



BUILDING A BETTER BOROUGH

STATEMENT OF COMMUNITY INVOLVEMENT

How you can participate in the new planning system



THE PLANNING SERVICE



CONTENTS PAGE

1.0 INTRODUCTION	4-6
1.1 Introduction to LDFs	4
1.2 The Types & Stages of Community Engagement	4
1.3 The Aim of Continuous Community Involvement	5
1.4 The LDF and the Council's Comprehensive Equality Policy	5
1.5 The LDF and Brent's Hard to Reach Groups	5
1.6 The LDF and the Community Strategy	5
1.7 The LDF / Planning Applications and the Role of Members	6
2.0 INTRODUCTION TO SCIs	7-8
2.1 SCI Review Mechanism	7
2.2 Resourcing and Management of Community Involvement in the Preparation of the LDF and the Determination of Planning Applications	8
3.0 BRENT INTERESTED PARTIES	8
3.1 Specific Consultation bodies	8
3.2 General Consultation bodies	8
4.0 COMMUNITY INVOLVEMENT VEHICLES	9-13
4.1 Local Strategic Partnership (LSP)	9
4.2 Area Consultative Forums (ACFs)	9
4.3 Service User Consultative Forums (SUCFs)	9
4.4 The World Wide Web	10
4.5 Brent Magazine	10
4.6 Local Advertisement	11
4.7 Committee cycle	11
4.8 Mail Drops	11
4.9 Brent Planning Service Consultation Register	11
4.10 Libraries & One Stop Shops (OSSs)	11
4.11 Planning Surgery	11
4.12 Community Events	11
4.13 Ad Hoc Sessions	12
5.0 DEVELOPMENT PLAN DOCUMENTS (DPDs) MINIMUM COMMUNITY INVOLVEMENT STANDARDS	12-20
5.1 DPD Production	12-13
5.2 Pre-production	14-15
5.3 Production & Submission	16-19
5.4 Examination	19
5.5 Adoption	20

6.0 SUPPLEMENTARY PLANNING DOCUMENTS (SPDs) MINIMUM COMMUNITY INVOLVEMENT STANDARDS	21-24
7.0 DEVELOPMENT MANAGEMENT DECISIONS COMMUNITY INVOLVEMENT STANDARDS	25-28
7.1 Different Policies for Different Applications	25-26
7.2 Opportunities for Involvement in the Consideration of all Planning Application	26-27
7.3 Significant Applications - Community Involvement Standards	28
APPENDICES	30-37
APPENDIX 1 LDF ABBREVIATIONS & GLOSSARY	30-34
LDS Abbreviations	30
LDF Terminology	30-34
APPENDIX 2 CONSULTATION BODIES	35-37
Specific Consultation Bodies	35-36
Central, Regional & Local Government	35
Government Departments	35
Other Relevant National Bodies	35-36
General Consultation Bodies	36-37
Locally Relevant Bodies	36-37
Brent Council Internal Stakeholders	37
APPENDIX 3 STANDING ORDER	37

1.0 INTRODUCTION

1.0 INTRODUCTION

1.0.1 This section outlines the requirements of the new planning system and its implications for planning policy production and opportunities for involvement. It sets out the nature of community participation, the aim of continuous community involvement and finally provides an overview of the nature, form and content of Statements of Community Involvement.

1.0.2 A glossary explaining all of the terms used in this document can be found to the rear at appendix 2.

1.1 INTRODUCTION TO LDFS

1.1.1 The Planning and Compulsory Purchase Act (the Act) 2004, has led to a fundamental reform of the planning system. As a result of the Act Local Development Frameworks (LDFs) are being introduced. LDFs will replace the existing system of Local, Structure and Unitary Development Plans. The objectives of this reform are to speed up plan preparation, enhance community involvement in planning, strengthen policy content, and achieve a better focus on implementation.

1.1.2 The LDF is a portfolio of documents which will contain Brent Council's policies and proposals for meeting the community's economic, environmental and social aims for the future of their area where this affects the development and use of land.

1.1.3 LDFs include planning documents with development plan status – to be known as Development Plan Documents (DPDs), and Supplementary Planning Documents (SPDs) which provide more detailed guidance.

1.1.4 The Local Development Scheme (LDS) is a public statement of the Council's programme for the production of Local Development Documents (LDDs) over the next three years. It is to be the first point of reference for local communities and other stakeholders to find out about Brent's Local Development Framework (LDF).

1.1.5 The Act also requires that a Statement of Community Involvement (SCI) is produced as part of the LDF process. The SCI sets out how the Council will achieve the aim of continuous community involvement

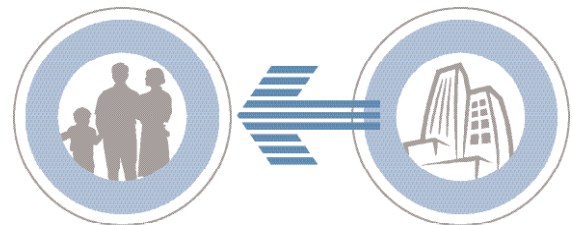
in the new planning system. This is to produce consensus, as far as possible, on the form and content of the documents which the Council is preparing and to allow for community engagement in the consideration of planning applications. This SCI includes provision for the Council to exceed the minimum requirements set out in the planning regulation.



1.2 THE TYPES & STAGES OF COMMUNITY ENGAGEMENT

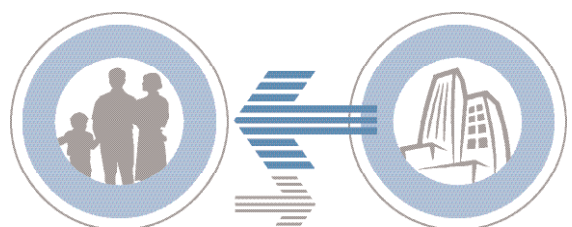
1.2.1 One of the main drivers for the reform of the Planning System was a desire to improve community involvement in plan and decision making. Historically the community has only been given information with little or no involvement in how to change or shape planning in their area;

Information passed down only



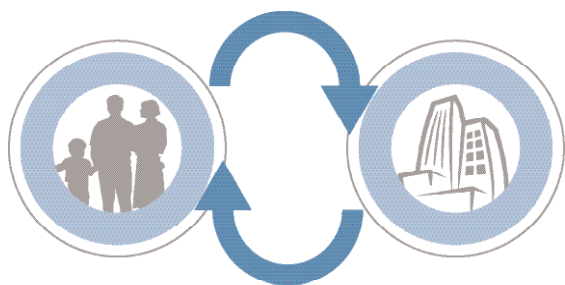
1.2.2 More recently there have been improvements through the use of consultation techniques. These have led to some discourse being established but the community were not fully engaged nor wholly involved in the process.

Consultation leading to some discourse



1.2.3 We are now trying to develop a system whereby all those who want to be involved in shaping the built form of Brent can. This will lead to genuine full community involvement and the establishment of an open channel of partnership working between the Council and those who live, work and visit Brent.

Involvement leading to partnership working



1.2.4 This SCI sets out how the Planning Service hopes to achieve genuine discourse with the communities of Brent. Through the use of a variety of mechanisms available it is hoped that as many people as possible, who are interested, are able to become involved in the preparation of the LDF for Brent and in the consideration of new schemes and resultant planning applications.

1.3 THE AIM OF CONTINUOUS COMMUNITY INVOLVEMENT

The aim of the process of continuous community involvement in the new planning system is to produce consensus, so far as possible, on the form and content of any local development documents which the Council are preparing and in the consideration of planning applications. Where this is successful in relation to the preparation of development plan documents, it will help to minimise the need for a lengthy and controversial examination process.

However, it must be recognised that Councils have to make difficult decisions on which it may not be possible to achieve consensus and it will be necessary to take any unresolved issues to the examination in the instance of local development document preparation. To minimise the time taken at the examination, there should be meaningful involvement by all of those with an interest in the future of the area throughout the preparation of all local development documents. The process by which this will be achieved is set out in this document; The Statement of Community

Involvement for Brent.

1.4 THE LDF AND BRENT COUNCIL'S COMPREHENSIVE EQUALITY POLICY

The Council's strategic diversity policy statement states that;

"We aim to ensure that our services meet the varied individual needs and expectations of local people and that everyone has equal access to services, regardless of their race, heritage, gender, religious or non-religious belief, nationality, family background, age, disability or sexuality. We recognise that services must be relevant, responsive, and sensitive, and that the council must be perceived as fair and equitable in its provision of services by our service users, by our partners and the wider community. We aim to ensure that our contractors and others who deliver our services also share our vision and values."

This SCI seeks to aid the delivery of this vision.

1.5 THE LDF AND BRENT'S HARD TO REACH GROUPS

Due to the Boroughs diversity, the corporate commitment to equality, and the Planning Services desire to contribute to the delivery of this vision, this SCI seeks to specifically target the 'hard to reach groups' of the London Borough of Brent. Targeted methods to be utilised include the use of;

- the specific service user consultative forums (section 4.3);
- the Planning Services Interpreters register;
- a translation service for documentation (alternative languages, braille, audio etc.);
- meeting rooms which are accessible to disabled persons;
- personal visits to groups who have not previously expressed an interest in the planning process, including gypsies/ travellers; and
- directly engaging relevant representative bodies and recognised community leaders.

1.0 INTRODUCTION

1.6 THE LDF AND THE COMMUNITY STRATEGY

The Planning Service will fully embrace the Community Strategy in drawing up the LDF and wherever possible maximise opportunities for joint working and shared consultation activities. This will ensure that the planning framework for the area is consistent with, and helps to deliver, the community strategy so far as this is relevant to the development and use of land.

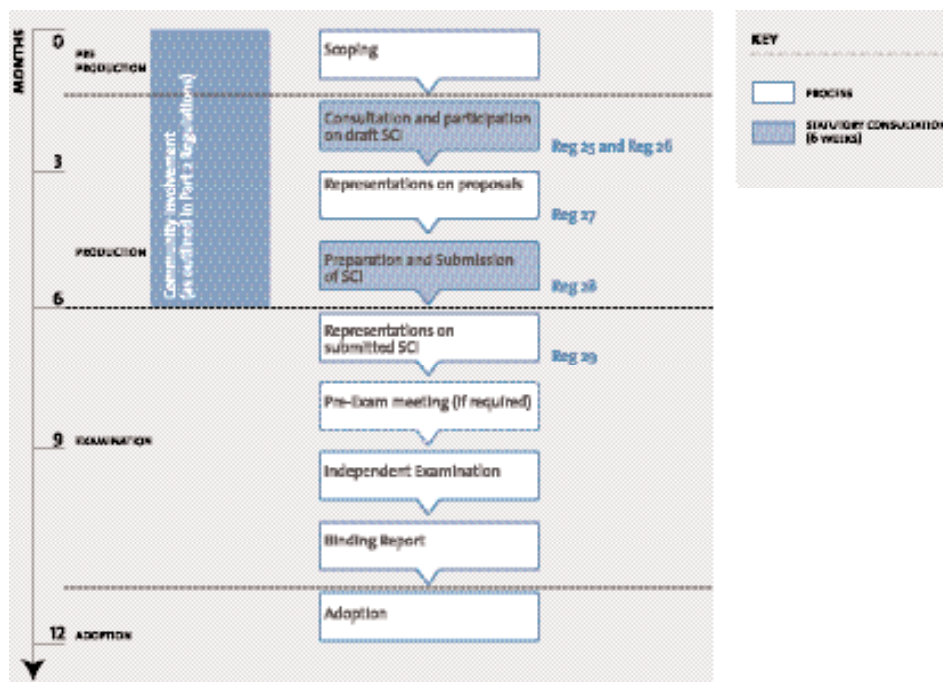
1.7 THE LDF / PLANNING APPLICATIONS AND THE ROLE OF MEMBERS

With regard to planning applications*, individuals or groups are also welcome to get their Councillor or local MP involved if it is thought that they are likely to take an interest in the matter. However, it should be recognised that they may only have the time to get involved in a limited number of cases. Letters to Councillors about Planning Applications have to be passed on to the Area Planning Group, and MPs will write to the group asking for a reply to be provided to their constituent. Councillors will be informed by written letters of new planning issues related to his/her representative area. Direct lobbying by objectors and applicants is strictly controlled by a code of practice to ensure all decisions are fair and above board.

Opportunities for community involvement are fundamental to the Committee cycle in that individuals or groups can express their views via their locally elected representative; their Councillor, and they may also address Members at Committee meetings where permitted (refer to Appendix 4 on Council's Standing Order). The Council meetings (which are open to the public) where LDF and all planning matters are considered will be published on the Council web site and in OSS and libraries.

* References to planning applications in the SCI also apply where relevant to development control applications include listed building or conservation area consents.

2.0 INTRODUCTION TO SCIs



2.0 INTRODUCTION TO SCIS

2.0.1 This Statement of Community Involvement sets out how the Council intends to achieve continuous community involvement in the preparation of local development documents and the assessment of planning applications in Brent. It has been subjected to an independent examination, and those who have an interest in the planning of the area are able to make representations.

2.0.2 SCIs (in reflecting the Government's principles for community involvement) have a number of key principles;

- community involvement that is appropriate to the particular LDF stage of a LDD or the nature of a planning application (See section 7.1). Arrangements need to be built on a clear understanding of the needs of the community and be fit for purpose;
- front loading involvement. There should be opportunities for community involvement and a sense of ownership of local policy decisions;
- using methods of involvement which are relevant to the communities concerned;
- clearly articulated opportunities for continuing involvement as a part of a continuous programme, not a one-off event;

- transparency and accessibility; and
- planning for involvement. Community involvement should be planned into the process for the preparation and revision of local development documents.

2.0.3 The aim of the statement of community involvement is to help ensure that all sections of the community, including local groups and organisations, are actively involved throughout the process of preparing any local development document.

2.1 SCI REVIEW MECHANISM

2.1.1 The SCI will be replaced / updated as necessary as identified by the Annual Monitoring Report (AMR) or more informal review mechanism if appropriate before that time. Any changes deemed necessary as a result of the AMR, or other assessment, will be reflected in the production and submission of a revised Local Development Scheme (LDS).

3.0 BRENT INTERESTED PARTIES

2.2 RESOURCING AND MANAGEMENT OF COMMUNITY INVOLVEMENT IN THE PREPARATION OF THE LDF AND THE DETERMINATION OF PLANNING APPLICATIONS

2.2.1 The delivery of the SCI is resourced and managed primarily from within the Planning Service. Any additional financial support needed will be met from the Planning Delivery Grant. Existing staff resources are utilised and developed wherever possible, however, outside assistance, for example in the form of facilitators and translators, may be required at times. Community involvement in the Preparation of the LDF is managed by the Head of Policy and Projects, and community involvement in the determination of planning applications is managed by the Head of Area Planning. Both mechanisms are overseen by the Director of Planning.

3.0 BRENT INTERESTED PARTIES

3.0.1 The SCI seeks a greater public involvement in the production of Local Development Documents than was undertaken by the Council in the past in drawing up the UDP. The Council will consult with bodies where they are known to have an interest in a particular development plan document or planning application. They are as follows:-

3.1 SPECIFIC CONSULTATION BODIES

- The Government Office for London;
- the Mayor of London;
- Regional Development Agency;
- Adjoining London Boroughs;
- the Environment Agency;
- the Countryside Agency;
- English Nature;
- Highways Agency;
- Historic Buildings and Monuments Commission for England (English Heritage);
- Strategic Rail Authority;
- Strategic Health Authority;
- Relevant telecommunications companies;

- Relevant electricity and gas companies; and
- Relevant sewerage and water undertakers.

Please note that a more extensive list is included at Appendix 2.

3.2 GENERAL CONSULTATION BODIES

As appropriate the London Borough of Brent may also consult with:

- voluntary bodies, some or all of whose activities benefit the whole or part of the authority's area;
- bodies representing the interests of:
 - different racial, ethnic or national bodies in the area;
 - different religious groups in the area;
 - people with disabilities in the area; and
 - persons carrying on business in the area.

Please note that a more extensive list is included at Appendix 2.

4.0 COMMUNITY INVOLVEMENT VEHICLES

4.0 COMMUNITY INVOLVEMENT VEHICLES

This section sets out the community involvement vehicles which may be used to involve the community in the preparation of the LDF for Brent and the consideration of planning applications.

4.1 LOCAL STRATEGIC PARTNERSHIP (LSP)

A Local Strategic Partnership is a single non-statutory, multi-agency body, which matches local authority boundaries, and aims to bring together at a local level the different parts of the public, private, community and voluntary sectors. Partners for Brent – The LSP for Brent is a newly established group which brings together those organisations which provide services to Brent's residents, workers and visitors.

4.2 AREA CONSULTATIVE FORUMS (ACFs)

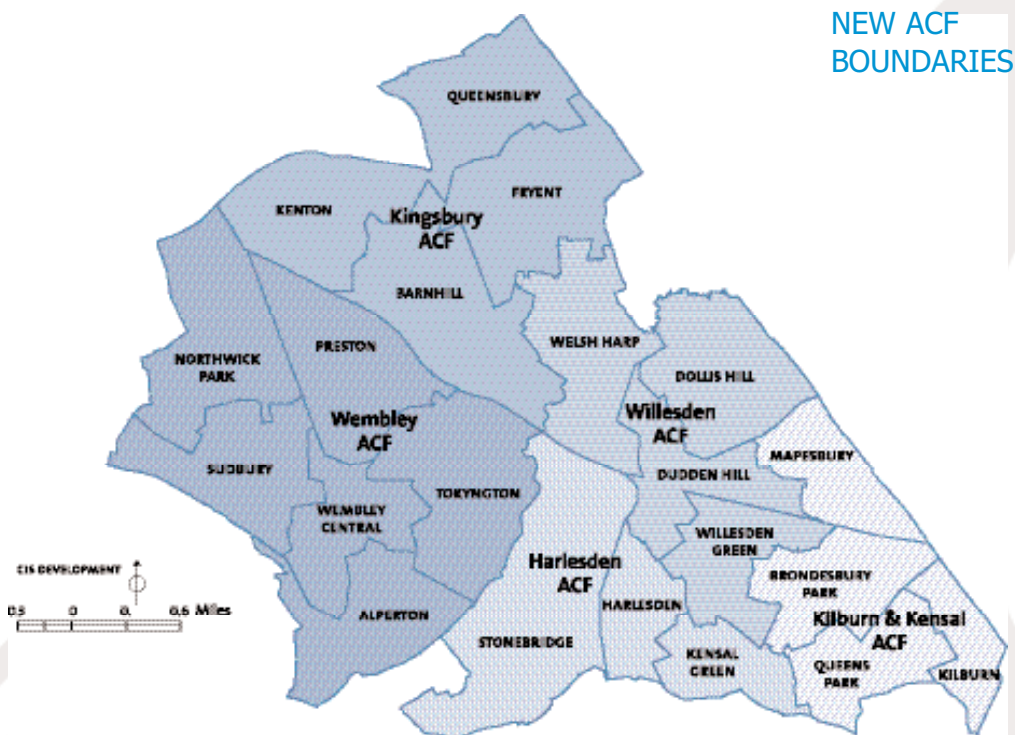
Five Area Consultative Forums were set up to give local people a say about the issues which matter to them. At each meeting, residents, traders and community representatives are able to raise questions about services provided by the council and other agencies in Brent. Chaired by a Councillor, each area forum meeting is open to the public and is held during a weekday evening in an accessible venue.

4.3 SERVICE USER CONSULTATIVE FORUMS (SUCFs)

User Forums were established in September 1999 to encourage the users of specific services to have a say about the service they receive. The Service User Forums focus on specific groups of users. At present, the User Forums are co-ordinated by the relevant service area, with some strategic co-ordination from the centre. Meetings take place two to four times a year.

Current Forums

- Black & Minority Ethnic SUCF
- Children's SUCF
- Disabilities & Mental Health SUCF
- Pensioners SUCF
- Private Sector Housing SUCF
- Voluntary Sector SUCF
- Youth Matters 2 SUCF



4.0 COMMUNITY INVOLVEMENT VEHICLES

4.4 THE WORLD WIDE WEB

The Council's main website as well as that of the Planning Service are useful sources of information and provide feedback mechanisms at a time and place to suit the individual. This method relies on up-to-date information; therefore the Council will maintain the planning policy web pages to ensure their content remains relevant. Furthermore, BRAIN (Brent Resource and Information Network), Brent's new community information system, provides on-line discussion forums, newsletters and information items. This system is available over the Internet and is intended to become the primary online resource for all information about and for the local community in Brent. It will hold information about all community and voluntary groups in Brent, local events and services.

Organisations or individuals who provide services that are of benefit to Brent are eligible to register BRAIN. The service is provided for free. To join it, they need to complete a simple registration form provided on the BRAIN's home page (see the following hyperlink - <http://www.brentbrain.org.uk/brain/webpages.nsf>)

A number of services are available freely on the Planning Services web page for the member of public:

- Weekly List: The public can obtain the most recent weekly list using the 'SEARCH' option on the web page listed by the reception date, application address and postcode, or search a particular application number.
- E-Alert: It is a self- registration service. A registered contact will receive e-mail's from Brent's Planning Service informing them about new planning issues and the weekly list.
- Text Alert: A new service has launched. It is a self-registration service which text message will be sent to the registered mobile number by the Planning Service to inform them of the status of relevant application and new developments for consultation in the related area.

A high level of web use as a tool for community involvement in Brent is appropriate as around 91 per cent of Brent residents now have access to, or know where to easily access the internet and three in five (61 per cent) use the internet regularly, according to a MORI survey for Brent Council. The internet and e-mail play an increasingly important role in how we communicate

with people. They are now the second most popular methods of contacting the Council during office hours, and the most popular methods outside working hours. There has been a 170 per cent increase in people using the website to obtain council application forms. Other findings from the MORI survey show over half of the borough's residents say they have access to the internet at home. Of those who do not, over two-thirds say they can easily find their nearest public internet access point. Four in five residents who have used the internet say that they are confident in doing so and older residents too increasingly enjoy browsing the web, with around 28 per cent of residents aged 65 or over saying they use the internet. Today, around half (51 per cent) of all UK adults use the internet, showing Brent residents use the internet significantly more than the national average. Brent's own website has had over two million more visitors since May 2003 and the number of 'hits' to the council's website has jumped to over five million a month. (Source: Insight Brent Council Staff Bulletin, July - August 2004, Issue 12, Net News Webwise residents, Page 5).



www.brent.gov.uk

www.brentbrain.org.uk/

www.brent.gov.uk/planning.nsf

4.5 BRENT MAGAZINE



The Brent Magazine is Brent Council's full colour publication produced every 2 months. It has a circulation of 105,000 which exceeds that of all the local papers combined and is delivered free of charge to over 98,000 households and businesses in Brent. It is also available in our libraries, One Stop Shops and is published on the internet getting an estimated 40,000 impressions a month. Launched in 1998, the free Brent Magazine has successfully brought news,

information and features about the borough to its people.

4.6 LOCAL ADVERTISEMENT

This means by publication on at least one occasion in a local newspaper circulating in the whole of the area of Brent. The Council will publish advertisements in languages other than English where this is deemed appropriate.

4.7 COMMITTEE CYCLE

Opportunities for community involvement are fundamental to the Committee cycle in the fact that individuals or groups can express their views via their locally elected representative; their Councillor and they may also address Members at Committee meetings where permitted (refer to Appendix 3 on Council's Standing Order). The Council meetings (which are open to the public) where LDF and all planning matters are considered will be published on the Council web site and in OSS and libraries.

4.8 MAIL DROPS

For some individuals and groups direct mail is the favoured mechanism. This method relies on a sound contacts list to be effective therefore the Council will maintain a consultation register.

4.9 BRENT PLANNING SERVICE CONSULTATION REGISTER

The consultation register to be used for these purposes will be maintained by the Planning Service. The aim being to keep a record of up-to-date contact details for all groups and individuals in the Borough with an active interest in planning issues. Once established the consultation register can be inspected at the Planning Service OSS (Brent House). Individuals and groups with an active interest in planning will be placed on the register on request at any time.

4.10 LIBRARIES & ONE STOP SHOPS (OSSs)

Brent Library Service consists of 12 libraries, and an Outreach Service, (A Mobile Library and Home Library services and services for community organisations. It also manages a Play & Learn Bus on behalf of Sure Start:

Central Brent). Brent Library Service provides a range of services and materials to meet the needs of Brent's diverse communities. Each of Brent's libraries has computers with free internet access.

Access to Brent Council's services is easy since the development of Brent Council's One Stop Shops. Our six shops are situated in convenient locations throughout the borough that enable residents and visitors access to a wide range of services from a single point of contact. OSSs are staffed by friendly, experienced customer care professionals to help with any Council enquiry.



4.11 PLANNING SURGERY

The Planning Service offers a drop in planning surgery service one evening per week at Brent House One Stop Shop. During the session Planning Officers are available to answer queries relating to planning applications and planning policy documents.

4.12 COMMUNITY EVENTS

Local Area community events to which the local community and other stakeholders will be invited to enable the Council to;

- raise awareness of;
 - planning reform changes;
 - implications; and
 - opportunities for involvement.
- gain an understanding of key issues;
- identify interested parties;
- achieve community buy-in;

5.0 DEVELOPMENT PLAN DOCUMENTS (DPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

- gain an understanding of individuals / groups capacity for involvement; and
- further develop draft Issues and Options.

4.13 AD HOC SESSIONS

Ad hoc additional meetings or participation exercises may be added in as issues emerge or develop. These could take the form of planning for real exercises, enquiry- by- design workshops, focus groups, one-to-one meetings, use of walking talkers and open meetings with the use of internal or external facilitators as appropriate. See also paragraph 7.3 concerning planning applications.

5.0 DEVELOPMENT PLAN DOCUMENTS (DPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

5.0.1DPDs are to be afforded 'Development Plan' status and will be tested by independent examination. The Mayoral Spatial Development Strategy for Greater London The London's Plan has also been afforded development plan status by the Act. Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that decisions on applications for the development or use of land or buildings should be made in accordance with the development plan unless material considerations indicate otherwise. The development plan for Brent will comprise of the London Plan, the DPDs from the Brent LDF as and when they are adopted, and the saved Brent Unitary Development Plan (UDP) until such time as it is superseded by the adopted DPDs.

5.0.2The DPDs to be produced for Brent include;

- Core Strategy;
- Suite of generic policies for the management of development; and
- Site specific allocations.

5.0.3This list reflects the DPDs identified in Brent's June 2005 LDS. In addition, a proposals map will also be produced to provide a spatial representation of the policies contained within the DPDs. As the Annual Monitoring Report (AMR) or other appropriate mechanism illustrates a need for a further DPD these will be produced in accordance with this adopted SCI (or subsequent revision).

5.1 DPD PRODUCTION

Each Plan will be brought about through a four stage process. This includes Pre-production, Production & Submission, Examination and Adoption as outlined below;

- The **pre-production and survey** stage will include producing the LDS, which will require important decisions to be taken on the nature of the spatial strategy, the LDDs to be produced and imetables for LDD preparation. LPAs will need to collect the necessary data to develop a robust

evidence base for the plan and provide the baseline for Sustainability Appraisal (SA) (Incorporating Strategic Environmental Assessment [SEA]). There would also be benefits in involving stakeholders and the community at this stage to begin discussions around key issues for the vision and strategy;

- The **production** stage will involve developing with stakeholders and the community, the vision, objectives and spatial options for the plan. These will need to be developed through the processes of Sustainability Appraisal (SA) and public consultation. The plan will be submitted to the Secretary of State (SofS) at the end of the production stage;
- **Examination**, which will be an assessment of the soundness of the DPD in terms of its content and whether the correct processes and procedures have been followed. Paragraph 4.24 of PPS12 explains the tests of soundness upon which the examination will be based. This will normally involve a public examination. Subsequently, an Inspector's report will be produced which is binding upon the Council – the Council will be required to adopt the final DPD incorporating the Inspector's recommendations; and
- **Adoption** and entry of the DPD into the LDF, which will follow receipt of the Inspector's report. Where appropriate this process will also be followed for the production of the Statement of Community Involvement (SCI) and subsequent revisions.

Sustainability Appraisal (SA) is an iterative process throughout production of an LDD. There will, however, be distinct, more formal stages, where draft documents will be available to comment upon and inform the selection of choices upon which the new planning documents will be based. The SA will enable the social, economic and environmental implications of the implementation of the plan to be considered and will provide options or mitigation where appropriate. This will shape the form of the resultant policies and thus enable the adoption of robust balanced documents to appropriately shape the future of Brent.

The Council will seek to link community involvement initiatives on different LDDs where this would be appropriate, for example where a Supplementary Planning Document (SPD) and a Development Plan Document (DPD) are prepared in parallel. Section 6.0 sets out Council community involvement on SPDs.

The following section sets out the minimum community involvement standards to be achieved at each stage unless deemed inappropriate for that particular document in which case a suitable alternative may be used. Likewise additional meetings or participation exercises may be added in as issues emerge or develop.

5.2 PRE-PRODUCTION

5.0 DEVELOPMENT PLAN DOCUMENTS (DPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
Awareness raising	<ul style="list-style-type: none"> - Brent Magazine - Website - Mail drop - Publicity material distribution 	<ul style="list-style-type: none"> - The local community - all partners - DPD bodies 	Inform public of likely content of DPD, implications and opportunities for involvement	Greater understanding of new process, key stages and likely dates
Publish SA Scoping Report	<ul style="list-style-type: none"> - Direct Mail 	<ul style="list-style-type: none"> - Statutory bodies - Groups representing particular social, economic and environmental interests 	Inform relevant parties of plan proposals and seek views on the SA scope	Reach agreement on the scope of the SA of the Plan.
Attend ACFs	<ul style="list-style-type: none"> - Presentation - Formal and informal Q & A - Stand - Literature available to take away 	Specific local community groups across the Borough with an interest in planning	<ul style="list-style-type: none"> - raise awareness - outline opportunities for involvement 	<ul style="list-style-type: none"> - Greater understanding of new process - Community buy-in achieved - interested parties identified
Community events	<ul style="list-style-type: none"> - Presentation - Workshops - Formal and informal Q & A - Display Stand - Literature available to take away 	All interested parties	<ul style="list-style-type: none"> - raise awareness - gain understanding of key issues - identify interested parties 	<ul style="list-style-type: none"> - Community buy-in achieved - Issue and Options developed

STATEMENT OF COMMUNITY INVOLVEMENT

Adoption date: April 2006

PRE-PRODUCTION (CONTINUED)

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
<p>Advertise informal non-statutory consultation period (in accordance with regulations & beyond)</p>	<ul style="list-style-type: none"> - on website - by local advertisement - in other literature & mail drops - at local events as appropriate i.e. UCFs, ACFs & LSP 	<ul style="list-style-type: none"> - The local community - all partners - DPD bodies 	<ul style="list-style-type: none"> - raise awareness 	<p>Representations received</p>
<p>Informal non-statutory consultation period (in accordance with regulations & beyond)</p>	<p>Make available;</p> <ul style="list-style-type: none"> - proposals documents - proposals matters - statement of the fact that the proposals matters are available where and when <p>At principal's offices & on website Send appropriate documents to DPD bodies as necessary</p>	<p>All interested parties</p>	<p>To receive written representations on Issues and Options</p>	<p>Issue and Options refined and move towards Preferred Options</p>
<p>Publish representations received and council's responses</p>	<p>Advise relevant individuals (by post or e-mail) and make available</p> <ul style="list-style-type: none"> - In key locations - on website 	<ul style="list-style-type: none"> - those who submitted comments - All other interested parties 	<ul style="list-style-type: none"> - To provide feedback to community of the decisions taken based on their views - to illustrate the merits of involvement 	<ul style="list-style-type: none"> - Community buy-in maintained

5.0 DEVELOPMENT PLAN DOCUMENTS (DPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

5.3 PRODUCTION & SUBMISSION

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
Advertise formal statutory draft consultation period (Issues and Options in accordance with regulations & beyond)	<ul style="list-style-type: none"> - on website - by local advertisement - in other literature & mail drops - at local events as appropriate i.e. UCFs, ACFs & LSP 	<ul style="list-style-type: none"> - The local community - all partners - DPD bodies 	<ul style="list-style-type: none"> - raise awareness 	Representations received
Formal statutory draft consultation period (Preferred Options in accordance with regulations & beyond)	Make available; <ul style="list-style-type: none"> - proposals documents - proposals matters - statement of the fact that the proposals matters are available where and when At principal offices & on website Send appropriate documents to DPD bodies as necessary	All interested parties	To receive written representations on Preferred Options	Preferred Options refined and move towards draft plan
Publish revised SA Report	<ul style="list-style-type: none"> - Make available at principal offices & on website - Send to DPD bodies as necessary 	All interested parties	To allow those making representations on the Plan to be aware of the sustainability implications of the preferred option presented	To allow informed decision-making

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
<p>Publish representations received, council's response and Statement of Compliance.</p>	<p>Advise relevant individuals (by post or e-mail) and make available</p> <ul style="list-style-type: none"> - In key locations - on website 	<ul style="list-style-type: none"> - those who submitted comments - All other interested parties 	<ul style="list-style-type: none"> - To provide feedback to community of the decisions taken based on their views <p>To demonstrate have met the SCI requirements.</p>	<ul style="list-style-type: none"> - Community buy-in maintained - consensus building
<p>Advertise formal statutory submission consultation period (in accordance with regulations & beyond)</p>	<ul style="list-style-type: none"> - on website - by local advertisement - in other literature & mail drops - at local events as appropriate i.e. UCFs, ACFs & LSP 	<ul style="list-style-type: none"> - The local community - all partners - DPD bodies 	<ul style="list-style-type: none"> - raise awareness 	<p>Representations received</p>
<p>Formal statutory submission consultation period (in accordance with regulations & beyond)</p>	<p>Make available;</p> <ul style="list-style-type: none"> - DPD documents - DPD matters - pre-submission consultation statement - SCI - sustainability report - statement of the fact that the DPD matters are available, where and when <p>At principal's offices & on website</p> <p>Send appropriate documents to DPD bodies as necessary</p> <p>Submit appropriate documents to SoS (via GoL)</p>	<p>All interested parties</p>	<p>To receive written representations on draft DPD</p>	<p>Representations received to be carried forward to examination</p>

PRODUCTION & SUBMISSION (CONTINUED)

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
If needed – Significant Changes SA Report	<ul style="list-style-type: none"> - Make available at principal offices & on website - Send to DPD bodies as necessary 	All interested parties	To allow those making representations on the Plan to be aware of the sustainability implications of the changes presented	To allow informed decision-making
If any site allocation representations have been made i.e. those seeking to change a DPD by adding a site allocation policy or altering any site allocation policy, the Council will publish them and invite representations. Therefore the following stages may apply;				
Advertise additional sites formal statutory consultation period	<ul style="list-style-type: none"> - on website - by local advertisement - in other literature & mail drops - at local events as appropriate i.e. UCFs, ACFs & LSP 	<ul style="list-style-type: none"> - The local community - all partners - DPD bodies 	<ul style="list-style-type: none"> - raise awareness 	Representations received

5.0 DEVELOPMENT PLAN DOCUMENTS (DPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

PRODUCTION & SUBMISSION (CONTINUED)

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
Additional sites formal statutory consultation period	Statutory consultation period Advertise fact - on website - by local advertisement	All interested parties	To receive written representations on draft DPD	Representations received to be carried forward to examination
Additional sites SA Report	- Make available at principal offices & on website - Send to DPD bodies as necessary	All interested parties	To allow those making representations on the Plan to be aware of the sustainability implications of the sites presented	To allow informed decision-making

5.4 EXAMINATION

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
Awareness raising	Advise relevant individuals (by post or e-mail)	- The local community - all partners - DPD bodies	To gain their involvement in the examination process	To fully understand the views of those concerned and give them the right to be heard by an independent body
Examination	As directed by inspector Informal/ Formal hearing Round table discussion Consideration of written representation	All interested parties	To test the soundness of the plan	Sound Plan

5.0 DEVELOPMENT PLAN DOCUMENTS (DPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

5.5 ADOPTION

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
Advertise adoption	Advertise 'adoption statement' - on website - by local advertisement - in other literature & mail drops - at local events as appropriate i.e. UCFs, ACFs & LSP	- The local community - all partners - DPD bodies	- raise awareness	Awareness raised
Publish representations received and council's responses	Advise relevant individuals (by post or e-mail) and make available - In key locations - on website	- those who submitted comments - All other interested parties	- To provide feedback to community of the decisions taken based on their views - to illustrate the merits of involvement	- Community buy-in maintained - Level of community Partnership established
Publish statement summarising how SA results and consultees opinions were taken into account, reasons for choice of options	Advise relevant individuals (by post or e-mail) and make available - In key locations - on website	- those who submitted comments - All other interested parties	- To provide feedback to community of the decisions taken based on their views - to illustrate the merits of involvement	- Community buy-in maintained - Level of community Partnership established
Publish adopted plan	Advise relevant individuals (by post or e-mail) and make available - In key locations - on website - by local advertisement - in other literature & mail drops - at local events as appropriate i.e. UCFs, ACFs & LSP	- those who submitted comments - The local community - all partners - DPD bodies	To make adopted policy known	Planning Framework established

6.0 SUPPLEMENTARY PLANNING DOCUMENTS (SPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

6.0 SUPPLEMENTARY PLANNING DOCUMENTS (SPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

6.0.1 SPDs are produced as part of the LDF but will not have development plan status. They will provide more detailed guidance supplementary to the development plan documents. The matters covered in SPDs must be directly related to a policy or policies in a development plan document or the saved UDP. They may be used to cover a whole range of issues on which the Council wishes to provide additional guidance to elaborate upon a development plan document but which do not need to be subject to independent examination.

6.0.2 There will be a series of SPDs produced for Brent. All SPDs will satisfy the minimum standards for community involvement set out in The Town and Country Planning (Local Development) (England) Regulations 2004.

6.0.3 There is a slightly different development pattern for SPD production than for DPDs and SCIs as they will not be subject to independent examination and will not form part of the statutory development plan, although, the underlying principles of soundness are applicable to supplementary planning documents. SPDs should be subjected to rigorous procedures of community involvement.

6.0.4 The following section sets out the minimum community involvement standards to be achieved unless deemed inappropriate for that particular SPD in which case a suitable alternative may be used. Likewise additional meetings or participation exercises may be added in as issues emerge or develop.

6.0 SUPPLEMENTARY PLANNING DOCUMENTS (SPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
Awareness raising	<ul style="list-style-type: none"> - Brent Magazine - Website - Mail drop - Publicity material distribution - at local events as appropriate i.e. UCFs, ACFs & LSP 	<ul style="list-style-type: none"> - The relevant local community - all relevant partners (including those required by the regulations) 	Inform public of likely content of SPD, implications and opportunities for involvement	<ul style="list-style-type: none"> - Greater understanding of new process - Community buy-in achieved - interested parties identified - Understanding of process, key stages and likely dates
Publish SA Scoping Report	<ul style="list-style-type: none"> - Direct Mail 	<ul style="list-style-type: none"> - Statutory bodies - Groups representing particular social, economic and environmental interests 	Inform relevant parties of plan proposals and seek views on the SA scope	Reach agreement on the scope of the SA of the Plan.
Advertise formal statutory consultation period (in accordance with regulations & beyond)	<ul style="list-style-type: none"> - on website - by local advertisement - in other literature & mail drops - at local events as appropriate i.e. UCFs, ACFs & LSP 	<ul style="list-style-type: none"> - The relevant local community - all relevant partners (including those required by the regulations) 	<ul style="list-style-type: none"> - raise awareness 	Representations received
Formal statutory consultation period (in accordance with regulations & beyond)	<p>Make available;</p> <ul style="list-style-type: none"> - SPD documents - SPD matters - statement of the fact that the SPD matters are available where and when. <p>At principal offices & on website</p> <p>Send appropriate documents to bodies identified in the regulations, as necessary</p>	All interested parties	To receive written representations on SPD	SPD refined and move towards adoption version

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
Publish final SA Report	<ul style="list-style-type: none"> - Make available at principal offices & on website - Send to DPD bodies as necessary 	All interested parties	To allow those making representations on the SPD to be aware of the sustainability implications of the preferred option presented	To allow informed decision-making
Publish representations received and council's responses	Advise relevant individuals (by post or e-mail) and make available <ul style="list-style-type: none"> - In key locations - on website 	<ul style="list-style-type: none"> - those who submitted comments - All interested parties 	<ul style="list-style-type: none"> - To provide feedback to community of the decisions taken based on their views 	<ul style="list-style-type: none"> - Community buy-in maintained - consensus building
Advertise adoption	Advertise 'adoption statement' <ul style="list-style-type: none"> - on website - by local advertisement - in other literature & mail drops - at local events as appropriate i.e. UCFs, ACFs & LSP 	<ul style="list-style-type: none"> - The local community - all partners (including those required by the regulations) 	<ul style="list-style-type: none"> - raise awareness 	Awareness raised
Publish representations received and council's responses	Advise relevant individuals (by post or e-mail) and make available <ul style="list-style-type: none"> - In key locations - on website 	<ul style="list-style-type: none"> - those who submitted comments - All other interested parties 	<ul style="list-style-type: none"> - To provide feedback to community of the decisions taken based on their views - to illustrate the merits of involvement 	<ul style="list-style-type: none"> - Community buy-in maintained - Level of community Partnership established

6.0 SUPPLEMENTARY PLANNING DOCUMENTS (SPDS) MINIMUM COMMUNITY INVOLVEMENT STANDARDS

ACTIVITY	METHOD	AUDIENCE	PURPOSE	OUTCOME
<p>Publish statement summarising how SA results and consultees opinions were taken into account, reasons for choice of options</p>	<p>Advise relevant individuals (by post or e-mail) and make available</p> <ul style="list-style-type: none"> - In key locations - on website 	<ul style="list-style-type: none"> - those who submitted comments - All other interested parties 	<ul style="list-style-type: none"> - To provide feedback to community of the decisions taken based on their views - to illustrate the merits of involvement 	<ul style="list-style-type: none"> - Community buy-in maintained - Level of community Partnership established
<p>Publish adopted SPDs and Statement of Compliance</p>	<p>Advise relevant individuals (by post or e-mail) and make available</p> <ul style="list-style-type: none"> - In key locations - on website - by local advertisement - in other literature & mail drops - at local events as appropriate i.e. UCFs, ACFs & LSP 	<ul style="list-style-type: none"> - those who submitted comments - The local community - all partners - DPD bodies 	<p>To make adopted policy known</p> <p>To demonstrate have met the SCI requirements</p>	<p>Planning Framework established</p>

7.0

DEVELOPMENT MANAGEMENT DECISIONS COMMUNITY INVOLVEMENT STANDARDS

7.0 DEVELOPMENT MANAGEMENT DECISIONS. COMMUNITY INVOLVEMENT STANDARDS

7.0.1 The SCI will seek public involvement of a higher order than is currently undertaken by applicants. This section will;

- cover the minimum legal requirements for consultation and publicity and how this is to be implemented;
- set out policy for Brent Council consulting on planning applications;
- identify, where appropriate, different approaches for different applications; and
- set out guidelines for developers to undertake community consultation on significant applications.

7.0.2 Under the new planning system the Council will be able to issue a standard planning application form to improve the quality of planning applications and the information needed to support them. The form will provide a mechanism for developers to focus pre-application consultation, working with communities on appropriate development proposals before applying for planning permission.

7.1 DIFFERENT POLICIES FOR DIFFERENT APPLICATIONS

The community involvement suggestions for planning applications spreads across three categories; Minor applications, Major applications and Significant applications. There will be different suggestions for each group to consider. (See table below)

NATURE OF APPLICATION	CATEGORY	LEVEL OF ENGAGEMENT
Householder < 10 units < 1000 sqm	Minor	Please see section 7.2. There are no additional requirements placed upon the applicant.
10 - 49 units 1000 - 2499 sqm 25 - 29m high 10 - 49 car parking spaces	Major	Please see section 7.2. In addition some of the 'significant' suggestions (section 7.3) may be encouraged to certain 'major' applications at the discretion of the Planning Service in collaboration with the application.
Significant ≥ 50 units ≥2500 sqm ≥30m high ≥ 50 car parking spaces	Significant	Please see sections 7.2 & 7.3.

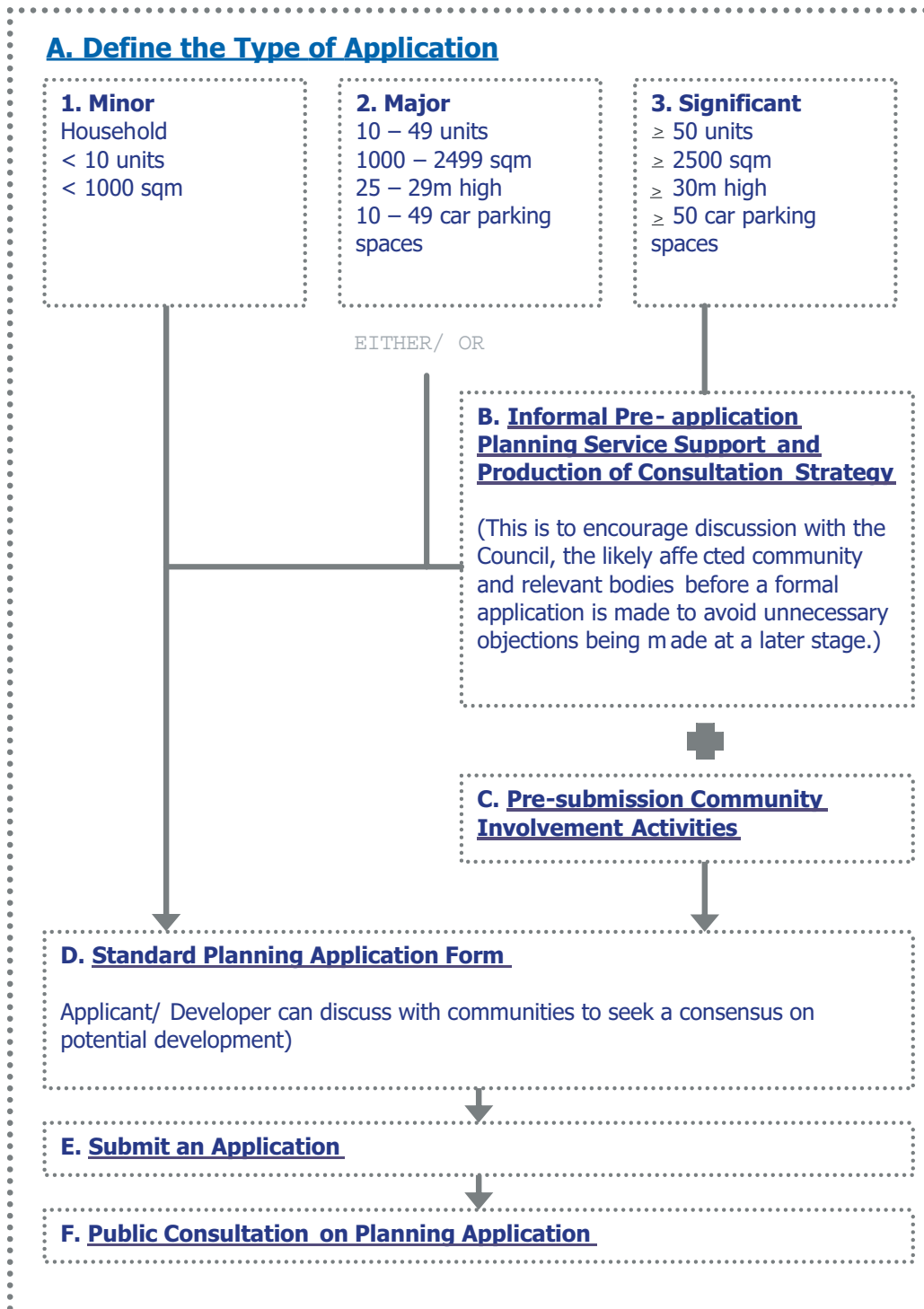
7.0.3 The Council is recommending that applicants produce a consultation strategy setting out how they intend to engage the community prior to the submission of a significant planning application. Where applicants choose to do so the consultation strategy can be submitted to the Planning Service for comments and assistance; so that it can be endorsed prior to any activity being carried out. Additionally, wherever possible, there ought to be informal Planning Service pre-application support for the principles of the scheme being promoted. This is for the purposes of clarity so that the community are not consulted upon inappropriate schemes for which major revisions would be required and re-consultation made necessary.

7.0.4 The Council cannot, and will not, refuse to accept a valid application because it disagrees with the way in which a developer has consulted the community, but failure by the developer to consult could lead to objections being made which could be material to the determination. The aim of the process is to encourage discussion before a formal application is made and therefore to avoid unnecessary objections being made at a later stage.

7.0

DEVELOPMENT MANAGEMENT DECISIONS COMMUNITY INVOLVEMENT STANDARDS

For the purposes of this section the term 'directly affected' is as defined by the Council dependant upon the nature, scale and form of the proposed development. Similar criteria will be applied by the Council in determining on a case by case basis which of the identified involvement vehicles could be utilised. The classification is based on government definition of major development, and significant is based upon the mayoral referral thresholds.



7.2 OPPORTUNITIES FOR INVOLVEMENT IN THE CONSIDERATION OF ALL PLANNING APPLICATIONS

How is it made known that a Planning Application has been submitted?

- Every week, the Area Planning Group publishes a list of the applications it receives. There is normally a fee for the list, but it is available to local residents' groups free of charge. Contact the Area Planning Group for copies;
- Those living next door to a property where a Planning Application has been made will be notified by letter and given 21 days to comment before a decision is made;
- Those living in the vicinity may also be notified by letter and given 21 days to comment if the proposed development directly affects them;
- In some defined cases a press advert is used to draw people's attention to a Planning Application;

In the case of some special types of application, Brent Planning Service does not actively inform local residents. These cases include applications to place advertising hoardings which are not expected to have a significant impact, and applications to determine whether a particular development needs Planning Permission or not.

How is it decided who to consult and how is the method of consultation decided?

- Rear extension to a domestic property – neighbouring properties on either side will be notified by letter;
- Single storey side extension to a domestic property – the neighbouring property on the side closest to the extension and properties directly opposite whose outlook is affected will be notified by letter;
- Two storey side extension to a domestic property – neighbouring properties on either side and properties directly opposite on the road whose outlook is affected will be notified by letter;

- Front extension to a domestic property – neighbouring properties on either side where their outlook could be affected and properties directly opposite whose outlook is affected above ground level will be notified by letter;
- Dwelling conversions to two or three flats – neighbouring properties on either side will be notified by letter. On streets where few or no conversions have been undertaken, the consultation may be widened;
- Schemes to build more than three new dwellings – properties (up to 100 metres away depending on the size of the scheme) and local Ward Councillors and Residents' Associations will be notified by letter. If there is likely to be an impact on traffic as a consequence of the scheme, properties on residential roads leading to the development;
- Change of use in a residential area – the two neighbouring properties on either side, the occupants of the property affected by the application (unless this is a single undivided property where the occupier is also the applicant), properties directly opposite, Ward Councillors and local Residents' Associations will be notified by letter;
- Change of use in a shopping area - the two neighbouring properties on either side, the occupants of the property affected by the application (unless this is a single undivided property where the occupier is also the applicant), Ward Councillors and local Residents' Associations and active Traders' Associations will be notified by letter. Properties directly opposite may also be notified, but this depends on the width of the road and the characteristics of the area. Major proposals will involve wider consultation.

As a result of the comments from local people, proposed schemes may be revised, or refused altogether. If the proposals are significantly revised and notification was received by letter in the first instance, further notification about the revisions will be sent and 14 days will be given to comment. If the new proposal affects additional properties, their occupants will also be notified.

In the following circumstances a site notice will be placed on or near the application site, and an advertisement will be placed in a local newspaper to draw attention to the proposal. (14 days are given to comment from the publication date of the advert and 21 days from the placing of the site notice).

- Schemes which do not conform to the policies or proposals of Brent's Unitary Development Plan or Development Plan Documents;
- Schemes which affect a public right of way (this excludes the majority of private access roads and rear access roads);
- Schemes where the application is accompanied by an Environmental Assessment (this is very rare and only occurs in the case of major applications where there is likely to be a significant environmental impact);
- Schemes which affect the setting or special character of a Listed Building or Conservation Area;
- Schemes involving minerals and waste development;
- Schemes where there are 10 or more new residential units, or where the site is 0.5 hectares or more;
- A buildings or buildings where the proposed floorspace is 1000 square metres or more; or developments on sites with an area of one hectare or more.

Can the public attend / speak at the Planning Committee or Site Visit?

Individuals who commented on an application will be given the times of the sites visits and invited to attend planning committee. It is also possible to attend the Committee Member's site visit. Individuals may also be able to briefly address the Committee meeting, along with the applicant and their agent if they so wish. (however, advance notice must be given by calling 0208 937 1354). See Appendix 3 for standing order and speaking rights at planning committee.

How is the decision made known?

Once the planning application has been granted or refused, those who commented on the application will be informed of the decision in writing. The details of the reasons for refusal or approval and of conditions attached, or legal agreements signed, will be given.

What happens once the decision is made?

If 'outline' planning permission has been granted, then the applicant must submit further applications within three years before gaining full planning permission. You will be consulted again when further applications are made for reserved matters.

If the application is refused, that is not necessarily the end of the process. The applicant then has six months in which to appeal to the Planning Inspectorate, an agency of the Government's Office of the Deputy Prime Minister. Most appeals are dealt with through 'written representations' – written statements from the applicant and the Council. Those who objected to the original application will receive a letter from the Council asking them to send comments to the Planning Inspectorate.

7.3 SIGNIFICANT APPLICATIONS - COMMUNITY INVOLVEMENT STANDARDS

The community involvement guidance for significant planning applications splits into two streams; the first sets out the guidelines for the applicants (mostly prior to submission of the planning application); the second the commitments of Brent Council after submission, leading to, during, and post determination.

The applicant may be encouraged to consider use of the following;

- Inform the community via local advertisement;
 - Place an announcement in the Brent Magazine;
 - Produce a web page providing details;
 - Mail drop those directly affected by the scheme;
 - Produce promotional / informative literature;
 - Present / be available for Q & A at the relevant ACF(s) & UCF(s);
 - Hold open meetings;
 - Be party to participation exercises;
 - Provide display sessions;
 - Where appropriate engage community involvement specialists to assist / facilitate process;
 - Be party to meetings with selected stakeholders groups to assist in brokering agreements and obtaining informal feedback;
 - Appropriately advertise any such meetings;
 - Provide formal feedback to those engaged as to how their views have been considered and reflected in the application submitted to the Council; and
 - Submit to the Council as part of the planning application a participation statement setting out how the requirements of the SCI have been satisfied, the representations received and how these have been considered and reflected in the application submitted.
- In addition to the standards set out at section 7.2 the Council will;
- Attend / Facilitate such meetings as necessary;
 - Advertise the formal lodging of the application and provide details of the arrangements for formal consultation by Local Advertisement and on the website;
 - Provide details on the scheme on the Council website and to relevant ACFs & UCFs;
 - Utilise meetings with selected stakeholder groups to assist in brokering agreements and obtaining informal feedback where appropriate;
 - State in the committee report how the requirements of the SCI have been satisfied, the representations received and how these have been considered and reflected in the resultant recommendation and make this widely available;
 - Allow supporters/ objectors/ the applicants (or their representative to speak at Planning Committee in accordance with the Council's Standing Order (See Appendix 3)
 - Make the final decision and reasons widely available.

APPENDIX 1 LDF ABBREVIATIONS & GLOSSARY

APPENDIX 2 CONSULTATION BODIES

APPENDIX 3 STANDING ORDER SPEAKING RIGHTS AT PLANNING COMMITTEE

APPENDIX 1 LDF ABBREVIATIONS & GLOSSARY

LDS ABBREVIATIONS

AAP	Area Action Plan
AMR	Annual Monitoring Report
CADG	Conservation Area Design Guide
CS¹	Community Strategy
CS²	Core Strategy
DPD	Development Plan Document
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LSP	Local Strategic Partnership
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SofS	Secretary of State
SPD	Supplementary Planning Document
SPG	Supplementary Planning Guidance
SRDF	Sub Regional Development Framework
TLP	The London Plan
UDP	Unitary Development Plan

LDF TERMINOLOGY

The following section provides an explanation of the terminology relating to the production of LDFs;

Adoption (DPD) - The Council must adopt the submitted development plan document as changed by the inspector's binding report unless the Secretary of State has intervened. Once the development plan document is adopted it will be included in the local authority's local development framework and form part of the development plan for the area.

Adoption (SPD) - Brent Council must consider the comments they have received on any draft supplementary planning document and make any changes they consider appropriate before they adopt it. Once it is adopted the Council will include the document in the local development framework. The Council will also include with the supplementary planning documents, a statement of the consultation undertaken, the representations received and the LPAs response to those representations.

Adoption Statement (DPD) - means a statement;

- a) of the date on which a DPD is adopted;
- b) that a person aggrieved by the DPD may make an application to the High Court under section 113;
- c) of the grounds on which, and the time within which, such an application may be made;
- d) that a person aggrieved by a statement of community involvement may apply to the High Court for permission to apply for judicial review of the decision to adopt the statement; and
- e) that any such application must be made promptly and in any event not later than 3 months after the day on which the statement was adopted;

Adoption Statement (SPD)– means a document that specifies;

- a) the date on which an SPD is adopted, and
- b) that any person aggrieved by the SPD may apply to the High Court for permission to apply for judicial review of the decision to adopt the SPD; and

c) that any such application for leave must be made promptly and in any event not later than 3 months after the date on which the SPD was adopted.

Annual Monitoring Report (AMR)- Brent Council will need to produce Annual Monitoring Reports setting out progress in terms of producing LDDs and in implementing policies.

Area Action Plans – These will be used by the Council to provide a planning framework for particular areas of change or conservation. They will deal with specific parts of the local authority's area and with specific requirements such as the redevelopment of an area of derelict land and buildings.

Chain of Conformity – This refers to the process whereby each document produced needs to be in general conformity with those documents which are senior to it. General conformity provides an important link between the regional and local levels. It ensures that the Mayor's spatial development strategy *The London Plan*, is properly translated into policies and proposals at the local level. It also ensures that LDDs correctly interpret the objectives of the Core Strategy and that SPDs fully reflect the context their parent DPDs. It is the Government's policy that it is only where a local development document would cause significant harm to the implementation of the *London Plan* that the local development document should be considered not to be in general conformity. The examination will test the chain of conformity both within and outside of the LDF.

Community Strategy – A strategy which the Council (in association with the LSP – Partners for Brent) has to prepare under the Local Government Act 2000 to articulate the community's social, economic and environmental aspirations for the Borough.

Core Strategy – The Core Strategy will set out the vision for the authority; reflecting that of the community, and the primary policies to deliver that vision.

Decision Statement – means;

a) a statement that the Secretary of State has decided to approve, approve subject to

modifications, or reject a DPD (as the case may be),

b) where the Secretary of State decides to approve a DPD, or to approve a DPD subject to modifications, a statement-

i) of the date on which the DPD is adopted,

ii) that a person aggrieved by the DPD may make an application to the High Court under section 113, and

iii) of the grounds on which, and the time within which, such an application may be made;

Development Plan – The statutory Development Plan for the area will comprise of The London Plan, the DPDs from LDF as and when they are adopted, and the saved development plan if there is one, until such time as it is superseded by the adopted DPDs.

Development Plan Documents – DPDs are LDDs which are afforded 'Development Plan' status (i.e. all except the SCI and all SPDs) and have been tested by independent examination. The Mayoral Spatial Development Strategy for Greater London *The London Plan* has also been afforded development plan status by the Act. Section 38(6) of the Planning and Compulsory Purchase Act 2004 requires that decisions on applications for the development or use of land or buildings should be made in accordance with the development plan unless material considerations indicate otherwise. Therefore the development plan for Brent will comprise of the DPDs from the Brent LDF and *The London Plan*.

APPENDICES

DPD Bodies – means the bodies which the Council considers to be appropriate to consult from the two groups of ‘general consultation bodies’ and ‘specific consultation bodies’ in accordance with the regulations and as set out at Appendix 2 of this SCI.

DPD Documents – means the following documents;

- a) the DPD,
- b) the sustainability appraisal report,
- c) the pre-submission consultation statement,
- d) such supporting documents as in the opinion of the authority are relevant to the preparation of the DPD;

DPD Matters – means the following matters;

- a) the title of the DPD,
- b) the subject matter of, and the area covered by, the DPD,
- c) the period within which representations about the DPD must be made in accordance with regulation 29(1),
- d) the address to which and, where appropriate, the person to whom representations (whether made by way of electronic communications or otherwise) must be sent in accordance with regulation 29(1),
- e) a statement that representations may be accompanied by a request to be notified at a specified address of the publication of the recommendations of the person appointed to carry out an examination under section 20 or the adoption of the DPD or both;

Examination – The purpose of the examination is to consider the “soundness” of the SCI / DPD. The Secretary of State will appoint an inspector to conduct the examination. His/ her role is to determine the soundness of the SCI / DPD and in considering this, any representations on the SCI / DPD will be considered.

Front Loading - This is the process where by the Council

facilitates early involvement and secures inputs from the community and other stakeholders to feed into the preparation of LDDs.

Local Development Document – LDD is the generic term of reference for all the documents which together make up the LDF (i.e. the LDS, AMR, SCI, all DPDs and all SPDs).

Local Development Framework – The local development framework will contain a portfolio of local development documents which will provide the LPA’s policies for meeting the community’s economic, environmental and social aims for the future of their area where this affects the development and use of land.

Local Development Scheme – This will set out what development plan documents and supplementary planning documents the LPA propose to prepare over a three-year period and the timetable for their preparation. It will also list the policies which the authority wishes to save from their existing local plan or unitary development plan until these are superseded by a new development plan document(s). Additionally, the timetable for the preparation of the statement of community involvement will be included.

Local Strategic Partnership – A Local Strategic Partnership (LSPs) is a single non-statutory, multi-agency body, which matches local authority boundaries, and aims to bring together at a local level the different parts of the public, private, community and voluntary sectors.

Partners for Brent – The LSP for Brent; a newly established group which brings together those organisations which provide services to Brent’s residents, workers and visitors.

Policies for the Management of Development – The purpose of these policies will be to ensure that all development in the area meets certain criteria and contributes to meeting the authority’s vision and core strategy.

Pre-submission consultation statement – means the statement prepared pursuant to regulation 28(1)(c). That is a statement setting out-

- (i) which of the bodies they have consulted pursuant to regulation 25(1),
- (ii) how these bodies, and any other persons whom the authority have consulted, were consulted,
- (iii) a summary of the main issues raised in those consultations, and
- (iv) how those main issues have been addressed in the DPD;

Proposals Matters – means the following matters;

- a) The proposed title of the DPD
- b) The proposed subject matter of and area of the DPD
- c) The period within which representations on the proposals must be made
- d) The address to which and where appropriate the person to whom –
 - i) Written representations, and
 - ii) Representations made via electronic communications,must be sent.
- e) A statement that any representations may be accompanied by a request to be notified at a specified address that the DPD has been submitted to the SoS for independent examination and of the adoption of the DPD

Proposals Map – The Proposals Map will illustrate on an ordnance survey map the policies in the development plan (i.e. all the development plan documents which are contained in the local development framework). The Council may use inset maps as part of the proposals map to show all the proposals for part of Brent, such as the policies for area action plans.

Site Allocations – The sites which are proposed for

development to meet the Council's and the Community's vision and core strategy will be identified in this development plan document. It will also set out any policies which refer to the development of those sites, such as the mix of uses or the form of access arrangements.

SPD Documents – means the following documents;

- a) SPD
- b) The Sustainability Appraisal Report
- c) The consultation statement; and
- d) Such supporting documents as in the opinion of the Council are relevant to the preparation of the SPD

SPD Matters – means the following matters;

- a) The title of the SPD
- b) The subject matter of, and the area covered by, the SPD
- c) The period within which representations about the SPD must be made in accordance with regulation 18(2)(a)
- d) The address to which and, where appropriate, the person to whom representations (whether made by way of electronic communications or otherwise) must be sent in accordance with regulation 18(2)(b),
- e) A statement that any representations may be accompanied by a request to be notified at a specified address of the adoption of the SPD

Statement of Community Involvement – This document sets out how Brent Council intends to achieve continuous community involvement in the preparation of local development documents within Brent. It is not a DPD but has been subjected to independent testing.

Strategic Environmental Assessment – All policies and proposals in DPDs will be subject to Strategic

APPENDICES

Environmental Assessment (SEA) to ensure they reflect environmental objectives and satisfy the requirements of European legislation. SEA will be delivered through SA.

Supplementary Planning Documents – SPDs are produced as part of the LDF and are therefore LDDs but are not DPDs. The matters covered in SPDs must be directly related to a policy or policies in a development plan document. They may be used to cover a whole range of issues on which the Council wishes to provide additional guidance to elaborate upon a development plan document but which do not need to be subject to independent examination.

Sustainability Appraisal – All policies and proposals in DPDs and SPDs will be subject to Sustainability Appraisal to ensure they reflect sustainable development principles. The SA will incorporate the requirements to conduct an SEA.

APPENDIX 2 CONSULTATION BODIES

SPECIFIC CONSULTATION BODIES

Central, Regional & Local Government

The First Secretary of State (through GOL)

Adjacent LPAs;

- Barnet,
- Camden,
- Ealing,
- Hammersmith & Fulham,
- Harrow,
- Kensington & Chelsea, and
- Westminster.

The GLA

Government Departments

GOL will also be used as the first point of contact for consultation with central Government Departments.

In addition, the Council will consult any Government Departments or agencies where those departments or agencies have large land holdings in the area covered by a local development document. These may include;

The Countryside Agency

Department for Education and Skills (through Government Offices)

Department for Environment, Food and Rural Affairs

Department for Transport (through Government Offices)

Department of Health (through relevant Regional Office of the NHS Executive)

Department of Trade and Industry (through Government Offices)

English Nature

The Environment Agency

The Historic Buildings and Monuments Commission for England (English Heritage)

HM Prison Service

Home Office

Ministry of Defence

Office of Government Commerce (Property Advisers to the Civil Estate)

Other Relevant National Bodies

The following bodies will be consulted if the Council considers that the body is likely to be affected by what is proposed to be covered in a Local Development Document;

British Geological Survey

British Waterways, canal owners and navigation authorities

Centre for Ecology and Hydrology

Chambers of Commerce, Local CBI and local branches of Institute of Directors

Church Commissioners

Civil Aviation Authority

Commission for Architecture and the Built Environment

Commission for New Towns and English Partnerships

Commission for Racial Equality

Crown Estate Office

Diocesan Board of Finance

Disability Rights Commission

Electricity, Gas, and Telecommunications Undertakers, and the National Grid Company

Environmental groups at national, regional and local level, including CPRE, RSPB, wildlife trusts and Friends of the Earth

Equal Opportunities Commission

Fire and Rescue Services

Forestry Commission

Health and Safety Executive (HSE)

Highways Agency

The House Builders Federation

Housing Corporation

APPENDICES

Learning and Skills Councils

Local Agenda 21 / Civic Societies and, Community Groups

Local Transport Operators, PTAs, PTEs, and Transport for London

National Playing Fields Association

Network Rail

Police Architectural Liaison Officers / Crime Prevention Design Advisors

Post Office Property Holdings

Rail Companies and the Rail Freight Group

Regional Development Agencies

Regional Housing Boards

Regional Sport Forums for the English Regions

Relevant Sewerage and Water Undertakers

Sport England

Strategic Rail Authority

Water Companies

Women's National Commission

GENERAL CONSULTATION BODIES

Locally Relevant Bodies

The London Borough of Brent Planning Service may also consult with:

- voluntary bodies, some or all of whose activities benefit the whole or part of the authority's area;
- bodies representing the interests of:
 - different racial, ethnic or national bodies in the area;
 - different religious groups in the area;
 - people with disabilities in the area; and
 - persons carrying on business in the area.

This will be achieved through the following groups where appropriate;

- RSLs (Registered Social Landlords) as registered on the relevant maintained register
- LSP (Local Strategic Partnership)
- ACFs (Area Consultative Forums)
- UCFs (User Consultative Forums)
- BRAIN (Brent Resource and Information Network) Brent's Community Network
- Residents Groups as identified on the relevant maintained register including residents associations
- Racial, ethnic or national bodies in the area as identified on the relevant maintained register
- Different religious groups in the area as identified on the relevant maintained register
- Groups representing people with disabilities in the area as identified on the relevant maintained register
- Groups representing youth/ mid/ old ago, LGBT (sexual orientation) Gender- women groups.
- Groups representing persons carrying on business in the area as identified on the relevant maintained register including trade associations
- Key Religious Groups as identified on the relevant

maintained register

- Other relevant organisations / interested persons as identified on the relevant maintained register
- Agents / Consultants - key parties known to be active in the area as identified on the relevant maintained register
- Developers - Major developers known to be active in the area as identified on the relevant maintained register

Brent Council Internal Stakeholders

- Councillors
 - Lead member
 - Lead member for the Environment
 - Members of executive
 - Members of planning committee
 - All other members
- Legal
- Corporate property
- Housing
- Education
- Transportation
 - PRU
 - especially Community Strategy team
- Social Services
- Access Consultant, Amey Property Consulting
- Library & Museum Services
- Projects & Policy
- Building Control
- Parks Service
- Sports Service
- Streetcare
 - especially Waste & Recycling team
- Corporate

APPENDIX 3. STANDING ORDER

SPEAKING RIGHTS AT PLANNING COMMITTEE

a) At meetings of the Planning Committee when reports are being considered on applications for planning permission any member of the public other than the applicant or his agent or representative who wished to object to or support the grant of permission or support or oppose the imposition of conditions may do so for a maximum of 2 minutes. Where more than one person wishes to speak on the same application the Chair shall have the discretion to limit the number of speakers to no more than 2 people and in so doing will seek to give priority to occupiers nearest to the application site or representing a group of people or to one objector and one supporter if there are both.

b) Persons wishing to speak to the Committee shall give notice to the Democratic Services Manager or his or her representative prior to the commencement of the meeting. Normally such notice shall be given 24 hours before the commencement of the meeting. At the meeting the Chair shall call out the address of the application when it is reached and only if the applicant (or representative) and/ or members of the public are present and then signify a desire to speak shall such persons be called to speak.

c) In the event that all persons present at the meeting who have indicated that they wish to speak on any matter under consideration indicate that they agree with the officers recommendations and if the members then indicate that they are minded to agree the officers recommendation in full without further debate the Chair may dispense with calling members of the public to speak on that matter.

