



# **Consultation and Community Engagement Strategy**

## Contents

1. Introduction
2. Importance of consultation and community engagement
3. Local Plan Review
4. Duty to co-operate and joint working arrangements
5. Who will be consulted?
6. Methods of consultation and engagement
7. How to comment, consideration of comments and feedback
8. How to contact us
9. Other sources of advice
10. References

Appendix 1: Consultees in the Cambridge Northern Fringe East Area  
Action Plan preparation process

## **1. Introduction**

- 1.1 Planning plays an essential role in shaping the places where we all live, work and play. The outcomes of planning can affect everyone and for this reason everyone should have the opportunity to get involved in the process.
- 1.2 The planning system is plan led, which means that this involves preparing Development Plan Documents (including Local Plans and Area Action Plans) that give guidance on what can be built where. All planning applications should be determined against policies and proposals in the Development Plan Documents unless material considerations indicate otherwise. Given this, it is important that effective consultation and community engagement is at the heart of Area Action Plan preparation. This gives people the opportunity to get involved from the outset and have their say on local planning issues. This in turn can make a difference to quality of life and enhance the environment and communities that we live in.
- 1.3 This document sets out Cambridge City Council and South Cambridgeshire District Council joint approach to consulting and engaging the community on the Cambridge Northern Fringe East Area Action Plan. The Area Action Plan goes through a number of stages of preparation and it is important to clearly set out how and when people can get involved.
- 1.4 The principles set out in this document are consistent with;
  - Cambridge City Council: - Code of Best Practice on Consultation and Community Engagement (July 2011) and Statement of Community Involvement (November 2013)
  - South Cambridgeshire District Council: - Statement of Community Involvement (January 2010)
- 1.5 The approach and specific suggestions are also in accordance with the Town and Country Planning (Local Planning) (England) Regulations (2012).

## **2. Importance of consultation and community engagement**

- 2.1 The Localism Act (2011/2) puts the community at the forefront of the planning system and contains proposals to make the system clearer, more democratic and more effective. In particular, it aims to place more influence in the hands of local people over issues that make a big difference to their lives.

- 2.2 The National Planning Policy Framework (2012/3), states that early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Development Plan Documents, as far as possible, reflect a collective vision and set agreed priorities for the development of the area. It is proposed that the National Planning Policy Framework will replace all Planning Policy Statements and Guidance at a national level.
- 2.3 There are many benefits to be gained from effective community involvement, including:
- a better understanding of how planning policies are developed;
  - more focus on the priorities identified by the local community and stakeholders;
  - influencing the provision of local services to meet local needs; and
  - increased support for planning services and community commitment to the future of Cambridge.
- 2.4 The Councils already have a good track record of involving the community in planning and it is important that this is continued and built on as part of the Area Action Plan. Any form of future consultation and community engagement must adhere to the following four principal objectives set out in the Cambridge City Council's Code of Best Practice on Consultation and Community Engagement:
- Openness
  - Accountability
  - Accessibility and Inclusiveness
  - Transparency

### **3. Cambridge Northern Fringe East Area Action Plan**

- 3.1 It was agreed that Cambridge City Council and South Cambridgeshire District Council (and with the support of Cambridgeshire County Council as a key stakeholder) would move forward with the preparation of a joint CNFE AAP at;
- Joint Strategic Transport and Spatial Planning Group on the 6<sup>th</sup> February 2014
  - South Cambridgeshire District Council Portfolio Holder meeting on the 11<sup>th</sup> February 2014
  - Cambridgeshire County Council Cabinet on the 4<sup>th</sup> March 2014
  - Cambridge City Council Development Plan Sub Scrutiny Committee on the 25<sup>th</sup> March 2014
- 3.2 As a result, the Local Development Scheme for both Cambridge City Council and South Cambridgeshire District Council has been updated and a timetable for the preparation of the CNFE AAP has been agreed.

For reference, an updated timetable is available on both Councils websites.

3.3 The process of producing an Area Action Plan involves many different stages, many of which require the Councils to consult with stakeholders and residents. The main stages are outlined below:

- *Preparation of Evidence Base* – in developing new planning policies, it is important to ensure that requirements are backed up by an appropriate evidence base. The evidence base will be collected on a range of different topics, from employment to flood risk, transport to viability and deliverability. Once completed these studies will inform the development of policy options, as well as helping to inform the allocation of land for certain types of development. This stage of work includes informal and formal consultation with a range of stakeholders, the outcomes of which will also inform the development of policy.
- *Consultation on Issues and Options* – this key stage in the process provides an opportunity for local residents and other key stakeholders to have sight of and discuss a range of issues and options that are relevant to the future planning and development of the city, and will be taken forward into a draft Area Action Plan. Consultation will take place with a wide range of stakeholders including local residents, developers and landowners, statutory consultees, Council staff and Members. An Issues and Options document will be published for a minimum of six week period of consultation. Following on from consultation, officers will review and respond to all representations received, and these will help inform the development of a draft Area Action Plan.
- *Submission Draft Consultation* – The Submission Draft Consultation involves public consultation on a draft Area Action Plan, and will include the policies and development allocations that are considered appropriate for the Cambridge Northern Fringe East area, these decisions partly being informed by comments received at the Issues and Options Stage and the evidence base that has been produced to support the plan making process. The document will be made available for a six week period of consultation with local residents and other key stakeholders, and comments will be passed onto the independent Inspector appointed to examine the draft Area Action Plan. At this stage in the process, it is expected that the local planning authority would not make any further changes to the draft Area Action Plan unless any major issues not raised at previous stages of consultation come to light.
- *Submission to the Secretary of State* – Following the Submission Draft consultation, the draft Area Action Plan and associated documents will be submitted to the Secretary of State. This stage triggers the independent examination of the document.
- *Examination* – The Secretary of State will appoint an independent Government Inspector (from the Planning Inspectorate) to consider

the 'soundness' of the draft Area Action Plan as part of a public examination. In determining whether or not the draft Area Action Plan is 'sound', the Inspector will consider the representations received during the Submission Draft Consultation, and where appropriate, individuals or organisations that submitted representations will be invited to appear at the examination. The National Planning Policy Framework sets out that for a plan to be considered sound it needs to have been positively prepared and that policies are justified effective and consistent with national policy. Following the examination, the Inspector will produce a report in order to determine whether or not the plan can be considered to be 'sound'. This report may include changes to the draft Area Action Plan where the Inspector feels that these are necessary to ensure that the plan is sound. Due to changes in the Localism Act this report is not binding on the local planning authorities, but will be given serious consideration as to whether amendments should be made to the Plan.

- Adoption – The final stage in the plan making process is the formal adoption of a Plan. In accordance with the constitutions of the two Councils, the adoption of the Area Action Plan must take place at meetings of both Full Councils. Following adoption, the Area Action Plan will become the main document against which decisions on planning applications will be made within the Cambridge Northern Fringe East area.

#### **4. Duty to co-operate and joint working arrangements**

4.1 The National Planning Policy Framework states that public bodies have a duty to cooperate on planning issues that cross administrative boundaries, particularly those that relate to strategic priorities. Councils are required to work collaboratively to ensure that strategic priorities across local boundaries are properly co-ordinated and clearly reflected in the joint Area Action Plan. Both Councils will be expected to demonstrate evidence that they have successfully cooperated to plan for issues with cross boundary impacts when the Area Action Plan is submitted for examination. As part of examining the "soundness" of plans inspectors will be required to assess whether a plan has been prepared in accordance with the duty to cooperate.

4.2 This is particularly pertinent for the Cambridge Northern Fringe East area which straddles the administrative boundary between the two Councils and includes land within both local authority areas. The Area Action Plan will also need to address significant minerals, waste and transport issues which are County Council functions, and therefore Cambridgeshire County Council will be a key stakeholder which will closely assist with the preparation of the Plan. This three-way collaboration will be covered by a memorandum of understanding and the coordinated production of a coherent joint strategy in the Area Action Plan, which will be presented as evidence of an agreed position.

- 4.3 Joint working between the City Council, South Cambridgeshire District Council and the County Council is already well established. In particular, the City Council and South Cambridgeshire jointly commission much of the evidence base to support Local Plan preparation because of the interaction between the two districts and to make best use of limited funding. At a County level, appropriate arrangements have also been put in place to facilitate the duty to co-operate on strategic planning issues across the county.
- 4.4 In addition, joint working arrangements have been developed between the City Council, South Cambridgeshire District Council and the County Council in order to address strategic cross boundary issues as part of the Local Plan review process for the City and District authorities and the Transport Strategy for the County Council.
- 4.5 As part of the above, the Joint Strategic Transport and Spatial Planning Group were set up with Members from each of the three Councils sitting on the Group. The success of the Group and the collaborative working of the three Councils are likely to be taken forward into the new structures being discussed for City Deal.

## **5. Who will be consulted?**

- 5.1 The duty to cooperate was created in the Localism Act 2011, and outlined in the 2012 planning regulations. It places a legal duty on local planning authorities, county councils and public bodies to engage constructively, actively and on an ongoing basis to maximise the effectiveness of plan preparation in the context of strategic cross boundary matters.
- 5.2 Whilst Local Enterprise Partnerships and Local Nature Partnerships are not subject to the duty to cooperate, the planning regulations 2012 and Planning Practice Guidance emphasises that local planning authorities are subject to the duty and must cooperate with them. As such regard must be given to their activities where relevant to local plan making and local planning authorities must seek to work collaboratively with them.
- 5.3 The planning regulations (2012) establish minimum requirements for consultation and as part of the Area Action Plan process; these regulations require the Councils to consult several organisations called specific consultation bodies. These organisations include strategic bodies, neighbouring councils and service suppliers such as gas and water companies. These organisations are listed in Appendix 1.
- 5.4 Given the importance of the Area Action Plan, it is important that the Councils engage with as many people and organisations as possible. The regulations allow this and require the Councils to consult with general consultation bodies including business. Appendix 1 also sets out the classification of general consultation bodies.

- 5.5 The Councils Statement of Community Involvement also lists the following 'other consultation bodies' to be consulted, where appropriate: (See City Council SCI)
- Residents' Associations and Community Groups;
  - Developers and agents;
  - Landowners;
  - Special interest groups;
  - Environment groups;
  - A selection of businesses or business networks;
  - Educational Establishments.
- 5.6 The Councils are also encouraged to undertake timely, effective and conclusive discussions with key delivery stakeholders which include the developers, landowners and businesses. Many of these stakeholders overlap with the duty to cooperate, specific and general consultation bodies, but for completeness a list of relevant stakeholders is set out in Appendix 1.
- 5.7 It is worth noting, that given the scope of the Area Action Plan, it is proposed that at each main stage of preparation full public consultation (Issues and Options and Submission consultations) will take place in order to ensure that the Councils collectively reach as many people and groups as possible. This will also ensure a balance of views. All residents and community groups should have the opportunity to take part in consultation activities regardless of age, gender, gender reassignment, disability, ethnicity, race, religion, belief or sexual orientation. This means that consultation is not restricted to the specific and general consultees. However, we are specifically required by the regulations to inform those consultees directly.
- 5.8 In particular, the Councils are keen to involve under represented or hard to reach groups of people. This may include the following (see City Council SCI):
- Black and Minority Ethnic communities (BME);
  - Women;
  - Disabled people;
  - Lesbian, gay, bisexual and trans-gendered communities (LGTB);
  - Children, young and older people; and
  - Faith and belief groups.
- 5.9 The list in Appendix 1 sets out the types of groups and organisations and is not exhaustive. It is recognised that this will evolve over the period of preparing the Area Action Plan and change as new bodies are formed and existing ones cease to be active. Both Planning Services maintain a consultation database and any organisation or

group that wishes to be added to the consultation list can do so by contacting the Planning Policy team of both Councils.

5.10 At each stage of consultation, a list of duty to cooperate, specific, general and other consultees will be prepared by officers and agreed by both Councils Committees prior to consultation.

5.11 Specific suggestions for engagement with the above groups at the main stage of preparation are set out in Table 1. Equalities Impact Assessment for the Cambridge Northern Fringe East Area Action Plan highlighted the following consultation actions;

- it will be an online consultation
- Relevant interest groups will be consulted
- The consultation document will be made available on request in large copy print, audio cassette, Braille, or in languages other than English
- Officers will be available to meet individuals and talk issues through
- The document will be available for inspection in local libraries for people who have difficulty getting into Council offices
- The consultation venues will be visited in advance to ensure they have suitable for people with disabilities
- Some exhibitions will be held outside core school hours and the consultation periods will include the Christmas school holiday period
- Opportunities to include exhibitions and other consultation events at colleges and schools will be explored
- Officers will do their best to ensure that the consultation literature is clear and informative and are always willing to meet individuals and talk issues through
- The impact of the consultation will be assessed when the EQIA is reviewed at the end of the consultation on the issues and options paper

## **6. Methods of consultation and engagement**

6.1 There are a variety of ways in which people and groups can get involved during the main stages of preparation. The minimum requirements for consultation and community engagement are set out in Table 1. Given the limited requirements, it is proposed that the Councils are much more proactive, going above and beyond the regulations. This is in keeping with the spirit of the Localism agenda and both Councils long established approach to consultation and community engagement. Table 1 therefore sets out additional suggestions and taken together, all of the suggestions should be seen as complementary and should work alongside each other in order to reach out to as many people and groups as possible.

**Table 1: Methods of Consultation:**

Stage of preparation	What we must do	What we can do
	Legal requirements for consultation	Further suggestions for consultation and engagement
Initial preparation and evidence gathering leading to Issues and Options	<ul style="list-style-type: none"> <li>No specific requirement but involvement of Duty to Cooperate, Specific and General Consultation bodies, as appropriate, is advisable at this early stage.</li> </ul>	<ul style="list-style-type: none"> <li>Consultation on key evidence base documents.</li> <li>Letters/emails sent to Duty to Cooperate and Key Stakeholders in order to keep them informed.</li> <li>Hold interactive workshop sessions with Members, Internal Officers, Developers and Landowners, Residents' Associations, and other Statutory and Local Interest Groups. Workshops would be facilitated by an independent expert.</li> <li>1:1 meetings with stakeholders and service providers to discuss future needs, aspirations and service/infrastructure capacity issues.</li> <li>Presentation and discussions with Hard to Reach Groups as appropriate.</li> </ul>
Issues & Options Consultation	<ul style="list-style-type: none"> <li>Consult with Duty to Cooperate, Specific and General Consultation bodies, as appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>Full public consultation for a minimum of 6 weeks.</li> <li>Letters/emails informing consultees, local businesses, and local residents of consultation dates and how to view and respond to documents.</li> <li>Public notice.</li> <li>All documents made available on both Councils websites, Cambridge City Council Customer Service Centre and South Cambridgeshire District Council offices.</li> <li>Libraries to receive hard copies.</li> <li>Exhibitions – These would be staffed at specific times.</li> <li>1:1 meetings as appropriate with stakeholders and consultees.</li> <li>1:1 sessions with local Residents' Associations and advice on how to respond.</li> <li>Press releases advertising consultation.</li> <li>Publicise via appropriate media outlets; e.g. Cambridge Media,</li> </ul>

		<p>Twitter.</p> <ul style="list-style-type: none"> <li>• Leaflets, as appropriate.</li> <li>• Specific sessions with young people in small groups and linking with local schools. Specific advice to be taken from Community Development.</li> <li>• Presentation and discussions with Hard to Reach Groups as appropriate.</li> </ul>
Submission Consultation	<ul style="list-style-type: none"> <li>• Six week consultation period</li> <li>• All documents made available on both Councils websites, Cambridge City Council Customer Service Centre and South Cambridgeshire District Council offices.</li> <li>• Send to Duty to Cooperate bodies</li> <li>• Send to Specific Consultation bodies.</li> <li>• Inform General Consultation bodies.</li> <li>• Public notice.</li> <li>• Consideration of all representations received.</li> </ul>	<ul style="list-style-type: none"> <li>• Letters/emails informing consultees, local businesses, and local residents (including those who have requested to be notified) of consultation dates and how to view and respond to documents.</li> <li>• Libraries to receive hard copies.</li> <li>• Exhibitions – These would be staffed at specific times.</li> <li>• Press releases advertising consultation.</li> <li>• Publicise via appropriate media outlets; e.g. Cambridge Media, Twitter.</li> <li>• Leaflets, as appropriate.</li> <li>• Presentation and discussions with Hard to Reach Groups as appropriate.</li> </ul>
Submission to Secretary of State	<ul style="list-style-type: none"> <li>• Submit Area Action Plan and associated documents including Sustainability Appraisal and the Statement of Consultation to the Secretary of State.</li> <li>• All documents made available on both Councils websites, Cambridge City Council Customer Service Centre and South Cambridgeshire District Council offices.</li> <li>• Copies of documents to be sent to Duty to Cooperate and Specific Consultation bodies.</li> <li>• Inform General Consultation bodies and anyone requesting notification of submission that documents are available for inspection.</li> <li>• Public Notice.</li> </ul>	
Examination	At least 6 weeks before the examination starts:	<ul style="list-style-type: none"> <li>• Publish all examination details including agendas, and</li> </ul>

	<ul style="list-style-type: none"> <li>• Issue a Public Notice.</li> <li>• Publish details on the Council's website.</li> <li>• Notify people who made a representation of the time and place of examination and the name of the person appointed to hold the examination.</li> </ul>	statements on the Council's website.
Adoption	<ul style="list-style-type: none"> <li>• Make adopted documents, adoption statement and the sustainability appraisal available for inspection and available on the Council's website.</li> <li>• Public Notice.</li> <li>• Send adoption statement to anyone who requested to be notified of adoption.</li> <li>• Send adoption statement and document to the secretary of state.</li> </ul>	<ul style="list-style-type: none"> <li>• Inform all consultees of adoption.</li> </ul>

6.2 It is intended that a variety of consultation methods will be used in order to make the process of consultation as accessible as possible to a wide range of stakeholders. Specific details will be agreed by councillors prior to each consultation stage.

6.3 Planning regulations include the requirement to prepare a "Statement of Consultation" setting out all of the informal and formal stages of consultation during the preparation of the draft Area Action Plan and the impact that these have had on the development of the plan. This document will allow the independent Inspector to determine the extent to which the draft Area Action Plan has undergone appropriate consultation.

6.4 An important aspect of consultation on the Area Action Plan will be raising awareness of the document and its importance. Useful media tools include the use of the Councils websites and Twitter feed alongside the Cambridge Matters magazine where appropriate.

6.5 It is proposed to provide exhibitions close to the area during the consultation period. These would include a number of display boards summarising the main content of the Plan and for those exhibitions that are staffed, this will provide people with an opportunity to speak to officers about the proposals in the Plan.

6.6 While the draft Area Action Plan will be the main focus of consultation, there are wide ranges of supporting documents that will need to accompany the plan. These include evidence base documents and

reports required by planning regulations, including Sustainability Appraisal, which will be subject to consultation at the same time as the draft Area Action Plan, and Habitats Regulations Assessment, which will assess the impact of the draft Area Action Plan on internationally designated sites of nature conservation importance. All documents will be available to view on both Councils websites, and the online consultation system will be used to allow people to both view and respond to the consultation online. However, it is recognised that not everyone is able to use the online consultation system, so paper copies of response forms will also be made available. Paper copies of the main consultation documents will also be made available at the Cambridge City Council Customer Service Centre (CSC) and South Cambridgeshire District Council offices, with supporting documents available on CD's that will be able to be viewed using the computers available in the City Council CSC. Other opportunities to make documents available in other publicly accessible locations in the vicinity of Cambridge Northern Fringe East area will be sought.

- 6.7 While drafting the Area Action Plan and consultation material the use of planning jargon will be avoided, although given the technical nature of planning, this will not always be possible. In order to make documents available to as wide an audience as possible, glossaries of terms will be provided and in some cases, notably the Sustainability Appraisal, nontechnical summaries of documents will be made available. Officers will always be on hand throughout the consultation process to answer any queries that people may have on the proposals contained within the Plan.
- 6.8 Democratic decision making forms an important part of the Area Action Plan review process. At each stage, the main document and relevant supporting documents will be considered and agreed by Councillors of both Councils prior to consultation and community engagement. Following consultation, a summary of all representations, responses and any proposed changes will also be reported to Councillors for consideration and agreement. At Cambridge City Council the Development Plan Scrutiny Sub Committee will be the main committee for scrutiny, with Environment Scrutiny Committee and Full Council decisions being needed where policy decisions are being made. The Executive Councillor for Planning Policy and Transport oversees this process. At South Cambridgeshire District Council it will be the Portfolio Holders meetings. Both Full Councils will also need to agree the Area Action Plan at key submission stages.
- 6.9 In order to ensure all Councillors are aware of each stage of consultation, briefings will be set up and circulated prior to the report being made available on both Councils websites. A staffed exhibition will also be held at a Cambridge City Council North Area Committee meeting.

## **7. How to comment, consideration of comments and feedback**

- 7.1 Each stage of consultation on the Area Action Plan requires the submission of written or electronic comments known as representations. For convenience, the Councils will make the main document available for comment online along with providing hard copies at specific reference points. Supporting documents will also be available online. Where possible the Councils will try to encourage online responses to consultation. The Councils preferred means of receiving comments is through an interactive online system (consultation website address to be agreed). Using the Online consultation system has a number of advantages. It is the fastest and most accurate method and helps us to manage representations quickly and efficiently. It ensures that representations are attached to the correct section of the consultation document. It also allows respondents to provide their own summaries to representations, which help us, avoid any risk of misrepresentation of respondent concerns. The number of respondents to planning related consultations has increased since the implementation of the online system. However, it is recognised that not everyone is able to use the online consultation system, so paper copies of response forms will also be made available. Guidance notes will also be provided to aid completion of responses.
- 7.2 The use of planning jargon within consultation documents will be minimised. However, there are elements of consultations that are guided by regulations and the requirements of the examination in public. For example, response forms need to include questions related to the tests of soundness for planning documents, and if a person objects to an element of the Plan, they need to relate this to one of the tests of soundness. In order to assist people in negotiating these regulatory requirements, guidance on the tests of soundness will be provided.
- 7.3 Once representations are received, they will be added onto the Council's online consultation system. Once all representations have been processed in this way, confirmation emails/letters will be sent to all those who have submitted representations.
- 7.4 At the end of each consultation period, all representations will be considered and analysed by officers. A response will be formulated and changes will be proposed to the document, where necessary. A summary of all representations, responses and proposed changes will be considered and agreed by Councillors prior to moving onto the next stage.

## **8 How to contact us**

- 8.1 If you have any queries throughout the Area Action Plan process please contact either Cambridge City Council or South Cambridgeshire District Council:

**Cambridge City Council:**  
Address: Planning Policy Team,  
Planning Services, Cambridge City  
Council,  
PO Box 700, Cambridge, CB1 0JH.  
Email:  
policysurveys@cambridge.gov.uk  
Tel: 01223 457384

**South Cambridgeshire District  
Council:**  
Address: Planning Policy Team,  
Planning & New Communities,  
South Cambridgeshire Hall,  
Cambourne Business Park,  
Cambourne, Cambridge, CB23  
6EA  
Email: [ldf@scambs.gov.uk](mailto:ldf@scambs.gov.uk)  
Tel: 01954 713183

## 9 Other source of advice

- 9.1 Planning Aid for the East of England is a free voluntary service offering independent professional advice on planning matters to individuals, community groups and voluntary groups who cannot afford to pay for planning consultants. We will also investigate directly with Planning Aid the role that they might be able to play as part of the Local Plan review in assisting residents associations and individuals. Details can be found on their website:  
<http://www.rtpi.org.uk/planningaid/>

## 10. References

- Cambridge City Council Code of Best Practice on Consultation and Community Engagement (June 2011):  
<https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/document/s/code-of-best-practice-on-consultation-and-community-engagement.pdf>
- Cambridge City Council Statement of Community Involvement (November 2013):  
[https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/document/s/Statement\\_of\\_Community\\_Involvement.pdf](https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/document/s/Statement_of_Community_Involvement.pdf)
- South Cambridgeshire District Council Statement of Community Involvement (January 2010):  
<https://www.scambs.gov.uk/sites/www.scambs.gov.uk/files/documents/Statement%20of%20Community%20Involvement%20%28Jan%202010%29.pdf>
- Town and Country Planning (Local Planning) (England) Regulations (2012): <http://www.legislation.gov.uk/ukxi/2012/767/regulation/34/made>
- Localism Act (2011):  
<http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>
- National Planning Policy Framework (2012):  
<https://www.gov.uk/government/policies/making-the-planning-system-work-more-efficiently-and-effectively/supporting-pages/national-planning-policy-framework>

- Planning Practice Guidance (2014):  
<http://planningguidance.planningportal.gov.uk/>
- Cambridge City Council Development Plan Sub Scrutiny Committee on 11 November 2014:  
<http://www.cambridge.gov.uk/democracy/ieListMeetings.aspx?CommitteeId=184>
- South Cambridgeshire District Council Planning Portfolio Holder's Meeting on 18 November 2014:  
<http://scambs.moderngov.co.uk/mgCommitteeDetails.aspx?ID=1059>
- Cambridge City Council North Area Committee: A Guide for Members, Officers and the Public:  
<https://www.cambridge.gov.uk/sites/www.cambridge.gov.uk/files/documents/north-area-committee-guide.pdf>
- Cambridge City Council's Online Consultation System:  
<http://cambridge.jdi-consult.net/ldf/>
- South Cambridgeshire District Council's Online Consultation System:  
<http://scambs.jdi-consult.net/ldf/>

## Appendix 1: Consultees in the Area Action Plan process

### **Duty to Cooperate bodies**

The following organisations have a Duty to Cooperate and must be consulted in accordance with the Act and Regulations. The Councils will consult those it considers have an interest in a DPD or will be affected by an SPD. This list is not exhaustive and also relates to successor bodies where re-organisation occurs. Please note the Acts and Regulations may change as the Government implement changes to the Planning System (see [www.legislation.gov.uk](http://www.legislation.gov.uk) for further information).

- Environment Agency
- English Heritage
- Natural England
- Mayor of London (not applicable)
- Civil Aviation Authority
- Homes and Communities Agency
- each clinical commissioning group established under section 14D of the National Health Service Act 2006 (i.e. Cambridgeshire and Peterborough Clinical Commissioning Group, Cam Health, CATCH)
- The National Health Service Commissioning Board
- Office of the Rail Regulator
- Transport for London (not applicable)
- Each Integrated Transport Authority
- Each Highway Authority
- Marine Management Organisation

Local Enterprise Partnerships and Local Nature Partnerships are not subject to the requirements of the duty. But local planning authorities and the public bodies that are subject to the duty must cooperate with Local Enterprise Partnerships and Local Nature Partnerships and have regard to their activities when they are preparing their Plans, so long as those activities are relevant to plan making.

### **Specific consultation bodies**

The following specific consultation bodies must be consulted in accordance with the Act and Regulations. The Councils will consult those it considers have an interest in a DPD or will be affected by an SPD. This list is not exhaustive and also relates to successor bodies where re-organisation occurs. Please note the Acts and Regulations may change as the Government implement changes to the Planning System (see [www.legislation.gov.uk](http://www.legislation.gov.uk) for further information).

- The Coal Authority
- The Environment Agency
- The Historic Buildings and Monuments Commission for England (English Heritage)

- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Ltd
- *A relevant authority (a local planning authority, county council, parish council or a local policing body)* any part of which is in or adjoins the area of the Local Planning Authority (e.g. Cambridgeshire County Council, adjoining Parish Councils, and the local Police and Crime Commissioner,) – This may include other authorities which adjoin South Cambridgeshire.
- Any persons to whom the electronic communications code applies by virtue of a direction given under S106(3)(a) of the Communication Act 2003
- Any person who owns or controls electronic communications apparatus situated in any part of the areas of the Council
- Any of the bodies from the following list who are exercising functions in any part of the area of the Council:
  - Primary Care Trust (now local Clinical Commissioning Groups)
  - Person whom a licence has been granted under Section 6(1)(b) or (c) of the Electricity Act 1989 (electricity companies)
  - Person whom a licence has been granted under section 7(2) of the Gas Act 1986 (gas companies)
  - Sewerage undertaker (i.e. Anglian Water)
  - Water undertaker (i.e. Cambridge Water)
- The Homes and Communities Agency

### **General consultation bodies**

The following general consultation bodies are defined in the Act and Regulations:

- Voluntary bodies, some or all of whose activities benefit any part of the local authority's area
- Bodies that represent the interests of racial, ethnic or national groups in the local authority's area
- Bodies that represent the interests of religious groups in the authority's area
- Bodies that represent the interests of disabled persons in the authority's area
- Bodies that represent the interests of persons carrying out business in the local authority's area

### **Deliverability**

The Planning Practice Guidance advises that early discussion with infrastructure and service providers is particularly important to help understand their investment plans and critical dependencies. The Local Enterprise Partnership should also be involved at an early stage in considering the strategic issues facing their area, including the prospects for investment in infrastructure and the promotion of brownfield sites for redevelopment.

**Did you know?**

We also have a contact database that includes a range of other individuals, groups and organisations that are consulted in the preparation of Local Development Documents.

Let us know if you'd like to be included on the database by emailing us on [policysurveys@cambridge.gov.uk](mailto:policysurveys@cambridge.gov.uk). If there is a specific topic or document that you are interested in, let us know.