

## **GUIDANCE NOTES**

### **General advice on making representations on a Statement of Community involvement**

If you wish to object to a SCI or part of a SCI you should make clear in what way the SCI or part of the SCI is not sound having regard to the tests set out above. You should try to support your objection by evidence showing why the SCI should be changed. It will be helpful if you also say precisely how you think the SCI should be changed. In considering whether you wish to make representations on a SCI you may wish to consider the following principles for community involvement which are set out in the document "Community Involvement in Planning: The Government's objectives"<sup>1</sup>.

#### **Principles of community involvement**

*Community involvement that is appropriate to the level of planning.* Different arrangements for and levels of community involvement will be appropriate depending on the nature of the planning process involved and the authority's circumstances. Planning authorities should ensure that arrangements are built on a clear understanding of the needs of the community, and put in place arrangements which are fit for purpose.

*Front loading of involvement.* Community involvement policies should provide opportunities for participation in identifying issues and debating options from the earliest stages. Community involvement should happen at a point at which people recognise that they have the potential to make a difference and, crucially, to experience a sense of ownership of local policy decisions.

*The methods used to encourage involvement should be relevant to their experience.* Consideration should be given to how people are most likely to get involved and what facilities are available to them and to working with agencies such as Planning Aid that can help communities. There is no 'one size fits all' solution if a genuine dialogue is to be established and maintained.

*Clearly articulated opportunities for continuing involvement.* The process should allow local communities to see how ideas have developed at the various stages, with effective feedback. There should be clear formal stages when involvement should take place, based on the statutory requirements. These stages must occur as part of a continuous programme, not a series of disjointed, one off steps. A 'tick box' mentality, which regards community involvement as simply a process step to be ticked off, is not acceptable.

*Transparency and accessibility.* The process should be clear, so that people know when they will be able to participate, and the ground rules for doing so. Involvement in the planning system should extend beyond those who are familiar with the system, to difficult to reach groups.

*Planning for involvement.* Community involvement should be planned in from the start of the process for plan preparation or consideration of significant development proposals, to enable timely involvement. Consideration should be given to how processes for community involvement in planning can best fit with other involvement processes, particularly in respect of Community Strategies. Project plans should avoid unnecessarily long, drawn out processes.

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<sup>1</sup> Published by ODPM in 2004 and available on the ODPM website [www.odpm.gov.uk](http://www.odpm.gov.uk).

Patel, Anju

RES NO: 373

**From:** shilpa.regen [shilpa.regen@ntlworld.com]  
**Sent:** 07 Jul 2005 09:54  
**To:** localplans@charnwoodbc.gov.uk  
**Cc:** Longley, Guy; tony.Booth@surestart.leics.nhs.uk  
**Subject:** Re: Charnwood Local Development Framework - Statement of Community Involvement

Thank you for the early warning system. Please find attached a response on behalf of Sure Start Loughborough to the Statement of Community Involvement.

regards

Shilpa Rasaiah  
Regen Solutions  
Tel 01509 560164

----- Original Message -----

**From:** localplans@charnwoodbc.gov.uk  
**To:** shilpa.regen@ntlworld.com  
**Sent:** Wednesday, May 25, 2005 3:08 PM  
**Subject:** Charnwood Local Development Framework

<<Charnwood ldf letter.doc>>

<<DPD Matters Cons Statement.doc>>

07/07/2005

SureStart Charnwood – Loughborough East  
53 – 55 Queens Road  
Loughborough  
Leics  
LE11 1HA  
Tel: 01509 568633  
Fax: 01509 237694  
surestart.charnwood@nch.org.uk

**SureStart**  
**Loughborough East**

Making life better for children, parents  
and communities by bringing together:

- ▶ early education
- ▶ childcare
- ▶ health and family support

**Response on behalf of Sure Start Loughborough East to:**

**STATEMENT OF COMMUNITY INVOLVEMENT –SUBMISSION DOCUMENT –  
MAY 2005**

Sure Start Loughborough East covers three wards within the Loughborough area: Shelthorpe, Hastings, and the south part of Lemyngton. It is part of a national government programme aimed at some of the most deprived communities, to develop infrastructure and opportunities to give families with young children a good start in life – in a holistic way. To this end, a number of the Sure Start staff have considerable contact with their community. There is also a Sure Start Parents Board, consisting of local residents from the three wards.

We welcome the opportunity to comment on the Statement of Community Involvement and have the following points to make:

**Questions:**

How will we keep you informed? How you can get involved in helping to develop options and proposals?

The following relates particularly to the hard to reach groups mentioned on page 21 of the SoCI.

The SoCI does not address the point of how 'hard to reach communities' – (which Sure Start represents) and those who are often faced with considerable new development, will be 'effectively engaged, empowered and involved' in the planning process. These are often communities who at grass roots are very concerned about the impact of additional development on open space/ play/youth provision, loss of employment land, medical and community facilities. Indeed, a recent community survey by Sure Start has identified these concerns.

Community engagement and involvement of hard to reach groups at an early stage in the development process would help to create better planning and regeneration decisions and delivery by:

- Providing local knowledge of needs and circumstances into the development process.
- Developing genuine partnerships between communities, developers and public agencies.
- Building in local ownership of a proposal – hence helping to create a sense of belonging and cohesion with new developments/new communities that are often injected into established areas.
- Developing local capacity to engage with the planning process and in some instances, help to deliver aspects of regeneration initiatives, thus helping to safeguard new provision e.g. play areas, youth provision against problems of vandalism.

Any major development area that genuinely includes community representatives in the formulation of the planning brief (e.g. Eastern Gateway proposal – again in the Sure Start area), and in the short listing and interviewing of potential developers is more likely to produce tender submissions that is mindful of community aspirations. Within Sure Start we have experienced the benefits to programme planning and the challenges to traditional ways of thinking that have arisen through involvement of local parents in our staff interview panels, on our Board, and in other ways.

A prerequisite of effective community involvement in areas of relatively higher need, is to build the capacity of these communities to understand and engage in the planning process, and to offer independent technical aid to support these groups in meeting their aspirations.

### **Where is the change in the community involvement from the old style planning consultation?**

There is mention in the table of 'possible use of planning for real'. However, the majority of consultation approaches are still about doing more of the same – e.g. leafleting, exhibitions, public meetings, web, with the exception of additional consultations via the youth forum, and the LSP forum.

Perhaps some more work needs to be done, talking to those who don't normally engage, but are often the most affected by development, to see

how they would like to be involved before adopting this final Statement of Community Involvement – Submission Document? There are a number of local groups emerging who could be contacted to do this. The Sure Start Parents Board is one such mechanism.

For further discussion on any of the points raised in this response, please contact

Tony Booth  
Programme Director  
Sure Start Loughborough East

**Borough Of Charnwood  
Statement of Community Involvement (SCI)**

Submission stage Representation Form



**Personal Details**

Title

First Name

Last Name

Job Title

Organisation

Address Line 1

Line 2

Line 3

Line 4

Post Code

Telephone Number

E-mail Address (where relevant)

**Agents Details (if applicable)**

**Nature of Representation**

Please select one of the following:

Are you either:  Supporting part of the SCI;

<b>Charnwood BC</b>	
<b>Planning &amp; Technical Services</b>	
File.....	
<b>08 JUL 2005</b>	
Ref'd to	Initials
Dir	AD BC DC ED ES PG

If so to which part of the SCI does your representation relate:

Section

Paragraph

- Or: Objecting to part of the SCI;

If so to which part of the SCI does your representation relate:

Section

Paragraph

- Or: Objecting to the omission of a section or text

If so where should the new section or text go in the SCI (please be as precise as possible):

Appendix 4, part 1. Specific Consultation.  
Bodies

### Reason for Objection

If you are objecting to the SCI please specify on which of the following tests of soundness you consider that this part of the SCI fails (see accompanying guidance notes):

- 7 -  it complies with the minimum requirements for consultations as set out in the Town and Country Planning (Local Development) (England) Regulations 2004
- its strategy for community involvement links with other community involvement initiatives (e.g. the community strategy)
- it identifies in general terms which local community groups and other bodies will be consulted
- it identifies how the community and other bodies can be involved in a timely and accessible manner
- the methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents
- resources are available to manage community involvement effectively
- it shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents
- it sets out a mechanism for reviewing the SCI
- it clearly describes the policy for consultation on planning applications
-

## Changes to the SCI

Please give details of what change(s) you would like to see to the SCI and why, having regard to the tests of soundness listed above (please be precise as possible):

Needs to include Primary Care Teams covering the area or parts of the area of the local planning authority.

Developments will have an impact on existing health services and need to change/increase provision of health services

(Continue on a separate sheet if necessary)

Can your representation be considered by written representations or do you consider it necessary to attend the Examination

Either:  Written Representations

Attend Examination, if so please outline why you consider this to be necessary:

The Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to attend the Examination.

Signature:

TCSH

Date:

8/7/05

Please note that all completed forms will be made available for public inspection at the Council Offices. Summaries of responses will be placed on the Council's web site.

Closing date for responses is **Friday 8<sup>th</sup> July 2005**

Please return the form to Planning Policy, Charnwood Borough Council, Southfields, Southfield Road, Loughborough, Leicestershire, LE11 2TN

## GUIDANCE NOTES

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*Front loading of involvement.* Community involvement policies should provide opportunities for participation in identifying issues and debating options from the earliest stages. Community involvement should happen at a point at which people recognise that they have the potential to make a difference and, crucially, to experience a sense of ownership of local policy decisions.

*The methods used to encourage involvement should be relevant to their experience.* Consideration should be given to how people are most likely to get involved and what facilities are available to them and to working with agencies such as Planning Aid that can help communities. There is no 'one size fits all' solution if a genuine dialogue is to be established and maintained.

*Clearly articulated opportunities for continuing involvement.* The process should allow local communities to see how ideas have developed at the various stages, with effective feedback. There should be clear formal stages when involvement should take place, based on the statutory requirements. These stages must occur as part of a continuous programme, not a series of disjointed, one off steps. A 'tick box' mentality, which regards community involvement as simply a process step to be ticked off, is not acceptable.

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RES NO: 375

GOVERNMENT OFFICE  
FOR THE EAST MIDLANDS

Mr Guy Longley  
Planning Policy Manager  
Charnwood Borough Council  
Southfield Road  
Loughborough  
Leicestershire  
LE11 2TN

Charnwood BC						
Planning & Technical Services						
File .....						
11 JUL 2005						
Ref'd to	Initials					
Dir	AD	BC	DC	ED	ES	PC

The Belgrave Centre  
Stanley Place  
Talbot Street  
Nottingham NG1 5GG  
Switchboard: 0115 971 9971  
Direct Line: 0115 971 2639  
GTN: 6205  
Fax: 0115 971 2410  
Email:  
pamela.roberts@goem.gsi.gov.uk  
Website: www.go-em.gov.uk

Your Ref: GL/LP/CBC/7/2  
Our Ref: EMP 2410/475/21

Date: 6 July 2005

Dear Guy

**STATEMENT OF COMMUNITY INVOLVEMENT (SUBMISSION DOCUMENT)**

Thank you for consulting the Government Office on your submission Statement of Community Involvement (SCI). It is GOEM's opinion that Appendix 4 of the SCI could be expanded to identify, in general terms, the local community groups and other bodies that will be consulted. A copy of our objection is set out on the representation form accompanying this letter.

In addition to this objection, I would like to offer the following comments to the Council and Inspector:

**INTRODUCTION – Page 1**

The word "significant" in the first paragraph should be deleted, as the SCI should set out the local planning authority's policy for involving the community in the preparation of all planning applications (see paragraph 3.1 of PPS12).

The word "draft" in line five of the second paragraph should be removed. The final sentence also needs to make it clear that the Council's consideration of planning applications will follow the procedures for consultation and engagement in the SCI.

**Page 6 – first sentence of the final paragraph**

Reference to the Regulations should read "The Town and Country Planning (Local Development) (England) Regulations 2004".





GOVERNMENT OFFICE  
FOR THE EAST MIDLANDS

**TABLE 1: PREPARATION OF DEVELOPMENT PLAN DOCUMENTS (DPDs)**

Under PARTICIPATING – Issues and Options and initial sustainability report column, it may be useful to indicate how the community and stakeholders can assist in developing the evidence base for DPD's.

**Stage of Production – Submission of Development Plan Document to Secretary of State – INFORMING column**

It may be worth mentioning that the sustainability appraisal report will also be sent to the DPD bodies at this time. Regulation 28(3)(c)(ii) of the Town and Country Planning (Local Development) (England) Regulations 2004 refers.

**Stage of Production – Adoption – INFORMING column**

This could note that the sustainability appraisal report will also be made available for inspection. Regulation 36(a)(iii) of the Town and Country Planning (Local Development) (England) Regulations 2004 refers.

The adoption statement must be sent to any person who has asked to be notified of the adoption of the DPD as set out in Regulation 36(d) of the Town and Country Planning (Local Development) (England) Regulations 2004.

**TABLE 1: PREPARATION OF SUPPLEMENTARY PLANNING DOCUMENTS (SPDs) – Adoption – INFORMING column**

To accord with Regulation 19(c) of the Town and Country Planning (Local Development) (England) Regulations 2004 the adoption statement must be sent to any person who has asked to be notified of the adoption of the SPD.

**Page 19 – Post submission consultation – Table 2**

For consistency, it would be desirable to adopt the same terminology for the categorisation of applications; either 'strategic' or 'significant', in table 2 and the following tables.

**Appendix 2 – CRITERIA FOR TESTING SOUNDNESS – fifth bullet point**

To accord with the wording in paragraph 3.10(v) of PPS 12 the words "and for particular communities" should be deleted.

**Appendix 2 – CRITERIA FOR TESTING SOUNDNESS**

As worded the Appendix omits the final test set out in paragraph 3.10(ix) of PPS 12.

**Appendix 4: List of Specific and General Consultation Bodies**

For your information, we can facilitate consultation on local development documents with government departments that are co-located at GOEM. These are the Department for Education and Skills, Department for Environment, Food and Rural Affairs, Department for Transport, Department for Health (Regional Public Health Group), Department for Trade



GOVERNMENT OFFICE  
FOR THE EAST MIDLANDS

and Industry, Department for Culture, Media and Sport, Home Office and the Office of the Deputy Prime Minister. For other government departments, you should consult direct.

Yours sincerely

PAMELA ROBERTS  
Derbyshire and Leicestershire  
Planning and Transport Team



INVESTOR IN PEOPLE



## Borough Of Charnwood Statement of Community Involvement (SCI)

Submission stage Representation Form

### Personal Details

### Agents Details (if applicable)

Title

First Name

Pamela

Last Name

Roberts

Job Title

Senior Planning Officer, Derbyshire and Leicestershire Planning & Transport

Organisation

Government Office for the East Midlands

Address Line 1

The Belgrave Centre

Line 2

Stanley Place

Line 3

Talbot Street

Line 4

Nottingham

Post Code

NG1 5GG

Telephone Number 0115 9712639

E-mail Address

pamela.roberts@goem.gsi.gov.uk

### Nature of Representation

Please select one of the following:

Are you either:

Supporting part of the SCI;

If so to which part of the SCI does your representation relate:

Section

Paragraph

Or: Objecting to part of the SCI; ✓

If so to which part of the SCI does your representation relate:

Section Appendix 4: List of Specific and General Consultation Bodies

2. General Consultation Bodies and 3. Other Consultation Bodies

Paragraph --

Or: Objecting to the omission of a section or text

If so where should the new section or text go in the SCI (please be as precise as possible):

Reason for Objection

If you are objecting to the SCI please specify on which of the following tests of soundness you consider that this part of the SCI fails (see accompanying guidance notes):

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**Changes to the SCI**

Please give details of what change(s) you would like to see to the SCI and why, having regard to the tests of soundness listed above (please be precise as possible):

In 2. General Consultation Bodies - the voluntary bodies should, for completeness, state 'voluntary bodies some or all of whose activities benefit any part of the authority's area.', as the remainder of this section quotes exactly from the Regulations.

In 3. Other Consultation Bodies – The types of bodies set out in this part of the appendix looks rather limited when compared to the "Other Consultees" list given in Annex E of PPS 12. The Council should satisfy itself that all appropriate types of organisations have been consulted and the list at Appendix 4 reflects all the types of groups involved.

It would also be desirable to include reference to consultation with the Government Office and other government departments, in accordance with the guidance at Annex E of PPS12.

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Written Representations ✓

Attend Examination, if so please outline why you consider this to be necessary:

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Signature:

*[Handwritten Signature]*

Date: 6 July 2005

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Southfield Road, Loughborough, Leicestershire, LE11 2TN**

Mr Guy Longley  
 Planning Policy Manager  
 Charnwood Borough Council  
 Southfield Road  
 Loughborough  
 Leicestershire  
 LE11 2TN

The Belgrave Centre  
 Stanley Place  
 Talbot Street  
 Nottingham NG1 5GG  
 Switchboard: 0115 971 9971  
 Direct Line: 0115 971 2639  
 GTN: 6205  
 Fax: 0115 971 2410  
 Email:  
 pamela.roberts@goem.gsi.gov.uk  
 Website: www.go-em.gov.uk

Your Ref: GL/LP/CBC/7/2  
 Our Ref: EMP 2410/475/21

Date: 6 July 2005

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For consistency, it would be desirable to adopt the same terminology for the categorisation of applications; either 'strategic' or 'significant', in table 2 and the following tables.

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To accord with the wording in paragraph 3.10(v) of PPS 12 the words "and for particular communities" should be deleted.

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**Appendix 4: List of Specific and General Consultation Bodies**

For your information, we can facilitate consultation on local development documents with government departments that are co-located at GOEM. These are the Department for Education and Skills, Department for Environment, Food and Rural Affairs, Department for Transport, Department for Health (Regional Public Health Group), Department for Trade



and Industry, Department for Culture, Media and Sport, Home Office and the Office of the Deputy Prime Minister. For other government departments, you should consult direct.

Yours sincerely

*Pamela Roberts*

PAMELA ROBERTS  
Derbyshire and Leicestershire  
Planning and Transport Team



## **Borough Of Charnwood Statement of Community Involvement (SCI)**

Submission stage Representation Form

### **Personal Details**

### **Agents Details (if applicable)**

Title

First Name

Pamela

Last Name

Roberts

Job Title

Senior Planning Officer, Derbyshire and Leicestershire Planning & Transport

Organisation

Government Office for the East Midlands

Address Line 1

The Belgrave Centre

Line 2

Stanley Place

Line 3

Talbot Street

Line 4

Nottingham

Post Code

NG1 5GG

Telephone Number

0115 9712639

E-mail Address

pamela.roberts@goem.gsi.gov.uk

### **Nature of Representation**

Please select one of the following:

Are you either:

Supporting part of the SCI;

If so to which part of the SCI does your representation relate:

Section

Paragraph

Or: Objecting to part of the SCI; !

If so to which part of the SCI does your representation relate:

Section Appendix 4: List of Specific and General Consultation Bodies

2. General Consultation Bodies and 3. Other Consultation Bodies

Paragraph --

Or: Objecting to the omission of a section or text

If so where should the new section or text go in the SCI (please be as precise as possible):

Reason for Objection

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It would also be desirable to include reference to consultation with the Government Office and other government departments, in accordance with the guidance at Annex E of PPS12.

Can your representation be considered by written representations or do you consider it necessary to attend the Examination

Either:

Written Representations !

Attend Examination, if so please outline why you consider this to be necessary:

The Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to attend the Examination.

Signature: *Pamela Roberts*

Date: 6 July 2005

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Closing date for responses is Friday 8<sup>th</sup> July 2005

Please return the form to Planning Policy, Charnwood Borough Council, Southfields,  
Southfield Road, Loughborough, Leicestershire, LE11 2TN

RES NO: 379.

St. Ives  
4, Southernhay Road  
Stoneygate  
Leicester  
LE2 3TJ  
Tel: (0116) 270 3177  
Fax: (0116) 254 4248

# GORDON SMITH ASSOCIATES

CHARTERED SURVEYORS

Gordon K. Smith F.R.I.C.S.  
Rosie Smith

Planning Policy  
Borough of Charnwood  
Southfields  
Southfields Road  
Loughborough  
Leicestershire LE11 2TN

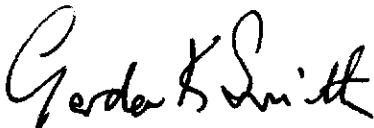
8<sup>th</sup> July 2005

Dear Sir/Madam

### Borough of Charnwood Statement of Community Involvement (SCI)

I enclose the representation form. I am supporting the above document and I am requesting that I be notified of the submission of a DPD to the Secretary of State, the publication of an Inspector's report, and the adoption of a DPD or SPD and indeed at all stages in the plan review process. Please see my letter dated 26.5.05 to Mr Guy Longley.

Yours faithfully



Gordon K Smith  
Chartered Surveyor

Charnwood BC	
Planning & Technical Services	
File.....	
08 JUL 2005	
Ref: 10	101
DE	AD

PC  
LP



**Borough Of Charnwood  
Statement of Community Involvement (SCI)**

Submission stage Representation Form



**Personal Details**

Title

First Name

Last Name

Job Title

Organisation

Address Line 1

Line 2

Line 3

Line 4

Post Code

Telephone Number

E-mail Address (where relevant)

**Agents Details (if applicable)**

**Nature of Representation**

Please select one of the following:

Are you either:  Supporting part of the SCI;

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Section

Paragraph

I WOULD LIKE TO BE NOTIFIED AT ALL STAGES IN THE PLAN REVIEW PROCESS. PLEASE SEE MY LETTER DATED: 26-5-05.

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Paragraph

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If so where should the new section or text go in the SCI (please be as precise as possible):

### Reason for Objection

If you are objecting to the SCI please specify on which of the following tests of soundness you consider that this part of the SCI fails (see accompanying guidance notes):

- it complies with the minimum requirements for consultations as set out in the Town and Country Planning (Local Development) (England) Regulations 2004
  - its strategy for community involvement links with other community involvement initiatives (e.g. the community strategy)
  - it identifies in general terms which local community groups and other bodies will be consulted
  - it identifies how the community and other bodies can be involved in a timely and accessible manner
  - the methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents
  - resources are available to manage community involvement effectively
  - it shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents
  - it sets out a mechanism for reviewing the SCI
  - it clearly describes the policy for consultation on planning applications
-

**Changes to the SCI**

Please give details of what change(s) you would like to see to the SCI and why, having regard to the tests of soundness listed above (please be precise as possible):

(Continue on a separate sheet if necessary)

**Can your representation be considered by written representations or do you consider it necessary to attend the Examination**

Either:  Written Representations

Attend Examination, if so please outline why you consider this to be necessary:

The Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to attend the Examination.

Signature:

*Gordon K Smith*

Date:

7-7-05

Please note that all completed forms will be made available for public inspection at the Council Offices. Summaries of responses will be placed on the Council's web site.

Closing date for responses is **Friday 8<sup>th</sup> July 2005**

Please return the form to Planning Policy, Charnwood Borough Council, Southfields, Southfield Road, Loughborough, Leicestershire, LE11 2TN

## **GUIDANCE NOTES**

### **General advice on making representations on a Statement of Community involvement**

If you wish to object to a SCI or part of a SCI you should make clear in what way the SCI or part of the SCI is not sound having regard to the tests set out above. You should try to support your objection by evidence showing why the SCI should be changed. It will be helpful if you also say precisely how you think the SCI should be changed. In considering whether you wish to make representations on a SCI you may wish to consider the following principles for community involvement which are set out in the document "Community Involvement in Planning: The Government's objectives"<sup>1</sup>.

#### **Principles of community involvement**

*Community involvement that is appropriate to the level of planning.* Different arrangements for and levels of community involvement will be appropriate depending on the nature of the planning process involved and the authority's circumstances. Planning authorities should ensure that arrangements are built on a clear understanding of the needs of the community, and put in place arrangements which are fit for purpose.

*Front loading of involvement.* Community involvement policies should provide opportunities for participation in identifying issues and debating options from the earliest stages. Community involvement should happen at a point at which people recognise that they have the potential to make a difference and, crucially, to experience a sense of ownership of local policy decisions.

*The methods used to encourage involvement should be relevant to their experience.* Consideration should be given to how people are most likely to get involved and what facilities are available to them and to working with agencies such as Planning Aid that can help communities. There is no 'one size fits all' solution if a genuine dialogue is to be established and maintained.

*Clearly articulated opportunities for continuing involvement.* The process should allow local communities to see how ideas have developed at the various stages, with effective feedback. There should be clear formal stages when involvement should take place, based on the statutory requirements. These stages must occur as part of a continuous programme, not a series of disjointed, one off steps. A 'tick box' mentality, which regards community involvement as simply a process step to be ticked off, is not acceptable.

*Transparency and accessibility.* The process should be clear, so that people know when they will be able to participate, and the ground rules for doing so. Involvement in the planning system should extend beyond those who are familiar with the system, to difficult to reach groups.

*Planning for involvement.* Community involvement should be planned in from the start of the process for plan preparation or consideration of significant development proposals, to enable timely involvement. Consideration should be given to how processes for community involvement in planning can best fit with other involvement processes, particularly in respect of Community Strategies. Project plans should avoid unnecessarily long, drawn out processes.

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<sup>1</sup> Published by ODPM in 2004 and available on the ODPM website [www.odpm.gov.uk](http://www.odpm.gov.uk).