



Solihull
METROPOLITAN
BOROUGH COUNCIL

Solihull Local Development Framework

Statement of Community Involvement

Community and Stakeholder
Involvement in Planning



Process Document

Foreword

This is the Solihull Statement of Community Involvement (SCI). It explains how we will involve communities and stakeholders in all planning matters, including the production of planning policy and proposal documents and the consideration of planning applications.

The SCI aims to improve community and stakeholder involvement in planning by ensuring that everyone has the opportunity to, and is encouraged to, become involved in planning matters. The SCI reflects the views of community and stakeholder representatives consulted in the process of producing and adopting the SCI.

Planning Services
Solihull Council

www.solihull.gov.uk/LDF

February 2007

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ALBANIAN

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BENGALI

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FARSI

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GUJURATI

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JAPANESE

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KURDISH

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PUNJABI

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PUSHTO

که چیرې تاسو ته ده دې ورکړې شوې معلوماتو ده پوهیدو په اړه څه ډول مشکلات وې ، یا ده دې کاغذاتو ده خلاصې ده نقل ستاسو ده خوښې په ژبه کښې تاسو ته ضرورت وې ، یا په غټ پرنټ / چاپ کښې ، یا په بریلې (ده ږندو ده پاره یو ډول خاص لیک) کښې او یا په ټیپ کښې په ریکارډ شوې ډول ، نو مهربانې اوکړې ځمونه سره په 0121 704 6394 تماس اوکړې چې په موجود انتخابونو باندې خبرې اترې اوکړو .

SOMALI

Haddii aad dhibaato ku qabto fahmida wax ka mid ah warbixinta halkaan ku qoran ama aad u baahan tahay in lagugu soo turjibaano waraaqda halkaan ku qoran luqadaada, ama far waaweyn ah, oo la aqrin karo, ama cajalad ku duuban fadlan naga la soo xariir 0121 704 6394 si aad nagala hadasho waxayaahaba ku diyaarka ah.

URDU

اگر آپ کو فراہم کردہ کسی بھی اطلاع کو سمجھنے میں دشواری ہو یا آپ کو اس دستاویز کا خلاصہ اپنی ترجیحی زبان، بڑے حروف، بریل یا ٹیپ پر ریکارڈ شدہ شکل میں درکار ہو تو براہ کرم دستیاب انتخابات پر گفتگو کے لئے ہم سے 0121 704 6394 پر رابطہ کریں۔

Solihull Statement of Community Involvement

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Chapter 1: Introduction

1.1 Background

- 1.1.1 All Councils are required to have a development plan for their area. The development plan contains policies and proposals to shape what is built over the next ten to fifteen years.
- 1.1.2 In September 2004, the Government introduced a new planning system, where our development plan will consist of the West Midlands Regional Spatial Strategy and Solihull's Local Development Framework. Our Local Development Framework will replace the Unitary Development Plan, and will be a folder of documents that we can add to and delete from as and when necessary, rather than a single document like the Unitary Development Plan.
- 1.1.3 Two of the key aims of the new planning system are to:
- strengthen community and stakeholder involvement in deciding what will be built in the future and where it should be located
 - build consensus on essential issues in the preparation of planning documents.
- 1.1.4 To achieve these key aims, the Government requires local planning authorities to produce and adopt a 'Statement of Community Involvement' (SCI) as part of its local development framework. The SCI is a statement of how we will involve communities and stakeholders in all planning matters, including planning policy and proposal documents and planning applications.

1.2 Purpose of the Statement of Community Involvement (SCI)

- 1.2.1 This is the first SCI. Its overall aim is to improve community and stakeholder involvement in planning by ensuring that everyone has the opportunity to, and is encouraged to, become involved in planning matters. It seeks to ensure that all groups are treated fairly, and all those involved understand the planning decisions taken.
- 1.2.2 To help communities and stakeholders to become more involved in planning, this statement provides guidance on:
- how and when opportunities to become involved in planning matters will be advertised
 - how and when communities and stakeholders can be involved in planning matters
 - how community and stakeholder involvement will be taken into account
 - how community and stakeholder views will be used in decision making
 - how we will feedback on how involvement has influenced decisions.
- 1.2.3 This document tries to use plain language wherever possible. However, in some instances planning jargon cannot be avoided. To assist the reader a glossary is included at the back of this document.

1.3 Preparing the SCI

Stage 1 Pre-production Autumn 2005	Collecting views and considering options of how we can best achieve our aims for community involvement
Stage 2 Production Winter 2005/2006	Draft SCI prepared using the results of the initial consultation, government guidance and legislation.
	Comments on the draft SCI invited over a six week period starting in February 2006.
	An amended version of the SCI prepared, taking the consultation results into account.
Stage 3 Submission Summer 2006	SCI submitted to the Secretary of State for Consideration
	SCI advertised for further consultation over a six week period with comments submitted to the Planning Inspectorate.
Stage 4 Examination Winter 2006	A Planning Inspector, appointed by the Secretary of State independently assesses the soundness of the SCI.
Stage 5 Adoption Winter 2006/2007	Inspectors report on the SCI received. SCI adopted once modified in accordance with the Inspector's recommendations.
Stage 6 Monitoring and Review	We will continuously evaluate our consultation methods and report on the implementation of the SCI in the Annual Monitoring Report.

Table 1: Timetable for Producing the SCI (the current stage is highlighted)

1.4 A Profile of the Borough

- 1.4.1 To understand how best to involve the community and stakeholders in planning it is important to have an understanding of the Borough, its residents, its geography and political make-up.
- 1.4.2 Solihull is home to around 200,000 people in around 83,000 households. The Borough covers 17,832 hectares, with around 67% being designated as Green Belt. There are two main areas of urban development, in the north of the Borough (32% of the population) and in the west (50% of the population), both adjoining neighbouring Birmingham.
- 1.4.3 80% of the population live within the main built up areas of the Borough, 9% live in the large settlement of Knowle, Dorridge and Bentley Heath and 11% live in smaller rural settlements. A quarter of the Borough's population are over 65 and a quarter are aged 19 and under. 5.4% of the population is made up of ethnic minorities.
- 1.4.4 2 MPs, 51 elected Councillors representing 17 wards, 12 Parish and Town Councils and 22 Residents Associations represent the Borough. At spring 2005 Solihull Council for Voluntary Services had around 240 voluntary organisations and community groups recorded as operating within the Borough, these represent faith groups, youth organisations, charities and support groups.

- 1.4.5 The Borough has 67 primary schools, 13 secondary schools and 5 special schools. Educational attainment within the Borough is above the national average with 59.9% of 15yr olds gaining 5+ A*-C grades at GCSE/GNVQ (2002-2003).
- 1.4.6 Located at the heart of the motorway network (M6 and M42), the Borough plays an important role in the regional economy with some 7,150 businesses employing some 92,514 people. The Borough is home to major employers including Birmingham International Airport (BIA), the National Exhibition Centre (NEC), Land Rover, Solihull Town Centre and high quality business parks. There is relatively low unemployment within the Borough (3% at March 2006). However, unemployment in parts of the north of the Borough is typically 7%. 3 wards in the north of the Borough now form part of the East Birmingham and North Solihull Regeneration Zone.

1.5 Links with Other Council Community Involvement Initiatives

The Community Strategy and the Solihull Partnership

- 1.5.1 One of the aims of the Solihull Community Strategy, 'A Place for People 2003-2013', is to make Solihull a place that is inclusive and community focused. This is about ensuring that communities feel involved and are part of life in the Borough. It is also about improving access to services and information to tackle social exclusion.
- 1.5.2 The Community Strategy is being delivered through the Solihull Partnership (local strategic partnership) which is a forum of organisations from the public, private, voluntary and community sectors. The Solihull Partnership works through six thematic groups to ensure that the action plans are delivered. Copies of the Community Strategy can be found on our website (www.solihull.gov.uk).
- 1.5.3 The Solihull Partnership has contributed to the SCI by identifying groups to be consulted and providing access to some of these groups via the Places to Live Thematic Group. The Partnership will also be involved in the production of planning policy and proposal documents. The members of the Partnership are included on our consultation database. The role of the Partnership will be re-structured during 2006/2007 and work will be undertaken to refresh the Community Strategy. We will ensure that the SCI, as part of the Council's Local Development Framework, both informs and is informed by these changes.

Solihull Consultation Policy and Communications Strategy

- 1.5.4 We have already adopted policies to guide consultation and communication in all the Council's activities. These policies and guidelines are incorporated into this statement, tailored to meet planning requirements.

1.6 Resourcing the SCI

- 1.6.1 The SCI sets out the measures that we will put in place to ensure the local community and stakeholders are involved in the production of planning documents and the consideration of planning applications in a timely and accessible manner.
- 1.6.2 It is important to ensure that we have sufficient resources in place so that we can deliver the level of community involvement set out.
- 1.6.3 The measures set out to include the local community and stakeholders in considering planning applications largely reflects current practice which is funded through existing budgets.

- 1.6.4 The production of Local Development Framework Documents is, however, a new activity replacing UDP preparation. Additional staff resources directed towards the production of the Local Development Framework are already in place and the cost of producing the LDF, including delivering the community involvement set out, will be met from existing revenue budgets allocated to development plan preparation.

1.7 Reviewing the SCI

- 1.7.1 We aim to keep the SCI up to date. We will revise it when there are significant changes in Government legislation and guidance or changes in local circumstances. We will regularly collect views on our consultation techniques which will inform the monitoring of the effectiveness of the SCI through the Annual Monitoring Report.

Chapter 2: Community and Stakeholder Involvement in Planning Document Production

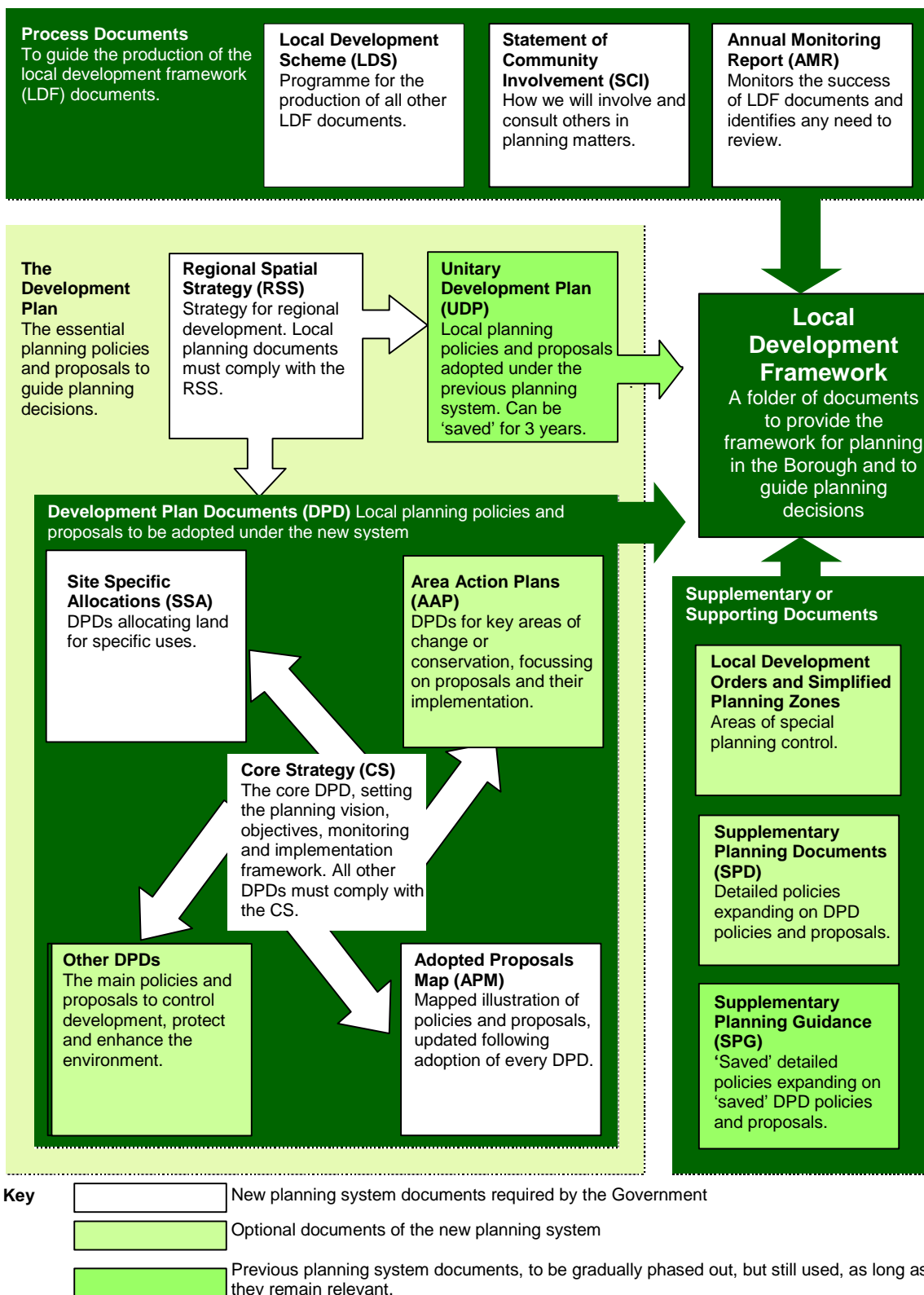
2.1 Background

- 2.1.1 The new planning system seeks early community and stakeholder involvement in the decision making process. Starting with the objective(s) of the document being produced, local people and stakeholders will be asked for their views on the main decisions which need to be made. This will involve advising on the realistic options available, within known constraints, with the aim of reaching consensus. However, difficult decisions have to be made and all communities and stakeholders will not be satisfied by planning decisions all of the time.
- 2.1.2 We will develop an overall strategy or principles for each document we produce through evaluating the realistic options that have emerged, taking into account the environmental, social and economic effects of each option and its likely impact on other strategies. We will consult communities and stakeholders on detailed policies and proposals to achieve the overall strategy or principles.
- 2.1.3 In applying this process, we will ensure all:
- processes are transparent and accessible, so that everyone knows when they can get involved and to what extent.
 - the community and stakeholder involvement sought is appropriate to the policies or proposals being produced and everyone with an interest is given the opportunity to be involved.
 - consultation undertaken is based on an understanding of community and stakeholder needs.
 - involvement is continuous, not a one-off event and those involved are provided with feedback to enable them to understand the process and how decisions have been reached.

The Local Development Framework Documents

- 2.1.4 Figure 1(on page 6) provides a summary of the different types of planning documents in the Local Development Framework, their interrelationships and how they fit into the new planning system.
- 2.1.5 There are two main types of document that we will produce as part of our Local Development Framework: Development Plan Documents and Supplementary Planning Documents.
- 2.1.6 Development Plan Documents include the Core Strategy, which sets out our vision and objectives for the future development of the Borough, and Area Action Plans which can designate land in need of regeneration or protect land such as conservation areas.
- 2.1.7 Supplementary Planning Documents are used to add more detail to policies set out in Development Plan Documents; this can include design guidance or the preparation of master plans for an area.
- 2.1.8 Further details of the documents we will be producing over the coming years can be found in our Local Development Scheme which can be obtained via the website or by contacting the Forward Planning Team (see Appendix C).

Figure 1: The Planning Documents of the Local Development Framework



Source: Solihull Local Development Scheme (the Solihull Local Development Scheme sets the Council's work programme for the production of planning policy and proposal documents and is available on our website (www.solihull.gov.uk) or from Solihull Connect Library Square (see Appendix B).

The Production Process

2.1.9 In producing most of our documents, we will have to follow the six main stages set out below. The exception to this is Supplementary Planning Documents which are not subject to stages 3 and 4.

Stage 1 - Pre-production – The policies we prepare should be based on an understanding of the needs of the Borough and the opportunities and constraints that exist within it. Evidence will be gathered to define the main issues and options in relation to each document produced. We will involve communities and stakeholders in the development of this evidence base where they can help in identifying issues to be dealt with and options to deal with them.

Stage 2 - Production – The evidence gathered during stage 1 will be used to prepare a draft document. This will involve informal consultation, with the community and stakeholders, on the main issues and options to feed into a draft document. This will be followed by a formal period of consultation on the preferred options identified. The comments received will help in identifying a preferred option to be pursued.

Stage 3 - Submission – The document, detailing the preferred option chosen will then be submitted for adoption, to the Secretary of State. This stage is accompanied by a further consultation period seeking views on the submitted document. As SPDs are not subject to formal examination this stage does not apply to their production.

Stage 4 - Examination – Only the main Development Plan Documents and the SCI are formally examined by an Inspector on behalf of the Secretary of State. Any SPDs we produce are not formally examined, although the Secretary of State can direct us to make changes to these documents. The examination can be dealt with by way of written representations or through formal public examination.

Stage 5 - Adoption – Any Inspector's report on the document or directions from the Secretary of State to change the document are binding and the changes directed must be made before adoption. Again as SPDs are not subject to formal examination this stage does not apply to their production and they can be adopted once the views received at stage 2 have been considered (see table 4).

Stage 6 – Monitoring and Review – All documents are kept under review and their relevance and performance will be assessed annually as part of our Annual Monitoring Report.

2.1.10 'At a glance' guides to the production of DPDs and SPDs are set out at tables 3 and 4. These set out details of when in the production process participation will be invited, the political process and the role of sustainability appraisals.

2.2 Advertising Opportunities for Involvement in the Production of Planning Documents

2.2.1 Effective advertising is crucial to ensuring effective community and stakeholder involvement. For every document we produce we will seek to:

- individually notify every specific consultation bodies and community/stakeholder group/individual from our database who has stated, or any additional groups who we consider has an interest in the document being produced (see sections 2.3 and 2.4 for further detail)
- publicise every document being produced so that everyone not specifically consulted has the opportunity to be aware of what is happening and to become involved.

2.2.2 The following table provides a summary of the methods for advertising opportunities for involvement. We will select the most appropriate method(s) from this table each time we advertise opportunities to become involved in the production of planning documents.

Method	Using this Method
Letters	Appropriate for advertising all consultation stages and for notifying those most likely to have an interest. The consultee database needs to be kept up to date.
E-mail News Bulletins	Appropriate for advertising all consultation stages and for notifying those most likely to have an interest. The consultee database needs to be kept up to date.
Leaflets	Appropriate for advertising all consultation stages and particularly useful for site/area specific documents to notify those who use the area.
Notices Displayed in Public Places	Appropriate for advertising all consultation stages and particularly useful for site/area specific documents to notify those who use the area.
Website	Appropriate for advertising all consultation and attracting the attention of those not generally involved in planning matters. Advertisements on the home page are more noticeable, although they will also be required within the planning services section.
Solihull Local Development Scheme	Appropriate for notifying of the likely timing of consultation and attracting the attention of those not generally involved in planning matters.
Article / Notice in 'Your Solihull' (the Council's magazine)	Appropriate for advertising and attracting attention to Borough wide issues for consultation.
Press Notices	Appropriate for advertising all consultation and attracting the attention of those not generally involved in planning matters.
Press Releases	Appropriate for advertising all consultation and attracting the attention of those not generally involved in planning matters.

Table 2: Methods for Advertising Planning Document Production

2.3 Who we will Specifically Consult on Planning Document Production

- 2.3.1 We aim to advertise the production of each document widely so that everyone has the opportunity to be involved in planning for the Borough. However, there is a wide range of community and stakeholder groups who we will specifically invite to become involved.
- 2.3.2 Anyone can be added to, or update their details, on our database by filling in the form at the end of this document or on our website, or by contacting the Forward Planning Team (details shown at Appendix C). We will use our database to decide who and how to consult with stakeholders and the community taking into account the preferences they have indicated.
- 2.3.3 Once a representation has been made, we will continue to specifically notify the person making the representation of further opportunities for involvement. We will also provide them with feedback throughout the production process, whether or not they are registered on our database, unless they have specifically requested not to be notified further.
- 2.3.4 A comprehensive list of Specific and General Consultees is included at Appendix D.

2.4 How we will Involve Communities and Stakeholders in Document Production

- 2.4.1 There is no single type of consultation that works best. A key point confirmed by the scoping consultation is that different people are best contacted in different ways and want to be involved in different planning issues to different extents. We will therefore provide a range of opportunities to become involved in the preparation of planning documents.
- 2.4.2 Table 5 provides a summary of the different methods of consultation we will use and when each method is appropriate.
- 2.4.3 For both Development Plan Documents and Supplementary Planning Documents tables 3 and 4 at the end of this chapter set out:
- How and when we will advertise opportunities for involvement
 - How and who we will involve in document production
 - When representation should be made
 - When representations will be considered and how people will be informed about how their involvement has influenced the decision.
- 2.4.4 In planning consultation, we will seek advice from our in-house experts, including the Community and Voluntary Relations Manager, the Communications Division, the Community and Economic Regeneration Team and the North Solihull Regeneration Project as appropriate.

2.5 Feedback

- 2.5.1 We aim to keep all interested parties informed of:
- receipt of representations
 - when and how representations will be taken into account
 - the decisions that have been made and how representations have influenced document production.

- 2.5.2 When comments are received in response to a consultation these will be acknowledged. The acknowledgement will include details of the next steps in the process, including details of the likely decision session that the comments will be considered at. In most instances this will be the Cabinet Member for Regeneration Decision Session held on a monthly basis.
- 2.5.3 Cabinet Member for Regeneration will consider reports that include a summary of all the comments received during the consultation period, our response to the comments received and details of any changes we are proposing to incorporate in light of the consultation. Copies of these reports are made available via our website (www.solihull.gov.uk) in advance of the meeting. Further details on Cabinet Member for Regeneration Decision Sessions can be found at Appendix A.
- 2.5.4 Changes agreed by the Cabinet Member for Regeneration will be incorporated and the document will move onto the next step of the production process. Depending on what stage of the production process the document has reached, further consultation may be carried out with the community and stakeholders in accordance with sections 2.2-2.4.

2.6 Keeping our Records up to Date

- 2.6.1 Anyone can ask to be added to our LDF database at any time, by phone, letter, fax or e-mail. A request form is provided at the end of this document and on our website (www.solihull.gov.uk).
- 2.6.2 We have notified everyone on our database of the publication of this SCI and sent them a form with a request to:
- check that their contact details are correct
 - tell us the planning issues they are interested in
 - tell us which forthcoming planning documents they are interested in
 - tell us how they would like to be contacted in the future
 - tell us whether they do not wish to be consulted further on the production of any other planning documents and would like their details removed from our database.
 - tell us if there are any other community groups or stakeholders we should be consulting on our planning documents.
- 2.6.3 We will send out a similar form every time we consult on a planning document.

2.7 Access to Information

- 2.7.1 All documents will be made available:
- on our website (www.solihull.gov.uk)
 - at Solihull Connect Library Square (see Appendix B)
 - at our libraries, where appropriate (see Appendix B)
 - at area housing offices, where appropriate (see Appendix B)
 - in hard copy (subject to availability and/or charges to cover printing and administrative costs).
- 2.7.2 We will also provide telephone and e-mail contact details for informal discussions each time we advertise consultation events and publish documents and also honour any reasonable requests to provide documents in different formats.

- 2.7.3 This and other Local Development Framework documents are or will be made available in large copy print, audio cassette, Braille or languages other than English. If you require the document in one of these formats please contact:

Planning Services
Community and Economic Regeneration,
Solihull Metropolitan Borough Council,
PO Box 18,
Council House,
Solihull,
West Midlands,
B91 9QS.

Tel: 0121 704 6393/6397/6646/8225. Email: ForwardPlans@solihull.gov.uk.

- 2.7.4 The Council will make every effort to meet the requirements of the Disability Discrimination Act 1995 and the Race Relations Act 2000.

Table 3: At a glance guide to Development Plan Document (DPD) Production (DPDs include the Core Strategy, Area Action Plans and Allocations Documents)

Stage	How and when the Community and Stakeholders will be Involved?	Political Process	SA Stage
Pre-Production	Use links with partners, stakeholders and the community to inform the evidence base. Consult with the 3 environmental bodies on the scope of the sustainability appraisal.	Cabinet Member for Regeneration approval required (dependent on level of consultation).	Stage A – setting the scope of the appraisal.
Production	<p>Involve the community, stakeholders and those who have registered an interest on our LDF database to identify options, including sites and constraints to refine preferred options.</p> <p>Opportunities to respond to a set of preferred options will be advertised on our website and in local newspapers.</p> <p>Information will be sent to everyone consulted during pre-production and those identified on or who have registered an interest on our LDF database.</p> <p>Copies of the document will also be made available at Solihull Connect and on our website. In some instances copies will also be made available at local libraries and Area Housing Offices.</p> <p>Feedback will be given on when and where representations and our responses will be considered and what the next steps will be.</p> <p>The feedback received will be used to prepare a final version of the document to be submitted to the Secretary of State for consideration.</p>	Cabinet Member for Regeneration approval required before consultation on options documents.	<p>Stage B - Developing and refining options and assessing their effects.</p> <p>Stage C – Preparing the SA report.</p>
Submission	<p>Opportunities to respond to the submitted document and sustainability appraisal will be advertised on our website and in local newspapers.</p> <p>Information will be sent to everyone previously consulted and those identified on or who have registered an interest on our LDF database.</p> <p>Copies of the document will also be made available at Solihull Connect and on our website. In some instances copies will also be made available at local libraries and Area Housing Offices.</p> <p>An additional period of 6 weeks consultation is allowed after submission but before the examination in the event of site allocation representations being made.</p> <p>Details of the number of comments received, a summary of the main points raised and copies of the representations will be made available to inspect at Solihull Connect and on our website. In some instances copies will also be made available at local libraries and Area Housing Offices.</p>	Cabinet Member for Regeneration approval required to agree responses to preferred options consultation and changes to the document prior to submission.	Stage D – Consulting on the proposed document and SA report.
Examination	<p>A public examination will only be required if anyone who has made representations at the submission stage has requested to be heard by an independent inspector.</p> <p>Notice of the examination in public will be published on our website, in local newspapers and displayed in at local libraries, Solihull Connect and at Area Housing offices at least 6 weeks before start of the examination.</p>		
Adoption	The adoption of the document will be advertised on our website and in local newspapers. Once adopted the document will be available to inspect at Solihull Connect and on our website. In some instances copies will also be made available at local libraries and Area Housing Offices.	Cabinet Member for Regeneration approval required to adopt the document.	
Monitoring and Review			Stage E – Monitoring the effects of implementing the document.

Table 4: At a glance guide to Supplementary Planning Document (SPD) Production

Stage	How will the Community and Stakeholders be Involved?	Political Process	SA Stage
Pre-Production	Use links with partners, stakeholders and the community to inform the evidence base. Consult with the 3 environmental bodies on the scope of the sustainability appraisal.	Cabinet Member for Regeneration approval required (dependent on level of consultation).	Stage A – setting the scope of the appraisal
Production	<p>The evidence base will be used to prepare a draft SPD which will be published for consultation</p> <p>Opportunities to comment on the draft SPD and sustainability appraisal will be advertised on our website and in local newspapers.</p> <p>Information will be sent to everyone consulted during pre-production and those identified on or who have registered an interest on our LDF database.</p> <p>Copies of the document will also be made available at Solihull Connect and on our website. In some instances copies will also be made available at local libraries and Area Housing Offices.</p> <p>Feedback will be given on when and where representations and our responses will be considered and what the next steps will be.</p>	Cabinet Member for Regeneration approval required before consultation on a draft SPD can take place.	<p>Stage B - Developing and refining options and assessing their effects.</p> <p>Stage C – Preparing the SA report.</p>
Adoption	<p>The feedback received will be used to prepare a final version of the SPD to be adopted.</p> <p>The adoption of the document will be advertised on our website and in local newspapers. Once adopted the document will be available to inspect at Solihull Connect and on our website. In some instances copies will also be made available at local libraries and Area Housing Offices.</p>	Cabinet Member for Regeneration approval required to agree responses to the consultation and changes to the document prior to adoption.	
Monitoring and Review			Stage E – Monitoring the effects of implementing the document.

Method	Using this Method
Discussion/ Focus Groups	Effective for exploring ideas and issues in the early stages of document production. Needs to be well organised to record who attends and to collect views.
Public Meetings	Effective in raising awareness of issues, options and processes of wide interest. Particularly useful for site/area specific matters. Needs to be well organised to record who attends and to collect views.
Exhibitions	Effective in raising awareness of issues, options and processes of wide interest. Particularly useful for the latter stages of consultation where there are site/area specific matters. Needs to be well organised to record who attends and to collect views.
Roadshows	Effective in raising awareness of issues, options and processes of wide interest. Particularly useful for site/area specific matters. Needs to be well organised to record who attends and to collect views.
Household Doorstep Surveys	Effective in raising local awareness of and collecting views on site/area specific options and proposals.
Street Surveys	Effective in raising local awareness of and collecting views on site/area specific options and proposals.
Telephone Interviews with the Citizens Panel (Quarterly telephone survey of 1,000 randomly selected residents)	Can be used to collect residents' views on specific issues.
Drop-in Sessions	Effective in raising local awareness.
Questionnaires	Collecting views on a wide range of issues.
Inviting Views in Writing	Collecting views on a wide range of issues.
Addressing/ asking questions of Cabinet/ Committee Members	All key stages of document production will require member approval, all meetings will be public.
One-to-one Meetings	For seeking expert opinion/advice on specific issues.

Table 5: Methods for Involving Communities and Stakeholders in Planning Document Production

Chapter 3: Community and Stakeholder Involvement in Planning Applications

3.1 Background

- 3.1.1 This section of the document sets out how we will consult the community and stakeholders on applications for different types of development.
- 3.1.2 There are three main stages of the planning application process where the community and stakeholders may become involved:
- Pre-application,
 - During the determination of the application; and
 - Post-application.

The nature of involvement at any stage varies depending on the type and size of development proposed.

- 3.1.3 Anyone can access information regarding planning applications and involve themselves in the decision making process by making their views known. Groups typically involved in the planning application process include:
- local people, especially those living close to application sites
 - residents associations & parish councils
 - statutory bodies, such as the Environment Agency or Sport England
 - other community groups and societies.
- 3.1.4 Any representations made on applications are considered when we decide whether to approve an application. This ensures local people and stakeholders help to influence development in their area.

3.2 Pre-application Advice

- 3.2.1 Pre-application discussions are a useful way of applicants finding out at an early stage if the type of development they are proposing is acceptable in principle. Pre-application advice is currently offered by the Development Control Service, free of charge, for development ranging from simple house extensions to complex schemes for new office development. Contact details for the Development Control Service can be found at Appendix C.
- 3.2.2 Pre-application advice can highlight any conflict with adopted policies or guidance at an early stage and can also identify the level and type of detail needed as part of a formal planning application.
- 3.2.3 Whilst this advice is offered without prejudice and in confidence there may be some occasions when we feel that, due to the scale or location of a proposed development, a developer should consider wider public involvement before a planning application is submitted.

3.3 Pre-application Consultation

- 3.3.1 There is no statutory requirement for community and stakeholder involvement at the pre-application stage of the process. However, the Government encourages applicants to involve the wider community at an early stage in the development of their proposals and this is an approach we support.

3.3.2 We would therefore expect developers of applications for major development to involve the wider community in the development of their proposals at a pre-application stage. It would also be good practice for developers of smaller schemes to involve the community and stakeholders in their plans. The type of consultation to be undertaken in each instance will depend on the nature of the application and should be discussed with Development Control officers at an early stage. However, suggested minimum levels of involvement are set out in table 6, below.

Development	Examples of Community Involvement
Major Development <ul style="list-style-type: none"> • Housing development (10 or more dwellings/0.5 hectare or more site area) • New building/ development (more than 1000m² floor area/1 hectare or more site area) 	Contact the owners/occupiers of neighbouring sites in writing with copies of the plans and allow a period for them to comment. Contact bodies such as the Environment Agency, Highways Agency and other consultees described at section 2.3 to ascertain any specific requirements.
Larger scale housing development (In excess of 20 dwellings)	As above Contact Ward Councillors, Parish/Town Council and local amenity societies in writing, or by attending meetings, with copies of the plans and allow a period for them to comment.
Large scale housing (50+ dwellings), new town centre schemes, leisure and office development	As above Consider holding public exhibitions/drop in sessions, public meetings and providing a newsletter to keep people up to date with the progress of the scheme

Table 6: Suggested examples of Pre-application Community Involvement

3.3.3 To ensure the process remains impartial we will not be directly involved at this stage, although developers will be expected to agree appropriate community involvement methods, such as exhibitions and public meetings with us. As part of the planning application, developers will be expected to submit a report detailing how the community has been involved, what representations were received and how the proposals have changed as a result of consultation.

3.3.4 Applicants should fund community involvement at the pre-application stage. Enabling communities to actively influence schemes as well as improving the quality of application and minimising the time taken in determination is likely to compensate for any initial outlay.

3.3.5 We cannot invalidate an application or refuse planning permission due to a lack of public participation or because we disagree with the methods of consultation undertaken by the developer. However, failure by the applicant to consult could lead to objections being made which could influence or delay the determination of the application.

3.3.6 In addition to encouraging developers to consult with the wider community, our Development Control Service offers prospective applicants of major schemes the chance to present details of their proposals to a 'Development Team' meeting. This involves representatives from a wide range of Council services, including Highways, Housing and Landscape Architects.

3.3.7 These meetings are used to highlight any issues raised by the proposals and offer feedback to the developer at an early stage. They are also useful for identifying the need for pre-application consultation with stakeholders and the local community. Applicants wishing to make use of this service should contact the Development Control Service (see the contact details at Appendix C).

3.4 Advertising Planning Applications

3.4.1 We advertise the fact that a planning application has been submitted in a variety of ways:

Site Notice	Site Notices are posted for major applications, applications affecting a conservation area or listed building or those sites with no direct neighbours. They are red laminated notices which are usually fixed to lamp posts as close as possible to the site. The applications that need to have site notices are detailed at table 9.
Neighbour Notification Letter	Yellow letter. In most instances neighbours informed of an application are those directly adjoining the boundary of the site. This can include properties opposite or to the rear of the site if they are directly affected by the proposal. For more significant applications local residents from a wider area may be informed if this is felt to be more effective than a site notice or multiple site notices.
Press Notices	Certain types of application, such as those affecting a listed building or the setting of a conservation area must be advertised in a local newspaper. The applications that need to have press notices are detailed at table 9.
Weekly List	List of valid planning applications received by the Council, produced on a weekly basis, available on our website (www.solihull.gov.uk) or in paper form to those who subscribe (fee payable).

Table 7: Methods for Advertising Planning Applications

3.5 Access to Information

Solihull Connect Library Square (Appendix B)	Main access point to our services. Copies of all current planning applications can be viewed, along with copies of planning policy documents material to the determination of planning applications. The main application file, containing all representations received, can also be viewed at Connect by appointment.
Website (www.solihull.gov.uk)	Gives access to a range of information about planning services including the weekly list, planning applications forms, plans and supporting documents, planning decisions, planning histories and committee dates, agendas and minutes. You can also comment on a planning application using the website or request to be notified when a decision is made.
Weekly List	List of valid planning applications received by the Council, produced on a weekly basis, available via the Council's website (www.solihull.gov.uk) or in paper form to those who subscribe (fee payable).
Development Control	The Development Control Team who deal with all planning applications can be contacted by phone, e-mail or via our website (www.solihull.gov.uk). Contact details are included at Appendix C.
Duty Planner	Available Monday, Tuesday, and Thursday between 9-5.30, Wednesdays 10-5.30 and Friday 9-4.30. The duty planner is a member of the Development Control Team and can help explain the details of a planning application, give pre-application advice or details of planning histories. Access to the duty planner is on a first come, first served basis.
Case Officer	The officer dealing with the planning application, whose direct dial number is provided with all consultation letters.
Planning Portal (www.planningportal.gov.uk)	The Planning Portal is the Government's planning resource. The site can be used to learn about the planning system, apply for planning permission on-line, for general advice, e.g. planning application fees, appeal against a planning decision and research the latest government policy. The site also offers a link to the planning pages of our website.

Table 8: Accessing Planning Application Information

3.5.1 Copies of many of the documents referred to in this section are also available free of charge from Development Control or to download via our website (www.solihull.gov.uk). Other document such as decision notices, map extracts or copies of plans (where there are no copyright issues) are also available but are subject to charges.

3.6 How to comment on a planning application

3.6.1 When an application is submitted we have between 8 and 13 weeks to determine the application, depending on its scale and nature. Part of determining planning applications is consultation with a wide range of people. The types of consultation each sort of application will be subject to is set out at table 9, these include site notices and neighbour notification "yellow letters".

3.6.2 Copies of applications are available to view at the locations set out in table 8. Further information on the details of an application can be found by contacting the duty planner or by direct contact with the case officer, whose direct dial telephone number is provided with all consultation letters.

3.6.3 21 days is given for people to offer their comments on the proposals. The 21 day period runs from the date of the notification letter or the date of the site notice, whichever is the

latest (Please note, however, that bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation).

- 3.6.4 Comments can be made in writing to Development Control and submitted by post, e-mail or fax using the contact details set out at Appendix C. We also offer the opportunity for people to comment directly on applications via the website (www.solihull.gov.uk) or to request e-mail notification when a decision is made on a particular application.
- 3.6.5 Occasionally, proposals will be amended during the processing of the application. Significant amendments that alter the character of a proposed development will require a new planning application to be submitted. However, amendments of a minor nature, made to overcome issues raised may be accepted. In these instances any re-consultation we undertake is discretionary and only directed to people who are affected by the amendment made.

3.7 Determining Planning Applications

- 3.7.1 Planning applications can be determined by the Planning Sub-Committee or the Head of Planning Services, using powers delegated to him by the Planning Sub-Committee. However, in some instances determined by law planning applications will be referred to the Secretary of State for decision or will be decided by the Planning Inspectorate where a decision has not been reached within the statutory period and the applicants have lodged an appeal (see paragraph 3.9.3 also).
- 3.7.2 The Planning Sub-Committee will make decisions on more major or controversial applications. These are:

- applications which would be a departure from the development plan and are recommended for approval
- applications for development which would have a significant impact outside of its immediate vicinity, e.g. would generate significant volumes of traffic noise or atmospheric pollution; and are recommended for approval
- where the proposed development has given rise to a substantial weight of public concern
- where a legal agreement or the stopping up/diversion of highways is required
- applications made by the Council or our partners
- where any Councillor has requested the application be referred to Planning Sub-Committee
- where the application is made by a member of staff who works in or is regularly in contact with Planning Services.

Source: Planning and Regulatory Committee – Terms of reference (Updated 8th February 2005). This document forms part of the Council's Constitution, available from Solihull Connect Library Square (see Appendix B) or on our website (www.solihull.gov.uk).

- 3.7.3 Planning Sub-Committee takes place roughly three-weekly. Meeting agendas are available five working days prior to the meeting. Agendas are available to view at Solihull Connect Library Square (see Appendix B) or can be viewed/downloaded via the website (www.solihull.gov.uk). The dates of future Planning Sub-Committee meetings are also available on our website. Anyone who has made representations on an application will be notified of the time and date of the relevant meeting.
- 3.7.4 At the meeting Committee members have a written report on each application, detailing how many representations have been received and a summary of the main points raised. These are used to help Councillors make their decision.
- 3.7.5 Planning Sub-Committee meetings are held in public and involvement in the decision making process extends to addressing the Committee. The purpose of public speaking is to give members of the public an opportunity to make their views known directly to the Committee.
- 3.7.6 Anyone can register to speak at Committee by contacting the Development Control Team (details shown at Appendix C) in writing or by phone or email up until midday of the day before the meeting. Only one objector or supporter will be allowed to speak on each application. Registering is therefore on a “first come, first served basis”. Each objector/supporter can address the Committee for up to 3 minutes. Further advice is contained in the “Right to Speak at Planning Sub-Committee” leaflet available from Development Control.

3.8 Feedback

- 3.8.1 Once a decision has been made on an application, we send a notice of the decision to the applicant setting out whether planning permission has been approved or refused and the conditions of any approval or the reasons for refusal. A leaflet is sent out to the applicant with the decision notice informing them of their rights if they are unhappy with our decision.
- 3.8.2 A notification of the decision is also sent to anyone who made a representation informing them of the decision. Parish Councils receive a copy of all decision notices relevant to their Parish. In addition, some statutory bodies, such as the Environment Agency, are also sent a copy of the decision notice, if requested, to enable them to update their records. A weekly list of decisions is also available on our website (www.solihull.gov.uk).
- 3.8.3 Anyone can also register an interest in a particular planning application or area via our website (www.solihull.gov.uk) and will be informed of the decision once the application has been determined.

3.9 Following the Decision

- 3.9.1 When an application is approved for ‘full’ planning permission, or other types of consent such as listed building or conservation area consent, the permission or consent must be implemented within a specified period. This is usually three years from the date of the decision notice.
- 3.9.2 If ‘outline’ planning permission has been granted, work cannot begin until further details, known as ‘reserved matters’ have been approved. Reserved matters can include details such as appearance, scale or landscaping and must be submitted within three years of the original ‘outline’ planning permission and development must be begun within five years of the outline permission or two years of approval of the final reserved matter, whichever is the later.

- 3.9.3 If an application is refused or the applicants are unhappy with the conditions set out in the decision notice, they can appeal against the decision. Appeals are dealt with by the Planning Inspectorate (PINS), the Agency that acts on behalf of the Secretary of State in deciding planning appeals. The Inspectorate notify us when an appeal has been lodged. We send all representations received on the application to the Inspectorate and notify all those people who made representations of the appeal, informing them how and when to get involved.
- 3.9.4 The law currently provides no third party right of appeal for people aggrieved by the Council's decision to grant or refuse planning permission.
- 3.9.5 Occasionally, applicants will want to make changes to the proposals after a decision has been made. If these amendments are significant, e.g. making a building larger, then a new planning application will be required. However, amendments of a minor nature such as changes to materials or types of windows used will be considered with re-consultation only directed to the people we consider are affected by the amendment made.
- 3.9.6 Further details on the level of service the community and stakeholders can expect from the Development Control Team are set out in the Development Control Customer Charter. A copy of this document can be obtained via our website (www.solihull.gov.uk) or by contacting the Development Control Team direct (contact details shown at Appendix C).

Table 9: Planning Applications – Community and Stakeholder Involvement

Type of development proposed	Methods of Community Involvement (Minimum Statutory Requirements)	Additional Community Involvement Methods which we may use
General Planning Applications		
<ul style="list-style-type: none"> • Householder Applications, e.g. house extensions, garages, garden sheds • Changes of use e.g. shop to office • Housing development (less than 10 dwellings/under 0.5 hectare site area) • New building/development (less than 1000m² floor area/under 1 hectare site area) • Applications for telecommunications installations e.g. mobile phone masts and aerials mounted on buildings (see also prior notification). 	<ul style="list-style-type: none"> • Adjoining neighbours (owners or occupiers) must be informed; or • A site notice must be placed on, or near to the site, for at least 21 days <p>Note: Anybody interested has at least 21 days to view the details of the application and make comments to the Council</p> <ul style="list-style-type: none"> • For some applications we are also required to consult statutory consultees, such as the Highways Agency, for a period of 21 days 	<ul style="list-style-type: none"> • In most instances those neighbours informed of an application are those that directly adjoin the boundary of the site and we consider are directly affected by the proposal. This can include properties opposite or to the rear of the site. • If the site falls within an area covered by a Parish or Town Council, the relevant Parish/Town Council will be notified and offered the opportunity to comment. • Details of applications are made available as part of the list of planning applications we receive, 'the Weekly List', available on our website (www.solihull.gov.uk) or in paper form to those who subscribe (fee payable). • Paper copies of applications are available to view at Solihull Connect Library Square (applications in Meriden ward are also available to view at Balsall Common Library, see Appendix B). • Applications can be viewed electronically via our website (www.solihull.gov.uk). Free internet access is available at all libraries across the Borough. • The main planning file, containing all representations will also be available for inspection by prior appointment at Solihull Connect Library Square (see Appendix B).
Application in Conservation Areas/Affecting Listed Buildings		
<ul style="list-style-type: none"> • Development affecting a conservation area (can be development outside a conservation area that, in our opinion, affects its setting) 	<ul style="list-style-type: none"> • A site notice must be placed on, or near to the site, for at least 21 days; and • The application must be advertised in a local newspaper 	<ul style="list-style-type: none"> • Certain applications affecting conservation areas and listed buildings along with proposals to designate or extend existing Conservation Areas are referred to our Conservation Advisory Committee for comments.

Type of development proposed	Methods of Community Involvement (Minimum Statutory Requirements)	Additional Community Involvement Methods which we may use
<ul style="list-style-type: none"> Applications for works to listed buildings 	<p>Note: Some applications for works to listed building also need to be referred onto amenity societies, such as the Victorian Society, for comment</p> <ul style="list-style-type: none"> For some applications we are also required to consult statutory undertakers, such as the English Heritage, for a period of 21 days 	<ul style="list-style-type: none"> We will also inform neighbours adjoining the site and anybody interested has at least 21 days to view the details of the application and make their comments to the Council.
Major Development		
<ul style="list-style-type: none"> Housing development (10 or more dwellings/ 0.5 hectare or more site area) New building/ development (more than 1000m² floor area/ 1 hectare or more site area) Application for the working of minerals Applications for the treating, storing, processing or disposing of waste 	<ul style="list-style-type: none"> A site notice must be placed on, or near to the site, for at least 21 days; The application must be advertised in a local newspaper; and Adjoining neighbours (owners or occupiers) must be informed For some applications we are also required to consult statutory undertakers, such as the Highways Agency, for a period of 21 days 	<p>As for general planning applications; and</p> <ul style="list-style-type: none"> For more significant applications local residents from a wider area may be informed if this is felt to be more effective than a site notice or multiple site notices. We will encourage developers of major schemes to undertake pre-application consultation with stakeholders and local residents. Developers will be encouraged to include with their application details of the public consultation undertaken and how this has influenced/resulted in changes to the proposal.
Departures from the Development Plan/Development affecting a Public Right of Way		
<ul style="list-style-type: none"> Planning applications not in accordance with the policies and proposals of the Local Development Framework (including the Unitary Development Plan) Development which would affect a public right of way 	<ul style="list-style-type: none"> A site notice must be placed on, or near to the site, for at least 21 days The application must be advertised in a local newspaper For some applications we are also required to consult statutory undertakers, such as the Highways Agency, for a period of 21 days 	<p>As general and major planning applications</p>
Applications Accompanied by an Environmental Statement		
<ul style="list-style-type: none"> Certain applications that are likely to have a significant effect on the environment. For example: <ul style="list-style-type: none"> new motorways or new roads with four or more lanes quarries/opencast mines 	<ul style="list-style-type: none"> A site notice must be placed on, or near to the site, for at least 21 days; and The application must be advertised in a local newspaper The applicant must submit 3 copies of the environmental statement to the Council. The Council should send these 	<p>As general and major planning applications</p>

Type of development proposed	Methods of Community Involvement (Minimum Statutory Requirements)	Additional Community Involvement Methods which we may use
<ul style="list-style-type: none"> waste disposal installations. 	<p>copies to the Secretary of State within 14 day of receipt of the statement.</p> <ul style="list-style-type: none"> Further copies can be requested of the applicant if consultation with statutory bodies is required. If the application is not accompanied by an environmental statement but it is later found that one is required the developer must carry out the publicity described, namely the posting of a site notice and the advertisement of the application in the local newspaper. For some applications we are also required to consult statutory undertakers, such as the Highways Agency, for a period of 21 days 	
Works to Protected Trees		
<ul style="list-style-type: none"> Works to trees covered by a tree preservation order Works to trees in a Conservation Area 	<ul style="list-style-type: none"> Site notice required for TPO applications if the Council is landowner 	<ul style="list-style-type: none"> Adjoining neighbours (owners or occupiers) informed; or A site notice placed on, or near to the site, for at least 21 days <p>Note: For applications to carry out works to trees in a conservation area (a section 211 notice) we have 6 weeks to determine these applications otherwise the works are permitted. These applications cannot be refused. We can only reach a decision as to whether to serve a TPO or not.</p>
Adverts		
<ul style="list-style-type: none"> Applications for the display of adverts 	<ul style="list-style-type: none"> For some applications we are also required to consult statutory undertakers, such as the Highways Agency, for a period of 21 days 	<ul style="list-style-type: none"> Adjoining neighbours (owners or occupiers) informed; or A site notice placed on, or near to the site, for at least 21 days
Prior Notification Applications		
<ul style="list-style-type: none"> Agricultural Development e.g. small agricultural storage buildings 	<ul style="list-style-type: none"> The applicant must place a site notice on, or near to the site, for at least 21 days For some applications we are also required to consult statutory undertakers, such as the Highways Agency, for a period of 21 days 	<ul style="list-style-type: none"> Adjoining neighbours (owners or occupiers) informed; or A site notice placed on, or near to the site, for at least 21 days <p>Note: We have 28 days to determine these applications otherwise the development is permitted. The application can only be assessed on</p>

Type of development proposed	Methods of Community Involvement (Minimum Statutory Requirements)	Additional Community Involvement Methods which we may use
		the merits of its siting and design.
<ul style="list-style-type: none"> Applications for telecommunications installations e.g. mobile phone masts and aerials mounted on buildings (see also general applications). <p>Note: Many telecommunications developments, e.g. the adding of additional antennae to an existing mobile phone mast do not usually require planning permission or prior notification consent.</p>	<ul style="list-style-type: none"> Adjoining neighbours (owners or occupiers) must be informed; or A site notice must be placed on, or near to the site, for at least 21 days For some applications we are also required to consult statutory undertakers, such as the Highways Agency, for a period of 21 days 	<p>As for general planning applications</p> <p>Note: We have 56 days to determine these applications otherwise the development is permitted. The application can only be assessed on the merits of its siting and design.</p>
Appeals		
<p>Appeals made against: -</p> <ul style="list-style-type: none"> the refusal of planning permission; the imposition of a particular condition on a planning permission; the failure of the Council to make a decision within the required period; the serving of an enforcement notice. 	<ul style="list-style-type: none"> Appeals against a decision made by the Council are dealt with by the Planning Inspectorate (PINS) If an appeal is lodged we must notify all those who commented on the application and provide PINS with copies of all the representations made Anyone wishing to make representations on an appeal must send their correspondence direct to PINS, who then send a copy on to us 	

Appendix A

Committees and Cabinets – Community and Stakeholder Involvement

Draft consultation material or draft documents for submission to the Secretary of State will be published with the meeting agendas. Agendas are available on our website (www.solihull.gov.uk), or from democratic services seven days in advance of any meeting. Most meetings are held in public session.

Cabinet Member for Regeneration

Our 'Forward Plan' lists all items due to be reported to the Cabinet Member for Regeneration and is available on our website (www.solihull.gov.uk) or from Solihull Connect Library Square.

Questions can be asked, provided they are submitted, in writing, to the Chief Executive 48 hours in advance of the session.

The session can be addressed, provided that a written statement of the issue of the address is submitted, in writing, to the Chief Executive ten days in advance of the session.

Planning and Regulatory Committee

The committees can be addressed provided that three working days notice has been given to Democratic Services (tel: 0121 704 6050) to address the Planning and Regulatory Committee, or Development Control have been notified before midday on the day before the Planning Sub-committee (tel: 0121 704 6871).

Planning Sub-Committee

Details of addressing Planning Sub-Committee are set out 3.7.6 and are also available in a leaflet 'Right to Speak at Planning Sub-committee' available on our website (www.solihull.gov.uk) and from Solihull Connect Library Square (see Appendix B).

Questions asked by residents of the Borough

The Council's constitution also sets out the procedure enabling questions to be asked by residents of the Borough. Residents can pose questions relating to the business of the Council or on any issue over which the Council has power, providing these are submitted no later than 12 noon on the day before the relevant Council committee to whom the question is to be posed. Further details on this can be found in the Council's constitution, available on the Council's website (www.solihull.gov.uk).

Requests should be made in writing, including details of the committee to whom the question is being posed, to:

Chief Executive
Solihull Council
PO Box 18
Solihull
West Midlands
B91 9QS

Appendix B

The Council's Offices

Solihull Connect

Library Square
Solihull
B91 3RG
Tel: 0121 704 6000
E-mail: connectcc@solihull.gov.uk

Solihull Libraries

E-mail: libraryarts@solihull.gov.uk

Balsall Common Library

283 Kenilworth Road
Balsall Common
CV7 7EL
Telephone: 01676 532590
Fax: 01676 530119

Castle Bromwich Library

Hurst Lane North
Castle Bromwich
Solihull
B36 0EY
Telephone: 0121 747 3708
Fax: 0121 748 5919

Chelmsley Wood Library

Stephenson Drive
Chelmsley Wood
Solihull
B37 5TA
Telephone: 0121 788 4380
Fax: 0121 788 4391

Dickens Heath Library

Old Dickens Heath Road
Dickens Heath
Solihull
B90 1SD
Telephone: 0121 744 6078
Fax: 0121 744 0075

Hampton in Arden Library

39 Fentham Road
Hampton in Arden
B92 0AY
Telephone: 01675 442629
Fax: 01675 443608

Hobs Moat Library

Ulleries Road
Solihull
B92 8EB
Telephone: 0121 743 4592
Fax: 0121 743 2473

Kingshurst Library

Marston Drive
Kingshurst
Solihull
B37 6BD
Telephone: 0121 770 3451
Fax: 0121 770 9388

Knowle Library

Chester House
1667-1669 High Street
Knowle
Solihull
B93 0LL
Telephone: 01564 775840
Fax: 01564 770953

Marston Green Library

Land Lane
Solihull
B37 7DQ
Telephone: 0121 779 2131
Fax: 0121 770 1565

Meriden Library

Arden Cottage
The Green
Meriden
CV7 7LN
Telephone: 01676 522717
Fax: 01676 521146

Solihull Libraries contd**Olton Library**

169A Warwick Road
Olton
Solihull
B92 7AR
Telephone: 0121 706 3038
Fax: 0121 708 0549

Solihull Central Library

Homer Road
Solihull
West Midlands
B91 3RG
Telephone Library Reception:
0121 704 6965

Shirley Library

Church Road
Shirley
Solihull
B90 2AX
Telephone: 0121 744 1076
Fax: 0121 744 5047

Mobile Library Service

Central Library
Homer Road
Solihull B91 3RG
Telephone: 0121 704 6947

Area Housing Offices

Telephone: 0121 717 1515
E-mail: info@solihullcommunityhousing.org.uk

Chelmsley Wood Area Housing

Office and Connect
Chelmsley Wood Town Centre
5 Greenwood Way
Solihull
B37 5TL

Smith's Wood Area Housing Office

Westfield House
Arran Way
Smith's Wood
Solihull
B36 0QQ

Kingshurst Area Housing Office

Church Close
Kingshurst
Solihull
B37 6HA

Appendix C

Further Help and Advice

Forward Planning

(Responsible for the production of Local Development Framework Documents)

Forward Planning

Planning Services Group

Community and Economic Regeneration

Solihull Metropolitan Borough Council

PO Box 18

Council House

Solihull

West Midlands

B91 9QS

Tel: 0121 704 8225/6397/6393/6646

Fax: 0121 704 6404

Minicom: 0121 704 8058

E-mail: ForwardPlans@solihull.gov.uk

Development Control

(Responsible for dealing with planning applications)

Development Control

Planning Services Group

Community and Economic Regeneration

Solihull Metropolitan Borough Council

PO Box 11652

Solihull

West Midlands

B91 3YA

Tel: 0121 704 6373

Fax: 0121 704 6592

Minicom: 0121 704 8058

E-mail: DevelopmentControl@solihull.gov.uk

West Midlands Planning Aid

Provides free, independent and professional town planning advice and support to communities and individuals who cannot afford to pay planning consultant fees. It complements the work of local planning authorities, but is wholly independent of them.

Contact:

Unit 319 The Custard Factory

Gibb Street

Birmingham

B9 4AA

Tel: 0121 766 8044

E-mail: wmcw@planningaid.rtpi.org.uk

Website: www.planningaid.rtpi.org.uk

Solihull Council for Voluntary Service

Membership is free, an annual directory of local organisations and quarterly newsletters are produced. Half-price use of the meeting room at the Hub in Touchwood, 'police checks' for potential volunteers. Can help recruit volunteers on behalf of local organisations, advice about funding matters and funding services. Links voluntary organisations with public agencies and the Local Strategic Partnership

Contact:

The Priory
Church Hill Road
Solihull MBC B91 3LF
Tel: 0121 704 1619
Fax: 0121 711 4066
E-mail: voluntaryservice@btconnect.com

Colebridge Trust

Develops and supports local enterprises e.g. Colebridge News, a community newspaper for North Solihull, and a Furniture project.

Contact:

Chief Executive
Colebridge Trust
14 Arran Way
Smith's Wood
Solihull MBC B36 0QG
Tel: 0121 770 8889
Fax: 0121 770 8550
E-mail: kimh@colebridge.org
Website: www.colebridge.net

Groundwork

Work with local people and businesses, enabling them to improve the quality of their environment.

Contact:

85-87 Cornwall Street
Birmingham
B3 3BY
Tel: 0121 236 8565
Fax: 0121 236 7356
E-mail: info@groundwork.org.uk

North Solihull Voluntary and Community Alliance

Supports all new and existing voluntary and community groups to help them sustain and develop their work, primarily through outreach support and advice but also through networks that bring the sector together. Service provision includes workshops and training days, CRB checks, volunteering brokerage, signposting to funding advice and a readiness to grasp new opportunities as they occur.

Contact:

St. Andrews Church Centre
Pike Drive
Chelmsley Wood
Solihull MBC B37 7US
Tel: 0121 779 4476
Fax: 0121 779 7445
E-mail: enquiries@nsvca.org.uk

ReCOM

Collects donations of personal computers from companies and other organisations and recycles them to voluntary groups.

Contact:

Elite House
95 Stockfield Road
Acocks Green
Birmingham
B27 6AT
Tel: 0121 765 5282
E-mail: info@recom.org.uk
Website: www.recom.org.uk

Regenpoint

Council Team responsible for dealing with issues surrounding the regeneration of North Solihull.

Contact:

Westfield House
Arran Way
Smith's Wood
Solihull
B36 0QQ
Tel: 0121 717 1688
E-mail: regenpoint@solihull.gov.uk
Website: www.solihull.gov.uk

Solihull Community Foundation

Provides co-ordinated fundraising and grant making.

Contact:

Solihull Community Foundation
Block 33 – Land Rover
Lode Lane
Solihull
B92 8NW

Tel: 0121 700 3934
Fax: 0121 700 9158
E-mail: director@solihullcf.org.
Website: www.solihullcf.org

Solihull Community Transport

Provides affordable transport for local organisations and volunteer and training opportunities to other voluntary and community groups

Contact:

C/O Regeneration Office
Westfield House
Arran Way
Smith's Wood
B36 0QQ

Tel: 0121 717 1689
Fax: 0121 717 1683

Solihull Council for Voluntary Youth Service

Provides support and assistance to voluntary organisations working with young people aged 11-25 within the Borough, assistance in the development of policies and procedures, training, network events, information and advice relevant to the youth agenda, funding support and administers a grant aid on behalf of Solihull Youth Service.

Contact:

Solihull Youth Workshops
Lode Lane
Solihull
B91 2HJ

Tel: 0121 711 8769
Mobile: 07979 026660
E-mail: scvys@hotmail.com

Appendix D

Consultation Bodies

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

Specific Consultation Bodies

There are specific consultees that the Government requires us to consult. These include:

West Midlands Regional Assembly	Water Companies
Relevant authorities within and neighbouring the Borough, including County Councils, Unitary Authorities and Parish and Town Councils	Sewage Undertakers
The Environment Agency	Electricity, Gas and Telecommunications Operators
Natural England	National Grid and National Grid (Gas)
Highways Agency	West Midlands Strategic Health Authority
English Heritage	Government Office for the West Midlands
Network Rail	Government Departments
	Advantage West Midlands

General and Other Consultation Bodies

The Government also provides a list of various types of groups and organisations we should consider consulting. In particular the Government is keen to ensure that 'hard to reach groups' are encouraged to become more involved in planning decisions to ensure that their views and needs are reflected.

We have updated our planning consultee database to ensure that all those specific and general consultees and those hard to reach groups identified are included. The groups identified include:

20 th Century Society	Local transport operators (including CENTRO & WMPTA)
Action/interest groups	Major Commercial Interests operating within the Borough e.g. NEC, Land Rover
Age Concern	Members of the Public
Ancient Monuments Society	MP's & MEP's
Arts Council West Midlands	National Grid
Birmingham International Airport	National Grid (Gas)
Birmingham & Solihull Learning & Skills Council	National Playing Field Association
Birmingham & Solihull Mental Health Trust	North Solihull Partnership
British Geological Survey	Planning Consultants and Agents Police Architectural Liaison Officer

British Pipeline Agency	Post Office Property Holdings
British Waterways	Quarry Products Association
CABE	Regional Housing Board
Centre for Ecology & Hydrology	Registered Social Landlords
Church Commissioners	Residents Associations
Civic Societies	Road Haulage Association
Civil Aviation Authorities	RSPB
Commission for Racial Equality	Schools & Colleges
Council for British Archaeology	Society Protection of Ancient Buildings
CPRE	Solihull Chamber of Commerce
Developers/Builders	Solihull Cycling Campaign
Disability Rights Commission	Solihull Primary Care Trust
Disabled Persons Transport Advisory Service	Sport England
Equal Opportunities Commission	Sustrans
Faith Groups	The Coal Authority
Forestry Commission	The Georgian Society
Freight Transport Association	The National Trust
Friends of the Earth	The Theatres Trust
Groundworks	Tourism West Midlands
Gypsy Council	Traveller Law Reform Coalition
Health & Safety Executive	Victorian Society
Help the Aged	Warwickshire Rural Community Council
Home Builders Federation	Warwickshire Sites & Monument Records
Housebuilders	Warwickshire Wildlife Trust
Housing Associations	West Midlands Fire Service
Housing Corporation	West Midlands Police
Local organisations whose activities benefit any part of the Borough, including:	West Midlands Ambulance Service
• Amenity Societies	Women's National Commission
• Charities	Woodlands Trust
• Community Groups	
• Voluntary Organisations	
• Youth Groups/Representatives	

Glossary

Adoption	The formal approval or acceptance of local development framework (LDF) documents by the Council
Annual monitoring report (AMR)	Local development framework (LDF) process document reporting, by December annually, on the production and implementation of our main LDF policies and proposals. The report highlights any action we intend to take to reflect the findings of the report, including any need to review any part of the LDF.
Area action plan (AAP)	Local development framework (LDF) development plan documents (DPDs) for key areas of change or conservation, focussing on proposals and their implementation.
Cabinet Member for Regeneration	An elected Member appointed by the Leader of the Council to make day-to-day decisions on services. Primarily responsible for regeneration land use policy, North Solihull regeneration, housing functions, economic development, town centre management, the UDP and the LDF, transport, all town and country planning executive functions, building control and the NEC Local Act Powers. Held to account by the Regeneration and Community Safety Scrutiny Board.
Cabinet Member for Regeneration Decision Sessions	Forum in which the Cabinet Member for Regeneration makes decisions. Sessions are held approximately monthly and are usually open to the public and attended by opposition Members.
Community	Any person or groups of people with shared needs or interests living within the Borough.
Community strategy	Our long-term vision for improving the quality of people's lives, with the aim of improving the economic, social and environmental well being of the Borough.
Conservation Advisory Committee	A committee of 5 ward councillors (including representatives of the Planning Sub-committee), parish councillors, civic societies, residents associations, the Victorian Society, the 20 th Century Society and the Council for the Protection of Rural England.
Conservation areas	Areas of special architectural or historic interest designated by the Council because their character or appearance is judged worthy of preservation or enhancement against local and regional criteria.
Core Strategy (CS)	Local development framework (LDF) development plan document (DPD) setting the planning vision, objectives, monitoring and implementation framework. All LDF DPDs must comply with our Core Strategy.
Development Control	Our team primarily responsible for processing planning applications.
Development Plan	The essential local development framework (LDF) documents containing the essential planning policy and proposal documents to guide planning decisions, comprising the Regional Spatial Strategy (RSS), development plans prepared under the previous planning system, as long as they remain saved, and development plan documents (DPDs) prepared under the new planning system.

Development plan documents (DPDs)	Local development framework (LDF) documents containing the core planning policies and proposals.
Environmental statement	Identifies, describes and evaluates the likely significant environmental effects of planning proposals.
Examination	Formal examination of local development framework (LDF) documents by an independent inspector appointed by the Secretary of State.
Feedback	Ensuring that any representations received are acknowledged, that communities and stakeholders are aware of the current and next stages and are informed of the decisions that have been taken.
Forward Plan	When major decisions are to be discussed, or made, these are published in the Cabinets' Forward Plan, in so far as they can be anticipated.
Forward Planning	Our team primarily responsible for producing planning policies and proposals for the Borough.
Involvement	Involving people in planning matters, ranging from informal comments to contributing to decisions.
Listed building	A building, object or structure that has been judged by English Heritage to be of national historical or architectural interest, including houses, buildings designed by prominent architects, churches, public as well as private buildings, cottages, and historic monuments, such as milestones and village pumps.
Local Development Framework (LDF)	A folder of documents, providing the framework for planning in the Borough and to guide planning decisions.
LDF Database	The list of consultees held by the Forward Planning Team detailing, which groups wish to be consulted on certain documents, and how they wish to be consulted.
Local Development Scheme (LDS)	Local development framework (LDF) process document setting the programme for the production of all other LDF documents.
Local Strategic Partnership	A forum of organisations from the public, private and voluntary sectors with the key role of implementing the Community Strategy.
Monitoring and Review	Monitoring the production or implementation of local development framework (LDF) documents to identify any need to review.
New planning system	A new system for the production of planning policy and proposal documents, based on the production of a local development framework (LDF) and introduced under the Planning and Compulsory Purchase Act 2004, which commenced in September 2004.
DCLG	The Department for Communities and Local Government is department of the Secretary of State responsible for all planning matters.
Outline Planning Application	A planning application to determine the principle of proposed development. Outline applications do not normally include details of the proposed siting, access, design and external appearance and

	landscaping, although such details may be requested if required to determine the principle. Otherwise, such detail is dealt with through a “reserved matters” planning application.
Planning and Regulatory Committee	A committee of 11 Council Members meeting approximately five times per year and usually in public session to exercise our planning and regulatory functions
Planning Application	Formal application for permission to develop land or buildings.
Planning Documents	Local development framework (LDF) planning policy and proposal documents.
The Planning Inspectorate (PINS)	The Agency that acts on behalf of the Secretary of State in examining the soundness of planning documents and deciding planning applications appeals.
Planning Policy Statements/ Guidance (PPSs/PPGs)	National planning policy published by the Department of Community and Local Government, a material consideration in all regional and local planning matters.
Planning Sub-committee	The sub-committee of the Planning and Regulatory Committee, made up of 9 Council Members and meeting approximately 3 weekly to determine major and controversial planning applications.
Pre-production	Evidence gathering to define the main issues and options for local development framework (LDF) documents.
Prior notification	Some proposals for minor agricultural development, e.g. small agricultural buildings and some telecommunications installation development do not require the submission of a formal planning application. Instead, developers are required to give “prior notification” of the proposed development. We have 28 days to determine agricultural prior notifications and 56 days to determine telecommunications prior notifications, otherwise planning permission is deemed to have been granted. Prior notification applications can only be assessed on the merits of their siting and design.
Process documents	Documents to guide the production of the local development framework (LDF), comprising the Local Development Scheme (LDS), Statement of Community Involvement (SCI) and the Annual Monitoring Report (AMR).
Production	Preparing draft local development framework (LDF) documents.
Proposals map (PM)	Local development framework (LDF) development plan document (DPD) providing a mapped illustration of policies and proposals. The proposals map is to be updated each time a DPD is adopted.
Regional Planning Body	Body that works closely with the region’s local authorities to formulate and deliver a planning strategy that works effectively across the region.
Regional Spatial Strategy (RSS)	The strategy for regional development. Local development plan documents (DPDs) and accompanying supplementary planning documents (SPDs) must be in conformity with the RSS.
Representations	General comments or comments of support or objection.

Reserved matters	Planning application to determine the detailed matters “reserved” by an “outline” planning permission, e.g. siting, access, design and external appearance and landscaping.
Site Specific Allocations development plan documents (SSAs)	Local development framework (LDF) development plan documents (DPDs) allocating land for specific uses.
Stakeholder	Anyone with an interest in the Borough, for example, employers and employees in the Borough, residents or anyone who visits.
Statement of Community Involvement (SCI)	Local development framework (LDF) process document stating how we will consult and involve communities and stakeholders in the production of LDF documents.
Statutory	A legal requirement.
Submission	Submission of the local development framework (LDF) documents, as proposed for adoption, to the Secretary of State,
Supplementary Planning Documents (SPD)	Detailed policy to supplement development plan document (DPD) policies and proposals. SPDs can be thematic or site specific.
Sustainability Appraisal	An appraisal of the potential social, environmental and economic impacts of policies and proposals.
Third Party Right of Appeal	Only the applicant has the right to appeal to the Secretary of State against the Council’s decision to refuse a planning application or to approve it with conditions. An objector (a third party) cannot appeal to the Secretary of State against the Council’s decision to approve a planning application.
Tree Preservation Order	Protection orders placed on trees of amenity value by the Council to prohibit the cutting down, uprooting, topping, lopping, wilful damage or wilful destruction of trees without our consent.
Unitary Development Plan (UDP)	Local planning policy and proposal document adopted under the previous planning system. UDP policies and proposals can generally be saved for three years from either September 2004 or their date of adoption, whichever is the later.
West Midlands Regional Assembly (WMRA)	Responsible for developing and co-ordinating a strategic vision for improving the quality of life in the region, responsible for setting priorities and delivering regional strategies, including the West Midlands Spatial Strategy. The West Midlands Regional Assembly is also the Regional Planning Body, working closely with the region’s local authorities to formulate and deliver a planning strategy that works effectively across the region.
Without Prejudice	This refers to pre-application advice which is offered without pre-judging any decision that may be taken by the Council once an application is submitted.

Keeping Our Records up to Date

Please return this form if you would like us to add your details on our database. This will ensure that you are consulted on the planning documents you

Name:

Address:

.....

.....

Post Code:

Daytime Tel:

Mobile Tel:

E-mail:



Solihull
METROPOLITAN
BOROUGH COUNCIL

Planning Services
Community and Economic Regeneration
Solihull Metropolitan Borough Council
PO Box 18
Council House
Solihull
B91 9QS
Tel: 0121 704 6394
Fax: 0121 704 6575
Minicom: 0121 704 8058
E-mail: ForwardPlans@solihull.gov.uk

1. Which Planning Issues are you interested in? (please tick all that apply)

<input type="checkbox"/>	Creating sustainable patterns of development (generally reusing urban land and encouraging development to locate within and close to centres and public transport)
<input type="checkbox"/>	Regeneration projects
<input type="checkbox"/>	Protecting and enhancing urban areas
<input type="checkbox"/>	Protecting and enhancing rural areas
<input type="checkbox"/>	Housing policies and proposals (including windfall housing)
<input type="checkbox"/>	Employment policies and proposals
<input type="checkbox"/>	Environment policies
<input type="checkbox"/>	Retail policies and proposals (including town and local centres)
<input type="checkbox"/>	Transport policies and proposals (including accessibility)
<input type="checkbox"/>	Recreation policies and proposals (including the arts)
<input type="checkbox"/>	Social and community use policies and proposals
<input type="checkbox"/>	Trees
<input type="checkbox"/>	Heritage and Conservation
<input type="checkbox"/>	Building and Landscape Design
<input type="checkbox"/>	Minerals and Waste Management
<input type="checkbox"/>	Renewable Energy
<input type="checkbox"/>	Birmingham International Airport
<input type="checkbox"/>	The National Exhibition Centre
<input type="checkbox"/>	Land Rover
<input type="checkbox"/>	All Planning Issues

Please specify any other planning issues that you are interested in:

.....

.....

2. Which forthcoming planning documents are you interested in being consulted on and to what extent?

	Involved in contributing to the preparation of draft document	Comment on draft document	Informed when draft and final document have been published
Core Strategy sets the planning vision and objectives for the Borough			
Site Specific Allocations Documents allocates land for the key land uses, e.g. housing, employment, nature, conservation etc.			
Solihull Town Centre Area Action Plan sets out policies and proposals for the town centre			
Planning Obligations Guidance			
House Extensions Guidance			
Residential Development Guidance			

3. How would you prefer us to contact you?

Post E-mail Phone

4. Further Consultation

I/we do not wish to be consulted further. Please remove my details from the database.

5. Are there any other community groups or stakeholders you think we should consult?

Name

Position

Address

.....

Post Code

 **Data Protection**

The information you provide will be used by the Council and partner organisations to identify planning issues that you are interested in and consult with you on these specific issues. It may be shared with other Council services and partner organisations to ensure our records are kept accurate and to help us to identify services you may be entitled to or interested in.

For further information please contact Planning Services, Community and Economic Regeneration, Solihull Metropolitan Borough Council, PO Box 18, Council House, Solihull, West Midlands, B91 9QS. Tel. 0121 704 6394. Fax. 0121 704 6575 E-mail: ForwardPlans@solihull.gov.uk



Solihull Metropolitan Borough Council

P O Box 18 Council House Solihull West Midlands B91 9QS

Tel: 0121 704 6394 Fax: 0121 704 6575 Email: ForwardPlans@solihull.gov.uk

www.solihull.gov.uk