

## Appendix 1 Summary of Responses to the Statement of Community Involvement and Proposed Changes

Consultation responses and proposed changes to the document are set out in the recommendations below. Additions to text are underlined whilst with deletions are highlighted with ~~strike through~~.

<b>General</b>	
Respondent	Natural England
Response	We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.
Officer Response	Support noted.
Recommendation	No change needed.
Respondent	Network Rail
Response	Where proposals are likely to increase footfall at railway stations the Local Planning Authority should consider a developer contribution (either via CIL, S106 or unilateral undertaking) to provide funding for enhancements to stations as a result of increased numbers of customers.
Officer Response	Noted. The allocation of CIL/Section 106 is outside the scope of the SCI therefore no change needed to text.
Recommendation	No change needed.
Respondent	Clinical Commissioning Group
Response	It would be helpful if the SCI could also refer to infrastructure planning in the context of CIL, ensuring that the CCG is engaged when the local authority in deciding how to prioritise CIL receipts.
Officer Response	Noted. The allocation of CIL/Section 106 is outside the scope of the SCI therefore no change needed to text.
Recommendation	No change needed.
Respondent	Clinical Commissioning Group
Response	It would be beneficial for the CCG to brief planning officers on healthcare requirements, as they are not always able to participate in pre-application advice. It is important that developers approach the CCG rather than local practices as their premises are paid for by the NHS.
Officer Response	Agreed. We would welcome a meeting to discuss the most effective way of engaging with the CCG.
Recommendation	No change needed.
Respondent	Wembley High Road and Business Association Chair
Response	Concern interests of local residents and businesses were not listened to in determining the planning application regarding additional matches at Wembley Stadium.
Officer Response	Concerns raised by local residents and businesses through the consultation process resulted in changes to the planning application. For example Wembley had originally requested permission for an additional 31 full capacity

	<p>events but this was reduced to 22 prior to the application coming to committee. In addition, reflecting the concerns of the community the application was approved subject to a number of additional measures being put in place, including ones designed to deal with the impacts of increased numbers of people in the area. These include controlling parking and traffic, signage, street cleaning, event management and control of public safety including aspects such as alcohol sale and street trading.</p> <p>It should be noted an application may not be refused simply because many people are opposed to it. The planning process seeks to balance the rights of applicants to develop or use their land as they wish, with the rights of neighbours to continue to enjoy the use of theirs. It also has to consider the wider public good, government guidance and planning policies. The SCI assists residents and businesses in responding to application by providing guidance on what constitutes a planning matter.</p>
Recommendation	No change needed.
Respondent	Mr Cox
Response	The Council should operate an open book policy relating to any pre-application advice provided to developers, and public bodies and on negotiations around viability of schemes.
Officer Response	<p>The Council is considering its approach regarding making viability assessment publicly available. This would be taken forward through changes to the validation checklist.</p> <p>Where pre-application information is commercially sensitive and confidential, it is exempt to the Environmental Information Regulations 2004, meaning the Council cannot commit to always making pre-application advice public.</p>
Recommendation	As this would be taken forward through the validation checklist, no changes are required to the SCI.
Respondent	Mr Cox
Response	Those representing community groups and others at community involvement events should be able to show that they are authorised to speak for their individual organisations or networks of organisations.
Officer Response	In a workshop setting it can be challenging to distinguish between views given as an individual, and those agreed by and made on behalf of an organisation. For this reason alongside workshops, comments will also be sought formally in writing. This gives an opportunity for comments to be approved by the organisation before being formally submitted.
Recommendation	No change needed.
Respondent	Mr Cox
Response	Involvement should be a continuous two-way process for all interested parties and feedback provided.
Officer Response	The SCI sets out a process to ensure engagement is on-going and feedback is provided at relevant stages.
Recommendation	No change needed.
Respondent	Mr Cox
Response	Where technical or professional advisers or private consultants are employed as independent facilitators to manage

	involvement processes, they should have a client duty of care to all parties equally.
Officer Response	Where independent facilitators are used their independence and duty of care will be assessed through the procurement process.
Recommendation	No change needed.
Respondent	Mr Cox
Response	Arrangements should be made for the community involvement process to begin at the formative stages of plan-making and for all parties to meet at the early 'ideas' stage of the plan or development proposal process.
Officer Response	Agreed and the approach set out in the SCI promotes early engagement at issues and options stage.
Recommendation	No change needed.
Respondent	Mr Cox
Response	Best endeavours should be made to reach consensus, making it clear and specific how far the involvement has resulted in agreement to adopt or to alter proposals. Where agreement has not been possible, the reasons and the scale of disagreement should be made clear and specific.
Officer Response	The consultation statement is the mechanism by which the council will highlight and areas where consensus has not been reached, and the justification for the final decision.
Recommendation	No change needed.
Respondent	Mr Cox
Response	Define the remit and responsibilities of Brent Council in involving the community in terms of planning policy and determining planning applications.
Officer Response	The SCI defines these responsibilities.
Recommendation	No change needed.
Respondent	Mr Cox
Response	Policy documents to be accompanied by a consultation statement. Participants may provide a written statement of omissions and corrections which will be reported and considered by Brent Council along with the consultation statement.
Officer Response	This is the case and is set out in the SCI. In the case of Neighbourhood Plans and Development Plans, at the final stage of consultation responses are supplied to the Examiner/Inspector in full, meaning there is no scope for omissions. However, if it is felt there are omissions in the Consultation Statement this can be raised at Examination.
Recommendation	No change needed.
<b>1.0 Introduction</b>	
Respondent	Environment Agency
Response	The SCI should refer to the Duty to Cooperate as set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) which requires active and constructive engagement with the CCG. It is also important to address strategic cross boundary issues which affect neighbouring CCGs.

Officer Response	Agreed.
Recommendation	Para 1.2 amended to: <u>In addition, the Localism Act 2011 introduced a legal duty on local planning authorities to engage constructively, and on an ongoing basis on strategic cross borough issues.</u> Where appropriate we will go beyond these standards and will seek to involve stakeholders at an early stage in policy development and on an ongoing basis.
Respondent	Mr Sabaratnam, Sudbury Town Neighbourhood Forum
Response	Social media engagement limited to Facebook and Twitter. Nextdoor (the Streetlife replacement) and Google+ omitted.
Officer Response	Clarification added that this is not intended as a comprehensive list of all forms of social media.
Recommendation	Table 1 amended to: We will use <u>social media, such as our Facebook and Twitter, accounts</u> to publicise consultations.
Respondent	Mr Cox
Response	Consultation documents should be attractive and legible to make it accessible. Diagrams should be simple and background colours contrasting
Officer Response	Agreed. Section 1.2 highlights that the Council will seek to produce clear and concise consultation documents. Explicit reference to be added to legibility.
Recommendation	Para 1.2 amended: Ensure consultation materials use visuals, <u>are legible</u> , clear and concise, avoiding technical language as far as possible.
Respondent	Mr Cox
Response	The SCI should set out how it will effectively utilise the rich wealth of knowledge and understanding of existing communities within Brent in formulating planning policy.
Officer Response	The introduction of the SCI acknowledges that by engaging the community the Council benefits from detailed local knowledge and expertise.
Recommendation	No change needed.
Respondent	Mr Cox
Response	The SCI should set out precisely how it will involve communities in developing planning policy - particularly hard-to-reach groups or people who do not usually engage and use words such as collaboration, co-creation and pro-active involvement. Events should be held in accessible locations and target hard to reach groups. Consultation documents should be available free of cost.
Officer Response	The SCI sets out a framework for how communities will be engaged, and the methods which will be drawn upon. Within this framework each consultation will be tailored depending on the scope of the document, its coverage and content. The SCI specifies accessible locations will be used, hard to reach groups targeted, and documents will be available in Brent libraries as well as online at no cost.
Recommendation	No change needed.
Respondent	Mr Cox
Response	Set out how the Council will incorporate the views of the community having consulted them.

Officer Response	Agreed. An additional paragraph has been added to clarify that the Council will produce a consultation statement alongside planning policy documents, summarising consultation responses and how they have influenced policy. In the case of planning decisions comments will be summarised through the officer's report.
Recommendation	Additional paragraph 1.5 added: <b>1.5 Feedback and Monitoring</b> <u>It is important stakeholders are aware of how their input has influenced policy development and planning decisions. A consultation statement will be produced alongside planning policy documents and updated. This will set out the comments and issues raised and how they are being addressed. In the case of planning decisions, the officer's report will include a summary of comments received and the reason for the decision. Both documents will be made publicly available.</u>
Respondent	Mr Cox
Response	The Council should assess and monitor the effectiveness of its strategies around community involvement.
Officer Response	In practice this does happen, however, to formalise this arrangement reference to be added to section 1.5.
Recommendation	Additional paragraph 1.5 added: <b>1.5 Feedback and Monitoring</b> <u>Levels of community engagement will be measured and monitored through the consultation statement. Lessons learnt will inform future engagement.</u>
<b>2.0 Development Plan Documents</b>	
Respondent	Transport for London
Response	Section 2 outlines the consultation process for Development Plan Documents. TfL suggests that the column for 'Audience' in the preparation stage could include "Where relevant, specific and general consultation bodies" – similar to that stated in preparation of Supplementary Planning Documents as outlined in section 3. TfL would welcome the opportunity for early dialogue or being informally consulted during the early stages of plan preparation to ensure that the evidence base is adequate for any issues which are relevant for TfL.
Officer Response	Agreed.
Recommendation	Amendment to table on page 11 under Audience: <u>Where relevant specific and general consultation bodies (appendix 1)</u>
<b>4.0 Neighbourhood Plans</b>	
Respondent	Mrs Kaul, Sudbury Town Neighbourhood Forum
Response	The document does not specify clearly what forums are responsible for and what the Council is responsible for.
Officer Response	Chapter 4 of the SCI sets out responsibilities of the Council and neighbourhood forums in undertaking public consultation. Guidance on roles and responsibilities within neighbourhood planning more generally is set out on the Council's website <a href="http://www.brent.gov.uk/neighbourhoodplanning">www.brent.gov.uk/neighbourhoodplanning</a> , which is cross-referenced in the document.
Recommendation	No change needed.
Respondent	Mrs Kaul, Sudbury Town Neighbourhood Forum
Response	There is no mention that Sudbury has a Neighbourhood Plan which was adopted by Brent Council in September 2015.
Officer Response	The SCI explains how we will involve local communities and other interested parties when we prepare our planning policies and determine planning applications. It does not create new planning policy; as such it does not repeat

	existing Local Plan policy, including the Sudbury Town Neighbourhood Plan.
Recommendation	No change needed.
<b>5.0 Planning Applications</b>	
Respondent	Environment Agency
Response	Pleased to note that the Environment Agency is listed as a specific consultation body. Would consider it useful if you were to include engaging with statutory consultees pre-application services.
Officer Response	Agreed.
Recommendation	Table 2 major developments amended to 'Discuss proposal with <u>statutory bodies</u> , neighbours and other nearby occupiers / owners of properties / land/ local interest groups (e.g. neighbourhood forums and residents associations) at earliest possible stage in developing the proposal.'
Respondent	Mr Sabaratnam, Sudbury Town Neighbourhood Forum
Response	Limited mention of Neighbourhood Forums. At the pre-application stage there is mention of contacting 'local interest groups' and 'interested parties' but STRA feel that Neighbourhood.
Officer Response	Clarification added that 'local interest groups' include neighbourhood forums and residents associations.
Recommendation	Table 2 on page 31 amended to: Discuss proposal with neighbours and other nearby occupiers / owners of properties / land/ local interest groups ( <u>e.g. neighbourhood forums and residents' associations</u> ) at earliest possible stage in developing the proposal.
Respondent	Mr Sabaratnam, Sudbury Town Neighbourhood Forum
Response	There is a lot of vague wording in this statement like 'earliest possible stage' and 'will be consulted' rather than 'shall be consulted'. In STRA's opinion all instances of 'will' should be replaced by 'shall' where appropriate.
Officer Response	'Shall' and 'will' have the same meaning. 'Will' is used with second and third person pronouns, so is appropriate in this instance. The SCI cannot prescribe timescales for pre-application consultation, and this would not be practical as consultation should be tailored to reflect the scale and nature of the development. It is therefore felt more appropriate the SCI instead promotes early engagement as best practice.
Recommendation	No change needed.
Respondent	Mr Sabaratnam, Sudbury Town Neighbourhood Forum
Response	Table 3 does not list the consultant letter recipients from page 31.
Officer Response	Agreed. This needs clarification.
Recommendation	Table 3 under major, minor and Listed Building Consent column <u>Where relevant, neighbourhood forums and residents' associations.</u>
Respondent	Wembley National Stadium
Response	We welcome the Council's proposal for WNSL to be consulted on major and minor planning applications that have a shared ownership boundary, albeit this is dependent on the nature and the scale of the proposal. However, we request that WNSL is notified and consulted on all major planning applications in the Wembley Stadium area. We consider the

	relevant area to be roughly triangular shaped, defined by Wembley Park Station, Wembley Triangle/Stadium Station and Fourth Way.
Officer Response	Noted. The SCI does not seek to set out detailed requirements for the consultation of all specific and general consultation bodies, nor would it be practical to do so. The SCI sets out 'Owner/occupiers of land which has a common boundary with the application site and those close by; the extent will depend on the nature and scale of the proposal. Development Management Officers determine the full extent of the consultation area taking into account the scale and nature of the proposal. These comments have been shared with officers in Development Management.
Recommendation	No change needed.
Respondent	Mr Cox
Response	The community should be protected from poor consultation by developers. The aim should be to set out options or choices that are possible in the way that specific development is carried out, including those suggested by the community and that reflect the community's needs, ambitions and experience.
Officer Response	To promote good practice the SCI sets out a recommended approach to engagement for developers to follow.
Recommendation	No change needed.
Respondent	Mr Cox
Response	Define and review what is meant in practice by a major development.
Officer Response	What constitutes a major development is defined nationally in the General Development Management Order. This is repeated in the SCI. However, in acknowledgement that 'major developments' is a wide category, the definition is broken down further in the SCI to small major, medium major and significant major.
Recommendation	No change needed.
Respondent	Mr Cox
Response	Require a community involvement statement as a supporting document to planning applications. Participants may provide a written statement of omissions and corrections which will be reported and considered by Brent Council along with the Community Involvement Statement.
Officer Response	This is the case and is set out in the SCI. The developer's summary of community engagement will be available for comment alongside the planning application, and participants may highlight any omissions at this stage.
Recommendation	No change needed.
<b>Appendix 1</b>	
Respondent	Network Rail
Response	Should a planning application proposal be adjacent to the existing operational railway, developers are encouraged to consider the impact upon any railway boundary treatments and the railway infrastructure itself. Provides guidance on when Network Rail should be engaged.
Officer Response	Noted. The SCI highlights Network Rail as a specific consultation body, and they are consulted in line with the regulations. In addition the SCI encourages developers to engage with relevant statutory bodies at the earliest possible

	stage.
Recommendation	No change.
Respondent	Highways England & Transport, Brent Council
Response	Reference to Highways Agency should be updated to Highways England.
Officer Response	Agreed.
Recommendation	Appendix 1 corrected to <u>Highways Agency England</u>
Respondent	Mr Sabaratnam, Sudbury Town Neighbourhood Forum
Response	Neighbourhood Forum should be listed by name under General Consultation Bodies in annex 1.
Officer Response	Neighbourhood Forums are not listed by name as this is subject to continual change, however, cross-reference to be added to the Council's website with the current list of forums.
Recommendation	Page 38: Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area, including residents associations and neighbourhood forums ( <u>see <a href="http://www.brent.gov.uk/neighbourhoodplanning">www.brent.gov.uk/neighbourhoodplanning</a></u> )
<b>Appendix 2</b>	
Respondent	Mr Cox
Response	Brent Council will provide support and guidance to the community to assist them in responding to planning applications.
Officer Response	The SCI includes guidance as to how to comment on a planning application. As Local Planning Authority the Council must remain neutral in determining planning applications, it would therefore not be appropriate for the Council to provide detailed advice on commenting on specific applications.
Recommendation	No change needed.