

## STATEMENT OF COMMUNITY INVOLVEMENT 2019

**Head of Service/Contact:** Ruth Ormella, Head of Planning

**Urgent Decision?(yes/no)**

**If yes, reason urgent decision required:**

**Annexes/Appendices (attached):** Annex 1: Draft SCI  
Annex 2: SCI Comments and Suggested Actions  
Annex 3: Draft Adoption Statement

**Other available papers (not attached):**

### Report summary

During June 2019 the Licensing & Planning Policy Committee approved a draft Statement of Community Involvement (SCI) for the purpose of public consultation.

Consultation on the draft Statement of Community Involvement has now concluded. This report provides the Committee with an overview of the responses submitted to the consultation and the changes proposed.

### Recommendation (s)

- (1) That the Committee agree the proposed amendments to the Statement of Community Involvement
- (2) That subject to the proposed amendments being made, agree that the statement of community involvement 2019 is adopted and published on our website along with the adoption statement.

### 1 Implications for the Council's Key Priorities, Service Plans and Sustainable Community Strategy

- 1.1 The delivery and implementation of the Planning Service and its policy and development management functions contributes towards all of the Council's Key Priorities. The Statement of Community Involvement is a critical part of the Council's commitment to the community.

# Licensing and Planning Policy Committee

## 14 November 2019

### 2 Background

- 2.1 The Council is required<sup>1</sup> to prepare a Statement of Community Involvement (SCI) setting out how local communities, businesses and other interested groups can be involved when we prepare our planning policies and determine planning applications.
- 2.2 The SCI is a statutory document which sets out the ways in which the council will engage with residents, communities, businesses, local organisations and other groups to ensure as many people as possible are able to have a say in planning decisions that affect them. It provides guidance on how the planning system works and sets out how the Council will inform, consult and involve people in planning decisions within the Borough. A copy of the Draft SCI is enclosed under Annex 1.

### 3 Responses to the Consultation

- 3.1 The consultation ran from 28 August to 18<sup>th</sup> October for a period of 7 weeks. An email was sent to over 1,000 consultees on our consultation database, plus local planning agents who have recently submitted two or more applications. Notification was placed on our website (front page and planning pages) and the documents were made available to view at the Town Hall and local libraries. Responses were received from 24 different respondents consisting of:

- 12x Local Residents
- 1x Residents Association Group
- 3x Councillors
- The Environment Agency
- Transport for London
- Historic England
- Highways England
- Natural England
- Phab (Charitable organisation)
- A planning agent
- The RAC Club

---

<sup>1</sup> The requirement comes through the Planning and Compulsory Purchase Act 2004.

# Licensing and Planning Policy Committee

14 November 2019

- 3.2 Following the consultation the responses have been reproduced in Annex 1, together with any suggested amendments. It is suggested that the following amendments are made to the SCI 2019:
- A) Page 8: Paragraph 2.4.2. Remove '*both thematic and site specific*'.
  - B) Page 12: Paragraph 2.7.3. Add '*hard to reach*' before groups.
  - C) Page 12: Paragraph 2.7.3 Add '*For example a spoken word version of a consultation document for the visually impaired can be produced and for public exhibitions we will ensure that the consultation premises are fully accessible*'.
  - D) Page 13: Paragraph 2.8.3. Add '*For example for young people it may be preferred to take the consultation to meeting places such as the sixth form or college.*'
  - E) Page 15: Remove three duplicate paragraphs 3.3.1 3.3.2 3.3.3
  - F) Appendix 1: Add after 'Older persons groups' a bracket (For example age concern and local care homes)
- 3.3 Many of the responses from residents to this consultation are unrelated to the SCI document and are either in relation to specific sites in the Borough or to the Draft Epsom and Ewell Masterplan that was discussed at Licencing Planning Policy Committee of the 23<sup>rd</sup> September 2019. These comments have been noted but as they did not directly relate to the document, they have not resulted in proposed amendments.

## 4 Financial and Manpower Implications

- 4.1 The preparation and production of the draft Statement of Community Involvement and the subsequent public consultation has been undertaken using existing internal resources. This has had minor resource implications that have been contained and managed within the Planning Policy Team.
- 4.2 **Chief Finance Officer's comments:** None arising from the contents of this report.

## 5 Legal Implications (including implications for matters relating to equality)

- 5.1 Section 18 of the Planning and Compulsory Purchase Act 2004 requires every local planning authority to have a Statement of Community Involvement. This must cover the preparation of planning policy documents, and the exercise of functions of the control of development including planning applications and development orders.
- 5.2 **Monitoring Officer's comments:** None arising from the contents of this report.

# Licensing and Planning Policy Committee

## 14 November 2019

### **6 Sustainability Policy and Community Safety Implications**

6.1 None for the purpose of this report.

### **7 Partnerships**

7.1 None for the purpose of this report.

### **8 Risk Assessment**

8.1 Having an up to date Statement of Community Involvement is a requirement for the Planning Service and ensures engagement is being undertaken in accordance with legislative requirements and good practice.

### **9 Conclusion and Recommendations**

9.1 The Statement of Community Involvement Consultation has resulted in six recommended amendments to the text of the document.

9.2 The Committee are asked to consider the responses (set out in full in Appendix 1) and suggested amendments to the document set out above.

9.3 Subject to agreement of the proposed amendments, the Committee are asked to agree that the Statement of Community Involvement 2019 is adopted and published on our website along with the Adoption Statement.

**Ward(s) affected:** (All Wards);