

**RECOMMENDATION TO FULL COUNCIL TO ADOPT THE DOCUMENT, YOUR INVOLVEMENT IN PLANNING**

<u>Report of the:</u>	Head of Place Development
<u>Contact:</u>	Carol Humphrey
Urgent Decision?(yes/no)	No
If yes, reason urgent decision required:	N/A
<u>Annexes/Appendices</u> (attached):	Annexe 1: Your involvement in Planning Annexe 2: Consultation responses Annexe 3: Equalities Impact Assessment
<u>Other available papers</u> (not attached):	Planning and Compulsory Purchase Act 2004 Localism Act 2011 Statement of Community Involvement 2006

**REPORT SUMMARY**

**This report invites the Committee to agree and recommend that Full Council adopt the document, Your involvement in Planning, which is appended to this report.**

**RECOMMENDATION**

- (1) **The Committee is asked to agree the revised document, Your involvement in Planning and recommend that Full Council adopt it at their next available meeting.**

*Notes*

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

- 1.1 We have revised the adopted Statement of Community Involvement (SCI) as part of maintaining an up to date suite of planning documents in relation to the operation of the service.

## **2 Background**

- 2.1 Our document, Your involvement in Planning sets out how we will engage with our local community and organisations with regard to planning policy and development management. We originally adopted a statement of community involvement in 2006 and as legislative requirements have changed it has become progressively out of date. This new document sets out how and when we will carry out consultations and involve the community in both the preparation of planning policy documents and decisions on planning applications.
- 2.2 Members will recall that they considered and approved a draft document for public consultation at their committee on 6 September 2016 (Minute 14 refers). The consultation commenced on 16 September 2016 and closed on Friday 28 October 2016.
- 2.3 We received six responses to our consultation and these are set out in annexe 2 along with an officer comment in each case.
- 2.4 Generally, the draft document was well received and supported. There were some detailed comments made. We have therefore made some minor amendments to the document which will be available on our website once it has been adopted by Full Council.

## **3 Proposals**

- 3.1 In April this year the Audit, Crime and Disorder and Scrutiny Committee met to consider a report from the planning administrative processes task group. The committee accepted a number of recommendations to review planning processes and documents. (Minute 46 refers)
- 3.2 The revised document, Your involvement in Planning is attached at annexe 1 and has been updated in line with the task group's recommendation 7. The changes to the current 2006 SCI are minor and mainly focus on signposting our website for planning information, providing greater clarity for the reader as well as updating factual information and setting out a glossary of planning terms.
- 3.3 Your involvement in Planning also addresses the task group's recommendation 8 in relation to the publicity for telecommunication applications. The document states that we will publicise these types of applications by way of press and site notice and notify neighbours by letter. We have steered away from setting a radius from the application site for neighbour notification letters, as each application is unique and may require a different and bespoke approach.
- 3.4 Once this committee has agreed the document it will be reported to Full Council for formal adoption.

#### **4 Financial and Manpower Implications**

- 4.1 No direct financial or manpower implications included in this report.
- 4.2 **Chief Finance Officer's comments:** No direct implications, any costs involved have been met from within existing budgets.

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

- 5.1 Section 18 of the Planning and Compulsory Purchase Act 2004 imposes a legal obligation on the Council to produce a Statement of Community Involvement. The document "Your involvement in Planning" has been produced by the Council in fulfilment of that obligation. The document seeks to promote the objective of equality in that it identifies those groups within society who are considered to be under-represented within the planning process and undertakes to engage with them
- 5.2 **Monitoring Officer's comments:** None for the purposes of this report.

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

- 6.1 None for the purposes of this report.

#### **7 Partnerships**

- 7.1 None for the purposes of this report.

#### **8 Risk Assessment**

- 8.1 None for the purposes of this report.

#### **9 Equalities Impact Assessment**

- 9.1 As this is a change to our current policy on community involvement in planning, we have compiled an Equalities Impact Assessment. This is attached at annexe 3. In agreeing to recommend to Full Council the adoption of the main document, committee is also agreeing to the content of this assessment.

#### **10 Conclusion and Recommendations**

- 10.1 The Committee is asked to approve the document, Your involvement in Planning and recommend that Full Council adopt it.

**WARD(S) AFFECTED: (All Wards);**