

DRAFT REVISED STATEMENT OF COMMUNITY INVOLVEMENT 2021

Cabinet Member(s)	Councillor Eddie Lavery
Cabinet Portfolio(s)	Housing, Environment and Regeneration
Officer Contact(s)	Julia Johnson, Planning Policy
Papers with report	Appendix A – Draft Revised Statement of Community Involvement 2021

HEADLINES

Summary	<p>This report seeks approvals to consult on a draft revised Statement of Community Involvement. The Statement of Community Involvement (SCI) is a statutory document that sets out how the Council intends to involve all sections of the community in the planning process and engage with local communities, businesses and other interested parties when developing and reviewing planning documents and determining planning applications. It will replace the Council's current Statement of Community Involvement which was adopted in 2006.</p> <p>The SCI establishes formal arrangements and standards to enable the community to know how and when they will be involved in the preparation, alterations and review of Hillingdon's Development Plan and other policy documents, and how they will be consulted on planning applications.</p>
Putting our Residents First	<p>This report supports the following Council objectives of: <i>Our People; Our Built Environment</i> by supporting and encouraging community involvement in the planning process to achieve better planning outcomes for Hillingdon's residents.</p>
Financial Cost	<p>There are no direct financial implications associated with the recommendations to this report.</p>
Relevant Select Committee	Housing, Environment & Regeneration
Relevant Ward(s)	All.

RECOMMENDATIONS

That the Cabinet:

1. **Approve the draft revised Statement of Community Involvement 2021 for consultation, attached as Appendix 1.**
2. **Grant delegated authority to the Deputy Director for Planning and Regeneration to agree minor editorial changes or updates, in consultation with the Cabinet Member for Environment, Housing and Regeneration prior to publication.**
3. **Note that following consultation a further report will be brought to Cabinet to consider the adoption of the revised Statement of Community Involvement.**

Reasons for recommendation

To ensure that the Council meets its statutory requirement to have in place an up-to-date Statement of Community Involvement.

Alternative options considered / risk management

The Council could continue to rely on the existing Statement of Community Involvement (SCI) adopted in 2006. However, this document is out of date as it does not reflect changes to legislation and planning policy and planning practice guidance since 2006. The existing SCI also does not take account of the latest consultation practices. This course of action is not recommended as this would not lead to the most effective involvement of the community in the planning process. The Council is required by legislation to review the SCI every five years and so the review and adoption of a new SCI is a statutory requirement.

It should also be noted that whilst the Council has a statutory duty to prepare and keep up-to-date an SCI, there is no requirement to consult on draft SCI documents prior to adoption. However, given the length of time since the Council adopted its last SCI and the scale of the updates it is considered good practice that the opportunity is taken to consult the local community before the final document is adopted.

Select Committee comments

None at this stage.

SUPPORTING INFORMATION

Background

1. The Council is required to produce a Statement of Community Involvement (SCI) in accordance with section 18 of the Planning and Compulsory Purchase Act 2004 (as amended) and the Town and Country Planning (Local Planning) (England) Regulations 2012. The purpose of the SCI is to set out how the Council intends to involve all sections of the community in the planning process and engage with local communities, businesses and other interested parties when developing and reviewing planning documents and determining planning applications.
2. The SCI establishes formal arrangements and standards to enable the community to know how and when they will be involved in the preparation, alterations and review of Hillingdon's development plan and other policy documents, how they will be consulted on planning applications, any other ways the community can get involved in the planning process.
3. Section 10A of the Town and Country Planning (Local Planning) Regulations 2017 require an SCI to be reviewed every five years starting from the date of adoption of the SCI. The current SCI was adopted in November 2006 and is therefore in need of review and updating.
4. The Council is also about to begin a review of its Local Plan and it is therefore necessary to have an up-to-date SCI which will let the community know how they can get involved in the planning process.
5. In May 2020 and again in December 2020 the Government published amendments to the Town and Country Planning Regulations, recommending local authorities to review and update their SCIs to incorporate temporary changes that would help prevent the spread of Covid-19 but also allow the process of plan-making and development management to continue effectively. While it is possible that social distancing measures will be removed in June 2021, it has also been thought necessary to update the SCI to include provisions to account for any similar situations in the future so that the Council can easily adapt and continue running an efficient planning system with community involvement.
6. Taking all of these factors into account, a revised draft SCI has been prepared. This is attached as Appendix A. The revised draft SCI is split into seven sections. A summary of each is provided below.

Section 1 – Introduction

This section identifies the purpose of the SCI and the legislative background. It also identifies temporary measures which have been introduced in response to the Covid-19 pandemic and provides links to further resources for the community to aid them in the planning process.

Section 2 - Plan-making

This section describes what plan-making is, identifies the different consultation methods that the Council will utilise to engage the community and other stakeholders, identifies who the Council will involve in the plan-making process, and what temporary consultation

measures might be put in place in the event of a future pandemic. This section also details the process of creating a Local Plan and the opportunities for engagement at different stages of the process. It also details the process of creating supplementary planning documents (SPDs) and the opportunities for engagement at different stages of this process.

Section 3 – Neighbourhood Planning

This section details the neighbourhood planning process and provides advice to members of the community seeking to produce a neighbourhood plan or Neighbourhood Development Order. It identifies the consultation requirements that must be met by a neighbourhood forum when producing a neighbourhood plan and it also identifies the role of the Council and the support it will provide. Links to further information on neighbourhood planning are also provided.

Section 4 – Community Infrastructure Levy

This section explains what the Community Infrastructure Levy (CIL) is and details the process of producing a CIL Charging Schedule. It also identifies opportunities for engagement with the community at the various stages of producing a CIL Charging Schedule.

Section 5 – Other policy guidance

This section identifies the requirements for consulting on other planning related documents such as Article 4 Directions and Conservation Area Appraisals and Management Plans.

Section 6 – Development Management

This section details the planning application process and the opportunities for involvement of the community at different stages of the process from pre-application stage through to the decision-making stage. It also identifies who the Council will consult and advises applications on consultation they can undertake at the pre-application stage. It also briefly details how the community can get involved in the planning enforcement process.

Section 7 – Monitoring and Review

This section seeks to briefly explain how the Council will ensure the SCI remains fit-for-purpose and commit to reviewing the SCI at least every five years as required by Section 10A of the Town and Country Planning (Local Planning) Regulations 2017.

Consultation Proposal

7. A four-week consultation period is proposed. Consultation will primarily be undertaken via the Council's website and by contacting all those who have registered on the Council's Local Plan consultation database. The draft revised SCI will also be present at the Resident's Association Forum meeting in September.
8. Subject to Cabinet approval, it is proposed to undertake public consultation for a four-week period in June and July 2021. Following consultation, any comments received will be considered in producing the final version of the SCI. A further report will then be brought to Cabinet detailing the main issues raised and how these have been addressed and seek adoption of the revised SCI.

Financial Implications

9. There are no direct financial implications associated with the recommendations to this report. The consultation process and revision of the Hillingdon Statement of Community Involvement will be undertaken by existing staff within the Planning Policy Team.

RESIDENT BENEFIT & CONSULTATION

The benefit or impact upon Hillingdon residents, service users and communities?

10. The updated SCI (Appendix A) will be beneficial for residents and the community as it will identify how they can be more involved in the planning process and shape development in their area. The SCI is designed to provide the community with the information they need to get more involved in the planning process if they wish to do so.
11. It has not been considered necessary to complete an Equalities and Human Rights Impact Assessment as there are considered to be no equalities or human rights implications associated with undertaking the consultation.

Consultation carried out or required

12. Consultation proposals are detailed in the main body of the report.

CORPORATE CONSIDERATIONS

Corporate Finance

Corporate Finance has reviewed the report and concur with the financial implications set out above, that there are no direct financial implications associated with the recommendations in this report.

Legal

The Borough Solicitor confirms that the legal implications are included in the body of the report.

BACKGROUND PAPERS

NIL