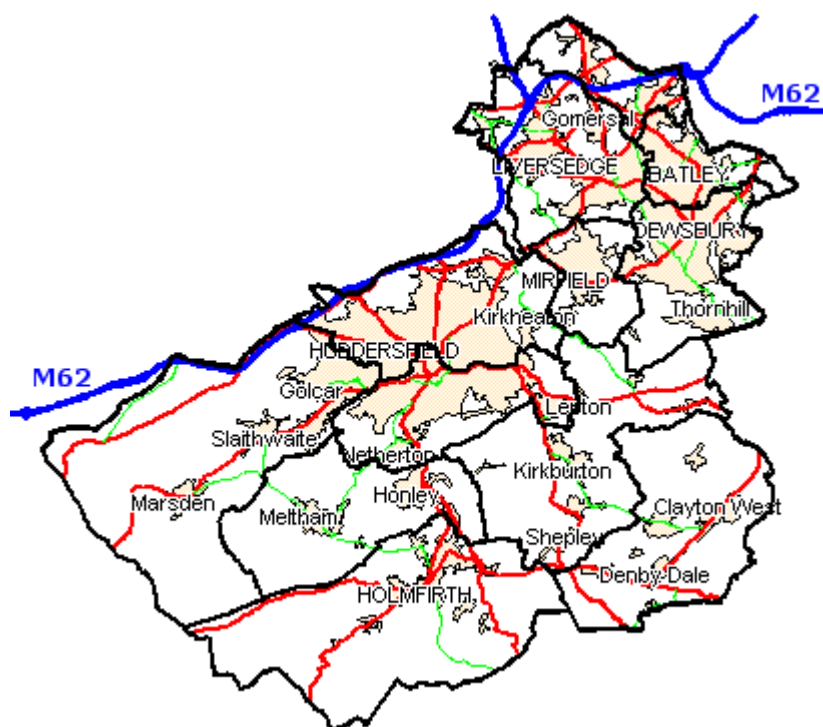




Kirklees
METROPOLITAN • COUNCIL

Statement of Community Involvement

Kirklees Vision for Community Engagement



How Do I Make Comments?

All comments must be received by:

16:45 on the 18th November 2005

and should be sent using the following methods:

A) Filling in the attached response form or printing a copy from www.kirklees.gov.uk/ldf and posting/faxing to:

Head of Planning Services (SCI)

Kirklees Metropolitan Council

PO Box B93

Civic Centre III

Huddersfield

HD1 2JR

Faxed to: 01484 221613

B) Via the online response form on the Councils website:
www.kirklees.gov.uk/ldf

C) Emailed to: ldf.consultations@kirklees.gov.uk

This document is available on the Councils website. If you require a hard copy of the document or response form, please contact Planning Liaison on (01484) 221627 or email DPI@kirklees.gov.uk

Foreword

We believe that involving communities in decisions that affect them is central to the council's vision of creating:

“a diverse and confident community with access for all to high-quality services, good customer care, a thriving economy and a healthy, safe and sustainable environment”

This Statement of Community Involvement (SCI) aims to ensure that all sections of our community have the opportunity to contribute to planning decisions made by Kirklees Council.

The Planning and Compulsory Purchase Act (2004) will introduce significant changes to the planning system. One of the changes means that councils must carry out effective and useful consultation, so that we make decisions in consultation with people affected by them. We hope this will allow us to resolve any conflict at an early stage in the planning process.

For each stage in the planning process we will aim to ensure that people:

- ◆ Are aware of what is happening;
- ◆ Know how and when they can have a say on any issue, particularly those that affect them directly;
- ◆ Have access to all the information which might help them come to a view;
- ◆ Find out what decisions we have made, following consultation and whether they can take further action should they wish to do so.

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1 Introduction

1.1 Background

This statement is part of the Local Development Framework (LDF), which will replace the Kirklees Unitary Development Plan (UDP) – this is a plan required by law which sets out the council’s planning policies.

Creating the LDF will take place over time by producing a range of documents including this Statement of Community Involvement. The Local Development Scheme (LDS) specifies the documents we will prepare and when we will produce these. You can get a copy of the current LDS from either from Planning Services by telephoning 01484 221627 or from the council’s website at www.kirklees.gov.uk/ldf.

1.2 Purpose and Benefits of Consultation

Kirklees Council is committed to developing links with the local community for all its services. Working with a range of partners, the council encourages people and organisations to help us improve how we make decisions about the services we provide.

Involving the community should:

- Increase public awareness of planning issues and the council’s choices
- Ensure that we consider a diverse range of opinions
- Identify priorities for local communities
- Create a sense of ownership and involvement in planning decisions

1.3 How we Consult and Communicate

The council’s Community Engagement Statement provides a framework for this statement. The statement aims to ensure that council services have a consistent approach to consulting communities, avoid duplication of effort, maintain high standards and provide evidence good enough to help us, so we can make decisions with confidence.

The council’s Development Co-ordination Group ensures there are links between different services and with the Kirklees Partnership. (The Kirklees Partnership includes representatives from different organisations and agencies in the district and promotes co-ordinated working). This group will ensure that community involvement in the Local Development Framework (LDF) will link to other consultation work carried out in Kirklees.

2 Community Involvement

2.1 Councillors

Councillors have two main roles in the planning process:

- Representing the views of their community
- Representing the views of the council to their community.

Councillors have a key role in liaising with members of the public and local organisations and are often the first point of contact on planning matters.

Those affected by a planning decision or proposal will often seek to influence it by contacting their ward councillor or a member of the committee that will make a decision. This lobbying is a normal and proper part of the political decision-making process. At this stage councillors will give advice on planning procedures in line with guidelines set out in the Members Code of Conduct.

Many of the key stages in developing the Local Development Framework (LDF) will require a decision of the Council's Cabinet or may need to be resolved by a meeting of the full council.

You can get a list of councillors and their telephone numbers from your local town hall, Kirklees Information Point or the council's website www.kirklees.gov.uk. The website also has details of regular ward surgeries that people can attend to discuss issues with their councillor.

2.2 Area Committees

Area committees are made up of ward councillors and partner agencies and provide residents with the opportunity to contribute to issues, which affect their local community. The committees do this by identifying and tackling local issues, and by developing partnerships with other public services.

Area committees carry out local consultation, which helps to deliver plans such as town centre development, improvements to open space and the LDF.

Area committees provide an ideal link between the council and the local community to exchange information and to discuss ways of achieving shared aims.

2.3 Kirklees Partnership

Working with the Kirklees Partnership is one of the main ways the council will work with partner organisations and interested parties on planning issues. The partnership is responsible for preparing the local Community Strategy, which outlines a shared vision of how we want Kirklees to improve over the next 10 years. It sets targets for improving the social, economic and environmental well being of the district to improve the quality of life for everyone and

contributes to making changes that we can sustain in future years. These targets will help to make our vision a reality.

The Community Strategy was developed through a comprehensive programme of discussion, research and consultation.

In preparing and reviewing the Local Development Framework (LDF), the council will consider the principles set out in the Community Strategy. We will aim to achieve the targets set out in the strategy, specifically those about land use issues and any broader social, economic and environmental targets that may affect the use of land and development in Kirklees.

You can view a copy of the community strategy at www.kirkleespartnership.org

2.4 Interest Groups

We encourage people to set up interest groups to discuss issues, form views and contribute ideas on planning proposals, which affect them. For example, civic societies and action groups.

Yorkshire Planning Aid provides help in setting up interest groups and gives general information about the planning process (see 2.5 below for contact details).

2.5 Planning Aid

Yorkshire Planning Aid provides free, independent and professional advice and support on town and country planning matters to community groups and individuals who cannot afford to pay fees to planning consultants. It complements the work of local councils, but is independent of them.

Planning Aid offers more than advice; it also helps communities to get involved in the planning process to help them manage changes to their neighbourhood.

Planning Aid can help people to:

- ◆ Understand and use the planning system
- ◆ Take part in preparing plans
- ◆ Prepare their own plans for the future of their community
- ◆ Comment on planning applications
- ◆ Apply for planning permission and appeal against refusal of permission
- ◆ Represent themselves at public inquiries.

Planning Aid helps to meet one of the key aims of the government's planning reform agenda, which places community involvement at the heart of the planning system.

For planning advice in the Yorkshire region contact:

Yorkshire Planning Aid
8 Woodhouse Square
Leeds
LS3 1AD
Tel 0113 2458568

Alternatively you can find out more on their website at
www.planningaid.rtpi.org.uk

2.6 Methods

Figure 1 shows the different methods the council and developers can use to involve and consult with communities.

Figure 1: Community Involvement Methods

Method	Main Considerations	Strengths	Costs / Resources	Target Groups
Consultation Document (available at Planning office and other sites)	Will include details on how and when to respond.	Provides detailed information allowing detailed responses.	Cost – Low Staff Time – Low	Developers, planning agents, statutory consultees, MP's & MEP's.
Letters to statutory and other national consultees		Can be tailored to receive feedback upon consultees area of expertise.	Cost – Medium Staff Time – Medium	Statutory consultees, national/ international interest groups, regional agencies
Local Media		Wide coverage can be achieved.	Cost – Low Staff Time – Low	General public.
Internet (website, e-mail)	All documents will be available on the council's website. Developers may wish to use their own websites for consultation on major applications.	Cheap to distribute, easily updated, available 24 hours a day, 7 days a week.	Cost – Low Staff Time – Low	General public.
Letters to groups/ individuals on LDF Mailing List	Mailing List of interested parties within the LDF process. Acting as a panel of interested parties.	Ensures those who have already expressed an interest in the LDF can be contacted about issues of interest. Database can be easily expanded.	Cost – Medium Staff Time – Medium	Agents, developers, landowners, local interest groups, general public.
Talkback (Residents Consultation Panel)	Council run panel designed to receive views on a range of issues.	Ready made panel already committed to responding to questions. Panel broadly representative of Kirklees population.	Cost – Low Staff Time – Low	General public.
Community News	Council run newspaper.	Delivered to all households.	Cost - Low Staff Time – Medium	General public.
Local Strategic Partnership complementary partner meetings.	Existing meeting structure run by local strategic partnership which acts as an umbrella organisation for various voluntary and stakeholder groups.	Existing network of meetings, which includes a wide range of stakeholders.	Cost – Low Staff Time – Low	Businesses, Black and minority ethnic (BME) communities, young people, Environment Partnership, neighbourhood steering groups, etc.

Method	Main Considerations	Strengths	Costs / Resources	Target Groups
Public Exhibitions / Drop-in Events	Useful method for explaining proposed changes.	Gives residents flexibility on deciding when to visit. Can be located in easily accessible locations. Can encourage feedback.	Cost – Medium or High Staff Time – High	Local groups, general public.
Area Committees	Existing structure of meetings. Members consist of councillors, parish/town councillors and other co-optees.	Useful for area discussions. Meeting schedules sent to wide range of individuals, groups and organisations.	Cost – Low Staff Time – High	Ward, town and parish councillors, general public, religious groups, BME communities, local groups.
Public Meetings	Useful for discussing allocations or area based policies.	Good method of informing the public and getting their views. Useful method of creating interest in local issues.	Cost – Low Staff Time – High	General public.
Existing Discussion Groups	Council currently runs disabled access, young people's service and older people groups.	Good way of discussing detailed information about particular areas of concern.	Cost – Low Staff Time – Medium	Disabled people, older people, young people.
Community Surveys	Good introduction to main issues. The responses can help identify key interests and groups.	A good method of getting reliable statistical data. Can target a specific audience.	Cost – High Staff Time – High	Any group could be targeted.
Focus Groups / Face to Face Discussions	Useful for discussions upon specific topics or area based discussion.	Allow detailed discussion upon issues of importance for service users. Can be used to create and develop ideas. Can be targeted at particular groups.	Cost – Low Staff Time – High	Any group could be targeted.
Telephone Hotline	Useful for people with queries about the plans and becoming involved	Easily accessible source of information.	Cost – Low Staff Time – Medium	

To comment on this section see question 1 on page 25.

3 Electronic Communications

The council encourages the use of electronic communication especially the council's website and email. This is because it allows people access to council information 24 hours a day, seven days a week. In addition the council is committed to achieving the PARSOL (Planning and Regulatory Services Online) standards for electronic communications. You can view full details of these standards on the web at www.parsol.gov.uk.

Our website is an efficient way of quickly getting information and responding to consultations. Therefore we will make all documents about the production of the Local Development Framework (LDF) and planning applications available on the website. The address for the council's website is www.kirklees.gov.uk.

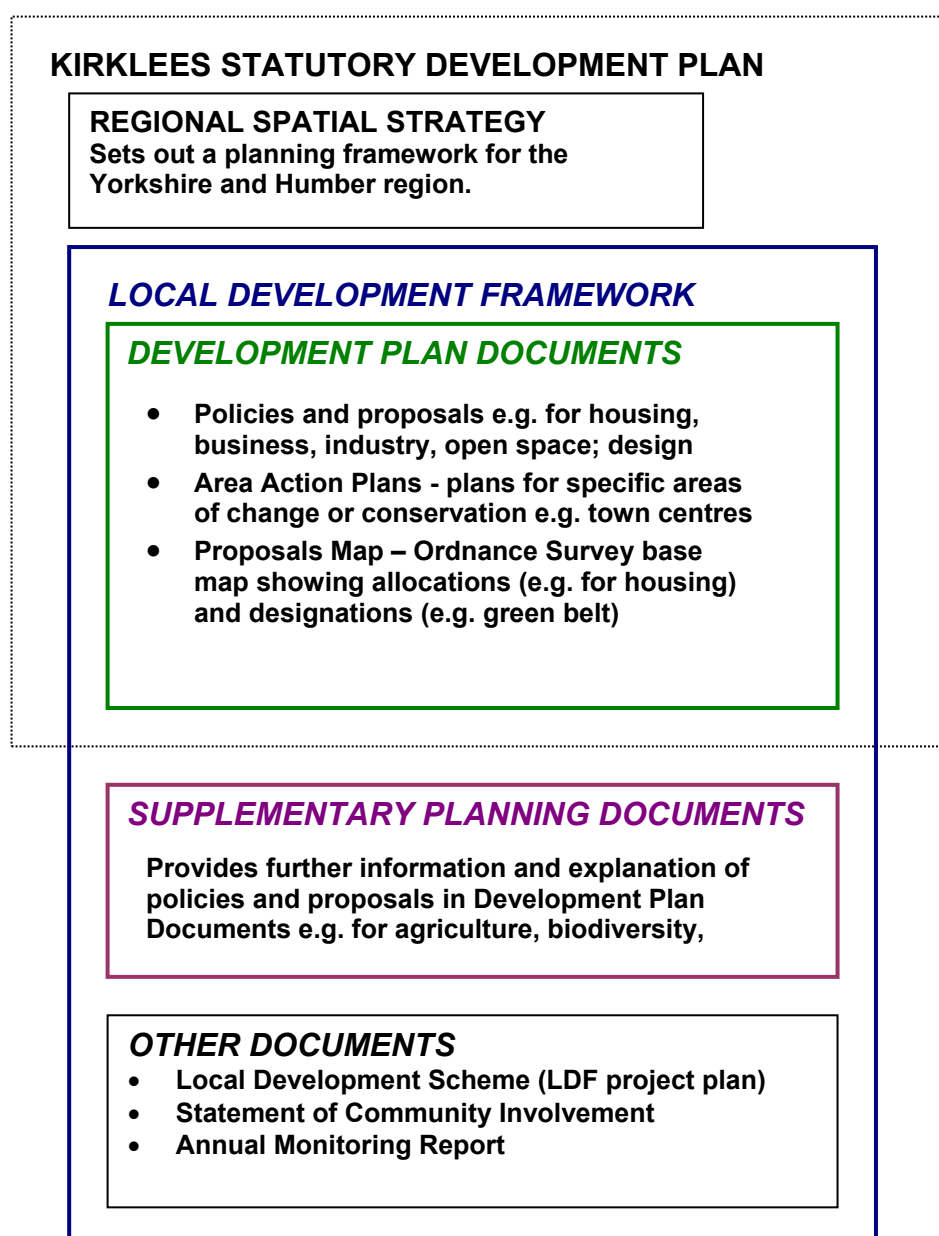
While we see the website and other forms of electronic communication as important tools in increasing opportunities for community involvement with the LDF, the council also realise not all residents have access to computers. Therefore we will also produce any information about the LDF in a paper format.

4 Local Development Framework (LDF)

4.1 Introduction

The LDF will be made up of Local Development Documents (LDDs), which conform with the general principles set out in the Regional Spatial Strategy (this sets out a planning framework for the Yorkshire and Humber region). The different types of documents, which will make up the LDF, are shown below (figure 2):

Figure 2: Local Development Framework



One of the main objectives of the planning system is to deliver sustainable development. The government has set out four aims for sustainable development. These are:

- social progress which recognises the needs of everyone;
- effective protection of the environment;
- the prudent use of natural resources and;
- the maintenance of high and stable levels of economic growth and employment;).

To ensure Local Development Documents (LDDs) comply with this objective each will be subject to a sustainability appraisal. This is a systematic and continuous appraisal process, incorporating the requirements of the European Community directive on Strategic Environmental Assessment. The purpose of sustainability appraisal is to evaluate the social, environmental and economic effects of the proposals in an LDD and identify problems, which might be caused, and steps we could take to minimise them. Our intention is to make sure that as far as possible planning decisions achieve sustainable development. The council will discuss the sustainability appraisal of each document with relevant bodies and will make sustainability appraisal reports available for public comment.

4.2 Becoming Involved

Regulations and government guidance specify the individuals, groups and organisations that the council must consult when it is preparing Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). These consultees are specified in Appendix 2. Some consultees are specified in general terms only.

Figures 4 and 5 show the stages when people can become involved in preparing DPDs and SPDs. The Local Development Scheme (LDS) (see www.kirklees.gov.uk) sets out when each DPD and SPD the council intends to produce will reach each of the stages shown in figures 4 and 5.

As LDDs will vary widely in their content the council will target those people and organisations who are likely to have an interest (see figure 3). In terms of content, DPDs will fall into three broad types:

- ◆ Strategy – providing a framework for more detailed development policies and proposals
- ◆ Policy – setting out policies to guide development to appropriate locations and to achieve acceptable types of development
- ◆ Allocation – specifying locations for development and areas protected from development

Some LDDs may combine policy and allocations.

Figure 3: Target groups and main policy areas

		Strategy	Policy	Allocations
Specific Consultation Bodies	MP's/MEP's	✓	✓	✓
	Parish/ Town Councils	✓	✓	✓
	Government	✓	✓	✓
	LSP Groups	✓	✓	✓
	Statutory Bodies	✓	✓	✓
	Other Specific Bodies	✓	✓	✓
General Consultation Bodies	Environmental	✓	✓	✓
	Developers/ Agents	✓	✓	✓
	Business Groups		✓	✓
	Kirklees Wide Interest Groups	✓	✓	
	Local Community/ Interest Groups		✓	✓
	Women's Groups		✓	
	Older Peoples Groups		✓	
	Young Peoples Groups		✓	
	Black and Minority Ethnic Groups		✓	✓
	Religious Groups		✓	
	Disabled Groups		✓	
	Gypsies and Travellers		✓	✓

We will usually consult the groups above where a proposal will directly effect them.

While we will consult with relevant individuals or groups we will also include in our consultation anyone who tells us that they wish to be kept informed about progress. We will do this by including them on a mailing list (people will remain on the list until they tell us that they wish to be removed).

We will inform everyone on the mailing list either by letter or email about each new stage a document has reached, how they can find out more, how they can comment and the deadline for comments.

All Local Development Framework (LDF) publicity will make it clear that people can have their names and contact details placed on the mailing list as individuals or on behalf of a group of people at any time.

To get on to the mailing list please send your name and postal address or email address to:

Development Planning and Information
Planning Services
P.O. Box B93
Civic Centre 3
Huddersfield
HD1 2JR

Alternatively you can telephone 01484 221627.

We will monitor the Local Development Framework (LDF) mailing list to identify areas or groups, which are not represented or under-represented. We will then take action to encourage involvement from these areas and groups choosing the most appropriate techniques set out in figure 1.

The Planning Service's two planning liaison officers are responsible for involving communities and groups in the planning process. The nature of the Local Development Documents (LDDs) being prepared will help the officers decide who is a priority for involvement. For example, if an area action plan is being prepared, the officers will take steps to involve the communities most likely to be affected. Similarly, an LDD covering services provided to the community may require more effort to involve people who do not normally take part in consultation, such as young people.

Figure 4: Development Plan Document (DPD) Process.

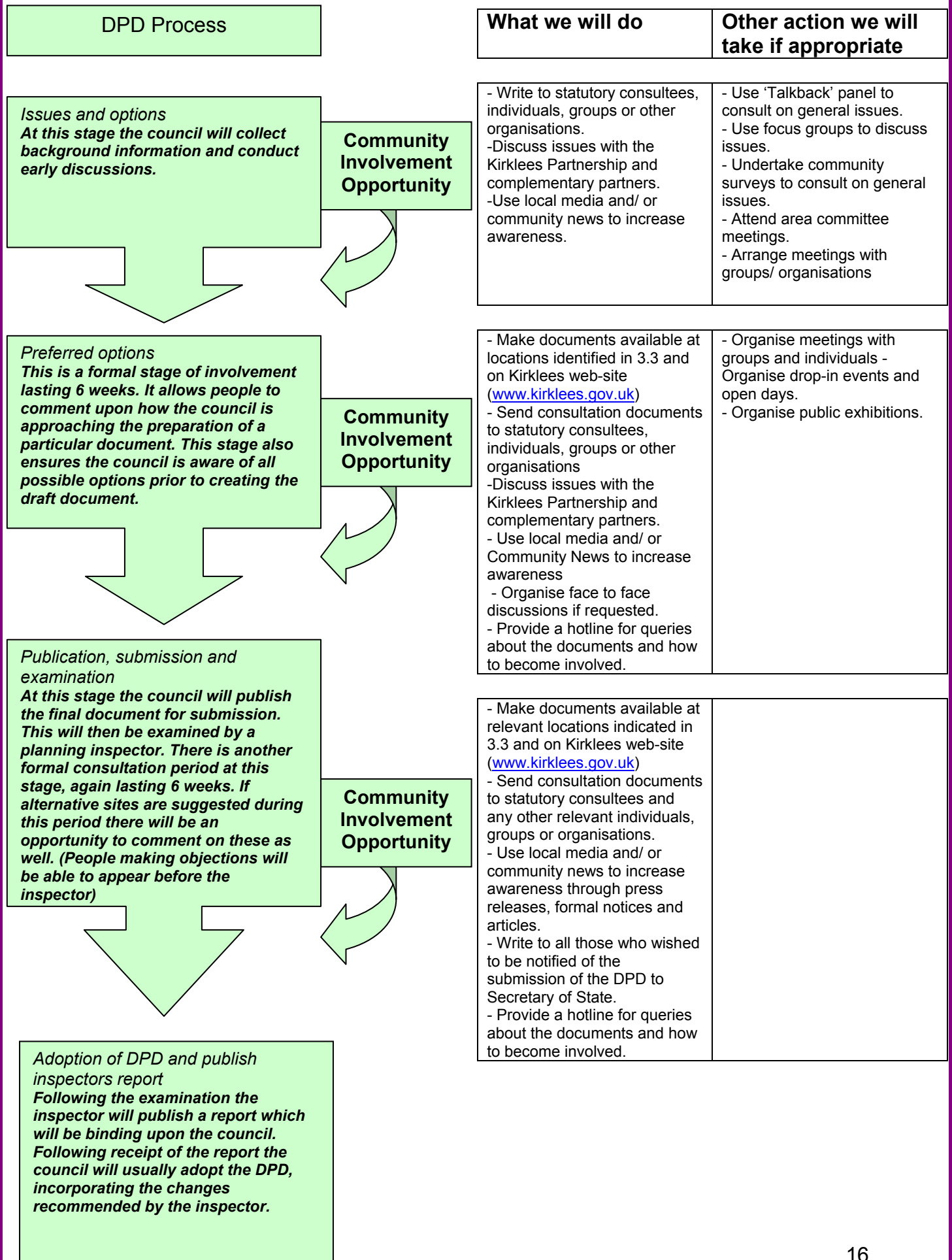
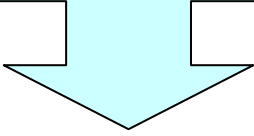


Figure 5: Supplementary Planning Document (SPD) Process.

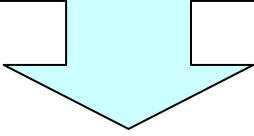
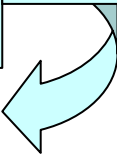
SPD Process

*Preparation of draft documents
In this stage the council will be gathering evidence and preparing the draft document.*



*Publication of draft document
Once the draft document is published there will be a formal stage of consultation, lasting 4 to 6 weeks.*

Community Involvement Opportunity



*Adoption and publication of document
Following the consultation period the council will make any necessary amendments and then adopt the document.*

What we will do	Other actions we will take if appropriate
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- Make documents available at relevant locations indicated in 3.3 and on Kirklees website (www.kirklees.gov.uk)
- Send consultation documents to statutory consultees and any other relevant individuals, groups or organisations.
- Use local media and/ or Community News to increase awareness
- Provide a hotline for queries about the documents and how to become involved.

- Organise meetings with groups and individuals -
- Organise drop-in events and open days.
- Organise public exhibitions.

4.3 Location of Information

All current documents on the Local Development Framework (LDF) will be available for inspection during normal office hours at:

- ◆ The Planning Department, Civic Centre 3, Huddersfield
- ◆ Town Halls and Kirklees Information Points

All current LDF documents will also be available on the LDF website www.kirklees.gov.uk/ldf.

All consultation material relating to Development Plan Documents (DPDs) will be available at these locations for:

- ◆ the full six week consultation period at the preferred options and submission stages
- ◆ the full four to six weeks during the draft consultation period for Supplementary Planning Documents (SPDs).

4.4 What you can Expect to Happen after you have made Comments

When you send a comment to the council at the issues and options and preferred options stages of DPD preparation and the draft SPD stage, you can expect the following:

What we will do	Other actions we will take if appropriate
<ul style="list-style-type: none"> - Acknowledge receipt of your comments. - Provide a summary report of the consultation responses*. - Provide a summary report on changes made at each stage.* - Provide advice and guidance on how to become involved in the next stage*. 	<ul style="list-style-type: none"> - Contact groups and individuals to clarify their comments. - Mediate between groups with conflicting views. - Follow up requests for further discussion from people who have made comments.

* We will make the reports and guidance available on the council's website, www.kirklees.gov.uk, at the locations indicated in 4.3 and by contacting the Planning Service on 01484 221627.

At the DPD submission stage, once you have made a representation you can expect;

- Formal acknowledgement of your comments.
- Information on how to become involved in the examination process.
- Information on the outcome of the examination process

We will encourage people to use our official form to make comments during the LDF process.

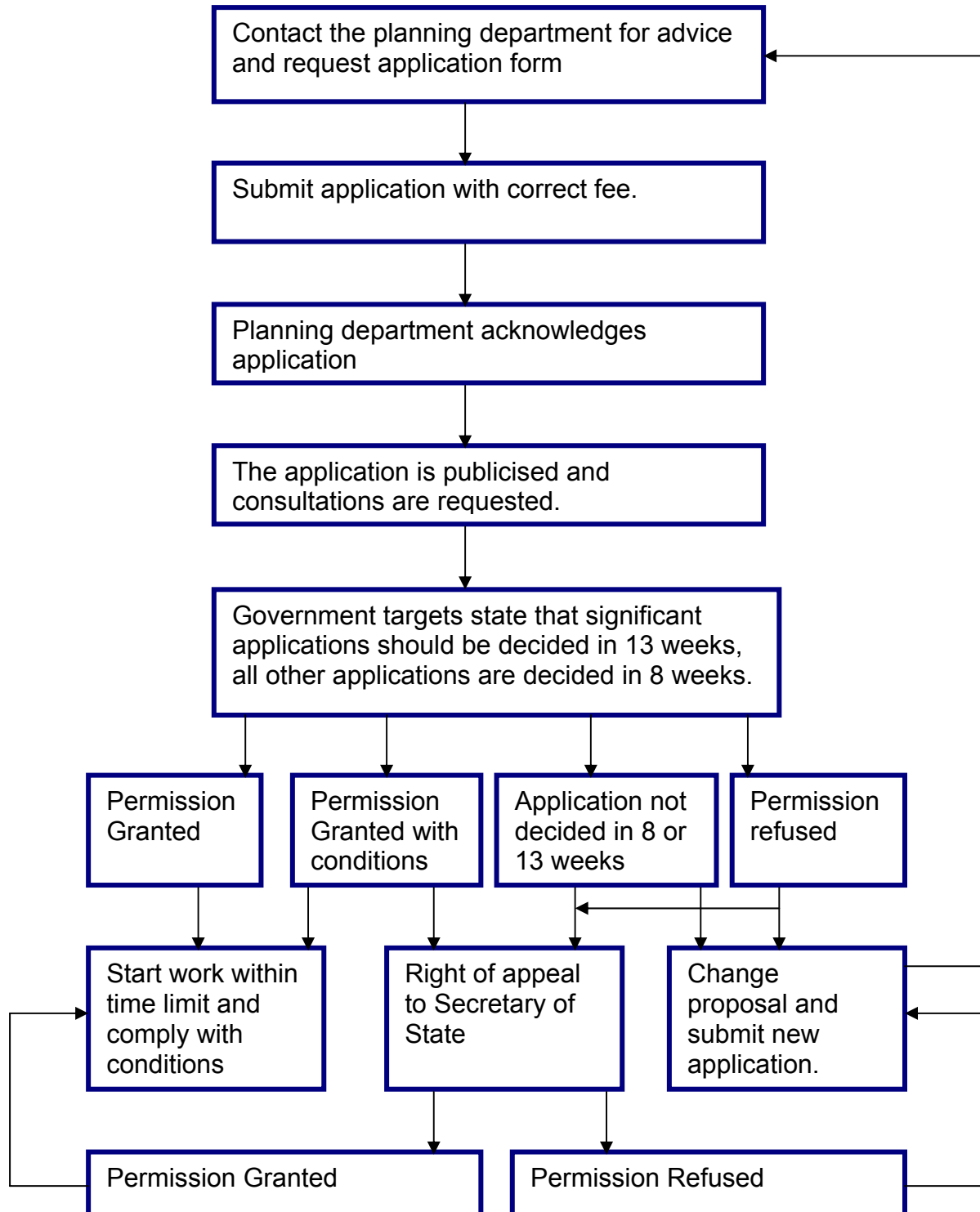
Please note that all comments made at any stage will be available for public inspection.

To comment on this section see questions 2 and 3 on pages 25 and 26.

5 Planning Applications

Our objective is to help people to become involved in considering planning applications through the planning application process. The process is shown in figure 6.

Figure 6: Planning Application Process



- 5.1** For significant applications (those that may cause controversy, be of wider concern, are in sensitive locations or of a larger scale) the council can use a 'development team' approach if requested by the applicant. This co-ordinates the work from all relevant services to help applicants through the application process.

The development team will provide advice and guidance to potential applicants before an application is submitted, throughout the application stage and after a decision has been made. We will provide reliable information to applicants, people who object and other interested parties.

For all other applications we have a dedicated enquiry team who provide advice and guidance to people before they submit an application.

5.2 Consultation before Planning Applications are Submitted

Significant Applications - We value and encourage discussions with potential applicants before an application is submitted. These discussions provide advice and guidance to applicants, which can help to avoid unnecessary costs if an application is aborted and ensures that applications are submitted with enough relevant information to allow us to make a decision.

We encourage developers to carry out consultation with the community and interested parties about their proposals before submitting a planning application. If required we will advise on the people, groups and organisations that should be consulted. (Figure 1 provides guidance on options for consultation.)

When applicants submit a planning application with supporting information, we will also ask them to provide a statement describing the extent of community consultation undertaken, the outcome of the consultation, and any amendments made to the proposal as a result.

All other applications – we encourage all applicants to be open about their development proposals and to consult with neighbours and other interested parties. Details of these discussions should be included with applications where possible.

We will not reject a valid application because we disagree with the way in which an applicant has consulted the community or because there has been no consultation. However if the applicant does not consult this could lead to objections being made at a later stage which could delay the processing of the application.

5.3 Consultation on planning applications

The Town and Country Planning General Development Procedure Order 1995 (GDPO) sets out how council's must publicise planning applications. This law says council's must either:

- ◆ Post a site notice visible to the public or;
- ◆ Write to occupiers or owners of adjoining properties.

Additional publicity is required for some categories of planning application, which are defined in the General Development Procedure Order (GDPO) and for other types of application, such as listed building consent.

The council must publicise these applications by:

- ◆ Displaying a site notice in at least one place on or near the development site for at least 21 days and;
- ◆ Advertising in a local newspaper.

Depending on the type of development being proposed, the council has to consult those statutory bodies set out in Appendix 2.

All planning applications and ¹reserved matters submissions are publicised by one or more site notices. Where required by the General Development Procedure Order, we must also place a notice in a newspaper circulating in the local area. In addition where applications are close to a residential property, we will deliver letters to houses that may be affected by the development. For planning applications about advertising hoardings we also place site notices if these would affect the setting of a listed building or conservation area.

If we receive amended or additional plans for an existing application, we may need to carry out further publicity depending on the significance of the changes or additions made.

Each week we send a list of all applications received to town halls, parish councils, libraries, Kirklees Information Points, the local press and also publish these on the council's website. Anyone can comment on an application by letter, e-mail or using an online form on our website.

The council runs an Access Group, which meets every two weeks. The group comments on accessibility issues relating to non-domestic planning applications. This ensures that applicants consider access arrangements at an early stage and that proposals comply with Part M of the Building Regulations, Access to and Use of Buildings (2004 edition) and Planning and Access for Disabled People: A Good Practice Guide (2003). You can view both documents on the Internet at www.odpm.gov.uk.

5.4 What Happens to your Comments?

We take into account all comments received on a planning application when making a decision. We will also acknowledge receipt of a comment if a self-addressed enveloped is included with a letter. We keep comments on file and the public can contact us to view these.

¹ Reserved Matters Submission – details which may relate to the design, external appearance, siting, means of access and landscaping where outline planning permission has been granted.

5.5 Decisions on Planning Applications

The council's Delegation Agreement allows decisions on most planning applications to be delegated to senior officers. However some categories of application are reported to Planning Sub Committee because of their size, nature or at the request of ward councillors.

The council has two Planning Sub Committees, which meet every four weeks. The sub committee for the Heavy Woollen Area normally meets at Dewsbury or Batley Town Hall and the sub committee for the Huddersfield Area meets at Huddersfield Town Hall. The public can attend sub committee meetings to observe how planning decisions are made.

People can speak about an application at a sub committee but must comply with the guidance notes for public speaking at committee. You can read this guidance on our website at www.kirklees.gov.uk/planning

5.6 After the Council has made its Decision

Each week we send a list of all applications, which the committee has decided upon to town halls, parish councils, libraries, Kirklees Information Points, the local press and also publish these on the council's website. We will also inform those who have made written comments on applications of the decision either by letter or by an advertisement in a newspaper distributed in the area.

5.7 Further Information

As part of the council's plan to make greater use of new communications technology, we intend to use our website and other channels to reach and involve more people in decisions about planning applications. Applications can already be made online and in the near future people will also be able to view these applications on our website. This will ensure that details of applications are more widely available to people with internet access at home and through public computers in the proposed Library and Information Centres.

We have produced leaflets explaining how the public can get involved in the planning process. These are:

- ◆ How we deal with planning applications
- ◆ Making your views known on planning proposals in Kirklees
- ◆ Appealing against the council's decision on a planning application.

Contact us for copies of these and further documents or visit our website at www.kirklees.gov.uk/planning.

To comment on this section see question 4 on page 26.

6 Managing Community Involvement

When we consider the different ways we can involve people in the planning process, we must also take into account how much this will cost and any other impact on our resources.

6.1 Resources

Staff Resources - We will mainly use employees of the council's Planning Services to involve communities in planning decisions, with help from other council services and the Kirklees Partnership when required. The council has two planning liaison officers whose role is to encourage greater public involvement in the planning process. Where appropriate we will use independent organisations to run or assist with our consultation activities.

To ensure best use of staff resources the council has developed a consultation database. This allows services to collaborate on consultation projects to share staff between consultation projects and to prevent too much consultation work taking place in communities (called 'consultation fatigue'). You can view the council's consultation database on our website at www.kirklees.gov.uk

The council has made a commitment to involving communities and has allocated a budget to support this aim.

6.2 Timetable for Community Involvement

The Local Development Scheme (LDS), which is the three-year project plan for the Local Development Framework (LDF), sets out when each document is likely to be ready for consultation. You can view this on our website at www.kirklees.gov.uk/ldf or by visiting any of the locations where information on the LDF is available (see 4.3 above).

6.3 Monitoring and Review

We will continue to review this Statement of Community Involvement so that we can amend it to reflect the changing needs of the community. The Annual Monitoring Report (AMR), which is part of the LDF process and will help us to decide if the Statement of Community Involvement (SCI) needs to be updated in response to changing circumstances.

We may review parts of the SCI if we receive complaints about the way we carry out consultation, for either the LDF process or planning applications.

A complete review of the SCI may take place if we find:

- ◆ the consultation methods do not successfully involve people in the Local Development Framework process;
- ◆ any major problems with our consultation methods for planning applications.

We will distribute evaluation forms to respondents after major consultation events to find out how effective our consultation methods were and what improvements people think we should make.

We will also monitor consultation carried out by developers and evaluate this against the council's standards so that we can improve our advice to developers.

We value your comments so please tell us what you think about this Statement of Community Involvement (SCI). If you wish to use additional sheets please attach these to this form.

Our Ref _____

Title: _____ Surname: _____ Initial: _____

Organisation: (if applicable) _____

Address: _____

Postcode: _____

1. Do you think the methods of consultation set out in section 2.6 Figure 1 in the SCI are suitable for involving communities in planning decisions?

Yes No

If No what other methods would you suggest?

2. a) Do you feel that the SCI clearly sets out when you can be involved in the Local Development Framework (LDF) process?

Yes No

If No can you suggest what we can improve?

b) Do you feel that the SCI clearly sets out how you can be involved in the LDF process?

Yes No

If No could you suggest any techniques that you think would improve your involvement.

3. Does the SCI clearly show how your feedback will be used in the preparation of the LDF documents?

Yes No

If No how can you suggest what we can improve?

4. a) Do you feel that the SCI clearly sets out when you can be involved in the planning application process?

Yes No

If No can you suggest what we can improve?

b) Do you feel that the SCI clearly sets out how you can be involved in the planning application process?

Yes No

If No can you suggest any techniques that you think would help you to become involved.

5. Please outline any additional comments you have regarding the Statement of Community Involvement (please state the section you are referring to). Please attach additional sheets as required.

Please tick if you would like to be kept involved in the LDF process.

The council will use the information you supply to help decide how we should consult on the Local Development Framework (LDF). Your responses will be held on a database and be available for public inspection, upon request until the LDF is adopted.

APPENDIX

Appendix 1 - Glossary

AAP	- Area Action Plans
AC	- Area Committees
AMR	- Annual Monitoring Report
BME	- Black and Minority Ethnic
CS	- Community Strategy
DPD	- Development Plan Documents
EIA	- Environmental Impact Assessment
LDD	- Local Development Document
LDF	- Local Development Framework
LDS	- Local Development Scheme
LPA	- Local Planning Authority
LSP	- Local Strategic Partnerships (e.g. Kirklees Partnership)
ODPM	- Office of the Deputy Prime Minister
PARSOL	- Planning and Regulatory Services Online
RSS	- Regional Spatial Strategy
SA	- Sustainability Appraisal
SCI	- Statement of Community Involvement
SEA	- Strategic Environmental Assessment
SPD	- Supplementary Planning Documents
UDP	- Unitary Development Plan

Appendix 2 - Consultees

Statutory Consultees

- ◆ Regional Planning Body
- ◆ Regional Development Agency
- ◆ Adjoining local planning authorities
- ◆ The Countryside Agency
- ◆ The Environment Agency
- ◆ The Highways Agency
- ◆ The Historic Buildings and Monuments Commission for England
- ◆ English Nature
- ◆ English Heritage
- ◆ The Strategic Rail Authority
- ◆ Relevant telecommunications companies
- ◆ Strategic Health Authority
- ◆ Relevant Electricity and Gas companies
- ◆ Relevant water and sewerage undertakers

Government Departments

We will consult with the Government Office for Yorkshire and the Humber. Other Government departments will be consulted as appropriate, including the Home Office, Department for Culture, Media and Sport and the Department for Environment, Food and Rural Affairs etc.

General Consultation Bodies

These 'general' consultation bodies are identified in the Town and Country Planning (Local Development) (England) Regulations 2004. They will be consulted if a Local Development Document is likely to affect them. They include:

- ◆ Voluntary organisations, where some or all of their activities benefit all or part of Kirklees.
- ◆ Bodies representing the interests of:
 - a) Minority ethnic groups
 - b) Different religious groups
 - c) Disabilities groups
 - d) Groups representing local businesses.

Where appropriate, we will consult other organisations when we prepare Local Development Documents, for example, Forestry Commission, Regional Housing Board, Regional Development Agencies.

For a full list of Government Departments, General Consultation Bodies and other consultees, please see Planning Policy Statement 12 Annex E. This is available from the Office of the Deputy Prime Minister's website at www.odpm.gov.uk.

Locations of Local Development Framework Documents for Public Viewing

- 1 Cleckheaton Town Hall**
Bradford Road, Cleckheaton, BD19 3RH
Tel: 01274 335030
- 2 Birstall Information Point**
Market Street, Birstall, WF17 9EN
Tel: 01924 326227
- 3 Batley Town Hall**
Market Place, Batley, WF17 5DA
Tel: 01924 326050
- 4 Heckmondwike Cash and Information Point**
Oldfield Lane, Heckmondwike, WF16 0JH
Tel: 01924 325620
- 5 Dewsbury Town Hall**
1 Town Hall Way, Dewsbury, WF12 8DG
Tel: 01924 324516
- 6 Mirfield Cash and Information Point**
Huddersfield Road, Mirfield, WF14 8BA
Tel: 01925 326500
- 7 Planning Services**
P.O. Box B93, Civic Centre III, Huddersfield
Tel: 01484 221627
- 8 Skelmanthorpe Council Offices**
24 Commercial Road, Skelmanthorpe, HD8 9DA
Tel: 01484 222953
- 9 Holmfirth Cash and Information Point**
Huddersfield Road, HD9 3JP
Tel: 01484 222420
- 10 Meltham Town Hall**
Huddersfield Road, Meltham, HD9 4AG
Tel: 01484 222624
- 11 Marsden Information Point**
20 - 26 Peel Street, Marsden, HD7 6BW
Tel: 01484 845595

