

Spelthorne Local Plan

Draft Statement of Community Involvement



February 2015

Foreword

This draft Statement of Community Involvement (SCI) has been prepared in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). This draft SCI sets out how the Council proposes to involve the community in the preparation of the Spelthorne Local Plan and planning applications.

Whilst not a requirement of the Planning & Compulsory Purchase Act, this draft SCI is open to consultation for a period of 4 weeks from **Friday 27th February 2015 to Monday 30th March 2015**.

Comments on this draft SCI are welcomed and can be returned by email to:

planning.policy@spelthorne.gov.uk

or by post to:

Planning Policy & Implementation
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Council Offices
Knowle Green
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TW18 1XB

Representations cannot be treated as confidential and will be made publicly available on the Council's web-site either in full or in summary. Whilst the names of those responding and their comments will be made publicly available personal details such as addresses or contact details will not.

Should you have any queries regarding this document including whether you would like a copy in large print, Braille or another language, please contact the Council on 01784 446345 or alternatively email planning.policy@spelthorne.gov.uk

Glossary of Terms

Delegated Authority

Some decisions on planning applications can be made by Planning Officers rather than being made by the Council's Planning Committee. As such, Officers have 'delegated' powers to determine most minor planning applications.

Evidence Base Studies

Local Plan documents and their policies must be based on robust evidence. The evidence will be set out in various studies which will cover a range of planning issues facing the Borough.

General Consultation Bodies

A range of bodies as set out in the Town & Country Planning (Local Planning)(England) Regulations 2012 which the Council will consult in the preparation of a Local Plan document as considered appropriate. A list of the types of general consultation body is set out in Appendix B.

Independent Examination

The Council must submit its publication Local Plan to the Secretary of State for independent examination. The examination will be a public hearing and will be overseen by an independent Planning Inspector who will consider the 'soundness' of the plan.

Issues & Options

Issues & Options will be the first stage of formal consultation on the Spelthorne Local Plan. An Issues & Options document will set out the main planning issues facing Spelthorne and all of the options the Council is considering to address these.

Localism Act 2011

The Localism Act 2011 introduced the Duty to Cooperate. The Duty to Cooperate requires all local planning authorities and other bodies to engage with each other on planning issues which extend across local authority boundaries. The 2011 Act made amendments to the Planning & Compulsory Purchase Act 2004 including removing the requirement to consult the Secretary of State on Local Development Schemes (LDS).

Local Development Scheme (LDS)

The LDS is a document which sets out the Council's timetable for preparing its Local Plan Documents. The LDS enables individuals, organisations and businesses to find out what is proposed and when consultation will take place.

Local Plan

The Local Plan is the document which sets out the Council's vision, objectives and detailed planning policies and allocations for future development of Spelthorne up to 2034. The Local Plan will include the amount, type and location of development which is expected to come forward up to 2034.

National Planning Policy Framework (NPPF)

The National Planning Policy Framework (NPPF) is national planning policy guidance which sets out how local authorities should address planning issues within their areas. Local Plan documents must be consistent with the policies set out in the NPPF.

Planning & Compulsory Purchase Act 2004

The Planning & Compulsory Purchase Act 2004 is the act of parliament which sets out the planning documents that the Council must prepare and what they must take into account. The requirement to prepare a Statement of Community Involvement is contained in Section 18 of the Act.

Planning Act 2008

The Planning Act 2008 made amendments to the Planning & Compulsory Purchase Act 2004. The 2008 Act removed the requirement for a Statement of Community Involvement to be considered at an examination in public.

Planning Monitoring Report (PMR)

The Planning Monitoring Report (PMR) is a report prepared by the Council which monitors the performance and implementation of adopted planning policies against a set of indicators and targets.

Planning Practice Guidance (PPG)

The Planning Practice Guidance (PPG) contains a series of technical notes which expand on the policies in the NPPF on how local authorities should approach certain issues and evidence base studies. The PPG is guidance only and is not policy.

Pre-Publication Local Plan

This will be a draft version of the Local Plan which outlines the options and site allocations the Council has chosen to take forward and its draft policies on a range of planning issues.

Publication Local Plan

This is the version of the Local Plan that the Council proposes to submit to the Secretary of State for examination and will be the last formal opportunity for consultation.

Specific Consultation Bodies

A specific set of bodies set out in the Town & Country Planning (Local Planning)(England) Regulations 2012 which the Council will consult in the preparation of a Local Plan document if they consider that they have an interest in the Local Plan. A list of the specific consultation bodies are set out in Appendix B.

Stakeholders

Stakeholders can be anyone with an interest in the preparation of planning documents or in the determination of planning applications. Stakeholders can be individuals, communities, interest groups, organisations and businesses. A list of the type of stakeholders who may have an interest in planning is set out in Appendix B.

Strategic Environmental Assessment (SEA)

Strategic Environmental Assessment (SEA) is an assessment of how plans and their policies perform against a set of environmental objectives. SEA is normally incorporated into the Sustainability Appraisal (see below). SEA is a requirement of a European Directive.

Supplementary Planning Document (SPD)

Supplementary Planning Documents (SPD) contain guidance and explain in more detail how policies within the Local Plan will be applied.

Sustainability Appraisal (SA)

Sustainability Appraisal (SA) is an assessment of how plans and their policies perform against economic, social and environmental objectives. Sustainability Appraisal of Local Plan documents is required by the Planning & Compulsory Purchase Act 2004. Several stages of Sustainability Appraisal are required to accompany the different stages of plan preparation. This includes a Scoping Report to highlight issues, Initial Reports to appraise plan options, allocations and draft policies and a final report to accompany the Publication Local Plan.

Sustainable Development

Sustainable development is defined as 'meeting the needs of the present without compromising the ability of future generations to meet their own needs'. In terms of Local Plan documents sustainable development requires a balance between economic, social and environmental objectives.

Town & Country Planning (Local Planning)(England) Regulations 2012

The Regulations set out how the Council must prepare and consult on Local Plan documents and Supplementary Planning Documents and who they should consult. The Regulations do not however, set out how the Council should prepare a Statement of Community Involvement.

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1. Introduction

What is the Statement of Community Involvement?

- 1.1 The Statement of Community Involvement (SCI) sets out how the Council intends to achieve effective community involvement in the review of the Local Plan, preparation of other planning documents and determination of planning applications within Spelthorne.

Why do we need a Statement of Community Involvement?

- 1.2 Local Planning Authorities are required to produce an SCI. This is set out in Section 18 of the Planning & Compulsory Purchase Act 2004 (as amended). There are also a number of other relevant pieces of legislation and guidance in terms of how and/or when the Council needs to involve the community in preparing a Local Plan or in the consideration and determination of planning applications. Details of all relevant legislation and guidance are set out in Appendix A.
- 1.3 An SCI ensures that all sections of the community (local residents, businesses, landowners, groups, organisations) and stakeholders (national and regional organisations) know how they will have the opportunity to be actively involved at an early stage of the planning process. As such this SCI explains:
- 1) How and when you and other interested parties can get involved in the Local Plan, Supplementary Planning Documents and evidence base studies which support the Local Plan (explained in Section 3); and

2) How you can find out about planning applications and make your views known on them (explained in Section 4).

What do we mean by Involvement?

- 1.4 The Planning and Compulsory Purchase Act 2004 (as amended) does not set out how communities and stakeholders should be involved in Local Plan preparation. There is however a duty to involve that was introduced through the Local Government & Public Involvement in Health Act 2007¹ with associated Government guidance *Creating Strong, Safe and Prosperous Communities*². The guidance sets out the steps that local authorities can take to involve representatives of local people as they consider appropriate. This can include:

- Providing Information;
- Consultation;
- Involving in another way

- 1.5 The Council already provides information and undertakes consultation as part of its planning work. In terms of 'involving in another way', the government's guidance states that authorities should consider, where it is appropriate, to provide representatives of local people with opportunities to have their say over and above being informed and consulted.

¹ Section 138 Local Government & Public Involvement in Health Act 2007. Available at: <http://www.legislation.gov.uk/ukpga/2007/28/contents>

² Creating Strong, Safe & Prosperous Communities (2008) CLG. Available at: <http://ec.europa.eu/ourcoast/download.cfm?fileID=781>

- 1.6 The guidance also sets out that in meeting the duty to involve, authorities should consider (amongst other things) the possible benefits of involvement against costs. Therefore, involvement which goes beyond information/consultation will require a consideration of cost and resource. This is considered a reasonable approach by the Council so as to achieve a balance between involving the community as appropriate and the costs of doing so given resources available to the Council.
- 1.7 The Government is currently taking a Deregulation Bill through parliament which will, if enacted, remove the duty to involve and cancel the associated guidance.
- 1.8 Further guidance in terms of involvement can be found in the National Planning Policy Framework (NPPF) and various Planning Practice Guidance (PPG) notes.
- 1.9 The National Planning Policy Framework (NPPF) is national policy guidance produced by central government which sets out how local authorities should address planning issues within their areas. This includes guidance on how local authorities should approach issues such as housing need, economic development, infrastructure provision and the protection of areas such as Green Belt or areas at risk of flooding. The NPPF also advises that local planning authorities should aim to involve all sections of the community in the development of Local Plans and planning decisions.
- 1.10 The Planning Practice Guidance (PPG) contains a series of technical notes which expand on the policies in the NPPF on how local authorities should approach certain issues and evidence base studies. The PPG notes are not policy in the same way as the NPPF but are a material consideration in preparing the Local Plan or taking planning decisions.
- 1.11 Several of the PPG notes set out advice on community involvement, although none actually set out how communities and stakeholders should be involved. Many of the PPG notes use a range of words including **consult, involve, participate, engage, discuss and collaborate**, depending on the subject matter of the PPG note and some only relate to specific areas of work. As such, the Borough Council will need to consider which mechanisms are appropriate to involve communities and stakeholders depending on the issue at hand.
- 1.12 Sections 3 and 4 of this Statement of Community Involvement set out how the Borough Council will involve its local communities and stakeholders in Local Plan preparation, evidence base preparation, Supplementary Planning Documents (SPD) and the determination of planning applications.

2. Links to Other Strategies

Spelthorne Community Plan

2.1 Local authorities in England and Wales are required to produce a Sustainable Community Strategy³ with the strategic aims of promoting the social, economic and environmental well-being of their area and contribute to the achievement of sustainable development in the United Kingdom. A Sustainable Community Strategy sets out the long term vision for the area, supported by action plans to achieve it. In Spelthorne this is the Spelthorne Community Plan 2013⁴.

2.2 The vision of the Community Plan is '*To make Spelthorne a safe, healthy, inclusive, prosperous and sustainable community*'. The Community Plan contains 4 themes, each with their own aim as follows: -

Theme 1: Safer Stronger

Aim: To build a safer community.

Theme 2: Children and Young People

Aim: To involve all young people so that they are engaged and given every opportunity to succeed.

Theme 3: Health & Wellbeing

Aim: To improve the health and well-being of Spelthorne residents.

Theme 4: Environment and Economic Development

Aim: To support and develop opportunities for businesses in the Borough to survive and thrive.

2.3 The Local Plan will need to take into account and play a role in delivering these aims.

Spelthorne Corporate Plan 2013-2015

2.4 The Spelthorne Corporate Plan⁵ sets out a vision, priorities and key objectives for the Council. The Local Plan and determination of planning applications has particular relevance to the following priority areas and key objectives:

Priority Area: Economic Development

Key Objectives: Enhance and improve the Borough's image as a good place to visit and do business; and
Promoting Spelthorne with a clear plan to stimulate more investment, jobs and visitors.

Priority Area: Planning & Housing

Key Objective: Planning process more accessible and responsive.

³ Section 4 of the Local Government Act 2000 (as amended).

⁴ Spelthorne Community Plan (2013) Spelthorne Together. Available at:
<https://www.spelthorne.gov.uk/article/366/Community-Plan>

⁵ Spelthorne Corporate Plan (2013) Spelthorne Borough Council. Available at:
<https://www.spelthorne.gov.uk/corporateplan>

Priority Area: Council Assets

Key Objective: Efficient use of land and assets to achieve best value in terms of

- income

- provision of facilities

to help support our communities and the voluntary sector

Spelthorne Economic Strategy

2.5 The Spelthorne Economic Strategy⁶ sets out an economic vision and four themes. The vision is '*To secure sustained growth of the local economy for the benefit of businesses and residents whilst protecting the Borough's environment and character.*' The four themes are:

Theme 1: Implementing and maintaining a capacity for growth

Theme 2: Developing skills and employability

Theme 3: Supporting business

Theme 4: Improving transport infrastructure

2.6 The Local Plan will need to take account of the economic strategy.

Draft Spelthorne Housing Strategy 2014-2017

2.7 The Draft Spelthorne Housing Strategy⁷ was open to consultation during the autumn of 2014. The Draft Strategy has a vision statement of '*Ensuring best quality homes in a thriving and sustainable community*' and five strategic priorities 2014-2019 which are:

- Increasing the supply of new homes and improve the tenure mix especially the provision of more private rented accommodation;
- Improve the quality of existing homes;
- Prevent homelessness;
- Support residents to access affordable, well-managed market rent and social rented properties;
- Prioritise social housing allocations to those who contribute.

2.8 The Local Plan will need to take account of the Housing Strategy.

Spelthorne Leisure & Culture Strategy 2014-2016

2.9 The Leisure & Culture Strategy explains how the Council will develop and promote high quality and accessible leisure and culture activities in Spelthorne until 2016. The Strategy contains the following vision '*To provide the opportunity for everyone to improve their quality of life through access to good leisure and cultural activities*'.

2.10 The Strategy has 10 objectives and an action plan to achieve these. The 10 objectives are:

- To support our corporate priorities and vision for Leisure and Culture;

⁶ Spelthorne Economic Strategy (2013) Spelthorne Borough Council. Available at: <https://www.spelthorne.gov.uk/econstrat>

⁷ Draft Spelthorne Housing Strategy 2014-2017

- To promote the importance of leisure and culture for the well-being and enjoyment of people in the Borough of Spelthorne;
- To improve leisure and cultural provision within the Borough;
- To help to promote Spelthorne as a tourist destination;
- To set priorities for the development of leisure and culture based on local needs;
- To make leisure and cultural activities more accessible;
- To promote and extend partnerships by working with the private, public and voluntary sector, to maximise leisure opportunities within the Borough;
- To provide local direction for working towards national and regional objectives in Spelthorne;
- To help identify and achieve external funding opportunities;
- To help provide the best value leisure and cultural provision.

3. Local Plan, Supplementary Planning Documents & Local Plan Evidence Base Studies

- 3.1 Spelthorne Borough Council is required to prepare Local Plans as set out in the Planning & Compulsory Purchase Act 2004 (as amended) and the Town & Country Planning (Local Planning)(England) Regulations 2012.
- 3.2 The Regulations set out when the Council must formally consult at different stages of Local Plan or SPD preparation⁸. The diagram on the next page is taken from the PPG note on Local Plans and sets out the process of Local Plan preparation including when consultation must take place. For both Local Plans and SPD the Regulations do not set out how communities or stakeholders should be involved other than through consultation. Neither do the Regulations contain any reference to consultation or involvement in the preparation of Local Plan evidence base studies.
- 3.3 However the Borough Council is mindful of the general duty to involve (for so long as it remains in force) and the guidance set out in the PPG notes on involvement. As such, the Borough Council will go beyond the statutory consultation process set out in the 2012 Regulations.

Who will be Involved?

- 3.4 The 2012 Regulations and the PPG notes set out the types of group with which the Council should seek involvement. This includes a number of 'specific' and 'general' consultation bodies as set out in the 2012 Regulations as well as a number of other groups stated in the PPG notes. The 'specific' and 'general' consultation bodies are set out in Appendix B along with the groups identified in the PPG notes and those groups set out in the Statement of Community Involvement 2006 which are not covered by the 2012 Regulations or PPG notes.
- 3.5 Community involvement will be inclusive seeking to reach those most affected through an appropriately chosen representative group. Special effort will be made to try to include groups that are traditionally hard to reach. In seeking to involve different groups in either Local Plan/SPD preparation or Local Plan evidence base studies, the Council will need to have regard to the resource and cost of doing so.
- 3.6 As such, the Council will take a pragmatic approach to the level of involvement depending on the Local Plan issue or subject matter of the SPD and/or Local Plan evidence base study. This is set out in Tables 3-2 to 3-4. Table 3-1 sets out documents which the Council are required to prepare but which are not Local Plan documents, SPD or Local Plan evidence base studies.

How will you be Involved?

- 3.7 The Borough Council will employ different methods of involvement depending on the stage of Local Plan, SPD or Local Plan evidence base preparation and dependent on the issue at hand.
- 3.8 The Council is considering creating a Local Plan Stakeholder Forum to give stakeholders an opportunity to discuss a variety of planning issues related to the Local Plan at the early stages of plan preparation. Forum events could take place as and

⁸ Regulations 12, 13, 18, 19 & 20 of the Town & Country Planning (Local Development)(England) Regulations 2012

when required and could take the form of either a discussion group or consultation exercise depending on the issue under consideration.

- 3.9 Whilst the Council will not invite individuals to the Forum, it will invite representatives of stakeholder groups set out in Appendix B. In setting up the Forum the Council will need to have regard to keeping the Forum as manageable as possible with the resources available.
- 3.10 The Council is mindful that government advice can be very prescriptive on the type and source of evidence which should be used to inform Local Plan preparation. There are also well established methodologies which are used to form the evidence studies. Therefore involvement to discuss how these studies might be undertaken is unlikely to be of value, although the Council will consider involvement at the draft study stage to discuss findings through the Stakeholder Forum.

Figure 1: Local Plan Preparation Process (taken from PPG Note: *Local Plans*)

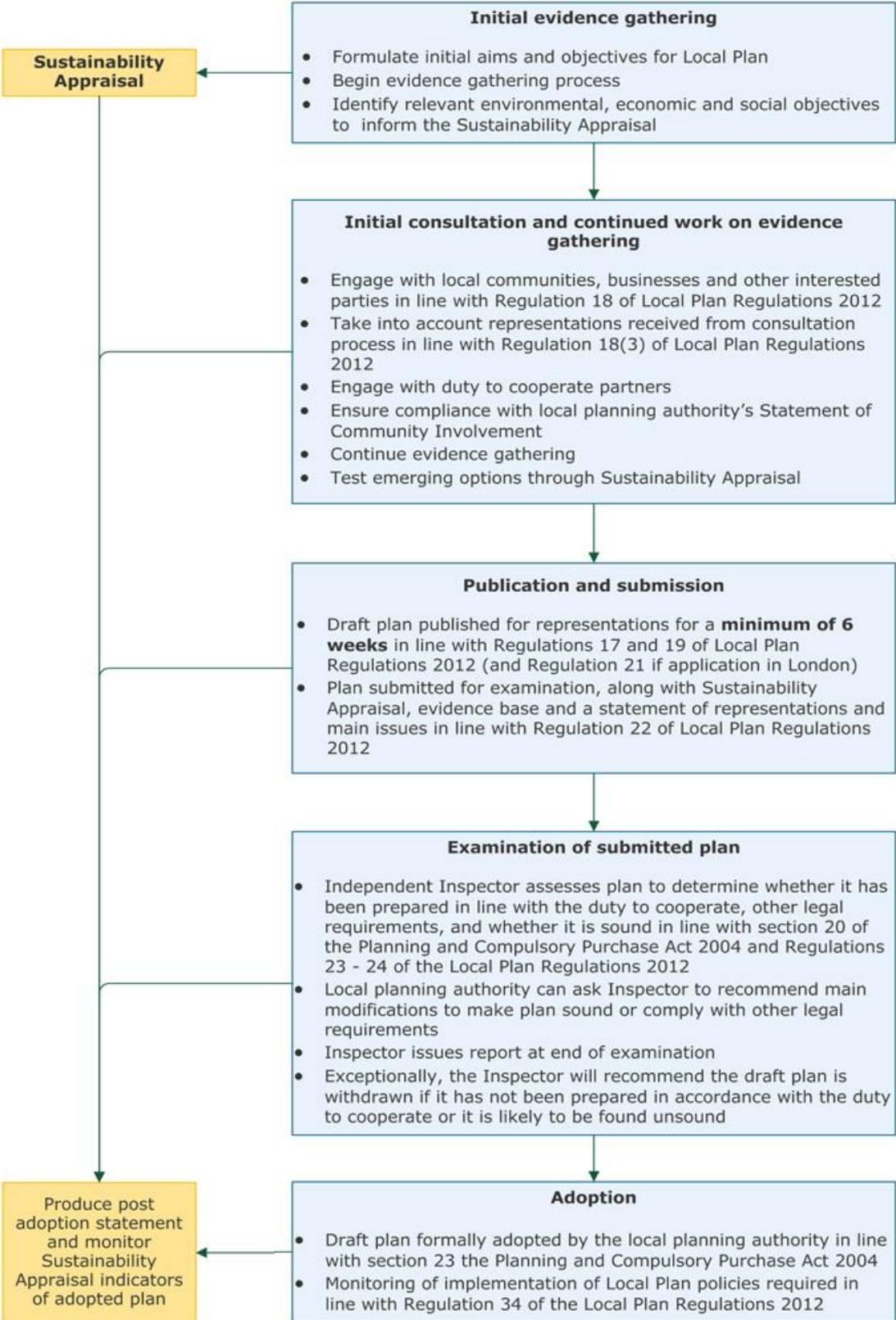


Table 3-1: Involvement in Planning Documents which are not Local Plan Documents, SPD or Local Plan Evidence Base Studies

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Local Development Scheme (LDS)	<p>Provisions to consult the Secretary of State have been removed by the enactment of the Localism Act 2011. There is now no legal requirement for any consultation or notification.</p> <p>It is for the local authority to decide what its programme for preparing Local Plans will be.</p>	N/A	<p>The LDS will be monitored on an annual basis. The Council will accept representations seeking changes to the LDS at any time which will be considered at the time of the LDS review. The LDS will be published on the Council website, available to view at the Council Offices and available for purchase on request.</p>
Statement of Community Involvement	<p>Provisions to consult on the SCI have been revoked following the publication of the Town and Country Planning (Local Development) (England) Regulations 2012.</p> <p>However, in order to take account of views on how the Council should involve the community in plan preparation or planning applications the Council will undertake consultation on a draft SCI.</p>	<p>All bodies set out in Appendix B which are held on the Planning Policy database will be consulted at Draft SCI Stage for 4 weeks. SCI will also be open to consultation from any individual or organisation who wishes to comment within the 4 week period.</p>	<p>The Draft SCI will be placed on the Council's website and at the Council Offices for representations from any party.</p> <p>Consultation with all bodies set out in Appendix B which are on the Planning Policy database in writing either by letter or e-mail.</p> <p>Final SCI will be published on the Council's web-site and available to view at the Council Offices and available to purchase on request.</p>
Planning Monitoring Report (PMR)	<p>The PMR will continue to be produced on an annual basis. Following the enactment of the Localism Act 2011, the provision to consult the Secretary of State has been repealed.</p>	N/A	<p>The PMR will be prepared annually. The PMR will be published on the Council website, available to view at the Council Offices and available for purchase on request.</p>

Table 3-2: Methods of Involvement in Local Plan Documents

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Early Community/Stakeholder Involvement	Dependent upon the subject matter of the Local Plan Document or individual Local Plan issue, the Local Planning Authority may undertake early engagement as deemed appropriate including on evidence based documents.	If early engagement is carried out, this will be prior to publication of the Issues & Options and/or Pre-submission Local Plan document(s).	The Borough Council may hold early engagement through one or more of the following: <ul style="list-style-type: none"> • Targeted or general consultation; • Local Plan Forum⁹
Issues & Options and Pre-Publication Stages (Regulation 18)	<p>Notify specific and general consultation bodies as the local planning authority consider appropriate by email or letter.</p> <p>Notify all parties on the Planning Policy database by email or letter.</p> <p>Dependent upon the subject matter of the Local Plan, the Council may employ further engagement techniques as deemed appropriate e.g.</p> <ul style="list-style-type: none"> • Articles in the Council's Borough Bulletin; • Issue press release(s); 	<p>Specific and general consultation bodies and all parties on the Planning Policy database will be notified of the consultation period prior to the publication of the Issues & Options document or Pre-Publication Local Plan.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	Documents open to consultation will be made available on the Council website and at the Council Offices.

⁹ A list of the type of stakeholder groups the Council may engage is set out in Appendix B.

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
<p>Publication of Local Plan (Regulation 19) and representations relating to a Local Plan (Regulation 20)</p>	<p>Notify specific and general consultation bodies as the local planning authority consider appropriate by email or letter.</p> <p>Notify all parties on the Planning Policy database by e-mail or letter.</p> <p>Send to the specific and general consultation bodies invited to make representations under Regulation 18 and all parties on the Planning Policy database who responded at the Regulation 18 stage:</p> <ul style="list-style-type: none"> • A statement of the representations procedure; • A statement of the fact that the Submission Documents are available and when and where they can be inspected <p>Provide copies of the Publication Documents to persons on request¹⁰.</p>	<p>Specific and general consultation bodies and parties on the Planning Policy database will be notified of the consultation period prior to the publication of the document.</p> <p>The consultation will run for a period not less than 6 weeks.</p>	<p>Documents will be made available on the Council’s website and at the Council Offices.</p> <p>Any person may make representations about a local plan which the local planning authority proposes to submit.</p> <p>Send to each of the statutory Consultation Bodies¹¹ a copy of the Publication Local Plan.</p>

¹⁰ A charge may apply

¹¹ As defined by The Environmental Assessment of Plans & Programmes Regulations 2004

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Submission of Local Plan Document(s) (Regulation 22)	<p>As soon as is reasonably practical following submission the Council will make available on their web-site and at the Council Offices:</p> <ul style="list-style-type: none"> • A copy of the Local Plan document & Policies Map; • A copy of the Sustainability Appraisal Report; • A Consultation Statement¹²; • Where practicable, copies of representations (redacted) and evidence base studies; 	<p>Specific and general consultation bodies and parties on the Planning Policy database will be notified when a Local Plan Document has been submitted and that the documents as listed in Regulation 22(3)(a)(i-iii) are:</p> <ul style="list-style-type: none"> • available for inspection; • When and where the documents can be inspected 	<p>All those who have submitted a representation will be notified that the Council has submitted the Local Plan Document.</p>
Independent Examination (Regulation 24)	<p>At least 6 weeks before the examination starts, the Council will publish on its web-site, make available at its Council Offices and notify any person who has made representations under Regulation 20 and not withdrawn them of:</p> <ul style="list-style-type: none"> • The date, time and place at which the examination will be held; and • the name of the person appointed to carry out the examination 	<p>All those who have submitted a representation will be notified of the dates and times of the Examination and/or Pre-Examination¹³.</p>	<p>All those who have submitted a representation will be invited to attend both the Pre-Examination and Examination. An Independent Programme Officer appointed to oversee the Examination process will advise these individuals / organisations of the timetable on behalf of the Planning Inspector.</p> <p>Those that have previously stated their intent to provide oral evidence at the Examination will be asked whether they still wish to do so.</p>

¹² Consultation Statement in Accordance with Regulation 22(1)(c) of the Town & Country Planning (Local Development)(England) Regulations 2012.

¹³ A Pre-Examination may be held by the Independent Planning Inspector appointed to carry out the Examination if they consider this is necessary.

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Publication of Inspectors Report (Regulation 25)	<p>The Inspector's Report will be made available:</p> <ul style="list-style-type: none"> • On the Council's web-site; • At the Council Offices 	As soon as is reasonably practicable after the Council has received the Inspector's Report.	Notice will be sent either by e-mail or post to all parties who requested to be notified that the Inspector's Report has been published.
Adoption (Regulation 26)	<p>As soon as is reasonably practicable after the Council has adopted a Local Plan document they will:</p> <ul style="list-style-type: none"> • Make available for inspection the adopted Local Plan document; • Make available for inspection for at least 6 weeks the Adoption Statement¹⁴/ Sustainability Appraisal Report; • Make available for at least 6 weeks on the Council's web-site and at the Council Offices details of where and when the documents can be inspected; • Send a copy of the Adoption Statement to anyone who requested to be notified of adoption; • Send an Adoption Statement to the Secretary of State. 	N/A	<p>Copies of the adopted Local Plan document, Adoption Statement and Sustainability Appraisal Report will be made available for inspection on the Council's website and at the Council Offices.</p> <p>Copies of the Local Plan and Sustainability Appraisal Report will be made available to purchase¹⁵.</p>

¹⁴ Statement in accordance with Regulation 17 of the Town & Country Planning (Local Planning)(England) Regulations 2012.

¹⁵ A charge may apply.

Table 3-3: Methods of Involvement in Supplementary Planning Documents (SPD)

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Early Community/Stakeholder Involvement	Dependent upon the subject matter of the Supplementary Planning Document (SPD), the Local Planning Authority may undertake early engagement as deemed appropriate, including on evidence based documents.	If early engagement is carried out, this will be prior to publication of the draft SPD.	The Borough Council may hold early engagement through one or more of the following: <ul style="list-style-type: none"> • Targeted or General consultation • Local Plan Forum¹⁶
Public Participation (Regulation 12)	Copies of SPD document(s) and the SPD Consultation Statement ¹⁷ will be made available for inspection on the Council's website and at the Council Offices along with details of: <ul style="list-style-type: none"> • The date by which representations must be returned; and • The address to which they must be sent. The Council may also undertake; <ul style="list-style-type: none"> • Press releases • Targeted engagement with local residents for site or issue specific SPD's. 	Specific and general consultation bodies and parties on the Planning Policy database, identified by the Council as relevant to the context of the SPD, will be notified of the consultation prior to the publication of the document. <p>The consultation will run for a period not less than 4 weeks. The Council may opt to consult for 6 weeks depending on the subject of the SPD to ensure maximum opportunity for engagement.</p>	Documents will be open to consultation and made available on the Council website and at the Council Offices.

¹⁶ A list of the type of stakeholder groups the Council may engage is set out in Appendix B.

¹⁷ Statement in accordance with Regulation 12(a) of the Town & Country Planning (Local Planning)(England) Regulations 2012.

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Adoption (Regulation 14)	<p>As soon as is reasonably practicable after the Council adopts the SPD they will make available for inspection on the Council's website and at the Council Offices:</p> <ul style="list-style-type: none"> • The adopted document, • The adoption statement¹⁸ and a summary of issues raised during consultation and how they were addressed; 		<p>All relevant statutory/general consultation bodies and anyone else who submitted a representation will be sent the adoption statement.</p>

¹⁸ Statement in accordance with Regulation 11(2) of the Town & Country Planning (Local Planning)(England) Regulations 2012.

Table 3-4: Methods of Involvement in Local Plan Evidence Base Studies

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
Evidence Base Studies	<p>There is no statutory requirement to consult on Local Plan evidence base studies.</p> <p>However, dependent upon the subject matter of the evidence study the Council may undertake early engagement.</p>	<p>If early engagement is carried out, this will be upon publication of the draft evidence base study.</p>	<p>Based on the subject matter of the evidence base, the Council may hold early engagement through one or more of the following:</p> <ul style="list-style-type: none"> • Targeted or general consultation; • Local Plan Forum¹⁹
<p>Strategic Environmental Assessment/ Sustainability Appraisal</p> <p>Scoping Report & Initial Report</p>	<p>The Council will:</p> <ul style="list-style-type: none"> • Prepare a Scoping Report for statutory consultation bodies to comment²⁰ prior to Issues & Options Consultation on Local Plan Documents and SPD²¹; • Prepare an Initial Sustainability Report for statutory consultation bodies and the public to comment on. This will be prepared at the same time as the Issues & Options consultation or Pre-Publication Local Plan Documents. 	<p>For Scoping Reports engagement will be prior to consultation of the Issues & Options Local Plan Documents.</p> <p>For Initial Reports this will be at the same time as consultation on the Issues & Options or Pre-Publication Local Plan Document.</p>	<p>Stakeholders and forums may be invited to participate in the Scoping process, in particular English Heritage, Natural England and the Environment Agency.</p> <p>Draft versions of final documents will be sent to statutory consultees for comment before final publication.</p> <p>Documents will be available on the Council's website and at the Council Offices. Comments will be invited as part of the work on the relevant Local Plan Document.</p>

¹⁹ A list of the type of stakeholder groups the Council may engage with is set out in Appendix B.

²⁰ In accordance with Regulation 12(5) of the Environmental Assessment of Plans and Programmes Regulations 2004.

²¹ SPD's are not required to undergo Sustainability Appraisal but a Strategic Environmental Assessment (SEA) may be required.

Document	Consultation & Notification What we will do	When will you be involved?	How will you be involved?
<p>Strategic Environmental Assessment/ Sustainability Appraisal</p> <p>Final Report & Post Adoption</p>	<p>For the Final Environmental Report the Council will:</p> <ul style="list-style-type: none"> • Send a copy to each statutory consultation body; • Publicise the Plan & Report to all those having an interest in or likely to be affected by the Plan; • Advise where the document can be viewed or purchased²². • Invite comments and advise that any person may make comments to the address and during the period specified; <p>On adoption of the Local Plan document or SPD the Council will as soon as reasonably practicable:</p> <ul style="list-style-type: none"> • Make copies of the adopted plan and Environmental report available for inspection; • Publicise the Plan & Report²³ • Inform statutory and public consultees and the Secretary of State of adoption matters²⁴ 	<p>For the Final Report, consultation will be at the same time as the Publication Local Plan Document(s) or Draft SPD.</p>	<p>Where the SA/SEA is the subject of an objection through the Local Plan process, all those who have submitted a representation of objection will be invited to attend the Examination. The Programme Officer will advise these individuals / organisations of the timetable on behalf of the Inspector.</p> <p>At adoption all statutory consultation bodies and anyone else who submitted a representation will be notified of the adoption matters.</p> <p>Copies of the adopted document, Environmental Report, Adoption Matters & Post Adoption Statement will be made available on the website and at the Council Offices.</p> <p>Copies of the adopted document & Environmental Report will also be available for purchase²².</p>

²² A charge may apply.

²³ In accordance with Regulation 16(1)(b) of the Environmental Assessment of Plans & Programmes Regulations 2004.

²⁴ In accordance with Regulation 16(3) of the Environmental Assessment of Plans & Programmes Regulations 2004.

How will Comments and Responses on Local Plan Documents, SPD and Local Plan Evidence Base Studies be dealt with?

- 3.11 For early engagement events and/or consultations for Local Plan Documents at Issues & Options or Pre-Publication stage and draft SPD stage, the Council will publish all representations received on the Council's web-site either in summary or redacted form and summary copies can be made available on request.
- 3.12 At the publication stage for Local Plan Documents (Regulation 19) a standard response form will be prepared which those wishing to comment will be encouraged to use.
- 3.13 For Issues & Options or Pre-Publication Local Plan Documents and Draft SPD's, a report to the Council's Local Plan Working Party and Cabinet will be prepared listing a summary of all representations received, and if appropriate, an Officer Response. The reports will also carry a recommendation as to what change(s), if any, should be made in light of the representations received. The summary of representations, officer comments and changes will be made available on the Council's web-site and at the Council's Offices.
- 3.14 At publication stage a summary of comments received will be prepared and made available on the Council's website and at the Council's Offices at the time of submission to the Secretary of State.
- 3.15 A summary of oral or written comments with Officer Responses will be prepared following early engagement events and reported to the Local Plan Working Party and Cabinet. This will include a recommendation as to what, if any, change(s) should be made in light of the comments received. The summary of comments and Officer Responses will be made available on the Council's web-site and at the Council Offices. Where possible, this will be prior to the publication of the final evidence base study, Issues & Options Local Plan Document or Draft SPD.
- 3.16 The Council's Local Development Scheme (LDS) sets out the detailed programme for plan making. The LDS should be referred to, for a general indication of the time scale in which we will consider responses to a Local Plan consultation.

4. Planning Applications

- 4.1 This section explains how the Council proposes to consult and give publicity to planning applications and opportunities to comment on them.
- 4.2 The Council has a duty to consider all valid planning applications it receives, regardless of whether or not they reflect adopted policies. The Council receives over 1,100 planning applications each year, the majority of which are minor developments for which meeting the statutory minimum requirement on consultation is sufficient.
- 4.3 There are a number of opportunities for people to be involved in the planning application process. Government legislation²⁵ sets out the minimum requirements for consulting local residents and stakeholders. In considering how to consult on planning applications the following classifications have been considered.

Householder Developments

- 4.4 Planning applications falling within this category include applications for:
- Development of an existing dwellinghouse or development within the curtilage of a dwellinghouse for any purpose incidental to the enjoyment of the dwellinghouse;

Minor Developments

- 4.5 Planning applications falling within this category include:
- Dwelling schemes of 1-9 units or less than 0.5 hectares in area (ha), including Gypsy and Traveller pitches;
 - For all other uses, a minor development is one where the floorspace to be built is less than 1,000 square metres (sqm) or where the site area is less than 1ha;
 - advertisements;
 - listed building consents;
 - conservation area consents;

Major Developments

- 4.6 Major developments include:
- Dwelling schemes of 10 or more units or 0.5 hectares (ha) or more
 - For all other uses, where the floorspace is 1,000 square metres or more or where the site area is 1ha or more.

Prior Approvals

- 4.7 There are also a number of 'prior approval' applications where the Council are required to undertake consultation. Neighbours will be notified if they adjoin a dwelling which is applying for a larger household extension. With other prior approval applications including the conversion of offices to dwellings the Council is only required to consult various statutory bodies.

²⁵ The Town & Country Planning (Development Management Procedure) Order 2010 (as amended)

- 4.8 The Council will consult and give publicity to applications in accordance with the statutory requirements of the Town and Country Planning (Development Management Procedure) Order 2010 (as amended). This is shown in Table 4-1 according to the development classifications set out above. In addition the Council will consult other non-statutory bodies and local residents groups which represent specialist interest groups as appropriate.
- 4.9 For householder and minor applications the Council can either inform interested persons by neighbour notification or by site notice. The Council's current procedure is to send neighbour notification letters rather than display a site notice, although the Council does supply a site notice to the applicant for them to display voluntarily. This current procedure will remain unchanged.
- 4.10 Comments supporting or objecting to a proposal may be made by anyone regardless of whether they have received a letter or been individually notified. However, the Council can only take into account material planning considerations.
- 4.11 All planning applications including plans and supporting documentation will be available to view on the Council's web-site via the 'Planning Applications On-line' search facility and/or at the Council Offices. Residents of Spelthorne can also sign up to 'My Alerts' on the Council's web-site. The 'My Alerts' service sends an email to residents (who have registered) whenever something of interest happens near their property including the submission of planning applications. Residents can opt to have alerts sent to them for interests up to 500m from their property.
- 4.12 Interested parties are formally given 21 days to respond to the first notification and 14 days for subsequent notifications of amended plans. However, the Council will endeavour to take into account any representations received up to the date on which the decision is made. The Council will not determine any application within a period of 21 days from the date on which notification letters are sent out.
- 4.13 Occasionally, it may be necessary to write and publish reports on planning applications for the Planning Applications Committee agenda before the expiration of the 21 day period. In such cases comments received post-publication will be reported orally at the committee meeting. Comments received are made available for public inspection on the Council's website and at the Council Offices and none can be treated as confidential.
- 4.14 The Council will neither acknowledge nor respond to letters commenting on applications, nor enter into correspondence on the details or merits of proposals and this is stated in the notification letters. However letters will be placed on the Council's website which enables people to check that their representation has been received.
- 4.15 The Council's practice is not to negotiate amendments to applications unless they are of a minor nature that will not normally require re-consultation. In a few cases though, amendments may be appropriate. Where such revisions are significant and raise new issues that could lead to further comment, the Council will re-notify those who were initially notified of the application and any others who have commented upon it. Such amendments will normally only be accepted where it will still be possible for the application to be determined within the statutory time period. 14 days are usually given for re-consultation comments.

Deciding Applications

- 4.16 The majority of applications are determined under authority delegated to the Head of Planning & Housing Strategy after full consideration of all the planning issues and comments received. Some decisions are made by locally elected Councillors who sit on the Council's Planning Committee.
- 4.17 Some types of planning application are automatically referred to the Council's Planning Committee depending on the Officer recommendation. Applications for large scale development can be refused by Officers under delegated authority. However, applications for large scale development recommended for approval by Officers are determined by the Planning Committee.
- 4.18 The majority of planning applications which are usually delegated to Officers can also be 'called-in' by a Councillor if the circumstances are appropriate. This excludes applications for Lawful Development Certificates (existing or proposed development/use) and permitted development applications for householders, offices, agriculture and schools. Councillors can 'call-in' applications where they disagree with an officer recommendation.
- 4.19 Where an Officer is yet to make a recommendation, a Councillor can request an application is 'called-in' depending on the recommendation the Officer is minded to make.
- 4.20 Public speaking at Planning Committee is permitted for all planning applications, items seeking to pursue enforcement action or to approve Tree Preservation Orders (TPO). A maximum of one person can register to speak in support of an application and a maximum of one against. Registration is done on a 'first come first served' basis. The Chair of the Planning Committee may allow more than one speaker in exceptional circumstances. Further details regarding public participation are available on the Council's web-site.

Surrey County Council Planning Applications

- 4.21 Some planning applications are determined by the County Council, including proposals which are County matters (e.g. schools) and proposals for mineral working and waste disposal. The County Council undertake neighbour notification for applications where they are the decision making authority. The Borough Council is a statutory consultee on these proposals but does not make the ultimate decision. Consultation responses in respect of these applications should be sent to the County Council.

Community Involvement at the Pre –Application Stage²⁶

- 4.22 The majority of planning applications are submitted without any prior approach to the Council. However, pre-application advice to prospective developers/applicants is given by Officers to clarify technical matters and are treated as confidential.
- 4.23 The Council will encourage applicants and developers to undertake pre-application consultation and discuss their proposals with their neighbours or the community before submitting their formal application. This will not affect the statutory notifications undertaken by the Council upon registration of the application. Table 4-1 sets out suggestions for approaches that could be adopted by applicants. The benefit of early

²⁶ Further guidance is set out in paragraphs 188 to 195 of the National Planning Policy Framework (NPPF) and the Planning Practice Guidance (PPG) note *Before Submitting an Application*

engagement with the community is that this may highlight issues which can be resolved and reduce delays when an application is submitted. The applicant will also be able to demonstrate how the views of the local community have been incorporated or why this was not possible.

- 4.24 In reporting the outcome of any pre-planning application consultation, applicants should indicate:
- The method of consultation used;
 - Who was consulted and the level of involvement;
 - How the matters raised in the consultation were addressed by the applicant.
- 4.25 The level of pre-application consultation should reflect the scale of the proposed development.
- 4.26 The Borough Council will remain impartial during any pre-application engagement by the applicant.
- 4.27 The Council can only request, not require developers to involve the local community in pre-application discussions²⁷. The Council cannot refuse planning applications because a developer refuses to contact and involve the local community.

Appeals

- 4.28 Applicants can appeal the Council's decision of an application. If that happens the Council copy all the representations received on that application and send to the Planning Inspector who will consider the appeal. The Council is required to write to all those who sent representations at the application stage and explain the appeal process. Notice of the Planning Inspector's decision will be sent by the Planning Inspectorate to every person who specifically requests it.

²⁷ The exception is for development of more than 2 wind turbines or where hub height of any turbine exceeds 15m (Part 1A of the Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)).

Table 4-1: Consultation & Publicity Arrangements at Different Stages of Planning Applications

Stage	Type of Application	Type of Consultation/Involvement
Pre-Application: Voluntary Consultation	Major Application	Encourage applicants to: <ul style="list-style-type: none"> • Undertake early consultation with neighbours/community by letter or leaflet; • Hold public meetings/exhibitions/workshops with local community;
	Householder and Minor Applications	Encourage applicants to: <ul style="list-style-type: none"> • Undertake early consultation with neighbours/community by letter/discussions;
Application	Applications which <ul style="list-style-type: none"> • Require Environmental Assessment²⁸ • Are a ‘departure’ from the Development Plan • Would affect a right of way²⁹ • Major applications • Listed Building Consent • Conservation Area Consent 	<ul style="list-style-type: none"> • Advertise by site notice for not less than 21 days³⁰; • Advertise in a local newspaper; • Publicise on the Council’s website³¹; • Send neighbour notifications to any adjoining owner or occupier.
	Applications which <ul style="list-style-type: none"> • Are Householder and Minor Applications (excluding listed building & conservations area consents) 	<ul style="list-style-type: none"> • Publicise on the Council’s website³²; • Send neighbour notifications to any adjoining owner or occupier.

²⁸ Under Regulation 2(1) of the Town & Country Planning (Environmental Impact Assessment) Regulations 2011

²⁹ A right of way to which Part 3 of the Wildlife and Countryside Act 1981 (as amended) applies

³⁰ Subject to Article 13(6) of the Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)

³¹ In accordance with Article 13(7) of the Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)

³² In accordance with Article 13(7) of the Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)

Stage	Type of Application	Type of Consultation/Involvement
Decision	All Applications	<ul style="list-style-type: none"> • Where an application is to be decided by the Planning Committee a copy of the Committee Report will be available on the Council's website at least 5 working days prior to the Committee meeting. Public speaking at the Planning Committee is allowed subject to the provisions set out in paragraph 4.16 of this SCI. • Where an application has been decided under delegated authority a copy of the Officer's delegated report will be available to view on the Council's web-site as soon as practicable after the decision has been issued.
Post Decision	All Applications	<ul style="list-style-type: none"> • Minutes of Planning Committee meetings are available on the Council's website; • All planning decisions are published and made available on the Council's website as soon as practicable after a decision is issued; • Applicants or their agents will be informed of the decision in writing. • Where an applicant has appealed the Council's decision, the Council will inform all who made representations at the application stage that an appeal has been lodged and send on their representations to the Planning Inspectorate. Notice of the Inspector's decision will be sent by the Planning Inspectorate to every person who specifically requests it.

Appendix A

Relevant Legislation and Guidance for Community Involvement in the Preparation of Local Plans and Planning Applications

Planning & Compulsory Purchase Act 2004 (as amended)³³

The requirement to prepare an SCI is given by Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended). Section 19(3) of the Act also requires that the Council complies with the Statement of Community Involvement in the preparation of Local Plans.

However, the Act, does not set out how local communities and stakeholders should be involved.

Local Government & Public Involvement in Health Act 2007³⁴

Section 138 of the Local Government and Public Involvement in Health Act 2007 imposes on all local authorities a duty to involve local representatives when carrying out any of its functions. The idea is that local authorities must consult a balanced selection of individuals, groups, businesses or organisations the authority considers likely to be affected by, or have an interest in, their actions and functions.

The duty is wide ranging and applies to the delivery of services, policy, and decision making. Authorities must not discriminate in the way they inform, consult or involve local people. They must promote equal opportunities for people to engage and get involved.

Localism Act 2011 - Duty to Cooperate³⁵

The duty to co-operate is a legal requirement on local planning authorities to take into account and plan for matters which extend beyond their local area. These matters are described as strategic cross boundary matters which require local authorities, county councils and a number of prescribed bodies³⁶ to engage with one another constructively, actively and on an ongoing basis.

The duty to cooperate does not apply to how the Council engages with its local community through this Statement of Community Involvement.

National Planning Policy Framework³⁷

Words in **bold** text have been highlighted by the Council for emphasis with the most relevant text of the particular paragraph shown below:

Paragraph 69

The planning system can play an important role in facilitating social interaction and creating healthy, inclusive communities. Local planning authorities should create a shared vision with communities of the residential environment and facilities they wish to see. To support this, local planning authorities should aim to **involve** all sections of the community in the development of Local Plans and in planning decisions, and should facilitate neighbourhood planning.

³³ Planning & Compulsory Purchase Act 2004 (as amended). Available at: <http://www.legislation.gov.uk/ukpga/2004/5/contents>

³⁴ Local Government and Public Involvement in Health Act 2007 (as amended). Available at: <http://www.legislation.gov.uk/ukpga/2007/28/contents>

³⁵ Localism Act 2011. Available at <http://www.legislation.gov.uk/ukpga/2011/20/contents/enacted>

³⁶ Prescribed bodies are given in Regulation 4 of the Town & Country Planning (Local Development)(England) Regulations 2012 (as amended).

³⁷ National Planning Policy Framework (2012) CLG. Available at: <http://planningguidance.planningportal.gov.uk/>

Paragraph 155

Early and meaningful **engagement** and **collaboration** with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively **engaged**, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made.

Planning Practice Guidance³⁸

Words in **bold** text have been highlighted by the Council for emphasis with the most relevant text of the particular paragraph shown below:

Climate Change (paragraph 003)

Engaging with appropriate partners, including utility providers, communities, health authorities, regulators and emergency planners, statutory environmental bodies, Local Nature Partnerships, Local Resilience Forums, and climate change partnerships will help to identify relevant local approaches.

Design (paragraph 031)

Local communities play a vital part in good design. Those who live and work in an area often best understand the way in which places operate and their strengths. Local plans must evolve in a way that genuinely allows for local leadership and **participation**.

Health & Wellbeing – (Paragraph 003).

Working with the advice and support of the Director of Public Health and their team, local authority planners should also consider **engaging** and **consulting** appropriately with the following key groups in the local health and wellbeing system:

- **Engagement** with the local community is also important. As part of this work, local planning authorities should consider approaching their local Healthwatch³⁹ organisation (which represents users of health and social care services) and other community groups as appropriate.

Housing & Economic Development Needs Assessments (paragraph 007)

Local planning authorities should assess their development needs working with the other local authorities in the relevant housing market area or functional economic market area in line with the duty to cooperate. This is because such needs are rarely constrained precisely by local authority administrative boundaries.

Where Local Plans are at different stages of production, local planning authorities can build upon the existing evidence base of partner local authorities in their housing market area but should co-ordinate future housing reviews so they take place at the same time.

Local communities, partner organisations, Local Enterprise Partnerships, businesses and business representative organisations, house builders, parish and town councils, designated neighbourhood forums preparing neighbourhood plans and housing

³⁸ Planning Practice Guidance (2014) CLG. Available at: <http://planningguidance.planningportal.gov.uk/>

³⁹ Information on Healthwatch Surrey is available at: <http://www.healthwatchesurrey.co.uk/>

associations should be **involved** from the earliest stages of plan preparation, which includes the preparation of the evidence base in relation to development needs.

Housing & Economic Land Availability Assessments (Paragraph 008)

The following should be **involved** from the earliest stages of plan preparation, which includes the evidence base in relation to land availability: developers; those with land interests; land promoters; local property agents; local communities; partner organisations; Local Enterprise Partnerships; businesses and business representative organisations; parish and town councils; neighbourhood forums preparing neighbourhood plans.

Housing & Economic Land Availability Assessments (Paragraph 013)

Plan makers should issue a call for potential sites and broad locations for development, which should be aimed at as wide an audience as is practicable so that those not normally **involved** in property development have the opportunity to contribute. This should include parish councils and neighbourhood forums, landowners, developers, businesses and relevant local interest groups, and local notification/publicity. It may be possible to include notification of a call for sites in other local authority documentation (such as notification of local elections) to minimise costs.

Local Plans (Paragraph 003)

Local planning authorities develop a Local Plan by assessing the future needs and opportunities of their area, developing options for addressing these and then identifying a preferred approach. This involves gathering evidence, carrying out a Sustainability Appraisal to inform the preparation of the Local Plan and effective **discussion** and **consultation** with local communities, businesses and other interested parties.

There is considerable flexibility open to local planning authorities in how they carry out the initial stages of plan production, provided they comply with the specific requirements in regulation 18 of the Town and Country Planning (Local Planning) (England) Regulations 2012, ('the Local Plan Regulations') on **consultation**, and with the commitments in their Statement of Community Involvement. **Consultation** exercises on emerging options are often termed "issues and options", "preferred options" or "pre-publication". Local planning authorities should always make clear how any **consultation** fits within the wider Local Plan process.

Local planning authorities must publicise the version of their Local Plan that they intend to submit to the Planning Inspectorate for examination to enable representations to come forward that can be considered at examination. This is known as the publication stage.

Local planning authorities must also **publicise** their intended timetable for producing the Local Plan. This information is contained within a Local Development Scheme, which local planning authorities should publish on their web site and must keep up to date. Up-to-date and accessible reporting on the Local Development Scheme in an Authority's Monitoring Report is an important way in which Local Planning Authorities can keep communities informed of plan making activity.

Local Plans (Paragraph 014)

Local planning authorities should publish documents that form part of the evidence base as they are completed, rather than waiting until options are published or a Local Plan is published for representations. This will help local communities and other interests consider the issues and **engage** with the authority at an early stage in

developing the Local Plan. It will also help communities bringing forward neighbourhood plans, who may be able to use this evidence to inform the development of their own plans.

Consultation and pre-decision matters (Paragraph 001)

After a local planning authority has received a planning application, it will undertake a period of **consultation** where views on the proposed development can be expressed. The formal **consultation** period will normally last for 21 days, and the local planning authority will identify and **consult** a number of different groups.

The main types of local planning authority consultation are:

Public consultation – including consultation with neighbouring residents and community groups.

Following the initial period of consultation, it may be that further **additional consultation** on changes submitted by an applicant, prior to any decision being made, is considered necessary.

Consultation and pre-decision matters (Paragraph 002, 003 & 005)

Local planning authorities are required to undertake a formal period of **public consultation**, prior to deciding a planning application. This is prescribed in Article 13 of the Development Management Procedure Order and its amendment. There are separate arrangements for listed building and conservation area consent which are set out in Regulation 5 of the Listed Building and Conservation Area Regulations and its amendment.

Local Authorities have discretion about how they inform communities and other interested parties about planning applications. Article 13 of the Development Management Procedure Order and its amendment sets out minimum statutory requirements.

In addition, local authorities may set out more detail on how they will **consult** the community on planning applications in their Statement of Community Involvement, prepared under Section 18 of the Planning and Compulsory Purchase Act 2004.

Publishing information online in an open data format can help facilitate **engagement** with the public on planning applications.

The time period for making comments will be set out in the publicity accompanying the planning application. This will be not less than 21 days, or 14 days where a notice is published in a newspaper.

Once the consultation period has concluded a local planning authority can proceed to determine the planning application. To ensure comments are taken in to account it is important to make comments before the statutory deadline.

Consultation and pre-decision matters (Paragraph 026)

Where an application has been amended it is up to the local planning authority to decide whether further **publicity** and **consultation** is necessary.

In deciding whether this is necessary the following considerations may be relevant:

- were objections or reservations raised in the original consultation stage substantial and, in the view of the local planning authority, enough to justify further publicity?

- are the proposed changes significant?
- did earlier views cover the issues raised by the proposed changes?
- are the issues raised by the proposed changes likely to be of concern to parties not previously notified?

Where the local planning authority has decided that **re-consultation** is necessary, it is open to them to set the timeframe for responses, balancing the need for consultees to be given time to consider the issue that is being re-consulted upon and respond against the need for efficient decision making.

The Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended)⁴⁰

The Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended), sets out steps that local planning authorities must undertake when giving publicity to planning applications (Article 13) and notifying interested parties of planning decisions (Article 28(2)).

The Planning (Listed Buildings & Conservation Areas) Regulations 1990⁴¹

Regulation 5 of The Planning (Listed Buildings & Conservation Areas) Regulations 1990 sets out how local planning authorities should give publicity to applications for listed building and/or conservation area consent.

⁴⁰ Town & Country Planning (Development Management Procedure)(England) Order 2010 (as amended). Available at: <http://www.legislation.gov.uk/ukxi/2010/2184/contents/made>

⁴¹ The Planning (Listed Buildings & Conservation Areas) Regulations 1990

Appendix B
Specific & General Consultation Bodies
and Other Stakeholder Groups

Specific Consultation Bodies⁴²

The Coal Authority	Authority areas within or adjoining the local authority area including parishes, County Councils, the Greater London Authority (GLA) and policing bodies
Environment Agency*	Telecommunications operators
English Heritage*	Clinical Care Commissioning Groups
The Marine Management Organisation	Statutory Undertakers for: Electricity Gas Sewerage Water
Natural England*	
Network Rail Infrastructure Ltd	
Highways Agency	
Homes & Communities Agency (HCA)	

*Statutory Consultees under the Environmental Assessment of Plans & Programmes Regulations 2004

General Consultation Bodies⁴³

Voluntary bodies	Bodies representing the interests of disabled persons
Bodies representing different racial, ethnic or national groups	Bodies representing persons carrying on a business in the area
Bodies representing different religious groups	

Other Stakeholders

Amenity Societies & Resident Associations	Sport/Leisure Bodies
Educational Organisations	Youth Groups & Bodies
Groups representing the Elderly	Developers & Planning Agents
Groups representing Women	House Builders
Health/Social Care Groups & Bodies	Registered Providers
Transport Groups & Bodies	Environmental Groups
Local Enterprise Partnerships (LEP)	Infrastructure Providers
Mayor of London	Charitable organisations
Emergency Services	Civil Aviation Authority
Spelthorne Together	Spelthorne Safer Stronger Partnership

⁴² As given by Regulation 2 of The Town & Country (Local Planning) Regulations 2012

⁴³ As given by Regulation 2 of The Town & Country (Local Planning) Regulations 2012