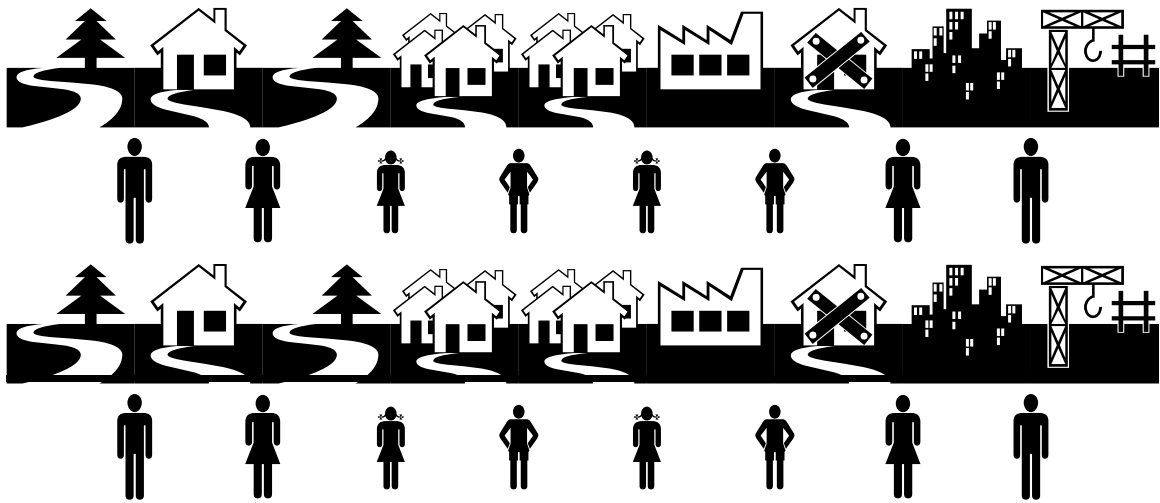



Statement of Community Involvement



Approved July 2016

This document is available in large copy prints and electronic format. If you require the document in another format please contact the team below to see how we can help.

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CONTENTS

1 Introduction

- The original 2006 document
- The amended document

2 Engaging the Community

- Changes to the planning system
- Preparing the Statement of Community Involvement

3 Involving the Community in Policy Planning

- Existing methods
- Introduction
- Types of groups to be approached
- How information will be made known
- How the community will be involved in producing a Development Plan Document
- How the community will be involved in producing Supplementary Planning Documents
- Sustainability Appraisal
- Resources and management of the process
- How the Council will acknowledge and report back on representations

4 Involving the Community in Planning Application Decisions

- Introduction
- What are “significant” applications?
- Pre-application discussions and early community consultation
- What we do when a planning application is received
- What happens if amendments are made?
- What involvement is there when an application is being determined?
- How else do we involve the community?

5 Planning Aid for London

6 Monitoring and Review

7 Financial and Legal Considerations

8 Appendices

1. INTRODUCTION

This document outlines the Council's standards for community participation in the planning process and identifies the ways we will achieve these standards. It is part of the Council's wider engagement strategy that aims to involve the community more comprehensively in the entire planning process.

The Statement of Community Involvement (SCI) is a statutory document required under the Planning and Compulsory Purchase Act 2004 (as amended) and this revised version takes into consideration later legislation and regulations such as the [Localism Act 2011](#), [the Town and Country Planning \(Development Management Procedure\) \(England\) Order 2010](#), [the Town and Country Planning \(England\) Regulations 2012](#) and the [National Planning Policy Framework \(NPPF\) 2012](#).

This document explains how the London Borough of Bromley may involve the community in planning issues relating to planning applications and the preparation of Local Development Documents. It indicates when and how you can get involved in planning matters, and what to expect from us when you do so.

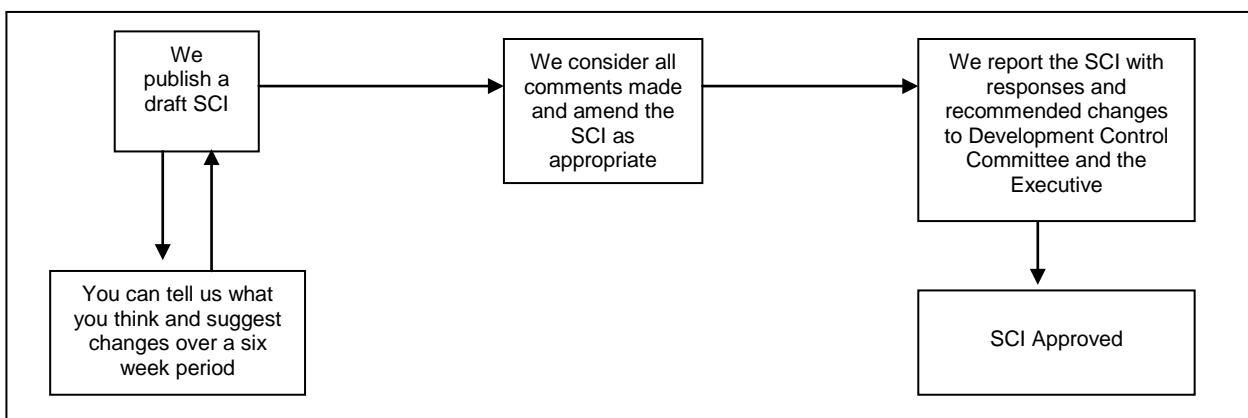
1.1. The original 2006 Statement of Community Involvement

The Council's first SCI was prepared in 2005 and it sought the views of around 1100 local organisations, interested parties and statutory consultees on the consultation methods used by the Planning Division in the past and on the proposed methods outlined in the draft Statement of Community Involvement and preferred methods of consultation. The public consultation ran between 25 November 2005 and 6 January 2006. At that time, approval from the Secretary of State was required and the document was sent to the Secretary of State for independent inspection. Following the Planning Inspector's recommendations the document was adopted by the Council.

1.2. The amended document

The Council prepared a revised SCI in 2015. This document was subjected to a six week consultation period. Comments received and officer responses will be reported to the Development Control Committee and the information made available on the Council's website. The requirement for submission to an Inspector on behalf of the Secretary of State was removed in the 2008 Planning Act. The table below shows how people and organisations will get involved.

Table 1: Statement of Community Involvement (SCI): Main preparation stages and opportunity to get involved



2. ENGAGING THE COMMUNITY

The planning system affects everyone in Bromley. It plays a vital role by shaping the places where we live, work, visit and learn, as well as helping to protect the environment around us in order to secure its future. The local community is an integral part of this system and has the opportunity to be actively involved in developing a vision that reflects how they would like the Borough to be in the coming years and how this can be achieved.

The National Planning Policy Framework (NPPF, paragraph 155) refers to early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential and states 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 development within the Bromley area.

In preparing the SCI, the Council actively consulted and involved the community. This provided an opportunity for the community to assess the Council's existing consultation procedures on planning issues and suggest possible improvements or alterations and to update consultation techniques in the light of technological advances – for example, we no longer provide copies of documents on audio cassette. This review provided an opportunity for the Council to contact the various community groups to see if the groups identified on our consultation database are still active, whether they still wish to be involved, if they adequately represent a cross section of the Borough and to identify and target 'hard to reach' and any new groups.

Where possible, planning information will be linked to "My Bromley" accounts for ease of access and wider publicity.

This document sets out what the Council currently does in terms of community engagement and provides a list of organisations and groups on our consultation database. It also makes clear the financial and legal constraints within which the Council must operate.

2.1. Changes to the planning system

In 2012, the Government produced revised Local Planning Regulations. These introduced changes including a simplified plan-making process with fewer formal stages. This has prompted the revision of the SCI along with the increased use and availability of electronic communications such as email and the web which allow for easier consultation and engagement.

Other recent legislative changes include:

The **Duty to Co-operate** which was established in the Planning and Compulsory Purchase Act 2004 and the [Localism Act \(2011\)](#) and establishes a legal duty of co-operation with neighbouring boroughs, the Mayor of London and other authorities and agencies when reviewing policy. This is due to the impact of Local Plans being felt beyond Bromley's boundaries.

Neighbourhood Planning (General) Regulations 2012, which provide the opportunity for community groups (as designated neighbourhood forums) to prepare their own neighbourhood plans.

Community Infrastructure Levy Regulations (CIL), April 2010 (as amended) which set out the provisions for CIL, the procedures and the bodies to be consulted during the preparation of a CIL.

The Town and Country Planning (**Development Management** Procedure) (England) Order 1995 (as amended), which sets out the statutory provisions for consultation on planning applications, and specifies the bodies to be consulted, depending on the type of planning application, and

Prior approvals - [The Town and Country Planning \(General Permitted Development\) \(Amendment\) \(England\) Order 2013](#) which sets out the requirements for statutory notices to be served on adjacent premises regarding prior approvals for householder extensions.

The SCI review takes on board these changes and new requirements. An updated SCI also provides the opportunity for the Council to improve its approach to community involvement in the light of 'best practice' and experience gained from recent consultations.

3. INVOLVING THE COMMUNITY IN POLICY PLANNING

To be effective, consultation needs to be clear to enable potential respondents to reply and appropriate to a variety of organisations, groups and individuals. This chapter explains which groups will be approached, the manner in which consultation can be carried out, and sets out the overall timing of the process.

3.1. Existing methods

The Council already uses a wide range of techniques in order to engage the community. An assessment of the advantages and costs of techniques used in policy preparation and development control has informed the review of the SCI.

3.2. Introduction

The Council will and does involve the community at an early stage in the preparation of Local Development Documents such as the Local Plan, Area Action Plans, the Policies Map (formerly Proposals Map), Site Allocations and Supplementary Planning Documents (SPDs). This is essential to achieve understanding, support and legitimacy for the policies which will shape the future distribution of uses and development within the Borough. Techniques need to be tailored to enable the appropriate parts of the community at the different stages. A full description of Local Development Documents can be found in Part 3 of [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#).

3.3. Types of groups to be approached

The Council is committed to comprehensive consultation, involving as many people and organisations as possible in drawing up its planning policies.

The principal groups to be approached are:

- residents (including 'hard to reach' groups)
- businesses
- developers/agents/landowners
- central, regional and local government
- statutory bodies and groups
- voluntary groups
- interest groups, e.g. youth, health care, safety, architectural, environmental
- local community groups / residents associations / faith organisations

To be effective, consultation needs to be accessible and appropriate to the needs of particular groups. Innovative approaches may need to be explored, especially in relation to hard to reach groups. These groups have tended to be underrepresented and therefore proactive consultation techniques may be required to reach them.

3.4. How information will be made known

We recognise that the vast majority of residents have access to the internet and this has become the preferred method of engagement with the Council for many. We also recognise that not everyone is online so information

relating to the Local Plan process will also be made widely available, where possible, through a variety of methods. This includes:

- information being made available electronically via the Council's website and the Planning Consultation Portal, also known as Objective;
- copies of all documents will be made available to view at the Main Reception of the Civic Centre, local libraries within the borough (and, if relevant, libraries in nearby authorities);
- all information being made available on request in large print and electronic format if needed and as appropriate;
- working with existing networks and contacts (both inside and outside the Council) to disseminate information;
- Enabling individuals to comment. Any person who registers, or has registered on the [Local Plan Consultation Portal](#) can make comments on line through the portal and will be automatically kept informed at subsequent stages of the Local Plan process. Anyone can register themselves using the 'Login / Register' on the Portal, or request to be registered by emailing ldf@bromley.gov.uk giving their full postal address and if possible an email address, either way, this will ensure that when documents are published for consultation, are informed either by post or email (whichever is their preference) and be provided with details of how to view and comment on the documents.

3.5. The Council is committed to maximising participation. Particular focus will be considered to engage 'hard to reach' groups that often do not take part in planning consultations. The scale of consultation and the methods used at any particular stage will depend on the:

- appropriateness of the method for that particular consultation;
- nature of topic being considered;
- geographic coverage of the document;
- stage of the planning process reached;
- need for specialist knowledge; and
- availability of staffing and financial resources.

Table 2 shows the consultation methods proposed for various types of planning documents

Table 2 - Local Plan Consultation Methods

Document	Resource Implications	Development Plan Documents e.g. Borough wide Local Plan, Bromley Town Centre Area Action Plan			Community Infrastructure Levy Charging Schedule		Supplementary Planning Documents
Stage of Document		Regulation 18		Regulation 19	Preliminary Draft (PDCS)	Draft (DCS)	Consultation Draft
		Initial Engagement	Draft Plan	Proposed Submission			

The use of a consultation technique, particularly one with high resource implications, will be used where the need arises depending on the agreed preferences of identified (especially hard to reach) groups, the stage in the plan making process, the staffing and financial resources available and other reasonable issues

Consultation Methods/Techniques	Council's Website	Medium	✓	✓	✓	✓	✓	✓
	Consultation Portal (Objective software)	Medium	✓	✓	✓	✓	✓	✓
	Available for Inspection	Low	✓	✓	✓	✓	✓	✓
	Surveys/ Questionnaires	Medium	✓	✓	✓	✓	✓	✓
	Notification by letter/email using the consultation database	Medium	✓	✓	✓	✓	✓	✓
	Local / Specialist Press	Medium	✓	✓	✓	✓	✓	✓
	Social Media	Low	✓	✓	✓			
	Flyers / Posters	Medium	✓	✓	✓			
	Displays	High	✓	✓	✓			
	Contact with hard to reach Groups	Medium	✓	✓	✓			

3.6 How the community will be involved in producing a Development Plan Document

Development Plan Documents need to follow a statutory process set out in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#), through to adoption as set out in Table 3 below. Possible consultation methods at each stage are set out in Table 2.

Table 3. Process for Producing a Development Plan Document (DPD)

Stage	Process and Requirements
1. Pre-production evidence gathering	This stage involves the collection of up-to-date information based on a range of social, economic and environmental matters.
2. Preparation of a local Plan (Reg. 18)	The results of Stage 1 will be used to identify the main issues that the plan needs to deal with and the options that are available. An assessment of the plan's social, economic and environmental impacts is also produced at this point, in the form of a Sustainability Appraisal (SA). At this stage, the Council is required to notify each of the specific consultation bodies that are considered to have an interest in the proposed Local Plan, and any general consultation bodies considered appropriate, in relation to the subject of the proposed Local Plan, and invite them to make representations. Local residents and businesses may also be informed and invited to comment. The local authority must take into account any representations received as a result of preparing the Local Plan. Comments will be considered and used to develop the plan.
3. Publication of a Local Plan (Reg. 19)	The Council publishes the plan in its final version. A more detailed assessment of the plan's social, economic and environmental impact (SA) is also published. A public consultation will be held for a minimum of six weeks. After completing the above requirements, the Council will send a request to the Mayor of London seeking his opinion regarding the conformity of the plan with the London Plan.
4. Submission to the Secretary of State (Reg. 22)	The Council will send the plan and any supporting documents to the Secretary of State to be examined and also notify both specific and general consultation bodies that the documents are available for inspection on the web and in paper form at the Civic Centre and local libraries.
5 Independent Examination (Reg. 24)	An Inspector appointed by the Government will carry out an independent examination of the 'soundness' of the plan. Those who made representations on the plan under Regulation 20 may be allowed to appear in front of the Inspector in person.
6. Publication of the Inspector's Report and Adoption (Regs. 25 & 26).	Following the examination, the Inspector writes a report and decides what changes (if any) need to be made. The recommendations of the Inspector will be published online and the plan will be changed in line with the recommendations. It is this version of the Plan that will be adopted by Full Council.

3.7 How the Community will be involved in producing Supplementary Planning Documents

The process for preparing and adopting Supplementary Planning Documents (SPDs) is shorter than for DPDs. SPDs are not subject to Independent Examination.

Table 4 sets out the process for preparation through to adoption in accordance with the statutory process, as set out in in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#). Possible consultation methods at each stage are set out in Table 2.

Table 4. Preparing a Supplementary Planning Document (SPD)

Stage	Process and Requirements
1. Development of evidence base	This stage involves the collection of up-to-date information based on a range of social, economic and environmental matters.
2. Preparation of draft SPD	A draft version of the SPD is produced which is based on the evidence collected at stage 1.
3. Public Participation on the draft SPD (Reg. 12)	Once the draft has been produced, the Council will usually consult on this document for a period of six weeks. Topic specific documents of a specialist nature and few consultees can have a shorter consultation period if deemed necessary. Any representations made will be considered and amendments will be made to the document, where required.
4. Adoption (Reg. 14)	The SPD is adopted in line with Regulation 14

3.8 Localism and the Duty to Co-operate

The Localism Act (2011) introduced the Duty to Co-operate which requires planning authorities and other public bodies to actively engage and co-operate on strategic matters. The London Plan (2015) sets the strategic policy for London. The Local Plan policies of the London boroughs are required under Section 21 of the Town and Country Planning (Local Planning) (England) Regulations 2012 to be in general conformity with the London Plan. There are a number of issues such as transport, flood risk and waste management that have impacts that cross borough boundaries, for example, waste is taken to landfill sites out of the borough and Bromley’s rivers flow through many borough boundaries before reaching the Thames. The London Plan also establishes the London-wide growth strategy culminating in a hierarchy of designated town centres, identification of key growth points in the form of Opportunity Areas and a London-wide approach to industrial land. The Council will explore appropriate approaches to such issues with neighbouring boroughs and public bodies to ensure that strategic priorities are reflected in the Local Plan.

3.9 Neighbourhood Plans

The Localism Act 2011 made provision for the preparation of Neighbourhood Plans by communities. Communities can prepare neighbourhood plans to influence the future of their areas. These let people set out their vision for their local area and general planning policies to guide development in their neighbourhood.

Neighbourhood Plans can only be prepared by a designated Neighbourhood Forum within a given Neighbourhood Area agreed by the Council following a public consultation.

Neighbourhood Plans must be in conformity with national policy as well as the Development Plans (for example, the Local Plan and the London Plan) that have been adopted by the Local Planning Authority (LPA). Consultation requirements pertaining to Neighbourhood Plans are outlined in The Neighbourhood Planning (General) Regulations 2012.

If you are thinking of preparing a Neighbourhood Plan in your area, please download the [Neighbourhood Planning Guidance](#) on the Government's website or get in touch to discuss your plans and timetable with the Planning Policy Team.

Email ldf@bromley.gov.uk or call 020 8313 4730.

3.10 Community Infrastructure Levy

The Community Infrastructure Levy (CIL) is a statutory development charge that came into force on 6 April 2010. The Legislation and accompanying Regulations allow Local Authorities to collect and pool financial contributions from developers to help pay for strategic infrastructure that is necessary to support new development such as; transport, community and leisure facilities, schools, and public open spaces.

Once a local CIL is adopted by the Council, it will work alongside Section 106 agreements as a means for developer financial contributions to be collected to pay for infrastructure needed to support new development. S106 agreements will continue to be used for affordable housing and for site specific mitigation to manage the impacts of a development scheme. Further information in relation to development of the Council's Community Infrastructure Levy can be found on the Council's website.

3.11 Sustainability Appraisal

We will produce Sustainability Appraisals for each document where appropriate. The community and stakeholders will be encouraged to examine our policies and proposals to ensure they are sustainable.

3.12 Resources and management of the process

The majority of work involved in undertaking community involvement will be the responsibility of the Planning Policy Section, also known as Planning Strategy and Projects, within the Council's Planning Division. Assistance from other staff within the department and the Corporate Communications Team will be called upon as required. Full use will be made of existing community communication arrangements and press releases.

If external consultants are required, the necessary funds will be made available.

In addition, existing forums and interest groups will be used to avoid consultation overload.

3.13 How the Council will acknowledge and report back on representations

All responses received by letter or e-mail will be acknowledged within 5 working days of receipt.

Anyone making comments on any Local Development Document during the process will be invited to register on the Council's database and will then automatically be kept informed at all subsequent stages. A list of consultees (groups, organisations and companies, but not individuals) will be published on the web. The most up to date list will be available for viewing on request. If you would like to join the LDF Consultee database please email ldf@bromley.gov.uk or telephone **020 8313 4730**.

At the end of each consultation period, the Council will analyse the responses and prepare a summary report to be considered by the Development Control Committee and Executive, where appropriate. The report will include any proposed actions to be undertaken as a result of your comments. A summary of all comments and subsequent changes will be included in the report. The comments, where appropriate, and the reports will be made publicly available, both on the website, and in hard copy at the Main Reception at the Civic Centre.

4 INVOLVING THE COMMUNITY IN PLANNING APPLICATION DECISIONS

It is also important that the community has an opportunity to be involved in planning applications. This section explains how the Council intends to involve you in dealing with planning applications, including the role of developers in that process.

4.1 Introduction

This Statement of Community Involvement is also important in providing a framework to involve the wider community at an early stage on planning applications. The Council has a duty to consider all valid planning applications it receives, regardless of whether or not they reflect adopted policies. Most people become involved in planning as a result of commenting on or submitting a planning application. In this respect, it is important to recognise that “significant” (major) applications are subject to wider consultation than those of a minor nature.

4.2 What are “significant” applications?

The Government has a definition of “major” applications which includes:

- a residential development for 10 or more dwellings
- residential development on a site of 0.5 hectares or more
- development involving a building(s) with a floor space of 1000 square metres or more
- any other development on a site of 1 hectare or more

It is recognised that not all major planning applications are controversial; indeed many that generate the most public interest are often not major applications. In order to try and overcome this dilemma, “significant” planning applications will be identified by the following additional criteria:

- a major application likely to produce significant public interest or controversy;
- an application likely to have a significant physical impact on the surrounding area or could be a potential departure from the adopted Development Plan.

The Chief Planner will decide whether an application is significant or not.

4.3 Pre-application discussions and early community consultation

The Council and government advice encourages developers to enter into early discussions before submitting an application, although there is no statutory requirement for an applicant to do so. It is important that this should include appropriate key consultees such as the Environment Agency or the Highways Authority. At this stage, planning officers can advise developers, in their

opinion, whether an application is likely to be “sensitive” and therefore if there is any need for the applicant to undertake additional community consultation.

Before a “significant” application is submitted to the Council, applicants will be expected to:

- contact local residents and interest groups informing them of the development proposed;
- arrange a public meeting or exhibition at a suitable location in close proximity to the application site in order to allow the proposal to be more fully understood by the local community prior to submission.

It will be necessary to:

- submit a brief statement as part of the planning application submission outlining what consultation has taken place, who with, the comments received and how these have been taken into account within the application; and
- attend meetings with local groups that are likely to have an interest in the application proposal.

The Council’s aim is to encourage discussions to take place **before** any “significant” application is submitted in order to try and achieve a degree of consensus and/or at least a clear understanding of what the proposal is trying to achieve. It is, however, important that the impartiality of the Council is maintained in the pre-application process. As far as possible, the Council’s role will be to maintain a watching brief during the pre-application process. Council officers will, therefore, not normally be involved in pre-application public consultation documents or meetings.

4.4 What we do when a planning application is received

The Council has a range of methods to ensure that submitted applications are brought to the attention of its residents, statutory consultees and other stakeholders. The details of each application, after validation, are published on Planning Public Access on the Council’s website (www.bromley.gov.uk/planningaccess). The application form, location plan and full plans are available to view on Planning Public Access and each application is updated with the decision notice.

4.4.1. The website also provides the opportunity (and primary way) for anyone to comment on a submitted application.

4.4.2. A weekly list of all valid planning applications received is circulated to councillors and published on the Council’s website via Planning Public Access. The website provides the opportunity to search for an application via the planning application number (supplied in all correspondence) or via the property address. Where possible, further publicity will be added via “My Bromley” accounts

4.4.3. Advertisements - legislation requires statutory publicity for different types of applications.

4.4.4. The Council produces at least one site notice and an advertisement in a

local newspaper for the following types of application for development:

- subject to an Environmental Assessment
- development affecting a public right of way
- affecting a statutorily listed building or conservation area
- a departure from the Development Plan
- discretionary advertisements
- development by adjoining planning authorities

4.4.5. Site Notice: site notices are only used in the case of significant applications to provide information for people in the vicinity of a site. It includes information on:

- the nature of the application,
- how to contact the Council,
- how to view plans, and
- the deadline for making comments (usually 21 days from the date of the notice).

4.4.6. Neighbour notification: the occupiers of properties immediately adjoining an application site are notified individually by letter that an application has been received. In some cases, letters are sent on a discretionary basis to other nearby properties which may be affected. They are invited to inspect the application and make any written observation. If the occupier is disabled or elderly and unable to get to the Civic Centre, copies of the plans can be provided free of charge if they have no reasonable access to the Council's website.

4.4.7. Legislation does not specify which properties are to be notified and consequently the Council operates a flexible system of consultations, but it is based on a number of important principles:

- significant applications which have a wide public interest will have a wide area of notification;
- all owners or occupiers of properties immediately abutting the site (disregarding any roads) are notified of applications;
- a minimum of 21 days is given for comment.

4.4.8. Comments supporting or objecting to a proposal may be made by anyone regardless, of whether they have received a letter or been specifically consulted. The Council, however, can only take into account planning considerations. Comments received must relate to planning matters which include national and local planning policy and such issues as impact on lighting or highway safety. Planning decisions are not based on simply on the number of representation 'for' or 'against' a proposal. The following types of concerns are not generally planning considerations and cannot be taken into account:

- Loss of value to property
- Commercial competition
- Loss of a view
- Disturbances during building work
- Land ownership disputes
- Private deeds or covenants
- Where development has already started

- Matters covered by other legislation including licensing or gambling

4.4.9. Comments should be submitted as soon as possible, although the Council will take into account any representations received up to the date on which the decision is made. No application will be determined within a period of 21 days from the date when the consultation letters are sent out (or 14 days for a re-consultation). It may be necessary, in exceptional circumstances, to write and publish reports for a Planning Committee before the expiration of the 21 days. In such cases, comments not already noted will be reported verbally at the Committee meeting. All comments received are made available for public inspection by prior arrangement on request to the Council and will not be treated as confidential (unless an exemption under the Freedom of Information Act or Environmental Regulations applies).

4.4.10. Statutory consultees: There is a statutory requirement to inform certain consultees of planning applications set out in the [Town and Country Planning \(General Development Procedure\) Order 2015](#). A list is included in Schedule 4 of the order. The organisations to be consulted will vary with the nature of the proposal and location. Consultees are notified in writing and normally have 21 days in which to respond.

4.4.11. The Council is committed to negotiating improvements to proposals, wherever possible, by consulting a wide range of non-statutory consultees on a range of applications. As a result, there is consultation with groups such as the local Wildlife Trust or the Council's Heritage and Urban Design Team on applications affecting specific landscape and wildlife interests. Other groups that are regularly consulted are English Nature, the Metropolitan Police and the Advisory Panel for Conservation Areas (APCA) who meets once a month.

4.5. What happens if amendments are made?

Although pre-application discussions can help reduce the number of issues which may require addressing once an application has been submitted, sometimes negotiation takes place on applications; particularly major ones. Although there is no legal requirement to do so, the Council endeavours to re-notify if the amendments would materially affect the considered views of interested parties.

4.6. What involvement is there when an application is being determined?

Around 90% of the applications submitted to the Council are dealt with through powers delegated to the Chief Planner. This helps to ensure that the majority of applications are dealt with within the statutory period set by the Government. For delegated decisions, a summary officer report is displayed on the Planning Public Access website alongside the decision which explains why the decision was made.

The Council has four plans sub-committees allowing a meeting to be held every two weeks and operates a system that allows public speaking at Planning Committee. This gives members of the public the opportunity to comment on applications determined by committee either in support or as an objector. Councillors then consider these comments in determining the

application.

The Development Control Committee meets approximately every two months and considers the more major or contentious planning applications. As with the sub-committees, the public have an opportunity to comment.

4.7. How else do we involve the community?

Councillors are also involved in the consultation process and receive the weekly list of planning applications. Members can request copies of documentation or plans relating to individual applications. Residents can speak to their Ward Councillors about planning applications.

An annual Residents' Association Seminar is normally hosted by the Planning Division to provide information and updates on planning matters.

5 PLANNING AID FOR LONDON

[Planning Aid for London](#) is a voluntary organisation providing immediate, free and independent professional advice over the telephone on town planning related matters to individuals (and some community groups) who cannot afford consultancy fees. Planning Aid for London can help groups use and influence planning policies, and to draw up their own plans for their area.

The organisation can be contacted at:

Planning Aid for London, c/o TCPA17 Carlton House Terrace, London SW1Y 5AS

Telephone: 03007 729 808

Email: info@planningaidforlondon.org.uk or at planningaidforlondon.org.uk

6 MONITORING AND REVIEW

6.1. The Council will monitor the success of the community involvement techniques to determine whether a representative level of public involvement has been achieved. We aim to continually learn about what works and what could work better, and therefore monitoring will be built into each involvement activity.

6.2. The monitoring process will seek to determine:

- Is the SCI effective in engaging a range of people?
Indicators: Number of people participating in consultations
 Number of groups participating in consultations
 Number of “hard to reach” people or groups participating in consultations
- The extent to which representations effect change?
Indicator: Number of proposed changes to Local Development Document
- Do participants value their involvement in the process?
Indicators: Number of complaints / negative comments received
- How effective is the use of the website?
Indicators: Number of people logging on for information
 Number of people responding via the website

6.3. These indicators will be used to review the SCI and changes will be considered where there has been a particularly low level of community participation. This will be a continuous process to be undertaken by the staff in the Planning Policy Section. The Head of Planning Strategy and Projects will be responsible for this monitoring process.

6.4. The success and effectiveness of the Statement of Community Involvement will be reviewed through the Authority Monitoring Report (AMR).

7 FINANCIAL AND LEGAL CONSIDERATIONS

- 7.1.** It is intended that the Statement of Community Involvement is realistic in its approach towards community involvement and does not raise expectations beyond what is possible for the Council to meet. The legal requirements for consultation and public participation for the Local Plan are set out in the Town and Country Planning (Local Planning) (England) Regulations 2012. The Council will meet minimum requirements and exceed these where possible.
- 7.2.** National and regional guidance must also be considered (such as the National Planning Policy Framework (NPPF) 2012 and the London Plan) and will inform the Policy content of the Local Plan.
- 7.3.** The Council sets out the timetable for the preparation of policy documents in the Local Development Scheme.
- 7.4.** In order to achieve all this, time and cost issues will need to be managed carefully, including staff resources, costs of publicity, venues and external consultants.
- 7.5.** Where a planning decision is made, the applicant can lodge a planning appeal if the application is refused and seek costs from the Council if it refused planning permission unreasonably. If a planning application is approved, objectors do not have the right of appeal but can complain about procedural matters to the Local Government Ombudsman or seek Judicial Review.

8 APPENDICES

Appendix A: Comments made on the draft SCI

Appendix B: List of groups and organisations on the consultee database