

Statement of Community Involvement

Adopted 13 December 2005



Exeter City Council

Exeter Local Development Framework

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Statement of Community Involvement

1.0 INTRODUCTION

The Statement of Community Involvement

- 1.1 This Statement of Community Involvement (SCI) has been prepared to explain to people how they can get involved in the preparation of the new development plan for the City up to 2016 and beyond and how they will be consulted on planning applications.
- 1.2 In the past the guide for development and land use in the City has taken the form of a Local Plan – a single document that sets out policies and proposals for a range of topics and includes a proposals map. Under the Planning and Compulsory Purchase Act 2004, the Local Plan is replaced by a Local Development Framework (LDF) which comprises a collection of documents.
- 1.3 The content, format and timetable for preparation of these documents is set out in the Council's Local Development Scheme. This explains that the Local Development Documents (LDDs) to be prepared will include a Core Strategy; Area Action Plan for the City Centre; Joint Area Action Plan for the East of the Outer Bypass (with East Devon); Development Control Policies; and a Proposals Map. There will also be supplementary documents that will provide detail on the implementation of policies and proposals – such as design guides, area appraisals and development briefs.
- 1.4 The SCI deals with the consultation procedures in respect of each of these documents. The SCI and the Local Development Scheme should be read together as detailed explanation of the content and terminology of the Local Development Scheme is not repeated in the SCI.
- 1.5 This document forms one of the Council's statutory Local Development Documents. Consultation on all of the Local Development Documents and on all major planning applications should accord with the relevant standards set out in this document.

Aims and Benefits of Community Involvement

- 1.6 The aim is to strengthen community involvement and improve the quality of the planning process. To achieve this the Statement of Community Involvement will:
 - set out the Council's vision and strategy for community involvement in line with the Council's Best Practice in Consultation guide (which is available from the Council's Communications Unit or on the Council's website at www.exeter.gov.uk) and explain how this links with other community initiatives such as the community strategy;
 - indicate the type of community groups and organisations that need to be involved and when they will be involved;

- detail the methods of consultation the authority will use at different stages and for different categories or types of document;
- set out the aim of delivering effective consultation balanced against available resources;
- illustrate how the development control process does and will involve the community through consultation processes and provide feedback to participants.

1.7 The benefits of community involvement are that it gives the chance to:

- resolve potential conflicts between parties at an early stage;
- involve stakeholders and local communities knowledge and experience;
- develop feelings of local ownership;
- reduce the perception that policy is provided without input from the community.

1.8 The process will be delivered in a fair and transparent manner. Consultation will be as extensive as possible in the light of Government requirements to make rapid progress on the preparation of documents.

2.0 CONSULTATION ARRANGEMENTS FOR THE LOCAL DEVELOPMENT FRAMEWORK

How we consult and communicate

2.1 The current Local Plan consultation process uses various different methods of public consultation including:-

- advertising in local newspapers
- documents made available in libraries
- documents made available on the City Council website
- statutory consultation
- public meetings
- public exhibitions
- articles in the 'Citizen' distributed to every household in the city.

2.2 The Council undertook considerable consultation in the development of the Exeter Vision, the city's community strategy. This included surveys, focus groups, workshops, forums and drop in sessions. In addition, the Council routinely undertakes consultation through its Wavelength citizens' panel and the Community Forums programme, as well as ad hoc surveys and focus groups, in the development of its strategies. It also makes efforts to engage hard to reach groups.

2.3 The Council recognises that there is scope to improve how we consult and take people's views on planning issues into account. The SCI addresses this.

How we intend to consult

2.4 Specific consultation techniques will be used to obtain feedback at different stages in the LDF process, relating to specific types of document. There will be a process of involvement which will:

- inform and update the community and other bodies with regard to the LDF process;
- maintain a dialogue with stakeholders and participants in the LDF process.

Target Groups

2.5 Groups or individuals to consult are likely to be identified as work progresses on the LDF but the key target groups for consultation are considered to be:

Residents, including residents associations and community associations

Interest groups (community, environment and amenity)

People who work in the City but live outside

City Council Ward Councillors and County Councillors (Exeter Members)

Businesses

Developers/agents/land owners/House Builders Federation/Registered Social Landlords/ development financiers

Central, regional and local government

Statutory bodies and groups including Strategic Environmental Assessment consultees (see Appendix A)

Partnerships (see Appendix B).

Access to Information

2.6 To reach, as far as possible, all those with an interest in the emerging Plan, the Local Development Documents will be:

- provided in clear jargon free language;
- promoted via the Exeter Citizen and the local media;
- the subject of exhibitions and workshops, as appropriate;
- provided in paper and electronically and where applicable, via CD;
- accessible to view on the website at www.exeter.gov.uk ;
- available to view at local libraries and at the Civic Centre;
- available upon request in alternative formats such as Braille, large print, translations or in audio format;
- sent out through existing networks and contacts.

The Planning Policy email address, which is checked daily, will offer a single point of contact for people with queries. The City Council will accept responses to consultation by email. All consultees who respond to draft documents will be advised of the outcome. Letters and emails will be acknowledged within 5 working days. The length of time taken to provide feedback will depend on the nature of the representation and, in particular, will depend on whether it is part of a consultation process requiring Committee consideration.

- 2.7 In order to achieve its aim of wider community involvement, the Council intends to work with existing networks in the community and with community groups and will develop new approaches where required.

Involvement of Councillors

- 2.8 Councillors are the central link with the community. They will often be the first to hear of local concerns and need to be aware of key planning policies and initiatives in order to deal with constituency concerns. Councillors on Development Control Committee and on the Executive have the key policy making role in respect of Local Development Documents. The list of Councillors is available from the Council's Member Services or on the Council's website at www.exeter.gov.uk.

Consultation Group

- 2.9 To assist the preparation of Local Development Documents, the Council intend to establish a consultation group that will include a representative from the Exeter Business Forum, Housebuilders Federation, Council for Protection of Rural England, Civic Society and the Exeter Council for Voluntary Services. The consultation group will meet when appropriate.

Links with Exeter Community Strategy and other Strategies

- 2.10 A key objective of the new development plan system is that the Local Development Framework will give spatial expression to those elements of other strategies, particularly the community strategy, that relate to the use and development of land.
- 2.11 The City's latest community strategy 'Exeter Vision' was published by the Exeter Vision Partnership in 2003. The partnership represents a wide range of organisations and sections of the city's community. The strategy, which is the result of extensive consultation, aims to promote the economic, social and environmental well-being of the community and identifies ten themes that provide the focus for action:

- a prosperous city;
- an accessible city;
- an electronic city;
- a cultural and fun place to be;
- a learning city;
- a city of strong communities;
- a city where everyone has a home;
- a city where people are healthy and active;

- a city where the environment is cared for;
 - a safe city.
- 2.12 Exeter Vision is kept under continuous review. The action plan is reviewed each year, informed by an annual progress report. The strategy is reviewed every two to three years. The Local Development Documents (LDD's) will ensure, where practicable, that the land use requirements arising from the community strategy are addressed. In turn, as it is updated, the community strategy is expected to address issues that arise from those development requirements driven by the emerging Regional Spatial Strategy for the South West and ensure that partners have their plans in place to support development requirements.
- 2.13 Other City Council strategies have land use implications and these will be taken into account in the preparation of LDD's in so far as the strategies accord with the 'Exeter Vision'. These include: Air Quality, Allotments, City Centre, Community Safety, Cultural, Economic Development, Environmental, Housing, Leisure, Social Inclusion, Tourism and Transportation.
- 2.14 In addition, the Council will take into account other partner organisations' strategies that impact upon land use, such as the County Council waste, minerals, transport and education strategies, and take into account the strategies and plans of neighbouring authorities where they impact on Exeter.

Local Development Documents

- 2.15 The Local Development Documents to be prepared will comprise statutory Development Plan Documents (DPDs) and non statutory Supplementary Planning Documents (SPD's).

Development Plan Documents

- 2.16 The statutory Development Plan Documents will comprise:
- *The Core Strategy* setting out the vision, objectives and strategy for the spatial development of the City;
 - *Area Action Plans* setting out detailed policies and site proposals affecting the City Centre and land to the East of the Outer Bypass;
 - *Generic Development Control Policies* providing the framework for development control (including site allocations outside the Area Action Plans) and replacing saved Local Plan policies.
 - *Proposals Map* illustrating, on an Ordnance Survey Map, proposals and planning constraints set out in the DPDs.
- 2.17 The preparation of each Development Plan Document will involve early community involvement to ensure that matters of concern are identified at the start of the process. Arising from this, a Preferred Options and Proposals document will be published which will be subject to a 6 week period of public consultation. The results will be taken into account in the preparation of the draft DPD.

- 2.18 When the draft DPD is submitted to the Secretary of State, it will be accompanied by a statement which explains how the issues raised in the early consultation and in the representations to the Preferred Options Document were addressed.
- 2.19 On submission of the draft DPD, the local planning authority will invite formal representations within a specified period of six weeks. Where representations have been made which include proposals for alternative site allocations, the authority must publish these for a further 6 weeks and invite representations.
- 2.20 The Development Plan Documents will then be subject to independent examination and will be adopted after the receipt of an Inspector's binding report. The public have a right to appear at DPD inquiries to represent their objections. The examination of the Proposals Map will take place at the examination of the 'parent' DPD(s).
- 2.21 The nature of consultation proposed for all DPDs is set out in Tables 1 to 4. In each of the tables the second column headed 'Informal Consultation' shows the consultation activities proposed on the Issues and Options, whereas the third column headed 'Preferred Options' shows the consultation to be carried out before the DPD is prepared and submitted to the Secretary of State. Variation from this approach will apply as circumstances dictate.
- 2.22 Further details on all consultation techniques to be used can be found in Appendix B.

Table 1: Consultation Arrangements - Core Strategy (LDD201)

Target Group	Informal Consultation	Preferred Options Consultation
All interests	Wavelength survey	Exhibition backed by publicity. Limited display of documents at the Civic Centre and libraries. Presentations at Community Forums. Press releases, display on Council's website, publication of articles in the "Citizen".
Key stakeholders	Workshops (using adopted local plan as starting point).	Supply copy of draft documents requesting comments.
Hard to reach groups	Discussion groups using existing networks where possible.	Presentations. Supply copy of draft documents requesting comments.

Table 2: Consultation Arrangements -City Centre Area Action Plan and Urban Design Strategy (LDD202)

Target Group	Informal Consultation	Preferred Options Consultation
All interests	Wavelength survey	Exhibition backed by publicity. Limited display of documents at the Civic Centre and libraries. Presentations at Community Forums. Press releases, display on Council's website, publication of articles in the "Citizen".
Hard to reach groups	Discussion groups using existing networks where possible.	Presentations. Supply copy of draft documents requesting comments.
Key stakeholders including major City Centre interests*.	Workshops jointly with City Centre Partnership.	Supply copy of draft document requesting comments.
* to include land owners, retailers, town centre/business groups, Civic Society, other primary City Centre activities (eg. Exeter Cathedral, Arts Centre, Central Library) and specialist conservation groups.		

Table 3: Consultation arrangements - East of Outer Bypass Area Action Plan (LDD203)

Target Group	Informal Consultation	Preferred Options Consultation
All interests	Wavelength survey	Exhibition backed by publicity. Limited display of documents at the Civic Centre and libraries. Presentations at Community Forums. Press releases, display on Council's website, publication of articles in the "Citizen".
Local Residents		Leaflets and posters seeking views and advertising local exhibitions. Exhibitions and stakeholder workshops set up jointly with prospective developers where (and if) new development is proposed.
Hard to reach groups	Discussion groups using existing networks where possible.	Presentations. Supply copy of draft documents requesting comments.

Key stakeholders including main East of Exeter interests**	Workshops	Supply copy of draft documents requesting comments.
** to include resident groups, community services (eg. schools and churches), land owners, prospective developers and the Civic Society.		

Table 4: Consultation arrangements - Generic Development Control Policies (LDD204)

Target Group	Informal Consultation	Preferred Options Consultation
All interests		Press releases, display on Council’s website, publication of articles in the “Citizen”.
All groups with specific relevant interests.		Supply copies of draft document requesting comments.

Supplementary Planning Documents

- 2.23 The Supplementary Planning Documents may take the form of design guides, area appraisals/development briefs or issue based documents which, in each case, supplement policies in a DPD.
- 2.24 The SPDs are not subject to independent examination but public consultation will be carried out to inform the preparation of the document. When the draft SPD is published, it will be accompanied by a statement setting out details of the consultation, highlighting the main issues raised and explaining how these have been addressed. Representations will be invited on the draft SPD over a minimum period of four weeks and no more than six weeks. The Council will consider the representations and prepare a statement to explain the changes made in response to the issues raised. The City Council will then adopt the amended Supplementary Planning Document.
- 2.25 The groups to be consulted will vary according to the nature of the document. Details are set out in Table 5.

Table 5: Consultation Arrangements – Supplementary Planning Documents

Target Group	Informal consultation	Formal consultation
All interests	Wavelength survey where appropriate	Press releases, display on Council's website, publication of articles in the "Citizen", supply copy of draft documents requesting comments. <u>AND</u>
a) Open Space and Outdoor Recreation Facilities SPD (LDD301)		
Public Users and disability groups	<i>Already Undertaken</i> Wavelength surveys; employers and internet; Focus and discussion groups.	
MP, Councillors and key stakeholders, Sport England, local sporting groups, the universities, Exeter College, local schools, local house builders and agents, English Nature, Civic Society.		Supply copy of draft documents requesting comments.
b) Affordable Housing SPD (LDD302)		
MP, Councillors, key stakeholders, house builders and agents, Registered Social Landlords, Housing Corporation, Civic Society.	<i>Consultation already carried out on draft SPG.</i>	Supply copy of draft documents requesting comments.
c) Trees in Relation to Development SPD (LDD303)		
Arboricultural interests, English Nature, developers and business groups, Civic Society.		Supply copy of draft documents requesting comments.
d) Archaeology and Development SPD (LDD304)		
Archaeological and conservation interests; English Heritage, developers and business groups, Civic Society.		Supply copy of draft documents requesting comments.
e) Debenhams Area Development Brief (LDD305)		

MP, Councillors, key stakeholders including town centre/business groups, Civic Society and specialist conservation groups		Supply copy of draft documents requesting comments
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Sustainability Appraisal/Strategic Environmental Assessment

- 2.26 An additional feature of the new planning system is that Sustainability Appraisal (SA) and Strategic Environmental Assessments (SEA), required under European Directive, must be undertaken on all Development Plan Documents and Supplementary Planning Documents. The SA and SEA seek to inform decision-making by providing information on the potential implications of policies. The SA has a wider focus than the SEA and includes social and economic criteria as well as environmental. The Government intends that the SA and SEA requirements for the planning system should be capable of being handled in one assessment process. This ‘one process’ will, in effect, primarily examine the sustainability of the Core Strategy.
- 2.27 The SA/SEA is an integral part of Local Development Document preparation and, as for the preparation of the documents, will be informed and advised by social, environmental and economic interests. It is proposed that the consultation group outlined in para 2.9 above should also guide the SA/SEA process with an additional representative from the Environment Agency.

Resources And Management Of The Process

- 2.28 The majority of the work involved in undertaking community involvement will be the responsibility of the Council’s Planning Services, in particular the Forward Planning team with input from the Development and Design and Development Control teams. The Communications and Policy Units from the Council’s Chief Executive Support Unit will assist mainly with informal consultation. Other Council Units, including Estates, Housing, Leisure, Economy and Tourism and Environmental Health, will be involved throughout where appropriate.
- 2.29 The programme for the preparation of the documents that will make up the Local Development Framework represents a challenging target, particularly as effective community/stakeholder engagement is very labour intensive and time consuming. As a result, the resources required and impact of the consultation process on the timetable will be monitored as work proceeds.

3.0 CONSULTATION ARRANGEMENTS FOR DEVELOPMENT CONTROL

- 3.1 The City Council routinely consults neighbours and undertakes other forms of publicity in respect of planning and other applications. There are a number of benefits of effective consultation on proposals:
- it ensures that all interested parties are aware of development proposals

- it gives interested parties the opportunity to consider whether the proposal would be likely to affect local amenity or the environment
- it gives interested parties the opportunity to object to or support a proposal, and to ensure that, wherever possible, matters of concern are addressed either by modifications or by imposing suitable conditions on a permission

3.2 There is a complex mix of legislation dealing with the notification of neighbours and the publicity of planning applications. The burden of publicising the vast majority of applications falls to the local planning authority, although in certain cases relating to permitted development rights of statutory undertakers, the developer has the responsibility of carrying out the publicity. Essentially, there are five different methods of publicising a planning application:

1. publishing a notice circulating in the locality.
2. posting a site notice, visible to the general public.
3. neighbour notification to occupiers and owners of adjoining properties and land and wider consultation for major applications.
4. publication on the Council's website.
5. circulation of weekly lists of planning applications

3.3 Table 6 indicates, for the most common types of development proposal, the degree of statutory publicity required:

Table 6: Consultation Arrangements: Development Control

Type of development	Statutory consultation procedure
Major development (sites of 10 or more dwellings/ over 0.5 hectares or the creation of 1,000 square metres or more of floorspace or site exceeds 1 hectare).	Advertisement in the local newspaper and a site notice <i>or</i> neighbour notification .
Application accompanied by Environmental Statement.	Advertisement in the local newspaper and a site notice <i>or</i> neighbour notification.
Proposal departs from the Development Plan.	Advertisement in the local newspaper and a site notice <i>or</i> neighbour notification.
Development affecting public right of way.	Advertisement in the local newspaper and a site notice <i>or</i> neighbour notification.
Minor or other development.	Site notice <i>or</i> neighbour notification.
Development affecting the setting of a listed building.	Advertisement in local newspaper and a site notice.

Development affecting the character or appearance of a Conservation Area.	Advertisement in local newspaper and a site notice.
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- 3.4 Current publicity procedures generally go beyond the statutory minimum. For major applications, consultation letters are sent to a wider area than just the immediately adjoining properties. Occasionally for schemes of more general interest an exhibition or public meeting will be held with opportunities to discuss proposals with planning officers. Most planning applications, listed buildings applications and conservation area consent applications are publicised by newspaper advertisement regardless of statutory requirements. This information is also supplied to Councillors and others who request it. Resident and community groups are currently being asked whether they would like to be included on the mailing list. Advert consents and Certificate of Lawfulness are not publicised. Details of applications are also listed on the Council's website.
- 3.5 In December 2003 the Right to Speak was introduced at all Development Control Committees at Exeter City Council. This gives members of the public the opportunity to comment on the major or controversial applications determined by committee, either in support or as an objector. One person is permitted to speak in favour of the application and one person against for a limit of 3 minutes. All written objections are reported to Councillors via an area working party or the Development Control Committee. Councillors then consider these comments in determining the application.
- 3.6 The relevant interested parties are also consulted on appeal cases.
- 3.7 New Government guidance states that increased community involvement in planning proposals will require partnership efforts on the part of local planning authorities, applicants and the community. However it is acknowledged that it is difficult to be prescriptive about the level of consultation in each case since circumstances will vary from authority to authority as will applicants. The extent to which pre-application consultation undertaken by a developer can be taken as contributing to any requirements of this Statement of Community Involvement will depend on a number of factors and be site specific. However, applicants who undertake pre-application community involvement are encouraged to meet, as a minimum, the consultations arrangements set out in this document.
- 3.8 It is proposed that an advice note on consultation to be carried out by developers on planning applications is produced in due course to provide further clarification on the level of information required. The Council will also review its own consultation procedures from time to time to ensure that an appropriate level of consultation is being undertaken to reflect the nature and role of the different types of planning proposal.

4.0 PLANNING AID

- 4.1 South West Planning Aid is a voluntary service linked to the Royal Town Planning Institute, offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. Every effort will be made to ensure that members of the community are aware of the advice and support that may be available from this source. Details of client eligibility for Planning Aid will be available from Planning Services.

5.0 MONITORING AND REVIEW

- 5.1 The City Council will monitor the success of community involvement techniques and use the results to review methods to be used. The Council will make a qualitative assessment of the responses which will examine the number of representations and comments made at different events. Where appropriate, techniques will be changed to ensure consultation is fully effective.

Annual Monitoring Report

- 5.2 An annual report will be published which will assess the effectiveness of the Local Development Documents. The report will examine:

- whether policies/proposals and targets set out in the LDD's have been met or achieved and, if not, the reasons why;
- what impact the LDD policies are having on other targets set at national, regional or local level;
- whether any policies need to be adjusted or replaced because;
 - they are not working as intended;
 - they are not meeting sustainable development objectives;
 - there is new technical information that warrants change.

- 5.3 As a result of monitoring the City Council will consider what changes, if any, need to be made and will bring forward proposals for new, or revisions to existing LDDs, through the review of the Local Development Scheme each year. The preparation of new or revised LDDs will be subject to community involvement in line with the approach set out in the SCI.

6.0 THE INDEPENDENT EXAMINATION OF THE STATEMENT OF COMMUNITY INVOLVEMENT

- 6.1 The purpose of the independent examination is for the Inspector to test the "soundness" of the SCI. This includes; meeting legal requirements; links with the community strategy; suitable methods of consultation; resources to manage the process; effective application of results of community involvement; and procedures for review. The Inspector will consider any representations as part of this examination. It is anticipated that the examination of the Statement of Community Involvement will be held around August 2005.

APPENDIX A: Consultation bodies

Statutory Bodies

The Town and Country Planning (Local Development) (England) Regulations 2004 state that each of the following bodies must be consulted to the extent that the local planning authority thinks that the proposed subject matter of the document affects the body (the list includes Strategic Environmental Assessment consultees):

- South West Regional Assembly (the Regional Planning Body)
- South West Regional Development Agency
- Devon County Council
- East Devon District Council
- Mid Devon District Council
- Teignbridge District Council
- Countryside Agency
- Environment Agency
- Highways Agency
- English Heritage
- English Nature
- Strategic Rail Authority
- Strategic Health Authority
- Relevant electricity and gas companies
- Relevant sewerage and water undertakers
- Electronic communication code operators/controllers of electronic communication apparatus
- Adjoining Parish Councils

Representatives of Key Stakeholders (in addition to statutory bodies)

- Major land owners
- Major businesses/business groups
- Government Agencies
- Developers
- Voluntary Bodies
- Local Partnerships (see Appendix B)
- Police/Fire authorities
- Universities
- House Builders Federation
- Registered Social Landlords

Key Contacts include:

- Community associations
- Special interest groups
- Residents Associations
- Local churches and other religious groups

- Civic Society
- Devon Wildlife Trust
- Local nature/conservation groups
- Royal Society for the Protection of Birds
- Devon Conservation Forum
- Council for Protection of Rural England
- Local schools and colleges
- Age concern
- Living Options
- Senior Voice
- Gypsy Council
- Commission for Architecture and the Built Environment
- Sport England
- Local leisure and sport groups
- Local access groups
- Local public transport operators
- Friends of the Earth
- Transport 2000
- Local disabilities groups

APPENDIX B – Consultation and Involvement Methods

Local Partnerships - Exeter City Council works in partnership with a number of local, regional and national agencies and organisations. Meetings can be held to discuss planning matters with relevant groups. Partnerships include:-

- *The Vision Partnership* - initially set up in 2000 prior to government guidance on community strategies and local strategic partnerships. In 2002 the partnership membership was broadened to meet the new requirements. Members cover all facets of life in Exeter. The current members (2004) are:-
 - Chair of Exeter Business Forum
 - Chief Executive, Exeter Primary Care Trust
 - Devon Area Manager, Environment Agency
 - Chief Executive, Exeter City Council
 - MP for Exeter
 - Director, Exeter Council for Voluntary Service
 - Director, Eclipse Internet
 - Chief Executive, Devon Wildlife Trust
 - Chief Executive, Devon County Council
 - Director, Met Office
 - Chair of Exeter and Heart of Devon Economic Partnership
 - Leader, Exeter City Council
 - Vice Chancellor, University of Exeter
 - Devon and Cornwall Constabulary
 - Devon County Council
 - Principal, Exeter College
 - AGILE (Devon Action Group on Later Life)

- *Exeter City Centre Consortium* - a business organisation dedicated to representing the interests of City Centre businesses.

- *The Exeter Marketing Partnership* - a small group of locally based business people and marketers with an interest in promoting the city of Exeter as a place to live, work, do business, study or visit.

- *Exeter's Community Safety Partnership* - established following the Crime and Disorder Act 1998. This Act placed a joint responsibility on local authorities as well as the police to reduce crime and disorder in local areas.

- *The Exeter Social, Health and Inclusion Partnership* - oversees the implementation of work associated with health and social inclusion issues in the city. SHIP comprises partners from the public sector, main agencies and voluntary sector working in Exeter.

- *The Exeter Business Forum* - set up in 1995 to facilitate the communication between the business community, the City Council and other relevant local government and public bodies. Through the Forum, business organisations can

meet on a regular basis and agree a common approach on the economy of the City and on key projects to facilitate its expansion. The Exeter Business Forum is made up of the eight constituent bodies listed below:-

- Airport Business Park Group
- Chamber of Commerce
- City Centre Consortium
- Exeter Initiative
- Federation of Small Businesses
- Hotels Association
- Marsh Barton Forum
- Sowton Forum

Distribution of Draft Documents – to key identified groups and organisations

Existing Networks – there are a range of existing meetings and forums, which can be tapped into, including Exeter Voluntary Sector Forum, Empty Homes Partnership, Living Options Devon, Senior Voice and the Sowton Business Forum.

Focus Groups – small discussion groups made up of local people to discuss planning issues. Focus groups do not need to be representative of the general population and can involve a particular citizen group only, e.g. residents associations and community groups.

Media – press releases, newspaper articles and advertisements and briefings for local radio/TV.

Exeter Citizen - Exeter City Council's newspaper is circulated to every household and business address in the City.

Internet – all information relating to the LDF process will be made available on the Council's website (www.exeter.gov.uk). The website can also be used as an interactive medium to invite email responses from members of the public.

Community Forums –offer people the opportunity to come and talk to the Council and other key public organisations in Exeter. Five Community Forums are held each year with representatives of key public services present to answer questions and deal with concerns. The Community Forums are a partnership between Exeter City Council, Devon County Council, Health, Fire, Police, Stagecoach and Exeter Council for Voluntary Service.

Wavelength – Wavelength is a panel of 1000 local citizens selected at random from the electoral role to provide the best match of the population in respect of gender, age, socio-economic group and geographical location. The panel act as a consultation group for key issues affecting the City.

Workshops –stakeholder and public workshops to discuss key issues in small groups, including residents associations and community groups.

Exhibitions – public exhibition of proposals at appropriate locations, with officers on hand to answer questions

APPENDIX C – Glossary

DPD	Development Plan Document	<p>The Documents that Exeter City Council must prepare and which have to be subject to rigorous procedures of community involvement, consultation and independent examination – include the following elements:</p> <ul style="list-style-type: none"> • Core Strategy; • Action Area Plans; • Development Control Policies; and • Proposals Map.
LDD	Local Development Document	Will comprise of DPDs, SPDs and the SCI
LDF	Local Development Framework	A portfolio of LDDs which will collectively deliver the spatial strategy for Exeter.
LDS	Local Development Scheme	Sets out the programme for preparing the LDDs.
LSP	Local Strategic Partnership	Non statutory, non-executive body bringing together representatives of the public, private and voluntary sectors.
SPD	Supplementary Planning Document	Provides further detail of policies and proposals in a DPD – must be subject to rigorous procedures of community involvement but not subject to independent examination and does not form part of the statutory development plan.
	Community Strategy	The Local Government Act 2000 requires local authorities to prepare a Community Strategy. It sets out broad vision for the future of the local authority’s area and proposals for delivering the vision.
	Development Brief	A written statement and drawings indicating policy and aspirations for a site or area possessing development potential
	Hard to Reach Groups	People with disabilities, black and ethnic minorities, young people (under 24 years), elderly people (both active and frail) and residents of deprived areas.
	Key Stakeholders	National and local groups with particular interests in the Exeter area. See Appendix A for examples