmental quality.

- 3.1.5 Currently there are around 79,000 jobs within Slough (based on sample surveys in 2000 and 2002), a number that exceeds the town's workforce. Whilst these jobs have traditionally concentrated in manufacturing firms in areas such as Slough Trading Estate, there has been a shift in recent years to a much wider range of employment in the service and high technology industries which has made up for the loss in manufacturing jobs. The borough also has many more people in work than the national average with more than 65% of residents employed.

3.2 Key Implications Arising from the Community Profile

- 3.2.1 Language barriers for written and oral communication. The Council needs to provide clear and appropriate translation and interpretation of consultation documents.
- 3.2.2 Difficulties arising from cultural differences and protocols. The Council needs to be aware of actions that may be offensive to other cultures and religious groups. All consultation techniques employed need to respect the values and beliefs of others.
- 3.2.3 An extended community resulting from high commuter numbers. Due to the high level of workers that commute into Slough everyday, consultation that is undertaken locally may not be adequate. The methods used will have to incorporate techniques that reach this wider community.
- 3.2.4 Variations of populations in different areas and wards. It is important that an appropriate mix of consultation is undertaken to meet the needs of all groups.

3.2.5 Importance of employment uses. The Council recognises that employment land and uses make a significant contribution to Slough's economy and workforce. As such, the key stakeholders and landowners will be consulted as appropriate.

4.0 RELATED STRATEGIES

4.1 The Community Strategy

4.1.1 The Government identifies Local Development Frameworks as one of the key mechanisms for delivering the objectives of the Community Strategy. The Council's Local Strategic Partnership, known as Slough Focus, has prepared Slough's Community Strategy. One of the underlying principles that underpins their priorities for action is building stronger communities – community participation is an important element of this to encourage local people to participate in all aspects of the town's life.

4.1.2 The work of the Community Strategy and the Local Development Framework will be integrated. The Community Strategy is currently being reviewed and it is likely to be completed by the end of summer 2006. The results of this review will feed into the Local Development Framework when developing new policies and proposals. Slough Focus has a number of strategic partnerships, known as Priority Action Groups (PAGs), which are responsible for overseeing the main priorities of the Community Strategy. These Priority Action Groups each involve a range of sub-partnerships and many different stakeholders. These priorities of the Community Strategy are:

- Improving Slough's image;
- Making Slough safer;
- Good quality, sustainable, urban living through regeneration;
- Building strong communities;
- Healthy and cared for people;
- Assisting children and young people to fulfil their potential;
- Promoting learning in Slough;
- Thriving economy; and
- Prosperity for everyone.

4.1.3 The Quality Urban Living Priority Action group was the main point of contact within the Slough Focus for the preparation of the Statement of Community Involvement. As the Priority Action Groups comprise a comprehensive framework of partnerships representing Slough's diverse community, including those that are considered 'hard-to-reach', it is intended that the Priority Action Groups will act as focus groups for the preparation of the various Local Development Documents.

4.2 The Customer and Community Engagement Strategy

4.2.1 The Council is currently developing its strategic approach to community engagement; the resulting strategy will contain details of all engagement activities being carried out with partners, at a Council wide level and within individual services. This strategy will be complimented by supporting guidance on consultation techniques to help ensure that the most appropriate methods of consultation and involvement are used. Key elements arising from this strategy and guidance will be incorporated into the community involvement processes for documents produced under the Local Development Framework as appropriate.

5.0 COMMUNITY INVOLVEMENT IN THE LOCAL DEVELOPMENT FRAMEWORK - WHO, WHAT, HOW AND WHEN?

5.1 Who will be consulted?

5.1.1 The Town and Country Planning (Local Development) (England) Regulations 2004 require Local Planning Authorities (LPAs) to meet a minimum level of public involvement and specify a number of organisations which must be consulted if the Council considers that they will be affected. The Council will seek to meet those minimum requirements and to go further by actively seeking to involve everyone who lives, works or has an interest in Slough.

5.1.2 Appendix 1 sets out tables indicating groups and bodies to be involved, either as a requirement of the regulations or the additional bodies suggested by Planning Policy Statement 12. Government guidance also suggests that the Council may wish to

consult the following (since such organisations change over time the Statement of Community Involvement does not specify them by name):

- voluntary groups;
- groups representing the interests of:
 - different racial, ethnic or national bodies in the area;
 - different religious groups in the area;
 - people with disabilities in the area;
 - persons carrying on business in the area.

5.1.3 Following a consultation exercise on a Local Development Document, a list of consultees will be available and/or will be published on the Council's website. In most instances this will be in the form of a summary of consultations received document or a summary of representations received document. In addition to these reports, copies of all Local Development Framework documents can be made available via the contact details provided in Section 8 of this document.

5.1.4 Slough will need to make particular efforts to include those groups that are identified as being traditionally 'hard to reach'. Such groups can include minorities, those with special needs or others who are often excluded or find it difficult to become involved in decision making processes.

5.1.5 As was discussed in Section 4.0, Slough will make use of the Priority Action Groups formed under Community Strategy when undertaking consultation. This is a comprehensive framework of groups that fully represent Slough's diverse community, including those who are considered 'hard-to-reach'. Further, it will also have regard to the requirements of the Race Relations (Amendment) Act 2000 and the Disability Discrimination Act 1995.

5.1.6 The Council will notify all those who made a representation on the submission Statement of Community Involvement of the publication of the Inspector's Report and the subsequent adoption of the Statement of Community Involvement.

5.2 What methods of consultation will be employed?

5.2.1 It is vital to make the best use of both the Council's and other people's time and resources by developing integrated and agreed approaches to working together. It is also important for all parties involved to be realistic about the time and resources they can commit to the Local Development Framework process.

5.2.2 All the draft documents that are produced under the Local Development Framework will be available for public consultation in accordance with government legislation. Further, the draft documents will be available on the Council's website. All contact details can be found in Section 8.0. These statutory consultation methods are discussed below: (for information regarding major planning decisions see section 6.0).

a) Statutory Consultees

The documents will be sent to all the statutory consultees that are identified in the appendix. See Section 5.1 above for further details.

b) Documents Available at the Council

The draft documents will be made available for the public at the Council's planning reception (Wellington House), Town Hall reception, all Slough's libraries and whenever possible, 'My Council'. Further, the draft documents will be available on the Council's website.

c) Media Consultation

Documents will be advertised in the Slough and Langley Observer. A regular column will be placed in the Council's newspaper, the 'Slough Citizen,' to provide an update of information relating to the Local Development Framework, as well as the occasional feature article that is linked to a consultation exercise.

5.2.3 It is recognised that the methods above relate only to the statutory consultation requirements for the draft documents. Other discussion documents, issues papers etc may also be released for consultation via these methods. Further, a range of other techniques will need to be employed to ensure that everyone who lives or works in

Slough will have the opportunity to comment on the future direction of Slough. There are a variety of tried and tested techniques for community involvement in development planning. The various techniques that may be undertaken by the Council for the Local Development Framework include:

a) Planning workshops and surgeries.

A formally organised discussion group that aims to exchange and gather information, key issues and potential solutions and will generally involve key stakeholders and community groups by invitation only. These are usually in the format of presentations followed by small group discussions, ending in a large group or open floor discussion of the key issues that have been raised. Such meetings need careful consideration of the groups to be involved and generally require significant preparation.

Resource Implications: High

b) Public meetings (general and Ward/Parish level)

Used to inform a large group of people at one time of the key issues, whilst providing an open forum for the direct feedback and debate of the key issues. Such meetings need to be organised and chaired well. Further, the attendees are self-selecting, often excluding the views of hard to reach groups or people who are not comfortable in a public setting.

Resource Implications: Moderate to high (depending on the number of meetings)

c) Public exhibitions, information days and roadshows

These can be an effective way to provide the community with a wide range of information. These need to be held in accessible locations and if possible at various locations to encourage all sections of the community. A staff member(s) is generally required to be present to allow one to one (or small group) discussion of issues and ideas. Also allow associated information to be provided (i.e. leaflets, posters, key documents etc).

Resource Implications: High

d) Leaflet/summary document drops

Can publicise key issues and information to a wide range of people and inform the public of

further ways to get involved, allow them to provide their details for a consultation list or to provide feedback. Two different methods of leaflet drop may be used:

- 1.) Borough wide distribution: Submitting a leaflet to every household in the Borough. An effective way of informing widely, but can be costly. However, a more effective means of submitting such information may be through the 'Slough Citizen' or by including updates of the Local Development Framework through a regular column in the 'Slough Citizen'.
- 2.) Leaflet drops at key strategic areas: Leaflets can be supplied and distributed at key areas such as train stations, the town centre/malls, libraries and Council offices, 'My Council' and the like. This is an effective way of consulting people from outside the borough (i.e. commuters and shoppers).

Resource Implications: 1.) Moderate (especially material costs) 2.) Low

e) One to one meetings with key stakeholders
These meetings are designed to identify and resolve key issues from those stakeholders or representative bodies who are most affected by the proposed document. Such meetings are also designed to achieve consistency with other strategies and initiatives. The meetings are generally staff intensive and require careful consideration of the relevant stakeholders to be involved.

Resource Implications: Moderate (Depending on the number of meetings)

f) Display advertisements

Displays or poster boards can be erected at key locations, to advise the public of general information and key issues, while also providing a contact point for further information. Display posters may be placed at locations such as libraries, the Council Offices and 'My Council'. It is noted that display advertisements would need to grab the attention of passers by and could be associated with a leaflet drop.

Resource Implications: Low

g) Hotline and phone contacts, address contact and email contact and the constant update of the website

Contact details should be included with any consultation documents or materials. The contact details are likely to be those of the officer(s) dealing with a specific process and a generic email address will also be provided (planningpolicy@slough.gov.uk). The Council's planning website will be kept up date with details of the Local Development Framework and further, all relevant documents will be available to download and be consulted on, on-line. It is noted that the above methods are easy and low resource techniques for consultation. The Council will also maintain a list of individuals and groups that wish to be notified or consulted throughout the preparation of the Local Development Framework. Should you wish to be added to this list, please contact the Planning Policy and Projects Team (see the contact details on the inside cover)

Resource Implications: Low

h) Slough Citizen's Panel

The Slough Citizen's panel is a panel of over 650 Slough residents who are willing to be contacted to share their views on the Council and the town. The panel includes a range of people aged 16 years and over of various ethnicities, working status, location etc. The Council intends to utilise this valuable resource in the preparation of the Local Development Framework where appropriate.

Resource Implications: Medium

i) Consultation protocols

Protocols could be set up with key stakeholders or specific community groups. This would generally be a two-way agreement to determine the process of consultation. For stakeholder groups, this could include information on what documents should be submitted, timeframes for comments and protocols for disagreements etc. For identified community groups, this could outline techniques that need to be implemented to treat ethnic and cultural differences or access to other hard to reach groups.

Resource Implications: Low to moderate

5.2.4 Local Development Framework documents and any related literature can be made available in a variety of formats eg. Braille, large print, audio cassette and languages other than English. If you require documents in another format please contact: either the Slough Translation and Information Services on 01753 539 944 or ask an English speaker to call 01753 875820.

5.2.5 Many communities and organisations are already working with the Council on a wide range of issues and projects. Local organisations also have considerable expertise and experience of working on an extensive range of issues. There is therefore already a strong basis of working together, co-operation and partnership.

5.3 How will the consultation be undertaken

5.3.1 The methods discussed in Sections 5.1 and 5.2 above provide a menu of techniques to be used to achieve effective community involvement in the Local Development Framework. The most appropriate method or methods in each case will be set out in the Statement of Conformity, which will accompany each separate Local Development Framework document. Table 1 and 2 provide details of the consultation that will occur in the preparation of the various documents.

Table 1. Summary of the consultation techniques that will be used in the preparation of Local Development Framework documents.

Methods	Core Strategy and Policies Area Action Plans	Site Allocations DC Policies Documents	Supplementary Planning
Submission to statutory bodies (listed in Appendix 1)	STATUTORY	STATUTORY	STATUTORY
Documents available at the council	STATUTORY	STATUTORY	STATUTORY
Media consultation	STATUTORY	STATUTORY	STATUTORY
Planning workshops and surgeries	OPTIONAL	OPTIONAL	OPTIONAL
Public meetings	OPTIONAL	REQUIRED*	OPTIONAL
Public exhibitions, information days and roadshows	OPTIONAL	REQUIRED*	OPTIONAL
Leaflet/summary document drops - borough wide distribution/Slough Citizen Article	OPTIONAL	OPTIONAL	OPTIONAL
Leaflet/summary document drops - leaflet drops at key strategic areas	REQUIRED	REQUIRED	OPTIONAL
One to one meetings with key stakeholders	REQUIRED	REQUIRED	REQUIRED
Display advertisements at key locations	OPTIONAL	OPTIONAL	OPTIONAL
Hotline and phone contacts, address contact, email contact and website updates	REQUIRED	REQUIRED	REQUIRED
Slough Citizen's Panel	OPTIONAL	OPTIONAL	OPTIONAL
Consultation protocols	REQUIRED	REQUIRED	REQUIRED

*For Area Action Plans and Site Allocations.

Table 2. Breakdown of methods of consultation to be utilised during stages of Development Plan Documents/Supplementary Planning Documents production.

Development Plan Documents (may be undertaken)	Statutory consultation	Additional community involvement (minimum requirements)
Pre-submission consultation including Issues and Options (Regulation 25)	<ul style="list-style-type: none"> • Statutory body consultation - listed in Appendix 1A (documents to be forwarded to consultees required by legislation.) • Consult other general consultation groups and stakeholders listed in Appendix 1B and 1C that are likely to be affected. 	<ul style="list-style-type: none"> • Article in Slough Citizen if possible. • Update on Website with phone, postal address and email contact details to allow for easy feedback. • Display/poster advertisements at key locations to advise the public of general information. • Planning Workshops. Formal discussion group with stakeholders and community groups on request. • Slough Citizens Panel. Selected Panel of Slough residents. • Public Meetings used to inform and provide an opportunity for feedback for a large group of local residents. • Public exhibitions and Information Days. • Leaflet/summary document distributed. Council wide or focused on key locations such as libraries/trains stations.
Public participation on Preferred Options and Sustainability Appraisal (Regulation 26)	<ul style="list-style-type: none"> • Send copies of documents to relevant consultation bodies (Appendix 1A) • Make the DPD document and relevant supporting documents available at Council Offices and local libraries for length of consultation period (6 weeks). • Publish the documents on the Slough Borough Council website. • Send documentation to GOSE. • Send documentation and details of when and where it can be viewed to the consultees included in Appendix 1B and 1C as appropriate. • Publish a notice in the Slough and Langley Observer noting the times and places where the DPD can be inspected. 	<ul style="list-style-type: none"> • Article in Slough Citizen if possible. • Update on website with phone, postal address and email contact details to allow for easy feedback. • Stakeholder meetings with those bodies that have an interest or are most affected by a proposed document on request. • Public Meetings used to inform and provide an opportunity for feedback for a large group of local residents. • Display/poster advertisements at key locations to advise the public of general information. • Leaflet/summary document distributed. Council wide or focused on key locations such as libraries/trains stations.

<p>Submission and final Sustainability Appraisal (Regulation 28)</p>	<ul style="list-style-type: none"> • Make the DPD document and relevant supporting documents available at Council Offices and local libraries for length of consultation period (6 weeks). • Send the DPD, Sustainability Appraisal report, consultation statement, statement of representations and a note of when and where these can be viewed to the Secretary of State and consultees listed in Appendix 1A, B and C if affected. • Publish this documentation on the Council website with information as to when and where these can be viewed. • Send documentation to GOSE. • Publish a notice in the Slough and Langley Observer noting the times and places where the DPD can be inspected. • Inform those who requested to be notified of the submission of the DPD to the Secretary of State. 	<ul style="list-style-type: none"> • Article in Slough Citizen if possible. • Update on Website with phone, postal address and email contact details to allow for easy feedback. • Display/poster advertisements at key locations to advise the public of general information. • Public Meetings used to inform and provide an opportunity for feedback for a large group of local residents. • Stakeholder meetings held with those bodies that have an interest or are most affected by a proposed document on request.
<p>Site Allocations DPD</p>	<ul style="list-style-type: none"> • In addition to consultation on DPD document make the Site Allocations representations and details of how and when to make representations available at Council Offices and local libraries for length of consultation period (6 weeks). • Publish the above documentation on Council's website together with when and where it can be viewed. • Send details of the addresses of the sites subject to representations, how and when to make representations and information on when and where they can be inspected to the consultees listed in Appendix 1A, B and C. • Publish documentation in the Slough and Langley Observer together with information on where and when it can be viewed. 	<ul style="list-style-type: none"> • Article in Slough Citizen if possible. • Update on Website with phone, postal address and email contact details to allow for easy feedback. • Stakeholder meetings held with those bodies that have an interest or are most affected by a proposed document. • Public Meetings used to inform and provide an opportunity for feedback for a large group of local residents. • Display/poster advertisements at key locations to advise the public of general information. • Leaflet/summary document distributed. Council wide or focused on key locations such as libraries/trains stations.

<p>Examination (Regulation 34)</p>	<ul style="list-style-type: none"> • Give a minimum of six weeks notice of the time and place of the examination and name of the person appointed to hold the examination: -Publish these details on Council's website. -Publish these details in the Slough and Langley Observer. -Notify those with valid representations of these details. 	<ul style="list-style-type: none"> • Article in Slough Citizen if possible. • Update on website with phone, postal address and email contact details to allow for easy feedback. • Display/poster advertisements at key locations to advise the public of general information.
<p>Adoption and publication (Regulations 35 and 36)</p>	<ul style="list-style-type: none"> • Make the Inspector's Report, the DPD, the Sustainability Appraisal Report and an adoption statement available at Council Offices and local libraries. • Publish the adoption statement on the Council website. • Publish a notice in the Slough and Langley Observer giving notice of the adoption statement and the times and places where the DPD can be inspected. • Send the adoption statement to anyone who has requested to be notified of the adoption of the DPD. • Forward the DPD and the adoption statement to the Secretary of State. 	<ul style="list-style-type: none"> • Publish the adopted DPD and Inspector's Report on the Council's website. • Update on website with phone, postal address and email contact details to allow for easy feedback.

Supplementary Plan Documents	Statutory consultation (minimum requirements)	Additional community involvement (may be undertaken)
<p>Issues and Options report (Regulation 17)</p>	<ul style="list-style-type: none"> • Make the SPD document, the Sustainability Appraisal report and relevant supporting documents available at Council Offices and local libraries for length of consultation period (4 weeks). • Publish the documents detailed above on the Council website. • Send the aforementioned documentation to GOSE. • Send the aforementioned documentation and details of when and where it can be viewed to the consultees included in Appendix 1A, B and C if they are likely to be affected. • Publish a notice of these details in the Slough and Langley Observer, including when and where the documents can be viewed. 	<ul style="list-style-type: none"> • Update on website with phone, postal address and email contact details to allow for easy feedback. • Stakeholder meetings held with those bodies that have an interest or are most affected by a proposed document. • Display/poster advertisements at key locations to advise the public of general information. • Planning workshops. Formal discussion group with stakeholders and community groups on request. • Public meetings (used to inform and provide an opportunity for feedback for a large group of people.) • Public exhibitions and information days. • Article in Slough Citizen if possible.
<p>Adoption and Final Sustainability Appraisal (Regulation 19)</p>	<ul style="list-style-type: none"> • Make the SPD, representations and adoption statements available for viewing at Council offices and local libraries. • Publish these documents on the Slough Borough Council website. • Publish these documents in the Slough and Langley Observer. • Inform those who have asked to be notified, including all respondents, of adoption of the SPD. • Send the documentation to GOSE. 	<ul style="list-style-type: none"> • Publish final Sustainability Appraisal report on Council's website. • Update on website with phone, postal address and email contact details to allow for easy feedback. • Make the documents available for purchase. • Article in Slough Citizen if possible.

5.4 When will consultation be undertaken and what is the process?

Statement of Community Involvement (SCI)

5.4.1 Details regarding the preparation of the Statement of Community Involvement can be found in Appendix 4.

Development Plan Documents (DPDs)

5.4.2 There will be two key stages at which community involvement will take place for Development Plan Documents:

- 1.) Pre-submission: Initially this involves an advisory stage where officers consider the implications of planning issues on wider Council objectives and undertake initial engagement/consultation on preliminary issues and options. Subsequently consultation is undertaken on the preferred options and proposals determined from this initial engagement; and
- 2.) Post-submission: Following the submission of the Development Plan Documents to the Secretary of State there will be the opportunity for formal representation to be made.

The results of consultation will be taken into account as follows:

- Responses will be summarised and collated (e.g. those supporting the document, those

wanting changes to the document together with the proposed changes).

- A report summarising the key issues raised will be prepared together with a statement on how, and to what extent comments will be taken into account in the next stage of document preparation.
- Members will consider the report and make the final decision on the Council's response.
- The report will be available on the website and as a printed document that can be viewed at the Town Hall, Planning reception in Wellington House, and the four public libraries in Slough.

5.4.3 A more detailed discussion of the preparation of Development Plan Documents is provided below:

a) Pre-submission consultation - Issues and Options (Reg 25)

The type of pre-submission stage consultation is not prescribed in the Regulations and it is for the Local Planning Authority to determine the most appropriate means of community involvement. Different techniques will be employed and different groups targeted depending on the type of Development Plan Document (Section 5.2 and Table 1).

The initial stakeholder and community engagement on Development Plan

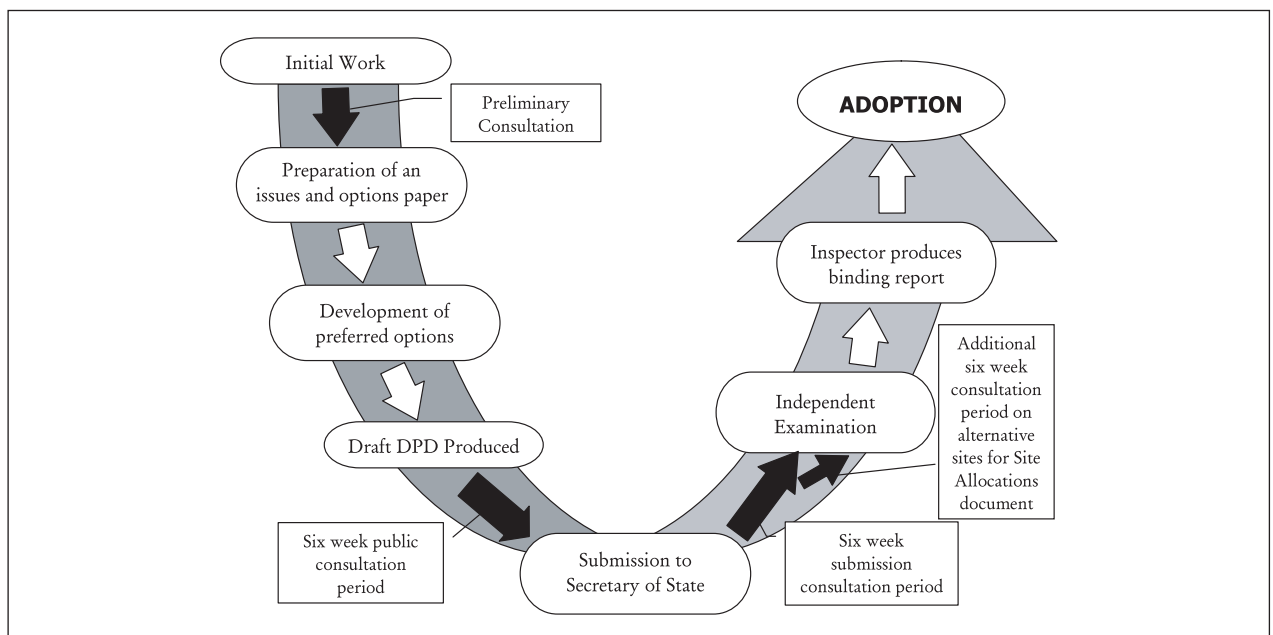


Figure 1. Summary of the Development Plan Documents production process.

Documents will take place through the preparation of a preliminary Issues and Options paper. The results from the issues and options consultation will lead into the development of the preferred options. Each of the resulting preferred options reports will be submitted to the Local Development Framework Members Panel for initial consideration. Following this, a final draft document will be submitted to the full cabinet for approval. It is noted that the preferred options report will be accompanied by a sustainability appraisal report.

b) Pre-submission representations (Reg 26)
Following approval by the Cabinet the draft documents will be published for a six week consultation period. When the six week consultation period has ended, a summary of representations document will be produced, which will also be available on the Council's website. All of the submissions received by the Council will be carefully analysed and the draft Development Plan Documents will be amended where appropriate. The Council must be able to explain how they have dealt with representations received and how these have affected policies in the draft Development Plan Documents.

c) Submission Stage Involvement (Reg 28)
Following the consideration of all representations received, an amended Development Plan Document will be formally submitted to the Secretary of State for examination together with the following documents:

- The final Sustainability Appraisal;
- Statement of Community Involvement; and
- Statement of Conformity with the Statement of Community Involvement.

The Council must publish a notice inviting formal representations to be made within a second six week consultation period. Any representations made at this stage should identify what Test of Soundness the objection or expression of support relates to. Should any representations include proposals for alternative site allocations, the authority must publish them for further representations and undertake a third, six week consultation period.

The Council will then publish a summary of the representations made and take these into consideration. Prior to the examination, only minor wording changes should be made and no changes that would affect the substance of the documents should be made.

An examination by an inspector for the Planning Inspectorate will test whether the policies in the Development Plan Documents are sound. A development plan will be sound if it meets the following tests:

Procedural

- It has been prepared in accordance with the Local Development Scheme;
- It has been prepared in compliance with the Statement of Community Involvement, or with the minimum requirements set out in the regulations where no Statement of Community Involvement exists; and
- The plan and its policies have been subject to sustainability appraisal.

Conformity

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

Coherence, consistency and effectiveness

- 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;
- 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;
- There are clear mechanisms for implementation and monitoring; and
- The plan is reasonably flexible to enable it to deal with changing circumstances.

Source: *Planning Policy Statement 12: Local Development Frameworks. Office of the Deputy Prime Minister (2004) Paragraph 4.24.*

Following the Independent Examination, the Planning Inspector will prepare a report that will be binding on the Council who will amend the Development Plan Document on the basis of this report. At the adoption stage the Council will make available a copy of the Inspector's report, the final sustainability report and the final Development Plan Document itself. A six week period for legal challenge to the High Court exists at the adoption stage, after which the Development Plan Document can be formally incorporated into the Local Development Framework.

Supplementary Planning Documents

- 5.4.4 A Supplementary Planning Document must be identified in the Local Development Scheme. All matters covered must relate to specific policies in a Development Plan Document or a saved policy in a Development Plan.
- 5.4.5 Initially the Council will produce a draft document for each Supplementary Planning Document. At the pre-production stage, community involvement will be tailored according to the nature of the Supplementary Planning Document in question. An outline of the various techniques to be employed is provided in Section 5.1 and 5.2 and Table 1 of this document.

- 5.4.6 Once a draft Supplementary Planning Document has been produced, this will be subject to a four to six week consultation period when representations can be made (Reg 17). The draft Supplementary Planning Documents will each be accompanied by the sustainability appraisal and the statement of conformity. When the consultation period has ended, all of the submissions received by the Council will be carefully analysed and where appropriate the draft Supplementary Planning Documents will be amended. A summary of representations document will be produced, which will discuss how the main issues raised have been addressed in the Supplementary Planning Document. Members will consider the report and make the final decision on the Council's response. The report will be available on the website and as a printed document that can be viewed at the Town Hall, Planning reception in Wellington House, and the four public libraries in Slough.
- 5.4.7 Once the Supplementary Planning Document has been finalised, the Council can formally adopt this into the Local Development Framework (Reg 19). At the time of adoption, the following information will be made available to the public:
 - An adoption statement;
 - The adopted supplementary planning

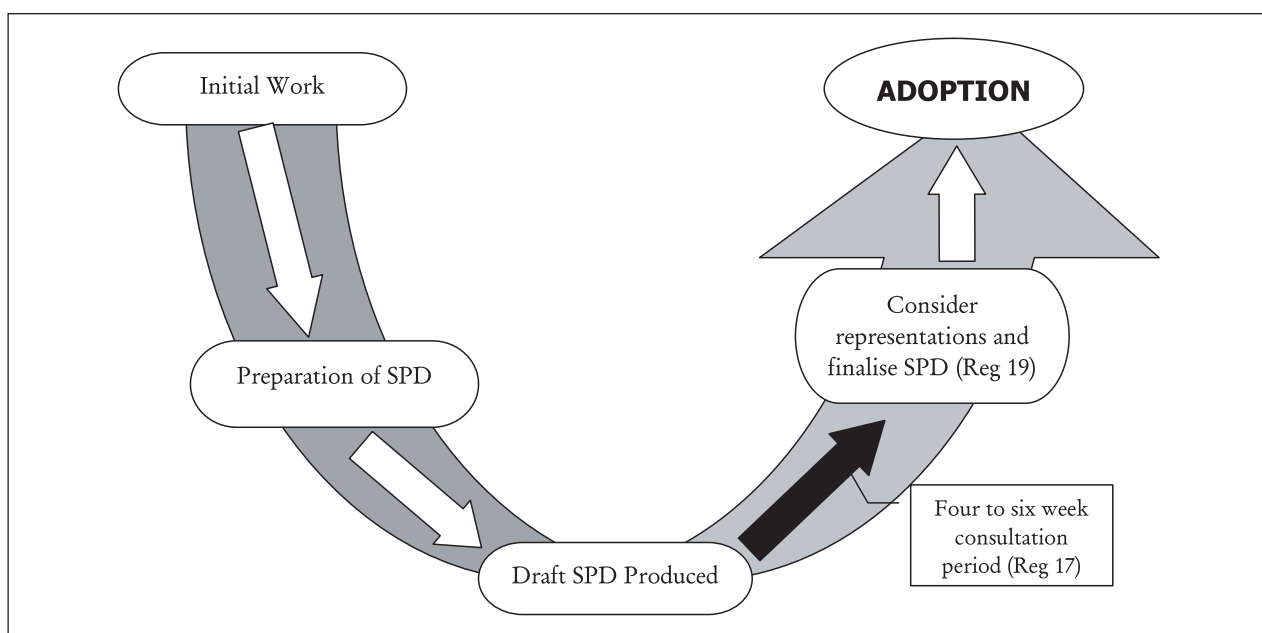


Figure 2. Summary of the Supplementary Planning Documents production process.

document;

- A statement explaining how representations were dealt with; and
- A statement summarising how sustainability issues have been integrated into the document, how the sustainability appraisal and consultation has been taken into account, and the reasons for choosing the document as adopted in light of other reasonable alternatives.

5.4.8 The appraisal process will result in two reports being produced, the initial Scoping Report and the Sustainability Appraisal Report. Both reports must be submitted to English Nature, English Heritage, the Environment Agency and the Countryside Agency (consultation bodies) for consultation. The public will be able to comment on the scoping report, during a five week period, when this is submitted to the four consultation bodies.

5.4.9 The public will have the opportunity to comment on the Sustainability Appraisal report itself when the Development Plan Document or Supplementary Planning Document it appraises is released for formal consultation. For a Development Plan Document this will be at the Pre-Submission representations stage (Reg 26) and the Submission Stage (Reg 28). For a Supplementary Planning Document this will be during the one required consultation period (Reg 17).

6.0 COMMUNITY INVOLVEMENT IN MAJOR DEVELOPMENT CONTROL DECISIONS

6.1 Major Planning Applications

6.1.1 The Council has a duty to consider all valid planning applications it receives, regardless of whether or not they reflect adopted policies. Most people become involved in planning as a result of commenting on or submitting a planning application. The majority of planning applications received are minor applications for which meeting the statutory minimum requirement on consultation is sufficient. However, for major planning applications, the government considers that this is not sufficient.

6.1.2 Major applications are defined by the regulations as development which involves:

- the provision of dwellings where, i) the number 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 ha or more;
- the provision of a building or buildings where the floor space to be created is 1,000m² or more;
- the winning and working of minerals or the use of land for mineral-working deposits; or
- waste development. (Defined as any operational development designed to be used wholly or mainly for the purpose of, or a material change of use to, treating, storing, processing or disposing of refuse or waste materials.)

6.1.3 The Town and Country Planning (General Development Procedure) Order 1995 requires that major planning applications must be publicised by:

- a site notice displayed in at least one place on or near the development site for at least 21 days, or
- serving a notice on adjoining owners or occupiers, and
- advertisement in the local newspaper.

6.1.4 The government proposes the use of thresholds for determining which applications are to be subject to wider community involvement. These tiered thresholds overlap to some extent, and in any case, are not considered to be the best indicator of those planning applications which should be subject to community involvement at the pre-application stage. Rather, the sensitivity of the site in question (such as in a conservation area or area of exceptional residential character, commercial site adjacent to a residential area, or a site with a controversial planning history) is the major factor that gives rise to the desirability of community involvement at pre-application stage.

6.1.5 Therefore, the Council proposes that potential applicants of applications classified as a major application should, at pre-application stage, contact the Local Planning Authority to

discuss the level of community involvement and the preferred method(s) of consultation. Within the context of the Freedom of Information Act, any discussions held at this stage in the process would remain confidential should the applicant or their agent request this.

6.1.6 Should pre-application consultation be undertaken, the applicant, or their agent, should give the Council prior notification; it is advisable that copies of plans/drawings/letters be sent to the Council at this stage so that if members of the public contact the Planning Section with any queries, the planning officers have the information relating to the proposed scheme.

6.1.7 It is considered that the normal means of consultation should be either an exhibition or public meeting at a suitable public venue, or by letter with accompanying plans where more appropriate. Other forms of consultation may be deemed appropriate; however, the nature and details of any other methods need to be initially discussed with the Council. There may be instances when the consultation should be carried out by a person completely independent from the developer, so as to ensure that the information provided is accurate and unbiased. A report of the consultation exercise should be submitted as part of the planning application process and should include the following:

For exhibitions/meetings

- * details of how the event was publicised;
- * how many members of the public attended (preferably with names and addresses);
- * copies of any plans or drawings displayed at the event;
- * the nature of queries raised by the community together with any responses given; and
- * details of any proposed changes to the design of the scheme arising from the consultation event.

For letters with accompanying plans

- * copies of the consultation letter and accompanying plans and the addresses to

which these were sent;

- * the nature of any responses received from consultees together with the responses given, if any; and
- * any changes to the design of the proposed scheme arising from the consultation exercise.

In all cases where pre-application consultation has taken place, the report on the consultation exercise shall include details where the proposed development and application drawings differ in any manner from the pre-application proposals.

6.1.8 In certain circumstances, it would not be appropriate for Council planning officers to attend any such consultation meetings or exhibitions as it can appear that they are lending their support to the proposed development. However, there will be some schemes where the Council is working with a developer and therefore it would be appropriate for planning officers to attend the event. As for Members of the Planning Committee, the Planning Code of Conduct advises that they do not take part in discussions at any stage on any major development.

6.1.9 The Council currently does not impose any charges for pre-application advice. However, should any such charges be introduced in the future, this would occur only after the publication of a scheme outlining the scale of charges.

6.1.10 It is noted that the Joint Strategic Planning Unit (JSPU) will be consulted on major mineral and waste applications. Also the South East England Regional Assembly will be consulted on regionally significant applications, as set out in the Planning and Compulsory Purchase Act 2004.

6.2 For All Applications

6.2.1 The majority of applications are submitted without any prior approach to the Council. However, pre-application discussions with prospective developers/applicants and/or their agents are welcomed as such discussions provide the opportunity to confirm whether the principle of the proposed development is acceptable,

whether pre-application community consultation is desired, and to clarify the format, type, and level of detail required to enable the authority to determine the application. However, an application may still be determined without the applicant seeking advice at the pre-application stage although, given the need to meet the Government's performance targets, there would be limited time for negotiation.

- 6.2.2 The Council does encourage applicants of small schemes to discuss their proposals informally with their neighbours before submitting their formal application. This will not affect the consultations undertaken by the Council upon registration of the application.
- 6.2.3 A list is published fortnightly of all valid planning applications received, which is also available on the Council's website. This list is circulated to Councillors, Parish Councils, and other groups who request it.
- 6.2.4 Individual letters are sent to the owners/occupiers of properties that immediately adjoin all application sites. In some cases, depending on the scale of the proposed development, the Council will also send letters to other properties near the site where it may reasonably be anticipated that residents may consider themselves to be affected by the proposal. Where initial consultation has been undertaken by the applicants, as set out in Section 6.1 above, the Council will add to this standard consultation letter a proviso stipulating the following: "Any consultation that has taken place at the pre-application stage with the applicant or their agent is not part of the statutory process. There may have been subsequent amendments to the development plans or the description of the proposal, and you are advised to carefully consider the details submitted with this application. Should you wish to make a formal representation, you should do so in accordance with the details specified in this letter."
- 6.2.5 Comments supporting or objecting to a proposal may be made by anyone regardless of whether they have received a letter or been individually consulted, although the Council can only take into account planning

considerations.

- 6.2.6 Comments should be submitted as soon as possible, although the Council will take into account any representations received up to the date on which the decision is made. The Council will not determine any application within a period of 21 days from the date on which consultation letters are sent out. Occasionally, it may be necessary to write and publish reports on planning applications for Planning Committee agenda before the expiration of the 21 day period. In such cases comments received post-publication will be reported on the amendment sheet at the committee meeting. All comments received are made available for public inspection at the Council Offices and none can be treated as confidential. For all planning applications, consideration is usually given to letters of support/objection up to the time of decision making (noon on the day of Planning Committee, where applicable). Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation.
- 6.2.7 Letters supporting or objecting to an application will be acknowledged; anyone who submits a written representation will be notified of the planning decision in due course. Under normal circumstances, please note that due to the volume of correspondence received, we are unable to respond to specific issues identified in individual letters or enter into general correspondence.
- 6.2.8 Where significant amendments are made to a scheme which raise new issues that could lead to further comment, the Council will re-consult those who were initially notified of the application and any others who have responded. In these circumstances, the time-scale allowed for additional comments will be generally 14 days, although this may differ depending on the individual circumstances of an application.
- 6.3 Deciding Applications**
- 6.3.1 The majority of applications (over 90%) are determined under authority delegated to the Head of Development Control after full consideration of all the planning issues and

comments received. For those applications which are referred to the Council's Planning Committee for decision, the Council gives objectors, Parish Council representatives, and the applicant (or his/her agent) and supporters the opportunity to address Members at the meeting before Members take their decision.

- 6.3.2 Where a planning application is recommended for approval and an objector has made a written objection, he/she may register with the Planning Committee Administrator to speak at the meeting. Applicants (or their agents) will be able to speak at the Chair's discretion if their application is up for refusal. In these circumstances, objectors who have made a written objection may also speak in reply, subject to their registering to speak with the Administrator. Applicants will also have the right of reply where objectors register to speak opposing their applications.
- 6.3.3 Further information relating to the public participation scheme for Planning Committee can be obtained from the Council's Committee Services section.

6.4 What the Council Cannot Do

- 6.4.1 The Council can only request, not require, developers to carry out the extra consultation. The Council cannot refuse planning applications because a developer refuses to carry out extra consultation.

7.0 REVIEW AND RESOURCE PROCEDURES OF THE STATEMENT OF COMMUNITY INVOLVEMENT

7.1 How will the Statement of Community Involvement be reviewed?

- 7.1.1 This Statement of Community Involvement has been subject to an extensive public consultation process prior to its adoption. Therefore, the Statement of Community Involvement contains clearly defined consultation procedures and methods that are appropriate to the communities of Slough. The Council recognises, however, that the appropriateness of the content may change over time and the Statement of Community Involvement needs to be a living document that can react accordingly.

- 7.1.2 The Council will gain experience in engaging with the community and it may become apparent that other consultation tools and techniques are more appropriate, or that certain methods are more successful in particular circumstances. It is also likely that additions and deletions will need to be made to the non-statutory consultation list. Furthermore, the Statement of Community Involvement may need to be amended to reflect changes in other linked strategies or policies (e.g. the Community Strategy).

- 7.1.3 The Council will monitor the success of community involvement techniques and use the findings to refine methods in the future wherever required. In monitoring the effectiveness of the Statement of Community Involvement, the Council will taken into account: the level of involvement of hard to reach groups, information and comments obtained from the community, including satisfaction surveys, and how successfully the community can find information on the Local Development Framework documents. All this information will be monitored and reported on as part of publication of the Annual Monitoring Report (AMR), which assesses the effectiveness of the Local Development Framework. The Annual Monitoring Report must report on the financial year (April 1st to March 31st) and shall be submitted to the Secretary of State by 31st December.

- 7.1.4 Once the Annual Monitoring Report has been submitted, the Council will make copies available and will place the document on the website.

7.2 What Resources are needed for the Statement of Community Involvement?

- 7.2.1 The Council's Planning Policy and Project's Team will be responsible for the majority of the work involved in undertaking community involvement for the Local Development Framework. However, the Corporate Policy Unit and the Local Strategic Partnership will continue to have an important role throughout the community involvement process. The Council's Development Control and Special Projects Teams will be responsible for community involvement on major planning applications.

- 7.2.2 The resources for delivering the proposed programme of consultation for the Local Development Framework comprises: 5 full-time planning officers (1 manager, 2 permanent and 2 temporary officers) in the Planning Policy Team. Action is being taken to consolidate this team and form a permanent base for taking the Local Development Framework forward efficiently and consistently.
- 7.2.3 As a minimum, the Council will provide resources for the consultation that must be undertaken. In developing this Statement of Community Involvement, the Council has attempted to employ consultation techniques that will be highly effective, while also being within the constraints of the available resources. When each document is being produced, an assessment will need to be made as to the resources available for that specific document and this may determine what techniques are employed. For consultation that goes beyond the statutory requirements, the methods used will need to realistically reflect the available resources and the methods identified in this Statement of Community Involvement.

8.0 FURTHER INFORMATION AND CONTACT DETAILS

- 8.1 Should you require any further information regarding the Statement of Community Involvement or any aspect of the Local Development Framework, you can contact the Planning Policy and Projects team, either:

by letter: Planning, Policy and Projects
Wellington House, Floor 5
Slough Borough Council
P.O. Box 580
Slough
SL1 1FB

by email: planningpolicy@slough.gov.uk

or by phone: 01753 87 5836, 5863 or 5820.

- 8.2 Other Relevant Contact Details:

Slough Town Hall
Bath Road
Slough
SL1 3UQ

Slough Library
High Street
Slough
SL1 1EA

Britwell Library
Wentworth Avenue
Britwell
SL2 2AW

Cippenham Library
Elmshott Lane
Cippenham
SL1 5RB

Langley Library
Trelawley Avenue
Langley
SL3 7UF

Planning Homepage: www.slough.gov.uk
(Environment and Planning >Planning)

APPENDIX 1**ORGANISATIONS TO BE INVOLVED IN THE LDF PROCESS**

Please note, this list is not exhaustive and also relates to successor bodies where re-organisation occurs.

A: The bodies that the regulations **require** the Council to consult are:

- Regional Planning Body (South East England Regional Assembly - SEERA)
- Regional Development Agency (South East England Development Agency - SEEDA)
- Relevant Authorities:
 - Buckinghamshire County Council
 - London Borough of Hillingdon
 - South Bucks District Council
 - Spelthorne Borough Council
 - Surrey County Council
 - Royal Borough of Windsor and Maidenhead
 - Transport for London (TFL)

Parish Councils within Slough

- Colnbrook with Poyle Parish Council
- Britwell Parish Council
- Wexham Court Parish Council

Neighbouring Parish Councils

- Datchet Parish Council
- Burnham Parish Council
- Horton Parish Council
- Dorney Parish Council
- Eton Town Council
- Iver Parish Council
- Farnham Royal Parish Council
- Stoke Poges Parish Council
- Taplow Parish Council
- Wexham Parish Council
- The Environment Agency
- The Countryside Agency
- English Nature
- Historic Buildings and Monuments Commission for England (English Heritage)
- Highways Agency
- Thames Valley Strategic Health Authority
- Relevant electronic communications, electricity and gas companies and sewage and water undertakers:
 - BT National Notice Handling Centre
 - Cable & Wireless
 - City of London Telecom
 - Easynet Telecom Ltd
 - Energis Communications Ltd
 - Fibernet Group PLC
 - Global Crossing PEC (UK) Ltd
 - Kingston Infrastructure
 - Level 3 Communications Ltd
 - MK International Ltd

- National Grid
- NTL/Eastern Group Telecoms
- One to One Personal Communications
- Orange PCS
- Scottish & Southern Energy PLC
- Slough Heat & Power Co.
- Telewest Communications PLC
- Thames Water PLC
- Total Fina Elf
- Transco
- Viatel UK Ltd
- Vodafone Ltd
- Worldcom International Ltd

B: The Council intends to involve the following groups where they wish to participate:

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

Such General Consultation bodies as considered appropriate. The Council will keep a list of consultees that will be continuously maintained. Examples of such bodies include:

- Consultation requests from individual members of the public.
- Relevant Council Departments (e.g. Transport, Housing, Education etc...)
- Education organisations
- Other health care related organisations
- Major landowners and business interests.
- Other Councils (other than those adjoining) that may have an interest, such as Berkshire Authorities.
- Private sector developers and consultants.
- Slough Citizens Panel
- Priority Action Groups under Slough Focus.
- Town Centre related organisations

C: The Council may consult any of the following bodies, where appropriate, when preparing documents for the Local Development Framework:

- The Secretary of State (through the Government Office for the South East - GOSE)
- Department for Education and Skills (GOSE)
- Department for Environment, Food and Rural Affairs (DEFRA)
- Department for Transport (through GOSE)
- Department of Health (through relevant Regional Public Health Group)
- Department of Trade and Industry (through GOSE)
- HM Prison Service
- Home Office
- Ministry of Defence
- Office of Government Commerce (property Advisors to the Civil Estate)
- Age Concern

- British Chemical Distributors and Traders Association
- Airport operator - BAA
- British Geological Survey
- British Waterways
- Centre for Ecology and Hydrology
- Chambers of Commerce, local CBI and local branches of the Institute of Directors (Thames Valley Chamber of Commerce & Slough CoC)
- Church commissioners
- Civil Aviation Authority
- Commission for Architecture and the Built Environment (CABE)
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Crown Estate Office
- Diocesan Board of Finance
- Disability Rights Commission
- Disabled Persons Transport Advisory Committee
- Environmental groups at national, regional and local level, including CPRE, FoE, RSPB and wildlife trusts
- Equal Opportunities Division
- Fire and rescue services
- Forestry Commission
- Freight Transport Association
- Gypsy Council
- Health and Safety Executive
- Help the Aged
- Housing Corporation
- Learning and Skills Council
- Local Agenda 21 groups, civic societies, residents' associations and community groups
- Local public transport operators
- National Playing Fields Association
- Network Rail
- Police architectural liaison officers/crime prevention design advisors
- Port operators
- Post Office Property Holdings
- Rail companies and the Rail Freight Group
- Regional Development Agencies
- Regional housing boards
- Regional sports boards
- Road Haulage Association
- Sport England
- The House Builders Federation
- The National Grid Company
- Traveller Law Reform Coalition
- Women's National Commission
- Youth Panel

APPENDIX 2

BERKSHIRE JOINT WORKING PROTOCOL

**The Berkshire Unitary Authorities
Joint Minerals and Waste Community
Involvement Protocol**

The Planning and Compulsory Purchase Act 2004 has changed the planning system in this country, and the old style Minerals and Waste Local Plan for Berkshire will be replaced with a Joint Minerals and Waste Local Development Framework to be prepared by the Joint Strategic Planning Unit (JSPU) on behalf of the six Unitary Authorities (UAs) lying within the former County of Berkshire. It will be made up of four documents.

Each Unitary Authority is required to produce a Statement of Community Involvement (SCI) which describes how the authority will involve the local

community in preparing and reviewing the various development plan documents produced under the new legislation.

In order to avoid confusion between authorities over the appropriate level of consultation on jointly prepared documents, it has been decided to issue this protocol as an appendix to each authority's individual SCI setting out how consultation with the community will be achieved.

Minerals and Waste Policy Consultations

In the interests of the environment our preferred method of consultation will be via electronic means (email or web based) but paper copies will be available at all times upon request.

An appropriate level of consultation will be chosen each time.

Statutory Minimum Consultation and Notification Requirements	Additional Consultation
Joint Minerals and Waste Development Plan Documents	
Evidence Gathering - Stage 1	
<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Questionnaires • Press Releases • Targeted Mail/e-mail
Sustainability Appraisal Scoping Report - Stage 2	
<ul style="list-style-type: none"> • Consult bodies listed in SEA regulations. (See Appendix A) 	<ul style="list-style-type: none"> • Discussion with local environmental groups and council officers. • Publish report on UA and JSPU website • Targeted mail/e-mail
Public consultation on Issues and Options and Sustainability Appraisal - Stage 3 (Regulation 25)	
<ul style="list-style-type: none"> • Consult bodies listed in Appendix A, B and C if they are likely to be affected and identify issues and options. Consultation on the initial Sustainability Appraisal will be for 5 weeks. 	<ul style="list-style-type: none"> • Press Releases, Newsletters; 4 week response period • Publish information on UA and JSPU website. • One-to-one meetings • Targeted mail/e-mail • Meet with community groups, Federation of Community Associations, interest groups, Parish and Town Council liaison groups, residents' groups, special interest group forums/panels, voluntary groups, user groups.

Statutory Minimum Consultation and Notification Requirements	Additional Consultation
Preferred Options and Final Sustainability Appraisal - Stage 4 (Regulation 26)	
<ul style="list-style-type: none"> • Make the proposals documents and a statement of proposals matters available for viewing at the offices of the UA s, local libraries. • Publish this documentation on the UA s and JSPU websites stating where and when it can be inspected. • Send documentation to GOSE • Send documentation and relevant supporting documents to the consultees listed in Appendix A, B and C if they are likely to be affected • Advertise in at least one local newspaper, giving details of the DPD, the representation period, and when and where it can be inspected. 	<ul style="list-style-type: none"> • Press releases • Meet with stakeholder groups on request • Hold public meetings, workshops etc as appropriate to the issues • Targeted mail/e-mail
Submission and Final Sustainability Appraisal - Stage 5 (Regulation 28)	
<ul style="list-style-type: none"> • Consultation period of 6 weeks • Send the DPD, SA report, pre-submission consultation statement, statement of representations, any other relevant supporting documents, notice of the DPD matters and a list of when and where these can be inspected to the SoS and the consultees listed in Appendices A, B and C if they are likely to be affected • Make the DPD documents and a statement of the DPD matters available for viewing at principal offices, local libraries and Town and Parish Council offices. • Publish this documentation on the UA s and JSPU websites stating where and when it can be inspected. • Send the documentation to GOSE • Advertise in at least one local newspaper, giving details of the DPD, the representation period, and when and where it can be inspected • Inform those who requested to be notified of the submission of the DPD to the SoS 	<ul style="list-style-type: none"> • Press releases • Use noticeboards as appropriate • Meet with stakeholder groups on request • Hold public meetings etc as appropriate to the issues • Targeted mail/e-mail

Statutory Minimum Consultation and Notification Requirements	Additional Consultation
Site Allocation Representations - Consultation on alternative site and SA (Regulation 32)	
<ul style="list-style-type: none"> • Consultation period of 6 weeks • Make the site allocation representations and details of how and when to make representations available for viewing at principal offices, local Libraries and Town and Parish offices • Publish this documentation on the UAs and JSPU websites stating where and when it can be inspected. • Send details of the addresses of the sites subject to representations, how and when to make representations and a list of when and where they can be inspected • Advertise in at least one local newspaper a list of when and where the site allocation representations can be inspected and how and when to make representations 	<ul style="list-style-type: none"> • Press releases • Use public notice boards • Meet with stakeholder groups on request • Hold public meetings etc as appropriate to issues • Targeted mail/e-mail
Examination (Regulation 34)	
<ul style="list-style-type: none"> • At least 6 weeks before, give notice of the time and place of the Examination and the name of the person appointed to hold the Examination by: • Publish on UAs and JSPU websites • Publish in at least one local newspaper • Notify those with valid representations of these details 	<ul style="list-style-type: none"> • Press Releases • Use notice boards as appropriate • Targeted mail/e-mail
Adoption and simultaneous publication of the Inspectors Report and Sustainability Statement (Regulations 35 and 36)	
<ul style="list-style-type: none"> • Make the Inspectors Report, the DPD, the SA report and an adoption statement available for inspection at principal offices, local libraries and Town and Parish Council offices • Publish the Inspector's report and the adoption statement on UAs and JSPU websites. • Publish the adoption statement on BF online • Give notice in at least one local newspaper of the adoption statement and the times and places where the DPD can be inspected • Send the adoption statement to anyone who has requested to be notified of the adoption of the DPD. • Send the DPD and the adoption statement to the SoS 	<ul style="list-style-type: none"> • Articles UA newspapers • Press releases • Use notice boards as appropriate • Targeted mail/e-mail

Appendix A: Specific Consultation Bodies for the Joint Minerals and Waste Local Development Framework

Specific Consultees

The following specific consultees should be consulted if it is considered that the proposed subject matter of the DPD affects the body:

- South East England Regional Assembly*
- Town and Parish Councils*
- Adjoining Local Authorities and Town and Parish Councils*
- Highways Agency*
- The Countryside Agency**
- The Environment Agency**
- Historic Buildings and Monuments Commission for England (English Heritage)**
- English Nature**
- Strategic Rail Authority
- South East England Regional Development Agency
- Relevant telecommunications companies
- Strategic Health Authority
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers
- Adjoining Regional Development Agencies
- The Government Office for the Region (GOSE) should also be consulted

* In respect of the Statement of Community Involvement, the regulations are satisfied by consultation with the specific consultees marked with a single asterisk.

** Statutory bodies to be consulted in order to comply with 'The Environmental Assessment of Plans and Programmes Regulations 2004'.

Appendix B: General Consultation Bodies for the Joint Minerals and Waste Local Development Framework

General Consultees

Consultation with the following general consultees can be undertaken as considered appropriate:

voluntary bodies whose activities benefit the whole or part of the area bodies representing the interests of:

- Different racial, ethnic or national bodies in the area;
 - Different religious groups in the area;
 - People with disabilities in the area;
 - Persons carrying on business in the area; and
- Such general consultation bodies as are considered appropriate.

Other Consultees

In the preparation of local development documents, the need to consult, where appropriate, the agencies and organisations listed in Annex E of Planning Policy Statement 12, Local Development Frameworks should be considered.

Appendix C: Types of General Consultation Bodies to be consulted on the Joint Minerals and Waste Local Development Framework

The details of the general consultation bodies are contained in a free-standing register, enabling up-to-date records to be maintained.

Type of Group Examples

Council Officers in other departments
Consultation requests Individual members of the public
Economic Local businesses, Business Link, Chamber of Commerce, economic development support services
Education schools and educational establishments
Environmental
Archaeological,
Forestry Commission
Estate agents
Local groups representing the elderly, youth, religious, ethnic, disability, voluntary and wildlife groups, community and residents' associations, gypsies and travellers, travelling showpeople
Local Strategic Partnership Members
Other Councils not just those adjoining, but who may have shared interests
Private sector developers, landowners, consultants
Public employers, health providers, emergency services
Registered Social Landlords
Transport Train and bus operators,
Community transport operators, cycling groups,
Network Rail, Dept for Transport,
Ramblers' Association, taxi trade

Anyone wishing to be informed of the preparation of any of the Joint Minerals and Waste Development Plan Documents or of amending their contact details should notify the Joint Strategic Planning Unit via its website www.berks-jspu.gov.uk or at:

St.Mary's House
c/o Town Hall
St.Ives Road
Maidenhead, Berkshire, SL6 1RF
Telephone: 01628 796 749
Facsimile: 01628 796 739

Often the terminology and acronyms used in planning, and in minerals and waste planning in particular, can be bewildering for the professional and layperson alike. A glossary providing definitions of the terms and phrases used will be included in each Joint Minerals and Waste Development Plan Document and on the Joint Strategic Planning Unit website, www.berks-jspu.gov.uk.

If you have any problem reading the Joint Minerals and Waste Development Plan Documents please contact the Joint Strategic Planning Unit, to arrange for the documents to be provided in an alternative format or language.

APPENDIX 3

GLOSSARY OF TERMS AND KEY WEB ADDRESSES

Allocations	Sites specifically identified on the proposals map for development
Annual Monitoring Report	Setting out the progress in terms of producing LDDs and in implementing policies.
Area Action Plan	A planning framework for an area of change and / or conservation. A DPD.
Core Strategy	The long-term spatial vision and strategy for the area, including the key strategic policies and proposals to deliver that vision.
Designations	Areas shown on the Proposals Map to which specific policies apply (not allocations).
Development Plan	Under the Planning Acts, this is the prime consideration in the determination of planning applications. Under the new system it consists of all Development Plan Documents and the Regional Spatial Strategy.
Development Plan Document (DPD)	Spatial planning document prepared by the planning authority that is subject to an independent public examination. They can cover a range of issues, and will set out the main spatial strategy, policies and proposals of the Council.
Joint Strategic Planning Unit (JSPU)	The planning service jointly funded by the six Unitary Authorities within the former Royal County of Berkshire which administers planning matters that have a county, rather than local, impact; such as structure plan, waste and minerals and provides a range of information services.
Local Development Documents (LDDs)	Generic term for documents that can be included in the Local Development Framework. Comprises Development Plan Documents, Supplementary Planning Documents and the Statement of Community Involvement.
Local Development Framework (LDF)	A portfolio of Local Development Documents that provides the framework for delivering the spatial strategy of the area.
Local Development Scheme (LDS)	Rolling three-year project plan for the preparation of Local Development Documents.
Local Plan	Part of the Development Plan under the old system. Statutory district-wide document prepared under the old system that sets out land use policies and proposals for the area.
Planning Policy Guidance	Statements of Government policy on a range of issues - being replaced over time by Planning Policy Statements.

Planning Policy Statement	New name for Planning Policy Guidance – see above.
Proposals Map	Illustrates policies and proposals in development plan documents.
Regional Planning Guidance	Non-statutory guidance under the old system, approved by the Government setting out regional planning policy - being replaced by the Regional Spatial Strategy.
Regional Spatial Strategy	A statutory document under the new system that replaces Regional Planning Guidance setting out Regional Spatial Strategy and policies. New Local Development Documents will have to be in accordance with it.
Statement of Community Involvement (SCI)	Sets out the approach of the authority to involving the community in the preparation, alteration and review of Local Development Documents and in the consideration of significant planning applications.
Strategic Environmental Assessment (SEA)	Environmental assessment of policies, plans and programmes required under the European SEA Directive 2001/42/EC
Structure Plan	Part of the Development Plan under the old system - abolished under the new system. Statutory document setting out county-wide land use strategy and policies.
Supplementary Planning Documents (SPD)	Statutory documents that expand upon policies or proposals in Development Plan Documents. These replace Supplementary Planning Guidance.
Supplementary Planning Guidance (SPG)	Non-statutory guidance prepared under the old system to expand upon policies and proposals in the Local Plan or Structure Plan. Being replaced by Supplementary Planning Documents.
Sustainability Appraisal (SA)	A social, economic and environmental appraisal of strategy, policies and proposals – required for the Regional Spatial Strategy, all Development Plan Documents and Supplementary Planning Documents. To be undertaken jointly with Strategic Environmental Assessment.
Unitary Authority/Unitary Authorities (UA/UAS)	Administrative unit of Great Britain. Since 1996 the two-tier structure of local government has ceased to exist in Scotland and Wales, and in some parts of England, and has been replaced by unitary authorities, responsible for all local government services. The six Unitary Authorities within the former Royal County of Berkshire which have responsibility for planning matters are: Bracknell Forest Borough Council; Reading Borough Council; Royal Borough of Windsor and Maidenhead; Slough Borough Council; West Berkshire District Council, and Wokingham District Council.

Key Web Addresses	
Berkshire Joint Strategic Planning Unit	http://www.berks-jsu.gov.uk/index.htm
Department for Communities and Local Government	http://www.communities.gov.uk
Office of Public Sector Information. (UK Legislation, official publications etc).	http://www.opsi.gov.uk
Planning Aid	http://www.planningaid.rtpi.org.uk
The Planning Portal	http://www.planningportal.gov.uk
Slough Planning Home Page	http://www.slough.gov.uk/services/887.asp
South East England Regional Assembly	http://www.southeast-ra.gov.uk

APPENDIX 4.

THE STATEMENT OF COMMUNITY INVOLVEMENT PRODUCTION PROCESS

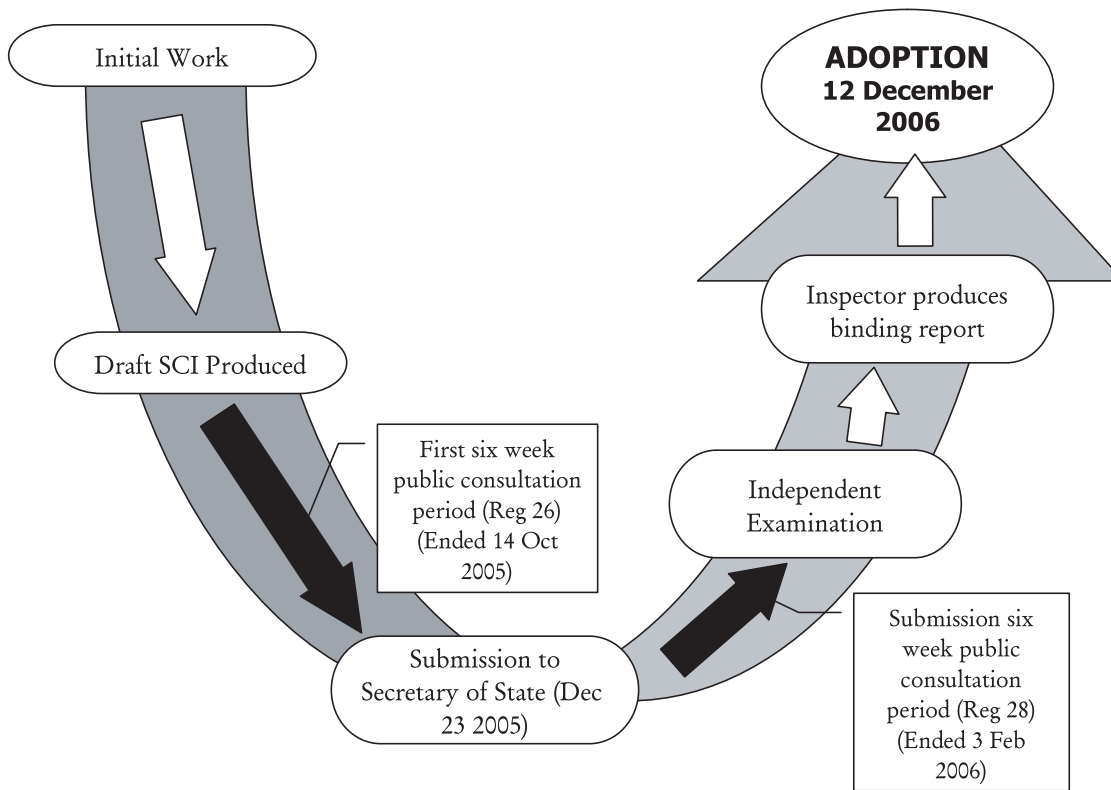


Figure A.1 Summary of the Statement of Community Involvement production process

A4.1 The initial draft Statement of Community Involvement was subject to Regulation 25 Consultation in July/August 2005. The formal public consultation process, in accordance with Regulation 26, was undertaken in September/October 2005.

A4.2 All representations that were received by the Council were taken into consideration and, where relevant, resulted in the amendment to the draft Statement of Community Involvement.

A4.3 A submission Statement of Community Involvement was submitted to the Secretary of State on 23 December 2005 for an independent examination. At the same time, a second, six week public consultation period was initiated. This ended on 3 February 2006.

A4.4 An Inspector was appointed to consider Slough's Statement of Community Involvement and the submission representations received in January 2006.

Every person/organisation that made a representation on the submitted document stated that this could be considered by written representation. As such, the Inspector determined that no public hearing was required.

A4.5 The purpose of the independent examination is to test the soundness of the Council's Statement of Community Involvement document and procedures. In assessing whether the Statement of Community Involvement is sound, the Inspector determined whether the:

- local planning authority has complied with the minimum requirements for consultation as set out in the regulations;
- local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;

- statement identifies in general terms which local community groups and other bodies need to be consulted;
 - statement identifies how the community and other bodies can be involved in a timely and accessible manner;
 - methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of the local development documents;
 - resources are available to manage community involvement effectively;
 - statement shows how the results of the community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
 - authority has mechanisms for reviewing the statement of community involvement; and
 - statement clearly describes the planning authority's policy for consultation on planning applications.
- Regulation 31 - Summary of Submission Representations Received (Regulation 29) (and addendum).
 - The Inspector's Binding Report.

Source: Planning Policy Statement 12: Local Development Frameworks. Office of the Deputy Prime Minister (2004) Paragraph 3.10.

- A4.6 Slough's Statement of Community Involvement was considered to be sound and the inspector submitted her binding report to the Council on 01 August 2006. This included conclusions about the soundness of the Statement of Community Involvement, along with changes that the Council was required to make to the document. The final document was adopted on 12 December 2006.
- A4.7 Should you require any further information about the Statement of Community Involvement, or if you wish to obtain copies of the following documents, please contact the Planning Policy and Projects team (contact details are on the inside cover):
- Draft Statement of Community Involvement
 - Statement of Community Involvement (Submission Document)
 - Statement of Compliance (Regulation 28(1)(c), (d) and (e))

This document can be made available on audio tape, braille or in large print, and is also available on the website where it can easily be viewed in large print.

Statement of Community Involvement

If you would like a copy of this document translated please ask an English speaking person to request this by calling 01753 875820. Alternatively please call Slough Translation and Interpreting Service on 01753 539944.

यदि आप इस दस्तावेज़ के अनुवाद की कापी हासिल करनी चाहते हैं तो कृपया अंग्रेज़ी बोलने वाले किसी व्यक्ति को कहें कि वोह 01753 875820 पर टैलीफोन करके निवेदन करे। या 01753 539944 पर सलोह ट्रांसलेशन एण्ड इन्टरप्रेटेशन सर्विस को टैलीफोन करो।

Aby otrzymać kopię tego dokumentu przetłumaczoną na język polski należy poprosić osobę mówiącą po angielsku o zadzwonienie z takim żądaniem pod numer 01753 875820. Można również skontaktować się z serwisem tłumaczy 'Translation and Interpreting' w Slough, telefon 01753 539944.

ਜੇ ਤੁਸੀਂ ਇਸ ਦਸਤਾਵੇਜ਼ ਦੇ ਤਰਜਮੇ ਦੀ ਕਾਪੀ ਲੈਣੀ ਚਾਹੁੰਦੇ ਹੋ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਅੰਗ੍ਰੇਜ਼ੀ ਬੋਲਣ ਵਾਲੇ ਕਿਸੇ ਵਿਅਕਤੀ ਨੂੰ ਕਹੋ ਕਿ ਉਹ 01753 875820 ਤੇ ਟੈਲੀਫੋਨ ਕਰਕੇ ਬੇਨਤੀ ਕਰੇ। ਜਾਂ 01753 539944 ਤੇ ਸਲੋਹ ਟਰਾਂਸਲੇਸ਼ਨ ਅਤੇ ਇੰਟਰਪ੍ਰੇਟੇਸ਼ਨ ਸਰਵਿਸ ਨੂੰ ਟੈਲੀਫੋਨ ਕਰੋ।

Haddii aad doonaysid koobi dukumentigan ah oo turjuman fadlan weydiiso qof Ingiriisiga ku hadla si aad u codsatid adigoo soo wacaya 01753 875820. Haddii kalese fadlan kasoo wac Slough Translation and Interpreting Service 01753 539944

اگر آپ کو اس ڈاکیومنٹ (دستاویز) کی ترجمہ شدہ کاپی درکار ہو تو، براہ کرم انگریزی بولنے والے کسی شخص سے کہیں کہ وہ 01753 875820 پر فون کر کے طلب کرے۔ یا 01753 539944 پر سلاؤ ٹرانسلیشن اینڈ انٹراپریٹنگ سروس کو فون کریں۔