



<b>Report for:</b>	<b>Cabinet</b>
<b>Date of meeting:</b>	<b>28 June 2016</b>
<b>PART:</b>	<b>1</b>
If Part II, reason:	

<b>Title of report:</b>	<b>ADOPTION OF NEW STATEMENT OF COMMUNITY INVOLVEMENT (SCI) TO GUIDE CONSULTATION ON PLANNING MATTERS.</b>
<b>Contact:</b>	Graham Sutton, Portfolio Holder for Planning and Regeneration  James Doe, Assistant Director - Planning, Development and Regeneration  Fiona Bogle, Team Leader – Development Management  Laura Wood, Team Leader – Strategic Planning and Regeneration
<b>Purpose of report:</b>	That Cabinet consider consultation responses received on a new Statement of Community Involvement (2016), agree responses to comments received and recommend to Council the formal adoption of the new document.
<b>Recommendations:</b>	Recommend that Council:  1. Agree the responses to comments received on the draft Statement of Community Involvement (2016); and  2. Adopt the new Statement of Community Involvement to guide future consultation on planning matters as annexed to this report.
<b>Corporate objectives:</b>	The SCI sets out how the Council will consult on its planning policy documents and on planning applications. It therefore directly supports the 'Community Capacity' and 'Dacorum Delivers,' and indirectly supports all other objectives via the plans and developments that arise through the planning process.
<b>Implications:</b>	<u>Financial</u> There are no direct financial implications relating to the preparation of a new SCI. However, there are implications for the consultation arrangements set out within it: and the need to balance public expectations regarding the types of consultation techniques with the costs involved.  <u>Value for money</u> The SCI sets out the range of consultation techniques that will be used within the planning process and the need to ensure that these are fit for purpose and proportionate in terms of the scale

	<p>and nature of the planning issue(s) involved.</p> <p><u>Legal</u> The production on an SCI is a legal requirement. Compliance with an up to date SCI assist the Council in defending objections and appeals against its planning decisions. Conversely, failure to comply with the standards and processes set out within the SCI could result in legal action against the Council.</p> <p><u>Staff</u> No direct implications for staffing. However, all staff and elected Members need to be aware of the content of the SCI and follow processes and procedures within it.</p> <p><u>Land</u> No direct implications, although the planning documents and proposals that will be subject to consultation will have implications for the future use of land.</p>
Risk implications:	Key challenges relating to consultation are set out within the SCI itself. Key risks relate to non-compliance with the SCI – resulting in legal challenges - and the need to balance public aspirations regarding consultation and involvement in planning decisions, with the limited budgets available.
Equalities implications:	Equalities issues are considered through the Sustainability Appraisal process that all planning policy documents are subject to. The SCI itself also considers the most appropriate consultation techniques to reach different types of consultees. There may also be indirect implications for the SCI i.e. relating to the choice of venues for public consultation events and the need to ensure these are DDA compliant.
Health and safety implications:	No direct implications. There may be indirect implications relating to different types of consultation techniques and the choice of event venues.
Sustainability implications:	Sustainability implications for planning policy document are considered through the statutory Sustainability Appraisal process, which incorporates Strategic Environmental Assessment. Where necessary, major planning applications are required to carry out an Environmental Impact Assessment (EIA).
Monitoring Officer/S.151 Officer comments:	<p><u>Monitoring Officer</u></p> <p>No comments to add to the report.</p> <p><u>Section 151 Officer</u></p> <p>There are no direct financial consequences of the proposed recommendation. Any resource requirements for delivering consultations in line with the proposed Statement of Community involvement will have to be met from approved existing budgets.</p>

Consultees:	<p>As agreed by Cabinet in December 2015, the draft revised SCI was circulated for comment to relevant external groups, including developers and agents, community groups and Town and Parish Councils (see main report for furthered detail).</p> <p>The responses received to this consultation, and any changes required to the draft document as a result, have been discussed internally by the following teams:</p> <ul style="list-style-type: none"> <li>• Communications</li> <li>• Strategic Planning and Regeneration</li> <li>• Development Management</li> <li>• Legal</li> </ul>																						
Background papers:	<ul style="list-style-type: none"> <li>• Statement of Community Involvement – Draft for Cabinet (December 2015)</li> <li>• Statement of Community Involvement (June 2006)</li> <li>• National Planning Policy Framework (March 2012)</li> <li>• Planning Practice Guidance (March 2014 and updated regularly online)</li> <li>• Town and Country Planning (Local Planning) (England) Regulations 2012</li> <li>• Town and Country Planning (Development Management Procedure) (England) Order 2015</li> <li>• Listed Buildings and Conservation Area Regulations 1990</li> </ul>																						
Glossary of acronyms and any other abbreviations used in this report:	<table border="0"> <tr> <td>DPD</td> <td>Development Plan Document</td> </tr> <tr> <td>SCI</td> <td>Statement of Community Involvement</td> </tr> <tr> <td>LDS</td> <td>Local Development Scheme</td> </tr> <tr> <td>NPPF</td> <td>National Planning Policy Framework</td> </tr> <tr> <td>NPPG</td> <td>National Planning Practice Guidance</td> </tr> <tr> <td>SPD</td> <td>Supplementary Planning Document</td> </tr> <tr> <td>SPG</td> <td>Supplementary Planning Guidance</td> </tr> <tr> <td>LPF</td> <td>Local Planning Framework (also referred to as Local Development Framework)</td> </tr> <tr> <td>CIL</td> <td>Community Infrastructure Levy</td> </tr> <tr> <td>GPDO</td> <td>General Permitted Development Order</td> </tr> <tr> <td>PPA</td> <td>Planning Performance Agreements</td> </tr> </table>	DPD	Development Plan Document	SCI	Statement of Community Involvement	LDS	Local Development Scheme	NPPF	National Planning Policy Framework	NPPG	National Planning Practice Guidance	SPD	Supplementary Planning Document	SPG	Supplementary Planning Guidance	LPF	Local Planning Framework (also referred to as Local Development Framework)	CIL	Community Infrastructure Levy	GPDO	General Permitted Development Order	PPA	Planning Performance Agreements
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## BACKGROUND

### Introduction

#### Role of the SCI:

- 1.1 The purpose of the Statement of Community Involvement (SCI) is to outline the Council's standards for community involvement in the planning process and to identify ways we will achieve these standards.
- 1.2 It sets out the Council's approach to public consultation in two areas of planning:
  - **Planning Policies:** the preparation, alteration and continuing review of planning policy documents included within the Local Development Framework (LDF); and
  - **Planning Applications:** Consultation on planning applications.
- 1.3 In particular, it explains:

***When** we will consult the community in relation to planning applications, development plan documents and supplementary planning documents;*

***What** publicity and consultation we will expect from applicants before they submit a planning application;*

***How** we will engage with the community;*

***Who** we will involve.*

- 1.4 All local planning authorities are required to produce an SCI. The legal requirements for consultation, community involvement and planning applications are currently set out in the following legislation:
  1. **Plan-making:** Planning and Compulsory Purchase Act 2004; Town and Country Planning (Local Development) England Regulations 2012; Neighbourhood Planning (General) Regulations 2012; and
  2. **Planning applications:** Town and Country Planning (Development Management Procedure) (England) Order 2015; Listed Buildings and Conservation Area Regulations 1990.
- 1.5 Through the SCI the Council will seek to:
  - Give those who want to, the opportunity to constructively contribute and participate in the local planning process
  - Commence the consultation process to enable comments to be made in the early stages before policies are drawn up, i.e. at the issues and options stage
  - Actively encourage participation from any groups who have in the past been under-represented in the local planning process e.g. young people and people from ethnic minority groups

- Keep organisations and the public informed about the local planning process and provide feedback on how their comments have been considered
- Raise awareness of the local planning process
- Ensure corporate participation
- Learn from the consultation process and to seek ways of improving it
- Draw from the consultation process, views of other Council services and where possible outside organisations.

1.6 The purpose of consulting on planning policy issues and planning applications is to provide opportunities for constructive contributions and involvement. This should enhance the quality of decision-making by the Council, promote shared responsibility (where appropriate); and raise awareness of the issues and understanding of decisions taken.

#### The need for an update

1.7 The Council adopted its first SCI in June 2006, following endorsement by an independent Planning Inspector. Since then there have been changes in government regulations, policies, guidance and ways of communication which have implications for the way the Council involves the community in planning. These changes in circumstances and the reason they require a revision to the SCI set out in Table 1 below. A distinction is made to the changes required in Part A of the SCI which relates to the Council's plan making function and Part B which relates to its planning decision-taking function (i.e. Development Management) and those that have more general implications.

1.8 It is particularly important that a new, revised SCI that fully reflects current Government planning regulations is in place when consultation begins on work on the Council's new single Local Plan. This is due to commence later in 2016, with the publication of an Issues and Options paper.

#### Content of updated document

1.9 Much of the text of the previous SCI (2006) has been retained, as it still remains relevant and appropriate. The format has been updated and the text simplified to make it easier to follow.

#### *PART A: Plan Making:*

1.10 The main changes relate to:

- Updated to reflect 2012 planning regulations, which simplified stages for plan preparation (i.e. removal of 'Preferred Options' stage);
- Increased emphasis upon electronic means of communication and information sharing – to reflect 'Digital Dacorum' programme;
- Inclusion of reference to the role of social media; and
- New cross references to CIL and Neighbourhood Plans.

*PART B: Development Management:*

1.11 The main changes relate to:

- Updated to reflect the consultation requirements laid down in the 2015 Regulations;
- Additional section regarding Planning Performance Agreements (PPA);
- Inclusion of reference to the agents forum;
- Details of pre-application advice and charging and
- Electronic links provided for legislation and other guidance.

**Consultation:**

1.12 Planning regulations relating to SCIs have been considerably simplified since the last document was adopted in 2006, as a result of the Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009.

1.13 Whilst there remains a requirement to keep the SCI under review, there is no longer a requirement for Councils to undertake extensive consultation on the document. The only specification is that which relates to all Local Development Documents (LDDs), which is to consult with neighbouring local planning authorities.

1.14 However, Cabinet agreed in December 2015 that due to the SCI containing a set out procedures that will have a direct impact on a range of organisations with an interest in planning matters, it was appropriate to undertake targeted consultation before Council are asked to bring the revised document into effect.

1.15 Targeted consultation was therefore carried out with the following groups / organisations:

- ***Specific consultation bodies***, as defined in the Localism Act 2001. This includes adjoining local planning authorities, Hertfordshire County Council and other key bodies such as the Environment Agency, Natural England and Heritage England.
- ***Planning agents and developers***
- ***Town and Parish Councils***
- ***Residents groups and community associations***

1.16 This consultation was relatively informal in nature: asking for general feedback on the draft document, rather than requiring this feedback to be submitted on a prescribed form. Consultees were however be asked to be as specific as possible in terms of any changes they would like to see incorporated. The consultation document, together with information regarding how to respond, were also published on the Council's website.

1.17 The consultation ran for a 6 week period from 14 January and ending on 25 February. Comments received after this deadline have also been incorporated into this report.

## Feedback Received

- 1.18 Twenty one consultation responses were received. These were largely from community organisations (3), Town and Parish Councils (4), statutory consultees (8), and agents / developers working on behalf of local landowners and developers (4).
- 1.19 A summary of all comments received, together with a proposed response, is set out in Table 1 below.
- 1.20 The majority of respondents supported the document, or offered no specific comment. Others suggest how it could be improved, and it is recommended that some changes are made to the document to reflect this feedback. These changes include:
- Adding reference to the new protocol relating to pre-application advice available of the Council's website;
  - Adding reference to relevant regulations relating to consideration areas and listed buildings;
  - Including reference to the Chilterns Conservation Board as a formal consultation body; and
  - Inserting reference to the fact that Officers will provide advice to applicants regarding appropriate local groups to contact with regard to specific planning applications through the pre-app process and how best to go about this.
- 1.21 A small number of respondents (BRAG, Turleys and Mr Peter Brown) considered that more fundamental changes were required to the document.
- 1.22 However, some of the changes suggested, such as notifying all groups / organisations / developers of all planning applications, decisions, approvals, appeals and consultations, are not possible due to time and resource issues, coupled with technical constraints. However, Officers will consider preparing an electronic newsletter covering planning policy matters, which can be sent to everyone on the planning policy database for who we have a current email address. It can also be posted on the website. It will enable residents and organisations to keep abreast of where the Council is in terms of preparing its new local Plan and any associated policy guidance. This is an approach used by a number of other Councils and it is understood to be an effective way of improving communication.
- 1.23 It is also suggested that groups who have advise the Council of their interest in planning issues are added to the 'weekly list' email circulation, which will provide information regarding Development Management applications and decisions. Whilst this covers the whole of the Borough, it will enable recipients to decide if there are any applications relevant to them, upon which they wish to respond.
- 1.24 Contact details for all of those who responded have been checked, and where appropriate updated, on the Local Plan database to ensure this contains the most current information.

**Next Steps:**

- 1.25 Officers consider that this new SCI (incorporating the changes set out in Table 1 recommended as a result of feedback received) will enable effective consultation within the context of the resources available. The approach set out is also compliant with relevant Government regulations.
- 1.26 However, it also includes sufficient flexibility to allow the Council to undertake additional consultation if sufficient staff and/or financial resources allow.
- 1.27 Following the close of consultation on the draft document, Officers will consider comments received, discuss any key issues with the Planning and Regeneration Portfolio Holder and/or Chair of Development Control Committee (as appropriate) and make any necessary changes to the SCI. Cabinet will then be asked to recommend adoption of this revised document to Council later in 2016.



## Summary of responses received to SCI Consultation, with recommended response

Consultee	Summary of comments received	Recommended response	Change required?
Aylesbury Vale Council	No Comment	N/A	No
Bedford Borough Council	No Comment	N/A	
Bletsoes	No general comments. Note that any specific comments regarding site interest at LA3 will be made by Barratt Homes and Taylor Wimpey.	N/A	No
Bovingdon Parish Council	Consider the posting of orange site notices for all planning applications to be best practice, even though acknowledged not to be a statutory requirement. If it is not possible for DBC to continue to post these notices, the Parish Council would request sufficient notice to enable them to post their own signs to draw attention to applications they consider be of wider community interest.	Site notices are used in most instances. However, there are circumstances whereby neighbour notification is considered more appropriate i.e. householder proposals that do not fall into the categories requiring a statutory notice. Parish and Town Councils are notified of proposals as soon as applications are validated there should therefore be sufficient time for the Parish Council to carry out its own notification procedure.	No
Berkhamsted Residents Action Group (BRAG)	Document is clearly written and so far as the revised consultation processes are concerned, would not cause BRAG any additional problems.  Consider that new SCI will not	The text of the document will be amended to clarify that the database referred to is the Local Plan / planning policy database. This holds contact details for everyone who has responded to a planning policy consultation since it was set up as part of the Dacorum Borough Local Plan 2001-2011. It is also updated with contact details for anyone who contacts the Council asking to be kept informed of planning	Yes

	<p>improve community engagement with consultations or the planning application process, as it fails to address the key issue of communication.</p> <p>It is unclear what the database referred to comprises, when BRAG can be expected to be contacted and on what topics.</p> <p>At present there is very limited contact with the Council and BRAG has to be the pro-active party. This is hard for a voluntary group.</p> <p>SCI needs to introduce a mechanism where community groups are automatically informed of consultations, applications, decisions, judgement etc via an automated email alert.</p> <p>Improving communication is seen as part of the minimum standards for consultation that should be achieved and is a worthwhile and realistic use of Council resources.</p>	<p>policy documents. Whilst email addresses are held for some contacts, they are not available for others. This means there is a physical cost (both in terms of staff resources, paper and postage) associated with every notification sent to those on the database.</p> <p>This planning policy database is separate from contact details held by Development Management (DM) relating to planning application matters. The two cannot be combined as the details for those on the DM database are held purely for the purpose of communicating with applicants, their agents, consultees and potential objectors regarding a submitted planning application, whilst the planning policy database is a list of people / organisations who wish to be consulted more widely on planning policy matters.</p> <p>The Council uses this database to notify contacts of consultation on relevant planning policy document. Due to the number of people and organisations on the database currently (2017 contacts), it is impossible for the Council to contact everyone on the database regarding every planning decision, judgement, application or consultation across the borough. This information is already available via the Council's website.</p> <p>Consideration is also being given to beginning a planning policy newsletter to help individuals, groups and organisations stay updated with regard to the development of planning policy documents, as it is recognised that as these take time to prepare, it can be difficult to keep abreast of what stage the process is at and when there are opportunities for engagement. This will help organisations</p>	
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		<p>decide what they wish to engage with in terms of consultation on planning matters – as this will differ from organisation to organisation and individual to individual.</p> <p>The weekly list of applications and decisions is sent to Town and Parish Councils, Councillors, internal consultees and other groups or individuals interested. Any local amenity group or individual can be added to the list by emailing the Planning Mailbox: <a href="mailto:planning@dacorum.gov.uk">planning@dacorum.gov.uk</a></p>	
Chilterns Conservation Board (CCB)	<p>CCB should be identified as a formal consultation body.</p> <p>Would like to continue to receive planning applications that fall within the following categories:</p> <ul style="list-style-type: none"> <li>• considered by the LPA to be significant to the AONB;</li> <li>• if application is contrary to local or national policy;</li> <li>• likely to set a precedent for the future.</li> </ul>	<p>Add new paragraph after 2.11 to include reference to the Chilterns Conservation Board.</p> <p>The CCB will continue to be notified on relevant proposals as identified.</p>	Yes
Historic England	<p>Methods of communication all appear appropriate.</p> <p>Need to amend references to 'Heritage England' and 'English Heritage' to 'Historic England.'</p> <p>Historic England suggests that a link is made to the regulations in particular regulation 5A of listed</p>	<p>Support welcomed.</p> <p>The Local Plan database has been checked and it contains the correct contact details.</p> <p>It is agreed that the SCI should refer more explicitly to regulations relating to listed buildings and conservation areas. Reference should therefore be inserted to</p>	Yes

	buildings and conservation regs 1990 regarding the process for Listed Building consents	regulation 5A of listed buildings and conservation regs 1990 in para 9.5	
Harrow Estates (Comments made by Turley on behalf of Harrow Estates).	<i>General</i>  Need to correct format and typographical errors in the document.	Agreed.	Yes
Harrow Estates (Comments made by Turley on behalf of Harrow Estates).	<i>Section A: Planning Policy</i>  “Other” groups including Harrow Estates should be communicated with on all planning documents and at each stage in the process and not just when deemed appropriate by the Council.  The Council must ensure electronic communication databases are up to date and action any emails that get bounced back. Advise not to only rely on electronic forms of communication.  Comments relating to Stage 1. <ul style="list-style-type: none"> <li>• Make all plans readily available on the website</li> <li>• Contact persons and</li> </ul>	The SCI already refers to the need to consult appropriate bodies – and in many (though not all) cases this will involve landowners and developers operating within the Borough.  The Council’s planning consultation database is updated as and when new consultee requests are received or Officers are advised of a change in contact name and/or address. However, Officers are dependent upon the consultees themselves to provide updated information if a member of their staff leaves – or to provide a generic email address to use that is not linked to an individual person to overcome issues of staff-turnover.  All documents are already made available on the Council’s website –via the planning news page and normally (depending on the nature of the consultation) on the homepage via the news ‘banner.’ No change required.	No

	<p>interested bodies via the consultation portal</p> <p>Comments relating to Stage 2.</p> <ul style="list-style-type: none"> <li>• Clarity needs to be provided as to how DBC will demonstrate how responses will be taken into account and the weight given to the responses.</li> </ul> <p>Comments relating to Stage 3.</p> <ul style="list-style-type: none"> <li>• At stage 3 comments suggest that all consultees are consulted at this stage.</li> <li>• Issues regarding notification of “Relevant people and organisations”, clarification is required as to how DBC defines people and</li> </ul>	<p>Appropriate persons and interested bodies are already contacted either by letter or, when the Objective system is being used, via an email generated automatically by the consultation portal. No change required.</p> <p>The way that consultation responses are taken into account and the weight they are accorded is a matter for elected Members and will vary from consultation to consultation. When drafting responses to members, Officers always endeavour to highlight those that raise planning issues that need to be taken into account and to advise if any changes are required as a result of these comments. However, as both Turleys and Harrow Estates are aware, planning decisions are not made by way of a simple majority vote. In addition to consultation responses, Officers and members need to take account of guidance in the NPPF, PPG and other relevant document, together with technical evidence and local circumstances. All of these factors are covered in Cabinet Reports and accompanying reports of representations / reports of consultation. Some text to this effect can be added to the SCI to make this clearer.</p> <p>It will not always be necessary to contact all consultees on the planning database at this stage: it will depend upon the nature of what is being consulted upon. The SCI makes it clear that the requirements set out are the minimum and these will be exceeded if appropriate and if time and resources allow. No change required.</p> <p>It is not possible for the SCI to provide any definitive statement regarding whom it considers to be the 'relevant</p>	
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	<p>organisations as relevant.</p> <p>Comments relating to Stage 4.</p> <ul style="list-style-type: none"> <li>• Requests all consultees are aware of any adoption statement and where it can be viewed.</li> </ul> <p>The SCI should set out a commitment to sharing evidence based documents at the earliest opportunity.</p> <p>DBC will need to provide clarity on how to keep consultees up to date with regard to the Duty-To Co-operate and work with neighbouring authorities in the preparation of the local plan. In line with the NPPG, details must be provided of how and</p>	<p>people and organisations’ – and Government guidance and regulations do not require Councils to do this. This is because the definition will vary depending upon the nature of the document being consulted upon. No change required.</p> <p>Again, Government regulations only require Councils to notify people of adoption (via an adoption statement) if they have requested to receive this notification. This is normally through ticking the appropriate box on a previous representation form. However, in reality, the Council usually notifies everyone who has responded to consultation on a particular document when it has been adopted. If the adoption statement itself is not provided, there will always be a web link to direct people to where this can be found. No change required.</p> <p>Publication of evidence base documents is not a matter that needs to be covered within the SCI: which as its title makes clear is about consultation. However, the Council always endeavours to publish its evidence base documents as soon as appropriate, and if there is a delay, to explain the reasons for this. The Council does not consult as a matter of course on technical evidence. No change required.</p> <p>The Council is aware of its statutory obligations under the duty-to-cooperate and considers that the SCI reflects these obligations where they pertain to consultation activities. All DTC contacts are consulted at statutory stages of plan making. DTC activity more widely is reported annually via the Authority Monitoring Report (AMR) process. Publication drafts of Development Plan Documents are also</p>	
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	<p>who the authority has co-operated with and how they have influenced the local plan.</p>	<p>accompanied by a draft 'Duty to Co-operate Statement,' which is then finalised for submission. These documents contain all the information required to demonstrate compliance with the NPPG on this matter. No change required.</p>	
<p>Harrow Estates (Comments made by Turley on behalf of Harrow Estates). Comments regarding Development Management Policies. (Section B)</p>	<p>Within section 6, there seems to be a lack of advice for developers when formulating a strategy for Pre-Application consultation. They state that more definition is required in a number of areas to ensure applicants approach pre-application consultation in line with council expectations.</p> <p>Para 6.1 Clarification is needed regarding what the council suggests is a large scale development and provides clarity on what DBC refer to by local community?</p>	<p>The Council has produced (April 2016) a protocol for pre-applications and charging schedule. The protocol includes definitions for all scales of development including large scale development</p> <p>Insert a link to the documents within the DM planning page on the website.</p>	<p>Yes</p>
	<p>Para 6.2 States that generally the applicant's choice whether they consult with the community and how they go about this. There needs to be a better understanding of the local groups to be consulted at the pre-application relevant to the area.</p> <p>Harrow estates state that other</p>	<p>Officers provide advice to applicants regarding appropriate local groups to contact with regard to specific planning applications through the pre-app process and how best to go about this. A sentence can be added to the SCI to this effect.</p> <p>Developers can be encouraged to use social media and</p>	<p>Yes</p>

	<p>methods should be employed to contact hard to reach groups.</p> <p>Provide a definition of service providers that the council expect developers to work with.</p>	<p>other appropriate mechanisms such as posters in prominent locations to help reach hard to reach groups.</p> <p>It is not appropriate for the SCI to provide a definitive list of service provider – as this will vary both over time and depending upon the nature of the application in question. It is therefore more appropriate for Case Officers to provide this advice on an application by application basis at pre-app stage.</p>	
Flaunden Parish Council	<p>Improvements need to be made to the online consultation portal to allow more space for comments</p> <p>Decision notices should be electronically to Parish Councils at same time as applicants.</p> <p>No mention is made of consultation Parish councils on Listed Building Consent.</p>	<p><i>Note: The Parish Council has subsequently confirmed that the comments relate to the online consultation portal used by Development Management for planning applications, not the planning policy consultation portal. No further details regarding the nature of the problems of the improvement required have been provided.</i></p> <p>Parish Councils are notified of planning decisions via the weekly list. This is considered a more effective mechanism of ensuring decisions on applications are effectively disseminated and none are missed.</p> <p>Add reference to consultation with Town and Parish Councils within para 9.5.</p>	Yes



Herts and Middlesex Wildlife Trust	No comment regarding the SCI. Although the Herts and Middlesex Wildlife trust have offered assistance in formulating policies to conserve and enhance biodiversity in the forthcoming local plan.	Offer of support for policy formulation is noted and welcomed. No change required to the SCI itself.	No
Boxmoor Trust	<p>Consider the document to be easy to read and comprehensive.</p> <p>Are interested in which disability groups are on the consultation database.</p> <p>Is accessibility for people with disabilities covered in terms of document format?</p>	<p>Support welcomed.</p> <p>The current groups included on the planning consultation database are:</p> <ul style="list-style-type: none"> <li>• Hertfordshire Action on Disability</li> <li>• Age Concern</li> <li>• Tring Access Committee</li> <li>• The Puffins</li> <li>• Hemel Hempstead Access Group</li> <li>• Dacorum Talking Newspaper</li> <li>• POHWER</li> <li>• Dacorum Dolphin Swimming Club</li> <li>• Mind in Dacorum</li> </ul> <p>Further groups may come to light following an upcoming article in the Dacorum Digest asking for people to notify the</p>	No

		<p>Council if they or organisations they represent wish to be added to the database.</p> <p>In terms of document format, the Council can usually provide copies of document in other formats (i.e. large print, braille, audio) on request.</p>	
Leverstock Green Village Association	<p>Broadly support revised SCI and in particular DBC's desire to consult widely on both policies and applications.</p> <p>Approve of the use of digital means of communication and increasing the use of social media.</p> <p>Would welcome confirmation that Leverstock Village Association are recognised as a group in lieu of a Parish Council.</p>	<p>Support welcomed.</p> <p>Support welcomed.</p> <p>Leverstock Green Village Association are not currently included in the same consultation category as Town and Parish Councils. However, the database has been amended to ensure they are treated in the same way in terms of future notifications and consultations on planning policy matters.</p> <p>Village Associations are not formally consulted on planning applications. However, should the group wish to receive notifications of applications submitted, it can register to receive the weekly list by emailing the Planning Mailbox: <a href="mailto:planning@dacorum.gov.uk">planning@dacorum.gov.uk</a></p>	Yes
Crime Prevention Advisor (Herts Police)	Document is clearly written and complies with relevant regulations.	Support noted and welcomed.	Yes

	Request addition of Crime Prevention Design Adviser at Hertfordshire Police to the list of consultation groups and ensure details are up-to-date.	<p>The Crime Prevention Design Adviser is already listed in the planning policy database. However, the job title / contact details have now been updated.</p> <p>The Crime Prevention Design Adviser is already consulted on appropriate planning applications.</p>	
Nash Mills Parish Council	<p>Document comprehensively sets out DBC's consultation objectives regarding planning matters</p> <p>A greater emphasis on achieving good design standards is required. DBC could create a design forum to comment on design issues as part of the planning process.</p> <p>Further information would be helpful regarding the timescales for various stages of the plan-making process would be helpful.</p> <p>A statement regarding how to obtain pre-application consultation would be helpful.</p> <p>Requests advice re how the Parish Council can be involved in the agents/developer forum referred to in paragraph 11.1.</p>	<p>General support welcomed.</p> <p>The comments referring to the need for good design standards are noted, but are not matters for the SCI per se. Design quality is guided by the application of Policies CS10-13 of the Core Strategy. If the Case Officer for a particular scheme considers additional design advice is required, then the Council will consider how best this can be obtained. In some cases it will use an existing design forum – but this will not always be possible or appropriate. The Council does not have the resources to fund its own design forum.</p> <p>Advice regarding how to obtain pre-application advice is contained on the Council's website and it is not considered appropriate or necessary to repeat this information within the SCI. Pre-application advice is treated as a confidential matter between the applicant and Borough Council, so this advice is not currently publicly available.</p> <p>New protocol and charging schedule for Pre- app proposals has just been published. Insert link to page on website.</p> <p>As explained in paragraph 11.1, the forum referred to is a</p>	No

		mechanism whereby the Council can engage with local agents and developers to discuss pertinent planning issues. There are other more appropriate mechanisms for parishes to engage with the Council on planning matters i.e. the annual Town and Parish Conference, and through Planning Managers attending parish Council meetings to discuss issues of local interest and concern.	
Natural England	<p>Supportive of the principle of meaningful early engagement.</p> <p>Unable to comment on the content of individual SCIs.</p> <p>Request all consultations be sent to their general consultation email address.</p>	The Local Plan consultation database has been amended to include general consultation email address.	Yes
Network Rail	<p>Draws attention to the requirement to serve notice to Network Rail of any development within 10 metres of railway land.</p> <p>Requests all consultations be sent to the general planning email address.</p>	<p>The Council is aware of the need to serve notice on Network Rail in the circumstances referred to. As this is a statutory notification process, rather than a consultation process, it is not necessary to refer to this within the SCI.</p> <p>The Local Plan consultation database has been amended to include general consultation email address.</p>	Yes

<p>Peter Brown</p>	<p>Considers that revised document does little to guarantee that local residents will be any better consulted (or informed) of future planning activities.</p> <p>Misgivings are:</p> <ul style="list-style-type: none"> <li>• Not any significant improvements on current processes;</li> <li>• Not sufficiently pro-active;</li> <li>• Little evidence that database is used or maintained effectively.</li> </ul> <p>Dacorum Digest, website and adverts are all passive forms of communication. This does little to 'front load' the consultation process.</p> <p>Little thought given to who consultation groups are, how they can be identified and how they can become involved. For Berkhamsted such groups include Berkhamsted Residents Actions Group, Save Your Berkhamsted Residents Associations and Berkhamsted Citizens Association.</p> <p>Document doesn't make it clear who</p>	<p>The mechanisms outlined in the SCI accord with Government guidance with regard to how to consult on planning matters, and in many cases exceed these requirements.</p> <p>There have been a number of changes to the current document with regard to trying to make the process more proactive and able to reach as wide an audience as possible i.e. through improved use of social media.</p> <p>The Council cannot make its planning policy consultation database publicly available due to restrictions placed upon it by the Data Protection Act. It can however confirm that it contains the names and contact details for a wide range of different organisations (including BRAG, SYBRA and BCS), developers, agents and members of the public who have requested to be kept updated on planning matters. In other words it includes all of the types of groups and organisations referred to in the SCI, plus many more. The database is updated whenever Officers are told of changes in contact details.</p> <p>However, the suggestion of 'advertising' for people and groups to put their names forward to be added to the consultation database is sensible, and with the review of the current Core Strategy due to start later this year, would be timely. An article has therefore been included in the next edition of Dacorum Digest asking people to let the Council know if they wish to be added to the consultation list.</p> <p>Consideration is also being given to beginning a planning policy newsletter to help individuals, groups and</p>	<p>Yes</p>
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	<p>is on the database. How do you find out who is on there? Is it just the groups listed in SCI appendices, or is it wider than that?</p> <p>Council should make it easier for local groups to be involved. This is the best and most cost effective way to improve communications.</p> <p>First step is to identify relevant groups. Suggest they are invited to apply via Digest.</p> <p>Groups must be kept regularly updated re progress and invited to attend briefings and focus groups.</p>	<p>organisations stay updated with regard to the development of planning policy documents, as it is recognised that as they take time to prepare, it can be difficult to keep abreast of what stage the process is at and when there are opportunities for engagement.</p>	
Stimpsons	<p>Taylor Wimpey and Barratt Homes to comment.</p> <p>Requests being added to consultation database.</p>	<p>N/A.</p> <p>Stimpsons are already on the planning policy consultation database.</p>	No
Tring Town Council	<p>Welcome the document and suggest the three following points to help improve it further:</p> <ul style="list-style-type: none"> <li>. The statement should include a clear explanation of the respective roles of Town/Parish Councils and the</li> </ul>	<p>Town and Parish Councils are consulted on planning applications as referred to in para. 8.3.</p> <p>It is not considered appropriate to refer to the opening times</p>	No

	<p>District Council in the decision making process</p> <ul style="list-style-type: none"> <li>. State the details of the legislation that requires the Borough Council to produce the document</li> <li>. The Deposit Point in Tring is the Victoria Hall. This is not open every day of the week. The opening times should be given (or advice on where to find the opening times). Plans can also be seen at the Town Council's Information Centre (99 Akeman Street, Tring HP23 6AA. Open Mon-Fri 9:30am – 3:00pm; Sat 10:00am – 1:00pm)</li> </ul> <p>Stress how important it is to safeguard access to printed copies of planning documents for those without access to or are unable to access digital media.</p>	<p>of deposit points within the SCI, as these can potentially change over time and result in the information within the SCI being incorrect. Instead, the Council will ensure that the opening times and locations of all deposit points will be clearly listed in formal notices, adverts, notifications and press releases issues relating to planning consultations</p> <p>Hard copies of planning policy document will continue to be provided to specified Deposit Points for the foreseeable future. These Deposit Points and local libraries do however have facilities to enable those without access to their own computers to access material in a digital format.</p> <p>Hard copies of planning applications will continue to be sent out to Town and Parish councils for the foreseeable future.</p>	
<p>Vincent and Gorbng – Planning Associates. (on</p>	<p>Only comment regarding to the committee report which gives</p>	<p>This comment refers to the Cabinet report on the SCI update and whether the changes referred to in the minutes</p>	<p>No</p>

<p>behalf of Barratt Homes and Taylor Wimpey)</p>	<p>delegated authority to the assistant director or planning and regeneration.</p>	<p>of the meeting were made to the draft before it was consulted on.</p> <p>A number of changes were made to the draft SCI considered by Cabinet prior to the consultations to reflect discussions at the Cabinet meeting and advice from Members. These related to section B (Development Management and included:</p> <ul style="list-style-type: none"> <li>• Amend the table of consultation requirements to include site notices for majors.</li> <li>• Add in some text around where and how we will use site notices - notices to be placed in locations which will be seen by those likely to have an interest in or be affected by a development.</li> <li>• Set out the detail of neighbour notification policy and practice.</li> </ul>	
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