Oldham Local Plan

Statement of Community Involvement

March 2016

Oldham Council

OLDHAM COUNCIL LOCAL PLAN

The council's Vision for the Statement of Community Involvement (SCI) is that "through a co-operative approach we will enable, empower and encourage all residents and stakeholders of the borough to actively participate in the planning process to help achieve our corporate outcome of safe, strong and sustainable communities".

If you would like further help in interpreting the SCI please contact the Strategic Planning and Information section on the following telephone numbers: 0161 770 1672/4061

You can also email the team on spi@oldham.gov.uk.

All documents connected with the Local Plan and the SCI are available on the council's web site at www.oldham.gov.uk.

To obtain a copy of this document in an alternative format please call 0161 770 4061

1	Introduction	3
2	The Planning System and Community Involvement	4
3	The Council and Community Involvement	6
4	Community Involvement and the Local Plan	10
5	Reporting Back	18
6	Community Involvement in the Greater Manchester Spatial Framework	19
7	Duty to Co-operate	22
8	Community Involvement and Development Management	23
9	Resources and Management of Community Involvement in Planning	29
10	Review and Monitoring	30
	Appendix 1 Consultees on Local Plan and Development Management	31
	Appendix 2 Glossary of Terms	33
	Appendix 3 Contact Details	34
	Appendix 4 Useful Contacts and Websites	35

1 Introduction

1.1 The Planning and Compulsory Purchase Act 2004 requires local planning authorities to prepare a Statement of Community Involvement (SCI). Oldham Council first adopted its SCI in April 2007. It identified how the council would involve the community in the preparation and revision of the Local Plan and the consideration of planning applications. It was then reviewed in 2010 to take account of changes to national planning guidance published in PPS12 in 2008.

1.2 Since the SCI was reviewed and adopted in 2010 there have been further changes to planning guidance, including the Localism Act 2011; the Local Planning Regulations 2012; the deletion of most Planning Policy Statements and their replacement by the National Planning Policy Framework (NPPF) in March 2012. Due to these changes it was appropriate to review the SCI again.

1.3 In addition, the ten Greater Manchester authorities have agreed to produce a joint Greater Manchester Spatial Framework Development Plan Document (GMSF). The GMSF will provide the overarching framework to strategically manage sustainable growth and development across the conurbation over the next twenty years or so. This SCI also sets out how the community and other stakeholders will be involved in the preparation of the GMSF.

2 The Planning System and Community Involvement

2.1 A key part of the Local Plan is the 'Statement of Community Involvement' (SCI), which sets out how the council will involve the community in the preparation and revision of the Local Plan and the consideration of planning applications.

2.2 This SCI defines 'community' as all stakeholders with an interest in the future development of the borough, which includes the general public, community and interest groups, organisations, businesses, land owners, developers, consultants and statutory consultees.

2.3 The SCI outlines the techniques that may be used to engage the community at the various stages of preparation of Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and Sustainability Appraisal/Strategic Environmental Assessment (SA/SEA), as well as the SCI itself. (See Section 4.)

2.4 Opportunities for community involvement on planning applications are outlined in the SCI. (See Section 6.)

2.5 The SCI was first adopted as council policy in April 2007 after an independent examination and public consultation. The Review SCI was then required in light of revised Regulations and Guidance that was published in 2008. Under The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 the Review SCI was not subject to an independent examination and the Review SCI was adopted as council policy in July 2010 and superseded the 2007 SCI.

2.6 This update to the SCI is required due to the fact that there have been a number of changes to planning guidance, including: the Localism Act 2011; the Local Planning Regulations 2012; the deletion of most Planning Policy Statements and their replacement by the National Planning Policy Framework (NPPF) in March 2012.

2.7 In addition, this SCI also sets out how the community and other stakeholders will be involved in the preparation of the Greater Manchester Strategic Framework (GMSF).

2.8 All DPDs and SPDs that are prepared will have to take account of and comply with the SCI.

2.9 A 'Statement' will have to be published for each DPD, showing how it meets the requirements outlined in the SCI, when it is submitted to the Secretary of State.

2.10 All planning applications that are determined by the council will also have to meet the requirements outlined in this SCI.

2.11 This SCI has taken account of the following Government legislation and guidance:

a. Planning and Compulsory Purchase Act 2004;
b. Town and Country Planning (Local Development) (England) Regulations 2004 (as amended in 2008);
c. The Localism Act 2011;
d. Local Planning Regulations 2012; and
e. National Planning Policy Framework and Guidance

2.12 The SCI covers the whole borough except that part which falls within the Peak District National Park.

3 The Council and Community Involvement

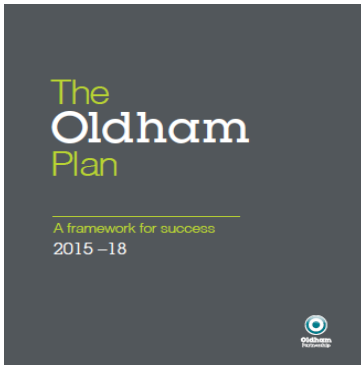
OUR AMBITION FOR THE BOROUGH

3.1 The Local Plan is closely related to the family of strategies that outline the long-term ambition for the borough and the council, which are set out below.

THE OLDHAM PLAN

3.2 The Oldham Plan is the overarching strategy for Oldham as a place, developed and agreed by the Oldham Partnership. It sets out the high level ambitions and priorities for Oldham based on a strong evidence base. The Plan's Vision is '*to be a place of ambition where people and communities flourish'.* This is underpinned by three priority outcomes:

1. Investment, skills and good quality jobs;
2. Resilient and co-operative people and communities who flourish and cope well with change; and
3. Healthy, happy and confident people and communities.



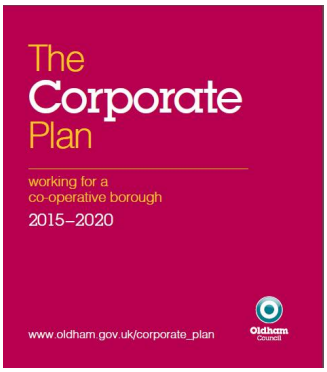
3.3 It is imperative that the Local Plan is shaped for the place and people. By aligning the Local Plan to the Oldham Plan, we can ensure that it does its bit to enable and support the achievement of these priority outcomes.

THE CORPORATE PLAN

3.4 The Corporate Plan outlines both the council's contribution to achieving the Vision and outcomes outlined in the Oldham Plan, as well as the priority areas of focus and delivery for the organisation.

3.5 Our corporate ambition is *'To deliver a co-operative future where everyone does their bit'* which complements the stated intention in the Oldham Plan to 'build on our co-operative approach' and 'create a borough where everyone does their bit and everyone benefits'.

3.6 This vision is underpinned by three corporate objectives, closely aligned to the priority outcomes in the Oldham Plan, which each have a defined set of outcomes.



Corporate Objectives	Priority Outcomes
A productive place where business and enterprise thrive	Open for business; A regenerated borough; A working borough.

Corporate Objectives	Priority Outcomes
Confident communities where everyone does their bit	Confident and involved; Healthy communities; Safe, strong and sustainable communities.
A co-operative council delivering good value services to support a co-operative borough	Getting the basics right; Responsible with resources; Reformed and empowered public services.

3.7 The Local Plan is critical to the achievement of our outcomes for the borough, particularly in terms of creating a place where business and enterprise thrive and enabling confident communities.

OUR VALUES

3.8 The Corporate Plan outlines the council's clear set of values that outline how we do business. We share these borough-wide with our residents, partners and businesses:

- Fairness - We will champion fairness and equality of opportunity, and ensure working together brings mutual benefits and the greatest possible added value. We will enable everyone to be involved.
- Openness - We will be open and honest in our actions and communications. We will take decisions in a transparent way and at the most local level possible.
- Responsibility - We take responsibility for, and answer to our actions. We will encourage people to take responsibility for themselves and their actions. Mutual benefits go hand-in-hand with mutual obligations.
- Working Together - We will work together and support each other in achieving common goals, making sure the environment is in place for self-help.
- Accountability - We recognise and act upon the impact of our actions on others, and hold ourselves accountable to our stakeholders.
- Respect - We recognise and welcome different views and treat each other with dignity and respect.
- Democracy - We believe and act within the principles of democracy, and promote these across the borough.

3.9 Internally we have translated these values into five co-operative behaviours which outline the priority areas of focus for staff at all levels across the borough:

a. Working with a resident focus
b. Support local leaders
c. Committed to the Borough
d. Take ownership and drive change
e. Deliver high performance

3.10 By living our values and behaviours we will deliver the change we need to meet our vision of building a co-operative borough.

3.11 Our approach to community involvement should genuinely embody these values and behaviours. In terms of community involvement we are particularly keen to promote working with a resident focus. This means we will:

Live our behaviour through:
Building trust - getting the basics right first time, every time
Delivering great customer service working together with residents and businesses to "do our bit"
Thinking from a resident's perspective and taking a flexible approach to supporting them
Correcting problems promptly and without getting defensive
Leading our behaviour through:
Role modelling how to engage and empower residents.
Shaping our services around the needs of residents and the borough
Embedding a resident focused culture.

THE LOCAL PLAN AND THE OLDHAM PARTNERSHIP

3.12 The Oldham Partnership brings together proactive and engaged public, private, voluntary and community organisations in Oldham. All of these partners share the common vision 'to make Oldham a place of ambition' and are committed to working with each other and with the people of Oldham to create a productive place with healthy, aspirational and sustainable communities. It is more than a partnership of organisations but a body which is responsible for leading and championing Oldham, not just at the borough level but at the city region and beyond.

3.13 The Oldham Leadership Board is the governing body of the Oldham Partnership. It comprises of public sector chief executives, key elected members, business and community and voluntary sector leaders.

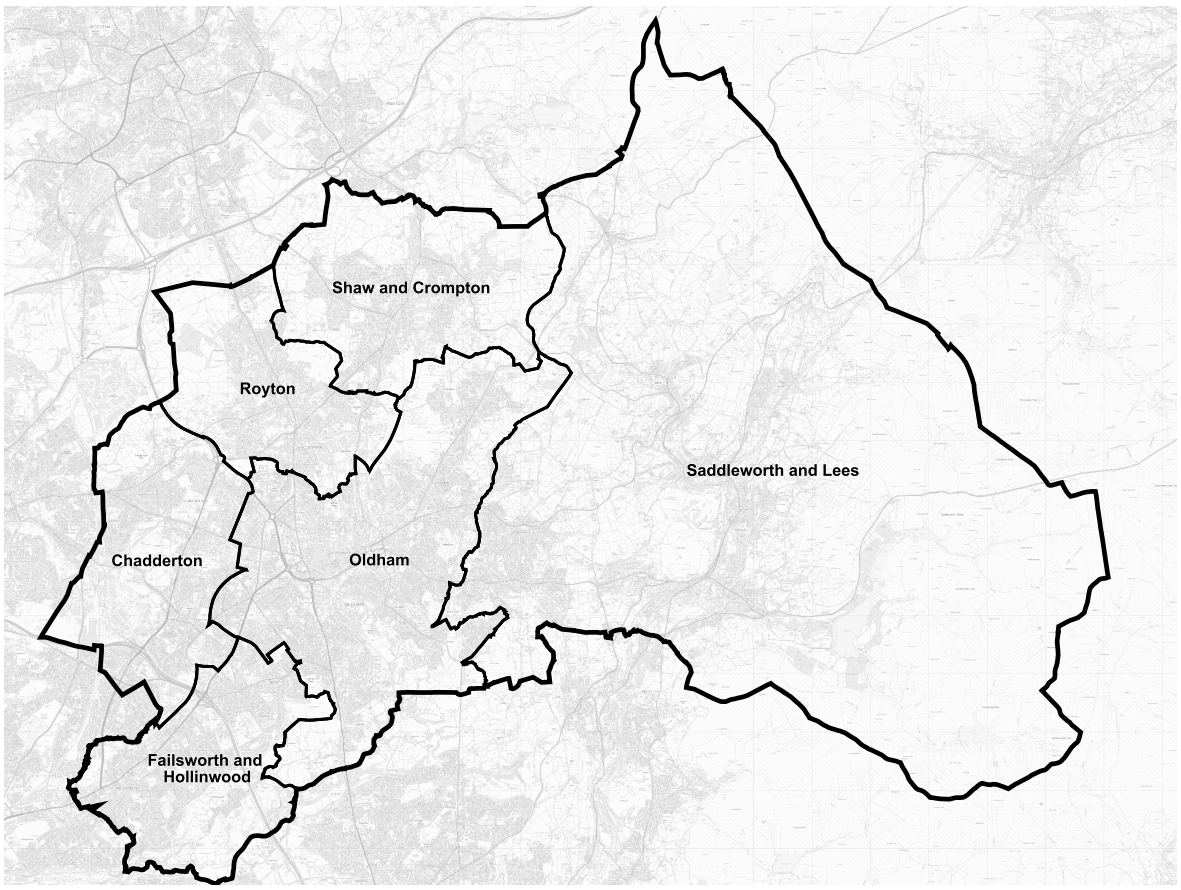
3.14 The Oldham Partnership will be used as a mechanism to engage with key stakeholders as part of the consultation process for the Local Plan.

3.15 In developing the Local Plan, the council will endeavour to undertake, where appropriate, joint working with organisations represented on the Oldham Partnership, so as to maximise resources and reduce consultation fatigue. The Oldham Partnership has a proven track record in engaging stakeholders and members of the community on a range of social, economic and environmental issues facing local communities.

DISTRICT EXECUTIVES

3.16 The District Executive is made up of the Councillors who represent the areas (or wards) within the Districts.

Oldham Council's District Executives



3.17 The District Executive comes together regularly to make decisions about things that affect local people and to agree the priorities which form the District Plan. The District Executive is led by the Chair who is supported by the Vice Chair. The Chair and Vice Chair champion the interests of the district at a borough-wide level and support many important events and initiatives throughout the district.

3.18 In developing the Local Plan, the council will endeavour to undertake, where appropriate, joint working with the District Executives (including the Parish Council's) so as to maximise resources and reduce consultation fatigue.

4 Community Involvement and the Local Plan

WHAT PLANNING POLICY DOCUMENTS ARE THERE?

4.1 There are two types of Local Plan documents and depending on the type of document these may form part of the Local Plan or provide additional guidance for implementing policies. The two types of Local Plan documents are:

4.2 **Development Plan Documents (DPDs)**, which include documents relating to the development and use of land and which contain the statutory planning policies which guide future development. DPDs form part of the Local Plan. The DPDs we have in place in Oldham are the Joint Core Strategy and Development Management Policies DPD (including some saved Unitary Development Plan policies), Greater Manchester Joint Waste DPD and the Greater Manchester Joint Minerals DPD.

4.3 **Supplementary Planning Documents (SPDs),** which provide greater detail on the policies and proposals in DPDs. SPDs are not part of the Local Plan but support Local Plan policies and are a material consideration in planning decisions.

4.4 In addition, the Localism Act introduced Neighbourhood Plans. Further information on Neighbourhood Plans can be found below at paragraphs 4.23 and 4.24.

4.5 Other documents include:

- Oldham Council's Local Development Scheme (LDS) which is the project plan for the Local Plan and sets out details of the planning documents to be prepared and their timescales.
- Oldham's Monitoring Report is the main mechanism for assessing the Local Plan's performance and effects.
- The council's Community Infrastructure Levy (CIL) Preliminary Draft Charging Schedule. CIL is a charge that is levied on new development floorspace and is intended to contribute towards the provision of infrastructure. There are two main stages of statutory consultation: preliminary draft charging schedule and the draft charging schedule. Oldham Council is still examining the viability of CIL in the borough and assessing the findings of the Preliminary Draft Charging Schedule consultation.

DEVELOPMENT PLAN DOCUMENTS - THE PROCESS

4.6 There are four stages in the preparation of DPDs - Preparation, Publication, Examination and Adoption.

4.7 Preparation – This stage involves the gathering of baseline information to assist preparation of the Development Plan Document, evidence base gathering and early engagement with relevant consultation bodies. (Regulation 18)

4.8 Publication– The council will then prepare a Publication/Submission Development Plan Document and Final Sustainability Appraisal Report. It will then be published for consultation along with a statement of representations for at least 6 weeks (Regulation 19). Comments will be invited before it is submitted to the Secretary of State.

4.9 Examination – The Publication/Submission Development Plan Document will be subject to Independent Examination by a Planning Inspector who will test its “soundness". (Regulation 24)

4.10 Adoption – The Inspector will produce a report that will be binding upon the council should the council adopt the plan. The Inspector’s report will be published. Any recommended changes would have to be incorporated into the Development Plan Document before the council formally adopts and publishes it. (Regulation 26)

SUPPLEMENTARY PLANNING DOCUMENTS

4.11 There is no set statutory period for public consultation of a SPD, however, the council will normally consult for a minimum of 6 weeks and may choose a longer period if it considers it appropriate (for example over the Christmas/New Year period).

SUSTAINABILITY APPRAISAL AND STRATEGIC ENVIRONMENTAL ASSESSMENT

4.12 A key aim of national planning policy is the delivery of sustainable development. The government’s definition of sustainable development is set out in the National Planning Policy Framework (NPPF). There are five guiding principles set out:

- Living within the planets environmental limits;
- Ensuring a strong, healthy and just society;
- Achieving a sustainable economy;
- Promoting good governance; and
- Using sound science responsibly.

4.13 Under the Planning and Compulsory Purchase Act 2004, a Sustainability Appraisal (SA) is mandatory for a DPD. The council may also choose to prepare a SA for a SPD when appropriate. A SA appraises how a DPD or SPD impacts on economic, environmental and social issues therefore enabling improvements to be made to the Plan where appropriate.

4.14 When preparing DPDs, the council must also conduct an environmental assessment in accordance with the European Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment’. The aim of the Directive is to provide for a high level of protection of the environment and to integrate environmental considerations into the preparation and adoption of plans and programmes, with a view to promoting sustainable development. This requirement for an environmental assessment is met through ‘Strategic Environmental Assessment’ (SEA).

4.15 It is envisaged that the requirements for the SA and SEA can be met through the same process (hereafter referred to as the SA).

4.16 There are several opportunities for community involvement during the stages of the SA of DPDs. These are explained below.

4.17 Pre-production - The council will carry out evidence gathering at this stage. In some instances, where data gaps exist, the community may be an appropriate source of this information.

4.18 Consulting on the Scope of the SA - This consultation stage may also give an opportunity for community involvement, however, these documents will tend to be targeted at key stakeholders depending on the subject being covered by the DPD or SPD. This stage involves consulting on the scope of the SA for five weeks with Natural England, the Environment Agency and Historic England (or any successor bodies).

4.19 Preparation - During the preparation of the DPD, an opportunity for community involvement will also be available. This will be during the development of the DPD options and preferred options. The options are essentially the approaches that the DPD could take. In order to ensure that the widest possible options available are considered at this stage, community involvement is essential.

4.20 Publication - The final opportunity for community involvement in SA is the formal consultation period. For DPDs this is during the publication of the document before it is examined by a Planning Inspector.

NEIGHBOURHOOD PLANS

4.21 The Localism Act introduced the ability for a relevant body (a relevant body means a parish council or an organisation or body which is capable of being designated as a neighbourhood forum) to prepare a Neighbourhood Plan. Neighbourhood Plans, if adopted, form part of the Local Plan. Neighbourhood Plans have the power to promote more development than is set out in the strategic policies of the Local Plan. They must conform with the policies within NPPF and those within the Local Plan, and they will be assessed by an independent examination before going to a local referendum. If a Neighbourhood Plan is approved then the council will adopt it as part of the Local Plan and relevant planning applications will be assessed against it. They can also produce Neighbourhood Development Orders and Community Right to Build Orders.

4.22 As Oldham Council would not be responsible for preparing these documents, the procedures set out in the SCI would not apply. The council does have a statutory role in publicising applications for designation and for publicising consultation through the stages of preparation of a Neighbourhood Plan, Neighbourhood Development Order or Community Right to Build Order. As the authority responsible for running elections, the council would be required to organise an independent examination for the Neighbourhood Referendum at the end of the neighbourhood planning process.

REPRESENTATIONS ON LOCAL PLAN DOCUMENTS

4.23 Representations on a Local Plan document can be made on whether the plan is considered:

- Legally compliant;
- Sound (this is further explained in NPPF www.gov.uk/government/publications/national-planning-policy-framework--2); and
- Complies with the Duty to Co-operate.

4.24 Representations made will be considered in the Inspector's examination of the document. If representations seek changes to the DPD, they should specify the changes being sought to inform the Inspector.

4.25 Any representations made may be considered by the Inspector by way of written representations, although individuals may exercise their right to attend the examination and be heard.

WHO TO CONSULT

4.26 The Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2012, outline the types of 'specific',' general' and 'other' consultation bodies that should be consulted on the Local Plan.

4.27 This SCI does not identify all the separate agencies, organisations or individuals that the council will consult during the plan-making process. It does, however, provide guidance on the type of stakeholder that the council will consult. Appendix 1 lists the types of specific, general and Duty to Cooperate bodies that will be consulted, where appropriate. The specific consultation bodies include the borough's two parish councils – Saddleworth and Shaw & Crompton - who will be consulted at all formal consultation stages during the preparation of the Local Plan.

TALKING TO PEOPLE

4.28 The diverse population of the borough have differing needs that need to be considered when engaging in any consultation exercise. It is recognised that many people and groups that are known about in the borough are marginalised in the planning process. The council's aspiration, as set out in the SCI vision, is that "through a co-operative approach we will enable, empower and encourage all residents and stakeholders of the borough to actively participate in the planning process to help achieve our corporate outcome of safe, strong and sustainable communities". The planning system also places emphasis on community involvement that will work to engage with all groups and individuals including those that may not have traditionally been engaged within the planning processes.

4.29 This SCI defines these groups or characteristics, as:

a. Disabled people (including physical, sensory and learning disabilities);
b. Particular ethnic groups;
c. Gender groups;
d. People of particular sexual orientation/s;
e. People who are proposing to undergo, are undergoing or have undergone a process or part of a process of gender reassignment;
f. People on low incomes;
g. People in particular age groups; and
h. Groups with particular faiths and beliefs.

4.30 Engaging with all communities including those sections of the community that have not traditionally participated in the planning process will ensure that the widest range of views are taken into consideration when forming land use development proposals. The council will arrange for the Local Plan documents to be made available in alternative formats (such as large print, electronically, minority ethnic community languages etc), where appropriate, in order to facilitate understanding of the Local Plan, if requested and resources permitting.

4.31 The council will also comply with appropriate equality legislation when preparing the Local Plan and an Equalities Impact Assessment will be undertaken alongside production of this SCI.

4.32 Equalities Impact Assessments will be undertaken for DPDs and SPDs.

LOCAL PLAN MAILING LIST

4.33 The council has established a mailing list containing details of the specific, general and other consultation bodies and Government Departments specified in the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2012 that will be consulted on the Local Plan (See Appendix 1 for details of the consultation bodies.)

4.34 The mailing list also contains details of individuals and organisations that have specifically requested to be kept informed about preparation of the Local Plan.

4.35 Anyone can be added to, or removed from, the Local Plan mailing list at any time by contacting the council's Strategic Planning and Information section. (See Appendix 3 for contact details.)

CONSULTATION METHODS AND THE LOCAL PLAN

4.36 There are a range of consultation methods that the council could use to engage the community in the preparation of the Local Plan. However, it has to be recognised that different consultation methods may be better suited to engaging different sections of the community. The consultation methods used may also depend on the type of Local Plan document in preparation.

4.37 As a minimum all draft Local Plan documents, will at the relevant formal stages for public consultation with the community benefit from the following approaches to community engagement:

a. Public Notice outlining details of the Local Plan document will be published
b. press release with details of the Local Plan document will be issued.
c. the Local Plan document will be published on the council's website.
d. the Local Plan document will be made available at public libraries.
e. the Local Plan document will be made available at the council's principal offices, i.e. Planning Reception.
f. the Local Plan document will be sent to all relevant Statutory Consultees electronically.
g. all Oldham Council Councillors will be sent a copy of the Local Plan document electronically.
h. the Oldham Partnership will be sent a copy of the Local Plan document electronically.
i. a letter or email will be sent to those relevant parties on the Local Plan mailing list, or those that have expressed a particular interest, explaining that the Local Plan Document is available for consultation.

4.38 Table 1 details the main consultation methods that the council will use as a minimum standard as listed above in paragraph 4.37. It also details the consultation techniques that the council may make use of over and above this minimum, if appropriate and

resources permitting. The table provides a summary of the benefits of each consultation method available to the council and also gives an indication of which section of the community the consultation method could be most appropriate at targeting.

Table 1 Types of Consultation Methods - Benefits and Groups Most likely to Benefit

How we get in touch with people	Benefits	Groups most likely to benefit from consultation method
Consultation Document	Publication of Draft and Submission documents to allow public participation.	All
Statutory Notice / Letter to Statutory Consultees	Legal requirement to notify about document preparation and consultation dates.	Statutory Consultees
Council Website / Limehouse Consultation Portal	Legal requirement. Document made available on the council's website can be accessed 24 hours a day.	General Public. Interested Individuals and Organisations. Agents. Developers. Landowners.
Council Offices	Legal requirement. Document made available at principal council offices during opening hours.	General Public. Interested Individuals and Organisations.
Councillors	Community representatives' input and endorsement for the document.	Councillors
Letter / Email to Parties on Local Plan Mailing List	Individuals and organisations that expressed interest in being informed can easily be notified about document preparation and consultation dates.	Interested Individuals and Organisations. Agents. Developers. Landowners.
Press Release	Notification of document preparation and consultation dates can achieve wide coverage.	General Public. Interested Individuals and Organisations.
Public Libraries	Copies of document can be displayed in local libraries to inform the community.	General Public. Interested Individuals and Organisations.
Council Magazine	"Borough Life" produced every two/three months. Opportunity for articles about Local Plan preparation and consultation dates.	General Public
District Partnerships Meetings	Exhibition about document can be displayed in venues across the borough to generate publicity. Also an opportunity to present to the meeting and respond to queries, if appropriate.	General Public. Interested Individuals and Organisations.

How we get in touch with people	Benefits	Groups most likely to benefit from consultation method
Focus Groups	Meetings of specific stakeholders with relevant interest in area/topic invited to provide input into document.	Statutory Consultees. Agents. Developers. Oldham Partnership. Landowners.
Public Meetings	Meetings with community to provide input into document.	General Public. Interested Individuals and Organisations.
Meetings of Interested Parties	Meetings of stakeholders with relevant interest in area/topic invited to provide input into document.	Statutory Consultees. Interested Individuals and Organisations. Agents. Developers. Landowners.
Survey / Questionnaire	Surveys/questionnaires of general public and stakeholders with relevant interest in area/topic invited to provide input into document.	General Public. Interested Individuals and Organisations.
Exhibition	Exhibition about document can be displayed in venues across the borough to generate publicity.	General Public. Interested Individuals and Organisations.
Leaflets	Leaflets about document can be prepared and circulated around the community to generate publicity.	General Public
Local Plan Helpline	Telephone numbers of council officers available for people wanting details about document.	General Public. Interested Individuals and Organisations.
Oldham Partnership	Partnership structure allows relevant stakeholders to be involved in Local Plan preparation.	Business, Black and Minority Ethnic, Voluntary, Faith, Community groups
Social Media	Where appropriate publicise consultations via the council's Twitter and / or Facebook page.	General Public

WHEN TO CONSULT

4.39 There will be different stages for community involvement in the preparation of Local Plan documents. Each DPD will have formal opportunities for consultation and public participation during the preparation of the draft DPD and the submission DPD stage, whilst each SPD will have formal opportunities for public participation at the draft stage. The council will also encourage `frontloading` consultation, which means that potential participants are to be encouraged to engage as early as possible in the preparation process.

HOW TO COMMENT

4.40 All formal Local Plan consultation documents can now be viewed and comments submitted interactively online during the consultation period via Objective Consultation Portal which respondents will be encouraged to use. To access Objective, please register online at https://oldham-consult.objective.co.uk/portal. The council will also prepare official comments forms for the public participation stages of DPDs. The comments forms will be available in both paper format at all formal deposit points and on the council's website. However, comments will also be accepted by email and letter. (see Appendix 3 for contact details).

5 Reporting Back

5.1 The council will acknowledge all comments submitted at public participation stages about Local Plan documents. Any comments submitted cannot be treated as confidential.

5.2 All comments will be summarised in a 'Public Schedule of Representations Report'. Where changes are being sought to the Local Development Document, a 'Responses Report' will indicate whether or not the council agrees that the Local Development Document should be changed along the lines being suggested before the document is submitted for examination. These two reports may be combined into a single document.

5.3 The Reports will be made available on the council's website as well as in hard copy at the Civic Centre Planning Reception and public libraries as soon as practicable.

5.4 All Local Plan documents will be subject to the approval processes outlined in the Local Plan Scheme of Delegation that has been approved by the full council.

6 Community Involvement in the Greater Manchester Spatial Framework

6.1 The ten Greater Manchester authorities have agreed to produce a joint Greater Manchester Spatial Framework DPD (GMSF). The GMSF will provide the overarching framework to strategically manage sustainable growth and development across the conurbation over the next twenty years or so. Principally, the GMSF will identify the housing numbers and employment floorspace needs and associated infrastructure requirements, as well as identifying the key broad opportunity areas where this growth should be focused. This may have an impact on where housing and employment land is located within Oldham.

6.2 The ten districts have each resolved to delegate the formulation of the GMSF to the Association of Greater Manchester Authorities (AGMA). AGMA will act on the ten districts' behalf on the consultations on the GMSF. This section of Oldham's SCI sets out how the community and other stakeholders will be involved in the preparation of the joint GMSF.

6.3 The Greater Manchester Agreement provides for a directly elected mayor with powers over strategic planning, including the power to create a statutory spatial framework for GM (with a unanimous vote of the Mayor's cabinet). Legislation is required to enable these changes and it is anticipated that the first city region Mayoral elections will take place in early 2017. The governance of the document will transfer from a joint DPD by the ten districts to the GMSF produced by GM Mayor/Greater Manchester Combined Authority. The consultation arrangements will need to be reviewed at this time.

Who will AGMA involve?

6.4 The following groups will be consulted where appropriate:

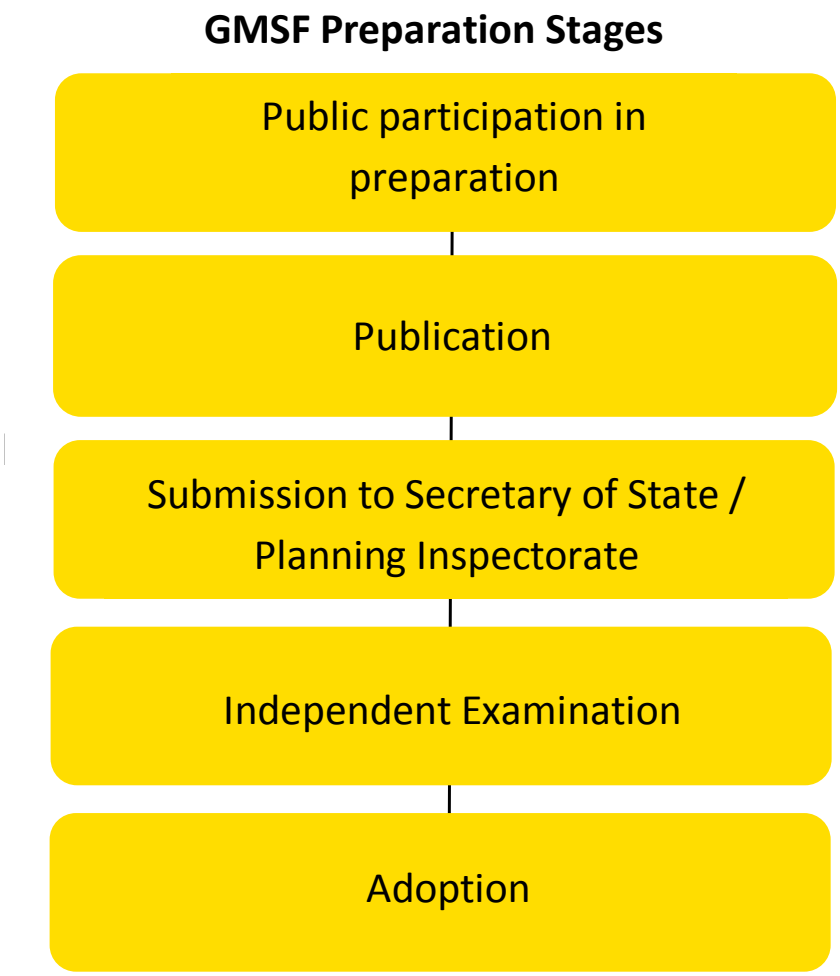
- Specific consultation bodies – organisations that AGMA are required to consult throughout the plan preparation process, including those responsible for services, utilities and infrastructure provision, Parish Councils in and adjacent to Greater Manchester, adjoining councils and government departments, where appropriate.
- Local organisations - community and voluntary bodies with an interest in Greater Manchester.
- Businesses – those with business interests in Greater Manchester and bodies representing the interests of businesses operating in Greater Manchester.
- Landowners, developers and agents – those who have a direct interest in future development and have a major role to play in providing the facilities and services the district needs.
- The general public - those who live in, work in or visit Greater Manchester as well as those who have expressed an interest in the subject matter.

6.5 When will AGMA involve you?

- During preparation, as appropriate, AGMA will invite representations on what the GMSF should contain and also when gathering evidence, identifying the issues and developing the options for addressing the issues. Representations will also be invited on a draft document during a specified time period. Comments that are submitted will be considered prior to the next stage.

- At the publication stage. This is when the proposed submission version of the GMSF is published to allow formal representations to be made for a period of at least 6 weeks on the soundness of the plan and whether it complies with legal requirements. Significantly, only representations made at this stage can be considered at the public examination.

- At the submission stage. The GMSF and associated documents, including all the representations made at the publication stage, will be submitted to the Government (this is not an opportunity to submit additional comments). Following submission an independent inspector will be appointed to undertake a public examination. People who made representations at the Publication stage can appear at the examination.



6.6 How will AGMA involve you?

- AGMA will contact appropriate organisations and individuals directly, by email or by post.

- AGMA will publicise consultations by methods such as the AGMA website and each of the ten districts' websites, press releases, social media, meetings and workshops.
- AGMA will make consultation documents available on the AGMA website and each of the ten districts' websites, at the principal office of each of the ten districts and at selected public libraries.
- AGMA will publish comments received, or a summary of them, as soon as possible and explain how they have been taken into account in preparing the plan.[1]

6.7 If you wish to register your interest in being informed of future GMSF consultations please contact gmsf@agma.gov.uk. Further information about the GMSF is available on the AGMA website: www.agma.gov.uk.

1 The exceptions to this general principle occur at the 'publication' stage of the plan when representations are passed to the independent inspector to consider at the public examination and following the examination when the inspector may consult on proposed modifications to the plan. At these stages we are not therefore in a position to explain how comments have been taken into account.

7 Duty to Co-operate

7.1 The Localism Act requires neighbouring local authorities, groups of authorities and/or other public bodies to work together on planning issues that cross administrative boundaries, particularly those which relate to strategic priorities . The ‘duty to co-operate’ is a statutory requirement for all local planning authorities in relation to the planning of sustainable development.

7.2 Oldham Council will continue to work collaboratively with other bodies to ensure that strategic priorities across local boundaries are properly co-ordinated and reflected in the preparation of the Local Plan. The extent to which the council has undertaken this duty will be scrutinised as part of the independent examination of the local plan. The bodies that will be consulted on under the 'Duty to Co-operate' are listed in Appendix 1.

7.3 In relation to the GMSF, AGMA will ensure that the duty to cooperate with neighbouring councils and other prescribed bodies is met, as set out in law. In doing so AGMA will engage constructively, actively and on an ongoing basis and have regard to their activities so far as they are relevant, in order to ensure that strategic matters are given full consideration in the preparation of the GMSF.

8 Community Involvement and Development Management

8.1 The council is responsible for the processing of all planning applications within the borough. To ensure that people within the borough are aware of proposals and that they have the chance to be involved in decision-making, notification and engagement is vital.

8.2 As well as setting out the ways in which the council will involve the community in the preparation of the Local Plan, the SCI also sets out the ways in which the council will involve the community in the decision making process for determining planning applications.

8.3 The purpose of this section is to set out what the council's decision-making process involves in relation to planning applications and to explain the council's approach to community involvement.

PRE-APPLICATION DISCUSSIONS

8.4 Developers are encouraged to contact the council prior to the submission of a major planning application to discuss a development proposal and any issues that may arise from it. Developers are also encouraged to discuss their proposal with ward councillors and other specific consultation bodies, where appropriate, before submitting a planning application. This has the benefits of allowing relevant issues to be raised and resolved early, providing more time to consider and develop better quality solutions, and removing delay to the formal planning process.

8.5 Entering into pre-application discussions with potential developers does not indicate endorsement by the council for a particular application. It simply enables effective communication between the developer, the council and interested parties.

8.6 Where the council considers a proposal to be of a scale and/or nature that it is likely to generate significant levels of public interest, the prospective developer will be encouraged to engage with ward councillors, the local community (including Parish Council's) and undertake wider consultation.

8.7 The developer will be expected to submit a statement outlining the extent of the consultation completed with the planning application and to explain how the feedback from the consultation process has influenced the submitted scheme.

HOW LONG DOES IT TAKE TO PROCESS PLANNING APPLICATIONS?

8.8 The council aims to process planning applications within the Government's target periods. For example, at least 60% of major planning applications determined within 13 weeks (16 weeks for applications submitted with an Environmental Statement), 65% of minor planning applications within 8 weeks and 80% of other planning applications within 8 weeks.

METHODS OF PUBLICITY

8.9 Consultation and publicity on planning applications does not just involve the public. The council must also consult the appropriate statutory bodies. In deciding which statutory body is consulted, the council must take into account the nature and location of the proposal and the relevant legislative context. Statutory consultees have 21 days

in which to respond, however, they will be allowed a longer period of time to comment on applications where this is prescribed by legislation. There are also a number of non-statutory bodies, which the council will consult in appropriate circumstances. Consultation periods on planning applications will be time-limited because the council is under a duty to meet the targets outlined in paragraph 8.8.

8.10 The statutory requirements for publicity for all planning applications are laid out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.

8.11 There are several stages following the receipt of, and during the processing of a planning application, where the council will instigate community publicity and involvement and these are described below.

8.12 Planning applications and the accompanying plans are available for inspection at the Planning Services reception in the Civic Centre, Access Oldham.

8.13 Copies of new planning applications, including forms and plans, have been available on Oldham Council's website since December 2005.

8.14 A weekly list of all planning applications received by the council is made available and publicised in the following ways:

a. copy emailed to all councillors and groups and individuals who request to be on the mailing list;
b. the council's website (which will seek to continually improve its functionality for users and develop in line with best practice to ensure that it is: more user friendly; up to date; accurate; simple to navigate; and that funding for the required improvements is in place; and
c. printed copies of the weekly list can be provided on request.

8.15 The list will categorise applications by Ward and contain an initial assessment of the level at which the decision will be taken.

8.16 Site Notices are posted on, or near to, the application site in all circumstances and are displayed for not less than 21 days, during which time representations may be made.

8.17 Local press advertisements are undertaken in the following circumstances and normally request that any representations are made within 14 days of their publication:

a. applications with an Environmental Statement
b. departures from the Local Plan
c. applications that affect a right of way as defined by the Wildlife and Countryside Act
d. development affecting the character or appearance of a Conservation Area
e. development affecting the setting of a Listed Building
f. applications for Listed Building Consent or Conservation Area Consent
g. Major Development

Major applications are defined as follows:

a. Residential Development

i. ten or more dwellings; or
ii. on a site of 0.5 hectares or more

b. Other development

i. with a floor space of 1000 square metres or above; or
ii. on a site of 1 hectare or more

c. Mineral applications
d. Waste applications

NEIGHBOUR NOTIFICATION LETTERS

8.18 Letters are sent to all 'adjoining' occupiers in respect of every planning application. 'Adjoining' in this sense means, as a minimum:

a. any properties which share a boundary with the application site
b. in the case of developments or extensions adjoining a highway, properties that are directly across the road from the proposed development
c. in the case of proposals that may have a significant impact on neighbours the notification will be extended to include other properties close by.

8.19 The Development Management case officer will make a judgement as to who will be notified.

8.20 If you comment online about a planning application, either via the council website or by email directly to the case officer, you will receive an electronic acknowledgement.

8.21 Site notices are also displayed where the address details of adjoining properties or land are not known or are unclear.

8.22 Individual occupiers are invited to inspect the application and make written observations within 21 days.

WHEN IS WIDER CONSULTATION NECESSARY?

8.23 In the case of major planning applications, additional methods of publicity may be used to involve the community in the decision making process in addition to the statutory requirements detailed above.

8.24 Government guidance has categorised significant/major developments into three tiers, each of which will require a different level of consultation.

8.25 The categorisation will depend upon the characteristics of the application and its conformity with national and local planning policy.

8.26 The identification of the nature of the planning application allows the council to determine the type and extent of consultation that needs to be undertaken to ensure the residents of the borough are adequately informed and are able to provide comments that inform the decision making process.

8.27 The preparation of the SCI has allowed consideration of the council's current practice for notification and consultation on planning applications. The current practice for many applications is appropriate and will continue.

8.28 The council appreciates that it is very often major planning applications that can, in certain instances, be of concern to the residents in the borough. The SCI seeks to widen its consultation and engagement practices in these instances. However, this needs to be balanced with available resources and be within financial budgets.

8.29 The council will adopt a three-tiered approach in line with Government advice which will set out the framework for those applications that will be subject to wider community involvement. Table 2 intends to set out the approaches to community involvement that may be appropriate in each instance.

Table 2 Approaches to Significant / Major Planning Applications

Approach	TIER 1 - Applications where there are issues of scale and controversy, or are contrary to / out of line with Local Plan policy	TIER 2 - Applications broadly in accordance with the Local Plan but raising controversial issue or detail	TIER 3- Applications of a scale or on a site for which the authority requires local community involvement
Public Meetings	yes	yes	
Public Exhibition	yes	yes	
Development Briefs	yes		
Design Exercises	yes		
Website	yes	yes	yes
Media / Leaflets	yes	yes	yes

8.30 The tiered approach allows the council to set out which of the planning applications that it receives need wider consultation and what degree of wider consultation is appropriate. This will be determined on a case-by-case basis.

Tier Level 1

8.31 Planning applications will be subject to the widest level of community consultation. Appropriate levels of consultation for this tier may include techniques such as public meetings, design type exercises and more wide scale media.

Tier Level 2

8.32 Planning applications in this level will be given 'medium' level wider consultation. Appropriate levels of consultation at this tier may include methods such as general public meetings or exhibitions. The involvement of the community in the area of the proposal will be more appropriate.

Tier Level 3

8.33 These are major developments, which will only have implications at a local level on a site-by-site basis and therefore only the local community near the proposal site need to be involved through consultation.

PROCESS OF INVOLVEMENT

8.34 Where neighbour notification has taken place, the council will not determine planning applications within 21 days of the date of the notification letter. The results of any such notification will be reported and taken into account in decisions made by, and on behalf of, the council.

8.35 Consideration will be given to all representations received later than 21 days provided the planning application has not been determined.

8.36 All representations need to be made in writing, or by email, giving the name and address of the respondent. Anonymous or verbal representations cannot be considered in the determination of a planning application.

8.37 Planning applications will often generate much public interest and lead to a large number of objections. The negotiation stage will often result in the submission of amendments to overcome some of these objections. Re-notification of neighbours on minor amendments which can significantly delay consideration of an application is left to the discretion of the Executive Director and/or Head of Service. Minor amendments are often made to overcome a particular objection or concern so there may be no need to re-notify in such circumstances.

8.38 More significant alterations will require neighbour re-notification. Those persons re-notified will be given a further minimum seven working days to make representations.

8.39 Once a decision has been made on a planning application, legislation allows for subsequent applications to be made to the Local Planning Authority for both material and non-material changes. Where material changes are proposed full consultation and notification procedures will be applied.

DECISION PROCESS

8.40 More than 90% of all planning applications are determined under delegated powers by the Executive Director and/or Head of Service. However, the Planning Committee determines most of the larger, more complex planning applications.

8.41 When ward councillors require a planning application to be determined by the Planning Committee they must submit their request in writing, either by letter or email, to the Executive Director and/or Head of Service, stating the reasons for referral within 21 days of the date of the relevant list of planning applications registered (i.e. the weekly list).

8.42 The Planning Committee meets approximately every four weeks in the Civic Centre at 6.00pm. Members of the public can attend if they so wish.

8.43 If a planning application is going to be considered by the Planning Committee, the council inform the applicant/agent, individuals who were notified and anyone else who submitted comments on the proposal.

8.44 The letter will inform them of the date of the meeting and that they can attend and will have a right to speak at. The council allows one objector and one supporter to speak on each planning application, each for a maximum of three minutes.

8.45 An elected ward councillor can also address the Planning Committee but there is no time restriction placed on how long they can speak for.

8.46 Those wishing to speak at Planning Committee must inform the council's Committee Services Section in advance and by no later than noon on the date of the meeting.

8.47 Planning Committee reports are made available on the council's website five working days before the Planning Committee meeting. Copies of the Planning Committee agenda can also be obtained from the Council's Committee Services Section.

8.48 If any further information has been received in connection with an application in the intervening period between the publication of the agenda and the planning committee date, it will be reported to the committee in a 'Late List' document. This is a public document which is placed on the councils website and copies are available at the meeting.

8.49 At the Planning Committee meeting the Chair will introduce each item and will invite those wishing to speak to do so. The Planning Officer in attendance will then bring any necessary information, in addition to that contained in the report, to the Planning Committee's attention.

8.50 A further discussion by Planning Committee Members will follow but members of the public cannot take part in the debate. A decision will then be made and the minutes of the meeting will be agreed at the next available Planning Committee.

POST APPLICATION

8.51 All decisions relating to planning applications are published on the council's website at www.oldham.gov.uk then click on 'View Planning Applications'.

PLANNING APPEALS

8.52 Only applicants have a right to appeal against a refusal of planning permission, against conditions imposed on a planning approval or after certain time periods against the non-determination of a planning application. There are no third party rights of appeal.

8.53 All individuals and organisations that were notified at the time the planning application was originally submitted and all those who subsequently made comments in relation to the planning application, will be notified in writing of any appeal and of how to make their views known. All letters received by the council will be copied and sent to the Planning Inspectorate.

8.54 Where an appeal is to be heard at a public inquiry the council will also erect a site notice and publicise the details in the press.

9 Resources and Management of Community Involvement in Planning

9.1 There will be resource implications, both financial and staff time, for the council depending on the type of consultation method used for each Local Plan document. The council's planning policy team will lead on the consultation for Local Plan documents with input from other sections of the council and the Oldham Partnership as appropriate.

9.2 The planning policy team currently comprises of five planners. However, it has to be recognised that its workload also encompasses other planning and corporate work in addition to the Local Plan. Therefore the staff resources that will be available for public consultation may vary during the preparation of the different Local Plan documents.

9.3 The planning policy team's budget will include an element for consultations on Local Plan documents.

9.4 The council's Development Management section is responsible for managing the public consultation processes on planning applications as outlined in Section 8.

10 Review and Monitoring

10.1 The council will monitor, through Oldham's Monitoring Report (AMR), the SCI to see how it is performing in terms of involving the community. As part of this the council will evaluate the consultations undertaken in terms of resources used and response rates. The council will also review the success and effectiveness of the various community involvement techniques used and will use the findings to review the appropriateness of the methods and procedures used. If we need to make significant changes to our consultation techniques and methods, we will prepare a new SCI.

10.2 The AMR has to be prepared for each year and covers the previous financial year period.

Appendix 1 Consultees on Local Plan and Development Management

A1.1 These lists of consultation bodies are as complete as can be reasonably expected at the time of writing this SCI. There may be other organisations and groups that exist, that may be formed in the future or may succeed these organisations - they will not be excluded from involvement simply because they are not named here.

Duty to Co-operate Bodies

- Association of Greater Manchester Authorities;
- Calderdale Council;
- Civil Aviation Authority;
- Environment Agency;
- Greater Manchester Combined Authority;
- Greater Manchester Local Enterprise Partnership;
- Greater Manchester Local Nature Partnership;
- High Peak Borough Council;
- Historic England;
- Homes and Communities Agency;
- Kirklees Council;
- Manchester City Council;
- Marine Management Organisation;
- Natural England;
- Primary Care Trust;
- Office of Rail Regulation;
- Oldham Council Local Highways Authority / Unity Partnership;
- Peak District National Park Authority;
- Rochdale Borough Council;
- Tameside Metropolitan Borough Council; and
- Transport for Greater Manchester.

Specific Consultation Bodies

A1.2 The following bodies are specific consultation bodies and will be consulted by the council in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development)(England) Regulations 2012:

- The Environment Agency
- Historic England
- Natural England
- Highways England
- Local Planning Authorities, County Councils or Parish Councils, any part of whose area is in or adjoins the borough
- Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003
- Any person who owns or controls electronic communications apparatus situated in any part of the area of the borough
- Primary Care Trust

- A person to whom a licence has been granted under the Section 6(1)(b) or (c) of the Electricity Act 1989
- A person to whom a licence has been granted under Section 7(2) of the Gas Act 1986
- A sewage undertaker
- A water undertaker
- Coal Authority
- Marine Management Organisation
- Network Rail Infrastructure Limited
- The Homes and Communities Agency

General Consultation Bodies

A1.3 The following bodies are general consultation bodies and will be consulted by the council, where appropriate, in accordance with the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Development) (England) Regulations 2004 and as amended 2008:

- Voluntary bodies some or all of whose activities benefit any part of the borough
- Bodies which represent the interests of different racial, ethnic or national groups in the borough
- Bodies which represent the interests of different religious groups in the borough
- Bodies which represent the interests of disabled persons in the borough
- Bodies which represent the interests of persons carrying out business in the borough

Other Consultees

A1.4 There are a number of other agencies and organisations that the council will also consult with,where appropriate.

Appendix 2 Glossary of Terms

Core Strategy - A Development Plan Document that sets out a long-term spatial vision and strategic objectives for the borough. It also contains a spatial strategy, core policies and a monitoring and implementation framework.

Development Management Policies – These are criteria based policies that are required to ensure that all development taking place within the borough meets the spatial vision and objectives set out in the core strategy.

Local Plan – The Development Plan for the borough consists of saved policies in the Oldham Unitary Development Plan, and/or Development Plan Documents that replace the saved policies.

Development Plan Document - A spatial planning document that is subject to Independent Examination and forms part of the Development Plan. They can include Core Strategy, Site Specific Allocations of Land and Area Action Plans.

Local Area Agreement - A Local Area Agreement is a three year agreement that sets out the priorities for a local area agreed between Central Government, represented by the Government Office, and a local area, represented by the local authority and Local Strategic Partnership (LSP) and other key partners at a local level.

Local Development Document (LDD) – The generic term given to all constituent documents of the Local Plan.

Local Development Scheme (LDS) – A project plan for the preparation of the Local Plan. It is a rolling three year programme which the council should review and update each year.

Proposals Map – A map with an Ordnance Survey base that illustrates the policies and proposals of a Development Plan Document.

Saved policies or plans – Existing adopted plans that are saved for three years or until replaced by a more up-to-date replacement plan.

Statement of Community Involvement (SCI) – This sets out the standards that the council will achieve in terms of engaging communities in the preparation of the Local Plan and development management decisions.

Supplementary Planning Document (SPD) – A Supplementary Planning Document provides additional information in respect of policies contained in the Development Plan Documents. It is not subject to Independent Examination and does not form part of the Development Plan, although it can be a material consideration when determining planning applications.

Appendix 3 Contact Details

LOCAL PLAN

If you require further information about the Local Plan, including the Statement of Community Involvement, please:

a. Visit the council's website at http://www.oldham.gov.uk/living/planbuildmatters/planning-lds.htm or
b. Visit the objective consultation portal at https://oldham-consult.objective.co.uk/portal
c. Contact the council's planning policy section at:

Address:

- Oldham Council
- Cooperatives and Neighbourhoods
- Room 310, Level 3
- West Street
- Civic Centre
- Oldham
- OL1 1UG

Telephone: 0161 770 4061/1672

Fax: 0161 770 5172

Email: spi@oldham.gov.uk

DEVELOPMENT MANAGEMENT

If you have any queries relating to planning applications, please contact the Development Management section at:

Address:

- Oldham Council
- Cooperatives and Neighbourhoods
- Room 310, Level 3
- West Street
- Civic Centre
- Oldham
- OL1 1UG

Telephone: 0161 770 4105

Email: planning@oldham.gov.uk

Appendix 4 Useful Contacts and Websites

Table 3 Useful contacts and websites

Contacts	Websites
Department for Communities and Local Government	https://www.gov.uk/government/organisations/department-for-communities-and-local-government
Association of Greater Manchester Authorities	http://www.agma.gov.uk/
Planning Inspectorate	www.planning-inspectorate.gov.uk
Planning Portal	www.planningportal.gov.uk
Royal Town Planning Institute	www.rtpi.org.uk