

PLAN FOR STAFFORD BOROUGH

PUBLICITY & CONSULTATION **INFORMATION**

April & May 2013 – Sustainability Appraisal
Addendum and Planning Strategy Statement

THE UNIVERSITY OF CHICAGO

PHILOSOPHY DEPARTMENT

1100 EAST 58TH STREET

CHICAGO, ILLINOIS 60637

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Contact	Alex Yendole
Telephone	01785 619000
Fax	01785 619473
E-Mail	ayendole@staffordbc.gov.uk
Our Ref	RAY/FP/766.0
Your Ref	
Date	19 April 2013

Dear

THE PLAN FOR STAFFORD BOROUGH - PRE-SUBMISSION CONSULTATION

The purpose of this letter is to invite representations on an Addendum to the Revised Sustainability Appraisal Report and a Planning Strategy Statement. Following representations to The Plan for Stafford Borough – Publication a number of locations not previously considered through the Sustainability Appraisal process need to be assessed as 'reasonable alternatives' to the development strategy prior to submitting the Plan for Examination. The Revised Sustainability Appraisal Report assesses the Plan for Stafford Borough in terms of sustainable development principles.

This pre-submission consultation stage enables representations to be made specifically on the Addendum to the Revised Sustainability Appraisal Report and the Planning Strategy Statement before the Plan for Stafford Borough is submitted for the independent Examination process. Please note that the Council are not inviting further representations on the Plan for Stafford Borough – Publication.

Further information including the relevant documents are available at Stafford Borough Council's Ground Floor reception desk, can be viewed on the Borough Council's website at www.staffordbc.gov.uk/addendum-sa or by contacting the Forward Planning section on 01785 619000.

If you wish to comment please complete the on-line representation form, which can also be downloaded and printed off, ensuring receipt by the Borough Council before **12 noon on Friday 31 May 2013**. Please note that if you previously made representations to the Plan for Stafford Borough – Publication there is no need to re-submit this material as part of the consultation on the Addendum to the Revised Sustainability Appraisal Report and a Planning Strategy Statement.

Representations to the Addendum to the Revised Sustainability Appraisal Report and the Planning Strategy Statement will be summarized and made available on the Borough Council's website in due course. The Council will then prepare the Plan for Stafford Borough for submission to the Secretary of State in the Summer 2013.

Statement of Representation Procedure

(a) **Title of Documents**

Addendum to the Revised Sustainability Appraisal Report and the Planning Strategy Statement

(b) **Subject Matter**

The Addendum to the Revised Sustainability Appraisal Report and the Planning Strategy Statement consider reasonable alternative locations for development at Stafford and Stone not previously included in the Sustainability Appraisal process.

(c) **Period of Representation**

Friday 19 April until 12 noon on Friday 31 May 2013

(d) **Address for Representations**

Head of Planning & Regeneration Services
Stafford Borough Council
Civic Centre
Riverside
STAFFORD
ST16 3AQ

(e) **Notification of Examination and Adoption**

Please indicate in your response if you wish to be notified of either or both of the following:

- (i) that the Plan for Stafford Borough DPD has been submitted to the Secretary of State for independent Examination;
- (ii) that the Plan for Stafford Borough DPD has been adopted.

Any such notification will be sent to the address on your representation unless you indicate otherwise.

Yours sincerely



Alex Yendole
Forward Planning Section

Planning & Regeneration Services

Librarians of all libraries and mobile libraries in
Stafford Borough

Contact	Mr Alex Yendole
Direct Dial	01785 619536
Fax	01785 619473
Our Ref	RAY/766.0
Your Ref	
Date	19 April 2013

Dear Colleague,

THE PLAN FOR STAFFORD BOROUGH – PUBLICATION OPTIONS ADDENDUM

The Borough Council is in the process of preparing a new Local Plan that will replace the Stafford Borough Local Plan 2001 as the Statutory Development Plan for the Borough. We have greatly appreciated your previous assistance in making a series of documents available to the public.

Please find enclosed the Addendum to the Revised Sustainability Appraisal Report and the Planning Strategy Statement. We will be consulting on these documents during April and May 2013. This statutory consultation stage provides a key opportunity to provide representations before the Submission document is produced for the Examination process

We would be grateful if you could now make the documents available to the public, preferably by adding it to the documents that we provided previously in a white ring binder titled 'Delivering the Plan for Stafford Borough' to which you may previously have added the 'The Plan for Stafford Borough: Publication' document which we supplied in January 2013.

If you don't still have the white file or the previous documents please don't worry, the documents with this letter can 'stand alone' and doesn't rely on the earlier documents.

We are aware that occasionally in the past the documents may have 'gone missing' or been stolen (we suffer from the same problem). If this happens and the documents go missing from your library please call us and we will send further copies.

The documents, the evidence base and other related information can be accessed on-line via <http://www.staffordbc.gov.uk/addendum-sa> and we suggest that this is the site which is most helpful to customers. We have found that most users are now using the web to read the documents and this may reduce demand from library customers for paper copies.

Currently most users can (and do) make their comments on-line on any aspect of the documents. Web-users can also read what other people have written on the same subject using our consultation system. You might want to encourage your customers to do the same, using library Internet facilities, as this can yield more useful information than the paper document alone. However representation forms can also be downloaded and printed off. The deadline for providing responses to the Borough Council is **12 noon on Friday 31 May 2013**. This deadline is the end of the statutory period for consultation in accordance with Regulation 19 of the Town & Country Planning (Local Planning) (England) Regulations 2012. Any late representations cannot be accepted after this deadline.

The Council will then prepare the Plan for Stafford Borough for submission to the Secretary of State in Summer 2013.

If you or any of your customers have any problems or queries regarding the new Plan, either now or in the future, please do not hesitate to contact myself or any other member of the Forward Planning Team at the address and telephone number above - or by e-mail to forwardplanning@staffordbc.gov.uk.

Thank you very much for your continued assistance.

Yours faithfully



Alex Yendole
Planning Policy Manager

Statement of Representation Procedure

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(b) **Subject Matter**

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- (ii) that the Plan for Stafford Borough DPD has been adopted.

Any such notification will be sent to the address on your representation unless you indicate otherwise.

PLANNING AND COMPULSORY PURCHASE ACT 2004
The Town and Country Planning (Local Planning) (England)
Regulations 2012 (Regulation 19)
Statement of Fact Available for Inspection
Proposed Pre-Submission documents of
the Plan for Stafford Borough

Stafford Borough Council has prepared the Plan for Stafford Borough Development Plan Document (DPD) as part of the new Local Plan for the whole of the Borough. The Addendum to the Revised Sustainability Appraisal Report and the Planning Strategy Statement have been prepared to include reasonable alternatives for Stafford and Stone not previously assessed through the Sustainability Appraisal process to date.

Copies of the Addendum to the Revised Sustainability Appraisal Report and the Planning Strategy Statement can be inspected and are available free of charge at Ground Floor Reception, Stafford Borough Council, Civic Centre, Riverside, Stafford, during normal office hours Monday – Thursday 08.30 – 17.00, Friday 08.30 – 16.30. Reference copies have been supplied to Public Libraries within Stafford Borough. The documents and representation forms may also be viewed and downloaded via the Council's website at the following web-address: www.staffordbc.gov.uk/addendum-sa

To help in the making of representations, forms are available from the address quoted below. All representations should be sent in electronically or in writing, preferably using the published forms, to the Head of Planning and Regeneration, Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ or to forwardplanning@staffordbc.gov.uk

Only those representations which are received at the address specified above within the six week period ending at 12 noon on Friday 31st May 2013 will be taken into consideration.

**PLANNING AND COMPULSORY PURCHASE
ACT 2004**

**The Town and Country Planning (Local
Planning) (England)
Regulations 2012 (Regulation 19)
*Statement of Fact Available for Inspection
Proposed Pre-Submission documents of
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or to forwardplanning@staffordbc.gov.uk

Only those representations which are received at the address specified above within the six week period ending at 12 noon on Friday 31st May 2013 will be taken into consideration.

STAFFORD BOROUGH COUNCIL has been working with partner organisations to prepare a new Local Plan, known as The Plan for Stafford Borough, to guide development for the next 20 years. Following representations to The Plan for Stafford Borough – Publication, an updated Sustainability Appraisal has been produced to include an assessment of a recently submitted proposal to ensure that the Sustainability Appraisal has assessed all reasonable alternatives.

The consultation will run from Friday 19 April 2013 until 12 noon on Friday 31 May 2013. This is a statutory deadline and no representations received after that time can be accepted.

At this stage of the process, we are gathering representations on the 'soundness' of The Plan for Stafford Borough regarding the Addendum to the Revised Sustainability Appraisal Report and Planning Strategy Statement only. We are not inviting further representations on the Plan for Stafford Borough – Publication.

Under national rules, your comments need to be based on the following criteria.

- **Has the Plan been POSITIVELY PREPARED?** i.e. the plan is based on a strategy that provides for the development and infrastructure needs
- **Is the Plan JUSTIFIED?** i.e. founded on robust evidence and is the most appropriate strategy against all reasonable alternatives?
- **Is the Plan EFFECTIVE?** i.e. deliverable/ flexible/ able to be monitored?
- **Is the Plan CONSISTENT?** i.e. in line with National Planning Policy?
- **Is it LEGALLY COMPLIANT?** i.e. in line with national planning law?

If you wish to comment please use the On-Line consultation portal or the Representation Form (attached Word document) and refer to the Guidance Notes. More detail is set out on the Statement of Representations Procedure

- Online consultation portal
- Representations Form (word doc)
- Guidance Notes (pdf 69.7 KB)

After this statutory consultation period, the Plan for Stafford Borough and its supporting documents (set out below), will be submitted to the Secretary of State. Following the Submission of the Local Plan, an Examination in Public (EiP) will be held by an independent Planning Inspector to assess the 'Soundness of the Plan'. Subsequently the Inspector will produce a report containing recommendations to be incorporated into the document before adoption.

For general information on Local Plans please go to the Government's online Planning Portal.



**The Plan for Stafford Borough
Pre-Submission Consultation**

Ref:

Representations Form

**(For official
use only)**

Please return completed forms to:

- Head of Planning & Regeneration, Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ
- or by email to forwardplanning@staffordbc.gov.uk
- or by fax to: 01785 619473

Responses must be received by 12 noon on Friday 31st May 2013

This form has two parts:

Part A: Personal Details

Part B: Your representations.

- Please complete Part B of this form for each representation you wish to make. You do not need to complete Part A more than once, but please ensure you state your name or organisation as applicable at the top of each Part B form you submit.
- Please note that when representations are submitted only Part B of the form will be published. Contact details on Part A will not be published.

Please note:

At this stage of the process, we are gathering representations on the 'soundness' of The Plan for Stafford Borough regarding the Addendum to the Revised Sustainability Appraisal Report and Planning Strategy Statement only. **We are not inviting further representations on the Plan for Stafford Borough – Publication**

Part A

I. Personal Details*

*If an agent is appointed please complete only the Title, Name and Organisation boxes below but complete the full contact details of the agent in 2.

2. Agent's Details (if applicable)

Title	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>
Job Title (if applicable)	<input type="text"/>	<input type="text"/>
Organisation (if applicable)	<input type="text"/>	<input type="text"/>
Address Line 1	<input type="text"/>	<input type="text"/>
Address Line 2	<input type="text"/>	<input type="text"/>
Address Line 3	<input type="text"/>	<input type="text"/>
Address Line 4	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
Telephone Number	<input type="text"/>	<input type="text"/>
E-mail address	<input type="text"/>	<input type="text"/>

Part B – Please use a separate sheet for each representation

Please note: At this stage of the process, we are gathering representations on the ‘soundness’ of The Plan for Stafford Borough regarding the Addendum to the Revised Sustainability Appraisal Report and Planning Strategy Statement only. **We are not inviting further representations on the Plan for Stafford Borough – Publication**

Name or Organisation	
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3. What part of Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement does your comment relate to?

e.g. Section Reference, Paragraph	
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If your comment does not relate to a specific part of the document, or it relates to a different document, please make this clear in your response.

4. Do you consider that the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement is:

- a. Legally compliant*?**
 Yes No
- b. Sound*?**
 Yes No

*To check a box when completing this form electronically, double click on it and select ‘checked’ under default value. *Please refer to the attached note for guidance on legal requirements and soundness.*

*If you have entered **No** to Q4.b. please continue to Q5. In all other circumstances please go to Q6.*

5. Do you consider Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement is unsound because it is not:

- a. Positively Prepared
- b. Justified
- c. Effective
- d. Consistent with national policy

6. Please give details of why you consider Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement is not legally compliant, or is unsound. Please be as precise as possible.

If you wish to support the legal compliance or soundness of Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement , please also use this box to set out your comments.

(attach separate sheets as necessary)

7. Please set out what change(s) you consider necessary to make the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement legally compliant or sound, having regard to the test you have identified at question 5. You will need to say why this change will make the document legally compliant or sound. It will be helpful if you are able to put forward your suggested revised wording of any policy or text. Please be as precise as possible.

(attach separate sheets as necessary)

Please note your representation should cover succinctly all the information, evidence and supporting information necessary to support / justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further representations based on the original representation.

After this stage, further submissions will only be at the request of the Planning Inspector, based on the matter and issues he / she identifies for examination

8. If your representation is seeking a change, do you consider it necessary to participate at the Examination in Public?

a. **Yes** I wish to participate at the Examination in Public

b. **No** I do not wish to participate at the Examination in Public

9. If you wish to participate at the Examination in Public, please outline why you consider this to be necessary

(attach separate sheets as necessary)

Please note the Planning Inspector will determine the most appropriate procedure to adopt to hear those who have indicated that they wish to participate at the Examination in Public

Please ensure you have printed your name or organisation at the top of this form

**The Plan for Stafford Borough
Pre-Submission Consultation**

Representation Form Guidance Notes



Stafford
BOROUGH COUNCIL

Representations made within the consultation period will be considered alongside The Plan for Stafford Borough: Submission as part of an examination by an independent planning inspector. The purpose of the examination is to establish whether the plan has been prepared in accordance with **legal requirements**, and whether it is **sound**.

Representations should therefore focus on legal compliance and soundness.

If you wish to make a comment seeking to change The Plan for Stafford Borough you should make clear in what way you consider it is not legally compliant or sound. You should try to support your comment by providing evidence and supporting information showing why it should be changed. It will be helpful if you also say precisely how you think it should be changed.

For the plan to be **legally compliant** it must:

- be prepared in accordance with:
 - the Council's Local Development Scheme (a timetable for plan preparation);
 - the Council's Statement of Community Involvement (which includes the Council's policy for community engagement on The Plan for Stafford Borough) and
 - relevant Acts and Regulations; in particular the Town and County Planning (Local Planning) (England) Regulations 2012;
- have been subject to sustainability appraisal;
- have regard to:
 - national policies, advice and guidance issued by the Secretary of State; and
 - the Stafford Borough Sustainable Community Strategy and Stafford Borough Community Action Plan;
- be in general conformity with the Regional Spatial Strategy for the West Midlands;
- meet legal requirements under the Duty to Co-operate (introduced via the Localism Act 2011).

Soundness is explained in the National Planning Policy Framework. For a plan to be sound it must be:

- **Positively prepared** - the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements;
- **Justified** – the plan should be the most appropriate strategy based on a robust and credible evidence base;
- **Effective** – the plan should be deliverable over its period;
- **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with the policies in the National Planning Policy Framework.

Guidance Notes

Introduction

These guidance notes have been produced to assist anyone who wishes to make a formal representation on the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement which is subject to a period of representation from Friday 19th April 2013 to 12 noon on Friday 31st May 2013.

The Addendum to the Revised Sustainability Appraisal Report and the Planning Strategy Statement is published in order for representations to be made prior to submission to the Planning Inspectorate. The representations will be considered alongside those submitted in January and February 2013 on the Plan for Stafford Borough - Publication, which will be examined by a Planning Inspector during 2013.

Please note that we are not inviting further representations on the Plan for Stafford Borough – Publication at this stage.

The purpose of the examination is to consider whether the DPD complies with legal requirements and is 'sound'.

- 1) If you are seeking to make representations on the way in which the Local Planning Authority (LPA) has prepared the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement it is likely that your comments or objections will relate to a matter of legal compliance.
- 2) If it is the actual content on which you wish to comment or object it is likely your representations will relate to whether the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement is justified, effective or consistent with national policy.

Your representation will need to be submitted **in writing** (either electronically or on paper) and received by Stafford Borough Council's Head of Planning & Regeneration Services **by 12 noon on Friday 31st May 2013**. We will not be able to accept comments that are received after the deadline.

It is **strongly recommended** that you use the consultation portal and / or Representation Form provided by the Council to make your representation to ensure that it relates to the issues of legal compliance or soundness.

Representations can be submitted via the Stafford Borough online consultation portal at www.staffordbc-consult.objective.co.uk/portal. This system allows you to view and comment on specific sections of the document. Alternatively, you can download the Representations Form from the Council's website at:

www.staffordbc.gov.uk/addendum-sa. Paper copies are also available from Stafford Borough Council's Civic Centre and local libraries within the Borough.

Completed Representation Forms can be

- E-mailed to: forwardplanning@staffordbc.gov.uk
- Sent to the Head of Planning & Regeneration Services, Stafford Borough Council, Civic Centre, Riverside, Stafford, ST16 3AQ

We encourage you to use online facilities via the consultation portal if available

Please note that all respondents must complete their personal details, as it is not possible for representations to be considered anonymously. Respondents should also note that representations are not confidential and that they will be published on the Council's website and copies will be placed at appropriate venues across the Borough for public inspection.

Legal Compliance

The Inspector will first check that the Local Plan meets the legal requirements under Section 20(5)(a) of the 2004 Planning & Compulsory Purchase Act before moving on to test for soundness.

- The Local Plan should be within the current Local Development Scheme (LDS) and the key stages should have been followed. The LDS is effectively a programme of work prepared by the Council, setting out the documents it proposes to produce over a set period. It sets out the key stages in the production of any documents the Council propose to bring forward for independent examination. The LDS is available on the Council's website and at the Civic Centre main offices.
- The process of community involvement for the Local Plan should be in general accordance with the Council's Statement of Community Involvement (SCI). The SCI is a document that sets out the Council's strategy for involving the community in the preparation of the Local Plan.
- The Local Plan should comply with the Town and County Planning (Local Development) (England) Regulations 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2012. On publication, the Council must publish the documents prescribed in the Regulations, and make them available at their principal offices and on their website. The Council must also place local advertisements and notify the DPD bodies (as set out in the Regulations) and any persons who have requested to be notified.
- The Council is required to publish a Sustainability Appraisal Report when they publish a Development Plan Document. This should identify the process by which the Sustainability Appraisal has been carried out, and the baseline information used to inform the process and the outcomes of that process. Sustainability Appraisal is a tool for appraising policies to ensure they reflect social, environmental, and economic factors.
- The Local Plan should have regard to national policy and conform generally to the Regional Spatial Strategy (RSS). The RSS sets out the region's policies in relation to the development and use of land and forms part of the development plan for the Council. The Government has announced its intention to revoke the West Midlands Regional Spatial Strategy, but at the time of writing it remains part of the development plan
- The Council must fulfil the Duty to Co-operate in preparing the plan as required by Section 110 of the Localism Act 2011 and Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Its purpose is to ensure that Local Plans consider issues that cross the boundaries of an individual local authority, and to consider issues that are of concern to agencies who have a wider geographical responsibility.

- The Local Plan must have regard to the Community Action Plan for the Borough. The Community Action Plan is prepared by the Stafford Borough Strategic Partnership that is representative of a range of interests in the Local Planning Authority area. The Community Action Plan is subject to consultation but not to an independent examination.

Soundness

The Inspector has to be satisfied that the Local Plan is sound. To be sound the Local Plan should be:

1). Positively Prepared

The plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.

2). Justified

This means that the DPD should be founded on a robust and credible evidence base involving:

- (a) evidence of participation of the local community and others having an interest in the area; and
- (b) research / fact finding: the choices made in the plan are backed up by facts.

The Local Plan should also provide the most appropriate strategy when considered against reasonable alternatives. These alternatives should be realistic and subject to sustainability appraisal. The Local Plan should show how the policies and proposals help to ensure that the social, environmental, economic and resource use objectives of sustainability will be achieved.

3) Effective

This means the Local Plan should be deliverable, embracing:

- sound infrastructure delivery planning;
- having no regulatory or national planning barriers to delivery;
- delivery partners who are signed up to it; and
- coherence with the strategies of neighbouring authorities.

The plan should be flexible to deal with changing circumstances, which may involve minor changes to respond to the outcome of the monitoring process or more significant changes to respond to problems such as lack of funding for major infrastructure proposals. Although it is important that policies are flexible, the DPD should make clear that major changes may require a formal review including public consultation.

Any implementation targets and delivery measures that are included in the Plan for Stafford Borough must be reported through the Annual Monitoring Report. This report must be produced each year by all local authorities and will show whether the DPD needs amendment.

4) Consistent with national policy

The DPD should be consistent with national policy as set out in the National Planning Policy Framework. Where there is a departure, the Local Planning

Authority (LPA) must provide clear and convincing reasoning to justify its approach. Conversely, you may feel the LPA should include a policy or policies which would depart from national or regional policy to some degree in order to meet a clearly identified and fully justified local need, but they have not done so. In this instance it will be important for you to say in your representations what the local circumstances are that justify a different policy approach to that in national or regional policy and support your assertion with evidence.

General advice

Representations are only valid if your name and address are supplied. Agents should please state the full name or organisation of who they are representing.

If you wish to make a representation seeking a change to the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement you should make clear in what way the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement is not sound having regard to the legal compliance check and three tests set out above.

You should try to support your representation by evidence showing why the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement should be changed. It will be helpful if you also say precisely how you think the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement should be changed. Representations should cover succinctly all the information, evidence and supporting information necessary to support / justify the representation and the suggested change, as there will not normally be a subsequent opportunity to make further submissions based on the original representation made at publication. After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he / she identifies for examination.

Where there are groups who share a common view on how they wish to see the Addendum to the Revised Sustainability Appraisal Report and / or the Planning Strategy Statement changed, it would be very helpful for that group to send a single representation which represents the view, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

Further Assistance

Should you require any further information or assistance, please contact the Forward Planning team on 01785 619 000 or email forwardplanning@staffordbc.gov.uk.