Elmbridge Local Plan

Statement of Community Involvement (SCI)

Consultation Statement

Website: www.elmbridge.gov.uk
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1. **Introduction**

1.1 The Statement of Community Involvement (SCI) forms part of the Elmbridge Local Plan. It explains to the community how they can get involved in the plan making process and planning decisions.

1.2 In February 2013, the Council adopted its latest SCI, which replaced the initial document published in 2006. The 2013 SCI not only updated the consultation process on Local Plans following changes in legislation, but it was also made more streamlined, clearer and easier to understand in response to suggestions by residents and Councillors.

1.3 A review of the SCI was carried out in November 2014. It is important that the document is monitored regularly to ensure that it remains in accordance with both legislation and best practice. The review highlighted that the detail on the publicity requirements for all planning applications could be improved.

1.4 The proposed amendments included the insertion of 'Publicity on Planning Applications' table within the chapter on Planning Applications. This table sets out the statutory requirements for publicity on different types of planning applications. It also explains what the Council will do in addition or in response to statutory requirements.

1.5 It is important to note that the information provided in the table does not introduce any new procedures or change any existing ways of notifying the public of the submission of planning applications. The purpose of the table is to formalise these existing procedures to aid transparency.

1.6 The review of the SCI also highlighted some additional minor changes required to reflect the Council’s latest position with regard to plan making and to amend any minor spelling and grammatical errors.

1.7 As the SCI is a statutory document that the Council is required to publish, the Council must consult on this document should there be any significant changes to its content. Whilst the proposed amendments do not indicate a change in policy, it is deemed important to inform stakeholders of these minor changes and ask for any feedback.

1.8 This statement is therefore a record of that consultation and sets out:

- who was involved in the consultation
- how people were involved
- the main issues that were raised
- the Council's response to representations
2. **Amendments to the SCI Consultation**

**Who was consulted and how**

**The Review**

2.1 Before conducting a public consultation on the SCI amendments, preparatory consultation took place internally within the Planning Services Department.

2.2 The Head of Planning Services, Planning Policy Manager, Development Management Manager and Heritage and Landscape Manager were informed of the review via discussions and e-mail correspondence. They provided input into the review and suggested relevant changes/improvements to the document.

2.3 This communication has ensured that all the different professions have been able to provide their views and expertise in the updating of the SCI.

2.4 Ward Councillors have been kept informed of the amendments through Planning Committee and reports to the Local Plan Working Group.

**The Consultation**

2.5 The public consultation ran from 9am on Monday 16 March until 4pm on Monday 27 April 2015.

2.6 Letters and e-mails were sent to specific and general consultees and everyone registered on the planning database informing them of the consultation. See Appendix 1 for a copy of the letter and e-mail. It notified consultees that the 2013 SCI was subject to a number of amendments and asked whether they had any comments in relation to these. The consultation link provided people with an explanation of the amendments and allowed them to view a track changed document as well as the original 2013 document.

2.7 The Council also gave a statutory notice by public advert in the local newspapers and for one week on the Borough noticeboards (See Appendix 2 for newspaper advert). All information was made available on the Council’s website including the Council’s homepage as well as planning news. Copies of the document were also made available in all local libraries. Twitter was also used to tweet about the start of the consultation.
Key issues raised and how they were addressed in the amended SCI

Local Development Framework Working Group

2.8 The tracked changed document, table and amendments were presented to the Local Plan Working Group on 21 January 2015. A grammatical change to paragraph 1.2 within the ‘Introduction’ was identified and this has now been corrected. Members supported the proposed amendments and agreed that the ‘Publicity of Planning Applications’ table should be inserted into the main body of the document rather than being inserted in the appendices. They also recommended it to be presented to Planning Committee prior to a six week consultation.

Planning Committee

2.9 The SCI amendments were presented to Members at meeting held on the 10 March 2015. The Committee supported the proposed amendments and it was resolved that the revised SCI be published for public consultation for six weeks from 16 March to 27 April 2015 inclusive.

The Consultation Responses

2.10 Eight responses were received from residents and organisations. The results of these are set out in the table 1.

2.11 The three respondents that filled out the questionnaire/response form (Appendix 3) agreed with all the proposed amendments. Three organisations had no comments to make on the consultation and two respondents had comments.

2.12 The Environment Agency requested to be added to the consultee list for contaminated land in line with Development Management Procedure Order 2015 for Groundwater Protection and Pollution from Land Contamination. This has been added to Appendix 2 of the SCI document.

2.13 Surrey County Council (SCC) felt that it would be helpful if the SCI explained Grade II Listed Buildings was the remit of Elmbridge Borough Council Conservation Officers. They also stated that English Heritage no longer provides consultation advice on Grade II Historic Registered Parks and/or Gardens and only advise on Grade I and II* sites. SCC also advised that the document should reflect consultation advice provided by Historic England from 1st April 2015.
Table 1: Schedule of Representations received following the Proposed Amendments to the 2013 Statement of Community Involvement consultation

<table>
<thead>
<tr>
<th>Respondent Name</th>
<th>Organisation/Resident Representation</th>
<th>Do you agree with the proposed amendments to the SCI?</th>
<th>Comments/Notes</th>
<th>Council’s Response</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tony Howe</td>
<td>Surrey County Council</td>
<td>No Comment.</td>
<td>No consultation practice noted regarding Grade II Listed Buildings. Helpful if document explained Grade II Listed Buildings remit of Elmbridge Borough Council Conservation Officers. English Heritage no longer provides consultation advice on Grade II Historic Registered Parks and/or Gardens. Appendix 2 should reflect English Heritage only advise on Grade I and II* sites. English Heritage becomes two organisations on 1st April 2015. Document should reflect consultation advice will be provided by Historic England from 1st April 2015.</td>
<td>The table explains the organisations/people Planning Services notify in relation to certain types of planning application. The conservation team are within the Planning services and so it is not deemed appropriate to do this. This has been changed to explain that this only relates to Grade I and II* Historic Park and Gardens. The name has been changed and the consultation advice is reflected in the SCI.</td>
</tr>
<tr>
<td>Angela Gemmill</td>
<td>Marine Management Organisation</td>
<td>No Comment.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Anneli Harrison</td>
<td>Office of Rail &amp; Road</td>
<td>No Comment.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>David Hammond</td>
<td>Natural England</td>
<td>No Comment.</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Kylie Newman</td>
<td>Environment Agency</td>
<td>No Comment.</td>
<td>Supports inclusion as specific body for consultation (Paragraph 5.13). Wish to be added to the consultee list for contaminated land contained, within Appendix 2, in line with Development Management Procedure Order 2015 for Groundwater Protection and Pollution from Land Contamination.</td>
<td>Noted. This has been added in Contaminated Land at Appendix 2.</td>
</tr>
<tr>
<td>Geoffrey L. Banks</td>
<td>Resident</td>
<td>Yes, agree with all.</td>
<td>-</td>
<td>Noted</td>
</tr>
<tr>
<td>Yvette Ralston</td>
<td>Richmond Borough Council</td>
<td>Yes, agree with all.</td>
<td>-</td>
<td>Noted</td>
</tr>
<tr>
<td>Michael McKee</td>
<td>Residents</td>
<td>Yes, agree with all.</td>
<td>-</td>
<td>Noted</td>
</tr>
</tbody>
</table>
How these comments have been incorporated into the SCI 2015

2.14 In response to SCC comments, clarification has been improved in terms of Grade I and II* Historic Parks and Gardens in Appendix 2. English Heritage has been changed to Historic England throughout the document. The appendix will not include reference to Elmbridge Conservation officers as the table is intended to show who Planning Services notify and this includes conservation officers.

2.15 Environment Agency has been added to the Contaminated Land section of Appendix 2.

2.16 It was also deemed important to update Section 5 of the SCI as this contained out of date information. The 2011 census statistics and 2015 Labour Market Profile Statistics have been used to update this information. A reference has also been added to the page.

2.17 In addition to this, a brief explanation into the amendments consultation and adoption date is added to Section 1.

2.18 There have been a number of very small corrections as part of a final proof read. This involved capitalisation, web link checks and grammatical corrections. Any references to development plan documents have been changed to Local Plans which is in accordance with regulations.
Appendix 1: Consultation Letter and E-mail

Dear Mr Glover

Consultation on Statement of Community Involvement Proposed Amendments

The Statement of Community Involvement (SCI) is a document that explains to the public how the local authority will involve the community in local plan preparation and development management decisions. This document requires regular review to ensure it is up to date.

After carrying out a recent review, it is considered that greater detail should be provided to help the public understand the statutory requirements for publicity on planning applications. A table setting out these requirements has been included and the document has also been updated and corrected in various other areas.

If you would like to comment on the SCI amendments, the consultation will run from 16 March until 27 April 2016. You can read the document on line at http://consult.elmbridge.gov.uk or alternatively hard copies are available at:

- The Reception, Elmbridge Borough Council, Civic Centre, High Street, Esher, KT10 9SD between 9.45am and 5.00pm (Monday to Friday); and
- All libraries in the Borough – see the Surrey County Council website (www.surreycc.gov.uk) or call 3300 200 1001 for locations and opening times.

All comments must be received by 4pm on Monday 27 April 2015 and can be submitted either:

- through the Council’s website at http://consult.elmbridge.gov.uk
- by email to planningpolicy@elmbridge.gov.uk
- by post to Planning Policy, Planning Services, Elmbridge Borough Council, Civic Centre, High Street, Esher, KT10 9SD.

Following this consultation, all comments on the SCI amendments will be considered and where appropriate taken into account, it will then be considered by the Council for approval in June 2015.
Elmbridge Borough Council Consultations
Amendments to the 2013 Statement of Community Involvement

You’ve been invited to participate in the Amendments to the 2013 Statement of Community Involvement consultation by the consultation manager, Elmbridge Borough Council (Zoe Belton).

This consultation is open from 16 Mar 2015 at 09:00 to 27 Apr 2015 at 16:00.

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Following this consultation, all comments on the SCI amendments will be considered and where appropriate taken into account. It will then be considered by the Council for approval in June 2015.

If you have any further queries please contact our planning policy team on 01372 474815.

Karen Fossett
Head of Planning Services

- Participate in this consultation
Appendix 2: Newspaper Article

The SCI is a document that explains how the Council will involve the community in local plan preparation and development management decisions.

The Council is proposing some changes to this document.

More information about the consultation can be found at http://consult.elbridge.gov.uk.

Alternatively, you can view the changes at the Civic Centre, between 8:45am and 8pm (Monday to Friday), or in all Elbridge libraries.

We want to hear from you!

All comments must be received by 4pm on Monday 27 April 2015. You can submit your comments in a number of ways:

- Online: http://consult.elbridge.gov.uk
- Email: planningpolicy@elbridge.gov.uk
- In writing: The Planning Policy Team, Planning Services, Elmbridge Borough Council, Civic Centre, High Street, Esher, Surrey, KT10 9SD

For further information please call 01372 474815 or email planningpolicy@elbridge.gov.uk
Appendix 3: The Response Form

Response Form
SCI
Proposed Amendments

Contact Details
Name:
Address:
Email:

Do you agree with the proposed amendments to the SCI?

- Yes, agree with all
- Yes, partially agree
- No, do not agree

Please provide any additional comments below and/or page overleaf:

Please scan and return this form to:
planningpolicy@elmbridge.gov.uk

Or post to:
Planning Policy Team, Planning Services, Elmbridge Borough Council
Civic Centre, High Street, Esher, Surrey, KT10 9SS

Produced by Planning Services, March 2015