

Statement of Community Involvement

Giving people a say in the planning process

Adopted January 2007



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1 Contents

Introduction

Purpose of the document

1.1 This document sets out the Council's approach to community involvement in the 'planning' process. It explains how and when the community will be invited to take part in preparing the Council's planning policies, and in the process of deciding planning applications.

What is 'planning'?

1.2 Planning manages change in the natural and built environment. It operates in the public interest, concerned with how places look and how they work. Planning addresses the need for new homes, facilities and infrastructure whilst protecting the countryside, open spaces and wildlife habitats. Planning strives for well designed buildings, streets, and public spaces, and to enhance the best of our natural and built heritage. Planning promotes social, economic and environmental objectives for a 'sustainable' future.

1.3 Local councils play an important part in the planning process. They must prepare what is called a 'Local Development Framework' (LDF), containing policies and proposals to guide future development in their area. Kingston's Local Development Framework will replace its 'Unitary Development Plan' (UDP) which was published in August 2005. When preparing its plans, local councils should address local issues, but they must be consistent with national and regional planning policies.

1.4 Councils also decide whether to permit or refuse planning applications. When someone seeks permission for a new development or 'change of use' of land or buildings the UDP or LDF will be used to judge the merits of the proposal. Planning policies provide some certainty for all concerned over what may or may not be permitted. Proposals are often small scale, like an extension to a house, but they may be large, for example a new shopping centre or office block. The Royal Borough of Kingston receives around 2,500 planning applications each year.

1.5 There are a number of sources where further information is available on the planning system (see Annex 1). This includes organisations people can go to for help, including 'Planning Aid', a free, independent professional service to groups or individuals who cannot afford to employ a consultant.

Why involve the community?

1.6 Planning plays a key part in shaping our environment. It is therefore important that local communities have an opportunity to have their say. Effective community involvement should result in better plans.

1 Introduction

1.7 Councils are legally required to involve communities in the planning process. This 'Statement of Community Involvement' (SCI) shows how the Council will meet, and go beyond, the minimum statutory requirementsⁱ. The Council will be bound by its own standards for consulting on plans and planning applications set out in this SCI once it is adopted.

1.8 Kingston takes a positive approach to community involvement across all its activities, and to this end has also produced a Consultation Strategy which promotes good practice across all of the Council. It has also produced a Children's and Young People's Participation Strategy to improve the way it involves young people in its activities. These documents are not to be confused with the SCI which is the only document that sets out the Council's standards for consultation in the planning process.

Structure of the document

- **Chapter 2** explains the planning system in more detail;
- **Chapter 3** describes features of Kingston's community;
- **Chapter 4** sets out the Council's key principles for involving the community in the planning process;
- **Chapter 5** lists some of the choices available for publicising planning issues and involving the community, including the Council's approach to involving 'hard to reach' groups;
- **Chapter 6** sets out the Council's approach to community involvement for Development Plan Documents;
- **Chapter 7** sets out the Council's approach to community involvement for Supplementary Planning Documents;
- **Chapter 8** explains how the Council will use and report back the results of consultation on Development Plan Documents and Supplementary Planning Documents;
- **Chapter 9** sets out the Council's approach to community involvement on planning applications;
- **Chapter 10** explains how the Council will resource the proposals set out in this SCI; and
- **Chapter 11** describes the mechanisms for the review of the SCI.

1.9 Sources of further information and help are listed in Annex 1. A glossary of terms is provided in Annex 4, and an index of abbreviations in Annex 5.

ⁱ Set out in the Town and Country Planning (Local Development) (England) Regulations 2004.

Overview of the planning system 2

Overview Of the planning system.

A plan-led system

2.1 We have a 'plan-led system' in this county which means that land owners, developers, infrastructure providers, the public and other interested parties have some degree of certainty over what can be built and where.

2.2 Planning applications are judged against policies and proposals in the 'development plan' for the area. In Kingston, the 'development plan' comprises the Mayor's London Planⁱⁱ, and the Council's own Unitary Development Plan (UDP). Kingston adopted its first UDP in 1998, then a revised UDP in August 2005.

2.3 Under legislation passed in 2004ⁱⁱⁱ, councils must replace UDPs with 'Local Development Frameworks' (LDFs). Kingston's UDP policies are saved (i.e. remain effective) until August 2008, or when superseded by relevant policies in the LDF. An extension of this period can be requested of the Secretary of State.

2.4 The London Plan, UDPs and LDFs must comply with national planning policy. The main sources of national planning policy are Planning Policy Statements (which are replacing Planning Policy Guidance Notes) and Circulars. Government planning policy can be relevant when deciding planning applications.

What is the 'Local Development Framework'?

2.5 The Local Development Framework (LDF) will provide a framework for making decisions that affect the use of land and buildings. It will co-ordinate the land use aspirations of the Community Plan for Kingston, and other local strategies e.g. for the economy, housing, transport, waste, recreation, education, health and crime. This involves working with other organisations such as the Environment Agency, health organisations and the police.

2.6 Unlike the UDP, the Local Development Framework will not be a single document, but a suite of **Local Development Documents**. The programme for preparing these different documents is set out in the Council's '**Local Development Scheme**'. This is available from the Council's Planning Department, and on the Council's website. The Local Development Scheme (LDS) lists the Local Development Documents to be produced, timescales for their preparation, and sets out when consultation periods will take place. The LDS will be reviewed and updated from time to time.

ii The London Plan: Spatial Development Strategy for Greater London, was published in February 2004, and will undergo alterations and reviews over time.

iii The Planning and Compulsory Purchase Act 2004.

2 Overview of the planning system

2.7 There are two main types of Local Development Documents (LDDs): **Development Plan Documents (DPDs)** and **Supplementary Planning Documents (SPDs)**. The key difference between them is that DPDs have statutory weight, whereas SPDs do not. Kingston's DPDs will include a Core Strategy, the Kingston Town Centre Area Action Plan (K+20), and any other document that allocates sites for specific uses. DPDs, along with the London Plan comprise the development plan for the area. DPDs are subject to scrutiny by an independent inspector before they can be adopted.

2.8 Supplementary Planning Documents, as the name suggests 'supplement' the policies in the LDF (or saved UDP policies). They add detail, clarify, and offer additional guidance to help implement the main plan policies. They usually focus on a specific site or topic. SPDs are subject to public consultation, but there is no independent examination. They therefore carry less 'weight' than Development Plan Documents, but are taken into account when planning applications are decided.

2.9 A **proposals map** will be prepared which shows where site or area-specific policies and proposals apply. This can be accessed on the Council's website as well as in hard copy. It will be revised as necessary when new DPDs are adopted.

2.10 This **Statement of Community Involvement** is part of the Local Development Framework and explains how Kingston will engage the community when preparing Local Development Documents.

2.11 In preparing Local Development Documents the Council must undertake **Sustainability Appraisal**. The purpose of Sustainability Appraisal is to ensure that the social, economic and environmental effects of different options are fully considered in the plan-making process. The Local Development Document and Sustainability Appraisal will be published together for consultation.

2.12 Each year the Council publishes an Annual Monitoring Report (AMR) which assesses progress against the work programme set out in the Local Development Scheme, and monitors the effect of the UDP or LDF policies and proposals. The AMR may demonstrate a need to review the programme set out in Local Development Scheme.

As LDF documents are produced they will be available on the Council's website and from:

The Planning Department
 Directorate of Environmental Services
 Guildhall 2
 Kingston upon Thames
 KT1 1EU
 Telephone: 020 8547 5002
 E-mail: planningpolicy@rbk.kingston.gov.uk.

Overview of the planning system 2

Planning applications

2.13 Planning applications are formal requests for planning permission from the Council to undertake some form of 'development', for example a new building, an extension to a building, or changes in the use of land or buildings. The Royal Borough of Kingston receives around 2,500 planning applications each year.

2.14 When the Council decides a planning application, it must judge the merits of the proposal against policies in the 'development plan' (i.e. the Mayor's London Plan and the Borough Council's UDP or Development Plan Documents). It must also take into account relevant Supplementary Planning Documents and any other 'material considerations' (for example national policy that supersedes the development plan). Sometimes material considerations can justify a 'departure' from the development plan.

2.15 The Council consults affected parties (e.g. neighbours), and relevant statutory consultees, on planning applications. Comments received that are 'relevant to planning' are taken into account when deciding the application. More information on planning applications is provided at Chapter 9.

2.16 Some planning applications are so significant that they are referred to the Mayor who has certain powers to direct a decision. These include developments which comprise the provision of more than 500 dwellings, or developments that provide new dwellings on sites over 10 hectares. Referral criteria for strategic planning applications are contained in Statutory Instrument No. 1493 The Town and Country Planning (Mayor of London) Order 2000, available from Her Majesty's Stationery Office.

3 Key features of Kingston's population

Key Features of Kingston's population

3.1 Kingston's population of 150,400 is the second smallest in London, after the 'City of London'. 49.6% are male, 50.4% are female. Estimates suggest that Kingston's population will have increased to 158,993 by 2016.

3.2 The population is generally well educated. 35% of the Borough's population aged 16-74 are educated to degree level or above, compared with 31% for London as a whole and 20% for England and Wales. Unemployment is low at around 2% compared with around 4.6% for Greater London. There is, however, something of a north/south divide, with a higher proportion of the highest qualified residents and 'professionals' or 'managers' living in the north of the borough.

3.3 Kingston has a diverse range of ethnic groups, with one major and locally concentrated group- the Korean community- in New Malden. Since 1991 the non-white population in Kingston has increased from 8.4% to 15.5% in 2001. Despite this rise, the proportion of the community who consider themselves to be of a non-white ethnic group remains much lower than the overall average for London which is 29%.

3.4 Kingston has a university, and consequently a significant student population, some living in purpose built halls, others in rented accommodation.

3.5 Around 19,000 people (roughly 13%) of Kingston's population have a long term limiting illness or disability. Nearly 3,500 people between the ages of 16 and 64 claimed Incapacity Benefit or Severe Disability Allowance. 15% of the resident population in Kingston upon Thames is of retirement age.

Principles for community involvement in the planning process 4

Principles for community involvement in the planning process

4.1 The Council's approach to community involvement in the Local Development Framework and planning applications is based on the following principles:

- i. **ADEQUATE PUBLICITY** - appropriate measures must be taken to publicise opportunities for community involvement.
- ii. **ACCESS TO INFORMATION** - documents should be clear and easily available. Reasonable measures should be taken so that disabled people and those who don't speak English as a first language can access the information. Records should be kept and referred to, to ensure that consultees are contacted in their preferred format.
- iii. **THE OPPORTUNITY TO CONTRIBUTE IDEAS** - this should be at an early stage when there is scope to influence the policy or proposal. People should feel confident that there is a process for considering and responding to their concerns. It should be made clear to people how they can make their views known.
- iv. **THAT VIEWS EXPRESSED BY THE COMMUNITY ARE INCLUSIVE** - consultation should be inclusive. All reasonable efforts should be made to involve the 'hard to reach groups' so that everyone had the opportunity to have their say.
- v. **THAT INTERESTED PARTIES KNOW WHERE TO GO FOR INDEPENDENT PLANNING ADVICE** - See Annex 1 for sources of further information and help, including 'Planning Aid'.
- vi. **THE DEGREE OF COMMUNITY INVOLVEMENT REFLECTS THE NATURE OR SCALE OF THE PROPOSAL** - the techniques used and resources devoted to community involvement must be appropriate to the document or planning application concerned.
- vii. **FEEDBACK AFTER CONSULTATION** - it is important that the outcome of consultation is fed back to the community, particularly to those that contributed. Feedback should explain how comments made were taken into account.
- viii. **COORDINATING COMMUNITY INVOLVEMENT EXERCISES** - community involvement exercises on the LDF will be planned and wherever possible coordinated with other Council consultation exercises, in particular the Community Plan. This is to reduce the burden of consultation on the public, and to create efficiencies for the Council. This approach is set out in the Council's Consultation Strategy^(iv). In addition, results of consultation will be shared across the Council.

iv The Council's Consultation Strategy is a separate document to the SCI. It provides a framework for the Council to coordinate its consultation activities, offers advice on consultation techniques, and sharing the results of consultation.

5 Techniques for community involvement

Techniques for Community Involvement

5.1 There are a variety of methods the Council will select to publicise planning issues and involve the community, some of which are set out below. In practice a combination of these approaches will be needed for effective publicity and engagement:

Publicity

1. Letters or emails to organisations and groups that play a part in the community
2. Press release to local newspapers (including the Talking Newspaper and the Local Radio)
3. Adverts in newspapers or on local radio
4. Website, including the disability pages where appropriate, and the Young Livin website
5. Livin Kingston (Council's quarterly magazine to all households)
6. Newsletters
7. Leaflets (either distributed to homes and businesses, or available from public locations)
8. Notices on public information boards and other places
9. Posters (including the JC Decaux poster stands)
10. Information on plasma screens in reception areas of Council buildings
11. Unstaffed exhibitions
12. CD ROMs

Means of allowing participants to have a say

13. Questionnaires/ response forms
14. Inviting written responses to documents
15. Imaginative use of the website to allow interactive engagement
16. Questions sent to the Residents Panel
17. Discussion forums with representatives of different groups in the community
18. Direct contact with local minority representatives and groups
19. Focus groups
20. Public meetings
21. Staffed exhibitions
22. Workshops
23. Surgeries
24. Meeting with key stakeholders/stakeholder working groups
25. Meeting the Kingston Community Leadership Forum and its subsidiary 'theme' groups

5.2 Further detail is provided on some of these techniques in Annex 2.

Techniques for community involvement 5

Involving 'hard to reach' groups

5.3 A key challenge is engaging those groups that tend to be 'hard to reach' in order to get a representative set of views. Consultation should be inclusive, recognising the diversity of people who live in the Borough. In terms of the Council's equal opportunities policy "Putting People First" this means "*Working to increase public participation in the local demographic process and ensuring that the views and voice of all communities in Kingston are heard.*"

5.4 Different groups of people can be 'hard to reach' for various reasons. Some people can't read written material because they are visually impaired. For some, English is not their first language. People with mobility difficulties will find it harder to access venues for public meetings or exhibitions.

5.5 It is not just people from ethnic backgrounds or disabled people that can be hard to reach. People often lead busy lives and tend to have other priorities. When approaching the public, it must be clear why the issues being discussed are relevant to them.

5.6 The Council will use the following means as appropriate to involve hard to reach groups in the planning process:

- Direct contact with local minority representatives and groups
- Kingston Disabled and Older People's Forum
- The Disability and Access pages of the Council website
- Kingston Racial Equality Council
- Kingston Youth Council
- The 'Young Livin' website for young people
- The Talking Newspaper

5.7 Whenever undertaking consultation on planning issues, thought will be paid to the hard to reach groups, drawing on advice in the Council's Consultation Strategy and ensuring that people are contacted using their preferred format, where this is known, wherever possible. Various groups and organisations exist in addition to those listed above which can be contacted directly. Consultation events will be arranged with plenty of advance notice and held in accessible venues.

5 Techniques for community involvement

5.8 When sending published material out on planning issues the Council will, as a minimum, include a strapline explaining how those with disabilities and those who can't read English or do not speak English as a first language can get help accessing the information, for example, in other formats. Email will be used for those that the Council knows prefer to be contacted, or have dialogue using this format, and the Typetalk service is available to facilitate telephone conversations with people who are deaf or hard of hearing. CDRoms may also be available. Documents in the Local Development Framework will be put onto audiotape on request, as will summary documents which are shorter and therefore more useable on tape. If a person cannot respond in writing to a consultation document then verbal comments, for example over the telephone, can be carefully recorded and having been checked with the respondent be treated as formal representations.

5.9 The Council will make every effort to meet the requirements of the Race Relations Act 2000, the Disability Discrimination Act 1995 and other anti-discriminatory legislation.

Community involvement in Development Plan Documents 6

Community involvement in Development Plan Documents

What is a Development Plan Document?

6.1 Development Plan Documents will form part of the statutory development plan for the area, along with the London Plan. The Council will be preparing a number of Development Plan Documents (DPDs): for example a 'Core Strategy' will address issues of Borough-wide strategic significance, while Area Action Plans will focus on proposals at a particular place (for example Kingston Town Centre). DPDs can also be prepared for a particular topic, for example, waste facilities.

6.2 This SCI sets out the minimum the Council will do to involve the community at each stage of preparing a DPD. In practice the Council is likely to go beyond its own minimum standards using techniques appropriate to the document being prepared.

The 5 key stages of preparing a Development Plan Document

1. **Early involvement on 'Issues and Options'**. this is an early stage of plan preparation when the Council is gathering evidence, considering the relevant issues and generating options for policies and proposals. It will do this drawing on the views of key organisations. The Regulations^(v) do not require the Council to involve the public at this stage, though the Council is likely to do so.
2. **Formal public participation on 'Preferred Options'**. By this stage the Council has narrowed down the options available to those that are realistic and preferred, and is looking for input from the wider community. A Sustainability Appraisal will also be published at this stage, assessing the social, economic and environmental effects of the preferred options. The Council is required at this stage to make documents available to the public for comment.
3. **Submit the DPD to the Secretary of State**. This is the Council's preferred option, worked up into a complete Development Plan Document. Once submitted there will follow a six-week period when anybody can write supporting or objecting to the submitted DPD.
4. **An Inspector examines the DPD for 'soundness'** (i.e. it is a plan that shows good judgment and is able to be trusted?) The Inspector will consider any representations made at stage 3.
5. **The Council adopt the DPD** with any changes required by the Inspector.

v The Town and Country Planning (Local Development) (England) Regulations 2004

6 Community involvement in Development Plan Documents

Development Plan Document Stage 1: Issues and Options

6.3 Issues and Options^(vi) is an early stage of plan preparation when the Council is gathering evidence, considering the relevant issues and generating options for policies and proposals.

6.4 To meet its statutory requirements, the Council must consult, using Government terminology, those 'specific' and 'general' consultation bodies that it thinks will be affected by the DPD in question. Planning Policy Statement 12^(vii) lists certain organisations and types of organisation that are 'specific' and 'general' consultees. These are the national and local bodies that are potentially interested in, or affected by, the document in question.

6.5 Specific consultees include the Mayor of London, Government agencies such as the Environment Agency, Highways Agency and English Nature, infrastructure providers and neighbouring local authorities. General consultees are bodies that represent different groups in the area, such as businesses, disabled people, ethnic and cultural groups and any organisation whose activities benefit the area. Annex 3 provides more information on specific and general consultees. The Council will consult the Government Office for London on all Development Plan Documents at all consultation stages and will directly consult Government departments as necessary.

6.6 At the 'Issues and Options' stage the planning regulations do not require the Council to involve the public. However, anyone who has not been contacted but wishes to comment can do so by writing or emailing the Planning Department. The Council will consider extra measures to involve the community depending on the document being produced and the resources and time available. In particular it is likely to:

- i. publish an 'Issues and Options' paper, perhaps with a questionnaire as a basis for stakeholder engagement and/or wider public involvement. As a minimum this would be available on the web, in the Council offices (Guildhall 2), Chessington and New Malden Helpdesks, and at local libraries;
- ii. put information on the council website, including the disability and access pages, use the 'Young Livin' website, and invite comments to be made electronically;
- iii. include an article in the Council's Livin Kingston magazine;
- iv. issue a press release to the local newspapers, Talking Newspaper and local radio;
- v. advertise in the local newspapers, Talking Newspaper and on local radio to guarantee coverage;
- vi. invite views from all individuals, businesses or organisations on the LDF consultee database;

vi Regulation 25 in the Town and Country Planning (Local Development) (England) Regulations 2004
vii Planning Policy Statement 12: Local Development Frameworks, ODPM 2004

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- vii. put questions to the Residents Panel and/or draw a focus group from it;
- viii. meet with representatives of community groups, using existing forums where possible;
- ix. meet with the Kingston Community Leadership Forum (the Local Strategic Partnership for Kingston) and its subsidiary 'theme' groups;
- x. consider holding public events, such as public meetings, exhibitions or workshops, providing adequate publicity for these, for example using letters, leaflets, press releases, local radio.

Development Plan Document Stage 2: Preferred Options

6.7 At the Preferred Options ^(viii) stage the Council will have a view on what realistic options there are for policies and proposals. Preferred options will be published along with a 'Sustainability Appraisal' which will set out the social, economic and environmental effects of different options. Public participation is mandatory and formal representations are invited over a six-week period.

To meet its statutory requirements, the Council will:

- i. send all relevant specific, and general consultation bodies consulted at Stage 1 (Issues and Options) a copy of the Preferred Options document and accompanying Sustainability Appraisal;
- ii. make the Preferred Options document and Sustainability Appraisal available for inspection at Guildhall 2, Chessington and New Malden Helpdesks, and all local libraries;
- iii. publish a notice in the Surrey Comet stating where the Preferred Options document and Sustainability Appraisal are available for inspection and the period of consultation;
- iv. publish the Preferred Options document and Sustainability Appraisal on the Council's website.

In addition the Council will:

- v. contact all of those individuals, businesses or organisations on the LDF database that would not receive the information as 'specific' or 'general' consultees (except where they have requested not to be contacted);
- vi. contact any other organisation or individuals that the Council considers should be involved in the consideration of the Preferred Options document. This will include occupants of properties that the Council considers to be directly affected by a site allocation;
- vii. issue a press release to local newspapers, the Talking Newspaper and local radio.

Additional methods the Council will consider:

viii Regulation 26 of the Town and Country Planning (Local Development) (England) Regulations 2004

6 Community involvement in Development Plan Documents

- viii. articles in the Council's magazine 'Livin Kingston';
- ix. advertising in local newspapers, the Talking Newspaper and on local radio to guarantee coverage;
- x. use existing forums such as the Kingston Community Leadership Forum and the subsidiary theme groups; Kingston Disabled and Older People's Forum, Kingston Youth Council;
- xi. the Residents Panel;
- xii. focus groups;
- xiii. publicise on plasma screens in the Council's reception areas;
- xiv. notices on public notice boards and at venues such as Kingston College, Kingston University, schools and places of worship, community halls and suitable public places;
- xv. hold public exhibitions, public meetings and/or interactive workshops;
- xvi. notify by letter, leaflet or site notice those likely to be affected by a proposal, for example a site allocation;
- xvii. face to face meetings with key stakeholders.

Development Plan Document Stage 3: Submission to the Secretary of State

6.8 By the Submission stage^(ix) the Council has considered the results of stakeholder and community involvement at stages 1 and 2, and has prepared a complete DPD for submission to the Secretary of State. An independent inspector will be appointed to examine the DPD for 'soundness' i.e. whether it shows good judgement and can be relied upon (see stage 4).

6.9 Once submitted, there will follow a six-week period when anybody can write making formal representations supporting or objecting to the submitted DPD. Any representations will be considered by an independent inspector at an 'examination'. Those seeking changes to the DPD will have to show why the plan is unsound. Guidance will be provided explaining more when this stage is reached.

To meet its statutory requirements, the Council will:

- i. send all relevant specific, and general consultation bodies consulted at Stages 1 and 2 a copy of the DPD, accompanying Sustainability Appraisal and the pre-submission consultation statement^(x);
- ii. contact those people who requested to be notified of the submission of the DPD to the Secretary of State;
- iii. make the DPD, Sustainability Appraisal and pre-submission consultation statement available for inspection at all those places where documents

ix Regulation 28 of the Town and Country Planning (Local Development) (England) Regulations 2004

x This is a statement explaining what consultation took place at stages 1 and 2, a summary of the main issues raised, and how those issues have been addressed in the DPD.

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- were available at stage 2 (Guildhall, Chessington and New Malden Helpdesks, and all the local libraries as a minimum);
- iv. publish the DPD, Sustainability Appraisal and pre-submission consultation statement on the Council's website;
 - v. publish a notice in the Surrey Comet stating where the DPD Sustainability Appraisal and pre-submission consultation statement are available for inspection and the period of consultation;
 - vi. make a request of the Mayor as to the general conformity^(xi) of the DPD with the London Plan.

In addition the Council will:

- vii. contact all those individuals, businesses or organisations on the LDF database not classified as 'specific' or 'general' consultees (except where they have requested not to be contacted);
- viii. contact any other organisations or individuals that have been involved in previous stages of consultation or which the Council considers should be involved in the consideration of the submission DPD. This will include occupants of properties that the Council considers to be directly affected by a site allocation;
- ix. issue a press release for the local newspapers, Talking Newspaper and local radio.

Additional methods the Council will consider are:

- x. an article in its quarterly magazine 'Livin' Kingston' if the publication date is suitably timed.
- xi. advertising in local newspapers, Talking Newspaper and local radio.

6.10 Any representations made will be acknowledged, published on the Council's website and made available at local libraries and in Guildhall 2, and sent to the Secretary of State for consideration at the Examination. A summary of the main issues raised in the representations will be sent to the Secretary of State, will be published on the Council's website and made available at Guildhall 2, local libraries and at the Chessington and New Malden Helpdesks.

xi General conformity is a term meaning the DPD is consistent with the objectives of the London Plan, and would not harm the implementation of the London Plan policies.

6 Community involvement in Development Plan Documents

Consultation on representations made on a site allocation

6.11 Where representations have been made on a site allocation, these are themselves subject to comment. In other words, someone can comment on someone else's representation. This only applies in the case of site allocations. There will be an additional six week period for this process. ^(xii) The Council will meet its statutory obligations for publicity at this stage, and will consider additional measures, such as contacting all those on the LDF database and notifying parties affected by a site allocation, explaining where they can access any representations on site allocations, and how they can make representations on those representations.

Development Plan Document Stage 4: The Examination

6.12 An 'Examination' ^(xiii) will be held by an independent Planning Inspector who will consider any representations made. The purpose of the examination is to test whether the DPD is 'sound', i.e. whether it shows good judgment and can be relied upon. This includes an assessment of the evidence base for the plan and the outcomes of the sustainability appraisal. It also includes an assessment of whether public participation was undertaken in accordance with the Statement of Community Involvement and whether the views and opinions of the community have been taken into account.

6.13 If a person makes a request to appear at the examination the Council will advertise the examination venue, date and time on the Council's website and will also put a notice in the Surrey Comet. Those people who have made a representation to the DPD or a site allocation will receive written notification of the examination venue, date and time.

Development Plan Document Stage 5: Inspector's Report and Adoption

6.14 After the examination, the Planning Inspector produces a report, which identifies any changes to be made to the DPD and the reasons for these. The Inspector's report and its findings are binding on the Council, and the DPD ~~must~~ be amended accordingly. The Council then formally adopts the DPD ^(xiv), which will become part of the LDF.

xii Regulation 33 of the Town and Country planning (Local Development) (England) Regulations 2004.
 xiii Regulation 34 of the Town and Country Planning (Local Development) (England) Regulations 2004
 xiv Regulation 36 of the Town and Country Planning (Local Development) (England) Regulations 2004

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6.15 A copy of the adopted DPD, and the Inspector's report, will be made available for inspection at Guildhall 2, at all local libraries, Chessington and New Malden Helpdesks, and on the Council's website. A notice will be placed in the Surrey Comet, and the Council will notify anyone who has asked to be notified of adoption. The Council will also issue a press release to local newspapers and the Talking Newspaper that the DPD has been adopted, and will consider alternative means of publicising the DPD as appropriate, including an article in Council's 'Livin' Kingston' magazine. The Council will notify occupants of properties that the Council considers to be directly affected by a site allocation.

7 Community involvement in Supplementary Planning Documents

Community involvement in Supplementary Planning Documents

7.1 Supplementary Planning Documents (SPDs) provide further detail to supplement policies in development plan documents. Though not subject to independent examination, and therefore not having development plan status, they will be a material consideration when determining planning applications, and as such must be informed by community involvement and sustainability appraisal.

7.2 There are 3 stages to preparing a Supplementary Planning Documents (SPD):

Stage 1: Pre-production

7.3 This involves evidence gathering and discussions with key stakeholders. The Council will select organisations from its LDF database, and any others it considers should be involved, for early involvement. It is an option at this stage to involve the public, though the merits of this will depend on the nature of the SPD. Public involvement at this stage is likely to be more appropriate for a site development brief than a topic based SPD which can have a fairly limited audience. Where there is a local focus, as with a development brief for a site, information and a questionnaire may be distributed. Exhibitions, public meetings, or workshops may be arranged for local people to attend and have an early input before a draft brief is prepared. This could be publicised by letters, leaflets or newsletters, press releases or adverts in local newspapers (including Talking Newspaper) and local radio.

Stage 2: Formal consultation on a published draft SPD

7.4 At this stage the Council is required to make the SPD (and the accompanying Sustainability Appraisal) available for public comment (which it will do at Guildhall 2, local libraries, Chessington and New Malden Helpdesks, and on its website). The period for accepting written comments will be between 4 to 6 weeks. The Council is also required to place a notice in the local newspaper (Surrey Comet) and consult all specific and general consultees it considers to be affected by the SPD (see Annex 3 for more information on specific and general consultation bodies). At this stage a request must be made of the Mayor as to whether the SPD is in 'general conformity' with the London Plan.

Community involvement in Supplementary Planning Documents 7

7.5 Depending on the nature of the SPD the Council may take additional steps to involve stakeholders and the wider community whereby people can comment on the draft SPD. It may use existing forums such as the Kingston Community Leadership Forum and its subsidiary theme groups and Kingston Disabled and Older People's Forum. Letters, leaflets, email, an article in Livin' Kingston magazine, press releases, and local radio will be considered to publicise the SPD to the wider community, along with any forthcoming exhibitions or other events. Again, this will usually be most appropriate for site development briefs.

7.6 The Council will acknowledge and consider any representations received and make changes to SPD where it is considered appropriate and beneficial to do so in light of those comments. A final version of the SPD is prepared along with a consultation statement comprising a summary of the main issues raised and how they have been dealt with in the SPD.

Stage 3: Adoption

7.7 The Council adopts the Supplementary Planning Document, having considered the representations made at stage 2. The agenda and minutes of the relevant committee meeting are made available to view on the Council's web site and at the planning reception. The adopted SPD, along with the consultation statement, will be made available for inspection at Guildhall 2, local libraries, Chessington and New Malden Helpdesks, on the Council's website and will be made available to people upon request. The Council will notify any person who has asked to be notified of the adoption of the SPD.

7.8 The Council will also consider publicising the adoption of the SPD to the wider community, for example using press releases and Livin' Kingston magazine. In the case of site briefs it will write to all those that it wrote to at earlier stages that it considers would be affected by the SPD.

8 Using and reporting back the results of community involvement

Using and reporting back the results of community involvement

Using the results of consultation

8.1 The Council will write up the results of all community engagement activities and consider how the messages received can influence the emerging Local Development Document. It is often the case that different interests want the Council to take different positions on planning policy. Clearly the Council cannot please everyone, and it must also make decisions in the context of national and regional planning policies. However, an awareness of local concerns is important to the Council when it takes decisions.

General approach to reporting back following consultation

8.2 It is an important principle that following a consultation exercise, those that made an input receive feedback and are kept informed. Written comments, whether by letter, fax or email, will be acknowledged. Minutes of meetings with stakeholders and forums will be circulated to those that attended. Those who provided their contact details will be sent a copy of the results or informed of how to access them. Letters, email, newsletters, leaflets, articles in *Living' Kingston*, press releases and the Council's website will all be considered as useful means of keeping the community informed of progress and the outcome of consultation events.

Reporting back on Development Plan Documents

8.3 When submitting a DPD to the Secretary of State, the Council will publish a statement setting out:

1. which organisations and individuals were consulted at stage 1 (Issues and Options), how they were consulted, a summary of the main issues raised, and how those issues have been addressed in the DPD; and
2. the number of representations made at stage 2 (Preferred Options), a summary of the main issues raised, and how they have been dealt with in the DPD.

8.4 At a minimum the statement will be sent to the DPD bodies (specific and general consultees relevant to the DPD in question) and be available on the Council website, at the Council offices, at Chessington and New Malden Helpdesks, and local libraries, along with the original document so that comment can be cross-referenced.

8.5 It is likely that the Council will prepare an interim version of this statement, detailing the stage 1 consultation, for publication with, or prior to, the Preferred Options at stage 2.

Using and reporting back the results of community involvement 8

8.6 After the examination and receipt of the Inspector's Report, the Council adopts the DPD with any changes required by the Inspector. Anybody who so requested will be notified of adoption and how to access the documents. The Council will also issue a press release, use the website, and if possible use Livin' Kingston to announce the adoption of the DPD and how to access the document.

Reporting back on Supplementary Planning Documents

8.7 When the Council publishes a draft SPD for consultation, it will publish a consultation statement setting out who it consulted at stage 1 when preparing the draft, how those persons were consulted, a summary of the main issues raised, and how those issues have been addressed in the SPD. This consultation statement will, as a minimum, be sent to the specific and general consultees relevant to the SPD.

8.8 Before the Council adopts an SPD, it will consider all the representations made at stage 2, and will prepare a statement setting out a summary of the main issues raised, and how those issues have been addressed in the SPD. Anybody who has so requested will be notified of adoption, and informed how to access the documentation.

9 Community involvement on planning applications

Community involvement on planning applications

Consultation prior to submitting a planning application

9.1 Planning permission is generally needed for any new buildings, and often for changes in the use of land or buildings. It may also be required for extensions or alterations to existing buildings.

9.2 The Council encourages developers of large or potentially controversial schemes to involve the local community prior to submitting a planning application. Such involvement should be carried out at an early stage, enabling the views of the community to be taken on board. Early community involvement can be a way of resolving misunderstandings and tensions, which can arise in the progression of a new planning proposal. It can also help avoid public objections at a later stage. The Council will itself undertake consultation once a planning application has been submitted.

9.3 Applicants are encouraged to hold pre-application discussions with the Council. At this stage planning officers can advise the applicant whether there is a need for them to undertake community involvement, and what forms of consultation might be appropriate.

9.4 As a guide, the following list identifies the range of planning applications where the Council will normally encourage to undertake community involvement before they submit their application.

- Residential proposals for more than 50 units or on sites of 1 hectare or more;
- Commercial developments of 1,000m² of gross floor area or a site area exceeding 1 hectare;
- Development proposals on sites larger than 0.5 hectares or that are likely to be locally contentious or generate significant local concern following the submission of the application;
- Applications that entail proposals that are significantly taller than surrounding buildings;
- Applications that would depart from the adopted Development Plan;
- Applications that entail Environmental Impact Assessments;
- Major road or transport proposals.

9.5 Applicants should discuss with the Council the possible forms of community involvement that should be undertaken. Appropriate consultation arrangements will vary depending on the type and scale of development proposed. Annex 2 lists various consultation methods. Consultation carried out should conform to the principles set out in Chapter 4 of this SCI.

Community involvement on planning applications 9

9.6 The results of any pre-application consultation with the community should be reported as part of the submitted application and should indicate:

- The methods of consultation used to engage community participation, including hard to reach groups;
- Who was consulted and the level of involvement;
- The quantitative and qualitative findings of the consultation; and
- How matters raised in consultation were taken into account in the submitted development proposals.

9.7 Where the council and applicant have undertaken pre-application discussions and agreement has been reached in respect of the details of the application and the community involvement to be undertaken, the Council will also agree with the applicant a timetable for the decision on the submitted application.

Consultation on a planning application that has been submitted to the Council

9.8 There are statutory requirements for publicity in relation to planning applications^{xv}. The table below sets these out, along with additional measures the Council will undertake.

Statutory Requirements for Publicity

| Type of Development | Statutory Consultation Required | Measures the Council Will Take as a Minimum |
|--|---|--|
| Proposals that depart from the Development Plan | Advertisement in the local newspaper and a site notice | Advertisement in the local newspaper and a site notice and written notice to adjoining properties or affected parties and notification to the Talking Newspaper |
| Developments requiring Environmental Impact Assessment | | |
| Development affecting a public right of way | | |
| Development affecting the setting of a listed building or the character or appearance of a Conservation Area | Advertisement in the local newspaper and written notice to adjoining properties or affected parties and a | Advertisement in the local newspaper and written notice to adjoining properties or affected parties and a site notice |

xv The Town and Country Planning (General Development Procedure Order) (1995); Circular 15/92 Publicity for Planning Applications; The Town and Country Planning Environmental Impact Assessment Regulations 1999; The Town and Country Planning (Major Infrastructure Project Inquiries Procedure) (England) Rules 2004; Planning (Listed Buildings and Conservation Area) Act 1990; and the Planning (Listed Buildings and Conservation Area) Regulations.

9 Community involvement on planning applications

| Type of Development | Statutory Consultation Required | Measures the Council Will Take as a Minimum |
|---|--|---|
| | site notice | and notification to the Talking Newspaper |
| Works affecting Tree Preservation Orders | The Council is not required to publicise applications for works affecting trees | Where local people might be affected by the application or where there is likely to be a good deal of public interest, the Council will consider displaying a site notice or notifying the residents, authorities or groups affected. |
| Major development (residential development for 10 or more dwellings or a site over 0.5 hectares, or other developments of 1,000m ² of gross floor area or a site area exceeding 1 hectare) | Advertisement in the local newspaper and either a site notice or written notice to adjoining properties or affected parties. | Advertisement in the local newspaper and written notice to adjoining properties or affected parties and site notice and notification to the Talking Newspaper |
| Minor or other development | Site notice or written notice to adjoining properties or affected parties | Written notice to adjoining properties or affected parties |

Additional publicity for large scale or controversial proposals

9.9 For applications that are of a significant scale, likely to be controversial, or of interest to the wider community, the Council will consider taking additional publicity measures to those in the table in Paragraph 9.8, including a press release to local newspapers (and the Talking Newspaper) and local radio. The Council will also consider holding a public meeting or exhibition, providing an opportunity for the public to discuss the proposal with Council officers. Any events for the public will be arranged so they are as accessible as is reasonably possible. On planning applications that have a borough-wide significance the Council can also make use of forums such as Kingston Disabled and Older People's Forum, and the Kingston Youth Council wherever possible.

Community involvement on planning applications 9

9.10 As well as notifying the properties affected by a proposal, the Council will consult adjoining authorities and other organisations such as the Environment Agency, the health bodies, the Police and infrastructure providers when proposals are considered to affect their interests. It is recognised that service providers such as health bodies and the Police are likely to be interested in the wider implications of more significant developments as well as in planning applications for new facilities from which service provision is based.

Notifying affected parties

9.11 When the Council decides how large the notification area should be, it takes account of factors such as traffic, noise and visual impact. Letters are sent to those considered to be directly affected by a proposal. The Council offers a translation service and can present information in large print, Braille, on audio cassette or in community languages if requested. The views of other residents from a wider area are welcomed, and the Council will use site notices and press advertisements as appropriate.

9.12 In addition to the above forms of consultation, the Council publishes a weekly list of planning applications received and decisions made which is available from the Council's planning reception in Guildhall 2, the Council's website on the planning page www.kingston.gov.uk/planning and in the local libraries.

Where can planning applications be viewed?

9.13 Planning applications are made available to be viewed by the public at the Council's planning reception in Guildhall 2, in local libraries and on the Council's website.

How to comment on a planning application

9.14 Your comments must be made in writing to the Council either by letter, e-mail (via the website or direct to the case officer) or fax. The notification letter will make it clear who to write to and the consultation period. Your letter should state the application number and site address. You will receive an acknowledgement within 3 working days of receipt.

9.15 Comments made on planning applications (representations) can be for or against the proposals, but they must be on "planning issues". The Council has prepared guidelines which clarify those issues that are relevant to making representations on planning applications. These guidelines accompany notification letters and are available on the Council website.

9.16 All representations received will be placed on the planning application file, which is a public document. Third parties will therefore be able to see and make copies of any comments you send.

9 Community involvement on planning applications

9.17 If you have difficulty with preparing your representations, staff members will be able to help you and will provide you with a copy of the comments made so you can be certain they are the comments you wish to make.

9.18 You can discuss the application with the case officer whose name will be clearly indicated in any letter you receive about the application. If you wish to make an appointment you may ring that officer on their direct line, or contact the Planning Department on 0208 547 5364.

9.19 When a planning application is amended or revised, the planning officer will need to decide whether the scale of changes warrants further publicity. This will depend partly on the relevance of the changes to the representations that have been received. When further notification is appropriate, the letter sent to you will draw attention to the changes involved and set out the time scale for you to let the Council know how or whether your original representations have been dealt with.

Deciding the planning application

9.20 Applications will be decided after the expiry date for receipt of representations. All comments we receive by the end of the notification period will be taken into consideration. Any late representations will be considered only up until the application is decided, whether by officers or the appropriate committee. Development plan policies and government planning policies are also relevant to the consideration of a planning application.

9.21 The Head of Planning and Development decides most planning applications under powers delegated by the Council. However, some applications have to go to a planning committee, either a Neighbourhood Committee or Development Control Committee. In these cases we will write to all those who wrote to us about the application to let them know the date of the committee meeting and how to exercise a right to speak at that meeting.

Feedback to those that responded

9.22 Within 5 days of an application being decided, the Council will write to those that made representations, informing them of the outcome and the reason for the Council reaching its decision.

Appeals

9.23 If an application is refused, or has conditions placed on it, which the applicant is unhappy about, they have the right to appeal against that decision. The appeal process is not managed by the Council but by the Secretary of State, who will appoint an independent Planning Inspector to hear the appeal.

Community involvement on planning applications 9

9.24 If an appeal is made, we will write to all those originally consulted on the application letting them know the appeal has been made. The Council must send copies of all letters originally received about the application to the Planning Inspector. Advice will be given as to how to make further representations to the Planning Inspector who will determine the appeal.

9.25 There are three different forms that an appeal can take:

- Written representations - these are conducted by exchanges of written statements between the Council and the appellant, followed by a site visit by the Inspector, who will be accompanied by the appellant/ their agent, and a Council planning officer. The public can also attend the site visit;
- A hearing - where, after an exchange of written statements, between the Council and the appellant, the Inspector will lead a discussion of the merits of the case in a "round the table" forum with the appellant/ their agent and a Council planning officer. The public can attend and join the discussions. You may also be able to make personal representations at the hearing appeal. The Planning Inspector determines whether individuals will have the right to speak at the hearing. If the decision is made not to allow oral representations only your written comments will be taken into account; or
- A Public Inquiry - where after the exchange of formal Proofs of Evidence, the appellant/ their witness(es) and the Council's own witness(es) will be cross examined by the other side's advocates, who are often barristers, in front of the Inspector. The role of the public is governed by rules laid down by central Government.

9.26 Only the applicant has the right to appeal against the Council's decision on their application on the Council's failure to decide on their application during the statutory time limit of 8 weeks. Third parties and members of the public cannot appeal against the Council's decision. Any challenge to a planning decision from third parties or members of the public can only be through the High Courts through Judicial Review.

10 Resources to implement the Statement of Community Involvement

Community involvement on planning applications

10.1 The Council will use its in-house expertise to enable community involvement in the planning process. Within the Council's Planning Department are planning officers that prepare the Local Development Framework, and planning officers that deal with planning applications (Development Control).

10.2 In the main, officers preparing the Local Development Framework will run and manage community involvement on the LDF, and Development Control officers, together with the Planning Administration Team, will handle consultation on planning applications. There is scope for cross-working between teams to cover peak periods for community involvement, such as staffed exhibitions. The Planning Department works closely with the 'Presentations Unit' which prepares visual material such as maps, documents, leaflets and displays for exhibitions.

10.3 Expert facilitators can bring an independent and highly skilled approach to managing public participation events. The Council does have the option to use external expertise if it is considered expedient.

10.4 The consultation requirements anticipated from one financial year to the next will be factored into the planning teams' budgets each year to ensure that at least the minimum requirements can be funded. Planning Delivery Grant may also be available to fund consultation, though this is not a certain and predictable source of funding.

10.5 The planning department will co-ordinate consultation events with other departments as far as possible, and in particular with the Local Strategic Partnership when the Community Plan is reviewed. The LDF has close links with the Community Plan. Not only will joint consultation be more resource-efficient, it will help lessen consultation fatigue.

10.6 It is intended to use existing forums (such as the Residents Panel, Kingston Youth Council, and Kingston Disabled and Older People's Forum) and voluntary sector organisations such as Kingston Centre for Independent Living to involve representatives of the community, to use the Council's web site effectively, and to use existing channels of publicity, including the Council's Livin' Kingston magazine. The SCI also promotes the use of existing Council services to provide, if requested, documents on audiotape, computer disk or in large print for visually impaired people, translations into community languages, and an interpreter.

10.7 Developers are encouraged in this SCI to undertake community involvement before submitting a planning application. This would be resourced by the developer.

Reviewing the Statement of Community Involvement 11

Reviewing the Statement of Community Involvement

11.1 This is the Council's first Statement of Community Involvement. The Council has also published a Consultation Strategy, and there is a Customer First initiative that will affect the way all Council departments operate in terms of providing a service to customers.

11.2 The Council will look to continuously improve the way it engages the public. The need to review the SCI will be closely monitored as experience with the Local Development Framework grows, as the Council's newly adopted Consultation Strategy is implemented, and as other customer-orientated and structural changes across the Council are implemented. If a need for a review of the SCI is identified, this will be picked up in the Council's LDF Annual Monitoring Report, and subsequently a programme for its revision will be set out in a revised Local Development Scheme.

11.3 In revising the SCI, the Council will treat it as a Development Plan Document in terms of the consultation that will be required.

Annex 1 Sources of Information

Annex 1 Sources of Information

Listed below are some of the key organisations concerned with planning in England and Wales.

Department of Communities and Local Government (DCLG)

www.communities.gov.uk

DCLG is the successor department to the Office of the Deputy Prime Minister (ODPM). It is an expanded department with a remit to promote community cohesion and equality, as well as responsibility for housing, urban regeneration, planning and local government.

Her Majesty's Stationary Office (HMSO)

www.hmso.gov.uk

As the Queen's Printer, all legislation, Command Papers and the official Gazettes are published by HMSO. All Statutory Instruments are issued and processed by HMSO.

The Planning Portal

www.planningportal.gov.uk

The Planning Portal is a website offering a range of services and guidance on the planning system including how the planning system works, links to other boroughs' development plans and submitting planning applications.

The Greater London Authority (GLA)

www.london.gov.uk

The Mayor has responsibility for strategic planning in London, including preparation of a Spatial Development Strategy for London (The London Plan). The Mayor is a statutory consultee for Borough plans and certain large scale planning applications that have strategic significance.

Government Office for London (GOL)

www.go-london.gov.uk

The Government Office for London acts on behalf of the First Secretary of State on planning matters in London.

Royal Town Planning Institute (RTPI)

www.rtpi.org.uk

In the UK the Royal Town Planning Institute is the professional body responsible for town and country planning. Anyone seeking professional independent advice can look at the register of planning consultants at <http://rtpi.org.uk/planning-advice/pa-help.html>. You will usually have to pay fees for these services.

Transport for London (TfL)

www.tfl.gov.uk

Annex 1 Sources of Information

Transport for London (TfL) is the body responsible for the capital's transport systems. Its role is to carry out the Mayor's Transport Strategy for London and manage the transport services across the capital for which the Mayor has responsibility.

Environment Agency (EA)

www.environment-agency.gov.uk

The Environment Agency work in diverse areas such as flood defence, pollution control, farming and waste. Their area of responsibility covers all of England and Wales.

Planning Aid

www.pafl.org.uk

'Planning Aid for London' provide a free, independent professional service on town planning matters to groups or individuals who cannot afford to employ a consultant. Planning Aid for London advises community groups in negotiations with the local planning authority and can represent the groups at 'Examinations' when needed. They can also assist people with their own planning applications or can help them to comment on planning applications made by others. Planning Aid for London operates with the support of the Town and Country Planning Association and the Royal Town Planning Institute London Branch.

You can contact Planning Aid for London at:

Unit 2, 11-29 Fashion Street,
London,
E1 6PX

Telephone: 020 7247 4900. Fax: 020 7247 8005

Email: info@planningaidforlondon.org.uk

Planning Inspectorate (PINS)

www.planning-inspectorate.gov.uk

The planning Inspectorate is an executive agency of the Department of Communities and Local Government. Its main work is the processing of planning application appeals and enforcement appeals and holding inquiries into local development plans. It also deals with other planning related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications.

NHS London Health Urban Development Unit

www.healthyurbandevelopment.nhs.uk

The NHS London Healthy Urban Development Unit (known as "HUDU") was established in February 2004 to help the NHS to engage in urban planning. The primary role of HUDU is to support all NHS organisations across London.

Annex 2 Methods of Community Involvement

Annex 2 Methods of Community Involvement

Methods of Community Involvement

Publicity

Letter or E-mail

A direct and cost effective means of contacting specific groups or individuals. The consultation process is easily managed in-house, using established avenues of communication. However, there is a need to manage the database to ensure it is kept up to date and to ensure that people are communicated with using their preferred format (e.g. e-mail is essential for some visually impaired people). It only informs those people or organisations on the existing database.

Press Release

Sent to local newspapers, the Talking Newspaper and local radio, this provides the Council with the opportunity to explain the importance or significance of a particular plan. There are no financial implications involved in distributing press releases. However, there is also no guarantee that the media will want to publish the story, or what they report will be favourable.

Advertise in the Press

This method does guarantee coverage, but comes at a cost.

Council's Website (and the Young Livin' website aimed at young people)

A lot of information can be placed on the Council's website, the use of which is likely to continue increasing. Response forms and questionnaires can be made available, and can be completed and submitted on-line. Links can be provided to other relevant information, such as committee reports, articles, or other websites. As use of internet grows, it could be the most convenient way for people to engage, and perhaps the most attractive option for the computer-literate, especially visually impaired people who cannot access print. However, not everybody uses computers or has one in their home.

Article in Livin' Kingston Magazine

Quarterly magazine distributed to all households and businesses in the borough. It is also available from council offices, libraries, leisure centres and some supermarkets and is also produced on audiotape. Articles could be used to give an update on the LDF process or major applications and advertise forthcoming events. Could also include a questionnaire.

Newsletters

These can be prepared and sent out at any time, to a target audience without the need to rely on the timing of the Livin' Kingston magazine. Newsletters are well suited to ongoing publicity and information. It is important to ensure that they are sent in people's preferred format, e.g. e-mail for visually impaired people.

Annex 2 Methods of Community Involvement

Publicity

Leaflets

Leaflets can be used to publicise and provide information on how to get involved in a forthcoming consultation event. They may be a good option for area based consultation, such as a site development brief or area action plan.

Notices on Public Information Boards

These can be effective, but it is resource intensive to place a large number in appropriate places. Better suited to proposals that have a neighbourhood or site focus.

Posters (including use of the JC Decaux boards)

Poster stands located in the town centres advertising council initiatives. Able to reach a large audience, but can only carry a limited amount of text. Once produced a smaller version could also be used for displays in the libraries and Guildhall or for flyers for wider distribution.

Plasma Screens in Council Reception Areas

Public reception areas in the Guildhall complex are equipped with screens that run presentations on forthcoming events in the borough. A short presentation (which can include graphics) is displayed on the plasma screens in the reception areas. The presentation could also be used for public meetings and public exhibitions.

Exhibitions (without staff present)

The benefit of this method is that you can leave information on display for a great length of time potentially getting exposure to people who would otherwise not attend a workshop or public meeting. The display needs to be self explanatory and located in a suitable venue. However, this method offers no opportunity for interaction other than written feedback (e.g. by forms left at the exhibition). Success can be dependent on its location and because it is unmanned, it is difficult to determine how much interest is shown in the display. Visually impaired people will be unable to engage with this predominantly visual method of communication. This method could be used in conjunction with public meetings or other events. Often leaflets are available for people to take away.

CD ROM

This offers an alternative and for some convenient means of publishing documents. They are also more accessible for visually impaired people if they use screen reading software.

Means of Allowing Participants to Have a Say

Questionnaires or Response Forms

Annex 2 Methods of Community Involvement

Means of Allowing Participants to Have a Say

A questionnaire may be pitched at the borough wide level, the local area level, or at a particular sector of the community. It may accompany a draft document on which views are sought.

Inviting Written Comments

This is a common means of allowing views to be expressed and will be encouraged at all stages of plan preparation. E-mail is an acceptable means of written communication.

Imaginative Use of the Website to Allow Interactive Engagement

The Council intends to publish documents on the web so that readers can respond electronically to various sections within it. Use of the website will be continually developed to enhance its role in community engagement.

Residents Panel

The Panel consists of 1,500 residents selected at random who broadly represent the demographic profile of the borough. The Panel is used to find out people's views on specific issues. The Panel is run in partnership with MORI - consultation experts who provides a measure of independence Panel members are asked a series of set questions and their responses recorded. Consultation takes place with the Panel 4-5 times a year and with many competing claims from across the Council on its use.

Forums With Representatives of Different Groups

The Council has a number of established forums, such as Kingston Disabled and Older People's Forum, and Kingston Youth Council. It may consider setting up new forums as necessary.

Direct Contact With Hard to Reach Groups

Direct contact can be made with local minority representatives and groups. It may be possible to attend existing meetings of local minority groups.

Focus Groups

Focus groups allow discussion of complex issues with a small group. May be an effective forum for getting together people interested in certain topics, or from a certain group in society. The group may be drawn from the Residents Panel or other established forums. Due to small numbers the results cannot be used to represent the whole population. May need to run several focus groups that represent different groups within the local population.

Public Meetings

Public meetings are an open and inclusive way for people to engage in robust debate on the issues. However, the attendees are self selecting and it can be difficult to manage to avoid more vocal interests dominating proceedings. They should usually be held over a number of evenings or weekends at a relevant and easily accessed venue so that all sections of the

Annex 2 Methods of Community Involvement

Means of Allowing Participants to Have a Say

community can attend. Objectors are more likely to turn out than supporters who are content with the proposal.

Staffed Exhibitions

A display with staff in attendance to assist people in understanding the information provided or to answer questions. Often leaflets are available for people to take away or people may be asked to fill out a questionnaire while viewing the display. This method enables members of the public to ask questions as they view information. Such one-to-one participation ensures people feel their comments are heard. Comments book or similar should be provided so people can leave a written record of their comments. Could use established RBK events such as the Green Fair (30th May 2005) or the May Merrie (2nd May 2005). Visually impaired people will find this type of event very difficult to engage with.

Workshops

highly visible and very "hands on". Workshops include maps, 3D models or plans onto which people place their ideas, suggestions, comments and actions. Can be very enjoyable for people of all ages, abilities and backgrounds. However, this is very resource intensive and needs expert management to run successfully. Again, visually impaired people will find this type of event difficult to engage with, although the use of 3D models will help

Surgeries

Surgeries are a one-to-one service, where staff are available to meet with the public. Rather than a group discussion, people can discuss their individual issues about a plan or proposal with a relevant officer. Avoids the situation where only the more vocal people's opinions are heard. Also provides the opportunity to respond directly to these individuals or explain proposals or issues at greater length. Must ensure the numbers are manageable. May be appropriate to organise appointment times in advance to ensure there is some structure to the surgery.

Meet with Key Stakeholders

Key stakeholders are those organisations or individuals that play a key part, or will be significantly affected, in the plan or policy being prepared. In-depth one-to-one meetings can help to explore particularly sensitive topics or to clarify issues, including consideration of options/ solutions with people that either have a technical knowledge or vested interest in achieving specific outcomes. A stakeholder working group could be informed which comprises more than one stakeholder meeting with the Council, perhaps on a regular basis to develop the plan in partnership and resolve issues "along the way".

Kingston community Leadership Forum

This Forum is a partnership of organisations that provide services to the community or represent interests and sectors within Kingston's community. The

Annex 2 Methods of Community Involvement

Means of Allowing Participants to Have a Say

KCLF prepared the Community Plan which the Local Development Framework should reflect and help deliver. The KCLF and the topic based theme groups with representatives from different external bodies offer a means to engage those groups on the LDF.

Annex 3 Specific and General Consultees

Annex 3 Specific and General Consultees

Planning Policy Statement 12^(xvi) lists certain organisations and types of organisation that are "specific" and "general" consultees. Please note, this list is not exhaustive and also relates to successor bodies where re-organisations occur.

In Kingston the "specific consultation bodies" are:

Specific Consultation Bodies in Kingston

| Greater London Authority (The Mayor) | Natural England |
|--------------------------------------|---|
| Surrey County Council | Department for Transport Rail Group |
| London Borough of Richmond | South East England Development Agency |
| London Borough of Merton | London Development Agency |
| London Borough of Sutton | SW London Strategic Health Authority |
| London Borough of Wandsworth | Gas and electricity companies |
| Mole Valley District Council | Telecommunications companies |
| Elmbridge Borough Council | Water and sewage undertaker |
| Epsom and Ewell Borough Council | Transport for London |
| Claygate Parish Council | The Environment Agency |
| Highways Agency | The Historic Buildings and Monuments Commission for England |

"General" consultees are those which fall into the following categories^(xvii)

- Voluntary bodies, some or all of whose activities benefit any part of the authority's area;
- Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- Bodies which represent the interests of different religious groups in the authority's area;
- Bodies which represent the interests of disabled persons in the authority's area;
- Bodies which represent the interests of persons carrying on business in the authority's area.

xvi Planning Policy Statement 12: Local Development Frameworks, ODPM 2004

xvii These categories are listed in Planning Policy Statement 12 as general consultee bodies.

Annex 3 Specific and General Consultees

The Council maintains a database of approximately 600 organisations and interested individuals, many of which fall into the categories above. The database is not reproduced in this document as it is constantly updated. However, it does include the following types of consultee:

Types of Consultee

| Builders | Sport and Leisure Groups |
|--|--------------------------------------|
| Developers | Environment and Nature Groups |
| Disabled People's Groups | Ethnic Cultural and Religious Groups |
| Elderly People's Groups | Health and Care Organisations |
| Emergency Services | Heritage Groups |
| Employment and business interests | Housing Associations |
| Operating businesses | Interested Individuals |
| Community Leadership Forum (Local Strategic Partnership) | Town Centre Interests |
| Planning Consultants | Transport Groups |
| Residents Associations | Utility Companies |
| Riverside Groups | Voluntary Bodies |
| Schools and Academic Institutions | Youth Representatives |

To add your details to the Local Development Framework database please contact the Planning Policy Team on: 0208 547 5002 or e-mail: planningpolicy@rbk.kingston.gov.uk

Annex 4 Glossary

Annex 4 Glossary

(note: terms in *italics* are explained elsewhere in the glossary)

Annual Monitoring Report (AMR): part of the *Local Development Framework*, the annual monitoring report will assess the implementation of the *Local Development Scheme* and the extent to which policies in the *Local Development Documents* are being successfully implemented.

Area Action Plan (AAP): used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of *Development Plan Documents*.

Community Plan: Local Authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well being of their areas. Through the Community Plan, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors. Kingston's Community Plan was produced by the Kingston Community Leadership Forum; a partnership of organisations which included the Council. Go to http://www.kingston.gov.uk/community_planning for further information.

Consultation Strategy: A document prepared by the Council aimed at promoting good practice throughout the Council when undertaking consultation. Also it provides a framework for coordinating consultation activities carried out across the Council to reduce consultation fatigue, and to share results of consultation to avoid similar questions being asked again.

Core Strategy: sets out the long-term spatial vision for the local planning authority area, strategic objectives, and strategic policies to deliver that vision. The Core Strategy will have the status of a *Development Plan Document*.

Development Control Policies: Detailed policies with the sole purpose of guiding decisions on planning applications.

Development Plan: in Kingston this consists of the *Spatial Development Strategy for London* (The London Plan), saved *Unitary Development Plan* policies, and *Development Plan Documents* within the *Local Development Framework*.

Annex 4 Glossary

Development Plan Documents (DPDs): spatial planning documents that are subject to independent *examination*, and together with the *London Plan* will form the *development plan* for the local authority area. Development Plan Documents can include *Core Strategy*, *Site Specific Allocations* of land, and *Area Action Plans* (where needed). Other Development Plan Documents including *Development Control Policies* can be produced. They will be shown geographically on an adopted *proposals map*. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the *Local Development Scheme*.

Examination: all *Development Plan Documents* and the *Statement of Community Involvement* are subject to independent examination by the *Planning Inspectorate*. This examination will test the 'soundness' of the document.

General consultation bodies: 'General' consultees are defined in PPS12 as those which fall into the following categories:

- Voluntary bodies, some or all of whose activities benefit any part of the authority's area;
- Bodies which represent the interests of different racial, ethnic or national groups in the authority's area;
- Bodies which represent the interests of different religious groups in the authority's area;
- Bodies which represent the interests of disabled persons in the authority's area; and
- Bodies which represent the interests of persons carrying on business in the authority's area.

Government Office for London (GOL): The Government Office for London acts on behalf of the First Secretary of State on land use planning matters in London.

Inspector's Report: a report issued by the Inspector or Panel who conducted the *examination*, setting out their conclusions on the matters raised and detailing changes to be made to the document. The Inspector's Report is binding on the local planning authority.

Issues and Options: produced during the early production stages of the preparation of *Development Plan Documents* and may be issued for consultation to meet the requirements of Regulation 25.

Local Development Documents (LDDs): the collective term in the Act for *Development Plan Documents* (DPDs), *Supplementary Planning Documents* (SPDs), and the *Statement of Community Involvement* (SCI).

Annex 4 Glossary

Local Development Framework (LDF): The name of the portfolio of *Local Development Documents*. It consists of *Development Plan Documents*, *Supplementary Planning Documents*, a *Statement of Community Involvement*, the *Local Development Scheme* and *Annual Monitoring Reports*. Together these documents provide the framework for delivering spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

Local Development Scheme (LDS): sets out the programme for preparing *Local Development Documents*.

Local Strategic Partnership (LSP): Partnership of service providers and *stakeholders* seeking to co-ordinate activities for the social, economic and environmental well-being of the area, through preparing and implementing *the Community Plan*.

London Plan: the Spatial Development Strategy for London. It provides a strategic framework for the Borough's *Local Development Framework*. It has the status of a *development plan* under the Act. The Kingston *Local Development Framework* is required to conform to the London Plan.

Material Consideration: A matter that should be taken into account in deciding a planning application or on an appeal against a planning decision.

Planning Aid: Organisation that provides a free, independent professional service on town planning matters to groups or individuals who cannot afford to employ a consultant.

Planning Policy Statement (PPS): National planning policy produced by the Government. Previously known as Planning Policy Guidance notes (PPGs) they set out the Government's spatial planning policies for England.

Planning Inspectorate (PINS): Government body whose main work involves processing planning and enforcement appeals and holding inquiries or *examinations* into *development plans*.

Preferred options document: produced as part of the preparation of a *Development Plan Document* and is issued for formal public participation as required by Regulation 26.

Proposals Map: the adopted proposals map shows on a base map all the policies and proposals contained in *Development Plan Documents*, together with any *saved policies*. To be revised as each new *Development Plan Document* is adopted and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted *Development Plan Documents* in the form of a submission proposals map.

Annex 4 Glossary

Regulations: Town and Country Planning (Local Development) (England) Regulations 2004, and the Town and Country Planning (Transitional Arrangements) Regulations 2004.

Representations: Written comments sent to the Council relating to a *Local Development Document* or planning application.

Saved Policies or Plans: Policies in the *Unitary Development Plan* will be automatically 'saved' (i.e. remain effective) for three years from the date it is adopted, unless superseded by a new LDF policy. An extension to the three years can be requested of the Secretary of State.

Site Specific Allocations: allocations of sites for specific or mixed uses or development to be contained in *Development Plan Documents*. Policies will identify any specific requirements for individual proposals.

Soundness: A term used to describe whether a plan "shows good judgement" and "can be trusted". In essence it is about preparing good plans. The *Planning Inspectorate* will test DPDs for 'soundness' at *examination*, for example, are policies founded on good evidence, has *sustainability appraisal* and public participation been carried out, and does it comply with national and regional policies?

Spatial Development Strategy for London: the Spatial Development Strategy for London provides a strategic framework for Borough's *Local Development Framework*. It has the status of *a development plan* under the Act. The Kingston *Local Development Framework* is required to conform to the *London Plan*.

Specific consultation bodies: The list of bodies set out at paragraph E1 of Annex E of Planning Policy Statement 12: *Local Development Frameworks*.

Statement of Community Involvement (SCI): sets out the standards which the Council will achieve for involving the community in the preparation of *Local Development Documents* and development control decisions. The Statement of Community Involvement is not a *Development Plan Document* but is subject to independent *examination*.

Stakeholder: Includes individuals, groups, organisations or companies that would either be affected by or could impact upon the implementation of a project.

Supplementary Planning Documents (SPDs): provide supplementary information for the policies in *Development Plan Documents*. They do not form part of the *development plan* and are not subject to independent *examination*.

Annex 4 Glossary

Sustainability Appraisal (SA): tool for appraising the policies to make sure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all *Local Development Documents*.

Unitary Development Plan (UDP): A borough wide statutory *development plan*, setting out the Council's policies for the development and use of land. This will be replaced by the *Local Development Framework*.

Annex 5 Index of abbreviations

Annex 5 Index of abbreviations

Index of Abbreviations

| | |
|------------|------------------------------------|
| AAP | Area Action Plan |
| AMR | Annual Monitoring Report |
| DPD | Development Plan Document |
| LDF | Local Development Framework |
| LDD | Local Development Document |
| LDS | Local Development Scheme |
| LSP | Local Strategic Partnership |
| PPG | Planning Policy Guidance |
| PPS | Planning Policy Statement |
| SA | Sustainability Appraisal |
| SCI | Statement of Community Involvement |
| SPD | Supplementary Planning Document |
| UDP | Unitary Development Plan |