

LOCAL DEVELOPMENT FRAMEWORK

**HARROW
STATEMENT OF COMMUNITY
INVOLVEMENT
(SCI)**

Adopted August 2006

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Albanian	Nëqoftëse gjuha Angleze nuk është gjuha juaj e parë, dhe keni nevojë për përkthimin e informatave të përmbajtura në këtë dokumentë, ju lutemi kontaktoni numërin dhënë.
Arabic	إذا كانت الانجليزية ليست لغتك الأولى وتحتاج لترجمة معلومات هذه الوثيقة، الرجاء الاتصال على رقم
Bengali	যদি ইংরেজি আপনার মাতৃভাষা না হয় এবং আপনি যদি এই প্রচারপত্রের তথ্যগুলোর অনুবাদ পেতে চান তাহলে যে টেলিফোন নম্বর দেওয়া আছে সেখানে দয়া করে যোগাযোগ করুন।
Chinese	如果你主要說用的語言不是英語而需要將這份文件的內容翻譯成中文，請打註明的電話號碼提出這個要求。
Farsi	اگر انگلیسی زبان اول شما نیست و شما نیاز به ترجمه اطلاعات موجود در این مدرک را دارید، لطفاً با شماره داده شده تماس بگیرید
Gujarati	જો ઈંગ્લિશ તમારી પ્રથમ ભાષા ન હોય અને આ દસ્તાવેજમાં રહેલ માહિતીનો તરજૂમો (ટ્રાન્સલેશન) તમને જોઈતો હોય તો કૃપા કરી જણાવેલ નંબર ઉપર ફોન કરો
Hindi	यदि आपको अंग्रेज़ी समझ नहीं आती और आपको इस दस्तावेज़ में दी गई जानकारी का अनुवाद हिन्दी में चाहिए तो कृपया दिए गए नंबर पर फोन करें।
Panjabi	ਜੇ ਤੁਹਾਨੂੰ ਅੰਗਰੇਜ਼ੀ ਸਮਝ ਨਹੀਂ ਆਉਂਦੀ ਤੇ ਤੁਹਾਨੂੰ ਇਸ ਦਸਤਾਵੇਜ਼ ਵਿਚ ਦਿੱਤੀ ਗਈ ਜਾਣਕਾਰੀ ਦਾ ਤਰਜਮਾ ਪੰਜਾਬੀ ਵਿਚ ਚਾਹੀਦਾ ਹੈ ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਦਿੱਤੇ ਗਏ ਨੰਬਰ ਤੇ ਫੋਨ ਕਰੋ।
Somali	Haddii Ingiriisku uusan ahayn afkaaga koowaad aadna u baahan tahay turjumidda xog ku jirta dokumentigan fadlan la xiriir lambarka lagu siiyey.
Tamil	ஆங்கிலம் உங்கள் தாய்மொழியாக இல்லாதிருந்து இப்பத்திரத்திலிருக்கும் தகவலின் மொழிபெயர்ப்பு உங்களுக்கு தேவைப்பட்டால் தயவுசெய்து தரப்பட்ட தொலைபேசி எண்ணில் தொடர்பு கொள்ளவும்.
Urdu	اگر انگریزی آپ کی مادری زبان نہیں ہے اور آپ کو اس دستاویز میں دی گئی معلومات کا اردو ترجمہ درکار ہے، تو براہ کرم دیئے گئے نمبر پر رابطہ کریں۔

020 8736 6180

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1: INTRODUCTION

Why Community Involvement?

1.1 The Government has introduced a new form of development plan, the Local Development Framework (LDF) under the Planning and Compulsory Purchase Act 2004. A vital part of the new system is the need for local authorities to prepare a Statement of Community Involvement (SCI) as part of the plan making process. Apart from the overall aim of speeding up the process of plan preparation, making the planning system more transparent, accountable and responsive, there is a requirement for planning policies and proposals to reflect local needs.

1.2 Harrow Council endorses the Government's commitment for local authorities to fully engage with residents and key players in decision-making and will ensure that they are involved at all stages of the development plan process. The Council acknowledges the value of active, meaningful and continuous involvement of local communities and stakeholders, both in the preparation of local development documents and in the consideration of planning applications.

The Council's Commitment to Community Engagement

1.3 The SCI for Harrow provides the policy framework for involving the community and other stakeholders in both the Local Development Framework and development control processes. This SCI addresses the issues of 'how', 'when' and 'in what way' community involvement will be

sought, 'who' will be involved and how feedback will be given. It sets out a series of markers and states how the Council will meet the challenges of its commitment to securing effective community involvement in the planning process. The need to review this document is emphasized in section 3.9. In summary, this document sets out:

- 1 Harrow Council's commitment to, and procedures for involving the community in the preparation and review of local development documents; and
- 2 The mechanisms and standards for involving the community in the consideration and determination of planning applications.

Community Engagement Standards

1.4 This SCI sets out the standards to be achieved and the approaches that will be applied consistently to all the Local Development Documents (LDDs) to be prepared by the Council, as well as setting the framework for consultation relating to the determination of planning applications. Different stages of the LDDs will be subject to community engagement and this will ensure wider acceptance and common ownership.

SCI Preparation Timetable

1.5 The Council's Local Development Scheme (June 2005) outlined the timetable and key milestones for the SCI from the draft stage to adoption (Appendix A sets out the timetable).

2: THE NEW PLANNING SYSTEM

2.1 The new planning system requires the existing Unitary Development Plans (UDPs) to be replaced by Local Development Frameworks (LDFs). When adopted, the Development Plan Documents (DPDs) within the LDF will, together with the London Plan, form the development plan for Harrow. The LDF will comprise a portfolio of two types of Local Development Documents (LDDs): Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Harrow's Local Development Scheme (LDS), brought into effect on 23rd June 2005, describes the Local Development Documents to be produced and the programme of work on the LDF, for the next three years.

Consultation on the Harrow Unitary Development Plan (HUDP)

2.2 Statutory consultation processes have been in place for many years, and the Council carried out widespread consultation as part of the process for producing the HUDP, adopted in July 2004. The Council contacted a wide range of organisations, businesses and local community groups. Due to resource constraints, the Council was only able to meet the minimum statutory consultation requirements during that period. Drawing on this experience and using the existing consultation database as a starting point, the Council aims to secure more effective forms of community engagement in

the LDF preparation process.

The Local Development Scheme (LDS)

2.3 The LDS contains the overall programme for the preparation and adoption of the Local Development Framework documents. The specific programme for the production and adoption of the SCI is included in Appendix A. This also indicates that the SCI's implementation will be monitored and its content reviewed as appropriate.

Linkages with Corporate Community Engagement Strategy

2.4 In Harrow, the overarching context for producing the Local Development Framework is the Community Plan. The Council has published a corporate strategy on community engagement. The Council's aim is to ensure that there is a consistent approach to community involvement in the provision and delivery of services across the Council, including the Local Development Framework preparation.

Conformity Considerations

2.5 The Council is required to identify a clear chain of conformity between Local Development Documents, and this is included in the profile of individual LDDs set out in the LDS. Each DPD will need to be also accompanied by a statement of compliance with the Statement of Community Involvement.

3: PRODUCTION OF THE SCI

Consultation on the SCI

3.1 The production of the SCI followed a similar process as a development plan document and has itself been subject to consultation. The Council has followed the procedures and stages described below.

Soundness of the SCI

3.2 The criteria for testing soundness are set out in Planning Policy Statement 12 (PPS12) and Table 1 below is the schedule of how the Council addressed all the elements of the soundness test.

Adoption

3.3 The Council has incorporated the Inspector's recommendations and made necessary changes as required before the formal adoption on 3rd August 2006. The Inspector's Report and the Statement of Community Involvement Adoption Statement are available for inspection at the Council Offices, local Libraries and on line: www.harrow.gov.uk

Monitoring and Review

3.4 It is necessary to continually monitor and evaluate the engagement programme and strategy in this document. In order to maximise the effectiveness of the SCI, the Council will keep under review the need to update or replace the document if this is deemed necessary as a result of the Annual Monitoring Report (AMR). Revisions may also become necessary if significant changes have occurred to the types of groups to be engaged or if alternative methods of involvement need to be employed. Any such revision will be made following the same procedures as for the preparation and the programme for such revision will be included in future revisions of the LDS.

3.5 The Council will continue to maintain a database of all representations made in response to issues and draft proposals and liaise with those involved in the process. This database will be regularly updated and details of any individuals or

Table 1 - Schedule of how the Council has addressed all the elements of soundness test.

Soundness indicators	Reference in the document
Requirement for Consultation	Paragraphs 1.1 – 1.3
Links with Community Strategy	Paragraph 2.4
Local communities to be consulted	Paragraphs 7.1 – 7.6 and Appendix C
How they can be involved	Paragraphs 5.1 – 5.4
Methods	Paragraphs 8.1 – 8.10
Resources	Paragraphs 3.6 & 5.16 – 5.17
Results & Feedbacks	Paragraph 3.7
Review	Paragraph 3.4
Planning Applications	Paragraphs 6.1 – 6.5

organisations that have expressed an interest will be added. Continuous review will ensure that it remains up-to-date and capable of holding all required information.

Resources and Management of the SCI production

3.6 The process of implementing the SCI is managed by the LDF team, but staff from other departments will contribute to the process. Internal consultation with different departments is important and officers will work closely with colleagues, with responsibility for Community Strategy, throughout the development plan process. The cost of implementing the SCI will be met from existing budgets and this relates to: staff time, promotion material and publicity; publishing public notices and other advertising and mail shots; consultation methods including documents production; room hire; display equipment; translations services and transport costs. The LDS and paragraph 5.16 of this document

outline the resource implications of implementing the SCI in the production of the LDF.

Feedback and Consultation Reports

3.7 It is important that the outcomes of community engagement processes are regularly published and widely made available. At the end of each consultation period, the Council will:

- Acknowledge all responses received by fax, letter or e-mail within 10 working days after the consultation period;
- Keep an electronic mailing list of all those who respond to the SCI consultation: and
- Up-date the Council consultation database on a regular basis. In addition, all documents are published and made available at the local libraries and on the Council website.

4: OBJECTIVES AND PRINCIPLES OF COMMUNITY INVOLVEMENT

Objectives

4.1 The Council's overall aim is to use the SCI as the benchmark for the standards of involvement to be achieved in creating an inclusive, accessible, safe and sustainable Harrow. It is therefore necessary to go beyond minimum statutory requirements by striving to gain consensus and encourage collective ownership of the Harrow LDF and the development control decision-making process. The objectives of the SCI are:

- to lead to outcomes that better reflect the views, aspirations and meet the needs of the wider community in all its diversity;
- to enhance transparency and participatory democracy in decision making;
- to improve the quality and efficiency of decisions by drawing on local knowledge and minimising unnecessary and costly conflict;
- to generate awareness and educate all participants about the needs of communities, the business sector, and how local government works;
- to help promote social cohesion by making real connections with and between communities and offering them a tangible stake in decision making;
- to ensure collective ownership of the Local Development Framework

preparation and implementation;

- to inform and update the community and other bodies with regards to the LDF process; and
- to maintain a dialogue with stakeholders and participants in the LDF process.

The Important Principles

4.2 In producing the LDF, and in determining planning applications, the Council intends to take account of the needs and aspirations of local communities, and the community at large. The Council, therefore, acknowledges the importance of:-

A Local information and

knowledge - it is important that the production of LDDs is evidence-based. The community holds much valuable information and this needs to be fed into the preparation and implementation of the LDF.

B Community commitment to

future development - local and wider communities can play an important role in being part of the process of deciding what is needed, where, and in what form.

C Social Inclusion - The Council recognises the need to eliminate unlawful discrimination and to promote equal opportunities. It is therefore important that information is provided in a form which is accessible to all in order to meet the requirements of the Race

Relations Act 2000 and the Disability Discrimination Act 1995.

- D **Community involvement that is appropriate** - different arrangements and levels of involvement will be appropriate depending on the circumstances and the nature of the documents in the LDF being prepared;
- E **Early involvement** - community involvement strategies should provide opportunities for participation in identifying issues and debating options from the earliest stages;
- F **Methods fit for purpose** - to encourage involvement and participation, appropriate and relevant information must be sought and there should be no 'one size fits all' solution if a genuine dialogue is to be established and maintained;
- G **Clearly articulated opportunities** - for continuous involvement, the process should allow communities to see how ideas have developed at the various stages, with effective feedback, and there should be clear formal stages when involvement should take place, based on the statutory requirements;
- H **Transparency and accessibility** - the processes and ground rules for participating should be clear, and involvement should extend beyond those who are familiar with the system to 'hard to reach' groups;
- I **Timing** - community involvement should be planned from the start of the process and be carried out in an orderly manner.

Important Steps in the Production of SCI and the LDF

4.3 The Council considers the following as the main activities:

- Identification of key stakeholders in the preparation of each DPD. Particular attention will be paid to engaging 'hard to reach' groups;
- Identification of a range of effective consultation and community involvement techniques that can be used to engage stakeholders and the different stages at which they would be used;
- Identification of long term community capacity building exercises to improve representation and a balance of involvement in the local development framework process;
- Developing a clear, transparent, and open methodology, by which the outcomes of community involvement can be fed into the DPD process;
- Development of a set of performance measures, against which the success of engaging the community and stakeholders can be assessed;
- Development of a monitoring framework to ensure that the Statement of Community Involvement is kept up to date and relevant;
- Assessment of resources required, and available for managing community involvement, including the identification of training requirements within the Council to ensure the successful implementation of the Statement of Community Involvement; and

- Development of mechanisms for integrating consultation on the Local Development Framework with that of the Community Plan and other Council strategies.

5: GETTING INVOLVED IN THE LDF

5.1 The SCI strategy covers the range of documents identified in the LDS. These are discussed briefly below:

The Development Plan Documents (DPDs)

5.2 The Council intends that all interested parties will have the opportunity to be involved, at different stages, in the preparation of the Local Development Documents. The following Development Plan Documents (DPDs) will be subject to community involvement processes along the lines set out in this SCI:-

- 1 Core Strategy
- 2 Site Specific Proposals
- 3 Generic Development Control Policies
- 4 Proposals Map
- 5 Waste

Core Strategy (DPD)

5.3 The Core Strategy will set out the vision, objectives and spatial strategy, which will cover the whole Borough. Therefore, it is necessary for far-reaching consultation and community involvement spreading wider than the geographical boundary of the Borough.

Site Specific Proposals (DPD)

5.4 This involves the identification and allocation of sites for specific land use. It will cover a range of issues including: housing; employment; retail; open space and leisure; and community uses and any specific requirements for the individual site. Since this will deal with overlapping

issues it would generate interest from a wide spectrum of organisations and bodies and will therefore require the involvement of the general public. Due to its site-specific form, the involvement of communities in and around the sites will be particularly important. A general consultation followed by detailed consultation would be required.

Generic Development Control Policies (DPD)

5.5 These will be criteria-based policies designed to ensure that applications for development meet the spatial vision and objectives of the Core Strategy. It is necessary to involve the local community and stakeholders in the preparation of the Generic Development Control Policies, since these will affect development and the use of land throughout the Borough. Developers, landowners and the local communities are all key players and their views and comments are important in shaping policies of this nature.

Proposals Map (DPD)

5.6 The Proposals Map will be a visual representation of policies and proposals. Because this also covers the whole Borough, the approach to consultation and community involvement should be similar to that of Core Strategy, as indicated above.

Waste (DPD)

5.7 A joint Municipal Waste Management Strategy is being prepared for agreement between the Council and other constituent

Boroughs of the West London Waste Disposal Authority (WLWDA), known as WestWaste. These boroughs comprise Brent, Ealing, Harrow, Hillingdon, Hounslow and Richmond. The Council considers that this arrangement offers most potential for effective joint working in the production of the Waste DPD and will ensure that the community is very much involved in the production process.

Supplementary Planning Documents (SPDs)

5.8 The Council is producing a number of SPDs which provide additional guidance to policies in the saved Harrow Unitary Development Plan. These are:

- Harrow on the Hill Conservation Areas;
- Pinner Conservation Areas;

- Stanmore/Edgware Conservation Areas
- Harrow Weald Conservation Areas
- RAF Bentley Priory.

In producing these documents and associated Sustainability Appraisals, appropriate levels of consultation are required before these are adopted. Although there is only one statutory consultation stage of 4 to 6 weeks on draft SPDs, the Council will welcome the contributions of the community at any stage of the preparation process.

Additional Development Plan Documents & SPDs

5.9 Under certain circumstances the Council may bring forward some amendments to the LDS. Such exceptional circumstances include changing national, regional or local priorities or following recommenda-

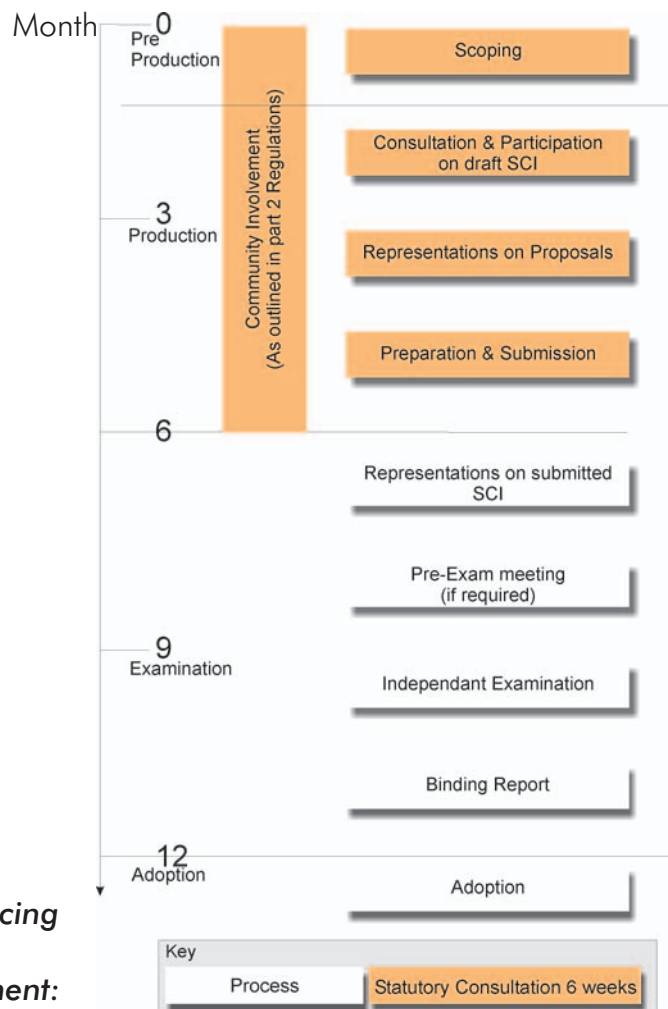


Figure 1:
Key stages for producing the Statement of Community Involvement:

tions made in the Annual Monitoring Report (AMR). The standards and procedures set out in the SCI will also apply to such documents.

Community Involvement process in the LDF

5.10 Development Plan Documents will take two to three years to prepare and the community should be able to get involved at various stages. However, there are four key stages called pre-production, production, examination and adoption. Also included below is an explanation of when the community can become actively involved in the planning process. The diagrams below illustrate the steps to be followed and the key stages for community involvement:

Each Development Plan document or Supplementary Planning Document produced by the Council has to go

through several stages including:

Pre-Production Stage

5.11 The first stage normally known as pre-production involves evidence gathering and initial work on sustainability appraisal. This will also include early community engagement. The evidence gathered will inform on the issues and options, which are then subject to public consultation.

Production Stage

5.12 Following the pre-production consultation, the Council will prepare a report on the preferred options document, which will be made available to the public for comments. This will also be made available on the website.

Submission Stage

5.13 Having taken into account the comments on the preferred options, the Council will prepare the

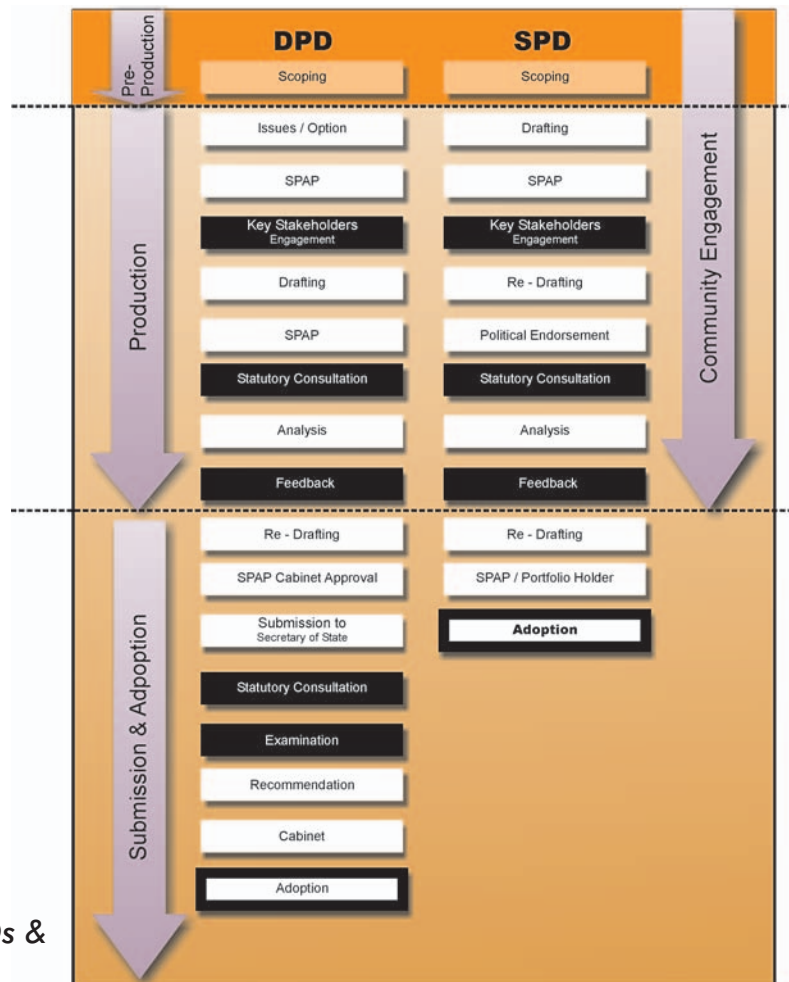


Figure 2
Community Engagement Milestones in the Production of DPDs & SPDs

Development Plan Document and submit it to the Secretary of State. When the DPD is submitted to the Secretary of State, the local planning authority must publish a notice and invite representations to be made within a specified period of six weeks.

Binding Report

5.14 Following submission, the DPD will be subject to public examination. Unlike the UDP Inquiry the purpose of the examination is to test the soundness of the DPD. The Inspector's report is binding and the Council must accept the recommendations and make changes as deemed necessary.

Political Decision-making Procedures

5.15 Harrow Council operates a Cabinet Structure. The Cabinet is

responsible for agreeing the contents of each Local Development Document (LDD). The Council has a Strategic Planning Advisory Panel with the purpose of overseeing the preparation and implementation of the Local Development Scheme and making recommendations to the Cabinet. The Council's Scrutiny Committee has the powers to call in the decisions of the Cabinet for consideration. A Cabinet approval is required to agree DPDs to be submitted to the Secretary of State for examination, and full Council resolution for their adoption, revocation or revision.

RESOURCE IMPLICATIONS

Assessment of Resource Needs

5.16 It is important that the spatial elements of the Community Plan and a range of Council and partner

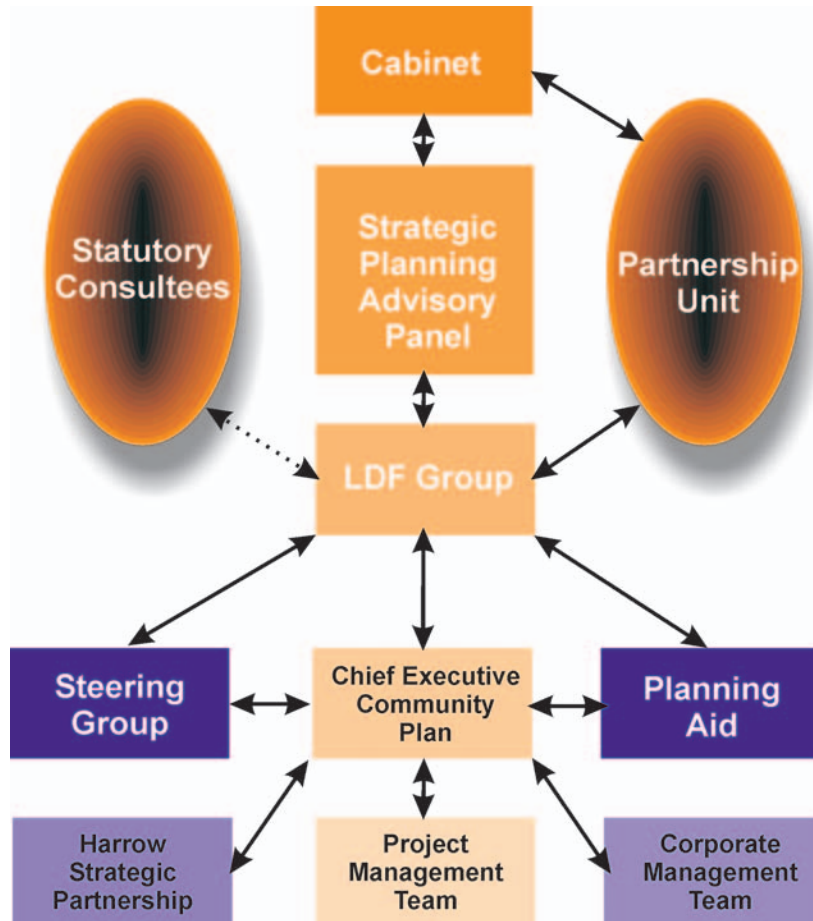


Figure 3 Community Involvement Management Process

strategies and programmes, including all aspects of the community engagement process of the LDF, should be adequately resourced. The LDS sets out the resources required to undertake the work leading to the preparation of the LDF, including the SCI. The delivery of community engagement in the LDF preparation will be resourced and managed primarily within the Planning Services Department of the Urban Living Directorate. Any additional financial support needed will be met from the Planning Delivery Grant. Existing staff resources will be utilised and developed wherever possible. However, external assistance, for example, in the form of facilitators, and translators may be required at times. See paragraphs 8.3 - 8.14 and tables 1 - 7 for indicative resource implications of the range of techniques and methods of engagement.

Staffing Levels

5.17 The Council will ensure that the necessary staffing and other resources are in place to facilitate and oversee effective engagement mechanisms, and implement meaningful community involvement programmes. The adopted Local

Development Scheme (June 2005) indicated that such resources are available to secure effective community involvement and timely delivery of the LDF. Full use will be made of existing networks and communications, particularly with regard to those associated with the process for the production and implementation of the Community Plan. The Council's Partnership Unit is developing a strategic approach to Community Involvement and it will be important to ensure that consistent approaches and standards are achieved across the Council. Effective implementation of the SCI should help to further develop and deliver even more effective partnerships with other agencies, businesses and local communities.

Managing the Process

5.18 Community involvement in the preparation of the LDF will be directed by the Policy and Research team and Development Control team will be responsible for community involvement relating to the determination of planning applications. The Interim Director of Planning Services will oversee both mechanisms.

6: GETTING INVOLVED IN THE DEVELOPMENT CONTROL PROCESS

Statutory Consultation

6.1 Statutory consultation requirements for planning applications are set out in Article 8 of the Town and Country Planning (General Development Procedure) Order 1995 (as amended). Apart from the preparation of the Local Development Documents, the community can also get involved with planning applications received and determined by the Council. Mirroring the requirement for greater community involvement in the LDF, the Council's procedures for development control consultation for the three types of planning applications - Major, Minor and Other, are outlined below (see Appendix B for definitions of the three types). The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

Pre-Application Discussions

6.2 The overall objectives of the Council's pre-application discussions are:

- i to resolve problems, thereby avoiding possible public objections at a later stage
- ii to overcome perceived closed-door approach to determining planning applications
- iii to speed up decisions on applications that are straightforward and can be quickly processed
- iv to provide useful information upfront.

The Council welcomes and encourages pre-application discussions between applicants, their agents, developers or interested parties. This

may be in the form of a short chat with the Duty Planner (mainly for householder applications) or more formalised meetings (for major or minor schemes) possibly involving officers from other departments of the Council.

Advertising Planning Applications (Weekly List)

6.3 Local authorities are required to publish details of all planning applications. In order to ensure that people are kept informed of proposals in their area the Council produces a weekly list of all applications received. This list sets out the details of the applications submitted, including: site name and address; nature of proposal; the name of the Chief Planning Officer that will be dealing with the application and whether it will be dealt with through the Council's Development Control Committee, or by the planning officer under delegated powers. This list is made available for public inspection and posted on the Council's web-site www.harrow.gov.uk. Copies are also sent to Libraries for public use. A list of major applications appears in the local paper, the Harrow Times.

Site Notices

6.4 Site notices provide information for people in the vicinity of a site which is subject to a planning application and includes information on the nature of the application and details of how to contact the Council, and how to view plans and the deadline for making comments. Such notices are required to be displayed for a variety of applications, for

example, major planning applications or those affecting the character of a Conservation Area or those involving alterations to Listed Buildings. Such notices are displayed on or adjoining the application site by the case officer and are accompanied by newspaper advertisement.

Notification of Neighbours

6.5 Occupiers of properties most likely to be affected by a proposal are notified individually by letter that an application has been received and are invited to inspect the application and make any written observations within 21 days of the date on the letter. If the occupier is disabled or elderly and unable to get to the Council Offices, copies of the plans can be provided free of charge. As a general rule the adjoining occupiers to a proposal are notified. In the case of major applications, it is necessary to draw wider catchments for the notification.

Plans and Drawings

6.6 Plans and drawings are made available for viewing at the planning reception at the Planning Department during office hours. Copies of these are made available for photocopying (normally at a charge). The offices are located at (Garden House, 5 St John's Road, Harrow HA1 2EE, Monday - Friday 9.00 am to 4.30pm.

Duty Planner Service

6.7 The Council operates a duty planning officer service. This enables members of the public to obtain free advice on planning matters. Under the scheme anyone can obtain advice from a professional officer at the reception free of charge between 9am and 12.00 noon Monday to Friday.

Planning Advice Team (PAT)

6.8 Currently an officers' level group, known as the Planning Advice Team (PAT), provides written advice through a multi-disciplinary team of officers drawn from different sections of the Department. Their role is to consider various aspects of written preliminary proposals from developers or their agents and offer considered informal advice before planning applications are submitted. Such advice is provided in writing only.

The role of the applicant

6.9 For major proposals or applications affecting the wider community the Council expects the developer to undertake pre-application consultation. An applicant/agent has a vital role to play at this to ensure that the community is aware of the proposal at the initial stage. By undertaking an early community consultation prior to lodging a formal application it is possible to reduce public opposition. The applicant should also provide the Council reasonable access to information relating to any consultation undertaken. Ideally the results of pre-application community consultation should be included in the planning application and form part of the planning application process. The requirement for the submission of a 'consultation' supporting statement, with the application, depends on the extent of the potential problems and possible public objections identified. The degree to which the initial pre-application stage consultation addresses these will be taken into account in deciding an application. Although the Council cannot refuse to accept valid applications because they disagree with the way in which an applicant has consulted the community, failure by the applicant to consult could lead to objections being made which could be material to the determination of the application.

Decision-Making Process

Delegated Powers

6.10 The vast majority of planning applications (90%) are dealt with under delegated powers. The Chief Planning officer has the authority to make the decision regarding whether or not a proposal is acceptable, based on the recommendation of the case officers.

Councillors' Involvement

6.11 Most major planning applications are considered by the members of the Development Control Committee, made up of 11 local Councillors. Development Control Committee meetings are held in public so that members of the public can hear the discussion on planning applications. The Councillors make decisions on planning applications taking into consideration the advice of the officers. However, the Committee reserves the right to consider any planning application regardless of whether it is a delegated or Committee case.

Where a Committee application is recommended for grant there is a scheme in place to allow objectors to make verbal representation regarding the proposal at the Committee meeting.

Consultation with Interest Groups

6.12 Specific interest groups are consulted where a planning application has particular implications. These include statutory consultees such as

English Heritage, Countryside Agency, English Nature, Environment Agency and utility companies. Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is prescribed by legislation. In addition there are 4 local interest groups in Harrow (Harrow Hill Trust, Hatch End Association, Stanmore Society and Pinner Association) who are regularly consulted on various planning applications.

Comments on Planning

Applications

6.13 Anyone can make comments on planning applications regardless of whether they are directly affected or not. Comments must be made within 21 days from the date of the notification. Bodies such as English Nature will be allowed a longer period of time to comment on applications where this is by legislation. All comments and written representations are taken into account when the planning application is considered.

Web Access/Planning Portal

6.14 Harrow has recently launched an online public access system which is available via the council website www.harrow.gov.uk and also through the UKPlanning website at www.ukplanning.com. New planning applications can be submitted online through the Planning Portal and comments can be made through the web or by e-mail.

7: THE DIFFERENT CONSULTATION BODIES

7.1 The Council is under a statutory obligation to consult certain bodies and a list of these is given in Appendix C. It is also a requirement that any local planning authorities and Parish Councils in the adjoining area, covered by a plan or proposals, should be consulted. Although the Planning and Compulsory Purchase Act 2004 allows a local authority to carry out the minimum community involvement, it is the intention of the Council to get as many people as possible involved in the LDF process. There is a commitment to active involvement of these bodies and other interested parties who will be invited to contribute to particular proposals or policy changes. As indicated below, various segments of the community will be encouraged to take an active interest in the planning process.

Harrow Strategic Partnership (HSP)

7.2 The new approach to planning means that the Council must work in partnership with and involve the community to deliver sustainable development in the right place at the right time. In addition, the Council has over the years promoted corporate stakeholder engagement involving a strategic "hands off" or action-orientated "hands on" approach. The Council accepts that the HSP and stakeholder engagement drive what happens in the Borough. Every round of consultation will aim to utilise existing partnerships, structures and processes, including groups such as the Harrow Strategic Partnership (HSP).

Community Groups

7.3 The profile of the Borough is diverse and mixed in terms of social, cultural and ethnic makeup. An important aspect of the new planning agenda is to encourage inclusion and active involvement of as many people as possible in decisions that affect them. The renewed commitment to community engagement is based on the premise that planning affects everyone and all those with an interest in the system have a role to play in delivering effective and inclusive planning. The Council is therefore seeking to ensure that the LDF preparation attracts the interest of a wider range of people than in the past. These include stakeholders and customers, and hard-to-reach groups.

Stakeholders and Customers

7.4 In Harrow there is already a requirement to involve stakeholders and customers in the planning and delivery of services. This is an important aspect of the customer-oriented approach under the New Harrow Project. The increased use of electronic technology has enhanced the ability of the Council to engage and involve stakeholders, community groups and individuals in various aspects of service delivery. If partners and the community are to be involved, there is a need for a coordinated approach and the Council will continue to explore new ways of encouraging the wider public to participate in the planning process.

7.5 An integral part of the planning process is consultation with

potentially affected individuals and local neighbourhoods. Community engagement will need to encompass the community right across the Borough. Anyone with a role or interest in the environmental, social, or economic development of Harrow may be involved. In the main, local people, local organisations, government agencies, voluntary bodies and the business community are expected to be actively engaged in the preparation of Local Development Documents. The level of engagement will vary depending on the nature of the document being prepared. Documents such as the Core Strategy DPD will require widespread involvement since this will affect the whole Borough.

Hard-to-Reach Groups

7.6 It is vitally important that every

sector of the community is involved, and not just those who are articulate and have been linked into the planning process previously, or are in the majority. Those traditionally hardest to reach and those who have historically participated the least in planning must be involved in the process. These may include: under-represented groups, ethnic minority groups with small numbers, young people, new residents and those who are dependent on community services. For each document to be prepared, as part of its detailed community involvement strategy the Council will endeavour to actively involve these groups at all relevant stages of the planning process. The Council will endeavour to encourage such groups to fully participate in public meetings, events and other means of engagement.

8: METHODS OF COMMUNITY INVOLVEMENT

Different Techniques

8.1 The methods employed to engage the public will vary according to the objectives of the engagement process. Undoubtedly, greater community involvement will increase the effectiveness and quality of the documents produced and helps ensure their smooth implementation. The combination of techniques to be used will depend on the nature and stages of the document to be prepared. (See Appendix D)

8.2 There is a range of methods of involving the community in the planning process. There are advantages and disadvantages to all methods. The Council considers the use of a combination of different methods to be necessary and this Statement of Community Involvement is designed to generate discussion about which methods would be most appropriate. Whilst it is necessary for everyone to have a say in what methods should be used, the Council wishes to encourage those who do not usually get involved in the planning process to express their views on how they would prefer to be involved. Some of the methods that could be used and their benefits are outlined below:-

8.3 **Public Meetings** - These have been the traditional method of informing and receiving comments and feedback from the public and have been very effective over a long period. They have provided a useful platform for Councillors and officers and focused on open invitations to members of the public to attend

meetings at specific venues and at a given time. The time and the venue must be carefully selected to ensure that people are able to attend and that the venues are suitable. The Council will ensure that this method of engaging the public continues. (Resource costs -Moderate)

8.4 **Newsletters** - To ensure that the whole community is informed at key stages of LDD preparation, the Council will publish and distribute, in both electronic and paper form, newsletters that will explain the LDF process and set out progress in the preparation of LDDs. Articles will be placed in the local press, the Council's own magazine (Harrow People) and any other local papers and community groups' notice boards. (Resource costs -Moderate)

8.5 **Public Exhibitions** - These are usually in the form of information put on public display for examination and observation so that people can provide comments and input to Council proposals. Such exhibitions could be sited at appropriate locations and manned by professionals and officers capable of explaining detailed proposals and answering questions. The location and time of exhibitions must be appropriately advertised and a clear explanation given of any detailed plans and supporting documents that will be available. (Resource costs -High)

8.6 **Workshops/Seminars** - Key stakeholder workshops can be held to discuss key issues to be considered in the Core Strategy or single issue

LDDs (e.g. affordable housing and flood risk). 'Enquiry by Design' type workshops can also be held to consider detailed site-specific proposals. (Resource costs - Moderate)

8.7 Focus Groups - Made up of local people or people with specialist knowledge or interest to discuss planning issues. Focus groups need not be representative of the general population, perhaps involving a particular citizen group only. The HSP may be approached to form a detailed focus/reference group. (Resource costs -Moderate)

8.8 Media Coverage/Briefings - Press releases, TV and Radio etc can be effective ways of disseminating information. Other methods such as newspaper articles, advertisements and press briefings are effective for making contact with local people and the Council will take advantage of these at different stages in the preparation of each DPD. This medium will be particularly important when the preferred options document is published and when any of the Council's DPDs are being agreed for submission to the Secretary of State. Radio and TV are recognised as having the potential to reach a significant number of people and their use will be considered where appropriate. (Resource costs -Low)

8.9 Community Surveys/Questionnaires - This is an effective way of providing and collecting information when a large number of people need to be engaged. Questionnaires can be used to ask residents and other stakeholders to give their preferences and comments on, for example, what they see as broad priorities. This technique should be combined with other forms of engagement such as surveys and

questionnaires and care must be taken to ensure that issues are clearly stated to avoid confusion or mis-interpretation. (Resource costs - Moderate/High)

8.10 Roadshows/Official Launches - A roadshow or launch may be used to raise awareness of a significant document being prepared or consulted upon. It should be a publicly advertised event, which is open to all interested parties. Written information in the form of leaflets and brochures should be available to attendees. (Resource costs -Moderate)

8.11 Contact Numbers/E-mail - A contact number will be provided in all documents for contact and there should be a direct line with the primary aim of providing an easily accessible means of getting answers to questions and access to informing. There should also be a contact e-mail address provided. (Resource costs -Low)

8.12 Website - All information relating to the LDF process will be made available on the Council's website www.harrow.gov.uk which can also be used as an interactive medium to invite email responses from members of the public. The Council will update the website in line with each stage of the consultation process. (Resource costs -Low)

Planning Aid

8.13 Planning Aid for London (Planning Aid for London, unit 2, 11-29 Fashion Street London E1 6PX) is a voluntary service linked to the RTPI offering free, independent and professional advice on town planning matters to community groups. Planning Aid enables local communities, particularly those with limited resources, to participate effectively in planning matters. The current remit of

Planning Aid involves advising community groups in negotiations with the local planning authority, and, if necessary, representing the groups at Examination. (Resource costs -Low)

8.14 The Council is keen to work with Planning Aid for London and to explore ways in which they can assist in facilitating community engage-

ment. Their knowledge and experience would be of great benefit in working with the 'hard to reach' groups and might include training on aspects of the planning system ('capacity building'), and assisting communities to develop their own strategies for shaping their areas. (Resource costs -Low)

Appendix A - SCI Preparation Timetable

LDD1: Statement of Community Involvement	
<p>Document details</p> <ul style="list-style-type: none"> • Purpose and content • Status • Geographic coverage • Chain of conformity 	<p>To set out how continuous community involvement will be achieved in the preparation of all Local Development Documents, and in relation to planning and related applications and the standards to be achieved.</p> <p>Not a Development Plan Document but subject to public consultation and examination</p> <p>Borough wide</p> <p>The Statement of Community Involvement will be in conformity with the Regulations and with the Harrow Community Plan.</p>
<p>Key milestones</p> <ul style="list-style-type: none"> • Background research and preparation of draft SCI • Pre-submission consultation with statutory bodies • Pre-submission public participation • Submission to SoS • Formal statutory consultation • Pre-examination meeting • Public examination • Receipt of Inspector's binding report • Estimated date for adoption 	<p>Dec '04 – June '05</p> <p>August '05</p> <p>Sept - Oct '05</p> <p>Nov '05</p> <p>Nov - Dec '05</p> <p>Jan '06</p> <p>March '06</p> <p>May '06</p> <p>July '06 (Actual adoption date August 3rd)</p>
<p>Arrangements for production</p> <ul style="list-style-type: none"> • Which organisation/department of the Authority will lead the process • Decision-making procedures • Approach to involving stakeholders and the community 	<p>The Planning Service in conjunction with other Council services as appropriate</p> <p>The document was subject to the Council's normal decision making procedures as outlined in para 3.4 and Figure 3</p> <p>The minimum requirements for community involvement are set out in the Regulations; however methods for full community engagement will be developed during the production process.</p>
<p>Post production</p> <ul style="list-style-type: none"> • Monitoring and review mechanisms 	<p>The SCI will be monitored on an annual basis and reviewed formally every 3 years. Monitoring may highlight the need for early review.</p>

Appendix B - CATEGORIES OF PLANNING APPLICATIONS

Code	Development Type
Major Applications	<ul style="list-style-type: none"> ➤ 10 or more dwellings – <i>by new-build, conversion or extension</i> ➤ residential site area - <i>0.5 ha or more</i> ➤ non-residential site area - <i>1 ha or more</i> ➤ non-residential floorspace - <i>1,000 m² or more</i> ➤ all waste developments, i.e. any development designed to be used wholly or mainly for the purpose of treating, storing, processing or disposing of refuse or waste materials ➤ approval of details of MAJ applications - <i>where details fall within the above MAJ categories</i> ➤ changes of use - <i>within the above MAJ categories</i> ➤ variations of permission – <i>involving building works (CVA) within the above MAJ categories</i>
Minor Applications	<ul style="list-style-type: none"> ➤ 1 to 9 new dwellings (flats or houses) - <i>new-build</i> ➤ residential extensions to provide new dwellings ➤ non-residential buildings and / or extensions, where: <ul style="list-style-type: none"> - <i>floorspace to be created is less than 1,000 m², or</i> - <i>site area is less than 1 ha</i> ➤ changes of use and conversions - not MAJ applications and including alterations / extensions requiring planning permission ➤ alterations within the curtilage of non-residential properties - <i>includes shop fronts, parking areas, vehicular accesses, fences</i> ➤ variations of permission – <i>involving building works (DVA or CVA)</i>
OTH Other	<ul style="list-style-type: none"> ➤ changes of use and conversions - not MAJ applications and not including alterations / extensions requiring planning permission ➤ advertisements consents - (DAD or CAD) ➤ certificate applications - (DCE or DCP) ➤ listed building consents - (DLB or CLB) ➤ conservation area consents - (DCA or CCA) ➤ notifications under C18/84 and 14/90 - (DCR or CCR) ➤ consultations from neighbouring authorities - (DNA or CNA) ➤ determinations - (DDT, CDT, CDO, CDA) ➤ telecommunications developments submitted as full applications ➤ variations of permission – <i>use-related - (DVA or CVA)</i>
HH Householder	<p>All proposals within the curtilage of a dwellinghouse (<i>including existing flats / maisonettes, but excluding creation of new dwellings</i>):</p> <ul style="list-style-type: none"> ➤ householder extensions / alterations ➤ fences, walls ➤ garages, hardstandings and vehicular accesses ➤ satellite dishes ➤ swimming pools ➤ buildings in gardens

Development Type Category Codes-BVPI 109.doc; Major, Minor, Other (where Other is a combination of OTH and HH)

DAD Delegated Advertisement Consent CAD Committee Advertisement Consent

DVA Delegated Variation or Removal of Conditions

CVA Committee Variation or Removal of Conditions

DLB Delegated Listed Building Consent

CLB Committee Listed Building Consent

DCA Delegated Conservation Area Consent

CCA Committee Conservation Area Consent

DCR Delegated Crown Development

CCR Committee Crown Development

DNA Delegated Consultation from Neighbouring Authority

CAN Committee Consultation from Neighbouring Authority

DDT Delegated Determination: Telecommunications Development

CDT Committee Determination: Telecommunications Development

CDO Delegated Determination: Demolition of Buildings

MAJ Major

HH Householder

Appendix C - CONSULTEES AS SPECIFIED BY PLANNING REGULATIONS

Specific consultation bodies

Local planning authorities are strongly advised to consult any Government Departments or agencies where those departments or agencies have large land holdings in the area covered by a local development document. This will ensure that local planning authorities are fully aware of the possible need for expansion of existing facilities or, more importantly, the likelihood of large-scale land disposals taking place within the period of time covered by the local development document

The Four Statutory Environmental Bodies

The Countryside Agency.
English Nature;
English Heritage
The Environment Agency;

The following bodies are specific consultation bodies and must be consulted in accordance with the Act and the Town and Country Planning (Local Development) (England) Regulations 2004: See PPS12 pages 90 - 94)

Government Departments

Home Office;
Department for Education and Skills (through Government Offices);
Department for Environment, Food and Rural Affairs;
Department for Transport (through Government Offices);
Department of Health (through relevant Regional Public Health Group);
Department of Trade and Industry (through Government Offices);
Ministry of Defence;
Department of Work and Pensions;
Department of Constitutional Affairs;
Department for Culture, Media and Sport;
Office of Government Commerce (Property Advisers to the Civil Estate); and
Government Office For London (GOL)

Regional Bodies

The Mayor of London;
Greater London Authority (GLA)
Association of Local Government (AGL)

Adjoining Local Authorities:

London Borough of Barnet
London Borough of Brent
London Borough of Hillingdon
London Borough of Hounslow
Hertsmere Borough Council
Hertfordshire County Council
Three Rivers District Council
Watford Borough Council

Adjoining Parish Councils

Elstree and Borehamwood Town Council

Watford Rural Parish Council

Other Agencies Government Bodies

Bus Operators

Communications Companies

Electricity Companies

Gas Companies,

Highways Agency;

London Development Agency;

Fire & Emergency Planning Authority (Fire Safety Department)

London Underground

London Strategic Health Authority;

National Grid Company;

National Playingfield Association

Police Architectural Liaison Officers/Crime Prevention Design Advisors;

Port Operators;

Royal Mail Property Holdings;

Primary Care Trusts

Rail Companies and the Rail Freight Group;

Network Rail;

Regional Development Agencies;

Regional sporting Board

Road Haulage Association

Sewerage & and Water Companies

Sport England;

Telecommunications Undertakers

The Historic Buildings and Monuments Commission for England;

The House Builders Federation;

Transport for London (TfL);

Other Consultees

Voluntary Bodies

Residents Associations

Wildlife Trust)

Elderly groups/Age concern

Women's Groups

Youth Groups/Students

Community Associations

Black and minority ethnic groups

Religious groups (covering Christian,
Muslim, Hindu, Jewish faiths & others)

Disabled groups

Business groups

Retailers/Shopkeepers

Ward members

Commercial interests/Traders

Health Groups

Regeneration Partnerships

Neighbourhood communities

Education

Interest groups (e.g. CPRE,

Environment groups

Greater London Authority

Heritage groups

House Builders Federation

Housing Associations

Community Consultative Forum

Waste interests

Planning/Property Consultants

Students

Homeless People.

Transport groups and companies

Travellers /Gypsy community

Hard to reach groups

Multi-Agency Forum

Business Communities

Tenant and resident associations

Harrow Strategic Partners

Leaders of the Political Parties

London Borough of harrow Chief Executive

London Borough of Harrow Senior Managers

ABI (Business Sector Representative)

Chair of Primary Care Trust

Further Education representative

Metropolitan Police Authority

Voluntary & Community Sector Representative

Harrow Association of Voluntary Service

Appendix D : Consultation Methods Matrix and Tables Engagement Strategy
 Table 1 - Techniques for Community Engagement in the preparation of the SCI

Consultation Techniques		Documents	Statement of Community Involvement
Information / Consult Activities	Newspaper Advertisement		
	Written Notice/Letter to Stakeholders		✓
	Neighbour Notification		
	Site Notice(s)		
	Website & Notices		✓
	Published Report / Background Documents		✓
Information / Consult / Involvement Activities	Press Release		✓
	Feature Story		
	Television / Radio		
	Public Exhibition		
	Information Line / Contact Point		
	Questionnaire / Survey including E-Survey		
	Information Papers / Newsletters		✓
	Computerised Participation		
Involve / Collaborate Activities	One-to-One Meetings with Stake-holders		
	Workshops (including Interactive)		
	Focus Groups		
	Visioning Exercises		
	Field – Trips / Site Visits		
	Community Fair / Events		
	Expert Panel		
	Citizens Panel		
	Steering / Advisory Groups		
	Planning Aid		
Council Involvement	Council Publications		
	Waste Planning Panel		
	Local Liaison Groups		

Resource Implication

	Material cost	Staff Time
Written notice/Letter to Stakeholders	Low	Low/Moderate
Website	Low	Low
Published Report	Moderate	High
Press release	Low	Low
Computerised Participation	Low	High

Engagement Strategy

Table 2 - Techniques for Community Engagement for Development Control

Consultation Techniques		Documents	Applications departing from development affecting a public right of way proposal accompanied by Environmental Statement	Major Developments of 1000m ² or a site 1 hectare or more	Minor Applications	Proposals affecting Listed Buildings or within Conservation Areas	House Holders Applications
Information / Consult Activities	Newspaper Advertisement		↙	↙		↙	
	Written Notice/Letter to Stakeholders		↙	↙	↙	↙	↙
	Neighbour Notification			↙	↙	↙	↙
	Site Notice(s)		↙		↙	↙	
	Website & Notices		↙	↙		↙	↙
	Published Report / Background Documents		↙	↙	↙	↙	↙
Information / Consult / Involvement Activities	Press Release						
	Feature Story						
	Television / Radio						
	Public Exhibition			↙			
	Information Line / Contact Point			↙			
	Questionnaire / Survey including E-Survey						
	Information Papers / Newsletters		↙	↙			
Involve / Collaborate Activities	Computerised Participation						
	One-to-One Meetings with Stakeholders		↙				
	Workshops (including Interactive)			↙			
	Focus Groups						
	Visioning Exercises						
	Field – Trips / Site Visits						
	Community Fair / Events						
	Expert Panel						
	Citizens Panel						
	Steering / Advisory Groups					↙	
Council Involvement	Planning Aid						
	Council Publications			↙			
	Waste Planning Panel						
	Local Liaison Groups		↙	↙		↙	

Resource Implication

	Material cost	Staff Time
Adverts		
Written notice/Letter to Stakeholders	Low	Low/Moderate
Neighbour Notification	Low	Low
Site Notice		
Website	Low	Low
Published Report	Moderate	High
Exhibition		
Contact Point	Low	Low
One-to-One	Low	High
Newsletters	Moderate	Moderate
Workshop	Low	High
Steering groups	Low	Moderate
Council Publication	Low	Moderate
Local Liaison	Moderate	High

Table 3 - Appropriate Techniques for different stages of preparation of Core Strategy (DPD)

Consultation Techniques		Scoping	Issues / Option	Drafting	Statutory Consultation Level 1	Statutory Consultation Level 2	Submission
Information / Consult Activities	Newspaper Advertisement	✓	✓	✓	✓	✓	
	Written Notice/Letter to Stakeholders		✓	✓	✓	✓	
	Neighbour Notification						
	Site Notice(s)						
	Website & Notices	✓	✓	✓	✓	✓	
	Published Report / Background Documents		✓	✓	✓	✓	
Information / Consult / Involvement Activities	Press Release		✓		✓	✓	
	Feature Story						
	Television / Radio						
	Public Exhibition						
	Information Line / Contact Point	✓	✓	✓	✓	✓	
	Questionnaire / Survey including E-Survey	✓		✓	✓	✓	
	Information Papers / Newsletters	✓	✓	✓	✓	✓	
	Computerised Participation				✓	✓	
Involve / Collaborate Activities	One-to-One Meetings with Stakeholders			✓			
	Workshops (including Interactive)			✓			
	Focus Groups		✓				
	Visioning Exercises						
	Field – Trips / Site Visits						
	Community Fair / Events						
	Expert Panel						
	Citizens Panel						
	Steering / Advisory Groups						
	Planning Aid		✓	✓	✓	✓	
Council Involvement	Council Publications		✓	✓	✓	✓	
	Waste Planning Panel						
	Local Liaison Groups						

Resource Implication	Material cost	Staff Time	
	Adverts		
	Written notice/Letter to Stakeholders	Low	Low/Moderate
	Website	Low	Low
	Published Report	Moderate	High
	Press Release	Low	Low
	Questionnaire		
	Newsletters	Moderate	Moderate
	Computerised Participation	Low	High
	One-to-One	Low	High
	Workshop	Low	High
	Focus group	Low	Moderate
	Planning Aid	Moderate	Moderate
	Panel	Low	High

Table 4 - Appropriate Techniques for different stages of Development Control Policies (DPD)

Consultation Techniques		Scoping	Issues / Option	Drafting	Statutory Consultation Level 1	Statutory Consultation Level 2	Submission
Information / Consult Activities	Newspaper Advertisement	✓	✓	✓	✓	✓	
	Written Notice/Letter to Stakeholders	✓	✓	✓	✓	✓	
	Neighbour Notification						
	Site Notice(s)		✓	✓	✓	✓	
	Website & Notices						
	Published Report / Background Documents	✓	✓	✓	✓	✓	
Information / Consult / Involvement Activities	Press Release	✓	✓	✓	✓	✓	
	Feature Story						
	Television / Radio						
	Public Exhibition						
	Information Line / Contact Point	✓	✓	✓	✓	✓	
	Questionnaire / Survey including E-Survey						
	Information Papers / Newsletters		✓	✓	✓	✓	
	Computerised Participation						
Involve / Collaborate Activities	One-to-One Meetings with Stakeholders				✓	✓	
	Workshops (including Interactive)	✓	✓	✓	✓	✓	
	Focus Groups			✓	✓	✓	
	Visioning Exercises						
	Field – Trips / Site Visits						
	Community Fair / Events						
	Expert Panel			✓			
	Citizens Panel			✓	✓	✓	
	Steering / Advisory Groups						
Planning Aid			✓	✓	✓		
Council Involvement	Council Publications	✓	✓	✓	✓	✓	
	Waste Planning Panel						
	Local Liaison Groups						

Resource Implication

	Material cost	Staff Time
Newspaper Adverts	Low	Low
Written notice/Letter to Stakeholders	Low	Low/Moderate
Website	Low	Low
Published Report	Moderate	High
Press Release	Low	Low
Information/Contact point	Low	Low
Newsletters	Moderate	Moderate
One-to-One	Low	High
Workshop	Low	High
Focus group	Low	Moderate
Expert Panel	Low	Moderate
Citizen Panel	Low	Moderate
Planning Aid	Moderate	Moderate
Panel	Low	High

Table 5 - Appropriate Techniques for different stages of preparation of preparation of site allocation and Site Specific Policies (DPD)

Consultation Techniques		Scoping	Issues / Option	Drafting	Statutory Consultation Level 1	Statutory Consultation Level 2	Submission
Information / Consult Activities	Newspaper Advertisement	✓	✓	✓	✓	✓	
	Written Notice/Letter to Stakeholders	✓	✓	✓	✓	✓	
	Neighbour Notification	✓	✓	✓	✓	✓	
	Site Notice(s)						
	Website & Notices	✓	✓	✓	✓	✓	
	Published Report / Background Documents						
Information / Consult / Involvement Activities	Press Release						
	Feature Story						
	Television / Radio						
	Public Exhibition			✓	✓		
	Information Line / Contact Point	✓	✓	✓	✓	✓	
	Questionnaire / Survey including E-Survey						
	Information Papers / Newsletters				✓	✓	
Involve / Collaborate Activities	Computerised Participation						
	One-to-One Meetings with Stakeholders	✓	✓	✓			
	Workshops (including Interactive)						
	Focus Groups						
	Visioning Exercises						
	Field – Trips / Site Visits						
	Community Fair / Events						
	Expert Panel						
	Citizens Panel						
	Steering / Advisory Groups				✓	✓	
Council Involvement	Planning Aid			✓	✓	✓	
	Council Publications	✓	✓	✓			
	Waste Planning Panel						
	Local Liaison Groups						

Resource Implication

	Material cost	Staff Time
Newspaper Adverts	Low	Low
Written notice/Letter to Stakeholders	Low	Low/Moderate
Neighbour Notification	Low	Low
Website	Low	Low
Public Exhibition	Moderate	High
Newsletter	Low	Low
Information/Contact point	Low	Low
One-to-One	Low	High
Steering/Advisory Groups	Low	High
Planning Aid	Moderate	Moderate
Council Publication	Low	Moderate

Table 6 - Techniques for community Engagement in the preparation of Proposals Map (DPD)

Consultation Techniques		Scoping	Issues / Option	Drafting	Statutory Consultation Level 1	Statutory Consultation Level 2	Submission
Information / Consult Activities	Newspaper Advertisement			✓	✓	✓	
	Written Notice/Letter to Stakeholders	✓	✓	✓	✓	✓	
	Neighbour Notification						
	Site Notice(s)						
	Website & Notices	✓	✓	✓	✓	✓	
	Published Report / Background Documents						
Information / Consult / Involvement Activities	Press Release	✓	✓	✓	✓	✓	
	Feature Story						
	Television / Radio						
	Public Exhibition	✓	✓	✓	✓	✓	
	Information Line / Contact Point						
	Questionnaire / Survey including E-Survey						
	Information Papers / Newsletters		✓	✓	✓	✓	
	Computerised Participation						
Involve / Collaborate Activities	One-to-One Meetings with Stakeholders						
	Workshops (including Interactive)		✓	✓	✓	✓	
	Focus Groups						
	Visioning Exercises						
	Field – Trips / Site Visits						
	Community Fair / Events						
	Expert Panel						
	Citizens Panel						
	Steering / Advisory Groups						
	Planning Aid			✓	✓	✓	
Council Involvement	Council Publications						
	Waste Planning Panel						
	Local Liaison Groups						

Resource Implication

	Material cost	Staff Time
Newspaper Adverts	Low	Low
Written notice/Letter to Stakeholders	Low	Low/Moderate
Website	Low	Low
Press Release	Low	Low
Public Exhibition	Moderate	High
Newsletter	Low	Low
Workshop	Low	Moderate
Planning Aid	Moderate	Moderate

Table 7 - Techniques for community Engagement in the preparation of SPDs

Consultation Techniques		Scoping	Issues / Option	Drafting	Statutory Consultation Level 1	Statutory Consultation Level 2	Submission
Information / Consult Activities	Newspaper Advertisement			✓	✓	✓	
	Written Notice/Letter to Stakeholders	✓	✓	✓	✓	✓	
	Neighbour Notification						
	Site Notice(s)						
	Website & Notices	✓	✓	✓	✓	✓	
	Published Report / Background Documents						
Information / Consult / Involvement Activities	Press Release	✓	✓	✓	✓	✓	
	Feature Story						
	Television / Radio						
	Public Exhibition						
	Information Line / Contact Point						
	Questionnaire / Survey including E-Survey						
	Information Papers / Newsletters		✓	✓	✓	✓	
Involve / Collaborate Activities	Computerised Participation						
	One-to-One Meetings with Stakeholders						
	Workshops (including Interactive)		✓	✓	✓	✓	
	Focus Groups			✓	✓	✓	
	Visioning Exercises						
	Field – Trips / Site Visits						
	Community Fair / Events						
	Expert Panel			✓	✓	✓	
	Citizens Panel						
Steering / Advisory Groups							
Council Involvement	Planning Aid			✓	✓	✓	
	Council Publications						
	Waste Planning Panel						
	Local Liaison Groups						

Resource Implication

	Material cost	Staff Time
Newspaper Adverts	Low	Low
Written notice/Letter to Stakeholders	Low	Low/Moderate
Website	Low	Low
Published Report	Moderate	High
Press Release	Low	Low
Information/Newsletter	Moderate	High
Workshop	Low	Moderate
Focus Groups	Low	Moderate
Expert Panel	Low	Moderate
Planning Aid	Moderate	Moderate

APPENDIX E - GLOSSARY OF TERMS

GLOSSARY OF TERMS

Annual Monitoring Report (AMR): part of the Local Development Framework, the Annual Monitoring Report will assess progress against the LDS and the extent to which policies in Local Development Documents are being successfully implemented.

Area Action Plans (AAP): Development Plan Documents that will be used to provide a planning framework for areas of change and conservation.

Community Strategy: This is a document produced by the Harrow Strategic Partnership identifying the community's social, economic and environmental aspirations for the Borough and how these will be achieved.

Core strategy: The Core Strategy is the Development Plan Document that will set out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision. Broad locations for development may be set out in a key diagram.

Development Control policies: This is a suite of criteria-based policies which are required to ensure that all development within the area meets the vision and strategy set out in the core strategy.

Development Plan: This will consist of the spatial development plan for London (London Plan 2004) and development plan documents contained within the local development framework.

Development Plan Documents (DPD): These are Spatial Planning Documents that are subject to independent examination. There will be a right for those making representations seeking change to be heard at an independent examination.

GANTT chart: A graphical representation of the duration of tasks against the progression of time.

Harrow Strategic Partnership (HSP): An initiative aimed at improving local services by bringing together representatives from public, private, business, voluntary and community organisations in Harrow.

Harrow Unitary Development Plan: The Borough-wide statutory development plan for Harrow, adopted on 30th July 2004, which sets out the Council's policies for the development and use of land.

Independent Examination: The local authority must arrange for an independent examination of a submitted development plan document whether or not representations have been received. The reason for this is that the independent examination must consider the " soundness of the plan".

Local Development Documents (LDD): These include development plan documents and supplementary planning documents, and the Statement of Community Involvement (SCI).

Local Development Framework (LDF): The LDF will comprise a portfolio of local development documents, which will provide the framework for delivering the spatial planning strategy for the area.

Local Development Scheme (LDS): The LDS sets out the programme for the preparation of the local development documents.

Local Strategic Partnership (LSP): Non-statutory, non-executive body bringing together representatives of the public, private and voluntary sectors. The LSP is responsible for preparing the Community Strategy.

London Plan: The Mayor's spatial development strategy for London, adopted February 2004.

Department for Communities and Local Government (DCLG): The Government department with responsibility for communities, planning and local government.

Planning Delivery Grant (PDG): a performance-related annual award to local authorities, intended as a mechanism for improving planning delivery/performance against Best Value indicators.

Planning Inspectorate: agency responsible for processing planning appeals and holding inquiries into development plans. Inspectors appointed by the Planning Inspectorate will conduct examinations into DPDs and the SCI.

Planning Policy Statement (PPS): an expression of government policy on an individual planning topic e.g. PPS12 deals with local development frameworks. The government intends to replace its current set of planning policy guidance notes with planning policy statements.

Proposals Map: A graphical illustration of the policies and proposals contained in development plan documents and saved policies.

Public consultation: A process through which the public is informed about proposals fashioned by a planning authority or developer and invited to submit comments on them.

Regional Spatial Strategy (RSS): This is prepared by the regional planning body. The regional spatial strategy sets out the policies in relation to the development and use of land in the region and is approved by the First Secretary of State. In London, the spatial development strategy prepared by the Mayor is the equivalent of a regional spatial strategy. GOL Circular 1/2000 provides advice in respect of the spatial development strategy.

Saved Plans, Policies and Supplementary Planning Guidance: The transitional arrangements that allow for existing adopted plans (and their constituent policies), and supplementary planning guidance (SPG) to be saved for three years from the date of commencement of the Act.

Site development policies: This will be a suite of criteria-based policies which are required to ensure that all development within the area meets the vision set out in the core strategy.

Spatial strategy: The Core Strategy Development Plan Document that will set out the long-term spatial vision for the local planning authority area and the strategic policies and proposals to deliver that vision. Broad locations for development may be set out in a key diagram.

Strategic Environmental Assessment/Sustainability Appraisal: A generic term used to describe environmental assessment as applied to policies, plans and programmes. The European 'SEA Directive' (2001/42/EC) does not in fact use the term strategic environmental assessment. It requires a formal 'environmental assessment' of certain plans and programmes, including those in the field of planning and land use. The sustainability appraisal covers wider objectives than the strategic environmental assessment but in practice both procedures will be combined. These processes feed into and are intended to improve the content of the LDF.

Strategic Planning Advisory Panel (SPAP): This is an Advisory Panel established by the Council with responsibilities that include planning policy matters. Although the Panel has no decision-making powers, it provides a valuable role in making recommendations to the Cabinet, which is the Executive decision-making body in Harrow.

Sub-Regional Development Framework (SRDF): - the sub-regional implementation document for the London Plan. It provides guidance on issues of more than borough-wide significance. SRDFs are currently being produced in each of the five London sub-regions.

Supplementary Planning Documents (SPD): These will cover a wide range of issues on which the plan-making authority wishes to provide policy guidance to supplement the policies and proposals in the adopted HUDP and in Development Plan Documents. They will not form part of the development plan or be subject to independent examination.

Unitary Development Plan: The Borough-wide statutory development plan, which sets out the Council's policies for the development and use of land. The Government intends to replace unitary development plans with local development frameworks.

Strategic Advisory Panel (SPAP): This is a Sub-Committee of the Council with specific responsibility for the LDF. It considers all reports and documents prepared for the Local Development Framework and makes recommendations to the Cabinet.

