



**BOROUGH OF
BROXBOURNE**

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**Statement of Community
Involvement**

Adopted May 2016

(updated May 2020)

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1. Explanatory Note

What is the SCI?

- 1.1 The Statement of Community Involvement (SCI) will set out how Broxbourne Borough Council will involve all sections of the local community, businesses and key stakeholders, throughout the process of preparing, altering and reviewing planning policy documents, and in the planning application process.
- 1.2 The current adopted SCI needs to be updated to account for the changes made in national planning guidance and to help shape the consultation of the emerging Broxbourne Local Plan
- 1.3 The Council consulted on its draft Statement of Community Involvement between 1 March and 15 April 2016. The results of this consultation were considered and, where appropriate reflected in this document.
- 1.4 A summary of the representation received during the consultation period can found in the relevant Consultation Statement which is available to view at www.broxbourne.gov.uk/SCI
- 1.5 This SCI was adopted by the Council on the 12th May 2016.

Update May 2020

The SCI has been reviewed in accordance with updated national planning guidance published on 13 May 2020. <https://www.gov.uk/guidance/plan-making#covid19>

As a result of this review, a number of statements in the SCI which do not comply with current advice from the Government and Public Health England on the Covid-19 outbreak have been identified. These statements relate to the display of hard copy documents in libraries/one-stop shops and in the Council's offices at Stage 5 (adoption) of the Local Plan (Table 2), and in relation to stages 2 and 3 in the preparation of SPDs (Table 3). These are highlighted in red below. No amendments have been made to stages 1-4 of the Local Plan since these stages were already completed in accordance with the SCI prior to the Covid outbreak. While these facilities remain closed, hard copy display will not be possible. Upon reopening, hard copies of documents will be made available at the specified locations.

2. Introduction

- 2.1 Planning has an impact on everyone – it helps to shape the communities that we live in, the facilities that we use, the places where we work and our choice of movement. Therefore, it is essential that early and effective community involvement with stakeholders, prescribed bodies and the local community occurs. The importance of community engagement is reflected in the town and country planning system, which seeks to ensure that stakeholders and the community are incorporated in planning and development matters.
- 2.2 In order to achieve this and comply with planning legislation, Broxbourne Borough Council has produced this Statement of Community Involvement. The SCI will set out how Broxbourne Borough Council will involve all sections of the local community and key stakeholders in the planning process. It provides guidance on how and when community involvement will take place and what organisations and individuals will be consulted on the specified documents.
- 2.3 The SCI is a statutory planning document that all Councils are required to prepare. Broxbourne Borough Council last published a SCI in December 2006. Since this time, the Government has made a series of changes to the UK's Planning System, the most notable being a result of the Localism Act 2011 and the National Planning Policy Framework (NPPF) 2012. Therefore, the current adopted SCI now needs to be updated to take into account these changes and to help shape the consultation of the emerging Broxbourne Local Plan.

Getting involved

- 2.4 There are two main ways in which the local community and stakeholders can play an active role in the planning system:
- Making comments on planning applications; and
 - Taking part in public consultation periods on the Local Plan and other planning policy documents

The way in which this community involvement can be carried out will be discussed in the following chapters.

What is community involvement?

- 2.5 Community involvement is present in a variety of disciplines and sectors, which has resulted in the term having a variety of definitions. The Royal Town Planning Institute defines community involvement in planning as “*effective*

interaction between planners, decision-makers, individual and representative stakeholders to identify issues and exchange views on a continuous basis”¹.

2.6 Community involvement is a very important aspect of planning; obtaining local opinions will allow the Council to make decisions in the most informed way. To help achieve this, the following principles will be applied to the Council’s planning consultations:

- The objective of the consultation will be clear in order to obtain the required information and improve the usefulness of responses;
- Consultation documents will be made widely available: electronic copies can be accessed on the Council’s website and hard copies can be found at the Council Offices, the local libraries and the One-Stop Shops;
- Involvement in consultations will be open to all regardless of age, gender, race, faith, disability as well as knowledge and experience;
- Consultation documents are clear and concise with planning jargon only used when necessary;
- Appropriate consultation methods will be used to ensure the opportunities for community involvement are maximised;
- The time frame of the consultation will be proportionate and realistic to allow the local community and stakeholders sufficient time to provide a considered response; and
- All responses to consultations will be handled in accordance with the Council’s Privacy Policy and the Data Protection Act 1998.

2.7 It is important to note that the Council cannot accept anonymous comments. In addition, the Council reserves the right to not consider any inappropriate comments received during consultations. These can include, but are not limited to:

- Abusive content and offensive language;
- Discriminatory comments relating to gender, race, age, sexual orientation, religious beliefs and disability.

2.8 The Council will use different levels of community involvement within the planning system. The different levels are:

- Information - Providing information through a variety of methods to inform the community;
- Consultation - Requesting the community to provide their views about particular planning proposals; and

¹ Guidelines on effective community involvement and consultation (RTPI Good Practice Note 1)

- Participation - Enabling the community to get involved (i.e. workshops, meetings) to help identify needs and priorities.

2.9. Table 1 below consists of a menu of options from which the Council will select in engaging the community, business, and stakeholders, as appropriate to the consultation and as resources allow.

Table 1: Menu of options for involvement

INFORMATION	Method	This is useful for...	Resource implications
	Media e.g. Publicity in local newspapers, Broxbourne News (magazine distributed to all households).	Raising awareness. Reaching wide audience. Publicising how to get involved.	Low. Staff time to prepare material.
	Internet: Broxbourne website, email newsletter, Facebook and Twitter.	Up to date information about progress and how to get involved. Access to documents to meet minimum requirement.	Low. Posting information online is low cost once established.
	Leaflets and posters.	Raising awareness. Reaching wide audience. Publicising how to get involved.	Medium. Production of material can involve significant costs. Staff time to prepare and distribute material.
	Letters to statutory bodies.	To meet minimum requirement.	Low. Staff time to write and mail out.
	Mailing list of persons and companies wishing to be notified.	Keeping people up to date on key stages and how to get involved.	Low. Staff time to write and mail out.

CONSULTATION	Method	This is useful for...	Resource implications
	Documents available to view and comment on via the Council's website.	Meeting minimum requirements in allowing everyone the opportunity to comments on draft documents.	Low/medium: staff time to prepare the documents for the on-line consultation period.
	Documents available to view and comment on via the Council's website.	Meeting minimum requirements in allowing everyone the opportunity to comment on draft documents.	Low. Staff time may be needed to answer questions.
	Questionnaires Paper and electronic format.	Early input into policy documents. However this is most effective if carefully targeted at specific bodies rather than a blanket approach.	High. Takes time to produce questionnaires and collate responses.
PARTICIPATION	Method	This is useful for...	Resource implications
	Borough Consultative Panel Opportunity for residents to find out about topical issues. Includes question and answer session.	Opportunity for residents to talk to Council representatives about topical issues.	Medium: staff time to attend and prepare material.
	Environmental Panel: meets three times a year.	Opportunity for residents to talk to Council representatives about environmental matters and improving the quality of local life.	Medium: staff time to attend and prepare material.
	Area Forums (meet twice a year): Cheshunt, Broxbourne and Wormley, Waltham Cross, Hoddesdon, Goffs Oak and West Cheshunt.	Opportunity for residents to talk to Council representatives about local issues.	High: five panels requiring significant staff commitment to meeting attendance and follow-up.
	Workshops	Involving key stakeholders in the preparation of technical studies.	Medium/High. Specialist skills may be required. Considerable preparation time.

3. Community Involvement in Planning Policy

- 3.1 In May 2004, Parliament passed legislation (the Planning and Compulsory Act) which required local planning authorities to prepare a Local Development Framework. The 2011 Localism Act consolidated the planning process - the act requires planning authorities to have an up to date Local Plan.
- 3.2 Local Plans should reflect a collective vision and a set of agreed priorities for the sustainable development of an area. To achieve this, early and effective community engagement with stakeholders, prescribed bodies and the local community is essential.
- 3.3 In the preparation of the required documents, the Council will be consulting and involving stakeholders and the local community at various stages. These methods of involvement will vary dependent on the planning document being prepared and the stage that the document is at.
- 3.4 All new or updated documents will be prepared in line with legislation and national policy.

Planning policy documents

- 3.5 There are three main types of plans which can be prepared: Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs), and Neighbourhood Plans.
- 3.6 **The Local Plan** is a DPD and will set out the opportunities for the future development of an area and clear policies on what will or will not be permitted. The Local Plan can comprise different Development Plan Documents. However, local authorities only need to prepare one plan which includes the core strategy, site allocations and a proposal maps. Other Development Plan Documents (i.e. Area Action Plans) can be included in the Local Plan but this is at the planning authority's discretion.
- 3.7 **Supplementary Planning Documents** provide further detail to policies outlined in the Local Plan (i.e. affordable housing, vehicle parking requirements) and site allocations (i.e. Master Plans, Development Briefs, Town Centre Strategies). SPDs are subject to public consultation, but there is no requirement for examination by an inspector prior to adoption by the Council.
- 3.8 These documents are legally obliged to be prepared with the involvement from the community and others. Local Plans must be examined by an independent inspector, who will assess whether the plan is 'sound', before it can be adopted by the Council.

Neighbourhood Plans or Orders

- 3.9 Neighbourhood Planning was introduced through the Localism Act. It provides a way for communities to decide the future of the places where they live and work. Neighbourhood plans are where communities can establish general planning policies for the development and use of land within an identified area. Neighbourhood development orders are where the community can grant permission for new buildings they want to see go ahead. Both of these documents must comply with national and local planning policy as well as contribute to achieving sustainable development.
- 3.10 Once a neighbourhood plan or order has been prepared, an independent examiner will check to ensure that it meets the right basic standards. Neighbourhood Plans or Orders will also be subject to a community referendum – adoption will only occur when 50% of people voting are in support of the plan or order.
- 3.11 Broxbourne Borough Council will produce two of these types of plans: **Local Plans** and **Supplementary Planning Documents**.

Who will we consult?

- 3.12 Local Planning Authorities including Broxbourne Borough Council have a legal duty to engage with specific and general consultation bodies during the preparation of the Local Plan. This is referred to as the 'Duty to Cooperate', which was created in the Localism Act 2011, and amends Section 33a of the Planning and Compulsory Purchase Act 2004. This means that the Council has to engage with these authorities and bodies '*constructively, actively and on an on-going basis*' on *strategic issues* (i.e. housing, retail, employment) that have an impact on at least two planning areas. The planning authorities and prescribed bodies which the Council is required to engage with can be found in Appendix 1.
- 3.13 The Duty to Cooperate is not a duty to agree. However, Local Planning Authorities must ensure that every effort has been made to secure necessary cooperation of cross boundary matters. The Council's compliance with the Duty to Cooperate will form part of the Inspectors decision in determining whether planning documents are sound.
- 3.14 In addition to meeting its statutory obligations, the Council will also seek to ensure that a wide range of stakeholders, community groups and individuals are provided with the opportunities to become involved at any stage of the plan-making process.
- 3.15 The Council maintains a database of people and organisations that have registered an interest in the Local Plan and have responded to consultation documents. This database will be used to inform those registered about the

production of the Local Plan and other planning policy documents. Anyone who wishes to be added to this database to receive on-going updates about the progress of the Local Plan and other planning policy documents can do so by contacting the planning policy team.

- 3.16 The Council recognises that some parts of the community are difficult to reach and therefore may be under represented in the planning process. Examples of such groups would include young people, people with disabilities and minority groups. The Council will make a focus effort to ensure that these groups and individuals have the opportunity to be involved.

How and when will we consult?

- 3.17 National Planning Policy sets clear expectations as to how a Local Plan must be developed in order to be justified, effective and consistent with national policy and positively prepared to deliver sustainable development that meets local needs and national priorities. The key stages in the production of Local Plan documents are identified in Table 1 alongside the formal requirement for sustainability appraisal, and stages in the production of Supplementary Planning Documents are in Table 2. There is no requirement for sustainability appraisal of SPDs.
- 3.18 The principal opportunity for public participation in the preparation of Local Plans is set out under Regulation 18 of the Local Planning Regulations 2012. The Council will consult on an initial draft Local Plan and alternative (rejected) options.
- 3.19 Following consultation, a revised 'submission' version of the Local Plan will be available for comment for six weeks under Regulation 19. However this is not a full public consultation and there will not be significant publicity or public participation opportunities at this stage, beyond the regulatory requirements.
- 3.20 The Council will review the progress and the impacts of implementation of the Local Plan on an annual basis. The outcomes will be reported in the Authority Monitoring Report (AMR) which is available on the Council's website.
- 3.21 **Tables 2 and 3 below** show the process for the Local Plan DPD and for SPDs.

Table 2: The Local Plan (DPD) Process

	Actions to be taken	How and when?	Member Involvement
Stage 1 – Development of Evidence Base	<ul style="list-style-type: none"> The Council will develop a wide range of evidence to support the Local Plan document. Informal consultation with appropriate stakeholders and statutory consultees (as identified in Appendix 1) to develop the evidence base and gain early indication of issues. 	<p>Statutory Consultees and key stakeholders will be informed by letter/e-mail about upcoming studies (of interest to them) and how they can get involved.</p> <p>Progress on studies will be reported to the Cabinet and published on the Council's website.</p> <p>The technical reports and evidence studies will be published on the Council's website.</p>	<p>Portfolio Member Appraised.</p> <p>Member involvement.</p>
Stage 2 – Production	<ul style="list-style-type: none"> Initiate talks with the Council's Duty to Cooperate partners to identify areas of disagreement or areas where more information is required. 	<p>The Council will produce a Duty to Cooperate document. This will be circulated to statutory consultees and key stakeholders via e-mail/letter. The Council will invite these bodies to make a formal response to this document.</p> <p>Meetings (either by telephone/person) with key bodies will be arranged to discuss strategic issues identified in the Duty to Cooperate document. These discussions will inform the production of a Memorandum of Understanding that will be signed</p>	<p>The Cabinet will approve the document prior to publication.</p> <p>Planning and Regeneration Portfolio Holder and Leader.</p>

	Actions to be taken	How and when?	Member Involvement
		by the Head of Planning and appropriate portfolio members.	
	<ul style="list-style-type: none"> • The Council will publish its emerging options plan (Regulation 18) to give everyone a chance to express their views. • A Formal consultation on this document will be held. The consultation period will last at least six weeks. 	<p>Key stakeholders, statutory consultees and all who registered their interest on the Local Plan database will be notified by e-mail/letter about the publication of the document. The letter will include information about where the document can be viewed, how comments can be made and the deadline for their submission.</p> <p>Meetings with statutory consultees and key stakeholders will be arranged to discuss the contents of the Local Plan. These meetings will inform the production of a Memorandum of Understanding which will be signed by heads of planning and appropriate portfolio members.</p> <p>This stage will be advertised in the local press and on the Council's website in order to inform the wider community. Hard copies of the consultation document will be made available at the Council offices, the Borough's one stop shops and the local libraries.</p>	The Cabinet will approve the document prior to the consultation period.

	Actions to be taken	How and when?	Member Involvement
		<p>Appropriate options for information, consultation, and engagement will be selected from Table 1 above (see page 6).</p> <p>The Council will consider all responses made during the consultation period. These comments will be summarised within a report, which will be published within 2 months of the consultation closing date.</p>	
Stage 3 - Submission	<ul style="list-style-type: none"> • The Council will produce its plan for submission to the Secretary of State (SoS). • Relevant supporting information will also be submitted. • A Formal consultation on this document will be held. The consultation period will last at least six weeks. 	<p>Key Stakeholders, statutory consultees and all who registered an interest on the Local Plan database will be notified that this stage has been reached. The letter/e-mail will provide information on where it can be viewed, the different ways in which comments can be made and the deadline for their submission.</p> <p>This stage will also be advertised in the local press and on the Council's website in order to inform the wider community. Hard copies of the consultation document will be made available at the Council's offices, the Borough's One Stop Shops and the local libraries.</p>	The Cabinet will approve the submission document.

	Actions to be taken	How and when?	Member Involvement
Stage 4 - Examination - An independent inspector will carry out an examination to assess whether the plan is 'sound' and fulfils legal, procedural and Duty to Cooperate requirements.	<ul style="list-style-type: none"> The Council will inform key stakeholders, statutory consultees and all who registered interest on the Local Plan database about the examination dates and procedures. 	Publicity relating to the examination will be published in the local press, on the Council's website. Notices will also be displayed at the Council offices, the Borough's One Stop Shops and the local libraries.	n/a
Stage 5 - Adoption	<ul style="list-style-type: none"> The Council will receive the Inspector's report which may recommend modifications. The Inspector's report is binding on the Council. The Council are free to choose whether they adopt the plan or resubmit a new one. 	The Inspectors Report will be made available to view on the Council's website. <i>Hard copies will also be available at the Council offices, the Borough's One Stop Shops and the local libraries.</i> * The adoption statement of the plan will be sent to key stakeholders, statutory consultees and all who asked to be notified on the Local Plan database. <i>*See note on page 3 regarding Covid-19.</i>	The Full Council will formally adopt the Local Plan.

Table 3: Supplementary Planning Document Process

	Actions to be taken	How and When	Member Involvement
Stage 1 – Research and Evidence Gathering	<ul style="list-style-type: none"> The Council will develop a range of evidence to support the SPD. Developing the evidence base may involve informal consultation with statutory consultees and key stakeholders. 	<p>Relevant Stakeholders and Statutory Bodies will be notified via letter/e-mail about upcoming SPDs. They will be invited to comment on how they can make comments and what the document should contain.</p>	Portfolio Member Appraised
Stage 2 – Production of Draft SPD (Regulation 17)	<ul style="list-style-type: none"> The Council will produce a draft version of the SPD. This will have a formal consultation. The consultation period will last for at least 6 weeks. 	<p>Relevant Stakeholders, Statutory Bodies and Community Groups (as identified in Appendix 1) will be notified by letter/e-mail about the publication of the draft SPD. The letter/e-mail will contain information about where the document can be viewed, how comments can be made and when the deadline is for their submission.</p> <p>This stage will be advertised in the local press and on the Council's website in order to inform the wider community. <i>Hard copies of the consultation document will be made available at the Council offices, the Borough's one stop shops and the local libraries.*</i></p> <p>Appropriate options for information, consultation, and engagement will</p>	

	Actions to be taken	How and When	Member Involvement
		<p>be selected from Table 1 above (see page 6).</p> <p><i>* see note on page 3 regarding Covid-19.</i></p>	
Stage 3 – Adoption (Regulation 18/19)	<ul style="list-style-type: none"> The Council will publish the final SPD. An adoption statement will be produced 	<p>The final SPD will be published on the Council's website. <i>Hard copies will be made available at the Council Offices, the Borough's One Stop Shops and the Local Libraries.*</i></p> <p>Statutory Bodies, Key Stakeholders and Community groups and those who registered on interest on the Councils database will be sent the adoption statement via letter/e-mail.</p> <p>The adoption statement will be published in the Local Press.</p> <p>The Council will publish a report which summaries the comments made on the SPD, changes which have been made to the document.</p> <p><i>* see note on page 3 regarding Covid-19.</i></p>	The Full Council will formally adopt the Supplementary Planning Document.

Responses to Consultations – What the Council will do

- 3.17 The Council recognises the importance of feeding back information and consultation results to the public and stakeholders so that they may be kept informed of the process and to help build links between the Council and the community. All written comments received on consultation documents will be analysed by the Council at the end of each consultation period and published in the report that will be made available to the public.
- 3.18 Representations made during formal consultations cannot be treated as confidential. This is because in making objections to a Plan document it is important that all parties know what has been said and have an opportunity to respond. Consultation documents and response forms will always make clear, and state where responses can be inspected.
- 3.19 The Council will produce summary reports at the end of formal consultation periods. These reports will give an overall summary of the consultation process, a summary of the responses and information on how these will be used to inform the final document. These reports will be made available on the Council's website. As part of the Local Plan process, the Council is legally obliged to demonstrate how they complied with the duty to cooperate. As part of the submission to the examiner, the Council will submit a 'Statement of Compliance with the Duty to Cooperate'. This document will outline which bodies/organisations were consulted as part of the local plan process, how they have been consulted, the main issues that were raised and how they were addressed.

4. Community involvement in Planning Applications

- 4.1 Most people become involved in the planning system when specific planning applications are made. The Borough of Broxbourne deals with approximately 1200 applications each year. These applications predominantly seek planning permission, but also other consents such as listed building consent and advertisement consent. Applications for planning permission range from householder extensions and fences to major new housing and commercial developments. A small proportion of these are classed as major applications. Generally, it is these 'major' applications where the involvement of the community and stakeholders at an early stage of the planning process can be beneficial.

Types of Planning Applications

- 4.2 Development is defined as 'major' if it meets any of the following criteria:
- Residential development: 10 or more units, or where the number is not known, a site with an area of more than 0.5 hectares (5000m²)
 - For non-residential: where the floorspace (not the site area) created is 1000m² or more, or where the site area is 1 hectare (10,000m²) or more.
 - For Changes of Use: where the application sites is 1 hectare (10,000m²) or more
- 4.3 Development is defined as 'minor' if it meets any of the following criteria:
- Residential development: 1-9 dwellings or where the number is not known, a site with an area less than 0.5 hectare (under 5,000m²)
 - For non-residential: where the floorspace (not the site area) created is up to 999m², or where the site area is less 1 hectare (10,000m²)
- 4.4 All other applications for development are classed as 'other'. This includes:
- Householder applications
 - Change of use (site areas under 1 hectare)
 - Advertisement consent applications
 - Listed building applications
 - Certificates of Lawfulness
 - Notification/applications seeking the Council's prior approval

Involvement in the application process

- 4.5 The Council seeks to make sure that residents and other stakeholders are kept informed about development proposals in the Borough. This level of involvement does vary depending on the application submitted. Opportunities

exist for informing and consulting the community on development proposals and planning applications at pre-application stage (consultations are usually undertaken by the applicant, not the Council), during the application process and after making a decision on the application.

Pre-Application Stage

- 4.6 The Council encourage pre-application meetings with applicants, agents and developers as a useful way of resolving early design and development problems. These meetings can range from an informal discussion with the duty planning officer regarding an extension to a house, or a series of meetings involving various different Council departments to discuss developing a major new housing or employment site.
- 4.7 As part of the Localism Act 2011, proposals that meet one (or more) of the following requirements are legally obliged to consult with the local community; the criteria are as follows:
- Residential developments of 200 or more new residential units, or (where the number of residential units to be constructed is not specified) with a site area of four or more hectares
 - Any non-residential developments providing 10,000 square metres or more of new floorspace, or with a site area of two or more hectares
 - Wind turbine development involving more than 2 turbines where the hub height of any turbine exceeds 15 metres.
- 4.8 The Council expects applicants of major schemes to carry out their own pre-application consultation. The consultation should be thorough, effective and proportionate in bringing draft proposals to the attention of the local community, local authorities, relevant statutory consultees and other affected parties. As part of the planning application, the Council will expect the applicant to submit a report which details how the community was involved, the comments that were made during the consultation period and how these were taken into account. Guidance for pre application consultation can be found using the following link: <http://www.broxbourne.gov.uk/resident-planning-and-building-planning/pre-application-advice>
- 4.9 Where land is allocated in the adopted Local Plan for development, the Council may prepare a Development Brief for consultation. Development Briefs are statutory planning documents and are used to guide decisions when a planning application is submitted. Development Briefs are available to view on the Council's website using the following link: <https://www.broxbourne.gov.uk/resident-planning-and-building-planning-policy/development-briefs>

Application Stage

- 4.10 When a valid planning application is received it is added to the Council's Planning Register. Each week a list of all applications registered is published by the Council and can be viewed on the Council's website. All Councillors are informed of the date of receipt of an application through the circulation of the weekly list. The weekly list is also circulated to external bodies on request.
- 4.11 The Council will notify occupiers of all properties adjoining the application site that an application has been received. Statutory bodies (i.e. Historic England, the Environment Agency) and community groups who may have an interest in the proposed development may also be consulted. The letter sent by the Council will provide the description of the proposed development, the site address and details of how comments can be made and the deadline for their submission. In most cases, 21 days are provided for comments to be made on the application.
- 4.12 In cases where it is anticipated that the applications will be of wider public interest, site notices are displayed on or near the application site. Like the letters, the site notice will provide information about the proposed development, how comments can be made and when these will have to be received. The site notice will provide at least 21 days notification of the application.
- 4.13 Planning applications can be amended after they have been submitted. In most cases, the amendments are minor in nature, but where a revision is more significant the Council may contact interested parties, allowing a further period of 7 days for any amended plans to be seen and additional comments to be made.
- 4.14 All comments from neighbours and statutory consultees are published on the Council's website. The comments will be considered by the Council. Where the Council considers a representation raises a material planning consideration, it may encourage applications to change the proposals or include planning conditions to address the identified harm through the grant of permission where it is possible to mitigate the harm without refusing to grant planning permission.
- 4.15 The Council's website contains an interactive map which allows users to search planning applications that the Council have received in the last three years. The map will provide a link to information about a planning application and any related planning documents. Searches can be carried out using Planning reference numbers, an address or postcode.

- 4.16 The Council has targets for determining applications; 13 weeks for major applications and 8 weeks for all others. These deadlines may be agreed by mutual agreement between the Council and the Applicant. The majority of planning applications can be determined by planning officers under delegated powers in consultation with the Chairman of the Planning and Regulatory Committee. A small proportion of planning applications are determined by the Planning Committee. Applications that are presented to the planning committee will be accompanied by a report and the officers' recommendation. At committee meetings members of the public have the right to address the Committee to speak in favour of, or against, planning applications. Further information about the Planning Committee can be found on the Council's website.
- 4.17 Once an application has been determined, the Officer's report and the decision notice will be available to view on the Council's website.
- 4.18 Detail of legal agreements which form part of the planning permission are placed on a public register and can be inspected at the Council offices. Progress on development of major sites in the Borough is included in the 'key sites' report which is updated quarterly through the Planning and Regulatory committee.

Appeals

- 4.19 If an application has been refused by the Council or granted with a condition that is considered unacceptable to the Applicant, the applicant can appeal the decision. An applicant is also able to appeal if a decision was not made within 8 weeks (13 weeks for a major development) where an extension to the statutory deadline has not been agreed. Within 5 working days of the start date of the appeal the Council will notify all people originally consulted and those who made comments that an appeal has been made and that representations made on the original application will be considered by the Planning Inspectorate when deciding the appeal. There is the opportunity for those who made comments to withdraw these if they wish to do so. Additional comments can be made on the application during the appeal stage in which there will be a strict deadline for their submission. No additional third party comments will be accepted for Householder appeals. The Inspectors decision will be published on the Council's website.
- 4.20 Appeals can be decided in writing or by an informal hearing or a public inquiry. At hearings and public inquiries, statutory parties are required to attend with other interested people participating at the discretion of the Inspector. Members of the public may attend the hearing or inquiry. During these procedures, the Inspector will gather information to determine whether the Council made the right decision. The Inspector's decision is binding on the

Council; however this can be challenged in the High Court if a party feels that the Planning Inspectorate has made a legal mistake.

5. Contacting the Council

Contact the Planning Policy Team

Phone: 01992 785559

Email: planningpolicy@broxbourne.gov.uk

Post: Broxbourne Borough Council. Bishop's College, Churchgate,
Cheshunt, EN8 9XB

Contact the Development Management Service

Phone: 01992 785510

Email: planning@broxbourne.gov.uk

Post: Broxbourne Borough Council. Bishop's College, Churchgate,
Cheshunt, EN8 9XB

Appendix 1: Consultation Bodies

Town and Country Planning (Local Planning (England) Regulations 2012			Localism Act 2011
Regulation 2: Interpretation	Regulation 2: Interpretation	Regulation 4: Duty to Co-Operate	Section 33A: Duty to co-operate in relation to planning of sustainable development
Specific Consultation Bodies	General Consultation bodies	Duty to Co-Operate Bodies	
<ul style="list-style-type: none"> • The Coal Authority • The Environment Agency • Historic England • Natural England • Network Rail Infrastructure Limited • Highways Agency • Lee Valley Regional Park Authority • North and East Herts Clinical Commissioning Group • Telecommunication companies • Thames Water • Local Policing Body (Hertfordshire Constabulary) • Hertfordshire LEP • Relevant Authority; for 	<ul style="list-style-type: none"> a) Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area b) Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area c) Bodies which represent the interest of different religious groups in the local planning authority's area d) Bodies which represent the interests of disabled persons in the local authority's area e) Bodies which represent the interests of persons 	<p>1) The bodies prescribed for the purposes of section 33A(1)(c) of the Act are—</p> <ul style="list-style-type: none"> (a) the Environment Agency; (b) the Historic Buildings and Monuments Commission for England (known as Historic England); (c) Natural England; (d) the Mayor of London; (e) the Civil Aviation Authority (1); (f) the Homes and Communities Agency; (g) each Primary Care Trust established under section 18 of the National Health Service Act 2006 (2) or continued in existence by virtue of that section; (h) the Office of Rail Regulation (3); 	<p>(1) Each person who is—</p> <ul style="list-style-type: none"> (a) a local planning authority, (b) a county council in England that is not a local planning authority, or (c) a body, or other person, that is prescribed or of a prescribed description, <p>must co-operate with every other person who is within paragraph (a), (b) or (c) or subsection (9) in maximising the effectiveness with which activities within subsection (3) are undertaken.</p>

Town and Country Planning (Local Planning (England) Regulations 2012			Localism Act 2011
<p>Broxbourne these are as follows:</p> <p>Welwyn Hatfield Council, London Borough of Enfield, Harlow Council, St Albans District Council, Watford Borough Council, Three Rivers Council, North Hertfordshire District Council, Stevenage Borough Council, Hertsmere Borough Council, East Herts District Council, Greater London Authority, Dacorum Borough Council, Epping Forest District Council, Hertfordshire County Council, Essex County Council</p>	<p>carrying on business in the local planning authority's area</p>	<p>(i) Transport for London (4); (j) each Integrated Transport Authority(5); (k) each highway authority within the meaning of section 1 of the Highways Act 1980(6) (including the Secretary of State, where the Secretary of State is the highways authority); and (l) the Marine Management Organisation.</p> <p>(2) The bodies prescribed for the purposes of section 33A(9) of the Act are each local enterprise partnership.</p> <p>(3) In this regulation "local enterprise partnership" means a body, designated by the Secretary of State, which is established for the purpose of creating or improving the conditions for economic growth in an area.</p>	

Glossary

Annual Monitoring Report

A report on how the Council is performing in terms of the Local Development Framework. It includes a review of the Local Development Scheme Timetable, and monitors the success of development plan document policies and the Statement of Community Involvement

Development Briefs

Inform developers and other interested parties of the constraints and opportunities presented by a site, and the type of development expected or encouraged by local planning policies

Development Plan Document (DPD)

A Document setting out the Council's planning policies and proposals. All Development Plan Documents must be subject to community involvement, consultation and independent examination, and adopted after the receipt of the Planning Inspector's binding report. A sustainability appraisal is required for each Development Plan Document

Evidence Base

An up-to-date information base on key aspects of the social, economic and environmental characteristics of the area, to enable the preparation of a sound spatial plan that meets the objectives of sustainable development

Independent Examination

The Council must arrange for an independent examination of the submitted Development Plan Document or Statement of Community Involvement, the purpose of which is to consider the "soundness of the plan". An independent Planning Inspector will be appointed by the Secretary of State to conduct the examination and it is his/her role to consider the Local Plan document as a whole and determine its soundness. In assessing this, the Inspector will consider all representations made on submitted Local Plan document and the changes that have been suggested by those making representations

Local Development Scheme (LDS)

This is the project plan for a three year period for the production of all documents that will comprise the Local Plan. It identifies key stages within the plan production process. A timetable is also established for Supplementary Planning Documents

Master Plans

The Master Plan follows the strategic objectives of the Local Plan and expands on and in some cases modifies these criteria

Memorandum of Understanding

A Memorandum of Understanding is a formal agreement between two or more parties. The document present areas in which there are agreements

between the involved parties. The document is not legally binding

Proposals Map

A proposal map illustrates on an Ordnance Survey base map, all the Policies contained within the Local Plan

Statement of Community Involvement (SCI)

This document sets out the Council's policy for involving the community in the development of Local Plan documents and planning applications. It includes who should be involved and the methods to be used

Stakeholder

A person, group, business or association that has an interest in planning decisions

Supplementary Planning Documents (SPD)

These documents contain policy guidance to supplement the policies and proposals in Local Plan documents. They will not form part of the development plan or be subject to independent examination

Sustainability Appraisal

An appraisal of the economic, social and environmental effects of a plan from the outset of the preparation process, so that decisions can be made that accord with sustainable development

Statement of Community Involvement

Consultation Report – April 2016

1. Consultation Report

- 1.1 This report sets out the way in which Broxbourne Borough Council consulted on the Statement of Community Involvement. The report contains the responses gained from the consultation period (1st March – 15th April 2016).
- 1.2 The Statement of Community Involvement sets out how and Broxbourne Borough Council will involve all sections of the local community, businesses and key stakeholders, throughout the process of preparing, altering and reviewing planning policy documents, and in the planning application process. It provides guidance on how and when community involvement will take place and what organisations and individuals will be consulted on the specified documents.

2. The Purpose of the Consultation

- 2.1 The current adopted SCI needs to be updated to account for the changes made in national planning guidance and to help shape the consultation of the emerging Broxbourne Local Plan. Changes in planning legislation, there is no longer a statutory obligation for planning authorities to consult on the SCI. Due to the Council's commitment to community engagement a 6 week consultation period occurred.
- 2.2 The purpose of the consultation was to gauge the opinion from the local community, statutory and key stakeholders about the draft SCI.

3. The Consultation

- 3.1 Comments were invited between 1st March and 15th April 2016. The following was done to encourage comments:
 - An e-mail was sent to key and statutory stakeholders informing about the Council's draft SCI and the consultation period;
 - The consultation was publicised through:
 - The Council's Website (Planning Policy Section)
 - The Council's Local Plan Update newsletter
- 3.2 The intention is that this Consultation Report will accompany the report to Cabinet seeking approval to adopt the SCI.

4. Summary of Comments

- 4.1 Only two comments were received during the consultation period, a summary of which can be found in the Schedule of Comments below:

Respondent	Response	Proposed Council Response	Change to Document
Natural England	We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. However, we have no specific comments to make on this consultation.	Support Noted.	None required.
Historic England	<p>We have noted that reference to Historic England needs to be updated in the list of consultation bodies and to be amended as follows:</p> <p>Paragraph 4.11 – Statutory bodies to be <u>Historic England</u></p> <p>Appendix 1. Regulation 2 – specific consultation bodies to be <u>Historic England</u>.</p> <p>Appendix 1. Regulation 4 duty to co-operate bodies to include <u>Historic England</u>.</p>	Accepted. References to English Heritage have been changed to Historic England.	<p>Paragraph 4.11 – English Heritage has been changed to Historic England</p> <p>Appendix 1, Column Regulation 2: Interpretation – Specific Consultation Bodies. English Heritage replaced with Historic England.</p> <p>Appendix 1, Column Regulation 4 – Duty to Co-operate. English Heritage replaced with Historic England.</p>

Statement of Adoption

Statement of Community Involvement

Planning and Compulsory Purchase Act 2004

The Town and County Planning (Local Planning) (England) Regulations 2012

In accordance with the Planning and Compulsory Purchase Act 2004 and the Town and County Planning (Local Development) (England) Regulations 2012, notice is hereby given that the Statement of Community Involvement was approved by the Broxbourne Borough Council Executive on 12th May 2016 for adoption.

The Statement of Community Involvement (SCI) sets out how and when the community will be involved in the preparation of a Local Plan and other planning documents and how they will be consulted on planning applications in Broxbourne.

Any person with sufficient interest in the decision to adopt the SCI may apply to the High Court for permission to apply judicial review of that decision. Any such application must be made promptly and in any event no later than three months after the date on which the SCI was adopted.

Those who submitted comments to the consultation and those requesting to be informed of adoption have been notified accordingly.

The modifications made to the document pursuant to the representations received and other relevant matters are within the Consultation Statement.

Availability of Documents

The SCI can be viewed on the Council's website: www.broxbourne.gov.uk/sci , at the Council Offices and the Borough's One Stop Shops.

For further information about the SCI, please contact Planning Policy on 01992 785555.