



Statement of Community Involvement Addendum December 2020



Cannock Chase Statement of Community Involvement Addendum 2020

The Statement of Community Involvement (SCI) is produced by the Planning Policy Section of Planning Services at Cannock Chase Council. To order further copies or for information:

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1. Statement of Community Involvement Addendum December 2020

This document provides an addendum to the adopted Cannock Chase Statement of Community Involvement (SCI) 2018. It sits alongside the SCI 2018 and should be read in conjunction with it. The SCI 2018 can be found at the following link:

https://www.cannockchasedc.gov.uk/sites/default/files/cannock_chase_statement_of_community_involvement_2018.pdf

The changes proposed are temporary in nature and this guidance applied initially up to December 31st 2020. The Secretary of State proposed changes to the regulations on 1st December 2020 to come into force 24th December 2020 to define the 'relevant period' to be 31st December 2021. This will be the point when the Statement of Community Involvement 2018 will be reinstated.

2. Introduction

The aim of an SCI is to make the planning system accessible to a wide range of people, leading to communities being well informed about how and when they are able to take part in the planning process. This is intended to result in greater participation and a more efficient and inclusive decision-making process. Clearly, the scale of community involvement in the planning system has to reflect the resources the Council has available and the guidance in force at the time. To ensure the most efficient use of resources the approaches used have sought to make use of existing established networks wherever possible and to conform to regulations.

Following the outbreak of Covid19, the government published guidance in May 2020 [[The Town and Country Planning \(Local Planning\) \(England\) \(Coronavirus\) \(Amendment\) Regulations 2020](#)] and subsequent amendments, encouraged Local Authorities to ensure planning processes continued moving forward. Local Authorities were also advised to review their Statement of Community Involvement and incorporate temporary changes that would control the spread of the virus and protect the health of communities and Local Authority officers but allow the process of plan making to continue and maintain the Council's decision making processes

The new regulations will have an impact on the way planning services are delivered as well as the way the Council's engages with the community. This SCI Addendum will set out the temporary changes that are necessary to reflect current Government guidance and advice.

A notification will be issued in relation to the publication of this addendum on the Council website, to those registered in the Council's planning policy database and also in the local press. For details of how we process your personal data please view our privacy notice at:

<https://www.cannockchasedc.gov.uk/council/about-council/data-protection/data-protection-privacy-notice>

3. Local Plan

Local Authorities are encouraged to continue to engage with their communities and stakeholders to progress plans. In doing so, certain adjustments will be required to observe restrictions put in place related to Covid19. These adjustments in relation to the Local Plan are set out below:

The Council will:

- Place relevant documents on the Council website together with any supporting information needed to enable people to understand what they are being asked to comment on;

- Contact specific, general and other consultees who may have an interest in the document and invite to make representations, advising where and when the relevant material can be accessed, how copies can be obtained, the closing date for representations and where access and where to send any representations;
- Issue adverts and/or press releases to local newspapers circulating in the area, as appropriate, advising where the relevant material can be accessed, how copies can be obtained, the closing date for representations and where to access representation forms and where to send any representations, and use the Council's website, Chase Matters magazine and social media channels to raise awareness of consultation stages.
- Make available Plain English summary documents and/or leaflets as appropriate;
- Provide appropriate advice and information to the public as requested observing social distancing guidelines at the time;
- Produce a report summarising consultation methods, representations made and Council responses (whether requiring a change to the plan or not) and make available on the Council's website before proceeding with a subsequent version of the plan and/or further consultation.

The Council will temporarily suspend the practice of making available all relevant material for inspection at the Council Civic Centre in Cannock or at libraries and other public venues.

The Council's website will be the primary source for consultation documents and an email address and phone number for the Planning Policy Team will be provided for visitors to the website to obtain further information or assistance.

The Council will endeavour to provide alternative methods of engagement including (where appropriate technology is available), virtual presentations and telephone appointments and video conferencing with individuals. In addition, where social distancing is observed, meetings with organisations can be arranged where each individual participant is in a secure, safe and Covid19 compliant location.

4. Development Control

Forms of Notification of Planning Applications

1. Newspaper advertisement

The following categories of application are publicised by way of newspaper advertisement:-

- I. Applications including an Environmental Statement.
- II. Departures from the Development Plan.
- III. Applications affecting public rights of way.
- IV. Major applications
- V. Applications for Listed Building consent.

VI. Applications for development affecting the setting of a Listed Building or a Conservation Area.

2. Site notices

The Council will continue to erect site notices however the guidance published May 2020 provide flexibility on the publicity of planning applications and where restrictions impact on the display of site notices the council will notify anyone that is likely to have an interest in a planning or listed building consent application through a notice on the council website.

3. Notification by letter

Occupiers of properties, whether residential or business or community services (e.g. schools, churches, community halls) are notified by letter of all application categories with the exception of Non-Material Minor Amendments and Lawful Development Certificates. Notification by letter involves those neighbouring properties directly adjoining the application site boundary.

Content of notification letters and newspaper advertisements

All the published material contains a description of the application, where it can be accessed, the timescale for responses and the offer of an appointment with the case officer to discuss the matter via telephone or video conference. Information is also given about the Council's Consultations Charter relating to planning applications, a copy of which is enclosed with the notification letters.

Responding to Publicity about Applications

All comments which people wish to be taken into account in the decision making process need to be made in writing either by letter, email or by completing a comments form that can be accessed from the Council's website. Representations should be received within 21 days once notice of a planning application has been published.

Timescale for responses

21 days is allowed for responses to initial notification of applications and a minimum of 10 days for re-notification on amendments.

Consultation on Planning Applications and other applications submitted under the Town and Country Planning Acts

This part of the process includes both the statutory requirements for consultation prior to decision being made on applications, most of which are included in the Town and Country

Planning (Development Management Procedure) (England) Order 2015, and non-statutory consultation with organisations with expertise to contribute to the process.

Planning Control Committee

Temporary arrangements have been put in place to hold Planning Committee meetings remotely while Covid19 restrictions are in place. The Council's website provides details of meetings including agenda and reports, instructions as well as passwords to access the meeting via internet or by telephone. These details will be available a week before the meeting is scheduled. Speakers are still able to address Committee via these methods.

5. Neighbourhood Plans

Revised guidance in respect of Neighbourhood Planning can be accessed at the following link:

<https://www.gov.uk/guidance/neighbourhood-planning--2>

In view of the document inspection requirements, the guidance states that no referendums can be carried out until May 2021. This will be kept under review. The Council will continue to support Qualifying Bodies preparing a Neighbourhood Plan.

6. Summary

This Statement of Community Involvement Addendum December 2020 sets out the interim arrangements to maintain community involvement in the planning process. It provides information on how activities will be adjusted to ensure community involvement and consultation is carried out in a safe manner that accords with Covid19 guidance.

The Council may need to amend timetables for document preparation and the Local Development Scheme will be kept under review and updates will be published on the Council's website as necessary.

These arrangements will be kept under constant review to respond to further government guidance to control the impact of Covid19 or revert back to the Statement of Community Involvement 2018 when appropriate.

Contact details for the Planning Policy Team are shown on page 1 of the addendum should further advice or guidance be required.