



Local Development Framework

London
Borough of
Barnet

Statement of
Community
Involvement

June 2007

EXECUTIVE SUMMARY

This *Statement of Community Involvement* (SCI) sets out how and when the council will involve the community and key stakeholders in preparing its Local Development Framework (LDF).

It establishes which groups will be targeted, the manner in which consultation will be carried out and the overall timing of the process.

The SCI also explains how the council intends to involve the community in dealing with all types of planning applications and sets out the role of developers in the engagement process.

The SCI should be read in conjunction with the council's *Local Development Scheme* (LDS).

The SCI is based on a realistic and robust assessment of likely resource availability over the next three years.

The SCI links up with other council strategies. It incorporates key sections of the *Corporate Plan 2007/08 – 2010/2011* which sets out the council's vision for the organisation. Barnet's three core values, upon which all council activities are based are:

- **Barnet: The Place** – We want Barnet to play its part on the wider stage as a successful city suburb in a successful London.
- **Barnet: The People** – We want to work with our partners to understand the needs and aspirations of our residents so that we consistently provide excellent public services to our diverse population.
- **Barnet: The Organisation** – We want to provide high quality services offering value for money and maximum choice.

The SCI also highlights the council's *Key Priority Plans 2007/08 – 2010/11*, in particular "A Successful Suburb" and "Strong and Healthy" that turn the *Corporate Plan* objectives into reality.

The SCI provides linkages with the *Three Strand Approach* to development and regeneration PEG – Protect, Enhance and Grow – by recognising that sustainable development in Barnet needs different approaches.

The SCI is consistent with the *Consultation and Engagement Strategy* (June 2004), which outlines a strategic approach towards community consultation and engagement.

The SCI is in accordance with the council's equalities policy, *Putting the Community First* (January 2007), which provides a clear vision and commitment to ensure equality of access and opportunities for everyone in Barnet.

The SCI clearly sets out the importance of the *Sustainable Community Strategy for Barnet 2006 - 2016* to spatial land use planning, and the intrinsic role of the Local Strategic Partnership in effective community engagement.

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1 The Role of Barnet's Statement of Community Involvement

1.1 The council, as a Local Planning Authority (LPA), is responsible for development planning in the borough of Barnet. Its planning functions include deciding planning applications and drawing up development plans and policies to guide development.

1.2 The Planning and Compulsory Purchase Act 2004 reformed the development plan system, replacing the *Unitary Development Plan* (UDP) with the Local Development Framework (LDF). The new system requires more community and stakeholder involvement in the plan-making process.



1.3 As part of this process, all LPAs are required to produce a *Statement of Community Involvement* (SCI) – a document setting out how and when the community and other stakeholders will be consulted on the preparation and revision of the Local Development Framework. It also sets out how the community will be consulted on planning applications. The SCI will ensure active, meaningful and continued involvement of local communities and stakeholders throughout both processes.

Background

1.4 The Planning and Compulsory Purchase Act (2004) represents the most significant reform of the planning system since the Planning and Compensation Act in 1991. One of the key changes brought in by the Act is the introduction of a planning system that is more transparent, more accountable, socially inclusive and in particular, more participatory.

1.5 The main elements of the new planning framework are:

- Adopting the spatial planning approach to ensure the most efficient use of land by balancing competing local demands. This spatial approach is concerned with the physical aspects of locations and also with economic, social and environmental matters.
- A planning system which facilitates the creation, updating and replacement of planning documents, thereby ensuring the planning system is constantly up-to-date.
- The statutory development plan remains the starting point in the consideration of planning applications for the development or use of land.

1.6 Local authorities should aim to address the needs of 'hard to reach' and under-represented groups that have not historically engaged with the planning process. These groups can include young people, ethnic minorities, religious groups and disabled people.

1.7 Consultation should also take place early enough in the planning process for people to be able to have a genuine input to decision making rather than being asked for their views on proposals that have already been drawn up.

- 1.8 The manner in which this process of community and stakeholder involvement will be achieved is set out in the SCI. It is one of the 'Local Development Documents' (LDD) within the overall Local Development Framework.
- 1.9 During the preparation of all LDDs, the council must demonstrate that the consultation standards set out in the adopted SCI have been achieved. Failure to do so may result in that particular LDD being withdrawn.
- 1.10 The SCI sets out the council's approach to public consultation in two areas of planning:
- In 2004 the planning system was reformed and the LDF was introduced. The LDF will include documents such as Development Plan Documents (DPDs), which will contain the major policies and proposals for planning the development of the borough. The LDF will eventually replace Barnet's *Unitary Development Plan* (which was adopted in May 2006). The new LDF system provides more extensive opportunities for community involvement.
 - The council determines a range of planning applications, including those for planning permission, conservation area and listed building consent. The public is consulted on most types of planning applications, much of which is required as statutory consultation.

The Local Development Framework

- 1.11 The council is committed to preparing a LDF which reflects the up-to-date national, regional and local context, the development potential of the borough and realises the local community's aspirations for the area. The council adopted the UDP in May 2006. Upon adoption UDP policies are 'saved' for a period of three years.
- 1.12 Until the LDF replaces all of them, the policies of the adopted UDP will continue to be used by the council, along with the Mayor's *London Plan*, to determine planning applications. Under the new planning system and Section 38 of the Planning and Compulsory Purchase Act 2004 (formerly Section 54 of the Town and Country Planning Act 1990), the Mayor's *London Plan* has development plan status.
- 1.13 Barnet's LDF will be provided in a 'portfolio' of documents. All planning documents in the LDF are called LDDs and there are three types:
- Development Plan Documents (DPDs) – which will be subject to a statutory adoption process, including independent examination.
 - Supplementary Planning Documents (SPDs) – which will be approved by the council following public consultation.
 - Other documents including this *Statement of Community Involvement*, the *Annual Monitoring Report (AMR)* and the *Local Development Scheme (LDS)*, which will enable people to be involved in the process of preparing LDDs as well as development control decisions.
- 1.14 The LDF will also allow the spatial aspects of Barnet's *Sustainable Community Strategy 2006 – 2016* to be taken into account, in line with government guidance. The consultation measures set out in this SCI are intended to integrate as much as possible with the work of the Barnet Local Strategic Partnership and the voluntary and community network.
- 1.15 For those requiring further information, the published *Local Development Scheme* sets out in detail the manner in which the council intends to replace its *Unitary Development Plan* with the new LDF. In particular, it sets out which LDF documents will be produced and when. It therefore links directly to the consultation measures set out in this statement. The council's

second LDS was published in June 2007. Any subsequent revisions to the LDS will be published on the council's website.

Benefits of Effective Public Consultation

1.16 Achieving effective community involvement in the planning process is likely to have a number of benefits including:

- Securing community commitment to future development and the enhancement of democracy.
- A means of effectively coordinating the activities of different departments, organisations and partnerships, and the development of consensus and a balance interests.
- Promoting regeneration and investment, creating certainty and commitment to change.
- Providing a strong basis for successful negotiations on development proposals, helping to speed up the whole planning process.
- Providing a robust base for addressing difficult decisions.

1.17 It is sometimes the case, or perceived to be the case, that consultation is undertaken too late for those whose views are being sought to influence the outcome, and this can lead to a certain amount of disillusion and apathy. To address this, the council, in preparing the LDF and in dealing with major planning applications, will aim to involve a wide range of different stakeholders from the earliest opportunity. It is this general ethos of early and continuous community and stakeholder representation that underpins this *Statement of Community Involvement*.



Key Principles for Community Engagement

1.18 The people who live and work in Barnet have the right to expect that public services will help them lead healthier, more prosperous and secure lives in which they can realise their hopes for success but also get a helping hand when they need it. The *Corporate Plan 2007/08 – 2010/11* provides the council's vision for Barnet, which is underpinned by being a "successful suburb in a successful London". The corporate plan sets out our three core values, upon which all our activities are based:

1. **Barnet: The Place** – Barnet is a successful, multicultural suburb playing a major role in London's global competitive success. It is clean, safe and offers good education at all levels. This, along with high quality housing and public spaces, is what attracts people with the right skills to contribute to the city. People choose to live here.

Local authorities are not just providers of council services. Nowadays we are expected to be 'place shapers' – we are held responsible for the wellbeing of an area and the people who live there, and we must promote their interests as well as their futures. Barnet Council is in a strong position to shape a borough that will look and feel very different in the next 10 years. We are creating new, socially integrated communities and planning

effectively for this growth. The ‘three strands approach’ to development and regeneration – Protect, Enhance and Grow – recognises that sustainable development in Barnet needs different approaches. We know there will be huge growth areas, mainly in the west of the borough. We are also, however, committed to protecting high quality, suburban, residential areas that people want to live in and the green spaces around them. We will be enhancing our town centres and areas suitable for mixed development.

2. **Barnet: The People** – People who live in Barnet can expect excellence from their public services, good schools with good results and low levels of crime. Our residents live healthier and longer lives than the average. These achievements can only happen by working in partnership. Barnet’s *Sustainable Community Strategy 2006 – 2016* sets out a shared vision for Barnet, produced by the Barnet Local Strategic Partnership (LSP) which includes the main suppliers of public services in the borough such as the police, the Primary Care Trust, Middlesex University, Barnet College and the Barnet Voluntary Service Council. Some of the shared outcomes we want to achieve with our partners are also included, together with central government’s priorities, in Barnet’s three-year Local Area Agreement, which was signed between central government, the council and the Local Strategic Partnership on 1 April 2007. This will potentially result in additional funding if ambitious local improvement priorities are met.

While Barnet is generally successful, there are pockets of deprivation and we want to make sure that everyone in Barnet shares and thrives in prosperity. Barnet is rich in diversity – over a quarter of our residents belong to a minority ethnic community. We believe that in order for communities to be cohesive, good services must be provided fairly to all. We are committed to working with faith and black and minority ethnic groups to identify and address community tensions or any threats to this cohesion. We are also committed to making Barnet a place where disabled people can lead fulfilling lives and play a full part in society.

To help deliver these commitments, we want to improve our understanding of how different communities are affected by the delivery of our services. The 2006 *Local Government White Paper* stresses how important it is that local citizens and communities have a greater say over their own lives. If we are to become an effective ‘place shaper’, providing community leadership, we need to build stronger relationships with our citizens and understand their needs and aspirations so that we can adapt and change. We want to deepen the conversations we have with our communities by using innovative forms of engagement and new ways of communicating with them. We want to enhance the role of councillors as ‘democratic champions’, representing the interests of local people in their area. With new forms of leadership, we can help our residents to adapt to an ever changing global environment.

3. **Barnet: The Organisation** – Barnet Council is a major organisation, employing around 7,000 teaching and non-teaching staff. Our gross revenue budget in 2007/08 is around £790 million and the capital investment budget is over £100 million. We therefore have to be managed using sound and efficient business principles. More choice and better value governs everything we do and we have made lots of cost savings over recent years. Our medium-term financial strategy will help us achieve our organisational vision of “a smaller entity with a smaller, but more efficient corporate support function and a greater concentration of resources on outcomes”. We shall use shared services to identify and achieve increased efficiencies across the council. We will deliver high quality services but keep our council tax increases below the rate of inflation and as close to zero as possible. Our primary purpose is to serve our customers and we have also set ourselves a target of increased customer satisfaction – to meet the differing needs of our customers, make it easier for them to access the council and provide them with wide choices. We want to offer everyone the chance to interact with us in ways that best suit them, including electronic and self-service transactions. We want to use technology to

deliver services as close to customers as possible and we have ambitious plans to make Barnet a wireless borough.

- 1.19 The *Corporate Plan 2007/08 – 2010/11* sets the overarching context for the council's more detailed key priority plans, and below these the specific service, team and individual work plans that turn it into a reality. Two of the 2007/08 – 2010/11 key priority plans, "A Successful Suburb" and "Strong and Healthy", emphasise that two of the factors that make Barnet a successful suburb is that it is a place where people want to make their home and take pride in their community. Barnet's desire, which underpins this *Statement of Community Involvement*, is therefore to facilitate the conditions in which an active community can thrive and can act cohesively, including building the roles of councillors as champions of their communities.
- 1.20 "Putting the Community First" is our corporate strapline, and indicates that the council is committed to listening and responding to the views of people. The council's *Consultation and Engagement Strategy* provides a strategic approach towards community consultation and engagement. Its key aims are:
- To assist in "Putting the Community First" through using engagement to assess community needs and wishes and improve service delivery.
 - To provide an overall context within which we engage with service users and the wider community.
 - To ensure consultation (and other engagement) is conducted professionally.
 - To ensure consultation is used and communicated effectively.
 - To ensure Barnet's residents and civil society have the fullest possible opportunity to become involved.
 - To ensure a co-ordinated and cost effective approach to these activities.
- 1.21 The council values the richness and diversity of Barnet's multicultural population. The council's equalities policy provides a clear vision and commitment to ensure equality of access and opportunities for everyone in Barnet. In serving the community, the council aims to improve the quality of life of all residents and service users.
- 1.22 The SCI is consistent with the *Consultation and Engagement Strategy* and is in accordance with the council's equalities policy. The SCI demonstrates the following principles:

- (a) **Inclusiveness** – The council will encourage the active participation of identifiable stakeholders in the planning process. These stakeholders will include everyone who has an interest in, or who will be affected by, the decision making process, including 'hard to reach' or marginalised groups as appropriate to the planning decisions being taken.
- (b) **Commitment and a 'Joined-Up' Approach** – The council is fully committed to ensuring effective participation and



community engagement at the earliest, practical and most appropriate opportunity whilst undertaking statutory planning responsibilities.

- (c) **Transparency and Accessibility** – The council will give stakeholders the information they need, where it is available, and will carry out all forms of engagement in a transparent and open way.
- (d) **Appropriateness** – The council will seek to engage the community through those methods most appropriate to the circumstances, such as listening to and reviewing differing viewpoints.
- (e) **Accountability** – Following any period of community engagement, the council will report findings and seek to ensure that all stakeholders are aware of the contribution that has been made by their involvement and keep them informed of the implementation and review of plans.
- (f) **Productivity** – The council will seek to use community engagement in a productive and efficient way so as to ensure an improvement in the preparation of development plan documents and development control decisions.
- (g) **Realism** – The council will seek to ensure that all parties involved in the process remain realistic about what can actually be achieved within the relevant legislative framework and in the context of government policy and guidance, and the council’s policy framework and ability to deliver.

Methodology for Preparing the SCI

1.23 Building on previous and recent consultation experience in Barnet, a methodology for SCI preparation has been developed. This is set out below:

- (a) **Establish a baseline structure** – Evaluate relevant legislation and identify all sections of the community, including ‘hard to reach’ groups, that should be engaged in the planning process.
- (b) **Consider different methods of engagement** – Evaluate different methods of engagement and determine which are most appropriate to use at various stages of the planning process.
- (c) **Determine priorities and principles for future engagement** – Whatever methods of engagement are used, establishing a set of priorities and principles will ensure that engagement is effective. Principles may include transparency and accessibility, inclusiveness, commitment and a ‘joined-up’ approach, accountability, productivity and realism.
- (d) **Identify links with other community involvement initiatives** – Review statutory responsibilities that involve community engagement and identify any potential overlaps or common themes. In June 2004 the council published its *Consultation and Engagement Strategy*. It highlighted the need for coordination (through the corporate planning process) of consultation and engagement activities to avoid the risk of ‘consultation fatigue’ and declining levels of community involvement. This requires discussion with all local teams from various departments of the council, including the Transportation Team, Housing Strategy and Development, Waste Strategy Team, Educational Services, Greenspaces Team, Strategic Development Unit, Policy & Partnerships, Corporate Communications and the Consultation Unit.
- (e) **Consultation** – Consult the community and other stakeholders to generate interest and agree consensus on future methods of engagement.
- (f) **Assess resources** – The LPA and the community must be realistic regarding what can be achieved considering the time and resources available.

- (g) **Establish a monitoring and reporting-back procedure** – Determine and publish appropriate standards for acknowledging responses, monitoring the effectiveness of engagement and reporting results back to the community. The LPA must also demonstrate how the results of any community engagement have been taken into consideration in the decision making process.

How the Council will Consult

- 1.24 The council already has a proactive approach to public consultation and community involvement, both in relation to planning and non-planning matters. This is exemplified by the *Community and Engagement Strategy* produced by its Consultation Unit.
- 1.25 The adopted UDP was subject to an extensive programme of public consultation including staffed exhibitions, informal public meetings, topic meetings, presentations to various forums, press releases, mail shots and an interactive webpage.
- 1.26 The following sections of the SCI describe how and when the council will build upon this in consulting upon:
- Development Plan Documents;
 - Supplementary Planning Documents; and
 - Planning proposals including planning applications and briefs.

A Sustainable Community Strategy for Barnet 2006 – 2016

- 1.27 The Local Government Act 2000 places a duty on local authorities to promote the social, economic and environmental wellbeing of the area they serve and requires mechanisms for delivery, including the establishment of Local Strategic Partnerships (LSPs) and the development and publication of ‘community strategies’.

- 1.28 Barnet’s community strategy, *A Sustainable Community Strategy for Barnet 2006 – 2016*, was approved by the Council in January 2006 and published by Barnet’s Local Strategic Partnership in February 2006. Consultation on the draft strategy was undertaken in late 2005 and comprised awareness building (raising the profile of the draft strategy to encourage general responses) and focused consultation exercises (ensuring a representative cross-section of responses including hard to reach groups). Barnet’s community strategy proposes four themes; these were chosen on the basis of joint priorities for members of the Local Strategic Partnership, resident priorities and future challenges for the area. These four themes, which prioritise and coordinate action are:



- Investing in Children and Young People
- Safer, Stronger and Cleaner Barnet
- Growing Successfully

- Healthier Barnet (including Older People).

- 1.29 The LSP currently reviews and challenges performance against the targets in the sustainable community strategy on an annual basis. A three-year *Community Strategy Action Plan* has been developed to show how the strategy is being delivered. This will be refreshed on an annual basis and is summarised in *BarnetFirst*, a council publication which goes to every household in the borough.
- 1.30 The government wants to see closer integration between community strategies and the new system of spatial land use plans. There is potential for greater alignment between these local documents and for greater streamlining of the public involvement processes associated with them. Through this integration, spatial land use planning will be able to embrace the aims and objectives of the community strategy.
- 1.31 The council is committed to identifying relevant land-use related elements of the community strategy which are deliverable through other mechanisms, for example the Local Development Framework. This will ensure that all activities are carried out in accordance with the community strategy's key themes and ambitions.
- 1.32 The council will ensure that opportunities for joint working and shared consultation activities, particularly with the sustainable community strategy, will be maximised where possible. Future community engagement initiatives will be undertaken in close liaison with the council's Consultation Unit to ensure that consultation and participation exercises are carried out in the most efficient manner. The LPA must demonstrate how the results of any community engagement have been taken into consideration in the decision making process. Such an approach will also allow for the coordination of community involvement activities where this is beneficial and achievable.¹

¹ Further information on Barnet's Local Strategic Partnership or the community strategy is available by contacting the council's Policy and Partnerships Team on 020 8359 7011.

2 Getting Involved in Barnet's LDF

2.1 This *Statement of Community Involvement* should be read alongside Barnet's second *Local Development Scheme* approved in March 2007 (available on www.barnet.gov.uk), and any subsequent revisions to that document, in order to gain a clear idea about the role of the Local Development Framework and how the SCI relates to it.

2.2 This section sets out:

- The main stages of policy preparation.
- A timetable of LDF documents and consultations.
- An analysis of consultation methods.
- Existing and proposed community involvement measures, methods and opportunities.
- How community involvement will be funded (resource availability).
- The procedures for making comments on the council's planning policies and how the council will feed back its response.
- Evaluating the council's community involvement methods (see **Appendix 2**).



Opportunities to Get Involved in Local Development Documents

2.3 There are four main stages of policy preparation for the LDF:

1. **Emerging Options Stage** – Identifying the issues and a range of policy options to tackle them (this is also known as the 'issues and options' stage).²
2. **Preferred Options Stage** – Choosing the best policy options for dealing with the issues.³
3. **Submission Documents Stage** – Creating the final policy document for examination by a government inspector.⁴
4. **Document is Adopted** – The LDF document becomes formal council policy.

2.4 Table 1 shows the main stages at which people can get involved. It illustrates the stages at which formal public consultation is expected. Formal consultation refers to community involvement that, as a statutory requirement, must take place with representations made in a more uniform manner. The table also shows where informal consultation will take place – this being community involvement above the minimum standards set by government which the council believes will be beneficial to the process.

² Informal, pre-submission consultation as required by Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004.

³ Formal pre-submission participation as required by Regulation 26 of the above.

⁴ Formal submission as required by Regulation 28 of the above.

Table 1: The Main Stages of Policy Preparation for Development Plan Documents

Stage	Processes			
Emerging Options (Issues and Options)	Informal Consultation <ul style="list-style-type: none"> Creating an evidence base in order to understand the issue 	Identify and develop emerging policy options to tackle the issues	Test Emerging Options against social, economic environmental criteria (i.e. the emerging Sustainability Appraisal)	Formal Consultation <ul style="list-style-type: none"> Results fed into Preferred Options stage of policy
Preferred Options	Analyse Emerging Options for strengths and weaknesses – choose Preferred Option	Sustainability Appraisal Report	Formal Consultation <ul style="list-style-type: none"> Results fed into pre-submission document 	Council Executive view pre-submission document
Submission Local Development Document	Final document submitted to government inspector	Formal Consultation <ul style="list-style-type: none"> Final opportunity during examination stage for public to discuss any unresolved representation with the inspector 	Binding Report produced by the inspector and modifications fed into policy	Local Development Document adopted

2.5 For more details on these stages, please refer to Barnet’s *Local Development Scheme* (available at www.barnet.gov.uk) or consult the Town and Country Planning (Local Development) (England) Regulations 2004.

2.6 Procedures for making comments (“representations”) during formal consultation:

- The period for formal community involvement will last six weeks.
- Comments (or “representations”) should be made in writing, either by letter or email and should be accompanied by the standard comment form relating to the document. This will also be available on the council’s website. Representations received in an electronic format greatly improve the administration process.
- If an objection is to the wording of the document then the council will welcome any suggestions for an alternative form of wording.

2.7 Procedures for feedback on formal representations made:

- All representations will be recorded in a database.

- All respondents will be notified of the council's intended response to representations after each consultation period.
- A summary report of the council's responses to representations will be made publicly available and will also accompany documents when the Council, the Cabinet, the Secretary of State for Communities and Local Government and inspectors consider them.
- All respondents who make formal representations will automatically be included in consultation at the next stage of policy development.

Timetable of Formal Consultations on Local Development Framework Documents

2.8 Note that prior to the adoption of the SCI, consultation on LDF documents will be carried out in line with the minimum requirements set out in the government's regulations. For an explanation of the role of each document, please see Barnet's LDS. The council's second LDS was published in March 2007, and any subsequent revisions to it will be published on the council's website.

Table 2: Consultation Timetable for LDF Documents⁵

Document	Issues and Options (inc. Sustainability Appraisal) Consultation	Preferred Options Consultation	Draft Report Consultation	Submission Document Consultation
Key Development Plan Documents				
Core Strategy	April 2008	September 2008	n/a	May 2009
Site Development Policies	May 2008	December 2008	n/a	July 2009
Proposals Map	The Proposals Map will be updated each time the council re-visits Development Plan Documents.			
Joint Waste DPD	January 2008	January 2009	n/a	September 2009
Area Action Plans				
Colindale Area Action Plan	January 2008	July 2008	n/a	February 2009
Mill Hill East Area Action Plan	April 2007	November 2007	n/a	May 2008
Supplementary Planning Documents				
Contributions To Lifelong Learning – Libraries Services	n/a	n/a	April 2007	n/a
Contributions To Lifelong Learning – Pre-schooling & Schooling	n/a	n/a	April 2007	n/a
Economic Prosperity	n/a	n/a	September 2007	n/a

⁵ For more details, see the *Local Development Scheme 2007*.

Document	Issues and Options (inc. Sustainability Appraisal) Consultation	Preferred Options Consultation	Draft Report Consultation	Submission Document Consultation
Contributions To Lifelong Learning – Training & Employment Initiatives	n/a	n/a	May 2008	n/a
Contributions To Health Facilities From Development	n/a	n/a	May 2008	n/a
Contributions To Culture, Recreation and Open Spaces From Development	n/a	n/a	November 2008	n/a
Contributions To Transport And Infrastructure From Development	n/a	n/a	November 2008	n/a

Methods for Encouraging Community Involvement

- 2.9 The council will produce six DPDs to replace the *Unitary Development Plan*. Programmed DPDs include the Core Strategy, Area Action Plans for Mill Hill East and Colindale, Site Development Policies, Joint Waste and a Proposals Map. For up to date information on the progress of DPDs refer to Barnet’s *Annual Monitoring Report*.
- 2.10 The council will apply the same broad consultation measures to each DPD. However where a particular need arises for a more focused form of consultation, such as ‘Planning for Real’ or similar workshop sessions, officers will, subject to resource availability, seek to carry out such exercises in conjunction with local interest groups and stakeholders.
- 2.11 The council will produce a Joint Waste Development Plan Document with other authorities in the North London Waste Authority area – Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest. The Joint Waste DPD will address a specific issue covering all seven boroughs and will therefore be subject to separate consultation arrangements.
- 2.12 An interactive proposals map of the adopted UDP (2006) is online at www.barnet.gov.uk.

Involvement with LDF Stakeholders

- 2.13 The council will arrange general consultation exercises at each key stage of the LDF process. Where appropriate, press releases, exhibitions, posters, leaflets, and informal public meetings will be at the heart of consultations. The council will also engage stakeholders who have previously made representations as part of Barnet’s UDP consultation process. The objective will be to target as wide an audience as possible that is appropriate to the process, needs of the community and available resources.
- 2.14 In accordance with the Town and Country Planning (Local Development) (England) Regulations 2004, the council will seek the views of a wide range of statutory and non-statutory consultees. A list of these organisations is set out at **Appendix 1**.

- 2.15 Each organisation will be informed of progress and invited to make representations at relevant stages of the LDF process including the publication of emerging options, the pre-submission consultation on the preferred option and the formal consultation on the submitted DPDs. The timetable for reaching each of these stages is set out in the council's LDS, which is available separately.
- 2.16 Meetings will be held with key stakeholders including officers of immediately adjoining local authorities, the Government Office for London (GOL), the Greater London Authority and/or Transport for London (GLA/TfL) and Barnet's voluntary and community sectors.
- 2.17 At the local level, every effort will be made (but it will not always be possible) to carry out individual consultation exercises with all local community and amenity groups. Government advice recognises that consultation should be based on a realistic assessment of resources in order to avoid the expectations of communities being raised artificially high. Consultation will only take place with community interests when their interests are affected by specific planning proposals. Individual consultation exercises with all interest groups will not be possible given the limited resources available to the council but will be carried out wherever achievable. Consultation at the local level will therefore be tailored accordingly to best effect.
- 2.18 The council's website will be a key source of information in this regard and will be kept fully up to date. All documentation that can be made available electronically will be put online with an opportunity to make representations during the formal consultation periods.
- 2.19 The council maintains an extensive database of voluntary organisations and community groups based in and around the borough. Where appropriate the council will utilise the existing Citizens Panels for Black and Minority Ethnic (BME) groups and people with disabilities, as well as the Youth Board and the Older People's Forum. These groups will be contacted at each stage and advised of the procedure for making representations on the council's LDDs. If requested, individual meetings with local interest groups will be arranged where resources permit.
- 2.20 The council will endeavour to publish the outcomes of meetings with local interest groups online, allowing all those concerned with planning matters in the borough to view the main issues that are being discussed. Free access to the council's website is available in local libraries as well as at the council offices at Barnet House, North London Business Park and Hendon Town Hall.
- 2.21 The council recognises that the internet cannot presently meet the communication needs of all users of planning services. Therefore, it will ensure that all relevant information, including the dates of consultation exercises and the results and outcomes of such, are made available through a number of other formats. The council will publish hard copies of all information for inspection. These will be available at the council offices and local libraries. Hard copies of information can include letters to interested parties and stakeholders, meeting notes, press releases, leaflets and posters as well as display boards at public exhibitions.
- 2.22 The council will also ensure that large print, Braille and audio tape versions of all documents, together with versions in the languages other than English listed on the last page of this document, can be available on request.

Local Development Scheme Milestones

- 2.23 The council's *Local Development Scheme* sets out in detail the proposed timetable for taking the council's Development Plan Documents and Supplementary Planning Documents through to adoption, with a broad target of four years post-UDP adoption (i.e. 2010). The

council's second LDS was finalised in June 2007. Any subsequent revisions to the LDS will be published on the council's website.

Promoting Awareness of Involvement Opportunities

- 2.24 A key council objective is to involve as many people as possible in the LDF process. In Autumn 2005 as a part of the council's LDF preparations, approximately 1,200 letters and questionnaires were sent to stakeholders plus Barnet UDP consultees and objectors. About 300 respondents expressed their interest in being kept updated about various LDF documents during the process.
- 2.25 The council operates a LDF database which provides up-to-date contact details for all groups and individuals in Barnet with an active interest in planning issues. The LDF database will be continuously updated with new consultees. Some consultees will only be interested in particular LDDs. Therefore the council intends to take the following steps to promote awareness of particular stages in policy making:
- Notice of a LDF document or any consultation will be given in local newspapers, on the council's website and promoted at local events. This will advise where and when the document can be inspected. The council will publish advertisements in languages other than English where this is deemed appropriate.
 - Notification will be given in writing to the appropriate statutory consultees (see **Appendix 1**), targeted groups and known interest groups. Email alerts will be sent to interested parties on the LDF consultation database who have requested notification of new LDF documents.
 - Where appropriate and when resources permit, the council will produce and distribute summary leaflets, which set out the main issues and options involved, and direct the public to the main LDF document.
 - Copies of LDF documents will be available at the Planning and Environmental Protection Service reception desk, and at Barnet House and Hendon Town Hall, during opening hours for inspection or purchase, and on the council's website. Documents will also be made widely available at libraries and other public places.
 - The council will seek advice on targeting specific groups, depending on the nature and purpose of a document.

Reaching out to Barnet's Diverse Communities

- 2.26 Earlier in this document the council set out its commitment to the principle of working proactively to engage with groups who represent Barnet's diverse communities, ensuring that the council's planning system is fair, transparent and accessible.
- 2.27 Reducing the barriers to increasing the participation of groups which have historically failed to engage with the council's processes is a commitment the council wishes to demonstrate through this SCI. This is particularly important at the emerging options report stage of DPD production, as this is the point at which the council should know all factors that might influence options.
- 2.28 In reviewing the SCI, the council will consider examples of good practice on community engagement and will address the questions below:
- Who the council considers are 'hard to reach' groups?
 - Why a group is considered 'hard to reach'?

- And what steps the council intends to take to ensure that they find consultation accessible?



2.29 Barnet Council values the diversity and richness of its local population and communities, as stated in its equal opportunities policy *Putting the Community First: Barnet's Equalities Policy* (January 2007), but accepts that communities are prevented from taking part fully in the life of our area. The council recognises that discrimination affects people in complex ways and is committed to challenging all forms of inequalities. It is in recognition of this that the council will ensure that community engagement forms a central part of the planning process. The council will make every endeavour to meet the requirements of the Race Relations Act 2000 and the Disability Discrimination Act 1995.

Resource Availability

- 2.30 The SCI has been produced on the basis of a realistic and robust assessment of council resource availability over the next three years.
- 2.31 The main resources involved in community involvement are staff time and monetary costs. Existing staff will undertake consultations on the basis of striking a balance between what is appropriate and the resources available. The council will investigate opportunities to work with partners in the community as a means to extend staff resources and make use of

community expertise. The Planning and Environmental Protection Service's budget takes into account the need to fund the community and stakeholder involvement set out in this SCI, but will be closely monitored and reviewed as part of the budget forward planning process and in the light of potential cost pressures.

- 2.32 The council will use its financial or staff resources in order to undertake community and stakeholder consultation efficiently and effectively. It has devised a programme of consultation that is achievable, continuous and effective, yet will not raise the public's expectations unrealistically high.

Barnet Local Strategic Partnership – Community Steering Group

- 2.33 The council, with limited resources, will prioritise separate consultations with local interest groups. It will also examine the potential for coordinating LDF consultation with the Local Strategic Partnership. Barnet's LSP has been restructured to create a LSP Executive (comprised of organisations that supply services in Barnet) and a LSP Community Steering Group (comprised of community and voluntary bodies that represent significant groups that use those services). The Community Steering Group will support and challenge the work of the LSP Executive and provide feedback and information from and to the wider community. In representing and communicating the needs and interests of Barnet's businesses and diverse communities, the Community Steering Group presents an opportunity for engagement on the LDF.

Role of Borough Councillors/Ward Members

- 2.34 Councillors have been elected to voice the views of the communities they represent, and the council will look to regularly involve ward members in every stage of the LDF process.
- 2.35 Councillors have two roles: as decision makers and community representatives. When the council involves the community in the LDF, councillors will receive a summary of responses through written reports at Cabinet meetings. They will take account of these views in their decisions. Councillors will also be provided with details of new planning documents and give views on consultations at the LDF Member Steering Group.
- 2.36 Local residents and businesses can make their views known to their ward councillors or to the cabinet member by letter, by email or by discussing it with them, for example at regular ward member surgeries. Copies of public concerns should also be sent in writing to the Planning and Environmental Protection Service so that these can be formally incorporated alongside other responses.
- 2.37 Ward councillors represent a close link to their communities and a leadership role in engaging local opinion. This is important, particularly for planning issues and emerging policies, planning briefs and development proposals that affect local communities. In Barnet, given its strong, locally-based representation on planning and related committees, constitutionally there is the opportunity to increase the role of ward councillors (where there are no conflicts of interest on quasi-judicial decision making) in the areas of pre-application proposals and planning briefs.

Planning for Real

- 2.38 Individual consultation exercises such as 'Planning for Real'-type events will be held with appropriate groups at relevant stages as and when resources permit or when external sponsorship can be secured. Examples include the Cricklewood, Brent Cross and West Hendon proposals. The council will respond sensitively to requests from hard to reach groups.

Planning Aid – Free Professional Planning Advice Service

- 2.39 Run by volunteer planners, the service enables the community to contribute effectively to local planning matters. It can help the public to:
- Understand how the planning system works
 - Comment on planning proposals
 - Get involved in the preparation of LDF documents
 - Draw up the local community strategy
 - Apply for planning permission and/or appeal against a subsequent refusal.
- 2.40 Planning Aid is a free, independent and professional planning advice service for community groups or individuals who cannot afford to employ a planning consultant. For more information on planning aid, please see the website www.planningaid.rtpi.org.uk.

Continuous Consultation

- 2.41 The council will also continue to consult on the LDF through exhibitions, meetings, press releases and website updates.
- 2.42 The council will ensure that sufficient resources are made available to implement the consultation measures set out in this SCI, subject to annual budget planning and the overall financial decision making of the service and council. At this stage, the council expects that the proposed consultation measures can be met using existing resources, although should it prove necessary (for example in relation to 'Planning for Real' exercises), the council will examine the use of external resources and expertise.
- 2.43 The council will seek to link community involvement initiatives on DPDs, SPDs, Conservation Area Character Appraisals and Design Guidance Notes where appropriate.
- 2.44 Within the council, the Director of Planning and Environmental Protection and the relevant planning managers will manage the overall LDF consultation process, and its implementation will be the specific responsibility of the Planning Policy Team as a whole. Public consultation in relation to planning applications will be managed by the Development Management Division, in accordance with statutory requirements and the council's adopted code of practice (standards).

Reviewing the Statement of Community Involvement

- 2.45 The council will revise the SCI on a three-yearly basis, or sooner if necessary having regard to any particular problems or successes that the council experiences in consulting on the LDF. This means that consultation techniques that have not stimulated involvement may be dropped and other alternative tools and processes may be identified. Analysis of feedback forms for each LDF consultation will enable the council to better monitor the effectiveness and scope of community involvement methods as set out in the SCI.
- 2.46 The council will assess the success of the SCI through its *Annual Monitoring Report*, which will be published by December each year. Any necessary changes to the SCI arising from the AMR will be made thereafter, with further appropriate public consultation carried out accordingly. The review will consider any emerging best practice guidance and/or changes in legislation that have been put in place since this SCI was originally published.

Procedures for Supplementary Planning Document Consultation

2.47 Supplementary Planning Documents form an integral part of the LDF, although they are not subject to independent examination by the Planning Inspectorate. SPDs must be subject to community involvement in order to be accorded appropriate ‘weight’ in decisions on development proposals.

2.48 In preparing SPDs, the council will:

- Send copies to those organisations it considers likely to have an interest in the subject matter (e.g. the Environment Agency, English Heritage, the Greater London Authority and adjoining London boroughs etc.).
- Make the SPD available for inspection at the Planning and Environmental Protection Service reception, at Hendon Town Hall and at other suitable places including local libraries, together with any supporting documentation.
- Publish the SPD on the council's website.
- Send a copy to the Government Office for London if specifically requested.
- Advertise in a local newspaper when and where the documents can be inspected and ensure that adequate publicity (including, where appropriate, languages other than English) is given to the documents.
- Send email alerts to interested parties on the LDF consultation database who have requested notification.
- Seek the views of the Local Strategic Partnership.
- With regard to site-specific planning briefs, write to adjoining properties as per the development control neighbour notification procedure.



2.49 Publication dates for each of the council's proposed SPDs are set out in Barnet's *Local Development Scheme*.

2.50 The council will also produce Character Appraisals for 18 conservation areas during the lifetime of the LDF. Conservation Area Character Appraisals (CACA) are an important part of the LDF evidence base; however, they are officially not LDDs and therefore do not comprise a formal part of the LDF. But the council will apply the same consultation methods as SPDs for Character Appraisals.



- 2.51 The council will revise its set of Design Guidance Notes (DGNs) to support the SPD on *Sustainable Design and Construction*. Again, although not part of the LDF, the council will apply the same consultation methods as SPDs for Design Guidance Notes.
- 2.52 In circumstances when SPDs are prepared in parallel with DPDs (because the detail set out in the former is essential to the early delivery of policies in the latter), the council will seek to link community involvement initiatives on different LDDs.

3 Getting Involved in the Consultation Procedures on Planning Applications

3.1 Community involvement is an integral part of the development control process, as the determination of a planning application can, when development schemes are implemented, have a considerable effect on people's lives.

3.2 *Barnet Planning Service Standards and Targets* is an evolving document which sets out a comprehensive planning statement, as well as planning standards and performance targets. The *Planning Customer Strategy* is being reviewed on the basis of feedback received from customers visiting the planning reception, including the results of the statutory, triennial BVPI No. 111 general customer survey and other customer satisfaction surveys.



3.3 Legislation requires a wide range of consultation, both with the public and statutory consultees. In Barnet, different development pressures have increased the public profile of planning. This has led to the emergence of a number of local residents' groups who play an important part in the planning process.

3.4 Ward councillors have an important part to play as civic leaders. The council's Residents' Forums and Planning and Development Forums provide the opportunity for early and effective councillor involvement.

3.5 A key principle of the SCI is to promote more effective community involvement in the planning system and decision making processes. In order to deliver this, the SCI sets out:

- The arrangements and standards to be achieved when involving the community in the continuing review of all parts of the LDF and in development control decisions.
- The standards for good practice in engaging those with an interest in proposed development.
- Easily understood guidelines that will enable the community to know with confidence when and how it will be consulted.

3.6 The council receives a wide variety of planning applications and therefore needs to involve the community to differing degrees, according to the scale and complexity of the application. This section looks at:

- How the public can become involved at the various stages of the application process; and
- How the level of community involvement will depend on the scale of the application.

3.7 The document *A Guide on How to Comment on Planning Applications* is available on the council's website. The latest version of the document was published in March 2006. This guide sets out how residents and local businesses can make their views known on planning

applications. It covers issues such as requests to speak at planning committees (any request to speak on a matter which is before the committee must be received at least two working days before the meeting), and the arrangements for Planning and Development Forums.

- 3.8 The council's Planning and Environmental Protection Service has produced and published its practices on publicity and consultation (*Guidance on Planning Consultation*), which establishes the levels of consultation on all types of planning applications from minor householder development, advertisements and telephone masts to major applications (**Appendix 4**).

The Developer's Role in Engaging the Community

- 3.9 Underpinned by the principle of proactive community involvement and resolution of potential objections, the council encourages developers to undertake pre-application discussions and early community consultation. Failure to consult early may lead to objections being made which could have been avoided, and be material to the determination of the application. The council also expects applicants to assume financial responsibility for the costs of community involvement at an early stage.

Pre-application community consultation will be recorded as part of the decision making process. Developers who undertake pre-application community involvement are encouraged, as a minimum, to meet the consultation arrangements set out in the SCI. The council encourages the use of the Planning and Development Forum model for early discussions with local communities on major schemes.



Early Engagement on Major Planning Proposals

- 3.10 The council has demonstrated a consistent commitment to early and effective engagement on planning proposals. Early engagement enables communities to 'buy into' schemes as well as improving the quality of applications. This can help to reduce the amount of staff time spent in determining applications, resulting in quicker decisions and therefore better performance outcomes. Pre-application and pre-submission meetings are encouraged in two main ways:

- In July 2004, the council introduced the concept of Planning and Development Forums to enable wider public engagement with emerging planning proposals. The forums are separate meetings which enable developers, members of the local community, local elected members and representatives of the council's Planning and Environmental Protection Service to meet and discuss large, complex developments before they have been formally lodged and forwarded to the Planning and Environment Committee or any area planning sub-committee for a formal decision. Holding these forums while development proposals are still at the 'drawing board' stage is beneficial to local residents and developers – both parties can consider relevant issues early on and gain the opportunity to examine applications in greater detail than would be possible during statutory consultation stages. This provides the opportunity to resolve any potential areas of disagreement early on in the process.

- In parallel with the concept of the Planning and Development Forum, the council launched a professional pre-application advice service (that incorporates a charging scheme) for planning proposals. Barnet was one of the first authorities to utilise powers under the Local Government Act 2003 to introduce charging, in order to improve the advice service and invest 'recovered costs'. This has helped to speed up the development process (particularly on complex schemes), provide a better and more proactive customer service, and helps to deter unacceptable proposals by highlighting crucial issues early on. Another benefit of the scheme is that a consistent and high standard of service can be provided at no additional cost to the council taxpayer. Pre-application advice is a free service for certain minor and all householder proposals.

Involving the Community when a Planning Application is Received

- 3.11 Weekly lists of applications are available on the council's website (www.barnet.gov.uk) and live applications and drawings can be viewed online.
- 3.12 Applications in the borough's conservation areas, those related to listed buildings, major applications, and others (as required by the General Development Procedure Order 1995) that may give rise to wider public concern, are advertised in the local press (Barnet Times) and a site notice is posted. Planning officers attend meetings of Conservation Area Advisory Committees, so as to hear views of representatives of these areas regarding applications for permissions and consents.
- 3.13 For the majority of planning applications, individual neighbour notification letters are sent to those properties that adjoin the application site. For major developments with a wider effect, letters will be sent accordingly. If, for disability reasons, people have difficulty getting to North London Business Park, the case officer will visit them (on appointment) with a copy of the plans. Individual notification is carried out in accordance with the Town and Country Planning (General Development Procedure) Order 1995 and the council's *Code of Practice for the Publicity of Planning Applications*, which is available from the Planning and Environmental Protection Service.

Involving the Community While a Planning Application is Processed

- 3.14 Negotiations may occur on formally-submitted planning proposals during the course of an application. Such negotiations allow for effective opportunities to address planning concerns or issues arising from public consultation. However, negotiations will normally only involve minor alterations to any proposal. If a significant material alteration is required to make a proposal acceptable then it is likely that an application would be recommended for refusal. For major regeneration projects, the council recognises the complexity of the issues involved and that alterations are a part of the development process. This is in line with the council's adopted policy on the processing of major applications. In such circumstances the community will be re-consulted only on material changes (for 7-14 days if there is an amendment to the application description and for 14 days if there is an amendment to submitted plans) when any further application is submitted. Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.
- 3.15 Since early 2006 residents have been able to view current planning applications on the council's website. Public libraries in Barnet provide free access to it.

Involving the Community When an Application goes to a Planning Committee

- 3.16 The majority of planning decisions in Barnet are determined under a delegated scheme to the Director of Planning and Environmental Protection. If an application goes before a

planning committee, the council offers people who have made representations the opportunity to speak and make direct representation to elected members. The detailed arrangements for this are set out in *Having Your Say on Planning Applications* on the council's website. Up to three people have the opportunity to speak on an application (and where there are objectors, the applicant or a representative agent has the right to speak as well) for up to three minutes each. Questions can also be addressed to the committee chairman. Opportunities to speak are based on the proviso that questions to the chairman are submitted well in advance of the committee. Any request to speak on a matter which is before the committee must be received at least two working days before the meeting.

- 3.17 Copies of committee reports and the agenda are available to view on the council's website and at the Planning and Environmental Protection Service reception at North London Business Park. Committee reports are available five days before the committee meeting.

Involving the Community After a Decision on a Planning Application

- 3.18 A notification of decision letter is sent to the applicant/agent and all people who have responded to the consultation on the planning application, informing them of the decision and the reason for that decision. The decision is recorded on the council's website and in the statutory Planning Register.

Involving the Community When an Appeal is Made Against a Planning Refusal/Granted Conditions/Enforcement Notice

- 3.19 Only applicants and those upon whom notices have been served have the right of appeal. There are no third party rights of appeal. Appeals against planning refusals, or a failure to determine within the 'prescribed period', must be made to the Planning Inspectorate within six months of the decision notice. With regard to enforcement notices, there is a 28-day period for an appeal to be made.
- 3.20 All those people who responded on the original planning application that is the subject of appeal will be advised that an appeal has been received, and provided with an opportunity to make their views known. Copies of letters already submitted will be forwarded to the Planning Inspectorate. For hearings and public inquiries, the interested parties have the opportunity to make their views known verbally to the planning inspector.
- 3.21 For public inquiries a site notice is posted to publicise the date/time and location of the inquiry.

How Else Does the Council Involve the Community?

- 3.22 In 2007, the Planning and Environmental Protection Service will start to conduct user survey forums electronically to gather views on a series of issues such as customer service.
- 3.23 The council's Residents' Forums provide the opportunity for members of the public to discuss issues with council officers and councillors. Where requested, planning officers will attend these Residents' Forums. There are forums covering the whole borough and these are held at various times throughout the year, details of which are published on the council's website.
- 3.24 The Residents' Forums do not make decisions on planning applications. However, they do provide the opportunity to discuss development-related issues and applications with officers. Advance notice is not required to speak at a forum, although it is helpful if people can advise in advance if they wish to discuss a particular matter to enable the relevant council staff to

be present. The dates and venues of the forums are available on the “Local Democracy” section of the council’s website.

Involving the Community in Enforcement Issues

- 3.25 The council encourages the community to report cases where they believe there has been a breach of planning control. All planning enforcement-related complaints are treated confidentially. If the complaint results in a planning application being submitted, then this will be publicised in the normal manner and adjoining neighbours and complainants notified. Complainants are given leaflets explaining enforcement notices.
- 3.26 In cases where planning enforcement action is taken, complainants are informed of the action. In cases where enforcement action is not taken, a full explanation providing the council’s reasons will be sent to the complainants. Many initial complaints relate to non-enforcement issues in the borough, such as householder permitted development-type extensions or alterations to a dwelling house. In such cases, the council will provide the complainant with the guidelines for ‘permitted development’ which do not require planning permission. Such guidance can also be obtained from the Department of Communities and Local Government website (www.communities.gov.uk).

Involving the Community in Applications to Lop, Top or Fell Protected Trees

- 3.27 Protected trees include those in conservation areas and those covered by Tree Preservation Orders (TPOs). Applications for works to trees in conservation areas will be determined



within six weeks from the date of receipt, and if approval is not granted, consideration will be given to issuing a TPO on the tree(s). The council’s target is that applications for works to trees covered by a TPO will be determined within eight weeks from date of receipt.

- 3.28 Applications for works to trees are published on the council website. If a neighbour submits an application, then the owner of the tree will be consulted individually.

- 3.29 Should you require more detailed information on the actual process that planning, enforcement and tree works applications go through, it is recommended that this section of the SCI is read in conjunction with the council’s *Standards and Targets* (Development Control Charter) available on our website.

Appendix 1 – Specific Consultation Bodies

This appendix lists consultees as specified by the Town and Country Planning (Local Development) (England) Regulations 2004. It should be noted that the lists in this section are not exhaustive, and also relate to successor bodies where reorganisations occurred.

Local Planning Authorities are strongly advised by the government to consult any government departments or agencies, where those departments or agencies have large land holdings in the area covered by any of the local authority's Local Development Documents. This will ensure that authorities are fully aware of any possible need for the expansion of existing facilities or, more importantly, the likelihood of large scale land disposals taking place within the period of time covered by the LDD.

In addition, the Regulations state that the following three statutory agencies with environmental responsibilities must be consulted:

- Natural England
- English Heritage
- The Environment Agency.

The Town and Country Planning (Local Development) (England) Regulations 2004 specify that the following bodies must be consulted if the council considers that the interests that the body represents will be affected by what is proposed in its LDD:

- Government Departments
 - » Home Office
 - » Department for Education and Skills (through the Government Offices)
 - » Department for Environment, Food and Rural Affairs (DEFRA)
 - » Department for Transport (through Government Offices)
 - » Department of Health (through the 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)
 - » Regional Government Office – for Barnet, this is the Government Office for London (GOL)
- Regional Bodies
 - » The Mayor of London
 - » The Greater London Authority (GLA)
 - » London Development Agency (LDA)
 - » Transport for London (TFL)
 - » Association of London Government (ALG)
- All Barnet Council ward members
- Adjoining local authorities
 - » London Borough of Brent

- » London Borough of Harrow
- » London Borough of Enfield
- » London Borough of Haringey
- » London Borough of Camden
- » Hertsmere Borough Council
- » Hertfordshire County Council

- Adjoining Parish Councils
 - » Watford Rural Parish Council
 - » Elstree and Borehamwood Town Council
 - » Ridge Parish Council
 - » Shenley Parish Council
 - » Croxley Green Parish Council

- Other London-wide agencies and national bodies
 - » Bus operators
 - » Communications companies
 - » Church Commissioners
 - » Electricity companies
 - » English Partnerships
 - » Gas companies
 - » Highways Agency
 - » London Fire & Emergency Planning Authority (Fire Safety Department)
 - » London Underground
 - » London Strategic Health Authority
 - » National Grid Company
 - » National Playing Fields Association (NPFA)
 - » Police Architectural Liaison Officers/Crime Prevention Design Advisors
 - » Port Operators (Airports)
 - » Post Office Property Holdings
 - » Rail Companies and the Rail Freight Group (Network Rail)
 - » Road Haulage Association
 - » Sewerage & water companies
 - » Sport England
 - » Telecommunications Undertakers
 - » The Historic Buildings and Monuments Commission for England
 - » The Home Builders Federation
 - » The Theatres Trust

- Barnet Strategic Partners
 - » Barnet College
 - » Barnet Primary Care Trust
 - » Barnet Voluntary Service Council
 - » Brent Cross Shopping Centre
 - » Metropolitan Police
 - » Middlesex University
 - » Barnet Multicultural Community Centre

- » Barnet Multi Faith Forum
 - » North London Chamber of Commerce
 - » North London Strategic Alliance
-
- Voluntary bodies, some or all of whose activities benefit any part of the authority's area
 - Bodies which represent the interests of different racial, ethnic or national groups in the authority's area
 - Bodies which represent the interests of different religious groups in the authority's area
 - Bodies which represent the interests of disabled persons in the authority's area
 - Bodies which represent the interests of persons carrying on business in the authority's area.

Appendix 2 – Effectiveness of Various Community Involvement Methods

Method	Main Consideration and Benefits	
	For Planning Applications	LDF Documents
Documents available for inspection at the PEPS reception, North London Business Park and Hendon Town Hall, and at the libraries throughout the borough	<ul style="list-style-type: none"> All planning application files are available for inspection at the Planning and Environmental Protection Service reception, North London Business Park (NLBP). 	<ul style="list-style-type: none"> This is a minimum requirement as set out in the Regulations (The Town and Country Planning (Local Development) (England) Regulations 2004). The availability of these documents will be advertised in a variety of ways, including by letter, newspapers, website, e-mail. All locations are accessible to people with disabilities.
Letters to specific consultation bodies, as listed in the Regulations	<ul style="list-style-type: none"> Letters for consultation are sent to neighbours and others within vicinity as appropriate, in accordance with the scale and type of the application as shown in Appendix 4. 	<ul style="list-style-type: none"> This is a minimum requirement. The relevant bodies will be written to at the appropriate time during the preparation of each LDD.
Barnet Council's website for publishing documents and supporting information, newsletters and progress updates and interactive consultation exercises	<ul style="list-style-type: none"> Planning applications have been live on the council's website since Spring 2006. Once an application is accepted the details of it, i.e. address and proposal, are placed on the website and neighbour notification letters are sent out with a 28-day response time. Application information plans and forms are sent for scanning by an external provider who then uploads them onto their own hosted service which is linked to Barnet Online. Plans and drawings are available within 7 days of the neighbour notification letters being sent out. The council has produced guidance notes for the website to enable easier navigation. In response to concerns raised by customers the council will revise guidance and will continue to do so to improve access to planning applications. Free access to Barnet Online is available at public libraries in the borough. 	<ul style="list-style-type: none"> Barnet Online enables transparency in the process, by allowing users to track the progress of the LDDs and consultation responses. The site will be a key aspect of Barnet's community involvement programme. Free access to Barnet Online is available at public libraries in the borough.
E-mail	<ul style="list-style-type: none"> Barnet Online provides the opportunity for comments to be 	<ul style="list-style-type: none"> Identified as a preferred method of communication in informal

Method	Main Consideration and Benefits	
	For Planning Applications	LDF Documents
	submitted on planning applications. All comments submitted should be accompanied by an e-mail address.	<p>consultations on the SCI, this method is a quick and efficient way of communicating with the public and key stakeholders.</p> <ul style="list-style-type: none"> E-mail alerts will be sent to interested parties prior to LDF consultation. Electronic submissions of representations are encouraged.
Media (local press, TV, radio)	<ul style="list-style-type: none"> Local papers are used for advertising planning applications. 	<ul style="list-style-type: none"> It is a minimum requirement to advertise in the local press for LDD documents. The local press is used to carry articles and stories about proposals and to raise the public profile of the Local Development Framework.
<i>BarnetFirst</i> , the council's newspaper, distributed monthly to all homes and businesses in the borough	<ul style="list-style-type: none"> <i>BarnetFirst</i> has proved to be a particularly effective method of reporting on the progress of major planning applications and other planning issues. 	<ul style="list-style-type: none"> In addition to the updates the council will publish special inserts to inform on key stages in the LDF process and to elicit a response from the community. Regular updates on the LDF will inform residents and raise awareness of the process and progress. Using <i>BarnetFirst</i> will be a particularly cost-effective method of reaching all borough residents.
Leaflets/brochures/newsletters/posters	<ul style="list-style-type: none"> Specially designed planning leaflets can be used as a source of information in consultation exercises connected with major applications. Leaflets are used to publicise planning and development forums connected with major planning proposals. 	<ul style="list-style-type: none"> Cheap, quick to produce and cost effective, they work particularly well for targeted areas and specific interest exercises. They have been identified as the preferred method of communication, including electronic versions, in the initial SCI questionnaire and will form a key element of the community involvement programme. A summary explanatory leaflet of the LDF process and key issues and options will also be produced.
Public exhibitions/council's electronic and board displays/roadshows	<ul style="list-style-type: none"> New technology enables the speedy and relatively cheap production of displays for major planning applications. Displays at the PEPS reception inform the public of the latest 	<ul style="list-style-type: none"> New technology enables the speedy and relatively cheap production of displays for consultations exercises such as the LDF. Displays at the Planning PEP Service's

Method	Main Consideration and Benefits	
	For Planning Applications	LDF Documents
	developments, and carefully targeted displays at key accessible locations such as local libraries will help engage the community significant planning applications.	reception inform the public of the latest developments, and carefully targeted displays at key accessible locations such as local libraries will help engage the community in the plan preparation process.
Formal written consultations and speaking rights	<ul style="list-style-type: none"> Representations can be made on planning applications and any material change to them. If an application is determined by committee, there is an opportunity to verbally make direct representations to councillors. 	<ul style="list-style-type: none"> Statutory consultees, key stakeholders and those who have expressed interest in the LDF or who engage during the process will be targeted. Focused around a number of key questions, this is a good method for introducing main issues and responses can help identify key interests.
Borough-wide residents survey	<ul style="list-style-type: none"> Planning customer satisfaction Survey 2006. Over 70% of visitors to the PEPS Reception in first quarter of 2006/07 are very satisfied with the service. 	<ul style="list-style-type: none"> As a part of preparing the draft SCI, in 2005 over 1,600 residents were asked questions in a sample survey, with key questions on planning issues and consultation methods. This proved a good way of establishing public views on key issues.
Hotline/Virtual Telephone	<ul style="list-style-type: none"> The council's dedicated Customer Relationship Management (CRM) Team is trained to answer general planning queries. In addition, each Planning Area Team provides a duty planner who is available between 2.00pm and 5.00pm to answer more detailed queries and concerns about current planning applications. The phone numbers for each Area Team are widely publicised. 	<ul style="list-style-type: none"> A hotline number can provide detailed information (especially for those without internet access). The hotline telephone system worked successfully during UDP preparation and should work equally well for the LDF.
One-to-one meetings with selected stakeholders	<ul style="list-style-type: none"> Planning and Development Forums on major planning proposals provide an opportunity for stakeholders to raise key issues. 	<ul style="list-style-type: none"> This is a useful means of identifying key issues, getting key people involved and achieving alignment with other strategies. However it is resource intensive.
The Agents Consultative Group- open to builders, developers,	<ul style="list-style-type: none"> The existing group provides a useful forum for disseminating information and canvassing professional opinion on 	

Method	Main Consideration and Benefits	
	For Planning Applications	LDF Documents
architects and agents, meets three times a year and covers both planning and building control issues	proposed documents, and is cost effective.	
Other panels, forums and partnerships	<ul style="list-style-type: none"> Developers who undertake pre-application discussions – the council encourages the use of Planning and Development Forums as the model for early discussions with local communities on major schemes. 	<ul style="list-style-type: none"> Existing groupings including the Local Strategic Partnership (LSP) will provide ideal forums to debate key specific issues or area-based concerns. Barnet's LSP has been restructured to create a LSP Executive (comprised of organisations that supply services in Barnet) and a LSP Community Steering Group (comprised of community and voluntary bodies that represent significant groups that use those services). The Community Steering Group will support and challenge the work of the LSP Executive and provide feedback and information from and to the wider community. In representing and communicating the needs and interests of Barnet's businesses and diverse communities, the group presents an opportunity for engagement on the LDF.
Specifically established focus groups of key interest groups and stakeholders		<ul style="list-style-type: none"> To be set up to discuss key topic areas, such as employment land and business issues, to help explore issues in depth and to discuss options. A popular choice for options stage as expressed in informal pre-consultations.
Planning Aid for London	<ul style="list-style-type: none"> Planning Aid can assist people with their own planning applications or can help them to comment on other people's. 	<ul style="list-style-type: none"> Planning Aid is a valuable source of planning advice and help, particularly in targeting communities that traditionally do not get involved in the planning system.

Appendix 3 – Planning Area Teams/Major Projects Team

Planning applications are dealt with by the Development Management Division, within one of its three Area Teams or within the Major Projects Team.

- The Major Projects Team (020 8359 4104/4658/4921/4926) deals with Tier 1 and Tier 2 applications, as set out in Appendix 4.

Area Teams cover specific wards within the borough. Each team deals with enquiries relating to land according to the ward in which it's located, and contact numbers are set out below. For advice, contact the relevant Area Team for advice.

- Chipping Barnet Area Team (020 8359 4790) – Covers the following wards: Underhill, East Barnet, Totteridge, Brunswick Park, Coppetts, Oakleigh, High Barnet.
- Finchley and Golders Green Area Team (020 8359 4672) – Covers the following wards: Woodhouse, West Finchley, East Finchley, Garden Suburb, Childs Hill, Golders Green, Finchley Church End.
- Hendon Area Team (020 8359 4628) – Covers the following wards: Edgware, Hale, Mill Hill, Burnt Oak, Hendon, Colindale, West Hendon.

Telephone enquiries should be made on weekdays between 2.30pm and 5.00pm.

Appendix 4 – Community Involvement Relating to the Scale of Planning Application

Scale of Application	Nature of Development Proposed	Community Involvement at This Scale of Development
Tier 1 Applications – (Major Strategic)	<ul style="list-style-type: none"> Major development which due to its nature has potentially significant and widespread impacts. e.g. 100 dwellings and above. Office, industrial or warehousing where floor area of 10,000m² or more retail where floor area of 50,000m² or more. 	<ul style="list-style-type: none"> Documents available for inspection at council offices for consultation period. Consultation letters in accordance with the council's <i>Code of Practice on Planning Applications</i>. Details posted on website. Public meetings/exhibitions. Planning and Development Forums involved.
Tier 2 Applications – (Major Local)	<ul style="list-style-type: none"> Major development which due to its nature has potentially only local impacts. e.g. 10 or more dwellings. Office, industrial, retail or warehousing where floor area of 1,000m² or more. 	<ul style="list-style-type: none"> Documents available for inspection at council offices for consultation period. Consultation letters in accordance with the council's <i>Code of Practice on Planning Applications</i>. Details posted on website.
Tier 3 Applications – (Minor Strategic)	<ul style="list-style-type: none"> Minor development which due to its nature has potentially greater than local impacts. e.g. telecommunications masts. Certain industrial buildings where floor area of less than 1,000m² proposed and where impacts significant and widespread. 	<ul style="list-style-type: none"> Documents available for inspection at council offices for consultation period. Consultation letters in accordance with the council's <i>Code of Practice on Planning Applications</i>. Details posted on website. Public meetings/exhibitions. Planning and Development Forums involved.
Tier 4 Applications – (Minor Local)	<ul style="list-style-type: none"> Minor development which due to its nature has potentially only local impacts. e.g. 9 or less dwellings. Office, industrial, retail or warehousing where floor area of less than 1,000m². 	<ul style="list-style-type: none"> Documents available for inspection at council offices for consultation period. Consultation letters in accordance with the council's <i>Code of Practice on Planning Applications</i>. Details posted on website.
Tier 5 Applications – (Other affecting Listed building or in Conservation Area)	<ul style="list-style-type: none"> Householders and other small scale development affecting listed buildings or in conservation areas. 	<ul style="list-style-type: none"> Documents available for inspection at council offices for consultation period. Consultation letters in accordance with the council's <i>Code of Practice on Planning Applications</i>. Details posted on website. Planning and Development Forums involved.
Tier 6 Applications – (Others)	<ul style="list-style-type: none"> Others not included above. 	<ul style="list-style-type: none"> Documents available for inspection at council offices for consultation period. Consultation letters in accordance

Scale of Application	Nature of Development Proposed	Community Involvement at This Scale of Development
		<p>with the council's <i>Code of Practice on Planning Applications</i>.</p> <ul style="list-style-type: none"> • Details posted on website.
Tier 7 Applications – (TPO treeworks)	<ul style="list-style-type: none"> • Applications to treat/remove trees included in Tree Preservation Orders. 	<ul style="list-style-type: none"> • Documents available for inspection at council offices for consultation period. • Consultation letters in accordance with the council's <i>Code of Practice on Planning Applications</i> • Details posted on website
Development with Environmental Impact Assessment	<ul style="list-style-type: none"> • As defined in the EIA Regulations 1999, requiring EIA/screening under Schedule 1 (e.g. airports) and Schedule 2 (infrastructure proposals in excessive of 0.5ha). 	<ul style="list-style-type: none"> • Documents available for inspection at council offices for consultation period. • Consultation letters in accordance with the council's <i>Code of Practice on Planning Applications</i>. • Details posted on website. • Public meetings/exhibitions. • Planning and Development Forums involved.

Appendix 5 – Acronym Buster and Glossary of Terms

Glossary	Definition
AAP	Area Action Plan
AMR	Annual Monitoring Report
CACA	Conservation Area Character Appraisal
DGN	Design Guidance Note
DPD	Development Plan Document
EIP	Examination in Public
GLA/TfL	Greater London Authority/Transport for London
GOL	Government Office for London
LDD	Local Development Document
LDF	Local Development Framework
LDS	Local Development Scheme
LPA	Local Planning Authority
LSP	Local Strategic Partnership
NLBP	North London Business Park
PDF	Planning and Development Forum
PEPS	Planning and Environmental Protection Service
PPS	Planning Policy Statement
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SEA	Strategic Environmental Assessment
SPD	Supplementary Planning Document
SPG	Supplementary Planning Guidance
UDP	Unitary Development Plan

- **Conservation Area Character Appraisal (CACA)** – Document which includes information to explain and justify the status of a conservation area. Although not part of the LDF, the CACA forms a basis for planning decisions in the area and provides the groundwork for any future policies and projects to preserve or enhance the area.
- **Design Guidance Note (DGN)** – Document which sets out principles of good design, providing the basis for making development control decisions. Although not part of the LDF, the DGN will be used to support Supplementary Planning Documents.
- **Development Plan Document (DPD)** – Statutory Local Development Documents, subject to external examination. These include:
 - » Core Strategy – Stating our approach to planning and the principles we will base planning decisions upon.
 - » Site Specific Allocations of Land – Detailing which areas are most appropriate for a particular use e.g. housing, retail, leisure etc.
 - » Area Action Plans (AAPs) – A plan for any area with specific needs, such as regeneration or conservation.
 - » Proposals Map – Illustrates sites that have been allocated for specific uses and where certain area-specific policies may apply.

- **Local Development Document (LDD)** – A general term for any document forming part of the LDF.
- **Local Development Framework (LDF)** – A ‘folder’ of documents setting out the overall planning strategy and policy for the borough.
- **Local Development Scheme (LDS)** – A project plan and timetable for preparing the Local Development Framework documents.
- **Local Strategic Partnership (LSP)** – LSP is a single non-statutory, multi-agency body, which matches local authority boundaries, and aims to bring together at a local level the different parts of the public, private, community and voluntary sectors. The main purpose of the partnership is to work together to secure the social, economic and environmental well-being of their area.
- **Planning and Development Forum (PDF)** – The PDFs are separate meetings which enable developers, members of the local community, local elected members and representatives of the council's PEPS to meet and discuss large complex developments before they have been formally submitted.
- **Statement of Community Involvement (SCI)** – the *Statement of Community Involvement* should set out the local planning authority's policy for involving the community in the preparation and revision of Local Development Documents and consideration of planning applications.
- **Strategic Environmental Appraisal (SEA)** – A generic term used internationally to describe environmental assessment as applied to policies, plans and programmes.
- **Supplementary Planning Document (SPD)** – A Local Development Document that forms an integral part of the Local Development Framework. A Supplementary Planning Document supplements policies in DPDs or ‘saved’ UDP policies. It must be subject to full public consultation and Sustainability Appraisal if it is to be accorded appropriate weight in decisions on development proposals.
- **Sustainability Appraisal (SA)** – Sustainability Appraisal is a systematic and iterative appraisal process, incorporating the requirements of the Strategic Environmental Assessment Directive. The purpose of sustainability appraisal is to appraise the social, environmental and economic effects of the strategies and policies in a Local Development Document from the outset of the preparation process.

This document is available in your own language on request. If you require a copy, please contact the Planning and Environmental Protection Service on 020 8359 4990 or write to the address below:

Planning Policy Team, Planning and Environmental Protection Service, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP

Haddii aad la tashigaan ku rabtid luuqaddaada, fadlan u soo qor Planning Policy Team, Planning and Environmental Protection Service, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. Mahadsanid.

Bu görüşmenin kendi dilinizde yapılmasını istiyorsanız, lütfen şu adrese yazınız:

Planning Policy Team, Planning and Environmental Protection Service, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. Teşekkür ederim.

اگر آپ کو یہ مشورہ اپنی زبان میں درکار ہو تو، براہ مہربانی اس پتے پر خط لکھیں۔ شکریہ

Planning Policy Team, Planning and Environmental Protection Service, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP.

আপনার যদি এই কনসালটেশন (শলা-পরামর্শ) আপনার নিজস্ব ভাষায় প্রয়োজন হয়,

তাহলে অনুগ্রহ করে যাকে লিখবেন তিনি হলেন

Planning Policy Team, Planning and Environmental Protection Service, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP.

আপনাকে ধন্যবাদ।

જો તમને આ સલાહમંત્રણા તમારી પોતાની ભાષામાં જોઈતી હોય તો, કૃપા કરી લખો: અમા ગેયડન

Planning Policy Team, Planning and Environmental Protection Service, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. તમારો આભાર.

اگر شما احتیاج دارید کہ این مشاوره را به زبان خودتان دریافت کنید، لطفاً به آدرس زیر نامه بنویسید:

Planning Policy Team, Planning and Environmental Protection Service, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. متشکریم.

若你需要以你的母語進行此諮詢，請寫信聯絡

Planning Policy Team, Planning and Environmental Protection Service, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. 謝謝。

Εάν επιθυμείτε να γίνει αυτή η συζήτηση στη δική σας γλώσσα, παρακαλούμε να στείλετε σχετική επιστολή στην

Planning Policy Team, Planning and Environmental Protection Service, London Borough of Barnet, Building 4, North London Business Park, Oakleigh Road South, London N11 1NP. Ευχαριστούμε.