

INSPECTOR'S REPORT
LONDON BOROUGH OF RICHMOND UPON THAMES
STATEMENT OF COMMUNITY INVOLVEMENT

Inspector: Wendy Burden BA(Hons) DIPTP MRTPI

Date: May 2006

London Borough of Richmond Upon Thames Statement of Community Involvement (September 2005)

INSPECTOR'S REPORT

Introduction

- 1.1 An independent examination of the London Borough of Richmond Upon Thames Statement of Community Involvement (SCI) has been carried out in accordance with Section 20 of the Planning and Compulsory Purchase Act. Following paragraph 3.10 of Planning Policy Statement 12: Local Development Frameworks, the examination has been based on the 9 tests set out (see Appendix A). The starting point for the assessment is that the SCI is sound. Accordingly changes are made in this binding report only where there is clear need in the light of tests in PPS12.
- 1.2 A total of 10 representations were received all of which have been considered. The Council proposed a number of amendments to the SCI in response to representations received, and these have been taken into account in the preparation of this report. Further information was requested from the Council in relation to Tests 2 and 4. This information is contained in Appendix B to this Report.

Test 1

- 2.1 The Council has undertaken the consultation required under Regulations 25, 26 and 28 of the Town and Country Planning (Local Development) (England) Regulations 2004. The only omission was that At Regulation 25 stage an adjoining County Council was not consulted. This was rectified and the County Council was included at all subsequent stages. I am satisfied that the County Council has not been prejudiced by this error.
- 2.2 Having regard to "DPD matters" and "proposals matters", see Regulation 24 (4), the Council should have included a statement regarding notification requests in earlier documentation, including the advertisements.
- 2.3 Subject to the following recommendation this test is met.

(R1) Recommendation

The Council are to notify all those who made a representation on the submission SCI of the publication of the Inspectors Report and the subsequent adoption of the SCI.

Test 2

- 3.1 Section 5c of the SCI fails to specify with sufficient clarity the links between the LDF, the SCI and the Community Strategy. The Council were requested to provide further information about how

they will engage with the Local Strategic Partnership and the Council's response is contained in Appendix B of this report.

3.2 Subject to the following recommendations this test is met:

(R2) Recommendation

By working closely with the Local Strategic Partnership and any other groups flowing from the Community Strategy the Council will ensure that the Local Development Framework is closely integrated with the Community Strategy.

(R3) Recommendation

The Council should include their proposed amendment to Section 5c of the SCI as described in response No.1 in Appendix B of this report.

Test 3

4.1 The Council has set out in Section 5 of the SCI those groups which will be consulted. This list includes, at Appendix 1, the statutory bodies from PPS12 Annex E. It is stated at Section 5e of the SCI that the Council hold a database of consultees details and that this database is expected to expand.

4.2 Subject to the following recommendation this test is met:

4.3 The Strategic Rail Authority is listed as a consultee on DPD documents. Given the impending abolition of the Strategic Rail Authority, references to the Strategic Rail Authority as a consultee should be removed from Appendix 1 of the SCI. Consultations should be carried out with Network Rail in place of the Strategic Rail Authority.

(R4) Recommendation

"Strategic Rail Authority" be replaced by "Network Rail" in Appendix 1.

Test 4

5.1 Sections 4 and 5 of the SCI explain that the Council will involve and inform people from the early stages of LDD preparation and Section 6 describes the range of methods the Council will employ to consult with key stakeholders. Table 1 shows that informal consultation will take place at the issues and options stage of DPD production in accordance with Regulation 25. I am satisfied that the consultation proposed will be undertaken in a timely and accessible manner.

- 5.2 The Council propose some changes which would add clarity to the SCI and which form Appendix B to this report. Subject to the following recommendations, this test is met.

(R5) Recommendation

The Consultation Programme table at Section 4 of the SCI (Pages 9 – 10) be amended to the version provided by the Council in Appendix B.

(R6) Recommendation

Section 6 of the SCI be amended (at Page 18) in accordance with the Council's response No.3 in Appendix B.

(R7) Recommendation

Remove reference to the Barnes Goods Yard site brief from the SCI in accordance with the Council's response Nos. 2 & 4 in Appendix B.

Test 5

- 6.1 Appendix 3 and Table 1 (see Section 6 at Page 21) of the SCI sets out the methods that the Council propose to use to involve the community and stakeholders. These cover a range of recognised consultation techniques that will present information via a range of different media. The Council acknowledge the benefits and disadvantages of the different methods and indicate at what stages of LDD preparation the various methods might be employed.
- 6.2 The SCI acknowledges that the Council may have to provide extra support to facilitate consultation with certain groups or individuals, and proposes (at Sections 5f – 5h) how they might do this. Section 8 explains that the Council will make their information accessible to all members of society, and sets out how they will meet requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995.
- 6.3 I am satisfied that the methods of consultation proposed in the SCI are suitable for the intended audiences and for the different stages in LDD preparation.
- 6.4 This test is met.

Test 6

- 7.1 Appendices 2 and 3 of the SCI demonstrate how the Council will seek to ensure that sufficient resources are put in place to achieve the scale of consultation envisaged. The SCI explains how the Council will consult the community on the production of Development Plan Documents in future and over the long-term. Reference to specific costs should be removed as this information

cannot be given with lasting certainty since it is prone to fluctuation over time.

7.2 Subject to the following recommendation, this test is met:

(R8) Recommendation

Remove reference to costs in Appendix 2: Column 3 and Appendix 3: Columns 3 and 4.

Test 7

8.1 How the results of community involvement will be taken into account by the Council and used to inform decisions is explained throughout Section 6. The Council also propose to prepare reports at the end of the consultation period explaining how views have been considered and documents changed in light of the community involvement. The SCI states in Section 6 at Page 19 where these will be made publicly available.

8.2 This test is met.

Test 8

9.1 Section 9 explains that the SCI will be subject to review in accordance with the LDS and that this will be triggered by the Annual Monitoring Report. In addition, this section describes a questionnaire for evaluating the methods of involvement and consultation exercises and states that feedback forms will be used to evaluate the success or otherwise of consultation activities. This information will be used to refine the Council's approach to community involvement.

9.2 I am satisfied that the Council have mechanisms for reviewing the SCI and have identified potential triggers for the review of the SCI.

9.3 This test is met.

Test 9

10.1 The SCI at Section 7 clearly describes the Council's policy for consultation on planning applications. This section meets the minimum requirements and provides additional methods of consultation. This section also distinguishes between procedures appropriate to different types and scale of application, and includes information on how the consultation results will inform decisions.

10.2 In the case of SSSI's the Wildlife & Countryside Act 1981 (as amended by the Countryside & Rights of Way Act 2000) provides for English Nature to have 28 days to respond to applications for development potentially affecting a SSSI.

10.3 Subject to the following recommendation this test is met:

(R9) Recommendation:

Add to the first paragraph of Section 7 the following:

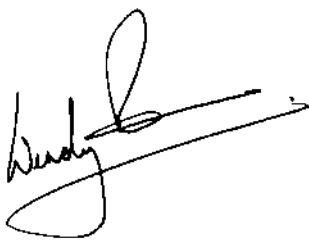
“Where consultees are notified by letter they are given 21 days, or 28 days in the case of a planning application potentially affecting a SSSI or in a SSSI consultation area¹, in which to comment.”

Add the following as a footnote:

¹ “in accordance with Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.”

Conclusions

- 11.1 Subject to the recommendations listed above, the London Borough of Richmond Upon Thames Statement of Community Involvement (September 2005) is sound.
- 11.2 The Council have set out as part of their Representations Statement (Regulation 31 Statement) (December 2005) a number of proposed changes to the SCI in response to representations received on the submission document. These suggested amendments do not affect the substance of the SCI but they do improve the clarity and transparency of the submission SCI. I therefore agree that they be included as listed in Appendix C of this report.
- 11.3 The Council should remove all references to previous stages of this document at Section 3 and replace such references with a statement of adoption.

A handwritten signature in black ink, appearing to read 'Wendy J Burden', with a long horizontal stroke extending to the right.

Wendy J Burden BA(Hons) DipTP MRTPI

INSPECTOR

APPENDIX A
TESTS OF SOUNDNESS

Examination of the soundness of the statement of community involvement

3.10 The purpose of the examination is to consider the soundness of the statement of community involvement. The presumption will be that the statement of community involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations wish to be heard (see Annex D). In assessing whether the statement of community involvement is sound, the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;¹
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

From: Planning Policy Statement 12: Local Development Frameworks

¹ The Town and Country Planning (Local Development) (England) Regulations, 2004.

APPENDIX B
CORRESPONDENCE



The Planning Inspectorate

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Diana Rice
London Borough of Richmond Upon
Thames, Environment Directorate
Civic Centre
44 York Street
Twickenham
TW1 3BZ

Your Ref:

Our Ref: PINS/L5810/429/6

Date: 28th March 2006

RICHMOND UPON THAMES STATEMENT OF COMMUNITY INVOLVEMENT

Dear Diana Rice,

As the appointed Inspector for your Authority's Statement of Community Involvement I am requesting comments from the Council on the following points in order to assist in assessing the soundness of Richmond Upon Thames Statement of Community Involvement.

Section 5c. of the SCI acknowledges that the Council will consult with Strategic Partners in the Community Plan. However, more information is required to show how this link with the Strategic Partners will be utilised in terms of consultation on the production of the DPDs.

With regard to the Consultation Programme table (pp.9-10), there is reference to Site Specific Allocations but no mention of alternative sites or the appropriate consultation procedures. I would suggest that the section of the table beginning with the Inspectors report be separated into a final Stage 5 and that the information regarding alternative sites be added to end of Stage 4 of the resultant table. It also not clear why there is reference to the Barnes Goods Yard Site Brief. Unless, there is some reason why this specific plan is included, I would suggest that such references be removed from the Table and from the SCI in general.

These answers are to assist in the production of a binding report. Once you have submitted your response to these questions, the report will be produced as quickly as possible. Please reply to Albert Tyson whose details are given above. Thank you for your assistance in this matter.



Yours sincerely,

Keith Holland BA(Hons) Dip TP MRTPI ARICS

Keith Holland Esq. BA(Hons), DipTP, MRTPI, ARICS
C/o Mr. Albert Tyson
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2 The Square
Temple Quay
Bristol BS1 6PN

Your ref: PINS/L5810/429/6

7 April 2006

Dear Mr. Holland,

LB Richmond upon Thames: Statement of Community Involvement

Thank you for your letter dated 28th March concerning this Council's Statement of Community Involvement. I will comment on the points raised in turn.

1. **Section 5c re Strategic Partners.** Section 5c could be expanded along the following lines: Discussions with Local Strategic Partners will take place throughout the Local Development Framework process, including consultation on possible site specific allocations. This process is already under way. A virtual conference is planned for Autumn 2006, to develop the replacement Community Plan, which will be linked with the Local Development Framework. To complement this, on p. 17 under the heading 'Groups a-e and j-k', a sentence could be added after '...interest shown.' to say that officers gave a presentation to each of the public Area Consultation Meetings held across the Borough and to the meeting of Local Strategic Partners held in November.
2. **Consultation Programme pp 9-10.** I attach an alternative table with amendments showing a Stage 5, and deleting references to the Barnes Goods Yard site brief, as suggested. However, I am not sure what information is proposed regarding alternative sites at the end of Stage 4, as Stage 4 already refers to the Examination of site specific allocations. I have also added to the table the amendments proposed in the schedule of 'Changes to submitted SCI proposed by the Council following public consultation 7 Oct-18Nov 2005', so that these can be seen in context.
3. **Consultation on Site specific allocations.** As well as the amendment to the Consultation Programme on pp 9-10, it would be possible to add a paragraph headed 'Site Specific Allocations' on p.18, just before 'Stage 3: Proposals for Preferred Options'. This could state that various methods will be used to derive a list of site specific allocations. There were opportunities to identify potential new sites during the Issues and Options stage of consultation. Major landowners in the Borough were contacted early in 2006, followed up by discussions as appropriate, to consider how identified and unidentified sites should be treated in relation to

site specific allocations. In mid-2006 letters will be sent to landowners, members of the local strategic partnership and local interest groups to invite consideration of possible site specific allocations and to identify any further new sites. In September 2006 the Cabinet will consider draft site specific allocations alongside preferred options for and other Development Plan Documents.

4. **Barnes Goods Yard site brief.** I am happy for references to the Barnes Goods Yard site brief to be removed from the SCI. They were included because this was a Supplementary Planning Document which had gone through much of the consultation process at the time of the SCI submission.

I hope these comments assist. Please contact me if I can help with further comment or information.

Yours sincerely,

A handwritten signature in cursive script that reads "Diana M. Rice".

(Mrs) Diana M. Rice
Policy and Plans Co-ordinator

LB Richmond upon Thames Statement of Community Involvement.

Table on Consultation Programme from SCI, with possible amendments 7th April 2006

Consultation Programme (with key stages shaded)

Time/Stage	Consultation	Documents
March 2005	informal, limited discussion	Statement of Community Involvement preparation
18 April 2005		Local Development Scheme takes effect
STAGE 1		
Jun/July 2005	6 weeks	draft Statement of Community Involvement
Jun/July 2005	4 - 6 weeks	draft Barnes Goods Yard site brief, Supp Planning Docs
July/Aug 2005	5 weeks	Sustainability Appraisal Scoping Report
Sept 2005		submit Statement of Community Involvement to Sec of State
Autumn 2005		Adopt Barnes Goods Yard Site brief
STAGE 2	Issues and Options	
<u>2005-early 2006</u>	4 - 6 weeks	draft Supplementary Planning Docs Phase 1 & SA
<u>Oct-Nov 2005</u>	6 weeks	submitted Statement of Community Involvement
<u>Oct-Dec 2005</u>	informal consultation	Issues & options for: Core Strategy Development Plan Docs (DC policies) Site specific allocations Accompanying Sustainability Appraisal
<u>Dec 2005</u>		Annual Monitoring Report
		Examination of Statement of Community Involvement
		Adopt Supplementary Planning Docs Phase 1
		Adopt Statement of Community Involvement, amended if needed
	<u>Informal consultation on possible site specific allocations</u>	
		Community Plan preparation and consultation
STAGE 3	Proposals for Preferred Options	
	6 weeks	Preferred options on -Core Strategy - Development Plan Docs (DC policies) - Site specific allocations Accompanying Sustainability Appraisal
	4 - 6 weeks	draft Supplementary Planning Docs Phase 2 & SA

		Annual Monitoring Report submitted to Gov Office for London
		Adopt Supplementary Planning Docs Phase 2 Community Plan finalisation
STAGE 4	Submission of Dev Plan Docs	
	6 weeks	Submit - Development Plan Docs (DC policies)
		- Core Strategy
		- Proposals map
		- Site specific allocations
		- accompanying Sustainability Appraisal
		Pre-Examination meeting
		Examination of - Development Plan Docs (DC policies)
		- Core Strategy
		- Proposals map
		- Site specific allocations
		- Sustainability Appraisal
		Draft Supplementary Planning Documents Phase 3
		Annual Monitoring Report submitted to Gov Office for London
STAGE 5		Inspector's report
		Adoption of - Development Plan Docs (DC policies)
		- Core Strategy
		- Proposals map
		- Site specific allocations
		- Sustainability Appraisal Report
		Adopt Supplementary Planning Documents Phase 3

Note: the order in the above table is as at March 2006. For exact dates of consultation, refer to the Local Development Scheme

APPENDIX C
SUGGESTED CHANGES

LB Richmond upon Thames Statement of Community Involvement

Changes to submitted SCI proposed by the Council, following public consultation 7 Oct-18 Nov 2005

Page nos. refer to hard copy of Submitted SCI

Word changes are shaded

Change no.	Location of Change	Change	Reason for change
1	p.11 Table. Col 1	Replace 'f. Businesses in the Borough' with 'f. Businesses operating in the Borough'	In response to suggestion by Government Office for London (GOL)
2	p.12 f.	Amend heading to 'f. Businesses operating in the Borough'	In response to suggestion by GOL
3	p.12 f line 3	Between 'through' and 'the Chamber' insert ' organisations which represent their interests, such as	In response to suggestion by GOL
4	p.12 k	Reword first sentence thus: 'The list includes consultation bodies specified in national guidance and Regulations, such Government statutory consultees as well as neighbouring local authorities and service suppliers and utility companies. '	In response to suggestion by GOL
5	p.12 k	After 'Transport for London' amend last phrase to read ' and the Port of London Authority. service suppliers and utility companies. '	To compliment change 4
6	p.14 heading for Stage 1	Delete 'Supplementary Planning Documents' from heading	Supplementary Planning Documents are proposed to be covered under separate heading
7	p.14 Under 'Methods for informing'	Transfer "under the Town and Country Planning (Local Development)(England) Regulations 2004" from line 1 to a footnote	To retain reference as recommended by GOL, but to reduce jargon in main text, as requested by earlier respondents

Change no.	Location of Change	Change	Reason for change
8	p.14 Under 'Methods for informing'	Delete reference to London Gazette	Regulations do not require advertisement in London Gazette
9	p.14 Under 'Methods for informing'	After 'statutory consultees,' add 'who must be sent a copy of the document'	To clarify regulations
10	p.16 Stage 2 Heading	Delete "final" before "Statement of Community Involvement"	To avoid confusion with the adopted SCI
11	p.16 under 'Stage 2'	In lines 3-4 amend third sentence to read: 'In addition respondents were consulted on the submitted Statement of Community Involvement as submitted, together with a statement of consultation *.' + footnote referring to Regulations: * The Statement of Consultation is submitted under the Town and Country Planning (Local Development) (England) Regulations 2004, Regulation 28 (1)(c).	To respond to GOL's suggestion of reference to Regulations, and to update
12	p.16 under 'Methods for informing'	Transfer "under the Town and Country Planning (Local Development)(England) Regulations 2004" from line 1 to a footnote	To retain reference as recommended by GOL, but to reduce jargon in main text, as requested by earlier respondents
13	p.16 under 'Methods for informing'	In line 4, delete reference to London Gazette	Regulations do not require advertisement in London Gazette
14	p.16 under 'Methods for informing'	After 'five main libraries' add (Richmond, Twickenham, Teddington, East Sheen and Whitton),	To clarify which libraries are referred to
15	p.16 under	After '... information purposes.' add: 'Copies of documents will also be	To clarify regulations

Change no.	Location of Change	Change	Reason for change
	'Methods for informing', at end of 4 th sentence	sent to the statutory consultation bodies.'	
16	p.17 para 2	Amend start of last sentence to read 'An final important additional form of communication...'	To respond to representation from On-line communities
17	p.17 Group f	Replace 'f. Businesses in the Borough' with 'f. Businesses operating in the Borough'	In response to suggestion by GOL
18	p.18 under 'Methods for informing'	Transfer "under the Town and Country Planning (Local Development)(England) Regulations 2004" from line 1 to a footnote	To retain reference as recommended by GOL, but to reduce 'jargon' in text
19	p.18 under 'Methods for informing'	In line 3, delete reference to London Gazette	Regulations do not require advertisement in London Gazette
20	p.19 under Stage 4 'Methods for informing'	Transfer "under the Town and Country Planning (Local Development)(England) Regulations 2004" from line 2 to a footnote	To retain reference as recommended by GOL, but to reduce 'jargon' in text
21	p.19 under 'Methods for informing' at end of 1 st paragraph	After 'purposes.' add: 'Copies of documents will also be sent to the statutory consultation bodies.'	To clarify regulations
22	p.20 under 'Methods for informing' para 3	Amend penultimate sentence to read: 'The on-line communities websites will also be provided with informed about links.'	To respond to representation from on-line communities
23	p.20 under 'Methods for informing'	In lines 5-6, delete reference to London Gazette	Regulations do not require advertisement in London Gazette
24	p.20 under 'Methods for	In line 7, after '... requested notification.' Add: 'Copies of documents must be sent to statutory consultees'.	To clarify regulations

Change no.	Location of Change	Change	Reason for change
	informing'		
25	p.20 after the section on 'Feeding back on stage 4'	<p>Add new section as follows:</p> <p>Consultation on Supplementary Planning Documents</p> <p>Supplementary Planning Documents are described at section f) of Appendix 6. They include guidance which is applicable to the whole Borough (such as Design Guidelines) and planning guidance for smaller areas (such as site briefs). They may cover topics of wide or narrow interest. The extent of consultation will depend on the scope and nature of the document.</p> <p>Preparation of Supplementary Planning Document</p> <p>There will generally be no formal prior consultation on draft Supplementary Planning Documents, but discussions will be held with landowners (in the case of site briefs) and other interested parties, if appropriate, before the Cabinet Member agrees a draft Supplementary Planning Document for consultation. A Sustainability Appraisal will be drawn up to assist with decision-making.</p> <p>Public consultation</p> <p>Public consultation will take place over a period of 4 – 6 weeks*, starting from the day on which the document is published and placed on deposit. A Supplementary Planning Document which is applicable to the whole Borough will be placed on deposit, with its accompanying Sustainability Appraisal, at the Civic Centre and in the five main libraries. A Supplementary Planning Document which is applicable to an area, such as a site brief, will be placed on deposit, with its accompanying</p>	To respond to comment from GOL that the arrangements for SPD production should be more clearly set out

* in accordance with The Town and Country Planning (Local Development) (England) Regulations 2004, Regulations 17 and 18

Change no.	Location of Change	Change	Reason for change
		<p>Sustainability Appraisal, at the Civic Centre and at the nearest local library for the site. Details of all Supplementary Planning Documents will also be posted on the Council's website. Interested parties will be consulted by post or email. These will include those specific consultation bodies and general consultation bodies listed in Appendix 1 as the Council consider appropriate, given the subject matter of the Supplementary Planning Document concerned and the affect it will have on those organisations. The views of the Environment Overview and Scrutiny Committee will be sought. Any person may make representations about a Supplementary Planning Document.</p> <p><u>Feedback and Adoption of Supplementary Planning Document</u></p> <p>The response to public consultation will be summarised in a report to the Cabinet Member and appropriate changes made. The final version will then be formally agreed by the Cabinet Member and adopted. It will be published on the Council's website and consultees will be informed.</p>	
26	p.21 Table 1	Amend title of Table to: Methods proposed for informing, consulting and feeding back for Statement of Community Involvement, Sustainability Appraisals and Development Plan Documents'	To reflect better the contents of the table
27	p.21 Table 1	Delete SPDs from heading of Column 2 so that it reads: 'Stage 1 SCI draft'	For clarity. SPDs would be covered separately under Change 21, and will not only be consulted on at Stage 1 of the LDF
28	p.21 Table 1	Add "and SA" to headings for Stage 3 and Stage 4	SA will accompany these stages as well as Stage 2
29	p.21 Table 1	Delete row 'Advertising – London Gazette'	Regulations do not require

Change no.	Location of Change	Change	Reason for change
			advertisement in London Gazette
30	p.25 after paragraph which ends '...Development Control section.'	Insert new paragraph as follows: For Listed Building consent or Conservation Area consent applications, the Council displays a site notice on or near the land to which the application relates, for a minimum of 21 days. The application is also publicised in the local press.	To respond to comment from GOL that publicity requirements for listed building consent and conservation area consent applications be specified
31	p.25 after paragraph which ends '.. or amendments.'	Add sentence to read: 'Non-statutory consultees, such as Thames Water, may be consulted on major applications, as appropriate.'	To respond to representation by Thames Water
32	p.30 list of appendices	Amend contents of Appendix 1 as follows: — Statutory and non-statutory consultees Specific consultation bodies - Types of local organisation General consultation bodies	To respond to representation from GOL
33	p.31 second section	Amend section heading thus: Statutory Consultees, Specific Consultation Bodies as set out in Annex E of PPS 12 and in Part 1 of The Town and Country Planning (Local Development) (England) Regulations 2004 (included in Group k in Section 5)	To respond to representation from GOL
34	p.31 second section	After 'Mayor of London' add 'Surrey County Council'	Surrey County Council had inadvertently been omitted from the list
35	p.31 second section	Replace 'The Strategic Rail Authority' with Network Rail.	Network Rail is the successor consultee
36	p.31 second section	Add 'Strategic Health Authority' to list	Had previously been listed under Other Non-Statutory

Change no.	Location of Change	Change	Reason for change
			Consultees
37	p.31 third section	Amend heading to read: 'Government Departments which should also be consulted, as set out in Annex E of PPS 12 (included in Group k in Section 5)'	To respond to representation from GOL
38	p.31 list of Government Departments	Add to list: Department of Work and Pensions Department of Constitutional Affairs Office of Government Commerce (Property Advisers to the Civil Estate)	To include all Government Departments listed in PPS12 Annex E, section E2
39	p.32 heading of list	Amend heading to read: 'Other Non-statutory Consultees (many of these non-statutory consultees are listed in Annex E of PPS 12)'	To respond to representation from GOL
40	p.32 list	Remove 'Network Rail' and 'Strategic Health Authority'	Under Changes 30 & 31, these bodies are represented in list of Specific Consultation Bodies
41	p.32 list	Add 'Port of London Authority'	The organisation should be on list
42	p.32 heading	Amend heading to read: 'Local Organisations not included above i.e. General Consultation Bodies as set out in Annex E of PPS 12 (Groups d, f, g, j in Section 5)'	To respond to representation from GOL
43	p.33 Table 2	In last row, Col 2, insert 'Minimal' before 'officer time' In last row, Col 3, replace '£150' with 'nil'	To respond to representation from Online Communities
44	p.37 Appendix 3 Row beginning 'Online communities...'	Replace wording in Col 2 to read: 'Minimal officer time. The organisation is on LDF database, so will receive LDF correspondence with online links' Replace wording in Col 6 to read: 'The subject matter can be difficult to	To respond to representation from Online Communities

Change no.	Location of Change	Change	Reason for change
		explain.’	
45	p.47 Glossary definition of Sustainability Appraisal	Amend last sentence to read: ‘These processes feed into and are intended to improve the content of the Local Development Framework , provide a tool for appraising policies to ensure they reflect sustainable development objectives.’	To respond to representation from GOL
46	Throughout	Amend page numbers and references accordingly	

Changes to Submitted SCI proposed by the Council, to update the SCI to the position as at 1st March 2006

47	p. 9 Table: row starting ‘Autumn 2005’	Delete row. Further down table, before ‘Examination of Statement of Community Involvement’, insert row with ‘Feb 2006’ in Col.1, and ‘Adopt Barnes Goods Yard site brief’ in Col.3	To clarify when adoption took place
48	p. 9 Table: Stage 2	In Row 1, Col.1, insert ‘2005-early 2006’	To clarify when consultation on draft SPD took place
49	p. 9 Table: Stage 2	In Row 2, Col.1, insert ‘Oct-Nov 2005’	To clarify when consultation on Submitted SCI took place
50	p. 9 Table: Stage 2	In Row 3, Col.1, insert ‘Oct-Dec 2005’	To clarify when consultation on Issues and Options took place
51	p. 9 Table: Stage 2	In Row 7, Col.1, insert ‘Dec 2005’	To clarify when AMR was produced
52	p. 10 Table: after Stage 4	In Col.3 after ‘Examination of - Sustainability Appraisal’ insert new line ‘Draft Supplementary Planning Documents Phase 3’	
53	p. 10 Table: after Stage 4	In Col.3 at end, after ‘Adoption of - Sustainability Appraisal Report’ insert new line ‘Adopt Supplementary Planning Documents Phase 3’	
54	p. 10 Immediately below Table	Insert ‘Note: the order in the above table is as at March 2006. For exact dates of consultation, refer to the Local Development Scheme.’	To clarify the position, should the Local Development Scheme be

Change no.	Location of Change	Change	Reason for change
			revised
55	p. 15 Under 'Feeding back in Stage 1'	Amend line 1 to read 'The results of the survey were analysed'	To update
56	p. 15 Under 'Feeding back in Stage 1'	Amend line 4 to read '... were notified of the report's availability by email or mail. The report was posted...'	To update
57	p. 15 Under 'Feeding back in Stage 1'	Amend part of line 6 to read '...specified telephone line were set up...'	To update
58	p. 15 Under 'Expected outcomes'	Amend part of line 2 to read 'We expected ed greater ...'	To update
59	p. 15 Under 'Expected outcomes'	At beginning of line 3 replace 'are presented' with were presented'	To update
60	p. 15 Under 'Expected outcomes'	In line 4 amend wording to read '...contact details were added...'	To update
61	p. 16 Under 'Actual outcome'	In line 3 amend wording to read '...response to them were posted on the Statement of Community Involvement page...'	To update
62	p. 16 Under 'Actual outcome', first para	In line 10 amend wording to read '...Involvement also took into account...'	To update
63	p. 16 Under 'Actual outcome' second para	Amend line 2 to read '...received. An amended site brief was subsequently adopted following a Cabinet Member decision on 20 Feb 2006. The sit brief is on the Council's website.	To update
64	p.16 Under 'Stage 2 Issues and	At beginning of line 2, delete 'There will be the' and replace with ' A '	To update

Change no.	Location of Change	Change	Reason for change
	Options...’		
65	p.16 Under ‘Stage 2 Issues and Options...’	Amend beginning of line 3 to read ‘information needed to be presented and discussed.’	To update
66	p.16 Under ‘Stage 2 Issues and Options...’	Amend line 7 to read ‘Although the principal stage of Issues and Options took place in October-December 2005, ...’	To update
67	p. 16 Under ‘Objectives of informing and consulting’	Amend line 1 to read ‘The main objective at this stage was to encourage...’	To update
68	p. 16 Under ‘Objectives of informing and consulting’	At end of line 2, start sentence ‘This required ed creating...’	To update
69	p. 16 Under ‘Methods for informing’ para 1	In line 6 amend start of sentence to read ‘The Council placed the document...’	To update
70	p. 16 Under ‘Methods for informing’ para 1	In line 8 amend start of sentence to read ‘In addition copies were sent to...’	To update
71	p. 16 Under ‘Methods for informing’ para 1	In line 10 amend end of sentence to read ‘...Issues and Options were made clear.’	To update
72	p. 17 Under ‘Methods for informing’ para 2	Amend line 3 of p. 17 to read ‘...Council followed similar procedures for these...’	To update
73	p. 17 Under	Put verbs in paragraph into past tense, thus:	To update

Change no.	Location of Change	Change	Reason for change
	‘Methods for informing’ para 3	‘In addition a newsletter was published , called the <i>Local Development Framework Supplement</i> , which contained ed the key facts about the Local Development Framework and outlined the planning policy issues and sustainability issues for discussion, as well as referring to the possibility of meetings. This newsletter and accompanying questionnaire were distributed with the Council Magazine <i>Arcadia</i> , which goes to all households, schools and key businesses in the Borough. The documentation was also posted on the Council website. Copies of the newsletter were also made available at libraries and the Planning Reception and distributed as appropriate. The essence of the newsletter was also presented as a press release for an article in the local press and the Council magazine. A final form of communication was a link with the on-line communities websites.’ [See also proposed change no. 16]	
74	p. 17 Under ‘Consultation Methods...’	Put verbs in paragraph into past tense, thus: ‘Stakeholders were invited to submit their views on the Issues and Options using the questionnaire inserted in the widely distributed newsletter. The newsletter helped explain the broad background and issues. However consultation meetings were also used to provide stakeholders with the opportunity to be better informed or discuss the subject, prior to completion of the questionnaire. No specific meetings were set up as it is more cost effective to use the agenda of existing meetings. Planning Officers gave presentations to the regular public Area Consultation Meetings held in each area of the Borough and answered questions. To answer queries a phone line was available alongside a dedicated email/postal address. An open-ended response mechanism was included in all consultation materials. Stakeholders were invited to comment or submit ideas by email or through the post.’	To update
75	p. 17 Under ‘Groups a-e and	Put verbs in paragraph into past tense and amend thus: ‘The majority of these groups received a copy of the newsletter and	To update

Change no.	Location of Change	Change	Reason for change
	groups j-k'	questionnaire and were informed by letter/email. Meetings were set up with Councillors, residents and developers as appropriate, and according to level of interest shown. As well as giving a presentation at each of the Area Consultation meetings, Planning Officers also gave a presentation on Issues and Options to a meeting of the Local Strategic Partnership.'	
76	p. 17 Under 'Group f'	Amend paragraph to read: 'The newsletters were distributed to a number of Borough businesses in each area using the Local Development Framework consultee database and other sources. Some business representatives attended local Area Consultation Meetings at which the issues were presented for discussion. Information was provided to the Chamber of Commerce and Town Centre Managers for discussion at their meetings.'	To update
77	p. 17 Under 'Group g'	Amend paragraph to read: 'A number of people in this group will have received the newsletter and questionnaire being distributed to all households with the Council magazine. Others will be on the Local Development Framework consultation database. In addition, the Council's Business Consultancy Unit set up focus groups using MORI, with priority given to those representing ethnic minorities and disabled people. The group facilitators were requested to provide information on Issues and Options and to invite group members to participate in this stage of the Local Development Framework process.'	To update
78	p. 18 Under 'Group h'	Amend paragraph to read: This group of residents was expected to be more difficult to reach and engage. They may be uninterested, too busy, or find the subject difficult and consider it not relevant to their day-to-day life. We therefore tried to catch them in the course of their day-to-day business. Council Planning Policy staff were in attendance at busy locations across the Borough, such as railway stations, outside supermarkets and in town centres,	To update

Change no.	Location of Change	Change	Reason for change
		handing out newsletters and questionnaires and where possible answering queries. The newsletter explained the subject and encouraged response through the questionnaire and through attendance at meetings.'	
79	p. 18 Under 'Feeding back in Stage 2'	Amend part of line 4 to read '...organisations have also sent in written responses.'	To update
80	p. 18 Under 'Feeding back in Stage 2'	Amend part of last line to read '...and a phone line are available for queries.'	To update
81	p. 21 In Table 1	In Row 9 headed 'Questionnaire' insert cross in Col. 5 headed 'Stage 2 Consult'	To correct omission