

# Local Voices

Isle of Wight Council Statement of Community  
Involvement for the *Island Plan*



November 2005

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# 1. Introduction

## **New development framework**

- 1.1 New planning regulations have come into force. It aims to give communities the chance to play a more active role in creating better places to live and work, as well as making the planning system faster, fairer and more efficient.
- 1.2 As part of the new process, Council's must produce a Statement of Community Involvement (SCI). This sets out how local communities will be involved in producing new Local Development Frameworks and associated documents. This new system is derived from the Government's goal to create and develop Sustainable Communities. Put simply, this concept reflects the Government's desire to create a better quality of life for everyone, both now and for future generations. By getting involved at an early stage, local people can have a key influence in shaping the policies and proposals, which will directly affect them.
- 1.2 This document has been designed to set out the Council's policy for involving the community in both the drafting and the revision of its planning documents. It also outlines the way in which local people and other interested agencies are consulted about planning applications.
- 1.4 On the Island, the new local development framework (referred to as the *Island Plan*) will replace the UDP.

## **The Isle of Wight Statement of Community Involvement**

- 1.5 We want to make sure that as many people as possible can voice their opinion, so we need to consult the right people, in the right way at the right time.

This Statement of Community Involvement:

- Explains how we think we should keep you informed.
- Sets out a series of principles that will underpin all our consultations.
- Describes important links to the wider community planning process through the Community Strategy and the Local Strategic Partnership.

## 2. Preparing the Statement of Community Involvement

- 2.1 We have written this Statement of Community Involvement in line with the Planning and Compulsory Purchase Act 2004, and the relevant guidance and planning policy statements published by the Office of the Deputy Prime Minister.
- 2.2 As a first step we carried out an audit of our current consultation and communications activities to:-
- Examine how the Council consulted on planning issues and wider community planning matters,
  - Understand its strengths and weaknesses
  - Examine how any gaps should be filled.
- 2.3 Councillors, officers, stakeholders and members of the public on the Citizen's Panel were involved in this.
- 2.4 The draft document was then made available to a wider audience to comment upon. This audience included statutory consultees (those people with whom we have to consult), local groups, Town and Parish Councils, local agencies and business and local residents.
- 2.5 The responses that we received were analysed and this revised document written. More detail about how this document was produced can be found in the consultation report, which accompanies it.

## 3. Community Involvement Principles

- 3.1 We aim to make sure that there is a clear and proper consultation procedure that shows what the community and stakeholders should expect from it. To achieve this we have adopted six principles:

**Access to Information.** We will make documents available in a variety of formats, including paper and electronic. Documents will also be made available in large print and a variety of languages.

**Identify individuals and groups to be consulted.** The council will identify the stakeholder groups and members of the local community with whom it will consult at each stage of the *Island Plan* process. These are listed in Appendices 1, 2 and 3.

We will inform the people we are consulting about the issues, the constraints and the opportunities and how the consultation process will work. We will try to provide balanced and objective information to help the community understand the process.

**The consultation programme.** We will try to involve all those groups who find it hard to take part in consultation because of language barriers, cultural difficulties, physical disability or those with impaired eyesight.

We will provide a process that allows people to feel confident to put forward their ideas.

We will ensure that all publications connected with the Island Plan are written in Plain English.

**Measuring the responses.** We will analyse all responses and feed these responses into decision-making.

**Reporting back.** We will report back to all those who responded, explaining how we have incorporated their comments in the relevant document, or why we cannot do so.

- 3.2 The final documents that make up the Island Plan will be published on our website, and advertised in the Media. We will send individual letters to our statutory consultees (people we must consult), stakeholders and partners from the public, private and voluntary sectors.

## 4. Why should you be involved?

4.1 We think that involving you at an early stage in the *Island Plan* will benefit everyone. It will lead to:

- A greater focus on the priorities identified by the local community. You can bring different perspectives, expertise, opinions and insight to planning.
- More influence over the provision of local services to ensure they meet local needs.
- Ownership of the plan by the people. We would encourage you to become involved, to make a difference in your area, with long-term benefits.
- Better understanding of how planning policies are developed and linked to each other.
- More support for local planning policies. We are committed to joint working to deliver better quality outcomes.
- Cutting down on conflict. By becoming involved early on, we hope to resolve issues and cut down on the need for lengthy independent examination.

### **How will we involve you?**

4.2 As far as possible, we will use existing methods of communication, which include:

- Wight Insight magazine
- Citizens Panel
- Council website (corporate and planning)
- Specific LDF newsletters, leaflets and posters
- E-mail
- Letters
- Newspapers, radio and TV
- Dedicated *Island Plan* events and exhibitions

- Community group publications
- Parish and Town Council newsletters
- Publications produced by partner organisations, such as the Town and Parish Council Newsletters, the AONB Newsletter.

4.3 We will also send out questionnaires, hold workshops, stage exhibitions, run focus groups and meet people to ensure that everyone who is interested has the opportunity to be involved.

#### **Links between the *Island Plan* and the Community Strategy**

4.4 The Isle of Wight Community Strategy, the only strategy feeding into the LDF, has been prepared by a partnership of organisations, including the Council, working together under the name of the Local Strategic Partnership.

4.5 Responsibility for producing and approving, the *Island Plan* Core Strategy lies with the Local Strategic Partnership and the Council Executive. In particular the Local Strategic Partnership Theme Group – Attractive Island will have direct input into the Core Strategy.

4.6 To ensure that there are clear links between the LSP, the community plan, other key council initiatives and the *Island Plan*, work will be done by a project team.

The project team consists of:

- Council Officers
- Local Strategic Partnership – Attractive Island Theme Group members
- Representative from the Select Committee
- Councillors who are Portfolio Holders

## 5. Involvement in the *Island Plan*

- 5.1 This section outlines how we intend to consult you about the *Island Plan*. One of our principal aims is to identify which community groups to involve and how to involve them. With your help, we also need to decide what needs doing for these different groups in preparing the *Island Plan*. Initially we are preparing the Statement of Community Involvement, Core Strategy, Housing and Employment Development Plan Document, Medina Valley Area Action Plan, Sandown Bay Area Action Plan, Minerals and Waste Development Plan Document, Development Control Policies Development Plan Document and Ryde Public Realm Supplementary Planning Document.
- 5.2 We have published a project timetable for production of the *Island Plan*, and this is called the Local Development Scheme. You can view it at:  
<http://www.iwight.com/living%5Fhere/planning/Planning%5FPolicy/Local%5FDevelopment%5FFramework/Local%5FDevelopment%5FScheme/>
- 5.3 The timetable clearly sets out the key stages where we will involve people in shaping the policies in the *Island Plan*. We are committed to involving people and keeping them involved.
- 5.4 The Statement of Community Involvement will be tested for soundness at an independent examination. Appendix 4 shows the criteria for testing the soundness of the SCI taken from government guidance.
- 5.5 The other key documents will be examined independently.

### **Who can be involved?**

- 5.6 The law sets out the requirements for consultation and public participation. However, we aim to involve as many people and groups as possible to help us form our planning policies. Anyone can make comments on the future planning of the Island.



- 5.7 We will specifically try to involve particular sections of the community, the “hard-to-reach groups”. They are referred to as such because of their individual needs or because they are under-represented in the planning process. On the Island, these groups include young people, especially those in the age range of 16-25 years and in the working age range of 25-40 years; ethnic groups; people with disabilities; people living on the streets; and rural communities.
- 5.8 To enable wider involvement that previously achieved, we intend to work with existing partners such as Connexions and the Youth MP.

### **How can you be involved?**

5.9 All documents for the *Island Plan* will follow the consultation procedure set out below:

- We will give notice in the local newspaper and on our website: [www.iwight.com/planning\\_services/planning\\_policy/local\\_development\\_framework](http://www.iwight.com/planning_services/planning_policy/local_development_framework). This will tell you where and when you can inspect documents.
- We will send the documents to all consultees. We will also hold focus groups and record their comments.
- You can read or buy copies of the documents at the Council’s planning services offices, during office hours.
- There will be copies in the local libraries and County Hall reception that you can read.
- You will be able to view the document on our website at: [www.iwight.com](http://www.iwight.com)
- The consultation period will be six weeks.
- Event records will be published setting out who was consulted, when and how and what the results of the consultation were.
- We will treat all comments that we receive as public information and we will publish a summary on our website and we will make copies available in the local libraries, Council’s Planning Services offices and County Hall reception. Copies of representations and a summary will also be available on the website.

**Consultation activities:**

- a. Pre production period (including consultation on issues and options) to include:
  - Stakeholder workshops
  - Focus groups and local surgeries for local residents
  - Meetings with Town and Parish Councils and other local groups
  - Briefings and presentations to members and Island Plan Task Groups
  - Adverts in local media, use of Parish and Town Council magazines, Council newsletter and Council website
  - Notification by letter to all statutory consultees, stakeholder and other groups and individuals on the consultee database
  
- b. Preferred Options and Proposals to include:
  - Draft document sent to statutory consultees and all stakeholders and other groups and individuals on the consultee database notified in writing or by email
  - Briefings and presentations for members and Island Plan Task Group
  - Local media adverts, Parish & Town Council magazines, IW Council magazine and website
  - For area based Development Plan Documents there will be local area meetings
  - Stakeholder workshops
  
- c. Submission consultation to include:
  - Documents sent to all statutory consultees
  - Stakeholder, other groups, agencies and individuals on the consultee database notified in writing or by email
  - Documents made available in local libraries, Council offices and reception areas
  - Advertisements in the local media
  - IW Council newsletter and other local newsletters used to advertise submission and consultation.

5.10 There will be differences in who and how people are involved, depending upon which documents are being produced. On the next page is a table of those we would like to consult on the following general development plan documents:

- Core Strategy
- Housing and Employment

- Development Control Policies
- Minerals and Waste

|             | Local Residents   | Stakeholders and Partners from the Public Private and Voluntary Sectors                 | Statutory Consultees                             |
|-------------|---|---|--|
| Inform      | Local Media<br>Wight Insight<br>Council Website<br>Tenants Newsletters Parish and Town Council Newsletters  | Local Media<br>Briefings and Presentations<br>Letters and e-mails<br>Council Website    | Individual Letters<br>Council website            |
| Consult     | Focus Groups and Workshops<br>Wight Insight (Special Edition)<br>Local Media<br>Council Website, planning for real and enquiry by design,<br>Citizens Panel | Stakeholder Workshops<br>Council Website<br>Youth Council                               | Stakeholder Workshops<br>Website, paper copies   |
| Report Back | Wight Insight<br>Council Website and E-mail<br>Individual letters<br>Local Media<br>Pre Submission Consultation Statement                                   | Individual letters<br>Wight Insight<br>Website<br>Pre Submission Consultation Statement | Letters<br>Pre Submission Consultation Statement |
| Publish     | Wight Insight<br>Local Media<br>Website   | Letters, website  | Website, letters                                 |

5.11 During the consult stage, we will invite representatives from the major stakeholder groups to attend workshops specifically for them.

5.12 We will recruit residents to focus groups and wider stakeholder groups.

5.13 We will promote other opportunities for residents, using the techniques outlined in the table above.

- 5.14 Island Councillors will play an important role in formulating the *Island Plan* and will be involved at every stage through seminars and committee cycles.
- 5.15 Area based plans will also be produced. These documents are more specific and we will take a different approach to involving the community in their production, with our focus being on consulting on a geographical basis.

The documents are:-

- Medina Valley Area Action Plan
- Sandown Bay Regeneration Area Action Plan
- Ryde Public Realm Strategy

| Area Action Plan and Supplementary Planning Documents | Stakeholders in addition to statutory consultees                                    | Communication and Consultation Techniques   |
|---|---|---|
| Sandown Bay Regeneration Area Action Plan             | Town and parish councils<br>Local residents<br>Employers and business organisations | Draft documents, questionnaires, Wight Insight, media and website, public exhibitions, workshops and focus groups |
| Medina Valley Area Action Plan                        | Local voluntary organisations   |   |
| Ryde Public Realm Strategy                            |   |   |

- 5.16 As part of our commitment to creating sustainable communities we will be carrying out a sustainability appraisal of all *Island Plan* documents, to predict the probable impacts of proposed policies and potential development sites against a series of social, economic and environmental criteria. Our aim is to ensure that we are all fully aware of the likely implications of the *Island Plan*. Our sustainability appraisals will incorporate a strategic environmental assessment, which focuses primarily upon likely environmental impacts.
- 5.17 The first opportunity to become involved is when we publish the proposed methodology and baseline information for the Sustainability Appraisal or “Scoping Report”. The report will be published on our website [www.iwight.com](http://www.iwight.com).
- 5.18 We will consult on the sustainability appraisal of documents at the same time as consulting on the documents themselves.

## What happens to comments received?

- 5.19 We will acknowledge all the written comments we receive and anyone making a comment on the early stages of the *Island Plan* will be consulted automatically at later stages. At the end of each consultation period we will analyse the responses and prepare a summary report. We will make this available to the public and publish it on our website at [www.iwight.com](http://www.iwight.com). If comments have not been incorporated, the report will explain why.

## Management and resources

- 5.20 We will manage the consultation process on two levels:

**Councillors** - overall responsibility will be with the council's Executive. Work on the *Island Plan* will be reported to Select Committees and the Executive. Scrutiny committee will ensure that we have met our promises in the SCI. Executive will make decisions on revisions to documents.

**Officers and Project Group** - The Head of Planning Services will have overall responsibility for managing and co-ordinating the work of the planning policy team.

The *Island Plan* project group will work closely with consultees to produce background papers and draft reports.

- 5.21 The planning policy team will work with the Council's communications and PR service to co-ordinate with other communications and consultations that the Council are involved in.

Our resources are limited, but we intend to make the best use of them by co-ordinating our consultations. We will use in-house expertise as far as possible, but where necessary we will employ consultants to do specialised work. The Planning Delivery Grant that the Council receives will help to fund this work. Planning delivery grant (PDG) has been allocated to ensure that we have resources available to us.

- 5.22 The Council does not have the resources to undertake separate consultations with all local interest groups, but will ensure that groups are invited to take part in consultation events.

## **Monitoring Consultation**

- 5.23 Every year we will review our procedures for involving the community, to monitor their effectiveness and decide if improvements can be made.
- 5.24 Best practice will be identified to ensure that we are using the right techniques in the right places.
- 5.25 Throughout production of the Island Plan, we will keep records of community involvement and publish these as a record of what has happened. These records will then form part of the final submission documents that are sent to the Government Office for the South East (GOSE).
- 5.26 This document will be reviewed as part of the Annual Monitoring Report (AMR). This document will be reviewed and revised when necessary, either as a result of assessment of our consultation, or the need to update what we are doing. Formal re-examination is only likely to be required if the document is amended significantly.
- 5.27 Should the need for a further examination arise, all those people who have been involved in developing the document will be advised accordingly.

## 6. Involvement in The Planning Application Process

- 6.1 It is important that the community can be involved in shaping and deciding development on the Island. We also want to see effective community involvement in the development control process.
- 6.2 Consultation on all planning applications will follow the procedure set out below:
- Every application site will have a site notice, which gives details of the application and how people can comment.
  - All planning applications will be advertised on a weekly basis, in the local newspaper.
  - All Parish and Town Councils will be notified of applications within their area, and sent copies of plans, and will have 21 days to comment on applications.
  - All applications are available to view on the Council's website at [www.iwight.com/planning\\_services](http://www.iwight.com/planning_services) (from the date on which they are advertised).
  - Consultation on applications will involve other statutory consultees and local amenity societies, where considered appropriate.
  - Copies of all applications are available to view at the Planning Offices.
  - Neighbouring properties are notified at the discretion of the officer dealing with the application, but we will always endeavour to notify residents immediately abutting the site.
  - Anyone wishing to comment on an application can send their views, in writing, to the Head of Planning Services, or the identified case officer. You have 21 days from the application being advertised. Our website contains information on making comments on applications: <http://www.iwight.com/council/departments/planning/apps dip/MakingCommentsInfo.aspx>
  - Comments can also be submitted via the website.

- All committee reports will be made available on the Council's website at [www.iwight.com](http://www.iwight.com), 5 days prior to the committee.
- Once a decision has been made, all decision notices are made available on the Council's website at [www.iwight.com/planning\\_services](http://www.iwight.com/planning_services).
- We will notify all Parish and Town Councils of all Committee and delegated decisions on planning applications.

6.3 The planning application process is also discussed in detail on our website at: <http://www.iwight.com/living%5Fhere/planning/Development%5FControl/Planning%5FApplications%5Fand%5FDevelopment%5FControl/The%5FProcess/>

6.4 In addition to the consultation above, we will strongly encourage developers to carry out pre-application consultation on major development proposals.

6.5 This will apply to the following types of development:-

- Residential schemes over 30 units
- Employment and Warehouse/Distribution schemes over 4,650 sq metres
- Retail schemes totalling over 1,860 sq metres
- Leisure and Tourism schemes totalling over 1,860 sq metres
- All telecommunications mast applications in line with ODPM Guidance and the Ten Commitments
- Major infrastructure projects (i.e. wind farm)

6.6 These thresholds have been agreed through the Development Control Committee, and applications that are affected will not be dealt with under the delegated procedure. The thresholds will be reviewed annually and revised if needed.

### **Pre-Application Consultation Principles**

6.7 We will ask developers to make sure that any pre-application consultation conforms to our principles, set out in Section 3 of this document.

### **Pre-Application Consultation Process**

6.8 We will ask developers to keep to the following outline procedures on all schemes listed above:



- To agree a consultation programme at pre-application discussions with the Council.
- To carry out consultations.
- To submit a public consultation statement at the same time as the planning application, which sets out the results of the consultation carried out.

### **Pre-Application Consultation Techniques**

6.9 Although we do not feel it necessary to set out prescribed advice for applicants and developers, we would normally expect them to use the full range of communication and consultation techniques.

6.10 These could include<sup>1</sup>:

- Identifying all key stakeholders and members of the local community directly or indirectly affected by the proposals.
- Using the Internet and e-mail.
- Producing newsletters, leaflets and posters to inform consultees.
- Organising local meetings and exhibitions.
- Holding stakeholder workshops and focus groups.
- Informing consultees through the local media and specific newsletters.
- Producing a Public Consultation Statement.

6.11 Applicants are not legally obliged to undertake pre-application consultation, but it is an opportunity to try and achieve a degree of consensus or a clear understanding of what the proposal is trying to achieve.

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<sup>1</sup> More guidance can be found in: Creating Local Development Frameworks – A Companion Guide to PPS12, ODPM, 2004.

## Appendix 1- Statutory Consultees

Government Office of the South East (GOSE)  
Regional Planning body (South East England Regional Assembly (SEERA))  
Regional Development Agency (South East England Development Agency (SEEDA))  
Hampshire County Council  
Highways Agency  
Environment Agency  
Countryside Agency  
English Nature  
English Heritage (Historic Buildings and Monuments Commission for England)  
Relevant telecommunications companies  
Strategic Health Authority  
Relevant Electricity & Gas Companies  
Relevant Sewerage and Water Undertakers  
The Equal Opportunities Commission  
Local Airport Operators – Civil Aviation Authority (CAA)

The lists in Appendix 1, 2 and 3 are not an exhaustive and will be updated as necessary.

## Appendix 2 – Key Stakeholder & Other Local Groups

Age Concern IW  
AONB Partnership  
All Parish & Town Councils  
All Community Partnerships/forums  
Association of Town & Parish Councils  
Bardon Vectis  
British Holiday & Home Parks Association  
Biffa Waste Services Ltd  
Business Link Wessex  
Chamber of Commerce  
Connexions  
Country Land and Business Association  
Cowes Harbour Commission  
CPRE  
DEFRA/RDS  
Forest Enterprise  
Forestry Commission  
Friends of the Earth  
Farming and Wildlife Advisory Group  
Hampshire & Isle of Wight Wildlife Trust  
Hants & IW Constabulary  
House Builders Federation  
Housing Corporation  
Island 2000 Trust  
Island Harbour Marina  
Island MP  
Island Tourist Industry Association  
Island Volunteers  
Island Waste Services  
Isle of Wight College  
Isle of Wight Housing Association

Isle of Wight Rural Community Council  
IW Chamber of Commerce  
IW Council Officers  
IW Councillors  
IW Economic Partnership  
IW Playing Fields Association  
IW Primary Care Trust  
IW Sports & Recreation Council - Secretary  
Learning Skills Council , SE Regional Director  
Local Strategic Partnership  
Medina Housing Association  
National Farmers Union - IW  
National Playing Fields Association  
National Trust  
National Trust - Thames, Solent Regional Office  
Newport Harbour Commission  
Parchment Housing Group  
People off the Streets  
Quality Transport Partnership  
RAISE  
Red Funnel  
RSPB - Regional Office  
RSPB Brading Marshes  
Ryde Development Trust  
Sensory & Physical Partnership Board  
Service Manager (Social Services)  
Solent Forum  
South Wight Housing  
Southern Vectis  
Sport England  
Swaythling Housing Society  
Transco Plant Protection  
Vectis Housing Association  
Wight Wildlife

Wightlink  
Woodland Trust  
Yarmouth Harbour Commission

***Local Groups***

Bembridge & St Helens Harbour Association  
Bembridge Heritage Society  
Bonchurch Community Association  
Carisbrooke Society  
Cyclewight  
Footprint Trust  
Friends of the Earth  
Greenpeace (IW)  
Isle of Wight Gardens Trust  
Isle of Wight Society - Executive Chairman  
IW Buildings Preservation Trust  
IW Historical Association  
IW Natural History & Archaeological Society  
IW Residents  
Medina Valley Centre  
National Federation of Sea Anglers  
Planning Advisory Group  
Ramblers Association  
RIBA (IW)  
Solent Architecture Centre  
Solent Protection Society  
Tacklers Boating & Fishing Club  
Undercliff Society  
Wight Conservation  
Wight Nature Fund  
Wight Squirrel Project  
Yarmouth Society

## Appendix 3 – Members of the Local Strategic Partnership

Age Concern  
Business Link Wessex  
Business Services  
British Holiday and Home Parks Association  
Community Representative  
Country Land and Business Association (CLA)  
Environment Agency  
Government Office for the South East (GOSE)  
Hampshire Constabulary  
Home Start Isle of Wight  
Island Volunteers  
IW Chamber of Commerce  
IW College  
IW Council – Members  
IW Council – Officers (Education, Environment Services, Social Services)  
IW Economic Partnership  
IW NHS Trust  
IW Primary Care Trust  
IW Tourism  
Portsmouth University  
Quality Transport Partnership  
Religion/Faith Representative  
Rural Community Council  
Safer Communities Partnership  
South East England Development Agency (SEEDA)  
Southern Vectis  
Town and Parish Council Representative  
Youth MP

## Appendix 4 - Criteria for testing the soundness of the Statement of Community Involvement

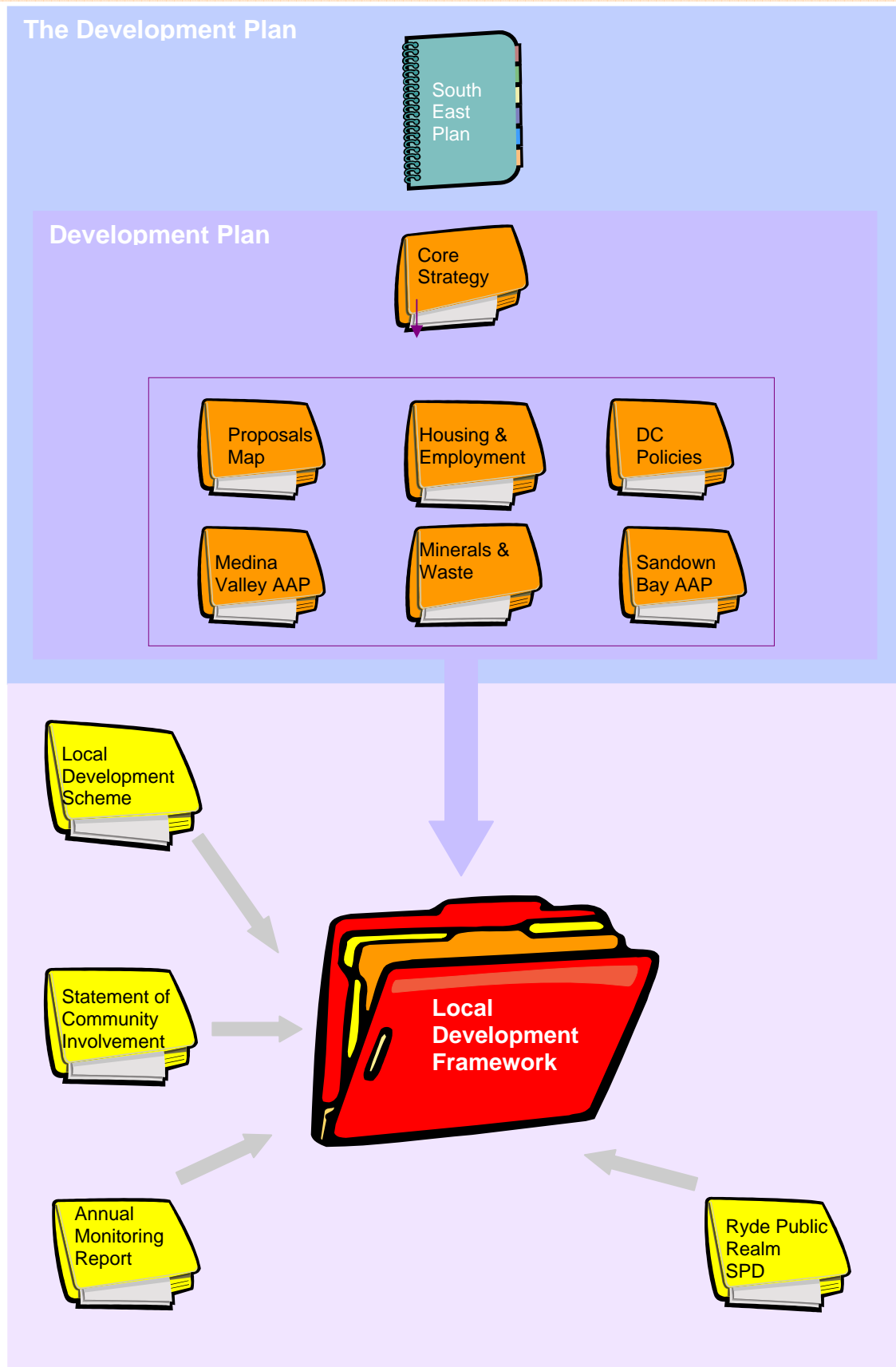
After the submission stage consultation has finished, and if there are any outstanding comments/objections to this document, the Secretary of State will appoint an Inspector to hold an Examination In Public. At the Examination, the Inspector will consider this SCI against the following criteria<sup>2</sup>. That it:

- Shows that the Council is meeting its legal requirements.
- Sets out the Council's strategy for community involvement and its links with other community involvement initiatives e.g. the Community Strategy.
- Identifies, in general terms, which local community groups and other bodies need to be consulted.
- Shows how local people, community groups and other bodies can be involved in a timely and accessible manner.
- Shows that the methods to be used to involve people, community groups and other bodies are suitable for different stages in the preparation of the Council's Local Development Documents and for the particular communities.
- Shows that the Council can resource and manage the process effectively.
- Shows how the results of the community involvement are to be fed into the preparation of Development Plan Documents and Supplementary Planning Documents.
- Sets out the mechanisms for reviewing the procedures in the SCI.

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<sup>2</sup> Source: Planning Policy Statement 12, Local Development Frameworks, ODPM, 2004.

## Appendix 5 – How the Statement of Community Involvement fits into the *Island Plan*





## Appendix 6 – Glossary of Terms

**Development Plan Document (DPD)** – A spatial planning document that is subject to independent examination. DPD's can cover a range of issues and will set out the main spatial strategy, policies and proposals in more detail.

**Government Office for the South East (GOSE)** - The Government Office for the South East works with organisations across the South East to deliver the Government's policies and programmes in the region. The South East stretches from Kent and East Sussex in the east to Hampshire and the Isle of Wight in the south and south west and to West Berkshire in the west and Milton Keynes and Aylesbury Vale in the north.

**Island Plan** – This is the local name for the new planning framework, introduced in 2004. It will comprise of a series of documents that will replace the existing statutory planning document – the Unitary Development Plan.

**Local Development Framework (LDF)** – The portfolio of local development documents produced by the authority for delivering the spatial strategy for the Island.

**Local Development Scheme (LDS)** – The rolling three-year project plan for the preparation of the local development framework.

**Planning Delivery Grant (PDG)** – Monies received from the Government, related to the performance of the service.

**Planning Policy Guidance (PPG)** – National planning Policy statements. Under new legislation these will be replaced by Planning Policy Statements.

**Planning Policy Statements (PPS)** – National Planning Policy Statements.

**Pre-application stage** – discussions on proposed development between the local planning authority and developers, prior to the submission of a planning application.

**Public Consultation Statement** – statement of the results of the consultation.

**Statement of Community Involvement (SCI)** – A document setting out the ways in which we will involve the local community, businesses & other stakeholders in preparing & reviewing its local development documents & planning applications.

**Supplementary Planning Documents (SPD)** – Documents that expand upon policies or proposals in Development Plan Documents.

**Strategic Environmental Assessment (SEA)** – Environmental Assessment of policies and plans, which is required under the European SEA Directive 2001/42/EC.

**Sustainability Appraisal (SA)** – A social, economic and environmental appraisal of strategy, policies and proposals – required for Regional Spatial Strategy, all Development Plan Documents and Supplementary Planning Documents. The UK system of Sustainability Appraisal incorporates the European requirements of the Strategic Environmental Assessment.

**Unitary Development Plan (UDP)** – The current statutory development plan for the area (under the old system of planning) that sets of the land use policies and proposals for the area.