

1 INTRODUCTION

The rationale for Statement of Community Involvement (SCI)

- 1.1 As part of its modernisation agenda the Government introduced the Planning and Compulsory Purchase Act 2004 aimed at speeding up the process of plan preparation and making the planning system more transparent, accountable and responsive to local needs. Under the Act, all local planning authorities are required to produce a new Local Development Framework (LDF).
- 1.2 The minimum consultation requirements for the SCI are set out in Regulations 25 and 26 of the Town and Country Planning (Local Development)(England) Regulations 2004 (see Figure 1 below). The Council is required to involve the community in its preparation and ensure that people have the opportunity to express their views on the scope and form of community involvement proposed.
- 1.3 As part of the new planning system the Government imposes a statutory obligation on all local authorities to produce a Statement of Community Involvement (SCI). This is to ensure active, meaningful and continuous involvement of local communities and stakeholders, both in the preparation of local development documents and the consideration of planning applications.

The Council's Commitment to Community Engagement

- 1.4 The draft SCI for Harrow sets out the Council's policy for involving the community and other stakeholders in both the Local Development Framework and development control processes. It will be subject to review to ensure that it is up to date; reflects good practice; and is therefore continually being improved. 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 effective community involvement in the planning process. 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.

SCI Preparation Timetable

- 1.5 The Council's Local Development Scheme outlines the timetable and key milestones for the SCI from the draft stage to adoption (See Appendix A). This timetable has been deemed to be acceptable by Government Office for London (GOL) and the Planning Inspectorate (PINS).

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 new LDF will together with the London Plan, form the development plan for Harrow. The LDF will comprise of 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, therefore, has contact with a wide range of organisations, businesses and local community groups. Due to resource constraints the Council was only able to meet the minimum statutory requirements. Although limited success has been achieved, the Council will, nevertheless, draw on this experience and use the existing consultation database as a starting point for more effective forms of community engagement for the LDF.

Initial Consultation Exercise

- 2.3 Prior to the production of the draft SCI the Council undertook an initial consultation. The aims of this exercise were:
- to up date the Council database of organizations and individuals with an interest in the development of the Borough;
 - to establish a comprehensive list of those who wish to be involved in the preparation of the LDF;
 - to gain an understanding of how the local community would like to be engaged in the process; and
 - to identify issues that were of most interest.

Consultation on Statement of Community Involvement (SCI)

- 2.4 Reflecting the importance attached by the Council to securing better community engagement, this draft SCI has been prepared for public consultation. The proposals set out in this document are initially for discussion purposes and will be amended following consideration of comments received. It is therefore important to consider these proposals carefully and let the Council know if there are other means of getting people involved in the process for producing the documents in the Local Development Framework and in determining planning applications. Your input to the improvement of this document will be valued greatly. You can also access this document via the Council web site and e-mail your comments to charles.alonge@harrow.gov.uk. At this stage the Council is seeking the views of all interested parties and the wider community.

2.5 Linkages with Corporate Community Involvement Strategy

In Harrow, the overarching framework for producing the Local Development Framework is the Community Strategy, which must also be subject to community involvement. The Council is developing a corporate strategy on community involvement. In the meantime 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 plan preparation process. Regular monitoring, carried out centrally, will aim to ensure this.

Conformity Considerations

- 2.6 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 SCI.

3 OBJECTIVES AND PRINCIPLES OF COMMUNITY INVOLVEMENT

Objectives

- 3.1 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. 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

- 3.2 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 Disability Discrimination Act (DDA) 2005 extends the rights of disabled people and states that public authorities must have “due regard” for the need to eliminate unlawful discrimination promote equal opportunities. It is therefore important that everyone who needs to receive information or wishes to receive feedback information must be given the opportunity.
- D **Community involvement that is appropriate** – different arrangements and levels of involvement will be appropriate depending on the circumstances and the nature of the UDP being prepared;

- E **Front-loading of involvement** – community involvement policies 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; and
- I **Timing** – community involvement should be planned from the start of the process and carried out in an orderly manner.

Important stages in SCI Production

3.3 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 ‘hard to reach’ groups;
- Identification of a range of effective consultation and community involvement techniques and 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 stakeholder 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 requirement 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 Strategy.

Standards to be Achieved

3.4 Minimum standards for community involvement in the preparation of Local Development Documents are set out by Regulations 17, 25 and 26 of the

Town and Country Planning (Local Development) (England) Regulations 2004. The Council has set itself standards for dealing with community involvement by:

- Acknowledging all responses received by fax, letter or e-mail within 10 working days;
- Keeping an electronic mailing list of all those who respond to the SCI consultation: and
- Up-dating the Council consultation database on a regular basis.

Consultation Reports and Feedback

- 3.5 The Council will, at the end of each consultation process, prepare a report summarising all responses received, and how the issues raised have been addressed. Following full consideration of the comments and issues raised officers will report to members on how the comments and views expressed have been dealt with. The report will also outline how views expressed have informed and shaped the planning process. The council's consultation reports will be made available on the web and form part of the documents to be submitted to the Inspector for testing the Soundness of the SCI.

4 SCOPE OF THE STATEMENT OF COMMUNITY INVOLVEMENT (SCI)

- 4.1 The SCI must set out the standards to be achieved and cover 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 subjected to community engagement and this will ensure wider acceptance and common ownership.

The Development Plan Documents (DPDs)

- 4.2 The Council intends that all those interested will have the opportunity to be involved in the preparation of the Local Development Documents throughout the whole process up to adoption. 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 Management

Core Strategy (DPD)

- 4.3 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)

- 4.4 The Site Allocations DPD will identify site-specific allocations and cover a range of issues including: housing; employment; retail; open space and leisure; and community uses. 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)

- 4.5 It is necessary to involve the local community and stakeholders in the preparation of the Generic Development Control Policies, which would form the generic policies against which planning applications for development and use of land will be considered. 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)

- 4.6 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)

- 4.7 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 and will ensure that the community is very much involved in the production process.

Supplementary Planning Documents (SPDs)

- 4.8 The Council will produce a number of SPDs. These provide additional guidance to policies in Development Plan Documents. Appropriate levels of consultation will be carried out on all documents before these are adopted.
- 4.9 In dealing with the application of the SCI to any new documents the Council will bring forward as amendments to the LDS, and to any future revisions of DPDs that might take place (at a later date) as well as their initial production.

5 PROCESS AND KEY STAGES OF COMMUNITY INVOLVEMENT

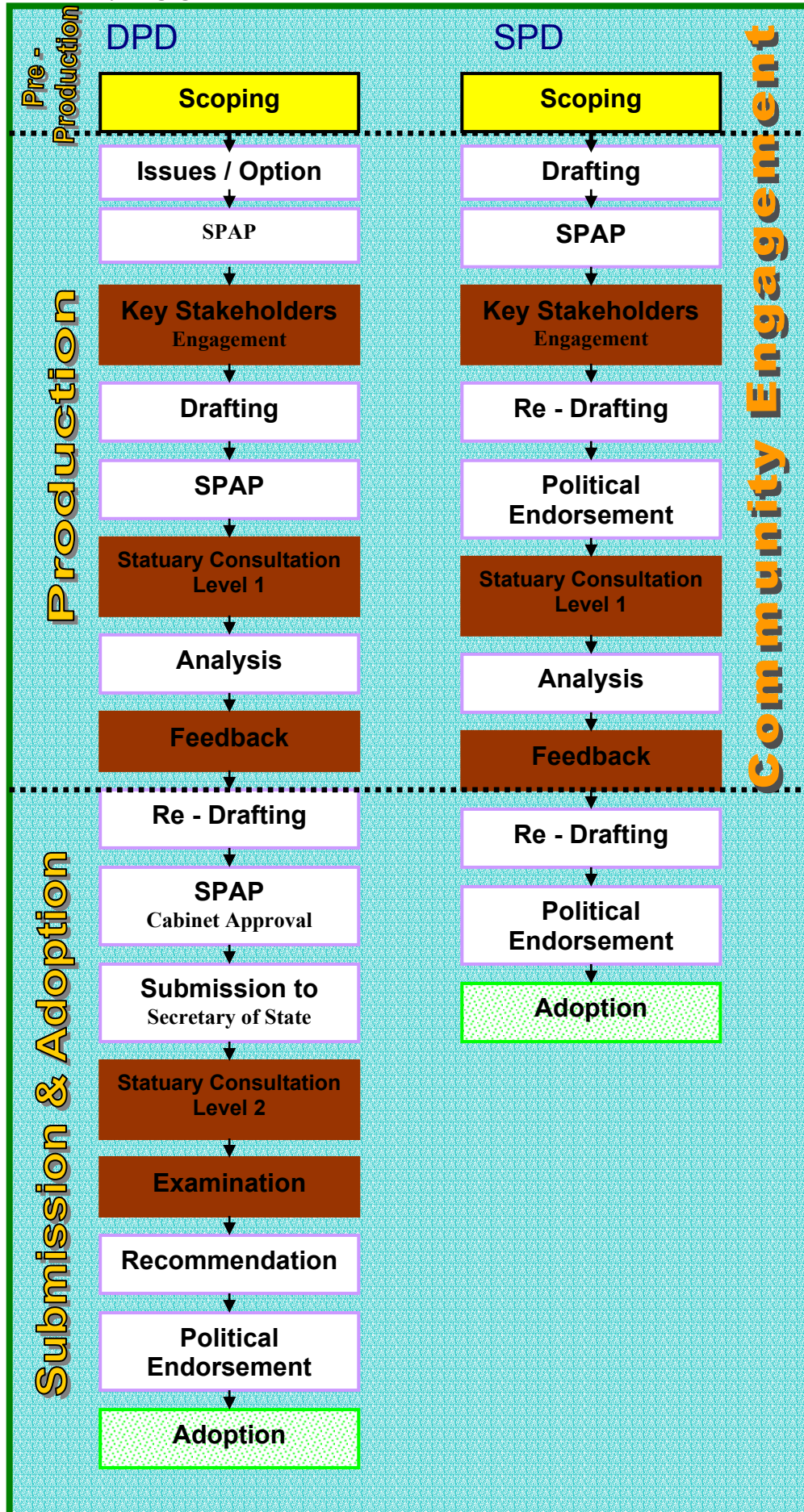
- 5.1 A typical Development Plan Document will take two to three years to prepare and the community should be able to get involved at various stages. However there are four key stages called pre-production, production, examination and adoption. Also included is an explanation of when the community can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

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



Diagram 1

Community Engagement Milestones in the Production of DPDs & SPDs



Pre-Production Stage

- 5.2 This first stage includes survey and evidence gathering and initial work on a sustainability appraisal.

Issues and Options Stage

- 5.3 The pre-production stage involving initial information gathering. Early community engagement will be followed by further consultation on preferred Options and proposals.

Production Stage

- 5.4 Following the pre-production consultation, the Council will prepare an issues and options document, which will be approved by this stage. The results of this 'pre-submission involvement' will be taken into account when the Council submits its draft DPD to the Secretary of State.

Pre-Examination Stage

The use of appropriate mechanisms for community involvement is an important consideration for the Secretary of State and the Independent Examiner at the Examination stage.

Pre-Submission Stage

- 5.6 The pre-submission stage is not prescribed in Regulations and it is for the local planning authority to determine the most appropriate means of community involvement. Different techniques will be employed and different groups targeted depending on the type of LDD document.

Community involvement at the Post-submission Stage

- 5.7 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. Where representations have been made which include proposals for alternative site allocations, the authority must also publish these and invite representations.

SCI Examination

- 5.8 Unlike the consultation processes involved with the production of the HUDP, the draft SCI, when the Council has agreed it, will be submitted to the Secretary of State and will be placed on deposit for a six-week period during which formal representations may be made. The SCI will then be the subject of an independent examination by an inspector appointed by the Secretary of State. The purpose of the examination is to assess the 'soundness' of the SCI (see paragraph 10.4).

6 GETTING INVOLVED IN THE DEVELOPMENT CONTROL PROCESS

6.1 Statutory Consultation

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 Development Plan the community can also get involved in 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 others are outlined below (see **Appendix B** for definitions of the three types):

Pre-Application Discussions

- 6.2 In appropriate cases the council welcomes pre-application discussions between applicants, their agents, developers or interested parties. This may be in form of a short chat with the Duty Officer (for householder applications) or more formalized meetings (for major or minor schemes) probably involving officers from other departments of the Council. A multi-disciplinary team of officers drawn from different sections of the Department and known as Planning Advice Team (PAT) considers various aspects of preliminary proposals from developers or their agents and offer considered informal advice before planning applications are submitted. In some cases discussions may be kept secret to maintain commercial confidentiality. The overall objectives of the Council's pre-application discussions are:
- i to resolve problems, thereby avoiding possible public objections at later stage
 - ii to overcome perceived close door approach to determining planning applications
 - iii to speed up decision on applications that are straightforward and can be quickly processed
 - iv to provide useful information up front

Advertising Planning Applications (Weekly list)

- 6.3 Local authorities are required to publish details of all major planning applications. However in order to ensure that people are kept informed of proposals in their area the Council produces a list of all applications received within any given week. This list sets out the details of the applications submitted, that is the applicant's name; site name and address; nature of proposal; the name of the 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. Copies are also sent to Libraries for public use. A list of major applications appears in the local paper, the Harrow Observer.

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 on all sites that are subject to major planning applications. However, the Council sends site notices to all applicants requesting that they are displayed on or adjoining the application site. This has been a successful system that sees the majority of sites having site notices displayed.

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 charge. As a

general rule the adjoining occupiers to a proposal are notified. In the case of large 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 the office hours. Copies of these are made available for photocopying (normally at a charge). (*Garden House, 5 Lyon Road, Harrow HA1 5EE, Monday – Friday 9.00 am to 4.30pm*).

7 GETTING INVOLVED IN THE LDF

Consultation Bodies

- 7.1 The Council is under a statutory obligation to consult certain bodies and a list of these is in **appendix C**. It is also a requirement that any local planning authorities in the adjoining area, covered by a plan or proposals, should be consulted. Although the Act allows a local planning 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 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 a corporate stakeholder engagement involving strategic "hands off" or action-orientated "hands on" approach. The Council accepts that the LSP 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 Harrow Strategic Partnership (HLSP), those who have signed up to Harrow Compact.

Community Groups

- 7.3 The profile of the Borough is diverse and mixed in terms of social, cultural and ethnic make up. 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 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 being emphasised 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 where site-specific considerations are applicable. 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 organizations, government agencies, voluntary bodies and 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 segment 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, underrepresented groups, and ethnic minority groups with small numbers, young people, new residents and those are dependent on community services. For each document to be prepared, as part of its detailed community engagement 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 existing 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 ensures 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 draft 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 air 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

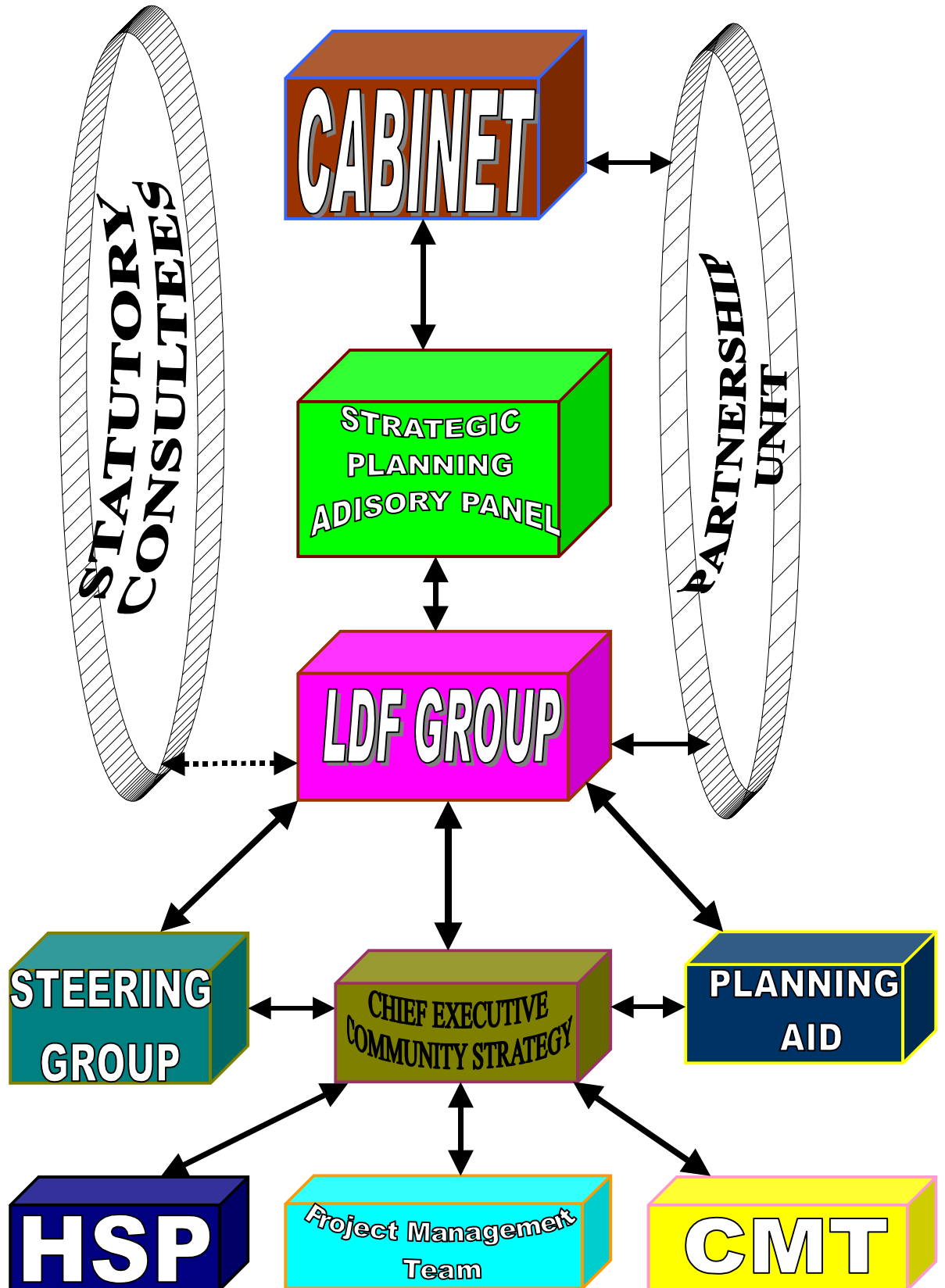
effective over a long period. They have provided a useful platform for councillors and officers and focused on open invitations to members of the public to attend meetings at specific venues and at a given time. The time and the venue must be carefully selected to ensure that people are able to attend and that the venues are suitable. The Council will ensure that this method of engaging the public continues.

- 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.
- 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.
- 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. phasing, affordable housing, flood risk). 'Enquiry by Design' type workshops can also be held to consider detailed site-specific proposals.
- 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 Environment Panel could be used as a detailed focus/reference group.
- 8.8 **Media Coverage/Briefings** - Press releases, TV 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 Councils DPDs are being agreed for submission to the Secretary of State. Radio and TV are recognized as having the potential to reach a significant number of people and their use will be considered where appropriate.
- 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 and care must be taken to ensure that issues are clearly stated such in surveys and questionnaires to avoid confusion or misinterpretation.

- 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.
- 8.11 **Contact Numbers/E-mail/Website** – A contact number should be provided in 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. 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.

9 COMMUNITY INVOLVEMENT MANAGEMENT PROCESS

Diagram 2 – Management of the SCI



HSP Harrow Strategic Partnership
 CMT Corporate Management Team

9.1 **Political Decision-making Procedures**

Harrow Council operates a Cabinet Structure. The Cabinet is responsible for agreeing the contents of each Local Development Document. 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 full Council resolution is only required to agree DPDs to be submitted for examination to the Secretary of State, and their adoption, revocation or revision. Dates of necessary meetings have been programmed into the timetable for producing each LDD.

9.2 **HSP/Steering Group**

Harrow Council already is now committed to 'Corporate Team Management' approach to LDF preparation and implementation. In February 2004, 'Towards a Statement of Community Involvement in Planning' Steering Group was launched. This is expected to meet periodically as and when different stages of LDD preparation are reached, ensuring that Members are fully involved in the process. The Steering Group includes the Chairman of Planning Committee, the Portfolio Holder for Planning, Transport and Regeneration.

9.3 **Project Management Approach**

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, as Appendix A. How this is progressed will be monitored closely.

Planning Aid

9.4 Planning Aid (contact details below) is a voluntary service linked to the RTP1 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.

9.5 The Council is keen to work with Planning Aid for London and to explore ways in which they can assist in facilitating community engagement. 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.

10 **RESOURCES**

Assessment of Resource Needs

10.1 In view of the importance of the LDF in delivering the spatial elements of the Community Strategy and a range of Council and partner strategies and programmes, it is essential that all aspects of the community engagement process should be adequately resourced.

Staffing Levels

- 10.2 It is important to ensure that the necessary staffing and other resources are in place to facilitate and oversee effective engagement mechanisms, and implement meaningful community involvement programmes. In the Local Development Scheme the Council has 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 Strategy. Other outreach resources within the Council can also be engaged. 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.

Costs

- 10.3 The LDS sets out the resources required to undertake the work leading to the preparation of the LDF including SCI. The cost for SCI will relate to: 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.

11 SCI SOUNDNESS

- 11.1 The Inspector at the examination will assess whether the SCI is sound and the key element of the testing process focus on clarity and consistency. The Council is therefore determined to ensure that there are no ambiguities in the document as well as the procedures for engagement. Having regards to the statutory context of the requirements of PPS12 and the Planning Inspectorate. In developing the SCI the Council has carried out an assessments of the draft SCI against the criteria set out in PPS12. Below is the schedule of how the Council has addressed all the element of Soundness test:

Table 1 - Schedule of how the Council has addressed all the element of Soundness test.

Soundness indicators	Reference in the document
Requirement for Consultation	Paragraphs 1.1 – 1.3
Links with Community Strategy	Paragraph 2.5
Local communities to be consulted	Paragraphs 7.1 – 7.6
How they can be involved	Paragraphs 7.1 – 7.6
Methods	Paragraphs 8.1 – 8.10
Resources	Paragraphs 10.1 – 10.3
Results & Feedbacks	Paragraph 8.12
Review	Paragraphs 11.1
Planning Application	Paragraphs 6.1 – 6.5

12 MONITORING AND REVIEW

- 12.1 Consultation and participation must be a two way process involving feedback to stakeholders, informing them of actions taken, or not taken, as a result of the engagement, and including explanations of why views have been taken on board, or not. The Council will monitor the success of community involvement and use the results to review methods and techniques to be used. The Council will maintain a database of all representations made in response to issues and draft proposals and those involved in the process. This database will be regularly up dated and details of anyone or organizations 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.

13 KEY QUESTIONS

You are encouraged to get involved in the preparation of the SCI and the questions on which the Council would like your views are as follows:

APART FROM ANY GENERAL COMMENTS YOU MAY HAVE, BELOW ARE SPECIFIC QUESTIONS THE COUNCIL WOULD LIKE YOU TO RESPOND TO:

- Q1 Which of the methods, outlined in this document, do you consider would be most successful in engaging you or you particular group?
- Q2 Are there any other methods of community involvement that should be used by the Council?
- Q3 Are there any other groups or individuals that you think should be identified for consultation?
- Q4 The matrix below shows examples of possible consultation methods that could be used to engage particular target groups. The Council would welcome your views on which methods are the most appropriate ones to engage the target groups?
- Q5 Do you consider the mechanisms for involving the community in development control to be appropriate?
- Q6 What methods do you consider would be most successful in engaging with 'hard to reach' groups?
- Q7 Is the Council's Approach overall to Community involvement appropriate?

Appendix A – SCI Preparation Timetable for Consultation

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 Harrow Community Strategy.</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</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 and Development Service in conjunction with other Council services as appropriate</p> <p>The document will be 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 	<p>The SCI will be monitored on an annual basis and</p>

Appendix B - DEVELOPMENT TYPE CATEGORY CODES for BVPI 109
UPDATED 31 MARCH 2005

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>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</i> ➤ 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 - <i>not MAJ applications and including alterations / extensions requiring planning permission</i> ➤ 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 - <i>not MAJ applications and not including alterations / extensions requiring planning permission</i> ➤ 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</i> - (DVA or CVA)
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)

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 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

- (a) Home Office;
- (b) Department for Education and Skills (through Government Offices);
- (c) Department for Environment, Food and Rural Affairs;
- (d) Department for Transport (through Government Offices);
- (e) Department of Health (through relevant Regional Public Health Group);
- (f) Department of Trade and Industry (through Government Offices);
- (g) Ministry of Defence;
- (h) Department of Work and Pensions;
- (i) Department of Constitutional Affairs;
- (j) Department for Culture, Media and Sport;
- (k) Office of Government Commerce (Property Advisers to the Civil Estate); and
- (l) The Countryside Agency.
- (m) The Mayor of London;
- (n) Government Office For London

Adjoining Authorities include:

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

Other Government Agencies

- (a) The Countryside Agency;
- (b) The Environment Agency;
- (c) Highways Agency;
- (d) The Historic Buildings and Monuments Commission for England;
- (e) English Nature;
- (f) London Development Agency;
- (g) Communications Companies
- (h) Strategic Health Authority;
- (i) Sewage & and Water Authorities

- (j) Electricity Companies
- (k) Gas Companies, and
- (l) Telecommunications Undertakers
- (m) National Grid Company;
- (n) Port Operators;
- (o) Post Office Property Holdings;
- (p) Rail Companies and the Rail Freight Group;
- (q) Network Rail;
- (r) Regional Development Agencies;
- (s) Regional Sports Boards;
- (t) Road Haulage Association
- (u) Sport England;
- (v) Police Architectural Liaison Officers/Crime Prevention Design Advisors;
- (w) The House Builders Federation;
- (x) Transport for London;

Other consultees

Other bodies that the Council would need consider the need to consult, where appropriate the following agencies and organisations in the preparation of local development documents.

Voluntary Bodies	Education
Residents Associations	Interest groups (e.g. CPRE, Wildlife Trust)
Elderly groups	Environment groups
Women's Groups	Greater London Authority
Youth Groups	Interest groups (e.g. CPRE, Wildlife Trust)
Community Associations	Heritage groups
Black and minority ethnic groups	House Builders
Religious groups covering Christian, Muslim, Hindu, Jewish faiths & others	Housing Associations
Disabled groups	Retailers
Business groups	Waste interests
Shopkeepers	Planning/Property Consultants
Ward members	Students
Industry	Homeless People.
Commercial interests/Traders	Transport groups and companies
Health Groups	Travellers groups
Regeneration Partnerships	Hard to reach groups
Neighbourhood communities	Young People
Tenant and resident associations	Business Communities

APPENDIX D – CONSULTATION METHOD MATRIX

TYPE OF LDD

Target Groups	Core Strategy DPD	Proposals Map DPD	Site specific Allocations SPD	Area Action Plan DPD	Topic SPD	Planning Briefs SPD
General Public	Website Media Public exhibitions Focus group	Website Media Public exhibitions Focus group	Website Media	Website Media Area partnerships	Leader's conference	Workshops
Hard to reach groups	Forums Public exhibitions	Forums Public exhibitions	Forums Public exhibitions	Forums Public exhibitions	Forums	Open days
Councillors	Stakeholder workshop Scrutiny committee	Stakeholder workshop Scrutiny committee	Scrutiny committee	Scrutiny committee	Scrutiny committee	Scrutiny committee
Ward members	Stakeholder workshop	Stakeholder workshop	Enquiry by design Workshops	Enquiry by design Workshops	Enquiry by design Workshops	Enquiry by design Workshops
Businesses	Stakeholder workshop	Stakeholder workshop	Enquiry by design Workshops	Seminars Website	Seminars Website	Seminars Website
Developers / Landowners / Agents	Stakeholder workshop Draft documents	Stakeholder workshop Draft documents	Seminars Website	Seminars Website	Seminars Website	Seminars Website
Adjoining Authorities	Letter Website Workshops	Letter Website Workshops	Website	Website	Website	Website
Government Agencies	Letter Website Draft documents	Letter Website Draft documents	Letter Website Draft documents	Letter Website Draft documents	Letter Website Draft documents	Letter Website Draft documents
Statutory Bodies	workshop Draft documents	workshop Draft documents	Website Draft documents	Website Draft documents	Website Draft documents	Website Draft documents
Interest Groups	Workshops Website	Workshops Website	Forums Public exhibitions	Forums Public exhibitions	Forums Public exhibitions	Forums Public exhibitions
Resident Associations	Forums Public exhibitions	Forums Public exhibitions	Forums Public exhibitions	Forums Public exhibitions	Forums Public exhibitions	Forums Public exhibitions
Faith Groups	Workshops Website	Workshops Website	Workshops Website	Workshops Website	Workshops Website	Workshops Website

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		

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 $\geq 1000m^2$ or a site ≥ 1 hectare	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	✓		✓			
	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	✓		✓		✓	

Engagement Strategy

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						

Engagement Strategy

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						

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				✓	✓	
	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						

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						

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		✓	✓	✓	✓	
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						

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. All plan-making authorities must submit a Local Development Scheme to the First Secretary of State for approval within six months of the commencement date of the Act (28th September 2004).

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.

Office of the Deputy Prime Minister (ODPM): The Government department with responsibility for 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.

Sub-Regional Development Strategy (SRDF) – the sub-regional implementation document for the London Plan. It provides guidance on issues of more than borough-wide significance. A SRDF will be 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.