

Report to Cabinet 8 February 2017

Crawley Borough Council Statement of Community Involvement

Report of the Head of Strategic Housing and Planning Services, **SHAP/57**

1. Purpose

- 1.1 The requirement to produce a Statement of Community Involvement (SCI) stems from Section 18 of the Planning & Compulsory Purchase Act (2004). The role of the SCI is to set out the different ways in which communities and individuals can participate in the planning process, and to explain how the Council will involve them.
- 1.2 The Council is required to update its SCI on a regular basis. Having adopted its current SCI on 14 December 2011, there is a need for the Council to update the document in order to take account of changes in national and local planning policy.
- 1.3 An update to the SCI has therefore been prepared. This was published for public consultation between 3 November and 16 December 2016, and has been amended to take account of the feedback received.

2. Recommendations

- 2.1 That the Cabinet:
 - a) Adopt the updated Statement of Community Involvement (February 2017), as identified in Enclosure A.
 - b) Delegate authority to the Head of Strategic Housing and Planning Services in consultation with the Cabinet Member for Planning and Economic Development to approve and adopt future updates of the Statement of Community Involvement.

3. Reasons for the Recommendations

- 3.1 A number of changes have occurred since the SCI was adopted, both at a national level and also in terms of the council's own engagement approach, which mean that an update to the SCI is now required. These are summarised below:
 - i. **Legislative Changes:** The Government has introduced a significant amount of new/amended planning legislation and guidance since the SCI was adopted. This includes the National Planning Policy Framework (2012) and accompanying Planning Practice Guidance (2014), the Town & Country Planning (General Permitted Development) Order (as amended) 2015 and 2016 introducing Prior Approvals, and the Housing & Planning Act (2016).
 - ii. **Implementation of the Neighbourhood Planning Bill:** The Government has consulted on regulations to implement the neighbourhood planning provisions that are set out in the Neighbourhood Planning Bill. It proposes to introduce a

requirement for local planning authorities to review the Statement of Community Involvement at regular intervals, and at least every five years. If the LPA decides not to update its SCI, it must publish its reasons for considering that no revisions are necessary. The LPA will also be required to publish, through the SCI, how interested parties will be involved in the early stages of Plan making, and its policies for giving advice or guidance to groups wishing to prepare or update a neighbourhood plan. From the date the Bill gains Royal Assent, LPAs will have a period of 12 months to comply with these requirements.

- iii. **Development Management:** The way in which Development Management consult on planning applications was amended in November 2011, following a systems thinking review which sought to update the entire application process to deliver make it more efficient. The revised approach to notification is explained through the Statement of Community Involvement (2011). However, the 2011 SCI does not provide detail on more recent changes that have been made to the planning system, in particular changes to expand prior approval rights. The updated SCI therefore provides further information to explain the prior approval process.

4. Background

- 4.1 The council adopted its SCI in December 2011, and the engagement strategy it established ensured that the Crawley Borough Local Plan (2015) was shaped by effective and meaningful consultation. The adopted SCI is in two parts:
- *'Getting Involved...'* is a council-wide document which sets out how the council will involve people in decision making.
 - *'Getting Involved...in Planning'* is a separate appendix that explains the statutory consultation requirements of the planning system. It sets out how the council is able to involve people in the preparation of planning documents or when planning applications are submitted, and explains how people can participate in order to make their views known.
- 4.2 National legislation has since reiterated the status of the SCI as the key document detailing the different ways through which people can engage with the planning system. The updated SCI therefore focuses specifically on the planning process, detailing the different ways in which people can participate in preparation of planning documents, and explaining how they can make their views heard when a planning application is submitted. The updated document also provides more detailed guidance on the neighbourhood planning process to assist neighbourhood forums who may be interested in producing a neighbourhood plan.
- 4.3 The updated SCI was published for a six week period of public consultation from 3 November 2016 to 16 December 2016. A total of 11 responses were received, with respondents including public bodies such as the Environment Agency and Historic England, businesses and stakeholder groups including Gatwick Airport Limited and Manor Royal BID, and one member of the public.
- 4.4 Feedback received was broadly supportive of the SCI and its content. Gatwick Airport Limited and Manor Royal Business Improvement District noted that although they are not identified as statutory consultees by the Town & Country Planning Regulations, it can be beneficial to liaise with them at an early stage. One respondent felt that reference should be made in the document to the role of the Neighbourhood Forums. Feedback also drew attention to some minor typographic errors. These points have been addressed within the final SCI.

- 4.5 Full detail of all representations received, including detail of the Council's response and all changes made to the SCI as a result of feedback, is set out under Enclosure B of this report.

5. Description of Issue to be resolved

- 5.1 The Council is required to have in place an up to date Statement of Community Involvement. The Government is also proposing to stipulate that local planning authorities review the Statement of Community Involvement at regular intervals, and at least every five years.
- 5.2 The 2011 SCI was adopted by the Council prior to the coming into force of key national planning policy, including the NPPF, and local policy including the adopted Local Plan 2015. The 2011 SCI provides only limited information on neighbourhood planning, and does not provide guidance on the prior approval process.

6. Information & Analysis Supporting Recommendation

- 6.1 By adopting the updated 2017 SCI, the Council would be meeting the Government's requirement to review its SCI at least every five years. The updated 2017 SCI takes account of the most up to date position in relation to both national and local planning policy, and also provides more detailed guidance in relation to the prior approval process and neighbourhood planning.

7. Implications

- 7.1 Should the Cabinet adopt the 2017 SCI, the Council will meet the forthcoming Government requirement that local planning authorities update their SCI's at least every 5 years.
- 7.2 Should the Council decide not to adopt the updated 2017 SCI, it will need to publish its reasons for considering that no revisions are necessary. This approach would be difficult to justify given that the 2011 SCI does not currently refer to the most up-to-date planning legislation and guidance.
- 7.3 Should the Cabinet adopt the 2017 SCI, the revised document will supersede the 2011 SCI 'Getting Involved' and its planning specific appendix 'Getting Involved...In Planning'.

8. Background Papers

Statement of Community Involvement Consultation Draft (November 2016)
<http://www.crawley.gov.uk/pw/web/PUB298801>

Getting Involved...Crawley's Statement of Community Involvement (December 2011) <http://www.crawley.gov.uk/pw/web/int222284>

Getting Involved...In Planning: An Appendix to Crawley's Statement of Community Involvement (December 2011) <http://www.crawley.gov.uk/pw/web/int228455>

Adoption of 2011 SCI and Appendix: Decision of Full Council 14 December 2011:
http://www.crawley.gov.uk/pub_livx/groups/operational/documents/minutes/int227819.pdf

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Crawley Borough Council Statement of Community Involvement
A guide to participating in the planning system
February 2017

FRONT COVER

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Part 1: Introduction

What is the Statement of Community Involvement?

- 1.1 Welcome to Crawley's Statement of Community Involvement (SCI). This document has been produced to help explain how the planning system works and to set out the different ways in which the council will engage with people to enable their involvement in the planning process.
- 1.2 We are all affected by planning. The homes we live in, the places we work in, the open spaces where we relax and the roads we travel on are all a result of planning decisions that have been made. The way that Crawley develops in the future will be determined by planning, and it is important that people and organisations are able to participate in the planning process to put across their views and help inform the planning decisions that affect the town.
- 1.3 For many people, planning is something that they may get involved with only when they want to extend their house or there is a development proposal that directly affects them. Although this is certainly a valid reason for participating in the process, and this document explains the different ways in which you can comment on the different planning applications which the council has to determine, there are also ways to become involved at an early stage as the council prepares local planning documents and policies, and also the option for communities to develop their own Neighbourhood Plans.
- 1.4 The council's vision is for Crawley to be a friendly, prosperous, forward-looking and enjoyable town where people want to live, work, and visit. It is vital that the council understands the needs and aspirations of the people, communities and organisations who live and work in the borough, to ensure their needs can be considered in future plans. The SCI is therefore a document for anyone who wants to have a say in the planning decisions that affect Crawley. Its role is to explain when and how it is possible to interact with the planning system to enable people to have a meaningful say in the planning decisions that affect them.

About this document

- 1.5 The preparation of a Statement of Community Involvement (SCI) is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). The previous SCI was adopted by the council on 14 December 2011. Since this date, a number of changes to the planning system have taken place at national level, and there is an increasing expectation that Local Planning Authorities update their SCI on a regular basis.
- 1.6 This Statement of Community Involvement therefore takes account of new measures that have been introduced to the planning system since the last SCI was adopted in 2011. This includes the coming into force of the National Planning Policy Framework (2012) and supporting Planning Practice Guidance (2014), the greater flexibility introduced to the planning system through the national extension of permitted development rights, and the increasing role of neighbourhood planning. The document also takes account of the Crawley Borough Local Plan, which was adopted in December 2015, and supporting Supplementary Planning Documents which were adopted in October 2016.

- 1.7 This SCI was adopted by Crawley Borough Council's Cabinet on XXXXXX, and supersedes the 2011 SCI '*Getting Involved*' and its planning specific appendix '*Getting Involved...In Planning*'.
- 1.8 A period of public consultation on the SCI was carried out from 3 November until the 16 December 2016. Feedback received during the consultation has been taken into account in the preparation of this adopted SCI. Representations received during consultation, and the Council's response to this feedback, is set out in a consultation statement that accompanies this document. This can be viewed on the council's website at www.crawley.gov.uk/sci

Part 2: Introduction to the Planning System

How does the planning system work?

- 2.1 The role of the planning system is to ensure that the right type of development comes forward in the right place, at the right time, having regard to its impact on communities, the economy and the environment. It plays a critical role in identifying what development is needed and where, what areas need to be protected or enhanced, and in assessing if proposed development is suitable.
- 2.2 Local Government is responsible for administering most of the planning system, most specifically through preparing local planning documents, determining planning applications, and investigating and where necessary enforcing against unauthorised developments. These functions are dealt with by Crawley Borough Council.

What is Crawley Borough Council responsible for?

- 2.3 The council's planning responsibilities fall within two key areas:
- **Planning Policy** relates to the production of planning documents and guidance, such as the Local Plan, that are used to guide development in Crawley. The documents must comply with relevant government legislation and guidance, and there are specific regulatory procedures which must be followed during their production. This work is led by the Forward Planning team.
 - **Development Management** is responsible for the processing and determination of planning applications and prior approval notifications, as well as other applications relating to advertisements, listed buildings, conservation areas, and works to trees. The Development Management team also provide pre-application planning advice and investigate possible breaches of planning control.

What is Crawley Borough Council not responsible for?

- 2.4 There are some functions which are not the responsibility of Crawley Borough Council:
- Matters relating to education, transport, minerals and waste planning are the responsibility of West Sussex County Council.
 - Nationally significant infrastructure projects, for example power stations or major transport schemes, are administered by the Planning Inspectorate and determined by the Secretary of State.

Part 3: Making Decisions on Planning Applications

What is Development Management?

- 3.1 Development Management is the process through which decisions are made about the future use of a particular piece of land or building. The council receives around 1,000 applications every year, predominantly applications for planning permission, but also relating to listed building consent, prior approvals and notifications, works to protected trees, telecommunications and lawful development certificates.
- 3.2 The Development Management team is responsible for processing the applications that are received and validated by the council, forming a view as to whether or not an application should be permitted. In reaching a decision on a particular application, the council must have regard to all considerations that are material to the application. This includes assessing whether the application is consistent with the relevant national and local planning policies (known as the Development Plan), and having regard to the advice of statutory consultees such as the Environment Agency or Historic England, as well as feedback provided by residents and other interested parties.
- 3.3 Crawley Borough Council recognises that people will want to have a say about planning applications, particularly where they feel this could affect their property or area. Ensuring that people are able to feed into planning decisions is an important part of the planning system, and the feedback that is received must be considered by the council as part of the formal decision making process.
- 3.4 The Development Management process, including the way in which people are able to feed into planning decisions, is guided by statutory planning legislation. It can be a technical and sometimes challenging process, and this part of the SCI therefore sets out the different stages of the Development Management process, identifying and explaining when and how to make sure that your views are considered as the council determines an application.

Pre-application consultation

- 3.5 Pre-application consultation is an important way of enabling people to have a say on developments at an early stage in the process. The council does not undertake pre-application consultation. Rather, this would be undertaken by a developer before a planning application is submitted to the Local Planning Authority.
- 3.6 Pre-application consultation is valuable because discussions between local residents and a developer can identify potential problems or improvements that could be made to proposals at an early stage. Residents can benefit from this by providing their input to help ensure that the development is acceptable. It can also assist developers by raising awareness of proposals and potentially reducing the scope for objections at a later stage.
- 3.7 Development Management strongly recommend that developers undertake pre-application consultation with local residents prior to submitting any planning applications for major developments and other developments which would invoke significant public

interest. In some cases, it may also be beneficial to liaise with other organisations, such as business groups and statutory consultees at an early stage.

3.8 Developers undertaking pre-application consultation are asked to address the following:

- Set clear objectives and agree the consultation approach with Development Management, including who will be consulted.
- Be clear to publicise where and when any consultation event is to be held in order to maximise opportunities for people to participate.
- Let people know what the scheme is proposing, and be clear about what they can influence by making comments.
- Use different engagement approaches to maximise opportunities for people to influence the proposals. Particular steps should be taken to involve any groups or individuals that could be affected by a proposal.
- Submit a statement alongside the final planning application outlining any community involvement work that has been undertaken. This should include a summary of any responses received at the pre-application consultation stage, and should explain how feedback has influenced the proposals.

3.9 Much of Crawley is subject to **Gatwick Airport Aerodrome Safeguarding**, which is in place to ensure that development does not impact upon the operational integrity and safety of the airport. This can place restrictions on the type of development that is able to come forward. Particular consideration should be given to the heights of buildings and structures, as well as landscaping, lighting and renewable energy schemes. Developers are encouraged to consult with Gatwick Airport Limited (Aerodrome Safeguarding), who can be contacted via gal.safeguarding@gatwickairport.com, at an early stage.

3.10 The council currently offers a free pre-application advice service. The first stage in seeking pre-app advice from the council is to complete the 'planning enquiry' form that can be accessed via the council's website at www.crawley.gov.uk/planning by clicking on the 'Do I Need Permission?' link. The council's response can only be based on the level and quality of information that is provided, and as part of the enquiry form, developers will be asked to provide supporting information such as sketch drawings, written dimensions and photographs.

Planning application publicity

3.11 It is the council's responsibility to carry out consultation on planning applications through statutory publicity and notification¹. Once an application has been received and validated by the council, a Case Officer will be allocated, who is responsible for assessing the application and making a recommendation as to whether or not it should be permitted. From the date that an application is validated, the council will publicise it and will invite

¹ This is set out in Article 13 of the Town and Country Planning (Development Management Procedure) (England) Order 2010 and the Listed Buildings and Conservation Area Regulations 2010.

comments over a statutory consultation period of 21 days. During this time, anyone can submit comments on the proposal, even if they have not received a formal notification letter.

- 3.12 The council will publicise validated planning applications in the following ways:
- **Undertake appropriate notification.** Depending upon the type of application being consulted upon, the council will undertake notification as appropriate. We will notify adjoining neighbours by letter or by putting up a notice near to the application site. Sometimes applications will also be advertised in the local press. The council will also consult statutory consultees as required by national planning legislation.
 - **Publishing details of planning applications online.** You can view details of planning applications on the council's website www.crawley.gov.uk/plansearch. This can be used to see which planning applications have been registered in the last seven days and to access plans and supporting information relating to both current applications and historic planning decisions. Applications can be searched by address or by an individual planning reference (this will begin with 'CR').
 - **Weekly List of Planning Applications.** As well as being able to view on-line the list of planning applications registered in the last seven days, you can also sign-up to receive the Weekly List of Planning Applications by email. To do this, please contact development.control@crawley.gov.uk to register your interest.
 - **Making planning applications available to view.** Paper copies of all planning applications are available to view at Crawley Town Hall, The Boulevard, Crawley, West Sussex, RH10 1UZ.

Commenting on a planning application

- 3.13 Should you wish to comment on a planning application, your comments must be submitted to the council in writing within the 21 day consultation period. You will need to provide details of your name and address, which will appear with your comments on the council website and with the paper copy of the planning application. The council does not acknowledge receipt of or directly respond to any comments made but will take them into account in the decision making process within the officer's report.
- 3.14 The comments that the council receives in response to planning applications are a matter of public record. This means that they cannot be treated as confidential, and they will be made available to view on the council's website, alongside the address of the person making the comment. The council will not publish your name, telephone numbers or email addresses, but if you do not provide your name and address then your comments will be treated as anonymous and cannot be taken into account.
- 3.15 The council will not publish any comments or parts of comments that are not considered suitable for public view. This includes any comments that are offensive or personal.
- 3.16 All valid comments received within the statutory consultation period will form a material consideration that must be taken into account in determining the application. Comments

received after the consultation period will be taken into account wherever possible, up until the point that the application is determined. If a consultee is having difficulty meeting the deadline, they should contact the Case Officer to see whether a late comment will be acceptable.

- 3.17 The easiest way to comment on a planning application is to search for it on the council's website via www.crawley.gov.uk/plansearch. You can search for an application by entering its address or planning reference number, and clicking on the 'comment on this application' link. You can also view any comments that other people have submitted in this way.
- 3.18 Should you wish to submit comments by email, these should be sent to development.control@crawley.gov.uk, stating clearly the application number and address of the proposed development.
- 3.19 If you would prefer to submit your comments by post, please address these to the relevant case officer in writing to Development Management, Crawley Borough Council, Town Hall, The Boulevard, Crawley, West Sussex, RH10 1UZ.

Prior approval notifications and permitted development

- 3.20 In recent years, the planning system has been made increasingly more flexible at a national level, and specific building works and changes of use can be carried out without the requirement to obtain planning permission. These are described within the Town and Country (General Permitted Development) (England) Order (as amended) 2016.
- 3.21 It may be necessary for a developer to obtain prior approval from the local planning authority before carrying out permitted development. Where a Prior Approval notification is submitted, the council is only able to consider whether a proposal is acceptable against specific criteria, including transport and highway impact of the development, contamination risks on site, flood risk, impact of noise from commercial premises, and in some cases design. The council cannot consider a Prior Approval notification against other criteria, including the Local Plan, as it otherwise would for a planning application.
- 3.22 Where a Prior Approval notification is submitted, the council will publicise the prior approval in the same way as for a planning application, and comments are invited for statutory 21 day period.
- 3.23 In some cases, there may be further restrictions that would prevent a change of use through permitted development. For example, if the property is within a conservation area, an Area of Outstanding Natural Beauty, or a site of special scientific interest, or if the building is a listed building or scheduled monument. It is always best to check with the council's Development Management team prior to undertaking any works, either by telephone on 01293 438512 or by email at development.control@crawley.gov.uk

What can I comment on?

3.24 If you comment on a planning application it is important that your comments relate to planning matters, as it is only these matters that can be taken into account by the council when making a decision. Some of the issues that are considered to be planning matters are:

- External appearance and design;
- Highway safety, traffic and parking issues;
- Impact on the street scene or character of the local area;
- Issues of noise, privacy, disturbance and amenity;
- Drainage and flood risk;
- Loss of light or overshadowing;
- Loss of trees or impact on conservation issues.

This list is for guidance only, and is not exhaustive. There may be other relevant issues that you wish to comment on.

3.25 Some issues are not regarded as planning matters, and are not, therefore, usually taken account of when reaching a planning decision. These include the following:

- Loss of private view;
- Property value;
- Possible future uses outside the scope of the application;
- Private property matters such as boundary and ownership disputes, or private rights of way;
- Personal matters relating to the identity of the applicant;
- Moral issues or applicant's motives;
- Matters covered by other legislation, such as building regulations, licensing or restrictive covenants.

Making a decision

3.26 There are two main ways in which the council will reach a decision on a planning application, as set out in the council's constitution. These are through the officers of the council, which is known as a delegated decision, or through a Planning Committee made up of elected Council Members.

- **Delegated Decisions:** Once the application consultation period has closed, the planning case officer will take into account all material considerations, including all valid comments on the application, and will make a recommendation to either permit or refuse the application. The reasoning behind the case officer's recommendation will be set out in a report that explains the reasons for the recommendation that has been made. A final

decision will then be made in accordance with the council's Scheme of Delegation by authorised officers on behalf of the Head of Planning and Environmental Services.

- **Planning Committee:** There are some cases where a decision cannot be made under the council's scheme of Delegation and it must instead be decided by a councillor vote at a meeting of the Planning Committee. The main reasons that an application may be referred to the Planning Committee are:
 - the planning application is classified as a 'major' application;
 - four or more people have written to the council to object to the application;
 - a Conservation Area Advisory Committee has objected to the application;
 - a councillor has referred the decision;
 - the decision would conflict with the council's Development Plan (i.e. it would be a 'departure' from the Development Plan);
 - the applicant is a council employee or Councillor.

3.27 As a general rule, individuals and groups can speak at meetings of the Planning Committee provided that they have submitted written representation on the planning application or planning matter. If you would like to speak at a meeting you will need to contact Democratic Services on democratic.services@ Crawley.gov.uk no later than 12 noon on the day of the meeting. Speakers will be encouraged to provide a note on what they intend to say for record purposes. Further information can be found on the council's website at: www.crawley.gov.uk/speakdevcontrol

Notification of decisions

3.28 Once a decision has been made on an application, either under the council's Scheme of Delegation or by the Planning Committee, the council will notify the applicant or agent of the council's decision. Anyone who commented on the application will also be notified. All decision notices are made available for inspection at Crawley Town Hall and are available to view on the council's website via www.crawley.gov.uk/plansearch

Planning appeals

3.29 In circumstances where a planning application is refused or a decision is not made within the required timescale, the applicant may choose to appeal. It is the responsibility of an independent planning inspector, or in certain cases the Secretary of State, to make a final decision on the application. There may be a further opportunity at this stage for public involvement. Further information on the appeals process can be viewed at www.gov.uk

Contact us

3.30 If there is a planning application-related issue that you would like to discuss, you can contact the Development Management team on 01293 438512 or by email at development.control@crawley.gov.uk

Part 4: Preparing Local Planning Documents

What are local planning documents?

- 4.1 One of the council's key planning functions is to consider the range of different issues facing Crawley borough in the future, and to put in place local planning documents that enable these issues to be planned for on a strategic basis. This work is led by the Forward Planning team.
- 4.2 The adopted Crawley Borough Local Plan (2015-2030) is the principal local planning document guiding development in Crawley. It considers a range of different issues including the provision of new housing and the delivery of employment, retail and open space, and sets out planning policies to guide future development in the Borough. Local Plan policies also seek to protect and enhance Crawley's special environmental and heritage assets, and ensure that issues such as design, amenity and climate change are considered in planning decisions.
- 4.3 There are two main types of planning document; Development Plan Documents and Supplementary Planning Documents:
- **Development Plan Documents** (DPDs), such as the adopted Crawley Borough Local Plan (2015-2030), are formal plans that set out policies for a particular geographical area. They are subject to public consultation and Sustainability Appraisal (an assessment of the economic, social and environmental impacts of a plan). They must also be considered at independent examination and obtain Full Council approval before they can be adopted.
 - **Supplementary Planning Documents** (SPDs) are supporting documents which expand upon a particular theme covered in a Development Plan Document to provide additional detail and guidance. They may cover a range of topics or relate to specific sites. An SPD is subject to statutory consultation and may require a Sustainability Appraisal. Although SPDs are not subject to independent examination, they must be consistent with the Local Plan and need to obtain approval at the council's Cabinet before they can be adopted.
- 4.4 The council also produces other supporting planning document, including Development Briefs and Conservation Area Statements. These will normally be subject to a period of consultation, and document sign-off can be delegated to the relevant cabinet member as appropriate.

Production of local planning documents


- 4.5 The council is required to produce new planning documents or update existing documents in accordance with legal requirements. The Local Development Scheme (LDS) sets out the production timetable for the planning documents that the council will be producing over the next three years, detailing the different stages as a document is drafted, consulted upon and adopted.

- 4.6 Depending on whether the council is working to produce a Development Plan Document or a Supplementary Planning Document, there will be different preparation and consultation stages to undertake. When the council produces a local planning document, it will seek to involve people as early as possible and will invite feedback on draft documents. The council will also work to ensure that people are kept informed throughout the document production process. The sequence of steps involved in producing a planning document, and the stages at which you will be able to get involved, are summarised in Figure 1.
- 4.7 People may want or need to be engaged in different ways. The council will seek to use engagement approaches that are appropriate to the significance of the document being produced, and which best meet the needs of the particular individuals or groups being consulted. By using a range of methods to inform, consult and involve people in the right ways at the right times, the council will work to ensure that people are able to influence the approach of planning documents as they come forward through the planning process.

Meeting regulatory requirements

- 4.8 There are statutory consultation requirements that the council must adhere to when it is producing a local planning document, which are set out in the Town and Country (Local Development) (England) Regulations 2012. To meet these requirements, the council will:
- Publish all documents and supporting information on the council's website, including details of where and when copies of the documents can be viewed and how people can comment. All documents associated with production of the adopted Local Plan and its companion documents can be viewed at www.crawley.gov.uk/crawley2030
 - Make all consultation documents and supporting information available for the public to view at Crawley Town Hall and Crawley Library during normal office hours throughout the consultation period, which is a minimum of six weeks for a Development Plan Document and a minimum of four weeks for a Supplementary Planning Document.
 - Where required, publish a notice in the local press to provide information on the consultation being undertaken or document being adopted.
- 4.9 Other local planning documents, such as Development Briefs, are not subject to a statutory minimum consultation period. As good practice the council will normally consult on these documents for a period of between four and six weeks.

Figure 1: Steps involved preparing a local planning document

	INFORM	INVOLVE	<i>Stage one – early engagement</i>
			<p>Gather evidence, including independent studies and advice, to input and support production of the document.</p> <p>Notify and work with people, groups and other organisations to identify the key issues that need to be addressed by the plan. Engagement will be in a variety of different forms to include targeted stakeholder and general public consultation, and a list of interested parties will be maintained to ensure people are aware of consultation.</p> <p>Consider if issues identified can be addressed by the plan and make available feedback to show how responses have been considered.</p> <p>For Development Plan Documents, additional consultation may be undertaken to invite feedback on the council’s preferred approach. This will have been drafted taking into account all comments submitted at early engagement.</p>
		CONSULT	<i>Stage two – publication</i>
			<p>Draw upon evidence and feedback received through early engagement to produce a final draft planning document.</p> <p>Undertake consultation to allow comment on the draft plan and any supporting documents including the Sustainability Appraisal (if required). For Development Plan Documents this will be a minimum six-week period. For Supplementary Planning Documents and non-statutory documents this will be a period of between four and six weeks.</p> <p>Publicise consultation and ensure that all documents are readily available to view to make sure that everyone has sufficient opportunity to comment.</p>
	INSPECT		<i>Stage three – independent examination</i>
			<p>Consider feedback received at stage three and any other new evidence to inform a final plan.</p> <p>Publish a consultation statement to demonstrate how the commitments outlined in the Statement of Community Involvement have been met. This will set out how consultation responses have been taken into account in producing the plan.</p> <p>If a Development Plan Document is being produced, this must be submitted to the Secretary of State for independent examination. Interested parties may submit written representations to the Inspector and may request to take part in the examination. The Inspector makes this decision. Anyone can observe the examination. Provided the plan is found ‘sound’ at the examination it can be considered at Full Council for formal adoption.</p> <p>A Supplementary Planning Document does not require independent examination, and would be considered directly by Cabinet for adoption.</p>
	MONITOR		<p>Monitor the plan to make sure that policies are achieving their aims, and consider, if necessary, reviewing them to reflect any changes. Monitor the effects of plan policies as required by European Directives, or any new legislation which replaces these.</p>

Who will be consulted?

- 4.10 The council is required to send details of planning document consultations to the 'specific consultation bodies' as required by national planning legislation. This includes government bodies, adjoining local planning authorities, infrastructure providers, utility and water companies, and transport bodies.
- 4.11 In addition to the statutory consultees and members of the general public, there are many other groups and organisations that will have an interest in the future of Crawley and may wish to comment on local planning documents. These consultees will have a variety of different interests and priorities, and can contribute expertise and knowledge across a range of subject areas.
- 4.12 This includes key business groups, such as the Manor Royal Business Improvement District (BID) and Gatwick Diamond Initiative, as well as key transport infrastructure operators such as Gatwick Airport Ltd. It also includes local environmental groups and resident organisations including the neighbourhood forums and Conservation Area Advisory Committees, as well as a wider range of organisations such as housing associations, disability groups, youth groups, faith groups and other stakeholders.
- 4.13 If you would like to be automatically notified of new consultations on local planning documents, you can sign up to receive email alerts by clicking on the 'register for email updates' link at the top of the webpage at www.crawley.gov.uk/crawley2030.

Adoption of planning documents

- 4.14 The final stage in producing a local planning document is the formal process of adoption. A Development Plan Document must be presented to Full Council where elected members will consider if it should be adopted. Supplementary Planning Documents are presented to the council's Cabinet where they will be considered for adoption. Supporting documents such as Development Briefs and Conservation Area Statements will be adopted by the council through its delegated functions.
- **Full Council** is made up of all 37 councillors in the borough. It is responsible for taking all of the major decisions made by the council, including the adoption of Development Plan Documents such as the Local Plan. Members of the public are able to attend meetings of the Full Council and may ask questions at the start of the meeting.
 - **Cabinet** consists of Cabinet Members of the majority political party and the Leader of the council. Each Cabinet Member has responsibility for a particular area of the council's activity. For Planning, the relevant Councillor is the Cabinet Member for Planning and Economic Development. Members of the public are able to attend meetings of the Cabinet and can ask questions at the start of the meeting.
- 4.15 To find out more about asking questions at Cabinet or Full Council, please contact Democratic Services on 01293 438549.
- 4.16 As soon as is reasonably practicable after adoption, the council will send a copy of the adoption statement to any person who has asked to be notified of the adoption. The council will also publish the adoption notice in the local press and will make

copies of the documents available to view on its website and at Crawley Town Hall and Crawley Library.

Part 5: Neighbourhood Planning

What is neighbourhood planning?

- 5.1 A neighbourhood plan is a community-produced document that enables people to take a more direct role in shaping the places where they live. It must build upon the broader policies set out in the council's local planning documents and represents an opportunity for people to influence the location, appearance and type of development that comes forward in their neighbourhood.
- 5.2 A neighbourhood plan can be used to help plan for the future development, regeneration and/or conservation of an area, and can deal with a wide range of social, economic and environmental issues, including housing, employment, heritage or transport. Alternately, it may elect to focus specifically on one or two issues only.

What legislation is relevant to a neighbourhood plan?

- 5.3 Neighbourhood plans must comply with legislation, including the National Planning Policy Framework (2012), and must also be consistent with the policies and allocations set out in the Local Plan.
- 5.4 The NPPF is guided by an overarching presumption in favour of sustainable development, i.e. that development proposals should be viewed positively where they are sustainable. For this reason, neighbourhood plans cannot prevent development from coming forward or promote less development than has been identified in the Local Plan. They can be used to allow for greater development if this is what the community wants, and they can provide guidance to help guide the type of development that comes forward.

Preparing a neighbourhood plan

- 5.5 A neighbourhood plan can be produced by an interested neighbourhood forum, and in some cases two neighbourhood forums may choose to work together to produce a joint plan that covers a wider area. The forum need to apply to the council to be formally designated as the neighbourhood plan producing forum and must submit details of the area which the proposed neighbourhood plan is intended to cover. The council is required to publish the application for a statutory six week consultation period, following which it should issue a decision on the forum and proposed neighbourhood plan area.
- 5.6 The preparation of a neighbourhood plan follows a formal legal process, and is subject to a minimum of two stages of consultation undertaken first by the local community and then by the council, followed by an independent examination. If recommended by the Examiner, the next stage is to submit the plan to a referendum where the local community can vote on whether the plan should be used to determine planning applications in the Neighbourhood Plan area.
- 5.7 If the plan is supported by a majority at the referendum, then it will be 'made' by Crawley Borough Council, a process that is similar to the adoption

of a DPD. Once 'made', the neighbourhood plan will be used together with the council's planning policies to determine planning applications in the area it covers.

Who is responsible for producing a neighbourhood plan?

- 5.8 The government has placed responsibility on community groups, such as neighbourhood forums, to take the lead in producing neighbourhood plans and consulting upon them. It is recognised that this requires a significant commitment from local communities in terms of time and resources. The council will provide support and advice on a range of issues, including consultation and the process of document production.
- 5.9 If you are interested in becoming involved in producing a Neighbourhood Plan, or would like to find out more, please contact the Forward Planning team on 01293 438761 or email forward.plans@ Crawley.gov.uk

Glossary of Terms

Advertisement Consent applies where proposals to display an advertisement or sign which requires planning permission. The term advertisement covers a very wide range of advertisements and signs including posters and notices, fascia signs and projecting signs, and pole and canopy signs.

Conservation Area: Areas of special architectural or historic interest, the character or appearance of which it is important to preserve or enhance.

Conservation Area Advisory Committees: These are independent groups made up of residents and businesses that have an interest in protecting and enhancing the character of Crawley's conservation areas. If you would like to find out more about conservation areas or joining a committee, please call us 01293 438761 or email [forward.plans@crawley.gov.uk](mailto:forward.plans@ Crawley.gov.uk)

Delegated Decision: A final decision on a planning application that is made in accordance with the council's Scheme of Delegation by authorised officers on behalf of the Head of Planning and Environmental Services.

Development Management is responsible for the processing and determination of planning applications and prior approval notifications, as well as other applications relating to advertisements, listed buildings, conservation areas, and works to trees. The Development Management team also provide pre-application planning advice and investigate possible breaches of planning control.

Development Plan: Planning applications have to be decided in line with the relevant local planning authority's (LPA) development plan, unless there is a very good reason not to do so. The key document in the development plan is the Adopted Crawley Borough Local Plan (2015), but the term also includes Supplementary Planning Documents and Development Briefs.

Development Plan Documents (DPDs), for example the Local Plan, are formal plans that set out policies for a particular geographical area. They are subject to public consultation and Sustainability Appraisal. They must also be considered at independent examination and obtain Full Council approval before they can be adopted.

Listed Building Consent: You will need to apply for listed building consent if you want to demolish a listed building, or you want to alter or extend a listed building in a manner which would affect its character as a building of special architectural or historic interest. It is important to check the position carefully with the council before undertaking any works, as it is a criminal offence to carry out work which needs listed building consent without obtaining it beforehand.

Local Development Certificate: If you want to be certain that the existing use of a building is lawful for planning purposes or that your proposal does not require planning permission, you can apply to the Local Planning Authority for a 'Lawful Development Certificate' (LDC).

Local Development Scheme (LDS) sets out the production timetable for the planning documents that the council will be producing over the next three years, detailing the different stages as a document is drafted, consulted upon and adopted.

Local Plan: The adopted Crawley Borough Local Plan (2015-2030) is the principal local planning document guiding development in Crawley. It sets out different planning policies relating to a range of different issues which must be considered as a material consideration when assessing how a planning application should be determined.

Local Planning Authority: The public authority whose duty it is to carry out specific planning functions for a particular area. In this document it refers to Crawley Borough Council.

Local Planning Documents: A set of documents that set out a strategic vision for the future of an area and put in place the planning policies and strategies to help guide development.

Material Considerations: These are factors that must be taken into account when reaching a decision on a planning application or planning appeal. Typically a material consideration will relate to the use or development of land.

National Planning Policy Framework (NPPF) sets out the government's planning policies for England and how these are expected to be applied to produce distinctive local and neighbourhood plans that reflect the needs and priorities of communities.

National Planning Practice Guidance adds further context to the National Planning Policy Framework, expanding upon its policy requirements to provide further guidance across a range of different topic areas.

Neighbourhood Plan: A plan prepared by a Neighbourhood Forum for a particular neighbourhood area.

Neighbourhood Forum: Residents groups or forums are places in which residents come together to discuss and address issues, get involved with community projects and work together to make a difference on important community issues. There is a group for most of Crawley's neighbourhoods, and you can find out more about the Neighbourhood Forums by contacting the Community Development team at communitydevelopment@ Crawley.gov.uk

Permitted Development Rights: These are certain types of work that can be performed without needing to apply for planning permission. They derive from a general planning permission granted not by the local authority but by Parliament, which established through the Town and Country Planning (General Permitted Development) (England) Order (as amended) 2016.

Planning Committee is a group of elected members that is responsible for determining any planning applications which are presented to it. The Committee usually meets once every four weeks.

Planning Inspectorate: deals with planning appeals, national infrastructure planning applications, examinations of local plans and other planning-related and specialist casework in England and Wales.

Planning Legislation: Planning Policy is supported by legislation, which mainly takes the form of Acts of Parliament and Statutory Instruments. Some of the key legislation relating to planning includes the Town and Country Planning Act 1990, the Planning and Compulsory Purchase Act 2004, the Localism Act 2011, and the Town and Country (General Permitted Development) (England) Order (as amended) 2016.

Planning Permission, in simple terms, is the process of applying to the local planning authority to ask if you can undertake specific development works. It will be granted (possibly subject to certain conditions) or refused.

Planning Policy relates to the production of planning documents and guidance, such as the Local Plan, that are used to guide development in Crawley. The documents must comply with relevant government legislation and guidance, and there are specific regulatory procedures which must be followed during their production. In Crawley, this work is led by the Forward Planning team.

Planning Regulations: Sets out the statutory requirements that planning documents and decisions must meet.

Prior approval means that a developer has to seek approval from the local planning authority to confirm that specified elements of a development are acceptable before work can proceed. The matters for prior approval vary depending on the type of development and these are set out in full in the relevant parts in Schedule 2 to the General Permitted Development Order. A local planning authority cannot consider any other matters when determining a prior approval application.

Prior Notification: Some proposals for developments involving telecommunications, demolition, agriculture or forestry are subject to a process whereby details are notified to the local planning authority prior to the development taking place.

Scheme of Delegation: This outlines which councillors, committees, and council employees have powers to make a particular decision.

Statement of Community Involvement (SCI) is a requirement of the Planning and Compulsory Purchase Act 2004 (as amended). It sets out the different ways in which the council will engage with people to enable their involvement in the planning process.

Statutory: A legal requirement that must be met.

Statutory consultees: these are organisations that must be consulted on a draft planning documents or planning applications.

Supplementary Planning Documents (SPDs) are supporting documents which expand upon a particular theme covered in a Development Plan Document to provide additional detail and guidance. They may cover a range of topics or relate to specific sites.

Sustainability Appraisal: Under the regulations of the Planning and Compulsory Purchase Act 2004, a Sustainability Appraisal is required to assess the impacts of the Local Plan, and other planning documents where required, in order to consider if the plan is sustainable in social, environmental and economic terms.

Weekly List of Planning Applications. A list of planning applications registered in the last seven days. It can be viewed at www.crawley.gov.uk/plansearch or by emailing development.control@crawley.gov.uk to register your interest.

STATEMENT OF COMMUNITY INVOLVEMENT: CONSULTATION REPRESENTATIONS RECEIVED AND COUNCIL RESPONSES

STATEMENT OF COMMUNITY INVOLVEMENT			
Respondent	Para/ Page no.	Comments	Council's Response
Environment Agency	N/A	Thank you for consulting us on the above. We have no comments to make.	No further action.
Gatwick Airport Safeguarding	Para 3.7, Page 8	Pre Application Consultations Para 3.7 recommends that developers undertake pre application consultations with 'local residents and organisations.....', we would recommend that statutory consultees are also included in this.	Noted. Text has been amended accordingly at section 3.7.
Gatwick Airport Safeguarding	Para 4.9, Pages 16 – 17	Who will be Consulted? Para 4.9 details the list of organisations that 'must' be consulted, however airport operators, in this instance Gatwick Airport Ltd (GAL), are not mentioned. We accept that airport operators are not mentioned in the list contained in the 'Town & Country Planning (Local Development) (England) Regulations 2012, however we feel that this is an oversight. Airport Operators are statutory consultees by way of the following circular: ODPM/DfT Circular 01/2003 'Safeguarding of Aerodromes, Technical Sites and Military Explosives Storage Areas: The Town & Country Planning (Safeguarded Aerodromes, Technical Sites & Military Explosives Storage Areas) Direction 2002. Para 28 Annexe 2 of the above mentioned document relates to the 'Incorporation of Safeguarded Areas into Development Plans'. Therefore it is logical that the airport operator would be consulted via the local plan consultation process. We would ask that Airport Operators (in this instance Gatwick Airport Ltd, GAL) are included in the list on page 17.	Noted. Text has been added in the form of a new section 3.9 which encourages developers to engage with Gatwick Airport at an early stage in the planning process. Specific reference has been added to refer to Gatwick Airport Limited at section 4.11.
KTI Energy Limited		I wish to make certain that our Statement of Community Involvement on the Gatwick Diamond Low Carbon Project, dispatched by email on 28 October 2016 for public consultation, has reached decision makers within Crawley Borough Council, Horsham District Council and West Sussex County	The role of the Crawley SCI is to explain how and when residents, businesses and organisations can engage in the planning

STATEMENT OF COMMUNITY INVOLVEMENT

Respondent	Para/ Page no.	Comments	Council's Response
		<p>Council. I do not want KTI's SCI to be confused with Crawley's SCI which makes no realistic contribution to Crawley's economic growth, nor to its housing targets, nor to the Future West Sussex Plan.</p>	<p>process. It is not the role of the SCI to plan for the strategic growth of Crawley, and issues such as economic growth and housing numbers are planned for through the adopted Crawley Borough Local Plan 2015-2030. No further action.</p>
<p>KTI Energy Limited</p>		<p>LAND WEST AND NORTH-WEST OF CRAWLEY: feedback from HCA confirms its land holding west of Ifield amounts to 128.26 hectare. When added to that of the west of Ifield consortium, Crawley Borough Council will have ample land to comply with its adopted Local Plan.</p> <p>CRAWLEY WESTERN RELIEF ROAD: feedback from several parties confirms housing target and economic growth within Crawley and Gatwick Airport cannot proceed without the Crawley Western Relief Road (CWRR) built to the amended alignment shown in KTI's SCI. Would the public sector re-employ Halcrow to re-design CWRR as a strategic dual carriageway road from a new intersection at the A264 receiving appropriate capital contribution from KTI Energy Limited, Gatwick Airport Limited, HCA and west of Ifield consortium.</p> <p>WARNHAM INCINERATOR: The mindless incinerator is a most inappropriate infrastructure. It received support in principle from Paul Rowley, former Head of Planning at Horsham District Council. At 150,000 maximum capacity, the estimated gate fee it will charge for waste disposal will be around £100 to £120 per tonne. Biffa Waste Services is able to export fuel from its Warnham processing plant to mainland Europe at close to £70 per tonne. Why should anyone be daft enough to deliver waste for destruction by this incinerator?</p>	<p>It is not the role of the SCI to plan for strategic growth, and these issues cannot be addressed through this document. No further action.</p>

STATEMENT OF COMMUNITY INVOLVEMENT

Respondent	Para/ Page no.	Comments	Council's Response
		<p>KTI's RENEWABLE CHP PLANT: The expectation is that the gate fee the CHP plant will charge for fuel received from Biffa's processing plant will be £50 per tonne or less. The plant offers to make financial contribution of £7 million to the total capital cost of CWRR.</p> <p>PRIORITY: Would local authorities please proceed with planning and constructing the amended CWRR at the earliest opportunity. All other planning matters affecting Gatwick Diamond then will automatically fall into place.</p>	
Manor Royal Business Improvement District		<p>Thank you for the opportunity to see and respond to your update Statement of Community Involvement. I am responding on behalf of the Manor Royal Business Improvement District (BID) Company that has been created by businesses to improve the trading and working environment of Manor Royal Business District in accordance with its Business Plan 2013-2018.</p> <p>We have no objections to what is a decent statement of how you intend to involve the local community in the planning process. I would only draw your attention to the desire and intent of the Manor Royal BID Company to be wholly involved in those matters of policy development and planning that have a bearing on the function of Manor Royal Business District as a business destination, key employment area and employment hub.</p> <p>BIDs generally offer an opportunity for public bodies to formally engage them in the such matters as affect the area in which they operate and benefit from the legitimacy provided to them via the ballot process they have to undergo in order to be created. This is clearly set out in the BID Regulations that govern BIDs in England (SI 2001/2443).</p> <p>Recognising this, British BIDs (the representative body for BIDs) in its response to the Government's review of BIDs (2014) proposed that BIDs be considered a statutory consultee in planning matters. While recognising that this has not yet resulted in any change in status of BIDs in regard to the</p>	<p>The council has a strong working relationship with Manor Royal BID, and the ongoing input of Manor Royal BID and other business organisations in Crawley has helped to shape the economic policy approach in the Local Plan, and particularly the focus on 'B class' business uses in Manor Royal. The input and support of Manor Royal BID and other business groups has also been key in bringing into force Article 4 Directions to protect the business function of Manor Royal, and the council will continue to work positively with MRBID moving forward to plan positively for economic growth at Manor Royal.</p>

STATEMENT OF COMMUNITY INVOLVEMENT

Respondent	Para/ Page no.	Comments	Council's Response
		<p>planning process at this time, we would encourage Crawley Borough Council to be mindful of this and to consider working with the Manor Royal BID and consulting with it on matters relevant to and impacting on the Business District for the benefit that can bring to providing a representative voice and helping to engage Manor Royal based businesses more generally.</p> <p>While the BID company may not be regarded as one of those organisations you must consult we would suggest the BID Company is one you should consult and involve. I appreciate you may feel this is already covered in your catch all paragraph 4.10 and we recognise the positive working relationship we have established with the Borough and want that to continue.</p>	With regards to planning applications, the council will consult the Manor Royal BID on all major planning applications within the Manor Royal main employment area.
Marine Management Organisation		Thank you for including the MMO in your recent consultation submission. The MMO will review your document and respond to you directly should a bespoke response be required. If you do not receive a bespoke response from us within your deadline, please consider the following information as the MMO's formal response.	No further action.
Natural England		Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development. We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. We regret we are unable to comment, in detail, on individual Statements of Community Involvement.	Noted and support welcomed. No further action.
Tinsley Lane Residents' Association		<p>Thank you for giving us the opportunity to comment on Crawley's Statement of Community Involvement. The Tinsley Lane Residents' Association fully support the Crawley Borough Council on the publication of this document and in particular support the inclusion of:</p> <ul style="list-style-type: none"> - Para, 1.4 - key objectives - Para. 2.1 - type of development 	Noted and support welcomed. No further action.

STATEMENT OF COMMUNITY INVOLVEMENT

Respondent	Para/ Page no.	Comments	Council's Response
		<ul style="list-style-type: none"> - Para. 3.5/3.7 - Pre application consultation - Para. 5.1 - Neighbourhood planning 	
Thames Water Utilities Ltd (via Savills)		<p>As you will be are aware, Thames Water are the statutory sewerage undertaker for Borough and are hence a “specific consultation body” in accordance with the Town & Country Planning (Local Planning) Regulations 2012.</p> <p>A key sustainability objective for the preparation of the Local Plan should be for new development to be co-ordinated with the infrastructure it demands and to take into account the capacity of existing infrastructure. Paragraph 156 of the National Planning Policy Framework (NPPF), March 2012, states: <i>“Local planning authorities should set out strategic policies for the area in the Local Plan. This should include strategic policies to deliver:.....the provision of infrastructure for water supply and wastewater....”</i></p> <p>Paragraph 162 of the NPPF relates to infrastructure and states: <i>“Local planning authorities should work with other authorities to: assess the quality and capacity of infrastructure for water supply and wastewater and its treatment.....take account of the need for strategic infrastructure including nationally significant infrastructure within their areas.”</i></p> <p>The web based National Planning Practice Guidance (NPPG) includes a section on ‘water supply, wastewater and water quality’ and sets out that Local Plans should be the focus for ensuring that investment plans of water and sewerage/wastewater companies align with development needs. The introduction to this section also sets out that <i>“Adequate water and wastewater infrastructure is needed to support sustainable development” (Paragraph: 001, Reference ID: 34-001-20140306).</i></p>	<p>Issues of water infrastructure have been planned for through the adopted Crawley Borough Local Plan 2015-2030, which has in turn been informed by the Gatwick Sub-Regional Water Cycle Study (2013), Crawley Infrastructure Plan (2014) and ongoing stakeholder dialogue with infrastructure providers. Infrastructure provision is covered in detail by Local Plan Policy IN1, which is clear that development will be permitted where it is supported by the necessary infrastructure both on and off site and if mitigation can be provided to avoid any significant cumulative effects on existing infrastructure services.</p>
Thames Water Utilities Ltd (via Savills)		<p>Regulation 18 of the Town & Country Planning (Local Planning) Regulations 2012 states that Local Planning Authorities must consult ‘specific consultation bodies’ and invite them to make representations to the local planning authority about what a local plan ought to contain. The interpretation in Part 1 of the</p>	<p>Noted and support welcomed. It is agreed that the list at section 4.9 would benefit from reference</p>

STATEMENT OF COMMUNITY INVOLVEMENT

Respondent	Para/ Page no.	Comments	Council's Response
		<p>Regulations states that sewerage and water undertakers constitute 'specific consultation bodies'. Thames Water therefore support the continued identification of sewerage and water undertakers at Section 4.9 of the SCI. Thames Water consider it would also be helpful if a list of the specific sewerage/water undertakers covering the area are listed e.g. Thames Water.</p>	<p>being made to the relevant water infrastructure providers. Text has been amended to refer to South East Water, Southern Water, Sutton & East Surrey Water, and Thames Water.</p>
<p>Thames Water Utilities Ltd (via Savills)</p>		<p>When carrying out the necessary early consultations with Thames Water regarding the capacity of water supply and sewerage systems in accordance with the Regulations, adequate time should be allowed for Thames Water to consider development options and proposals so that an informed response can be formulated. It is not always possible to provide detailed responses within a matter of weeks for example, the modelling of water and sewerage infrastructure systems will be important to many consultation responses and this can take a long time to carry out (for example modelling of sewerage systems can be dependant on waiting for storm periods when the sewers are at peak flows).</p> <p>Thames Water also have to consult with the Environment Agency to obtain a clear picture as to possible water abstraction and waste water discharge consent limits prior to undertaking modelling from a treatment perspective. This process itself can take a considerable period of time especially if it depends on the EA undertaking its own evaluation exercise. Therefore, realistic consultation periods with water and sewerage undertakers will need to be taken account of in the preparation of the Local Plan. It will be similarly important that Thames Water are consulted early regarding Neighbourhood Plans and their impact on water supply and sewerage capacity.</p> <p>In relation to consultation on Planning Applications, Thames Water would expect to be consulted on most major planning applications. The adequacy of infrastructure can be a material consideration in deciding whether</p>	<p>Noted. Consultation on the different stages of Local Plan and Supplementary Planning Document preparation are subject to statutory consultation periods. All statutory consultees, including Environment Agency and Thames Water, are notified at the start of consultation and will have a sufficient period in which to work up and submit responses.</p> <p>With regards to major planning applications, the council will consult statutory consultees as required.</p>

STATEMENT OF COMMUNITY INVOLVEMENT

Respondent	Para/ Page no.	Comments	Council's Response
		<p>permission should be granted. Thames Water published and circulated in April 2015 to all Local Planning Authorities in their area an updated "<i>Water Services Infrastructure Guide for LPAs on Planning Application & Development Plan Consultation with Thames Water Utilities as Statutory Water and Sewerage Undertaker</i>". This will be off assistance when determining which planning applications to consult Thames Water on.</p>	
Mr Colin Maughan		<p>Thank you for your 3 November letter asking for my comments on 'Crawley's Statement of Community Involvement' in draft form. Having seen and examined most or all of the recent planning documents Crawley Council's staff have produced recently it became very evident that we are very fortunate having a team who do such good work and work successfully as a team.</p> <p>I am returning a copy of the report I was given yesterday with my untidy scribbles, some aimed at myself rather than yourselves, but I will try to summarise below my reaction on reading through it.</p>	Noted and support welcomed.
Mr Colin Maughan		<p>You didn't specifically ask for my comments on the design of the report cover, but having gone to so much trouble with the graphics on this one, it wouldn't be much trouble to make it even better. I have reservations about the title, as the report only applies to the involvement of the community in planning terms. Whilst we know the problems involved in communities making good decisions, and you wouldn't wish to undermine your work by asking the man and woman in the street to tell you what to do, I am not entirely clear how this report is intended to be used. Obviously, it is a response to the Government's requirement from all local authorities, but I cannot imagine a copy being delivered to every household. It is only going to be part of a package of information when CBC receives an application for planning permission?</p>	<p>The Statement of Community Involvement is a statutory requirement set out in planning legislation. The document is in place to explain how individuals, communities and organisations can participate in the planning process. Whilst the document will not be delivered to every household, it will be published on the council's website and will be available to view in the town hall and libraries. The document title has been amended to make clear that it focus relates to</p>

STATEMENT OF COMMUNITY INVOLVEMENT

Respondent	Para/ Page no.	Comments	Council's Response
			community involvement in the planning system.
Mr Colin Maughan		<p>Although it isn't exactly a legal document, I wonder whether it is written sufficiently in the first person. When I first read through it, I thought it was going to be a dialogue between the council and the reader, but some sections seem more formal. Fortunately, nowhere is it overbearing or unduly technical. Several people might have written the text jointly.</p> <p>Editorially, it is worth going through the text and in some places, especially on long sentences, adding some commas or breaking them up into shorter sentences. The overuse of punctuation can be thought of as pedantic, but if the aim is absolute clarity at first reading the problem solves itself. In practice I don't suppose many people will read the document from cover to cover, but it reads well throughout.</p>	Noted. Where appropriate, some minor text changes have been made to improve readability and assist clarity.
Mr Colin Maughan		<p>Returning to my point above, questioning who you are expecting to read the document, it seems to me that it will usually be seen in isolation, so it might help the reader if the introduction was expanded a little, reminding readers of <u>the big picture</u>. CBC is developing and expanding the town, which in the 1940s was one of the New Town Commission's New Towns, all designed on the earlier Garden City concept seen at Letchworth, Hampstead Garden Suburb and Welwyn. Crawley is still remarkably compact, with only a few exceptions where development has gone beyond the original boundaries. In other words, perhaps you could introduce the document with some background, including the Council's overall aims. A councillor told me that the Council wanted to make the town more middle class, for instance. Nobody else has said this so far.</p>	Noted. The SCI is one of several planning documents that are in place to support the adopted Local Plan 2015-2030. The Local Plan provides detail of the history of Crawley and its development as a New Town, and also sets out strategic objectives for the Plan period to 2030 through its Crawley 2030 Vision. The SCI is intended to be a succinct document, and to assist its usability it is not considered necessary to

STATEMENT OF COMMUNITY INVOLVEMENT

Respondent	Para/ Page no.	Comments	Council's Response
			reiterate information that is already set out in the Local Plan.
Mr Colin Maughan		As there are a number of listed buildings (usually isolated) and a number of conservation areas, it would be helpful to know if Crawley sees these older buildings playing a role. In towns like Faversham, industrial decline has resulted in some shopping areas becoming completely residential, even where good shopfronts have been retained. Perhaps realists and pragmatic people think that they represent/record historic change, but I am always reluctant to see any shops (and workshops) being lost in towns.	Noted. This is not a matter that can be addressed through the SCI. However, the Local Plan includes several planning policies which seek to protect the important historic and/or architectural character of the town. The council is also in the process of updating the conservation area statements for each of Crawley's conservation areas.
Mr Colin Maughan		It would also be helpful to be reminded of the Council's approach to private vehicle parking on grass verges, in front gardens and in nearby roads, as car ownership and multiple occupation grow. Similarly, is anything to be done to bring in park and ride, as in Horsham, and to make good the damage done by traffic engineers in constructing an inner ring road, as in Horsham and Farnham. As we all know now, the death of high streets has been hastened by having too many motor vehicles in towns, and building shopping malls and supermarkets. There isn't room for all this, but many people who read the document will know little or nothing about the background that you and I take for granted. It may be too late to see Crawley grafted onto an older small rural town, but I worry about the loss of the forum-like centre in Queens Square, in spite of all CBC's good intentions. Reports are one thing, but actualities are often quite different in the long run. You won't say this of course in the report.	Highway and parking issues are largely the responsibility of West Sussex County Council, though there are a number of Controlled Parking Zones and Traffic Regulation Orders in Crawley which are enforced by Crawley Borough Council. The council is not pursuing Park and Ride at the present time, but is currently undertaking a review of parking provision in the Town Centre. It is anticipated that the Queens Square regeneration will play a positive role in helping to revitalise Crawley Town Centre,

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			and the project is progressing well.
Mr Colin Maughan		Overall, I think there may be less emphasis on planning and the community than I had expected. If this is so, explaining how the nationwide planning legislation and policies are applied in Crawley probably need to be outlined, and perhaps there isn't much more to be said about community involvement. Could one or two examples be included? The Muslim community in Ifield, for instance, converting a redundant sports hall into a mosque recently, seems very positive, and is certainly the community's initiative meeting with the Council's approval.	The role of the SCI is to explain how people can participate in the planning process, and its title has been amended to make this clearer. The Local Plan 2015-2030 has been produced in conformity with national planning requirements, and has evolved taking account of evidence base and feedback from consultation, so the document has itself been shaped by feedback from individuals, community groups and other organisations. The role of the SCI is to explain how people can feed into Local Plan production, as well as influence planning more directly through producing a neighbourhood plan. The SCI also explains how people can feed into planning decisions when applications are received by the council.
Mr Colin Maughan		Thinking about towns I know, where supermarkets, traffic, engineers and developers have done less damage to an organic and still interesting and useful town – more than a bog standard shopping centre that could be found anywhere, what seems to have saved them is a civic society. Faversham, Midhurst, Steyning, East Grinstead and Soho in London have very active	Noted.

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		<p>societies and I think you are aware of this when you visit them. Once I have sent this letter to you, I will try and get one or two examples of these magazines in case you haven't seen them. The Midhurst Society to which I belong doesn't know of an association of town civic societies, but I will ask Graham Jite about this. He edits the Midhurst magazine. Such organisations might well be a mixed blessing, as cliques might develop, who gang up on individuals (like me, for instance). When I go to Faversham, I still think I am being watched, in case I am an invading developer. Being an isolated town, strangers are noticed straight away. Nevertheless, a handsome, historic town, with numerous active Thames barges and its brewery, and preserved gunpowder factory, is full of life, cinemas etc.</p>	
Mr Colin Maughan		<p>I have always been conscious of the fact that very few people understand how a building is sited, or how it is designed and built, so there isn't much chance of many planners or architects having the chance of designing a village or town successfully. Also, most people don't know much about building materials or local history – by rights, I would expect to see more evidence of sandstone construction here, as well as locally made bricks – as in East Grinstead – because Sussex had, and still has, numerous quarries and some brick yards. I am largely talking about the fabric of towns and villages. This situation is probably the reason why councils, especially their councillors, make mistakes, at a time when good architects, developers and builders seem to be thin on the ground. In their time, all of our local builders Longley's projects turned out well. I can see how the current contractors working in Queens Square seem to be trying hard, but are not very good, and recent decision making in this, the heart of the New Town, has been flawed. I shall be very surprised if the new scheme is as successful as the old one. The loss of the clock tower, the original fountain (or fountains), the bandstand, The Martlets bird sculpture and the canopy around the former Tesco's store are all detrimental to the original New Town design. If the new museum is successful it should be a very positive step. The present one is</p>	<p>Noted. This is not a matter for this SCI. The council has however produced an Urban Design Supplementary Planning Document, which is in place to expand upon the design policies set out in the Local Plan, providing further guidance to promote good quality design. It is anticipated that the Queens Square regeneration will play a positive role in helping to revitalise Crawley Town Centre, and the project is progressing well.</p>

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		better than nothing, but too far from the centre, and understaffed to be an organic part of the town's community.	
Mr Colin Maughan		Presumably the council would like to see itself as progressive, and now that it is widely accepted that cars are a mixed blessing in and around towns and villages, lower speed limits are coming in, and pedestrians and cyclists are being given more consideration. Complete pedestrianisation of the streets is not always successful is it, but we like to think that it strengthens a town's sense of community, because it feels safer. The managers of County Mall have reminded both shopkeepers and shoppers that sales are everything by removing the essential staircase, and the comfortable bench seats. Although money making is the reality, the damage has been considerable to the Mall's reputation. Minor changes add up as time passes. I now have to go to Clarke's in Brighton to buy my office and private stationary, because the firm cannot afford to run at a loss any longer in the Mall.	Noted. This is not a matter that can be addressed through the SCI. No further action.
Mr Colin Maughan		Presumably, you wouldn't want any of your documents to be unduly authoritarian or legalistic. It would probably be worthwhile reading through this document to see how friendly it is. It isn't just a question of all concerned understanding and complying with planning laws, or simply complying with the Government's requirements. The style of the capitalisation seems rather 'if in doubt, capitalise it'. If so, this goes against the current publishing style of 'if in doubt, use lower case'. The simplest way to achieve a consistent style is to change to change to lower case, and then read through again, capitalising if essential. In other words, unusually large type, too many headings in all capitals and too many capital initial letters together, give an unduly authoritarian emphasis.	Noted. Where appropriate, some minor text changes have been made to improve readability and assist clarity.
Mr Colin Maughan		Regardless of what CBC says in its documentation, the reality of dealing with the Borough and County Councils is often very unsatisfactory, I'm afraid. Reading about pre-application consultation on page 8, reminded me	For information relating to Tree Preservation Orders, it would be best to contact the Development

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		that I have given up trying to find out which of these two authorities is responsible for getting protection orders for two threatened, vital Linden trees at the entrance to my Linden Close, for finding out who is responsible for the recent environmental damage in Tilgate Forest, and who to talk to about the poor design of Crawley bus station (including the cheap, nasty paving).	Management team on 01293 438512. More detail would be needed to advise who the best contact would be in relation to Tilgate Forest. Any questions on the bus station would be best directed to the Town Centre Manager on 01293 438237.
Mr Colin Maughan		Perhaps the report could provide some reassurance that once decisions have been made by Crawley Council, that there will be periodic inspection to see that all concerned comply with the decisions. In my experience, this is seldom the case, and further deterioration in the town's fabric and character results. Newly planted trees are snapped off by vandals and never replaced.	Noted. The SCI relates only to planning issues, and cannot consider wider functions and responsibilities of the council. In planning terms, the council's Planning Investigations team is responsible for following up on any complaints received.
Mr Colin Maughan		The relaxation of planning laws mentioned in 3.19 is regrettable because it is a right-wing concession to big business and greedy developers to make unnecessary change and sweep away familiar irreplaceable shops, town halls and family businesses generally. In the present official climate there is probably not much you can do, but judging by the Occupy Movement and recent elections, here and elsewhere, the philosophy of 'the bigger the better' may be in retreat to some extent. You do seem to have a little more influence of developers' proposals than you did when County Mall was built (externally it is kitsch, and not designed by a decent architect).	Noted.
Mr Colin Maughan		On page 19, Neighbourhood Forums are mentioned. I don't know anything about them, but I should, and shall be making the necessary enquiries. It	Noted. It is agreed that there is merit in providing additional information on neighbourhood

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		would be worth expanding on this in the report in case other readers don't know about them either.	forums, and further detail has been added to the SCI Glossary.
Mr Colin Maughan		If annual events like Crawley Folk Music Festival and the reinstated half-way stop for vehicles in the annual Brighton runs for veteran cars and commercial vans and lorries, were mentioned somewhere – and occasional visits of fairground machines to Queens Square, if space permits – it would remind readers of the outcome of your work in the Town Hall to bring life to the town.	Noted. This is not a matter that can be addressed through the SCI. The Town Centre Manager will be able to advise on 01293 438237.
Mr Colin Maughan		If Crawley continues to benefit from the tourism created by Gatwick Airport will the planners consider the factors that this already has on the town's character? London has fallen into the trap of having half of its income derived from tourism, and this has been entirely detrimental to a capital city which should make it a priority to serve the people who live and work there. And due to flats being built entirely for absent wealthy foreigners, workers are moving out of London, becoming commuters and causing chaotic travel problems. This is absolutely the result of market forces being out of control, and planning legislation being watered down, as you know. It has also happened nearer at home in Battle.	The Local Plan has been prepared having regard to the operation of Gatwick Airport in its current one-runway, two-terminal configuration. A final decision from the government to confirm the position regarding airport expansion and the status of safeguarding will be a key consideration for Crawley moving forward.
Mr Colin Maughan		Although I don't hear anything about it, I think the town twinning scheme is still going. It should be encouraged, especially as it is so positive in reinforcing the communities concerned, and making comparisons between those in other countries.	Noted.
Mr Colin Maughan		In my note above I speculated that your publications might be more effective if they need to be consciously user friendly to prospective readers. They probably are already, but I'm afraid this may be unduly optimistic if we expect almost anything at all demanding concentration overcoming their	Noted. Where appropriate, some minor text changes have been made to improve readability and assist clarity.

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		addiction to contemporary media and computer games. One of many friends who used to be quite literate, said last week 'this book is unreadable' when I showed him the book I am reading on bus and train journeys: <i>Protestantism and Capitalism: The Weber Thesis and its Critics</i> . Even the title draws the reader in, which is how I came to be reading it and I think everyone needs to read it. But they are not going to, in spite of its being largely written in plain English. It <u>is</u> very readable, and vital information at the present time.	
Mr Colin Maughan		It is probably outside this brief, but I feel that it would help to draw the focal centre of Crawley together if, like a Roman Forum, or the medieval city in the centre of Brussels, better pedestrian links could be reinforced between the town hall, the public library, the night club next to Crawley railway station, the railway station and the main shopping area. Busy roads separate them at the moment, as you know.	The council is seeking to progress a number of town centre regeneration improvements. This includes the Telford Place adjacent to Crawley Library, where the council is seeking to identify a development partner, and Station Way which has outline planning permission for railway station improvements and 308 new residential dwellings.
Mr Colin Maughan		Perhaps being part of the Ewan McColl, Leonard Cohen individualist generation, I am not especially sociable or community minded in reality, but I have noticed a tragic loss of quality of life since I was a child due to changes that have occurred since World War II. Even in this housing association, where I have lived for about 50 years, there is hardly any neighbourliness now. Children seldom play in the street, people do not speak to or know their neighbours' names, walls are built higher, gates put up, and roller blinds replaced with net curtains. Similarly, in town centres, shop assistants and bank staff work part-time, and seem to change jobs weekly or daily, and, if you ask them almost nobody likes their jobs, bosses or firms. You and your colleagues and our own Governments are assuming	Noted. The SCI is a planning related document which seeks to guide community involvement in the planning system. Because of this very specific remit, it cannot explore wider issues of the cultural importance of community, and its title has been amended to make the remit of the document clearer.

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		<p>by the production of this report that everyone understands communities and approves of them. Computers, cars with black windows and supermarket delivery vans are working against communities though. We are also being saturated in commercial rubbish in shops and on film. I have always loved film and cinemas, but the intentional dumming down and unsatisfactory education has resulted in a few cinemas – usually showing bad, but popular films. So I sit at home watching wonderful ‘world cinema’ on my own, not supporting my local cinema. Should your report on community involvement at least mention the cultural importance of community? I was a little hesitant about mentioning Hampstead Garden City – the maintenance of the listed housing is remarkable – outsides at least – but I’m not sure it <u>is</u> a community. It might be a sleepy suburb, made up of fairly wealthy, but isolated families.</p>	
Mr Colin Maughan		<p>I have been asked before how the council can get Crawley people more interested and involved with the town, and I don’t think I have an answer to people’s increasingly narrow outlook. Possibly a result of living in a nanny state, and in a consumer society. The self-sufficient minority who cultivate allotments might well be better members of the community. Judging by observation of my fellow Crawley people many parents are not up to the job – they constantly buy their children toys to keep them quiet, along with sweets and soft drinks, and they now seldom talk to them because they are mobile/pad addicts first, and parents second. Even dog owners now neglect to talk to their dogs, much to the dogs’ concern. On the other hand dog owners still talk to one another, and they <u>are</u> a community.</p>	<p>As the SCI is a planning specific document, it is unable to consider wider issues of community participation.</p>
Mr Colin Maughan		<p>Like town twinning, ‘Localism’ never seems to be mentioned now, but I am very conscious that in America and France especially, we hear about ‘Government by the People’, and the decline in family solidarity due to fast food eliminating the art of conversation. During the ghastly American electioneering the old fashioned friendliness and courtesy between interviewers and their chosen expert was very pleasing, and a great contrast</p>	<p>Noted.</p>

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		<p>to the insulting behaviour we tolerate in the media here. Are children and parents socialised here? If the local football clubs do well, this probably also helps to strengthen the community and boost civic pride.</p> <p>Judging by some recent high profile elections, I think we are moving into an era of political populism. This will be a mixed blessing as simplistic cowboys versus Indians Western film-like solutions are as misguided as the worst aspects of marketing. Easy answers to complex, difficult problems are never going to work, so I don't welcome populism. It leads to extremes like fascism and riots.</p>	
Mr Colin Maughan		<p>Technically, there are a few typographic points which need or would benefit from attention. The pagination in the contents page is wrong; the setting of the text on page 19 has been justified rather than ranged left, by mistake; the 'tabular' style of setting on pages 3 and 16 is out of style with the text pages as it is cramped – removal of all the rules, or cutting out the vertical rules, would improve their appearance. More breathing space on the other pages of text would be an improvement.</p>	<p>Noted. Where appropriate, some minor text changes have been made to improve readability and assist clarity.</p>
Mr Colin Maughan		<p>I wonder if you would be prepared to organise visits – coach trips perhaps – for your planning colleagues and Crawley councillors, to some of the towns with civic societies I mentioned above – there are probably other examples we can think of. A second visit might be made to some of Crawley's companion New Towns, like Harlow, to see how they are progressing. A third more ambitious trip to Birmingham and Berlin (two trips?) would be valuable because people would see the result of specifying high quality street furniture and construction materials for the infrastructure. I would be surprised if this careful specification, rather than ordering everything from the Marshall's catalogue, as in Crawley at the moment, doesn't reinforce the citizens' pride in their cities. Money well spent, and with luck, having a</p>	<p>Noted. The council works closely with community groups, and a number of successful clean-up works have been undertaken.</p>

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		longer life. Questions of repairability might be examined. Old fashioned methods, like painting things, works wonders if done well and doesn't cost millions, like the current Queens Square scheme. Could volunteers be employed to do some work in Crawley without increasing unemployment? Already individuals and small teams have a clean up in Furnace Green from time to time.	
Mr Colin Maughan		The Royal Institute of British Architects runs a competition where good buildings, like Crawley Library, receive awards. This scheme in Shrublands and Forestfield won such an award when it was completed. As you know, competitions are a good way of encouraging good standards, and creating public interest.	Noted.
Mr Colin Maughan		Enclosure: 'annotated' copy of CBC's Statement of Community Involvement (there are one or two literals). Various typographic errors and suggestions identified.	Noted. Where appropriate, some minor text changes have been made to improve readability and assist clarity.
Waverley Borough Council		Thank you for consulting Waverley on the above document. We have no comments to make at this time.	Noted. No further action.
Historic England		<p>Thank you for your email of 3 November 2016 inviting comments on the above document. The consultation process detailed in the SCI should be adequate in meeting the requirements of the Local Development Regulations 2004.</p> <p>It will be important to ensure that stakeholder organisations with interests and responsibilities in the historic environment, at national and local levels, are fully involved throughout the consultation process. To this end, it is important to consult with both the Council's own conservation officer or team and local amenity societies. In terms of the general requirements of</p>	Noted and comments welcomed. The council works closely with a number of historic environment groups, such as Conservation Area Advisory Committees.

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Historic England		<p>consultation in relation to the historic environment, I attach a Note on Consultation with the Heritage Sector and a list of national amenity bodies.</p> <p>Note on consultation with the Heritage Sector</p> <p>Under the Town and Country Planning (Local Development) Regulations 2004, Historic England is not specified as an authority that the Council must consult with on the preparation of a draft SCI [Regulation 25 (2)]. However, as a statutory consultation body at other stages in the preparation of Development Plan Documents, as well certain planning applications, we welcome the opportunity to make general comments on the SCI.</p> <p>In view of our remit, some general principles are outlined below which we suggest are reflected in the SCI.</p> <ul style="list-style-type: none"> - Planning and Development in the Historic Environment – A Charter for Historic England Advisory Services (sixth edition, April 2014): This document, available on our website - http://www.historicengland.org.uk/imagebooks/publications/charter-headvisory-services/ sets out Historic England's advisory services for planning and development. It details the circumstances where we must be consulted upon planning applications affecting the historic environment, and the type of information required for consultations with Historic England on proposals affecting nationally important heritage assets. It also underlines the value and importance of pre-application discussions with us on proposals with the potential for major change, or damage, to nationally important heritage assets. The principles set out in this charter should inform the Council's consultation approach to significant planning applications. 	Noted. Amendments to contact details have been made as requested.

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		<ul style="list-style-type: none"> - Consultation address database – It is no longer necessary to send any hard copy correspondence and documents relating to the Local Development Framework / Local Plan / Neighbourhood Development Plans / Supplementary Planning Documents to our South East Office. However, if sending consultations in paper form or as a hard disc (CD) the consultation should be sent to the regional office; Historic England South East, Eastgate Court, 195-205 High Street, GUILDFORD GU1 3EH. You may remove any other addresses for English Heritage or the Royal Commission on the Historical Monuments of England from your database. - All electronic consultations, by email, should be sent to the dedicated consultation mailbox: e-seast@historicengland.org.uk. We would ask that consultations are not sent to any other mail addresses or email inboxes (including personal email inbox) as this will result in delays to registration and responses from Historic England. - Sustainability Appraisal - Whilst Historic England is a statutory consultee for Strategic Environmental Assessment, we do not have the capacity to attend SEA/SA workshops. If it is proposed to hold such an event, you should ensure that your Conservation Officer and a representative from the County Council's archaeological service is invited to attend to advise on any issues relating to the historic environment. We will, of course, respond to correspondence relating to SEA at the appropriate stages. - Neighbourhood Plans – Under the Regulations covering neighbourhood planning, before submitting the proposed Neighbourhood Plan to the local planning authority, the group needs to consider if various organisations (statutory consultees) need to be consulted about the proposals, because they affect the natural or 	

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		historic environment. These statutory consultees include Historic England, Natural England and the Environment Agency amongst others whose interests may be affected. The statutory consultees have jointly produced guidance on the natural and historic environment in neighbourhood planning: http://content.historicengland.org.uk/content/docs/planning/planning-environmentneighbourhood-advice.pdf	