

# Wyre Forest District Council Local Development Framework

## Consultation Plan for:

- Site Allocations and Policies Preferred Options Development Plan Document
- Kidderminster Central Area Action Plan Preferred Options Development Plan Document
- Draft Churchfields Masterplan Supplementary Planning Document



**May 2011**



**Wyre Forest District Council**

**Wyre Forest District Local Development Framework**  
**Consultation Plan for Preferred Options Consultation on Site Allocations**  
**and Policies and Kidderminster Central Area Action Plan DPDs**  
**and the Draft Churchfields Masterplan SPD**

**1. Background**

- 1.1 It is a cornerstone of the Local Development Framework (LDF) planning system that communities and stakeholders should be able to influence the matters addressed in planning policy and have their views considered explicitly in the production of the Local Development Documents (LDDs) which make up the LDF. Between 26<sup>th</sup> May and 8<sup>th</sup> July 2011 the District Council will undertake a consultation on the Preferred Options for both the Site Allocations and Policies and the Kidderminster Central Area Action Plan DPDs as well as the Draft Churchfields Masterplan SPD.

**2. Adopted Statement of Community Involvement Requirements**

- 2.1 The District Council adopted its Statement of Community Involvement (SCI) in April 2006. It sets out the Council's policy for involving the community in the planning process through the preparation and revision of the Local Development Framework portfolio of documents. The SCI sets out how the Council intends to involve all sections of the community and provides guidelines and minimum standards to involve the community, interest groups and stakeholders in the production of Local Development Documents.

- 2.2 Paragraph 5.4 of the SCI states:

“The preparation of DPDs will be front loaded through facilitating early involvement and informal consultation in order to obtain the views of the stakeholders and the community. This will ensure that the community will have a real input into the evolution of DPDs.”

- 2.3 The Adopted SCI also sets out how the District Council will engage stakeholders and the community in the preparation of Supplementary Planning Documents (SPDs). The measures are similar to those for DPDs, however, in addition, the SCI states that the documents will be placed in community centres and Post Offices in those areas covered by the proposals.

2.4 The Town and Country Planning (Local Development) Regulations 2004, and the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2008 set out a list of specific statutory consultation bodies to be consulted. The comprehensive list of specific and general consultees is attached at Appendix 1. It should be noted that this represents a fluid list and is continuously subject to changing circumstances.

### 3. Targeting Consultation and Appropriate Methods

3.1 The following methods of consultation are identified in the SCI for consultation on the Preferred Options Papers under revised Regulation 25. These methods are also equally valid for undertaking consultation on draft SPDs under Regulation 17..

<b>Proposed Consultees (as identified in Appendix 1)</b>	<b>Methods of Consultation</b>
<ul style="list-style-type: none"> <li>• Specific Consultation Bodies</li> <li>• Government Departments</li> <li>• General Consultation Bodies</li> <li>• Local Strategic Partnership Members</li> <li>• Other Consultees</li> <li>• Hard to Reach Groups</li> <li>• General Public</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Notice</li> <li>• Press Releases</li> <li>• Notification letters/e-mails</li> <li>• Publication on website</li> <li>• Deposit venues</li> <li>• Summary leaflets</li> <li>• Exhibitions</li> <li>• Workshops</li> <li>• Public Meetings</li> <li>• Planning for Real</li> <li>• Site Notices</li> </ul>

#### 4.1 Involving Harder-to-reach Groups

4.1 Hard to reach groups are identified under Category E4. The District Council recognises that these groups in particular may have different levels of access to information and therefore may find it harder to get involved in the decision making process.

### 5. Exhibition Specifics

5.1 Paragraph 8.2 of the Adopted SCI states:

“Public exhibitions will continue to play a key role in involving local communities. The District Council will organise exhibitions in the three main towns and in the local villages (where appropriate) at the early stakeholder involvement and publication of preferred options stages of the Core Strategy, Development Control Policies and Site Allocations and Policies DPDs. More specifically, local area exhibitions will be particularly useful when developing the AAP for Central Kidderminster”

5.2 During the 6 week public consultation phase on the Site Allocations and Policies and Kidderminster Central Area Action Plan Preferred Options Papers a number of exhibitions will be held in each of the District’s three towns. Although the Adopted SCI does not require exhibitions to be undertaken for SPDs, the exhibitions will be used to promote consultation on the Churchfields Masterplan Draft SPD also. Display boards will be erected at the exhibitions and copies of the consultation documents will be made available for viewing along with other materials. The exhibition will allow the public to view the Site Allocations and Policies and Kidderminster Central Area Action Plan Preferred Options and the Draft Churchfields Masterplan SPD in more detail and post comments. Staff will also be on hand to discuss the proposals and answer any queries raised by the public. In addition members of the Planning Policy team will be available to speak with in person at the Kidderminster Hub at various times during the consultation period.

### 5.3 Exhibition Plan

- Saturday 28<sup>th</sup> May 2011 – Stall at Kidderminster Market, 10-4
- Saturday 4<sup>th</sup> June 2011 – Bewdley Museum 10:30 – 4
- Thursday 9<sup>th</sup> June 2011 – Kidderminster – Rowland Hill Centre, 11-5
- Saturday 11<sup>th</sup> June 2011 – Stourport-on-Severn – Lloyds Garage (subject to suitability – if it is not possible to hold the exhibition here an alternative location will be sought) (11-5)

### 5.4 Officer Availability

- Monday, Wednesday and Friday from 11am until 1pm for the duration of the consultation period at the Wyre Forest Hub, Kidderminster Town Hall

### 5.5 Poster Displays

Poster displays will be organised at the following locations throughout the duration of the consultation:

*Wyre Forest District Local Development Framework  
Consultation Plan – May 2011*

- Kidderminster Library
- Stourport Library
- Bewdley Library
- Wyre Forest Hubs at Kidderminster Town Hall, Stourport Civic Centre and Bewdley

## 5.6 Parish Councils

A special presentation for the Parish Councils will be held on Monday 6<sup>th</sup> June 2011 to give Parish Councillors the opportunity to learn more about this stage of the LDF process and how to respond to the consultation. The presentation will be followed by a discussion session.

## **6. Awareness Raising – Media**

- 6.1 To coincide with the launch of the consultation on the Preferred Options Papers a press release will be organised for the local newspapers including the Kidderminster Shuttle, Stourport Times and Kidderminster Chronicle. These will detail the dates and times of the exhibitions and details of places where the Preferred Options Papers and Draft SPD can be viewed/downloaded. The consultation will be advertised either through a feature within the Kidderminster Shuttle or by way of a leaflet distributed with the newspaper at the beginning of the consultation. A leaflet will be posted to households which do not receive the Kidderminster Shuttle.

## **7. Publishing on the Web**

- 7.1 The Site Allocations and Policies and Kidderminster Central Area Action Plan Preferred Options Papers together with the Draft SA Report will be published electronically using the Limehouse consultation portal which allows consultees to respond electronically to the consultation. A response form will be set up within the system to ask specific questions but general comments will also be accepted. Introductory text will also be available on the Planning Policy Web Pages directing consultees to the Limehouse consultation portal.
- 7.2 The Draft Churchfields Masterplan will be published on the District Council's website. A response form will be made available which respondents can complete and e-mail to the District Council.

## **8. Consulting on Sustainability Appraisal**

- 8.1 The Site Allocations and Policies and the Kidderminster Central Area Action Plan Preferred Options DPDs have been fully informed by the Sustainability Appraisal process. The Draft Full SA Report contains information on the sustainability of the Preferred Options and those options which were considered but rejected during the process of drafting the Preferred Options Papers. In order to assist the public a brief summary of the SA information has been set out at the relevant places within the Preferred Options Papers.
- 8.2 SA Scoping Reports have been prepared for the Site Allocations and Policies and Kidderminster Central Area Action Plan DPDs. These underwent consultation with key stakeholders between 2<sup>nd</sup> May and 6<sup>th</sup> June 2008. These Scoping Reports and representations received are available on the District Council's website.

## **9. Formally Processing Comments – Procedures**

- 9.1 All responses submitted to the District Council by fax, letter, email, and through the Limehouse consultation portal will be acknowledged within five working days of their receipt. The Planning Policy Section will carefully analyse all comments and suggestions and prepare a summary report for each of the consultation documents detailing proposals for consideration during the drafting of the Site Allocations and Policies and Kidderminster Central Area Action Plan Submission documents. These will be presented to and considered by the Local Development Framework Review Panel, the Community and Regeneration Scrutiny Committee and the Council's Cabinet.

## **10. Feeding Back to Participants in the Consultation Process**

- 10.1 A summary report will be produced for each of the documents setting out the District Council's response to all of the comments received. These reports will be made available on the District Council's website and will also be available for viewing at the Kidderminster Hub, the Stourport-on-Severn Civic Centre, the Bewdley Hub and at Kidderminster, Stourport-on-Severn and Bewdley libraries.

## **APPENDIX 1: LIST OF CONSULTEES**

### **Specific Consultation Bodies**

- West Midlands Leaders Board
- Bromsgrove District Council
- Malvern Hills District Council
- Shropshire Council
- South Staffordshire District Council
- Staffordshire County Council
- Worcestershire County Council
- Wychavon District Council
- Local Parish and Town Councils (within & adjoining Wyre Forest District)
- West Mercia Police
- The Coal Authority
- Natural England
- The Environment Agency
- English Heritage
- Office of Rail Regulation
- Network Rail
- The Highways Agency
- Relevant telecommunications companies
- Worcestershire Primary Care Trust
- West Midlands South Strategic Health Authority
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers
- Greater Birmingham and Solihull Local Enterprise Partnership
- Worcestershire Local Enterprise Partnership

### **General Consultation Bodies**

- Kidderminster, Stourport-on-Severn and Bewdley Civic Societies
- Bewdley Chamber of Trade
- Bewdley Town Centre Management Forum
- Disability Action Wyre Forest
- Federation of Small Businesses, Herefordshire & Worcestershire
- Herefordshire & Worcestershire Chamber of Commerce
- Kidderminster Town Centre Partnership
- Bewdley Development Trust
- Stourport Business Association

- Stourport on Severn Town Centre Forum
- Stourport Forward
- Business Connections 4 North Worcestershire
- Worcestershire Racial Equality Council

### **Other Consultees**

- Arts Council West Midlands
- British Horse Society
- British Waterways
- Citizens Advice Bureau
- Civil Aviation Authority
- Commission for Architecture and the Built Environment
- Council for British Archaeology
- Council for the Protection of Rural England (CPRE)
- Country Landowners Association
- Crown Estate Office
- Culture West Midlands
- Developers and Business Representatives
- Diocesan Board of Finance
- Diocesan Schools Commission
- Disabled Persons Transport Advisory Committee
- Dudley Metropolitan Borough Council
- Equality and Human Rights Commission (formerly Commission for Racial Equality (CRE) Disability Rights Commission (DRC) Equal Opportunities Commission (EOC))
- Fire & Rescue Services
- Forestry Commission
- Freight Transport Association
- Friends of the Earth
- Health & Safety Executive
- HM Prison Service
- Homes and Communities Agency
- Independent Schools Council (Central)
- Local and adjoining MPs
- Local Landowners and Farmers
- Local NHS Trusts
- Local Resident Associations / Tenant Consultative Committees
- Local Transport Operators – Centro/WMPTE, Severn Valley Railway, Train Operating Companies (TOCs) and Local Bus Operators.
- Midlands Architecture and the Designed Environment (MADE)



- Museums, Libraries and Archives
- National Air Traffic Services (NATS)
- National Farmers Union
- National Playing Fields Association
- National Trust
- North Warwickshire Primary Care Trust
- Ramblers Association
- Registered Social Landlords
- Royal Society for the Protection of Birds (RSPB)
- Royal Town Planning Institute (RTPI)
- SHA Estates (Midlands)
- Sport England
- The Diocese of Worcester
- The Home Builders Federation
- The Inland Waterways Association
- The Theatres Trust
- Tourism West Midlands
- Worcestershire Acute NHS Hospitals Trust
- Worcestershire Mental Health Partnership NHS Trust
- Worcestershire Wildlife Trust
- Herefordshire and Worcestershire Earth Heritage Trust
- Wyre Forest Cycle Forum
- Wyre Forest Lifelong Learning Partnership
- Wyre Forest Local Strategic Partnership
- Worcestershire Greenpeace
- Warwickshire Worcestershire Energy Efficiency Advice Centre
- Sustainability West Midlands
- Rural Housing Enabler (via Community First)

### **Hard to Reach Groups**

- Age Concern
- Anglo Polish Society
- Buddhist Community
- Church Commissioners
- Disability Rights Commission
- Independent Advisory Group for Black and Ethnic Minority Issues
- Islamic Mosque

- Italian Club
- Local Schools and Youth Groups
- Oldington & Foley Park Neighbourhood Management Pathfinder
- The Gypsy Council
- The Showmen's Guild of Great Britain
- Wyre Forest Action Group for Older People
- Wyre Forest Bangladeshi Forum
- Wyre Forest and District Race Relations Council
- Horsefair Broadwaters Greenhill Partnership
- Community Action Newtown
- Aggborough Spennells Community Action Group
- Offmore Comberton Action Group
- Community Spirit Broadwaters
- Friends of Broadwaters
- Ukranian Club, Broadwaters
- Polish Club
- Polish Church
- Community Housing Group TCCs