

APPENDIX B:

Copy of Letter sent to the Wigan Borough Partnerships (under Regulation 25).

Wigan Council
Planning and Regeneration Department
Director: Martin Kimber BA Dip TP MRTPI



Our reference: KB/BB/32.21
Your reference:
Please ask for: Kate Brewer
Extension: 4237
Direct line: 01942 404237
Date: 24 May 2005

Dear Sir or Madam

Building the future together – Wigan's Local Development Framework (LDF)

Two years ago, a review of Wigan's Unitary Development Plan (the council's 'superplan' for future development of the borough) attracted comments and suggestions from over 1200 local people.

The plan shows where new homes should be built, where new jobs should be located and which land will be kept open. It guides developers and landowners and sets out the policies which control both private and public development proposals.

Now, the Government has introduced a new planning system – and once again, we want as many people as possible to get involved.

Like all councils, Wigan must now prepare a Local Development Framework (LDF) for the borough and, in time, this will replace the Unitary Development Plan (UDP). Unlike the UDP, which is one big plan covering the whole of the borough, the LDF will be a collection of documents covering individual parts of the borough and particularly policy issues like housing or the green belt. Eventually, these separate documents will provide a complete planning strategy for the whole of the borough.

We want as many people as possible to get involved in the preparation of the LDF and as such, we are writing to everybody with a known interest in the future development of the Borough. We are putting together a list of consultees for the LDF, and we have already received much interest.

If you know of others in your group/organisations who would like to be kept informed of our progress on the LDF and get involved in shaping the future of the borough, please pass on this information. I enclose some freepost cards which you can distribute to anyone interested. Alternatively, they can contact a member of the Planning Policy team with their details on 01942 404237 or e-mail PlanningPolicy@wiganmbc.gov.uk.

Planning and Regeneration Department, Wigan Council, Civic Buildings,
New Market Street, Wigan WN1 1RP
Fax: 01942 404222 Out of hours answerphone: 01942 404301
Web site: www.wiganmbc.gov.uk E-mail: k.brewer@wiganmbc.gov.uk

Building the future together

Your suggestions will help guide future developments and to start this off, there are two briefing notes attached to this letter, for your information.

Briefing note A is about the LDF in general and how you can find out more.

Briefing note B is about the Statement of Community Involvement (SCI) which sets out how the community will be able to get involved, as early and as fully as possible.

For more information about the Local Development Framework, visit www.wiganmbc.gov.uk/pub/planning/pages/.

Yours faithfully



Kate Brewer
Assistant Planning Officer

Briefing Note A

An Introduction to Wigan's Local Development Framework (LDF)

As you may be aware, the Government has introduced a new development plans system, and we must now prepare a LDF, which in time will replace the Unitary Development Plan. The LDF will be a collection of documents setting out the Council's planning policies that will guide the future development of the Borough. Work on the LDF started in April this year and the first LDF will be in place in the autumn of 2008.

The first stage in the LDF process has been the production of a Local Development Scheme (LDS), which sets out a detailed programme for the preparation of the LDF. This has now been produced and will be available to view at all Wigan Council Libraries, Wigan & Leigh Town Hall and the Planning Office at the address below, or alternatively, it can be viewed on the Council's website at the following address <http://www.wiganmbc.gov.uk/pub/planning/pages/>.

Another key stage this year is the preparation of the Statement of Community Involvement (SCI). The SCI will set out the Council's policy for involving communities in the preparation and revision of Local Development Documents (which together form the LDF) and for consulting on planning applications. Work on this is underway and we aim to start the public participation stage for the SCI at the end of June 2005.

The Council has also commenced work on 6 Supplementary Planning Documents:

- Provision of Openspace in New Housing Developments, Adoptions and Financial Contribution from Developers.
- Landscape Design.
- Design Guide to Residential Development
- Shop Front Design
- Re-use of Employment Land and Buildings for Non-Employment Use.
- Affordable Housing.

Contact Details

For all general matters relating to the UDP or the LDF please contact a member of the Planning Policy team on 01942 404235 / 404237 / 404238 or email planningpolicy@wiganmbc.gov.uk

If you are interested in finding out more about the documents listed in this letter please contact the relevant person as follows:

Local Development Document	Contact Details
Statement of Community Involvement	Kate Brewer – 01942 404237 k.brewer@wiganmbc.gov.uk
Provision of Openspace in New Housing Developments, Adoptions and Financial Contribution from Developers	Gary Harold – 01942 404221 g.harold@wiganmbc.gov.uk
Landscape Design	Gary Harold – 01942 404221 g.harold@wiganmbc.gov.uk
Design Guide to Residential Development	Ann Stewart – 01942 404243 ann.stewart@wiganmbc.gov.uk
Shop Front Design	Ann Stewart – 01942 404243 ann.stewart@wiganmbc.gov.uk
Re-use of Employment Land and Buildings for Non-employment Use.	Nick Clarke – 01942 404235 n.clarke@wiganmbc.gov.uk
Affordable Housing	Martin Stuart – 01942 404238 m.stuart@wiganmbc.gov.uk

Briefing Note B

An introduction to Wigan's Statement of Community Involvement (SCI)

Wigan Council has now started to prepare its Statement of Community Involvement (SCI), which forms part of the new Local Development Framework (LDF).

About Wigan's SCI

The SCI will set out the council's policy for involving communities and stakeholders in the preparation and revision of the Local Development Framework and for consulting on planning applications in the Wigan Borough. The SCI is fundamental to the production of our Local Development Framework, as it will enable local requirements and community expectations to be addressed at an early stage in the plan preparation. It is important therefore, that we get it right.

Wigan Council already exceeds minimum consultation requirements for development planning and in development control decisions. However, we want to improve the way we involve our stakeholders and local communities in both plan making and development control.

A SCI project group has been set up to inform the preparation of the SCI. Project group members include community representatives and key officers in the field of community engagement who are best placed to promote good practice and reflect the needs and aspirations of Wigan's local communities and other stakeholders. The thoughts and ideas of the project group are being fed directly into the production of the draft SCI.

Our aim for community involvement is to be as innovative as possible within the resources available. It is important that we are realistic with our aspirations.

Principles for Community Involvement

Our Statement of Community Involvement will be based around the following principles:

- **Frontloading of involvement** – We will ensure that communities and stakeholders are engaged in the LDF process at the earliest opportunity; and enable participation at a time when ideas can influence decisions and give confidence of this.
- **Inclusiveness** – We will ensure that everybody interested or affected by a decision has the opportunity to participate in the process, and make particular effort to involve 'hard to reach' groups.
- **Appropriateness** – We will give communities and stakeholders the information they need in an appropriate form, and we will ensure that arrangements are built on a clear understanding of community needs and experience.

- **Accessibility** – We will provide a variety of opportunities for community and stakeholders to be involved (continuous involvement), and will keep communities up to date with key stages.
- **Transparency** – We will be clear about who we will involve and when we will involve them; and make clear the level of influence on decisions.
- **Timeliness** – We will ensure consultation and participation is fit for purpose and promotes speed and participation.
- **Openness** – We will set out a stringent process for reporting back to people and be clear about how and why people’s contributions have or have not influenced decisions.
- **Planning for involvement** – We will demonstrate that community involvement can be properly resourced and managed; making use of existing community involvement processes to ensure timescales for the LDF are met.
- **Continuous improvement** – We will review the effectiveness of the SCI and make alterations where shortfalls are identified. We will improve as we build on our experience.

The role of community involvement in our LDF

For many people, the SCI will be the first introduction to the new planning system and as such we will make every effort to ensure the document is written with clarity and simplicity in mind. We want to transform the negative views of planning, and the SCI is the starting point for which we can achieve this.

There are a variety of community involvement methods and techniques available to us ranging from workshops and focus groups to information updates. The extent of the consultation or participation (community involvement) to be undertaken will vary dependant upon the intended outcomes. The SCI will reflect this.

We will be realistic about the types of community involvement we intend to use for each document and at each stage of document preparation.

We will be seeking community involvement on the following types of plans:

Local Development Documents	Planning Applications
The Statement of Community Involvement	Exceptional Applications
The Core Strategy	Major Applications
Area Action Plans	Minor Applications
Site Specific Allocations	Householder Applications
Supplementary Planning Documents	
The Sustainability Appraisal Scoping Report	
The Annual Monitoring Report	

Who can get involved?

We are committed to producing a Local Development Framework that reflects community needs and aspirations. We will welcome contributions from all members of the community and will positively encourage people to participate in the production of the LDF and in development control decisions.

Anyone who has an interest in the future of the Borough can be involved. The SCI will identify the types of groups the council proposes to involve, and will include:

Statutory Consultees	Bodies to be consulted as required by The Town & Country Planning (Local Development (England) Regulations 2004.
Elected Representatives	Members of Parliament, Members of European Parliament & Local Councillors all have an interest in the development of the Borough.
Wigan Borough Partnership	Includes the partnership board and related groups, seven thematic partnerships, the township forums and community networks
Developers or Agents	Developers or Agents with an interest in the development of the Borough.
General Public	Any member of the public who would like to be involved at key stages and kept informed of our progress with the LDF.
Local Groups & Organisations	Any member of a local group or organisation who would like to be consulted at key stages and kept informed of our progress with the LDF.

The draft SCI will go on deposit at the end of June for six weeks public participation when will be seeking your comments and feedback on the draft document.

Copies of the document will be made available for download on the council's website and placed on deposit at all Wigan Council libraries, Wigan and Leigh Town Halls and the Planning Office at the address below. A copy of the document will also be available on request for a small fee.

This briefing note provides information on our intention for the draft SCI. If you have any fundamental issues you wish to raise concerning our intentions, please contact Kate Brewer on 01942 404237, or email k.brewer@wiganmbc.gov.uk