

Tandridge District Council

**Statement of Community Involvement
December 2024**

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1 Introduction

- 1.1 The Statement of Community Involvement ('SCI') explains how Tandridge District Council will engage with local communities and stakeholders in the planning process. This includes the development of planning documents, such as its Development Plan and guidance documents, and the deciding of planning applications. Effective engagement is important for shaping our communities and neighbourhoods.
- 1.2 The requirement to prepare a SCI arises from Section 18 of the Planning and Compulsory Purchase Act 2004¹ (the 'Act'). The Act establishes the approach and standards of engagement the Council needs to make with communities about planning matters or proposals.
- 1.3 The previous SCI, published in 2020, reflected the temporary changes to national advice and guidelines due to the COVID-19 pandemic. These are no longer applicable and will not be reflected in this updated SCI.
- 1.4 The Council has recently begun work on a new Local Plan. Under regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)² local planning authorities must review Local Plans and SCIs at least once every 5 years from their adoption date to ensure that they remain relevant and effectively address the needs of the local community.
- 1.5 The Levelling Up and Regeneration Act ('LURA') 2023³ sets out a revised plan-making process and introduces new requirements. The LURA proposes to replace the requirement for planning authorities to produce SCIs. However, the new rules have not been finalised yet, so producing an SCI is still required.
- 1.6 During Summer 2024, the new Government launched a consultation on amendments to the National Planning Policy Framework ('NPPF') and wider changes to the planning system. An updated NPPF is expected to be published by the end of 2024, with other changes implemented through a forthcoming Planning and Infrastructure Bill.
- 1.7 The implementation of LURA and the consultation proposals could significantly impact upon how local planning authorities prepare and implement their Local Plans

¹ <https://www.legislation.gov.uk/ukpga/2004/5>

² <https://www.legislation.gov.uk/uksi/2017/1244/regulation/4/made>

³ <https://www.legislation.gov.uk/ukpga/2023/55>

1.8 Alongside the LURA, regulations will set out timetables for Local Plan preparation and periods of community engagement. The SCI will be reviewed in due course to consider the new regulations and policy changes.

1.1 Principles for involving communities

1.9 Effective community engagement is crucial in the planning process. The NPPF (December 2023) sets out the government's planning policies for England and how these are expected to be applied.

1.10 The NPPF Paragraph 16(c), identifies that plans should *'be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees.'*

1.11 The NPPF paragraph 40 also emphasises the importance and benefits of early engagement in decision making *'encourage any applicants who are not already required to do so by law to engage with the local community and, where relevant, with statutory and non-statutory consultees, before submitting their applications.'*

1.12 We are committed to involving communities and other stakeholders in the planning process, at the right times. To do this, we will follow these core principles:

- **Engage.** We will involve stakeholders in a timely and appropriate way, ensuring they are invited to participate in the development of planning policies, as well the development management process.
- **Use a variety of methods.** We will use different ways to inform and engage communities, recognising people have different needs and interests.
- **Explore new and innovative ways to engage.** We will look for creative ways to reach a wider range of people, especially through digital channels.
- **Avoid jargon.** We will communicate clearly and simply.
- **Ensure public involvement.** We will make sure public involvement is appropriate to the size and nature of the planning issue being considered, in line with the resources available. We are committed to ensuring all groups are engaged, including 'seldom heard'⁴ groups (see Section 6).
- **Respect all participants.** We will treat everyone with respect ensuring their safety and wellbeing by following safeguarding frameworks, confidentiality and data protection laws.
- **Regularly review.** We will check if our engagement methods are effective and make changes if needed.

⁴ Members of the community typically under-represented within the planning process

- **Acceptable representations.** We will ensure that representations considered in the planning process align with the Council's equality and diversity policy and the Equality Act 2010⁵. Anonymous representations will not be accepted. Representations received during statutory consultations will be published. However, in cases where comments are made public, sensitive information will be redacted before they are published, such as personal addresses, phone numbers, email addresses, and dates of birth.

⁵ Responses considered offensive and/or in breach of the Equality Act 2010 will be disregarded. If representations received are potentially libelous, defamatory, or contain abusive, obscene or racist language or information that should not be distributed, we reserve the right to remove those parts before publishing, with or without the consent of the author. We will keep an unaltered copy of the comment on file and available for inspection, but not published. Those commenting on planning applications should ensure they are satisfied the content of their letters would not open them to legal challenge

2 Engagement – Plan-making

- 2.1 As the Local Planning Authority (LPA), we have a duty to produce a framework of strategic and non-strategic planning policies called the Development Plan. This plan guides development proposals and the determination of planning applications.
- 2.2 We have prepared a Local Development Scheme ('LDS') (June 2024)⁶ which sets out the timescales for the production of new planning policy documents which will form the Development Plan (refer to Section 2.1.6). The LDS includes the statutory stages of consultation that must happen to enable the public and stakeholders to have their say on and inform what is being proposed.

2.1 Plan-making

- 2.3 This section of the SCI gives an overview of the documents we prepare and the regulations guiding the preparation of these documents. This section outlines how we will meet consultation requirements, including:
- Who we will consult in the plan-making process.
 - How we will consult them.
 - When this consultation will take place.

This section also describes what happens after consultation has closed.

2.1.1 Development Plan documents (DPDs)

- 2.4 These documents contain key policies which guide future development in the District and are used in the determination of planning applications.
- 2.5 The Council has adopted the following Development Plan Documents (DPDs):
- Tandridge District Core Strategy 2008.
 - Tandridge Local Plan Part 2: Detailed Policies 2014-2029.
 - Surrey Waste and Minerals Plans.

Links to each of these documents can be found on [the Council's website](#)⁷.

- 2.6 In April 2024, the Council agreed to start working on a new Local Plan.

6

<https://www.tandridge.gov.uk/Portals/0/Documents/Planning%20and%20building/Planning%20strategies%20and%20policies/Emerging%20policies/Local-Development-Scheme.pdf?ver=ZJ-FzCTCrAfT29pz22nuUw%3D%3D>

⁷ <https://www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies/Adopted-development-plan>

2.1.2 Local Plan

2.7 A Local Plan is a plan for the future development of the local authority area, drawn up by the Local Planning Authority in consultation with the community. The Local Plan contains policies relating to the amount of development that should take place, the number of jobs and homes that need to be created, where development should take place, and how it should be designed. The Local Plan also identifies the infrastructure that needs to accompany development, setting policy requirements of developers.

2.1.3 Preparation Stages for DPDs

2.8 The legislative stages of preparing DPDs (including Local Plans) are set out in Part 6 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)⁸ and comprise several statutory stages, including formal consultation. We might also hold additional consultations if needed.

2.9 Typically, the standard consultation period for a DPD is six weeks, but it can be extended if necessary.

2.10 The Development Plan stages and specific statutory duties for consultation are set out below. Details of how and who we will consult in the plan-making process are provided at Sections 2.2 and 2.3 respectively.

Evidence gathering

2.11 At this stage the Council gathers information on social, environmental and economic factors which the plan will need to address. National policy will also inform this stage in terms of what evidence and technical information is needed to underpin and inform the content of a Development Plan.

Preparation (Regulation 18): formal public consultation

2.12 The preparation stage of consultation (Regulation 18) is the first stage of formal consultation required by legislation. It is also usually the most extensive stage of consultation and seeks views from the public, statutory bodies and other interested parties, for a minimum of six weeks, on what the plan should contain. There is no government guidance on what a preparation stage (Regulation 18) consultation document must include or what form it should take. As such, it could form an early draft of the issues and options and proposed site allocations to be considered, or it may be a full draft of the plan being prepared.

⁸ <https://www.legislation.gov.uk/ukxi/2012/767/made>

Publication/ pre-submission (Regulation 19 and 20): formal consultation

- 2.13 The publication stage plan (also known as pre-submission) sets out the content, strategy and policies which we feel the Planning Inspectorate should examine. The consultation on the Regulation 19 publication stage is less broad than the previous formal stage and seeks comments only on the 'soundness' of the plan and its 'legal compliance'. We will review the comments before submitting to the Planning Inspectorate to ensure there is no need to return to an earlier stage of plan-making.

Submission: Regulation 22 and 23

- 2.14 At this stage, we will submit the plan and all associated documents, to the Planning Inspector for examination. An Independent Inspector is then appointed, on behalf of the Secretary of State, to examine the soundness of the plan. All comments received during the consultation on the Regulation 19 publication stage will be collated and provided to the Planning Inspector for their consideration.

Examination: Regulation 24

- 2.15 The Planning Inspectorate will notify us of the date for the Examination in Public (EIP), to examine the plan's soundness and legal compliance. The Plan is examined by the Inspector to ensure it is 'sound' as per the NPPF (Paragraph 35) and the appropriate legal and procedural requirements have been met. Public hearing sessions will be carried out, led by the Planning Inspector, and it is for the appointed Inspector to determine who is invited to take part and/or appear in the examination process. During the examination process, Inspector-led consultations may take place and the Inspector will advise who they wish to consult with, timescales, and what information we should publish on our website. All responses to Inspector-led consultations will be sent directly to the Inspector, via a Programme Officer.
- 2.16 Any person who has made a representation during consultation on the Regulation 19 publication stage will be notified of the date, time, place and name of the Inspector at least six weeks before the start of the hearing via email.

Possible main modifications (Regulation 19): formal consultation

- 2.17 Following examination, further consultation on the plan may be necessary to address any main modifications which have arisen through the examination process. If this happens, consultation will accord with Regulation 19 as set out above. The one difference is the main modifications consultation will only seek views on the proposed main modifications to the plan which have been identified as required to make the plan sound during the examination process. They will be set out in an accompanying schedule and will not have previously been consulted upon. All comments will be considered by the Planning

Inspector. As part of the examination process, the Inspector reserves the right to recommend alterations to the plan, as submitted, which may be necessary to secure its soundness and legal compliance.

Adoption: Regulation 26

- 2.18 When the appointed Planning Inspector has issued a decision, if the plan is sound, we must decide whether to adopt the plan. No formal consultation is required at this stage and the decision to adopt must be made by both the Planning Policy Committee and full Council.

2.1.4 Sustainability Appraisal and Strategic Environmental Assessment

- 2.19 Section 19(5) of the Planning and Compulsory Purchase Act 2004⁹ states that a local planning authority must carry out an appraisal of the sustainability of the proposals in each DPD, during its preparation; and prepare a report of the findings of the appraisal. DPDs must be subject to a Sustainability Appraisal ('SA') and in most cases a Strategic Environmental Assessment ('SEA'). SAs that incorporate SEA would meet the requirements of the Environmental Assessment of Plans and Programmes Regulations 2004¹⁰.
- 2.20 The SA/SEA process is an integral part of plan preparation. A SA/SEA report is made available as part of the documentation that supports each stage of consultation, alongside the corresponding DPD. In addition, a scoping stage is carried out ahead of the preparation of the DPD focussing on three consultation bodies (the Environment Agency, Natural England and Historic England). Although a report on the scoping stage is not a legal requirement, it helps make sure the SA/SEA is proportionate and relevant.
- 2.21 For Neighbourhood Plans (see Section 3), a SA is not always needed. Screening is required on the Neighbourhood Plan to decide whether a SEA is necessary.

2.1.5 Habitats Regulations Assessment

- 2.22 A Habitat Regulations Assessment (HRA) is required under the Conservation of Habitats and Species Regulations 2017¹¹ (as amended). This assessment is an essential part of preparing a DPD and its purpose is to determine whether the DPD will have likely significant effects on, and adverse effects on the integrity of, any sites designated as Special Protection Areas (SPAs), Special Areas of Conservation (SACs), or Ramsar sites.

⁹<https://www.legislation.gov.uk/ukpga/2004/5/section/19>

¹⁰<https://www.legislation.gov.uk/uksi/2004/1633/contents/made>

¹¹<https://www.legislation.gov.uk/uksi/2017/1012/contents>

2.23 Where impacts of site allocations and / or policies are likely to have significant effects, it is necessary to carry out 'appropriate assessment', which considers the impact of proposals on the baseline environment; and identifies measures to avoid and mitigate those impacts. Some plans may not have significant impacts and the need for assessment can be screened out by the Local Planning Authority. This is likely to be the case for a Neighbourhood Plan where no site allocations are proposed.

2.24 A HRA report, including details of appropriate assessment, will be consulted on alongside the corresponding DPD consultation.

2.1.6 Supplementary Planning Documents (SPDs)

2.25 SPDs provide detailed guidance or advice on policies within the Local Plan. They are not part of the Development Plan, unlike a DPD, and do not introduce new policies. However, they are a material consideration in decision-making.

2.26 The way we involve the community in the production of an SPD depends on what the document is about. SPDs can:

- Be site specific.
- Provide guidance on matters of design.
- Cover a specific theme such as shop fronts, climate change or trees and landscaping.

2.27 The statutory requirements for preparing SPDs are set out in Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)¹². Compared to DPDs, SPDs have fewer consultation requirements. There is usually one formal consultation stage, normally on the draft version, which will be subject to public consultation for a minimum of four weeks.

2.28 The LURA proposes that SPDs are replaced by 'Supplementary Plans', which would become part of the Development Plan rather than just being a material consideration and would be subject to consultation and examination. As the LURA was introduced under the previous Government, it is unclear at the time of writing whether the changes will be implemented.

2.1.7 Community Infrastructure Levy (CIL)

2.29 We have an adopted CIL Charging Schedule (2014)¹³ which sets out the charges for different types of development within the District. We have been

¹² <https://www.legislation.gov.uk/ukxi/2012/767/part/5>

¹³ [Tandridge CIL Charging Schedule](#)

collecting CIL payments from liable development since the charging schedule came into effect.

- 2.30 The collected funds under CIL (and Section 106 agreements) are invested in local infrastructure projects and this expenditure is reported annually in the Infrastructure Funding Statement ([Spending the Community Infrastructure Levy and reports - Tandridge District Council](#)).
- 2.31 The forthcoming Infrastructure Delivery Plan ('IDP') will provide the baseline of the existing infrastructure to support decision making documents such as the Local Plan and Neighbourhood Plans. It will outline if existing infrastructure is sufficient to satisfy needs of existing and planned growth over the period of next Local Plan.
- 2.32 There is a requirement for the review of the CIL Charging Schedule to align with the development of the new Local Plan in accordance with the statutory process set out in the Community Infrastructure Regulations 2010 (as amended)¹⁴. The Charging Schedule will be subject to review by the CIL working group and approval by the Planning Policy Committee.

2.1.8 Local Development Scheme

- 2.33 The Planning and Compulsory Purchase Act 2004 requires each planning authority to produce a Local Development Scheme ('LDS'). This scheme outlines the DPDs we are working on or plan to work on and the timeline. The LDS helps the community and other interested parties know when they can get involved.
- 2.34 The LDS will be published on the Council website¹⁵ every time it is updated. There is no legal requirement to consult the public before publishing this document.

2.2 Who will we consult

- 2.35 Depending on the type of planning policy document being prepared, specific consultation bodies¹⁶ must be invited to make representations, as well as

¹⁴ <https://www.legislation.gov.uk/ukxi/2010/948/contents/made>

¹⁵ <https://www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies/Emerging-policies>

¹⁶ As set out in Paragraph 2 - The Town and Country Planning (Local Planning) (England) Regulations 2012. Also of relevance is the NPPF (paragraph 25) which requires that we work collaboratively on strategic planning priorities in consultation with Local Nature Partnerships.

general consultation bodies¹⁷ who are discretionary but vitally important to the process.

2.2.1 Specific consultation bodies

2.36 Specific consultation bodies required to be invited to make representations are as follows:

- The Coal Authority
- The Environment Agency
- Historic England
- The Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- Surrey County Council: Highways Authority
- Adjoining planning authorities (including necessary County Councils and adjoining Parish Councils)
- Relevant telecommunications companies
- The Primary Care Trust / Clinical Commissioning Groups
- Relevant utility companies (including gas, electricity and water)
- Homes England
- Highways England (formerly the Highways Agency)
- The Surrey Nature Partnership¹⁸

2.2.2 General consultation bodies

2.37 General consultation bodies who may be consulted on a case-by-case basis are listed below:

- Voluntary bodies some or all of whose activities benefit any part of the LPA's area
- Bodies which represent the interests of different racial, ethnic or national groups in the LPA's area
- Bodies which represent the interests of different religious groups in the LPA's area
- Bodies which represent the interests of disabled persons in the LPA's area
- Bodies which represent the interests of persons carrying on business in the LPA's area, such as voluntary organisations and those that live and do business in the area.

2.38 The above lists are not exhaustive. We are committed to involving a wide range of people and organisations. Anyone interested can comment during

¹⁷ As set out in Paragraph 2 - The Town and Country Planning (Local Planning) (England) Regulations 2012. While general consultation bodies are specified in regulation, the Council can decide which organisations it is appropriate to consult dependent on the nature of the documents being consulted upon.

¹⁸ This is the relevant Local Nature Partnership.

consultations and/or ask to be added to our database. It is common practice to consult with anyone who has made representations at an earlier stage of consultation to ensure parties remain informed and involved as the document progresses, unless they have asked not to be contacted further.

- 2.39 We have a large database of people, businesses, consultancies, landowners and other bodies who will be consulted. Notification will either be by e-mail, or by letter. Occasionally, we will check if people want to stay on the list, to keep our database current and to meet our obligations arising under the General Data Protection Regulations 2018 ('GDPR').

2.2.3 Duty to Cooperate

- 2.40 The Localism Act 2011¹⁹ introduced a 'Duty to Cooperate' for local planning authorities, county councils and public bodies to ensure constructive and regular engagement to maximise efficiency in the preparation of Local Plan documents in relation to strategic and cross-boundary issues. The details of collaboration are recorded in a Statement of Common Ground (SoCG), agreed between the relevant parties. Statements will be prepared and maintained throughout the plan-making process.

2.3 How will we consult

2.3.1 What we will do

- 2.41 As a minimum, we will directly notify the bodies and individuals listed in Section 2.2, at the required consultation stage for each document. If an e-mail address for a consultee has been provided, we will e-mail the relevant information, to save time and resources. If not, information will be sent by letter.
- 2.42 In all cases, we encourage consultees to make comments electronically, if possible. Full details on how to submit consultation responses will be provided during each consultation.
- 2.43 All main documents and any associated legal papers will be available on the Council website. Hard copies will be made available to view at the Council Offices, Oxted and may also be displayed in libraries in the District.
- 2.44 Hard copies of the documents may also be requested. There may be a charge for hard copies and postage. You can contact Customer Services team at (customerservices@tandridge.gov.uk), to find out the cost and arrange printing, posting or collection.

¹⁹ <https://www.legislation.gov.uk/ukpga/2011/20/section/110>

Parish Councils:

- 2.45 Parish Councils play a key role in the planning process. We will help and enable Parish Councils, as statutory consultees, to help raise awareness of plan preparation and consultations.
- 2.46 Supporting documents could also be sent to the Parish Councils, such as leaflets and posters, to support local community engagement.

2.3.2 What we might do

- 2.47 In addition to meeting the standard consultation requirements, we may also undertake additional consultation and engagement when needed during the document preparation process. We will use different methods for consultation, depending on the stage and importance of the document.

E-mail alert system/Local Plan newsletter

- 2.48 Stakeholders identified on our database will be provided with the latest information.

Social media

- 2.49 Facebook, X (formerly Twitter) and other social media platforms will be used to publicise consultations and let people know how they can have their say.

Media

- 2.50 Issue press releases to the media throughout the plan preparation process and at key preparation stages. These will also be issued to local community newsletter editors, where relevant.

E-newsletters

- 2.51 Notify residents and businesses about consultations using our e-newsletters. These are sent to over 10,000 subscribers and to the media, published on the website and posted on social media.

Leaflets/ posters

- 2.52 Leaflets and posters could be displayed at the Council Offices, libraries, community centres, leisure centres and anywhere used or visited by people who either live and/or work in the district.

Workshops

- 2.53 The format and those invited for workshops depends on what is being discussed. Workshops might use plans and other visual aids. We will carefully choose the location, timing and participants to make sure events are as effective as possible.

Exhibitions

- 2.54 Public displays, for residents, either staffed or unstaffed, could raise awareness and help provide more information. Existing community events could be used as venues for such exhibitions. Other appropriate venues may

include high street locations in the district's town and villages, parish halls and libraries.

Advertising

2.55 In local newspapers and magazines, on notice boards and at railway stations.

2.4 When will we consult?

2.56 The regulations advise when we must consult and make documents available for comment during the preparation process. We might also undertake additional engagement, when needed.

2.57 We will put significant effort into engaging the public at the early stages of preparing the Local Plan documents. This is the greatest opportunity to influence and inform strategies and policies.

2.58 Generally, the regulations that most planning documents must follow require a minimum of six weeks for Local Plan and four weeks for SPD consultations. These periods may be extended if it is felt necessary and helpful. If the consultation period overlaps with a main holiday period, we will look to extend the timeframe appropriately.

2.5 What happens after consultation has closed?

2.59 Plan-making and policy preparation requires balancing several factors while applying planning judgement. We consider consultation responses, national policies, and evidence stemming from any additional reports to inform all planning policy documents.

2.60 The comments received through consultation is a key part of the plan-making process and will be a factor in determining the soundness of the document at the Examination In public (EIP) stage. After each consultation, we will collate and review the responses and prepare a Statement of Consultation.

2.61 The Statement of Consultation sets out the comments received (either individually or in summarised format, dependent on the volume and complexity), the Council's response to those comments and details of how the outcome of the consultation has been reflected in the next stage of the document preparation process. In some cases, we might specify changes made in response to comments received. However, this is not always possible, especially for complex documents or where a large volume of comments have been received.

2.62 We will notify anyone who responded to a consultation when the document is adopted and when the Statement of Consultation is available, so they can see how their comments have informed the process.

3 Engagement - Neighbourhood Plans

- 3.1 The Neighbourhood Planning (General) Regulations 2012²⁰ allow local communities to prepare Neighbourhood Development Plans, also known as Neighbourhood Plans, and to create Neighbourhood Development Orders (NDO). A Neighbourhood Plan enables communities to set general local planning policies for development and land use in their defined Neighbourhood Area. The details in the plan are decided by the local community and policies must be in general conformity with the strategic policies of the adopted Development Plan. An NDO effectively grants planning permission within a designated Neighbourhood Area.
- 3.2 We support the development of Neighbourhood Plans, and they are an important part of how the local community can be engaged in the planning system.
- 3.3 Four Neighbourhood Plans have been “made” in the District to date (Caterham, Chaldon and Whyteleafe Neighbourhood Plan, Limpsfield Neighbourhood Plan, Tatsfield Neighbourhood Plan and Woldingham Neighbourhood Plan). We are working with communities interested in designating a Neighbourhood Area or preparing a plan, with several plans currently in progress.
- 3.4 The Neighbourhood Planning Regulations set out the statutory requirements for the preparation of Neighbourhood Plans and NDOs.
- 3.5 Usually, Parish Councils, or their neighbourhood planning groups (forums), are the ‘qualifying body’ which prepares the Neighbourhood Plan with input from their community. In Tandridge, only Parish Councils are able to produce Neighbourhood Plans.
- 3.6 We help ensure all Neighbourhood Plans conform with the strategic policies of the most up to date Development Plan and have regard to national policies, as well as relevant legislation.
- 3.7 For the most up to date information on neighbourhood planning please visit [our website](#)²¹.
- 3.8 In the early stages of plan preparation, the Parish Council responsible for preparing the plan will decide the approach to community engagement and consultation. This SCI focuses on our role as the LPA and our statutory duties for consultation on neighbourhood plans at the legally defined stages.

²⁰ <https://www.legislation.gov.uk/ukxi/2012/637/contents/made>

²¹ www.tandridge.gov.uk/Planning-and-building/Planning-strategies-and-policies/Neighbourhood-Planning

3.1 Neighbourhood planning: When, who and how do we consult?

3.9 The following section provides an overview of the specific statutory duties for consultation relating to neighbourhood planning.

Application for Neighbourhood Area Designation (Regulations 5, 6 and 7)

3.10 At this initial stage, the Parish Council will apply to the Council to designate a specific geographic area for the neighbourhood plan, this is usually the full extent of a parish. Where it is not, the Council must consult for a minimum of six weeks to ensure people who live, work or carry on business in the area have the chance to comment on the designation.

3.11 In addition to publishing on our website (as required by legislation), we may advertise the proposed designation and the decision in a local newspaper covering the relevant area.

Plan preparation (scoping and evidence gathering)

3.12 The Parish Council will carry out the plan preparation, which is a community-led stage. We do not have to carry out consultations or decide who should be consulted or how. We can however, make recommendations to the Parish Council, if asked.

3.13 Typically, this stage starts by scoping community opinion, understanding aspirations and gathering evidence. This stage may involve informal consultations, such as surveys and exhibitions, with a range of relevant stakeholders and interested parties.

3.14 Where it is not possible to provide a housing requirement figure for a Neighbourhood Area (because a Neighbourhood Area is designated at a late stage in the strategic policy-making process, or after strategic policies have been adopted; or in instances where strategic policies for housing are out of date) there is a requirement under the NPPF (2023) paragraph 68 for LPAs to provide an indicative figure, if requested to do so by the neighbourhood planning body (i.e. Parish Council).

3.15 At this early stage, we (as the LPA) should undertake screening to determine whether the Neighbourhood Plan is likely to have significant environmental effects or significant effects in respect of European sites. The outcome of these screening exercises are subject to consultation with the relevant bodies including Natural England, Historic England and the Environment Agency. We will then determine whether a SEA and/or HRA appropriate assessment are required as part of the plan preparation (refer to Section 2.1.4 for further details on SEA and HRA).

Pre-submission consultation and publicity (Regulation 14)

- 3.16 This is a formal stage of consultation. It is the responsibility of the Parish Council preparing the plan to publicise the draft Neighbourhood Plan for at least six weeks and invite comments.
- 3.17 The same rules apply if they want to modify an existing 'made' plan. The Parish Council should consult anyone who may be affected by the draft plan, in a way which brings the draft document to the attention of people who live, work or carry on business in the Neighbourhood Area. They must also send a copy to us.
- 3.18 Additionally, the Parish Council must also consult specific bodies listed in paragraph 1 of Schedule 1 of the Neighbourhood Planning Regulations 2012²² (as amended) and set out below, if their interests will be affected by the Neighbourhood Plan:
- A LPA, County Council or Parish Council, any part of whose areas is in or adjoins the area of the LPA
 - The Coal Authority
 - Homes England
 - Natural England
 - The Environment Agency
 - Historic England
 - Network Rail Infrastructure Limited
 - Highways England
 - The Marine Management Organisation
 - Telecommunications providers relevant to the Neighbourhood Area
 - A Clinical Commissioning Group relevant to any part of the Neighbourhood Area
 - The NHS Commissioning Board relevant to any part of the neighbourhood Area
 - Utility providers (gas, electric and water/sewerage) relevant to the Neighbourhood area.
 - Voluntary bodies, some or all of whose activities benefit all or any part of the Neighbourhood Area
 - Bodies which represent the interest of different racial, ethnic or national groups in the Neighbourhood Area.
 - Bodies which represent the interest of different religious groups in the Neighbourhood Area.
 - Bodies which represent the interests of persons carrying on business in the Neighbourhood Area.

²² <https://www.legislation.gov.uk/ukxi/2012/637/schedule/1>

- Bodies which represent the interests of disabled persons in the Neighbourhood Area.

- 3.19 It's important for Parish Councils to involve their communities and consult appropriately. They need to demonstrate within their Statement of Consultation that they have complied with the legal requirements. This is particularly important for the efficiency of the later stages, particularly our involvement at Regulation 15 and 16 (see the following sub-section). We can only progress with the plan if we are confident that the document is legally compliant and can withstand any challenge during later stages of consultation.
- 3.20 Parish Councils should ensure they comply with GDPR requirements so essential contact details of those consulted can be passed to us for use at formal Regulation 16 stage. We will use this information to check consultation responses have been sought and considered, and to keep people informed as the as the plan passes to examination.

Plan submission to the Council and publicity (Regulation 15 & 16)

- 3.21 At this stage, we take the lead. When a draft Neighbourhood Plan is submitted, it must include a set of documents as prescribed by the regulations²³.
- 3.22 Once received, we must publicise the proposed Neighbourhood Plan and associated documents on our website.
- 3.23 We will also notify any consultation bodies mentioned in the Statement of Consultation, including those bodies specified under paragraph 1 of Schedule 1 of the Neighbourhood Planning (General) Regulations 2012 as amended (see above). This publicity period will last for at least six weeks and will invite representations to be considered by an Independent Examiner.

Examination Stage (Regulations 17 & 18)

- 3.24 All properly submitted Neighbourhood Plans go through an Independent Examination to determine whether the plans meet the legal requirements and match national and local policy (the 'Basic Conditions')²⁴.
- 3.25 An examiner will be appointed by the Council with the agreement of the Parish Council submitting the plan. Examiners are typically experienced planning professionals with no conflicting interest in the area. Representations made at Regulation 16 stage will be submitted to the Examiner to be taken into

²³ Part 5, Regulation 15: [The Neighbourhood Planning \(General\) Regulations 2012 \(legislation.gov.uk\)](https://www.legislation.gov.uk)

²⁴ PPG, Paragraph: 065 Reference ID: 41-065-20140306 :[Neighbourhood planning - GOV.UK \(www.gov.uk\)](https://www.gov.uk)

consideration. The Examiner will require information about the examination to be made available on our website.

- 3.26 The examination is usually based on written representations unless the Examiner thinks a public hearing is needed. If there is a public hearing, the Examiner will invite participants to attend. After the examination, the Examiner will make one of the three recommendations:
- The plan should proceed to the referendum stage as submitted.
 - Proposed modifications to the plan to be made by the Council to meet the Basic Conditions, after which the plan may proceed to referendum.
 - The Plan should not proceed to referendum.

Referendum (guided by the Neighbourhood Planning (Referendums) Regulations 2012 as amended)

- 3.27 If the neighbourhood plan is deemed to meet the Basic Conditions, with or without modification as recommended by the Examiner, we will take the plan to a referendum. We will publish our decision on our website, including details of where the decision statement and Examiner's report can be inspected, in line with Regulation 18 of the Neighbourhood Planning (General) Regulations 2012 (as amended).
- 3.28 A referendum will be arranged as soon as possible, following the prescribed time periods and other requirements set out in the Neighbourhood Planning (Referendums) Regulations 2012 (as amended). For the neighbourhood plan to be accepted, more than 50% of the people who vote must support it becoming part of the Development Plan.
- 3.29 Should the threshold be reached, the plan will go to the Planning Policy Committee to be 'made' (adopted).

Adoption or making of the plan (bringing it into legal force)

- 3.30 In accordance with the Neighbourhood Planning (General) Regulations 2012 (as amended), the Council must 'make' the plan within eight weeks of the day following the referendum, unless it considers the Neighbourhood Plan would breach or be incompatible with any retained EU obligation or any of the Convention Rights (within the meaning of the Human Rights Act 1998).
- 3.31 Once a plan is made it will be publicised on our website in line with Regulations 19 and 20 of the Neighbourhood Planning (General) Regulations 2012 (as amended), together with details of where the plan can be inspected. The Parish Council which produced the plan will be notified, together with any person who has asked to be kept informed of the progress of the plan.
- 3.32 The neighbourhood plan will then become part of the statutory Development Plan and will be used in the determination of planning applications in the area.

4 Engagement – Development Management

- 4.1 Development management is the delivery mechanism for our Development Plan and the planning policies that guide development across the District. Our Development Management team handles planning applications that range from modest extensions to existing dwellings and works to trees, to major development schemes. Different types of planning consent are outlined on the [Planning Portal website](#).²⁵
- 4.2 The Town and Countryside Planning (Development Management Procedure) (England) Order 2015 sets out mandatory standards for notifying the public on planning applications and publicising applications depending on the nature and scale of the proposal.
- 4.3 We are required to publicise and consult on certain types of planning applications and welcome comments. Residents, landowners and other interested parties will be informed about proposed developments that may affect their interests and how to express their views on applications.
- 4.4 The Council has a duty to consider all valid planning applications received, regardless of whether they conform with adopted policies.

4.1 Development management

- 4.5 This section of the SCI provides an overview regarding the consultation processes we will follow at each stage of a planning application in line with statutory requirements, including:
- **Who** we will consult.
 - **How** we will consult with them.
 - **When** this consultation will take place.

In addition, this section outlines what happens after consultation has closed.

4.1.1 Pre-application stage

- 4.6 Although not mandatory or a legal requirement, early engagement is promoted and strongly encouraged in the NPPF (December 2023)²⁶ (paragraphs 39 to 46) which highlights the benefits of front-loading consultation and engagement in the development management process. We aim to encourage early engagement to discuss and where possible, resolve issues prior to the submission of a planning application.

²⁵ <https://www.planningportal.co.uk/planning/planning-applications/consent-types/introduction>

²⁶ https://assets.publishing.service.gov.uk/media/669a25e9a3c2a28abb50d2b4/NPPF_December_2023.pdf

- 4.7 Information on accessing the Council's paid pre-application advice service can be found on the Council's website²⁷.
- 4.8 Early discussion between applicants, the Local Planning Authority, local elected representatives and the community about emerging schemes is important. It helps everyone understand what to expect and reconciles local and commercial interests. Applicants should work closely with those affected by their proposals to develop schemes that consider their views.
- 4.9 Pre-application advice requests are not subject to formal consultation and are therefore not advertised, unless they are classified as very large development proposals, where pre-application consultation is required by the Town and Country Planning Act 1990 (as amended by the Localism Act 2011)²⁸.
- 4.10 We will notify elected ward Councillors when pre-application advice requests are received for major developments in their area or complex proposals likely to raise strategic local issues regarding the site or its surroundings.

4.1.2 Planning application stage

- 4.11 When a valid planning application is received, we will start a formal consultation period in accordance with the requirements of the Town and Countryside Planning (Development Management Procedure) (England) Order 2015 ('DMPO'). This consultation usually lasts for 21 calendar days as required by the DMPO unless there is justification for an extension where a longer period may be allowed. For an Environmental Impact Assessment ('EIA') application, a consultation of 30 calendar days is required.

Amendments to planning applications

- 4.12 After a planning application is submitted, Planning Officers may negotiate with developers and their agents to make changes to the submitted scheme. Depending on the comments received, amendments to an application may also be required.
- 4.13 For small amendments (such as minor changes to design or individual houses or where the result is a smaller building) no re-notification of neighbours is undertaken. Where an amendment is more significant, then a neighbour re-notification may be undertaken. This typically lasts for 14 days but can vary depending on the scale of the application and proposed amendments. Re-consultation may also be conducted if material additional information is received.

²⁷ <https://www.tandridge.gov.uk/Planning-and-building/Planning-applications-and-enforcement/Need-advice-before-you-make-an-application>.

²⁸ <https://www.legislation.gov.uk/ukpga/2011/20/part/6/chapter/4>

Planning Performance Agreements

- 4.14 Planning performance agreements (PPAs) set out an approach designed to take a development proposal from conception to delivery. They are designed to provide quality and timely advice which helps shape projects.
- 4.15 We will encourage a collaborative and structured approach to the preparation of strategic development proposals through the use of PPAs. They will generally be required for 'major' developments (defined by the Ministry of Housing, Communities and Local Government as 10 or more homes or 1000 square metres or more of commercial floorspace) but also on some more complex minor and medium scaled developments. These agreements should set an agreed programme of pre-application engagement and should include a community engagement strategy. This is a chargeable service and more information on PPAs can be obtained from contacting the Planning Services team.

Who we will consult

- 4.16 In determining who will be consulted on planning applications, there is a clear distinction between statutory and non-statutory consultees. Statutory consultees are required to be consulted on applications by law, whereas non-statutory consultees are consulted on a discretionary basis determined by their likely interest in a proposed development. The Planning Practice Guidance²⁹ provides further details of this.
- 4.17 In accordance with the DMPO, consultations will be undertaken as required with statutory authorities such as:
- Surrey County Council Highways
 - Environment Agency
 - Lead Local Flood Authority
 - Historic England.
- 4.18 We will also consult with other non-statutory bodies and organisations whose advice might assist in determining an application, for example in relation to nature conservation and historic buildings, as well as internal departments within the Council, as required.
- 4.19 Parish Councils are encouraged to share their views on planning applications. Since they represent the local community, their comments should reflect the views of the wider community. We will notify Parish Councils about all planning applications received in their area.
- 4.20 There is no statutory requirement to consult on the following types of applications although this not an exhaustive list:
- Certificates of lawfulness of proposed use or development.
 - Certificates of lawfulness of existing use or development.

²⁹ <https://www.gov.uk/guidance/consultation-and-pre-decision-matters>

- Internal alterations only to a Grade II listed building.
- Advertisements.
- Approval of details pursuant to conditions.
- Non-material amendments (NMAs).

How will we consult

4.21 We will use a range of methods to notify the community about planning applications, which are summarised below. Depending on the specifics of each planning application, we may not use all these methods. This will be decided on a case-by-case basis and be subject to the requirements of the legislation.

Statutory³⁰ notification methods:

Letter

4.22 The primary way we notify neighbours about planning proposals in their area is by letter. We will send these letters to all properties directly adjoining or opposite the application site for all applications. A wider area of notification may be identified if an application is of significant scale and/or of particular interest (i.e. some major applications).

Site notices

4.23 We will place notices in public areas near the application site to tell people about the proposal in accordance with the statutory requirement. Site notices can be useful when there are no adjoining properties to notify, or when there is land adjoining the application site without known addresses.

Press notice

4.24 We will publish notices, as per the statutory requirement, in a local newspaper to inform the public about certain types of applications. These include:

- Major applications.
- Listed building consent or applications affecting the setting of a listed building.
- Applications affecting a right of way to which Part 3 of the Wildlife and Countryside Act 1981 applies.
- Developments affecting the character or appearance of a conservation area.
- Applications accompanied by an EIA.
- Proposals that deviate from the Development Plan.

³⁰ The statutory requirement for planning applications is only for either a site notice or letter. Applications in or near to conservation areas and those that affect listed buildings have to be publicised in the local press and by displaying a site notice at or near the application site.

Website:

- 4.25 Our website contains details of all planning applications including associated documents and drawings. You [can search for applications](#) using various criteria, track their progress and submit comments online.³¹

*Non-statutory notification methods:***E-mail alerts:**

- 4.26 You can subscribe to receive e-mail alerts about new planning applications in your area.

Weekly list of applications:

- 4.27 A copy of the list of applications received in a particular week is published on our website.
- 4.28 Some Parish Councils make their own arrangement to display copies of applications at the local library, in other cases at the parish office or other locally available property. You can contact the Parish Council clerk for further information. Details of Parish Councils can be found on [our website](#)³².

When will we consult?

- 4.29 As summarised in Section 4.1.2, the DMPO sets out mandatory standards for notifying the public on planning applications and publicising applications depending on the nature and scale of the proposal.

What happens after consultation has closed?

- 4.30 Anyone can comment on an application, even if they have not been directly contacted. Comments can support, object to, or provide general comments on a proposal, although we can only consider material planning considerations³³ in our decision-making process.
- 4.31 We will consider all relevant comments received during the consultation period when making a decision, alongside relevant national and local planning policies.
- 4.32 All comments on planning applications are published on our website, but personal details like signatures, telephone numbers and e-mail addresses will be removed before publication.
- 4.33 We will not be able to give individual feedback on comments received but they will be addressed in the planning case officer's report as relevant, which will be available to view publicly once the decision is issued.

³¹ <https://tdcplanningsearch.tandridge.gov.uk/#TDCInfo>

³² www.tandridge.gov.uk/Your-council/Councillors-and-committees/Parish-or-village-councils

³³ A material planning consideration is one which is relevant to making the planning decision in question (eg whether to grant or refuse an application for planning permission).

4.1.3 Appeals

4.34 If a planning application is refused, or it is granted with conditions, an appeal can be made to the Secretary of State against the refusal, or the conditions attached. There is also a right of appeal if an application is not determined within a specific timeframe. Appeals are examined by an independent Planning Inspector. We will inform neighbours who have previously been notified and Parish Councils when appeals are submitted. Further advice on the appeal process is available on [the Planning Portal website](#)³⁴.

4.2 Planning enforcement

4.35 Planning is central in managing development to create a high-quality environment and improve land use. An effective planning enforcement service helps ensure these goals are met and keeps the planning system fair and reliable.

4.36 While there are no direct consultation requirements associated with a live enforcement matter, consultation will be required on any retrospective planning applications arising from enforcement action.

4.37 The Council's Local Enforcement Plan 2024³⁵ explains how we investigate alleged unauthorised development, the criteria for our decisions and our approach to monitoring.

4.38 If you notice a breach in planning control, you can report your concerns by filling [out a form on our website](#)³⁶. We do not accept anonymous allegations, but we will protect the identity of any complainant.

4.39 We will update the concerned person(s) on the progress of enforcement investigations. This includes updates on decisions to take no further action, if a retrospective application is received and of the service of an enforcement notice, court proceedings or receipt of an appeal.

4.40 We will also provide updates on when and why each enforcement investigation is closed.

³⁴ <http://www.planningportal.gov.uk/planning/planninginspectorate>

³⁵

<https://www.tandridge.gov.uk/Portals/0/Documents/Planning%20and%20building/Planning%20applications%20and%20enforcement/What%20if%20someone%20does%20not%20follow%20the%20planning%20rules/Local-Enforcement-Plan-2019.pdf?ver=3tHFTZeH6GtGy2QeT26Jmw%3D%3D>

³⁶ <https://tdcws01.tandridge.gov.uk/TDCWebAppsPublic/tfaBranded/372>

5 Equalities

- 5.1 The Equality Act 2010 is a law which protects you from discrimination.
- 5.2 This SCI has been drafted to have regard to the Equality Act 2010, which makes it against the law to discriminate against anyone because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation. These are called 'protected characteristics'.
- 5.3 The SCI commits to engaging with established partnerships, community groups and organisations, and maintaining an extensive and up-to-date consultation database to facilitate reaching and gathering views from a wider range of people and organisations.
- 5.4 Any consultation responses we receive, which are considered offensive and/or in breach of the Equality Act 2010 will be disregarded. If representations received are potentially libelous, defamatory, or contain abusive, obscene or racist language or information that should not be distributed, we reserve the right to remove those parts before publishing, with or without the consent of the author. We will keep an unaltered copy of the comment on file and available for inspection, but not published. Those commenting on planning applications should ensure they are satisfied the content of their letters would not open them to legal challenge.
- 5.5 Full details of our equality and diversity policy are published on [our website](#)³⁷.

³⁷ <https://www.tandridge.gov.uk/Your-council/Transparency-and-inclusive-service-standards/Equality-and-diversity>

6 Seldom heard groups

6.1 We are committed to improving opportunities for everyone to be heard, especially those whose voices are under-represented in planning processes. The [ONS data from the 2021 census](#) shows that the District's population size increased by 5.9% from around 83,000 in 2011 to 87,900 in 2021 (4,900 increase). Our focus is on local community engagement and ensuring the residents who are less heard ('seldom heard' groups) are positively included in consultations.

6.2 Tandridge has a diverse population, of which these groups make up a significant number.

Ethnic minorities

6.3 Between the 2011 and 2021 censuses, Tandridge's population grew by 5.9%. The Census showed 89.4% of residents identified as 'White', with 10.6% of residents identifying as an ethnic group other than 'White'. The 'White' ethnic group comprises a number of groups including 'Gypsy or Irish Traveller' and 'Roma'; see below for further details.

6.4 The requirements for us to meet the needs of different communities is established by the Equality Act 2010. This diversity may be accompanied by a need to adapt engagement methods. For instance, it may be more difficult for individuals to understand technical planning documents where English is not their first language. Similarly, cultural barriers may prevent individuals from different groups fully engaging in the planning process.

Young people

6.5 Young people may be less aware of the planning processes shaping the areas in which they live, with research from 2020 showing a small minority of young people actively engage in consultation processes³⁸. The 2021 Census recorded 28.2% of the overall population as being under the age of 24, down from 28.9% in 2011. Engagement processes are often dominated by those with vested interests or pre-existing knowledge of the planning system and therefore the voices of young people are frequently neglected. There are opportunities to engage young people through schools or youth groups, or through digital channels.

Older people

6.6 Tandridge's population is aging, with the 2021 Census showing an increase in residents over 65 (18.5% in 2011 increasing to 20.9% in 2021). Older people can be perceived as difficult to reach and can also feel excluded from the

³⁸ <https://www.planningresource.co.uk/article/1692120/around-one-ten-young-people-knowingly-engaged-local-plan-consultations-survey-finds>

communities around them. This can be due to difficulties older people may have accessing information which is increasingly pertinent given the gradual digitalisation of planning processes in recent years. Whilst the District does have high levels of digital engagement³⁹, additional measures to ensure information is accessible, available and clear for all residents is essential.

Gypsy, Traveller and Travelling Showpeople community

- 6.7 The 2021 Census shows that Tandridge has the second largest Gypsy, and Traveller population in Surrey, with a population of just over 400 comprising 0.48% of the overall population. Romany Gypsy and Irish Travellers are recognised as having a protected characteristic of race under the Equality Act 2010. Tandridge has numerous permanent sites and is home to residents of Gypsy or Traveller communities living in bricks and mortar accommodation.
- 6.8 Tandridge is also home to Travelling Showpeople⁴⁰, who require yards for both living and storage of their equipment.
- 6.9 These groups have specific requirements and need to be carefully engaged throughout the planning process. An updated Gypsy, Traveller and Travelling Showpeople Accommodation Assessment is being produced as part of the new Local Plan evidence base.

People with disabilities

- 6.10 People with disabilities are often under-represented in the planning process. In the 2021 Census, 5.5% of Tandridge residents were identified as being disabled and limited a lot. This figure decreased from 6.4% in 2011⁴¹. It is important the SCI meets the requirements of these residents and is in accordance with the Equality Act 2010.
- 6.11 Residents with disabilities may have special requirements in relation to how engagement events are held, or how planning documents are presented. We are required to ensure online documents are fully accessible under The Public Sector Bodies (Website and Mobile Applications) (No. 2) Accessibility Regulations 2018⁴².

³⁹ <https://www.tandridge.gov.uk/Your-council/News-and-consultation/Consultations/Residents-survey-2023-closed>

⁴⁰ Members of a group organised for the purposes of holding fairs, circuses or shows (whether or not travelling together as such).

⁴¹ 'Limited a lot' refers to residents whose day-to-day activities are limited by a disability. Further information can be found here: <https://www.ons.gov.uk/visualisations/censusareachanges/E07000215/>

⁴² <https://www.legislation.gov.uk/ukxi/2018/952/regulation/4/made>

6.1 Steps we can take

6.12 This section below outlines key steps we can take to ensure fair and inclusive engagement with the planning system:

- We will make clear where alternative formats and/or languages are or can be made available for consultation material.
- We may consult with discretionary bodies representing the interests of different racial, ethnic, national or religious groups such as charities, youth groups, social enterprises or places of worship.
- We will engage young people through local schools or organisations which represent younger people, including youth groups such as the Scouts and Guide Association.
- We will engage with bodies representing the interests of older people such as Age UK.
- We will consult representative organisations for the Gypsy, Traveller and Travelling Showpeople community (e.g. Friends and Families of Travellers and The Showmen's Guild).
- We will consider providing additional hard copies of documents at key community meeting points, such as libraries and community centres.
- We may host workshops or exhibitions for key consultations allowing residents without digital access to engage visually with plans and engage with Council Officers.
- We may carry out additional targeted engagement, for example through bespoke online engagement, community workshops or individual visits, in instances where there is need for further engagement.
- Where possible we will hold face to face engagement events in locations that are enabled for disabled access.

6.13 We will ensure that all consultation documents meet the accessibility requirements.

7 Review of this Statement of Community Involvement

- 7.1 Following its adoption, the Council will review the SCI in five years as prescribed by Part 4, Paragraph 10A of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended).
- 7.2 In addition to this requirement, the SCI will be reviewed on an annual basis to ensure it remains up to date with local and national policy, legislative changes, or changing circumstances in the Council or the wider district.
- 7.3 For example, anticipated government planning reforms will likely include amendments to primary and secondary planning legislation. In addition, implementation of elements of the LURA may see the replacement of the SCI process.
- 7.4 Any amendments to this SCI will be made through a formal process.
- 7.5 Beyond this, we will continue to supplement the engagement methods set out in the SCI to reflect best practice in community engagement, engage better with stakeholders and to address any specific problems or concerns as and when they may emerge.
- 7.6 Through these review processes, we will look to ensure the SCI remains effective and encourages clear, meaningful and fair community involvement across the whole of the District.

Glossary

Community Infrastructure Levy (CIL): A charge is applied to new development floorspace to help fund infrastructure that supports growth. This is outlined in Regulation 59 of The Community Infrastructure Levy Regulations 2010 (as amended).

Development Management: The process local planning authorities use to regulate land use and building in an area, ensuring new development meets local policy guidelines.

Development Plan: Is defined in section 38 of the Planning and Compulsory Purchase Act 2004, and includes adopted Local Plans, Neighbourhood Plans that have been made and published spatial development strategies, together with any regional strategy policies that remain in force. Neighbourhood Plans that have been approved at referendum are also part of the Development Plan, unless the Local Planning Authority decides that the Neighbourhood Plan should not be made.

Development Plan Documents (DPD): The term used in Planning Regulations to describe the statutory documents with land use planning policies and development proposals. These documents are used to assess planning applications and can include adopted Local Plans and made Neighbourhood Plans.

Examination in Public/Independent Examination: All Development Plan Documents will be subject to Independent Examination by an Inspector appointed by the Secretary of State. The Inspector will test the 'soundness' of the document (this involves a legal compliance check, and an assessment of whether the plan is justified, effective and consistent with national policy).

General Data Protection Regulation (GDPR): The General Data Protection Regulation is an EU wide directive controlling how personal information is used by organisations, businesses or the government. This is established in the UK by the Data Protection Act 2018.

Habitat Regulations Assessment: This assessment examines how the Development Plan might significantly affect the nature conservation of European-protected areas in the district. It also seeks to establish if the plan will harm the ecological integrity of these European sites.

Infrastructure Development Plan (IDP): An Infrastructure Development Plan identifies infrastructure requirements across the district, setting out what is required, where, and when.

Local Development Scheme (LDS): The Local Development Scheme outlines the official programme and timetable for delivering planning policy documents.

Local Plan: A plan for the future development of a local area, drawn up by the Local Planning Authority in consultation with the community. In law this is described as the Development Plan Documents adopted under the Planning and Compulsory

Purchase Act 2004. A Local Plan can consist of either strategic or non-strategic policies, or a combination of the two.

Levelling Up and Regeneration Act (LURA): An Act of Parliament introduced in 2023, designed to speed up the planning system and encourage growth. A number of planning provisions came into force on 26th December 2023.

Material Consideration: A factor considered when determining a planning application.

National Planning Policy Framework (NPPF): The government's national planning policies. The most recent version of the NPPF is dated December 2023. A draft consultation version was published 30th July 2024 and the consultation closes 24th September 2024.

Neighbourhood Development Order (NDO): An Order made by a Local Planning Authority (under the Town and Country Planning Act 1990) through which Parish Councils and neighbourhood forums can grant planning permission for a specific development proposal or classes of development.

Neighbourhood Development Plan/Neighbourhood Plan: A plan prepared by a Parish Council or neighbourhood forum for a designated Neighbourhood Area. In law this is described as a neighbourhood Development Plan in the Planning and Compulsory Purchase Act 2004.

Non-Material Amendment (NMA): A minor amendment to a planning application which is deemed minor enough not to require a new consent.

Planning Application: Most types of development need planning permission from the Local Planning Authority. To get permission, a developer must submit a planning application, which includes a form which sets out information about the proposed development along with maps, plans and supporting technical information.

Planning Inspectorate: The Planning Inspectorate for England is a government agency responsible for planning appeals, national infrastructure planning applications, examinations of Local Plans and other planning related and specialist casework.

Planning Condition: A condition imposed on a grant of planning permission (in accordance with the Town and Country Planning Act 1990) or a condition included in a Local Development Order or Neighbourhood Development Order.

Planning Permission: Developers must ask the Local Planning Authority for permission to start development by submitting a planning application. The Council will then decide to approve or refuse the application.

Planning Policy: Planning Policy is the method land and building development is planned for, managed and controlled. It sets the core frameworks for development. Planning policy is effective at a national and local level.

Qualifying Body: Unlike Development Plan Documents such as Local Plans, Neighbourhood Plans are not prepared by the Local Planning Authority. There are two types of 'qualifying body' which prepares a Neighbourhood Plan:

Parish and Town Councils: If a Parish or Town Council exists, these are the only bodies that can prepare a Neighbourhood Plan. The plan does not have to cover the whole area of the parish or town. It can cover just a part or even cross into other parish boundaries.

Neighbourhood forums: Where a Parish or Town Council does not exist, community members, including those with business interests in the area, can come together to create a neighbourhood forum. Only one neighbourhood forum is allowed to exist for each neighbourhood to be covered by a Neighbourhood Plan. Specific rules determine whether a neighbourhood forum has been correctly set up. For example, a neighbourhood forum must have at least 21 members and even if it is based on an existing community group, it must be open to new members. You should check with your Local Planning Authority what these rules are to make sure everything is in order.

Regulations: In this context relates to the national planning regulations (The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)) to which all Local Planning Authority must adhere in preparing plans.

Soundness: Once a Development Plan Document is created, the Local Planning Authority must submit it for Independent Examination where the soundness of the document is tested. The test checks if the document is positively prepared, justified, effective and consistent with national policies.

Stakeholders: People, groups and organisations which may be affected by planning. This includes the general public, developers, councillors and any other interested party.

Statement of Community Involvement (SCI): The SCI is a mandated document setting the framework for how a Local Planning Authority consults with the local community on planning matters.

Statutory Consultees: Organisations and bodies, defined by statute, who must be consulted on relevant planning applications and as part of the production of relevant planning policy documents.

Strategic Environmental Assessment (SEA): Assesses the environmental implications of policies and proposals of a plan and is required in limited situations where a sustainability assessment is not needed, such as where either Neighbourhood Plans, or Supplementary Planning Documents could have significant environmental effects.

Supplementary Planning Document (SPD): Policy documents which provide guidance to supplement policies and proposals contained within Development Plan Documents. They can be a material consideration in planning decisions but are not part of the Development Plan.

Sustainability Appraisal (SA): An appraisal of the potential impacts of policies from an environmental, economic and social perspective. This will inform us of the potential implications of different alternatives under consideration. SEA and SA may be undertaken as an Integrated Appraisal.