

**The Berkshire Unitary Authorities
Joint Minerals and Waste Community Involvement Protocol**

The Planning and Compulsory Purchase Act 2004 has changed the planning system in this country, and the old style Minerals and Waste Local Plan for Berkshire will be replaced with a Joint Minerals and Waste Development Framework to be prepared by the Joint Strategic Planning Unit (JSPU) on behalf of the six Unitary Authorities (UAs) lying within the former County of Berkshire. It will be made up of four documents.

Each Unitary Authority is required to produce a Statement of Community Involvement (SCI) which describes how the authority will involve the local community in preparing and reviewing the various development plan documents produced under the new legislation.

In order to avoid confusion between authorities over the appropriate level of consultation on jointly prepared documents, it has been decided to issue this protocol as an appendix to each authority's individual SCI setting out how consultation with the community will be achieved.

Minerals and Waste Policy Consultations

In the interests of the environment our preferred method of consultation will be via electronic means (email or web based) but paper copies will be available at all times upon request.

An appropriate level of consultation will be chosen each time

• Statutory Minimum Consultation and Notification Requirements	• Additional Consultation
Joint Minerals and Waste Development Plan Documents	
Evidence Gathering – Stage 1	
• N/A	<ul style="list-style-type: none"> • Questionnaires • Press Releases • Targeted Mail / e-mail

<ul style="list-style-type: none"> • Statutory Minimum Consultation and Notification Requirements 	<ul style="list-style-type: none"> • Additional Consultation
Sustainability Appraisal Scoping Report – Stage 2	
<ul style="list-style-type: none"> • Consult bodies listed in SEA regulations. (See Appendix 1) 	<ul style="list-style-type: none"> • Discussion with local environmental groups and council officers. • Publish Report on UA and JSPU website • Targeted Mail / e-mail
Public consultation on Issues and Options and Sustainability Appraisal – Stage 3 (Regulation 25)	
<ul style="list-style-type: none"> • Consult bodies listed in Appendix 1, 2 and 3 if they are likely to be affected and identify issues and options. Consultation on the Initial Sustainability Appraisal will be for 5 weeks. 	<ul style="list-style-type: none"> • Press Releases Newsletters; 4 week response period • Publish information on UA and JSPU website. • One-to-one meetings • Targeted mail / e-mail • Meet with community groups, Federation of Community Associations, interest groups, Parish and Town Council Liaison Groups, residents' groups, special interest group Forums/Panels, voluntary groups, user groups.
Preferred Options and Final Sustainability Appraisal – Stage 4 (Regulation 26)	
<ul style="list-style-type: none"> • Make the proposals documents and a statement of proposals matters available for viewing at the offices of the UA s, local libraries. • Publish this documentation on the UA s and JSPU websites stating where and when it can be inspected. • Send documentation to GOSE • Send documentation and relevant supporting documents to the consultees listed in Appendix 1, 2 and 3 if they are likely to be affected • Advertise in at least one local newspaper, giving details of the DPD, the representation period, and when and where it can be inspected. 	<ul style="list-style-type: none"> • Press Releases • Meet with stakeholder groups on request • Hold public meetings, workshops etc as appropriate to the issues • Targeted mail / e-mail

<ul style="list-style-type: none"> • Statutory Minimum Consultation and Notification Requirements 	<ul style="list-style-type: none"> • Additional Consultation
<p>Submission and Final Sustainability Appraisal – Stage 5 (Regulation 28)</p>	
<ul style="list-style-type: none"> • Consultation period of 6 weeks • Send the DPD, SA report, pre-submission consultation statement, statement of representations, any other relevant supporting documents, notice of the DPD matters and a list of when and where these can be inspected to the SoS and the consultees listed in Appendices 1, 2 and 3 if they are likely to be affected • Make the DPD documents and a statement of the DPD matters available for viewing at Principal Offices, local libraries and Town and Parish Council offices. • Publish this documentation on the UA s and JSPU websites stating where and when it can be inspected. • Send the documentation to GOSE • Advertise in at least one local newspaper, giving details of the DPD, the representation period, and when and where it can be inspected • Inform those who requested to be notified of the submission of the DPD to the SoS 	<ul style="list-style-type: none"> • Press releases • Use noticeboards as appropriate • Meet with stakeholder groups on request • Hold public meetings etc as appropriate to the issues • Targeted mail / e-mail

<ul style="list-style-type: none"> • Statutory Minimum Consultation and Notification Requirements 	<ul style="list-style-type: none"> • Additional Consultation
Site Allocation Representations – Consultation on alternative site and SA (Regulation 32)	
<ul style="list-style-type: none"> • Consultation period of 6 weeks • Make the site allocation representations and details of how and when to make representations available for viewing at Principal offices, Local Libraries and Town and Parish offices • Publish this documentation on the UA s and JSPU websites stating where and when it can be inspected. • Send details of the addresses of the sites subject to representations, how and when to make representations and a list of when and where they can be inspected • Advertise in at least one local newspaper a list of when and where the site allocation representations can be inspected and how and when to make representations 	<ul style="list-style-type: none"> • Press Releases • Use public notice boards • Meet with stakeholder groups on request • Hold public meetings etc as appropriate to issues • Targeted mail / e-mail
Examination (Regulation 34)	
<ul style="list-style-type: none"> • At least 6 weeks before, give notice of the time and place of the Examination and the name of the person appointed to hold the Examination by: • Publish on UA s and JSPU websites • Publish in at least one local newspaper • Notify those with valid representations of these details 	<ul style="list-style-type: none"> • Press Releases • Use notice boards as appropriate • Targeted mail / e-mail
Adoption and simultaneous publication of the Inspectors Report and Sustainability Statement (Regulations 35 and 36)	

<ul style="list-style-type: none"> • Statutory Minimum Consultation and Notification Requirements 	<ul style="list-style-type: none"> • Additional Consultation
<ul style="list-style-type: none"> • Make the Inspectors Report, the DP, the SA report and an adoption statement available for inspection at Principal Offices, local libraries and Town and Parish Council offices • Publish the Inspector's Report and the adoption statement on the UAs and JSPU websites • Give notice in at least one local newspaper of the adoption statement and the times and places where the DPD can be inspected • Send the adoption statement to anyone who has requested to be notified of the adoption of the DPD. • Send the DPD and the adoption statement to the SoS 	<ul style="list-style-type: none"> • Publish the adopted DPD on UA s and JSPU websites • Articles UA newspapers • Press Releases • Use notice boards as appropriate • Targeted mail / e-mail

Appendix 1: Specific Consultation Bodies for the Local Development Framework

Specific Consultees

The following specific consultees should be consulted if it is considered that the proposed subject matter of the DPD affects the body:

- South East England Regional Assembly*
- Government Office of the South East (GOSE)
- Town and Parish Councils*
- Adjoining Local Authorities and Town and Parish Councils*
- Highways Agency*
- The Countryside Agency**
- The Environment Agency**
- Historic Buildings and Monuments Commission for England (English Heritage)**
- English Nature**
- Network Rail
- Strategic Rail Authority
- South East England Regional Development Agency
- Adjoining Regional Development Agencies
- Relevant telecommunications companies
- Strategic Health Authority
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers

*In respect of the Statement of Community Involvement, the regulations are satisfied by consultation with the specific consultees marked with a single asterisk.

** Statutory bodies to be consulted in order to comply with 'The Environmental Assessment of Plans and Programmes Regulations 2004'.

Appendix 2: General Consultation Bodies for the Joint Minerals and Waste Local Development Framework

General Consultees

Consultation with the following general consultees can be undertaken as considered appropriate:

Voluntary bodies whose activities benefit the whole or part of the area

Bodies representing the interests of:

- Different racial, ethnic or national bodies in the area
- Different religious groups in the area
- People with disabilities in the area
- Persons carrying on business in the area

Such general consultation bodies as are considered

Appropriate

Other Consultees

In the preparation of local development documents, the need to consult, where appropriate, the agencies and organisations listed in Annex E of Planning Policy Statement 12, Local Development Frameworks should be considered.

Appendix 3: Types of General Consultation Bodies to be consulted on the Joint Minerals and Waste Local Development Framework

The details of the general consultation bodies are contained in a free-standing register, enabling up-to-date records to be maintained.

Type of Group Examples

Council Officers in other Departments
Consultation Requests Individual members of the public
Economic Local businesses, Business Link, Chamber of Commerce, economic development support services
Education Schools and educational establishments
Environmental Archaeological, Forestry Commission
Estate Agents
Local Groups Representing the elderly, youth, religious, ethnic, disability, voluntary and wildlife groups, community and residents' associations, gypsies, travelers and traveling showpeople
Local Strategic Partnership Members
Other Councils Not just those adjoining, but who may have shared interests
Private Sector Developers, landowners, consultants
Public Employers Health providers, emergency services
Registered Social Landlords
Transport Train and bus operators, Community Transport operators, cycling groups, Network Rail, Dept for Transport, Ramblers' Association, taxi trade

Anyone wishing to be informed of the preparation of any of the Joint Minerals and Waste Development Plan Documents or of amending their contact details should notify the Joint Strategic Planning Unit via its website

www.berks-jspu.gov.uk

or at:

St Mary's House, c/o Town Hall, St Ives Road, Maidenhead, Berkshire, SL6 1RF

Telephone : 01628 796749

FaX: 01628 796739

Often the terminology and acronyms used in planning, and in minerals and waste planning in particular, can be bewildering for the professional and layperson alike. A glossary providing definitions of the terms and phrases used will be included in each Joint Minerals and Waste Development Plan Document and on the Joint Strategic Planning Unit website www.berks-jspu.gov.uk.

If you have any problem reading the Joint Minerals and Waste Development Plan Documents please contact the Joint Strategic Planning Unit, to arrange for documents to be provided in an alternative format or language.