

SCI

Statement of Community Involvement

Adopted June 2007



## INTERPRETING AND TRANSLATION ASSISTANCE

This document or its summary can be made available in other languages, large print, Braille, audio-tape format or a translation service provided on request. Should you require access to these services please contact us at the address stated below.

This document can also be made available on Audio Tape  Braille  Large Print

<p>Dokumenti apo përmbledhja e tij mund të sigurohen në gjuhë tjera, shtyp të madh, Braille, audiokasetë apo i përkthyer sipas kërkesës. Nëse ju keni nevojë për këto shërbime, ju lusim na kontaktoni në adresën e dhënë më poshtë.</p> <p style="text-align: right;">Albanian <input type="checkbox"/></p>	<p>આ અહેવાલ કે એનું સંક્ષેપ બીજી ભાષાઓમાં, મોટા અક્ષરોમાં, બ્રેઇલમાં, ઓડિયો ટેપ પર અથવા ભાષાંતર સેવા દ્વારા ઉપલબ્ધ થઈ શકે છે. જો તમને આ સેવાની જરૂર લાગે, તો કૃપા કરીને અમને નીચેના સરનામે સંપર્ક કરો.</p> <p style="text-align: right;">Gujarati <input type="checkbox"/></p>
<p>يمكن توفير هذه الوثيقة أو ملخصها بلغات أخرى أو بالطبعة الكبيرة أو بلغة بريل أو على الشريط. ويمكن توفير خدمة ترجمة عند الطلب. وإذا احتجت منالا من هذه الخدمات الرجاء الاتصال معنا على العنوان المذكور أدناه.</p> <p style="text-align: right;">Arabic <input type="checkbox"/></p>	<p>यह पचां या इसका संक्षेप अन्य भाषाओं में, बड़े अक्षरों में या सुनने वाली टेप पर मांग कर लिया जा सकता है, और अन्य भाषाओं में अनुवाद की सुविधा भी मिल सकती है। यदि आपको इन सुविधाओं की जरूरत है तो कृपया निम्नलिखित पते पर हमारे साथ संपर्क करें।</p> <p style="text-align: right;">Hindi <input type="checkbox"/></p>
<p>অনুরোধক্রমে এই ডকুমেন্ট অথবা এর সারসর্ম অন্যান্য ভাষায়, বড় ছাপার অক্ষরে, ব্রেইল বা অক্ষলিপিতে, অডিও টেইপ বা বাজিয়ে শোনার কেসেটে অথবা অনুবাদ করে দেয়ার ব্যবস্থা করা যাবে। আপনার যদি এসব সেবাসমূহের প্রয়োজন হয়, তাহলে অনুগ্রহ করে আমাদের সাথে নীচের ঠিকানায় যোগাযোগ করুন।</p> <p style="text-align: right;">Bengali <input type="checkbox"/></p>	<p>ਇਹ ਪਰਚਾ ਜਾਂ ਇਹਦਾ ਸੁਲਾਸਾ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ, ਵੱਡੇ ਅੱਖਰਾਂ ਵਿਚ, ਜਾਂ ਸੁਣਨ ਵਾਲੀ ਟੇਪ 'ਤੇ ਮੰਗ ਕੇ ਲਿਆ ਜਾ ਸਕਦਾ ਹੈ, ਅਤੇ ਹੋਰ ਭਾਸ਼ਾਵਾਂ ਵਿਚ ਤਰਜਮਾ ਕਰਨ ਦੀ ਸਹੂਲਤ ਵੀ ਮਿਲ ਸਕਦੀ ਹੈ। ਜੇ ਇਹਨਾਂ ਸਹੂਲਤਾਂ ਦੀ ਤੁਹਾਨੂੰ ਲੋੜ ਹੈ, ਤਾਂ ਕਿਰਪਾ ਕਰਕੇ ਹੇਠ ਲਿਖੇ ਪਤੇ 'ਤੇ ਸਾਡੇ ਨਾਲ ਸੰਪਰਕ ਕਰੋ।</p> <p style="text-align: right;">Punjabi <input type="checkbox"/></p>
<p>我們可以按照您的要求向您提供此文件或其摘要的母語譯本、大字印刷版本、盲文版本、錄音帶或者提供其他翻譯服務。如果您需要以上服務，請通過以下的地址與我們取得聯繫。</p> <p style="text-align: right;">Chinese <input type="checkbox"/></p>	<p>İstekte bulunursanız, bu broşürü ya da broşürün özetinin Türkçesini size gönderebiliriz. Ayrıca broşürün iri harfli baskısı, görme engelliler için parmak ucuyla okunabilen Braille alfabetiyle yazılmış kabartma şekli ve ses kaseti de olup istek üzerine broşürün özetini sözlü olarak da size Türkçe okuyabiliriz. Bu hizmetlerden yararlanmak için aşağıda yazılı adresten bize ulaşabilirsiniz.</p> <p style="text-align: right;">Turkish <input type="checkbox"/></p>
<p>Ce document ainsi que son résumé sont disponibles dans d'autres langues, en gros caractères, en braille et sur support audio. Une version traduite peut également être obtenue sur demande. Pour obtenir l'un de ces services, veuillez nous contacter à l'adresse ci-dessous.</p> <p style="text-align: right;">French <input type="checkbox"/></p>	<p>یہ دستاویز یا اس کا خلاصہ دیگر زبانوں، بڑے حروف، یا آڈیو ٹیپ کی شکل میں دستیاب ہو سکتا ہے، یا درخواست کرنے پر ترجمے کی سروس دستیاب ہو سکتی ہے۔ اگر آپ ان سروسز تک رسائی حاصل کرنا چاہتے ہیں تو برائے مہربانی ہم سے نیچے دیے گئے پتے پر رابطہ کیجئے۔</p> <p style="text-align: right;">Urdu <input type="checkbox"/></p>
<p>Name _____</p> <p>Address _____</p> <p>_____</p> <p>_____</p> <p>Telephone No _____</p>	<p><b>CONTACT:</b>          Planning Policy Team          Environment and Regeneration          London Borough of Waltham Forest          Sycamore House, Waltham Forest Town Hall          Forest Road, Walthamstow, London, E17 4JF</p> <p>Telephone 020 8496 3000          Email: <a href="mailto:planning.policy@walthamforest.gov.uk">planning.policy@walthamforest.gov.uk</a>          Web site: <a href="http://www.walthamforest.gov.uk">www.walthamforest.gov.uk</a></p>

## USEFUL ABBREVIATIONS

AMR	Annual Monitoring Report
BME	Black and Ethnic Minority Groups
DPD	Development Plan Document
JWDPD	Joint Waste Development Plan Document
LDF	Local Development Framework
LDS	Local Development Scheme
SA	Sustainability Appraisal
SCI	Statement of Community Involvement
SPD	Supplementary Planning Document
AAP	Area Action Plan
UDP	Unitary Development Plan
WFM	Waltham Forest Magazine

<b>1</b>	<b>INTRODUCTION</b>	<b>1</b>
	<b>What is the Statement of Community Involvement (SCI)?</b>	<b>1</b>
	<b>Links with the Council's Vision, Values and Community Strategy</b>	<b>1</b>
<b>2</b>	<b>THE WALTHAM FOREST LOCAL DEVELOPMENT FRAMEWORK</b>	<b>3</b>
	<b>Documents in the Local Development Framework (LDF)</b>	<b>3</b>
<b>3</b>	<b>WHEN CAN YOU GET INVOLVED?</b>	<b>7</b>
	<b>The Plan Making Process</b>	<b>7</b>
	<b>The Planning Application Process</b>	<b>8</b>
	<b>Preparation of Development Plan Documents</b>	<b>9</b>
	<b>Preparation of Supplementary Planning Documents</b>	<b>12</b>
	<b>Planning Applications</b>	<b>14</b>
<b>4</b>	<b>WHO CAN GET INVOLVED?</b>	<b>15</b>
	<b>Introduction</b>	<b>15</b>
	<b>Specific/Statutory Consultation Bodies</b>	<b>15</b>
	<b>General Consultation Bodies</b>	<b>16</b>
	<b>Wider Engagement</b>	<b>18</b>
	<b>Stakeholders and the Community</b>	<b>18</b>
	<b>Involvement of Individuals</b>	<b>18</b>
	<b>'Hard to Reach' Groups</b>	<b>18</b>
	<b>Contact Us</b>	<b>19</b>
<b>5</b>	<b>OUR CONSULTATION METHODS- THE LOCAL DEVELOPMENT FRAMEWORK</b>	<b>21</b>
	<b>Introduction</b>	<b>21</b>
	<b>Planning Consultation - Our Approach</b>	<b>21</b>
	<b>Consultation and Engagement Methods</b>	<b>24</b>
	<b>Monitoring and Review</b>	<b>24</b>
	<b>Consultation Techniques</b>	<b>25</b>
<b>6</b>	<b>COMMUNITY INVOLVEMENT WITH PLANNING APPLICATIONS</b>	<b>27</b>
	<b>General Consultation Measures</b>	<b>27</b>
	<b>Additional Consultation Measures</b>	<b>28</b>
	<b>Keeping Local People Informed</b>	<b>30</b>
	<b>Enforcement</b>	<b>31</b>
	<b>Monitoring and Review</b>	<b>31</b>
<b>7</b>	<b>RESOURCES AND REVIEW</b>	<b>33</b>
	<b>Resources</b>	<b>33</b>
	<b>Review of the Statement of Community Involvement</b>	<b>33</b>
■	<b>Appendices</b>	
<b>1</b>	<b>CONSULTATION AND ENGAGEMENT TECHNIQUES</b>	<b>35</b>
<b>2</b>	<b>RESOURCE IMPLICATIONS OF CONSULTATION AND ENGAGEMENT TECHNIQUES</b>	<b>39</b>
<b>3</b>	<b>BEST PRACTICE CONSULTATION WITH GYPSIES AND TRAVELLERS</b>	<b>41</b>



# Chapter 1 INTRODUCTION

## What is the Statement of Community Involvement (SCI)?

A Statement of Community Involvement (SCI) sets out the standards which local authorities in England will achieve when involving local communities in producing local development documents and considering planning applications. Like other Councils, Waltham Forest has to produce this document to comply with the requirements of the new planning system brought about by the Planning and Compulsory Purchase Act 2004. This document therefore tells you how you can find out what is going on in relation to planning matters in Waltham Forest and how you can get involved.

Our public consultation strategy and plan provides the overarching framework for improving consultation with all sections of our community and stakeholders - being local residents, businesses, groups, organisations and national and regional organisations. Our SCI specifically relates to planning consultation. In this document we:

- Define clearly how and when our local community can expect to be actively involved at all the stages in plan preparation and decision making processes;
- Aim to ensure that decisions on planning applications and the preparation of development plans take into account the views, wishes and local knowledge of the community; and
- Seek to improve access to information so that our community and stakeholders can actively engage in planning.

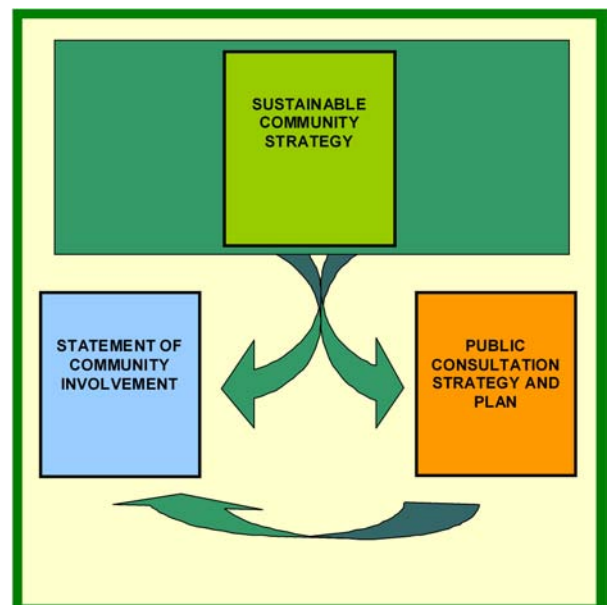
## Links with the Council's Vision, Values and Community Strategy

**1.1** The Council's commitment to listening and responding to the needs of residents and stakeholders is enshrined within the Council's Vision for Waltham Forest 2012, Waltham Forest Council Values Statement and the Waltham Forest Community Strategy. We are committed to involving residents and service users in the shaping and delivery of our local services. This Statement of Community Involvement is the latest in a series of documents designed to encourage the community to have more say in the way we run our services.

### Vision for Waltham Forest

**1.2** The Council's vision is for Waltham Forest to become a safer, cleaner and healthier borough, benefiting from its wealth of diversity, where everyone is able to reach his or her potential. To achieve this vision, our priorities are as follows:

- Decrease crime and improve the safety and quality of the environment,
- Improve the health and well being of local people,
- Improve learning opportunities to help individuals achieve their potential,



- Improve the local economy and infrastructure,
- Enhance community understanding and participation.

**1.3** This SCI is important in delivering our vision priority to 'enhance community understanding and participation'. Most importantly planning has an important role to play in achieving many of the outcomes set out in our vision for 2012. For example planning intervention is important in achieving the following key outcomes:

- The provision of an integrated and enhanced transport system,
- A mix of good quality well maintained public and private housing including affordable housing,
- Provision of a range of green spaces including parks,
- Creation of a strong local economy,
- Provision of community services and facilities.

### **Waltham Forest Community Strategy**

**1.4** Our Community Strategy has been developed through strong partnership working with the member organisations forming our Local Strategic Partnership. We recognise that there is an important link between land use planning issues and the holistic principles of our Community Strategy. Accordingly in preparing and reviewing Development Plan Documents, we will consider and take into account the key issues impacting on the quality of life in Waltham Forest as set out in the Community Strategy.

**1.5** The planning system is particularly important in achieving the targets set out in the Community Strategy - particularly those that are land based and have regard to the broader social, economic and environmental targets. By undertaking sustainability appraisals of our plan documents, we will have in place a mechanism for achieving and monitoring the broader targets in our Community Strategy.

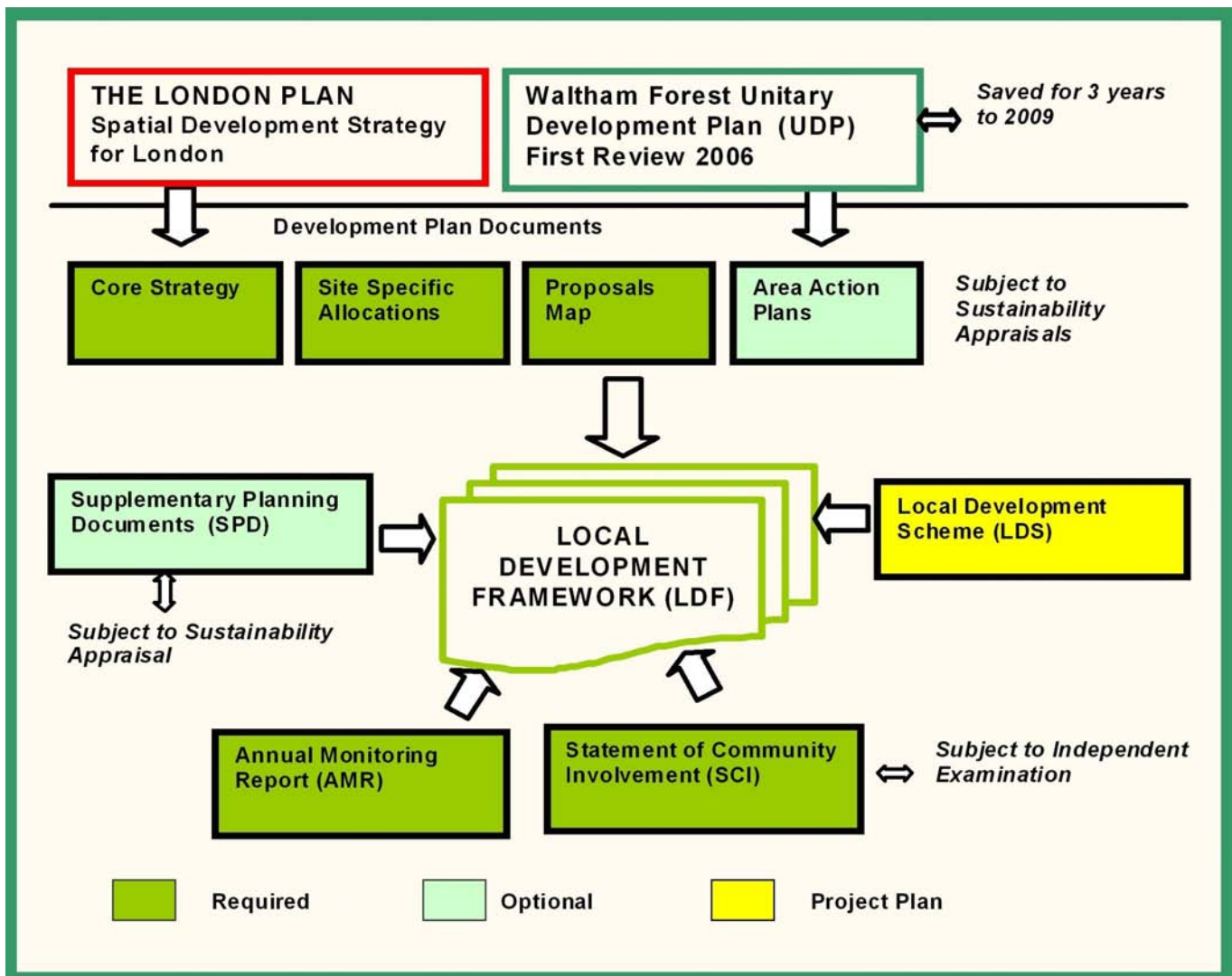
### **Waltham Forest Public Consultation Strategy and Plan**

**1.6** This Statement of Community Involvement also aims to embrace the Council's commitment to community involvement as enshrined in our public consultation strategy. This strategy sets the framework for improving consultation with residents and service users. This is also important in order to make service delivery more responsive. We seek to ensure that all sections of the community and stakeholders - being local residents, businesses, groups, organisations and national and regional organisations have the opportunity to be actively involved throughout the process of making planning policies, and the consultation processes leading to decisions on planning applications.

## Chapter 2 THE WALTHAM FOREST LOCAL DEVELOPMENT FRAMEWORK

### Documents in the Local Development Framework (LDF)

2.1 Over the next few years, the Council will be preparing and adopting a series of documents making up the Waltham Forest Local Development Framework (LDF). The diagram below shows the range of documents to be prepared and their relationship to the London Plan – the Spatial Development Strategy for Greater London. Development Plan Documents include the Core Strategy, Site Specific Allocations of Land, Area Action Plans etc. Together with the London Plan, the LDF will form the statutory development plan for Waltham Forest.





### **Local Development Scheme (LDS)**

**2.2** The Local Development Scheme (LDS) is our public statement identifying which local development documents will be produced, in what order and when. As part of the Council's annual monitoring process, we will review the LDS in light of further guidance and advice from the Government.

### **Core Strategy**

**2.3** This sets out our future spatial vision for the borough – including key strategic objectives and policies. It will set out the broad locations for land use and provide a monitoring and implementation framework. All Development Plan Documents to be prepared as part the LDF must be in conformity with the Core Strategy. It is therefore a very important document. We are committed to ensuring an integrated approach to plan making in the preparation of our Core Strategy. In particular we will seek to ensure that there is general conformity with the London Plan and other strategies.

### **Site Specific Allocations/Proposals**

**2.4** Our LDF will include specific allocations of land for different uses. We will be carrying out a robust assessment of the suitability and availability of land for different uses – involving discussions with developers, landowners and the community to identify and consider site-specific proposals. We will consult on these proposals and assess alternative and preferred options.

### **Area Action Plans**

**2.5** Area Action Plans (AAPs) are development plan documents with a geographic dimension focussed on smaller areas of the borough. These are areas where significant regeneration opportunity has been identified. When prepared they will provide a plan of action to prioritise development objectives and also coordinate requirements for new infrastructure and services. The Council has identified the need to prepare three Area Action Plans – for Leyton, Blackhorse Lane and Walthamstow.

### **Supplementary Planning Documents (SPD)**

**2.6** These are intended to expand upon policies or provide further detail to policies in Development Plan Documents. We intend to prepare documents on flat conversions, residential development, residential extensions/alterations and on urban design principles.

### **Sustainability Appraisal**

**2.7** In order to ensure the principles of sustainable development are taken into account, Sustainability Appraisals (SA) (incorporating the requirements of the European Union Directive on Strategic Environmental Assessments) are required to be undertaken for each DPD and SPD. These identify and evaluate any likely economic, social and environmental effects of the policies and site allocations. Our Sustainability Appraisal Report will be prepared in parallel with the Preferred Options stage of the Core Strategy.

### **Annual Monitoring Report**

**2.8** We are required to produce an Annual Monitoring Report (AMR) under the Planning & Compulsory Purchase Act 2004. The purpose of the AMR is to assess:

- The implementation of the Local Development Scheme; and
- The extent to which policies in Local Development Documents are being achieved. Until the above mentioned new planning documents are prepared and adopted, the AMR will assess the operation of the policies in our current development plan - the Waltham Forest Unitary Development Plan: First Review 2006.

### **Joint Waste Development Plan Document (JWDPD)**

**2.9** We are working with six other North London boroughs (Enfield, Haringey, Hackney, Islington, Camden and Barnet) to prepare a Joint Waste Development Plan Document. We recognise that the planning system has a central role to play in delivering the necessary infrastructure for recycling and waste disposal. We consider that joint working is the most effective way to plan for future waste capacity needs of the North London Waste Waste Authority area. The stages towards adoption of the JWDPD will be the same as other DPDs (see Table 3.2). There will be an agreed consultation strategy using similar methods outlined in Chapter 5.



## Chapter 3 WHEN CAN YOU GET INVOLVED?

**3.1** In this section we outline the main procedural stages involved in plan preparation and the planning application process. Tables 3.2 and 3.3 set out how we intend to involve our community and stakeholders in the preparation of these documents.

### The Plan Making Process

You may wish to be involved at the following stages:

- Pre-production - evidence building stage
- Production
  - Development of issues and options
  - Consultation on preferred options
  - Consultation at submission stage (Development Plan Documents)
- Adoption – written or oral evidence at the Independent Examination

**3.2** See Chapter 5 for the consultation methods to be utilised by the Council at each stage of document production.

**3.3** In our Local Development Scheme (see paragraph 2.2 above), we have set out our timetable for the completion of our Development Plan Documents. In addition, the Council is one of seven planning authorities producing a joint waste plan. Table 3.1 lists the various documents and their current production timetable. Progress towards the production of these documents will be reported through the AMR process and subsequent changes (if necessary) made through the revision of the LDS.

Table 3.1 DPDs and SPDs - Timetable

Document	LDS 2005	Revised LDS 2007
Core Strategy	Spring 2009	July 2010
Proposals Map	Spring 2009	September 2010
Site Specific Proposals Schedule	Spring 2009	September 2010
Leyton & Northern Olympic Fringe AAP	Summer 2009	March 2011
Blackhorse Lane AAP	Summer 2009	December 2010
Development Management Policies		April 2011
Walthamstow Town Centre AAP		January 2011
Residential Conversions SPD	July 2008	September 2008
Housing Developments (including Residential Extensions and Alterations) SPD	Summer 2009	September 2009
Planning Obligations (S106) SPD		November 2008
Character Assessment & Urban Design Principles SPD	Summer 2009	April 2009
Joint Waste Development Plan	2009	December 2010

### The Planning Application Process

**3.4** As a planning authority we are responsible for deciding whether a development - anything from an extension on a house to a new shopping centre - should go ahead. We decide most applications in line with the development plan. We have to consider all relevant planning considerations including the views of local people. Sometimes this will mean the decision will not be in line with the development plan.

**3.5** The procedures for publicity requirements are set out in:


- The Town and Country Planning Act 1990
- The General Development Procedure Order 1995
- The Planning (Listed Buildings and Conservation Areas) Act 1990
- The Planning (Listed Buildings and Conservation Areas) Regulations 1990
- Circular 15/92: Publicity for Planning Applications
- The Town and Country Planning (Mayor of London) Order 2000

**3.6** In Table 3.4 we outline the legal requirements for publicity for planning applications. Chapter 6 identifies in more detail how we intend to involve our community and stakeholders in the planning application process.

## Preparation of Development Plan Documents

Table 3.2 Preparation of Development Plan Documents - Community Involvement

Details of DPD Preparation	Community Involvement	When you can comment
<b>STAGE 1: PRE-PRODUCTION</b>		
At this 'scoping' stage we will be gathering evidence to ensure we have a good understanding of the issues before we prepare the Development Plan Documents	We will consult you to find out information. See Chapter 5 for details of the range of methods we will use.	
We will be undertaking Sustainability Appraisals also as part of the pre-production stage.	We are required to consult the statutory Sustainability Appraisal bodies – i.e. Natural England, English Heritage and Environment Agency on the Sustainability Appraisal Report. However we will also consult other appropriate persons and organisations listed on our Local Development Framework database. We will always ensure that our database is up to date.	←
<b>STAGE 2: PRODUCTION</b>		
<p>The issues raised from the pre-production process will be important at the production stage. We will be developing possible alternative options needed to address these issues in drafting the preferred options report. The sustainability impact of these options will also be assessed. We will prepare issue papers setting out the national and regional planning policy context for each issue, taking into consideration the key issues emerging from the analysis of the evidence base.</p> <p>We will prepare the following documents:</p> <ul style="list-style-type: none"> <li>• Issues Papers</li> <li>• Preferred Options Report</li> <li>• The Draft DPD</li> </ul>	<p>We will consult you when we develop alternative options. We will consult you on the Preferred Options Report, which will also be accompanied by a formal Sustainability Report and invite representations within a consultation period of 6 weeks.</p> <p>We recognise the need to provide feedback on the Preferred Options. Accordingly we will:</p> <ul style="list-style-type: none"> <li>• Acknowledge all comments we receive.</li> <li>• We will analyse these comments and produce the Consultation Report explaining how we have dealt with/considered all comments in progressing from the Preferred Options Report to the final Development Plan Document.</li> <li>• We will present the Consultation Report to Cabinet Members.</li> <li>• We will make the Consultation Report available in paper and electronic formats to</li> </ul>	←

Details of DPD Preparation	Community Involvement	When you can comment
<ul style="list-style-type: none"> <li>• Consultation Reports</li> <li>• Submission DPD</li> <li>• Initial Sustainability Appraisal Report</li> <li>• Final Sustainability Appraisal Report</li> </ul>	<p>allow stakeholders and the community to understand the authority's position.</p> <p>Wherever possible we will endeavour to ensure that issues are resolved prior to the submission stage. In this regard, where necessary, we will discuss and negotiate with individual objectors/groups and try to reach consensus before reporting to Cabinet. Hopefully this should help reduce the number of objections at the examination stage.</p> <ul style="list-style-type: none"> <li>• Where site allocation representations are made, an additional 6-week period for comment is allowed prior to examination.</li> </ul>	
<b>STAGE 3: SUBMISSION OF DRAFT DOCUMENT TO SECRETARY OF STATE</b>		
<p>We will begin drafting our Development Plan Documents (DPDs) after we have analysed responses received on the Preferred Options Report and identified their implications for policy development. A 'final' version of the Development Plan Document (Submission DPD) will be submitted to the Planning Inspectorate for Independent Examination.</p>	<p>We will publish a notice on the Submission Document and invite representations within a consultation period of 6 weeks. You will be able to comment on policies and proposals at this stage even if you have not been involved in the earlier stages of its preparation. Only those who make their representations within the specified 6 weeks period will have the right to have their representations considered at the examination. There will be little or no scope for changes to the Development Plan Document between submission and examination.</p> <p>At the end of the consultation period for the submission document, we will</p> <ul style="list-style-type: none"> <li>• Consider all the representations made.</li> <li>• Prepare a statement of the representations made – providing an explanation of how we have considered each representation.</li> <li>• We will then submit this statement to the Secretary of State.</li> <li>• We will also make the statement and representations available for inspection in the borough's libraries and main Council</li> </ul>	

Details of DPD Preparation	Community Involvement	When you can comment
	offices, as well as on our website <a href="http://www.walthamforest.gov.uk">www.walthamforest.gov.uk</a> .	
<b>STAGE 4: INDEPENDENT EXAMINATION AND INSPECTOR'S REPORT</b>		
<p>The purpose of the independent examination is to consider the soundness of the plan. In assessing soundness, the Inspector will consider all the representations made on a Development Plan Document and the changes suggested by those making representations. Whilst the conduct of the examination may be wholly by written representations, you also have a right to make your representation orally, either at a round table discussion or exceptionally at a formal inquiry session. The procedure to be followed is determined by the Inspector.</p> <p>After the examination, the Inspector will produce a report that is binding upon the Council. The report will give precise recommendations as to how the DPD must be changed.</p>	<p>For the purposes of the examination, we will:</p> <ul style="list-style-type: none"> <li>• Publish the time and place at which the examination is to be held and the name of the person appointed to carry out the examination. We will do this 6 weeks before the opening of the examination.</li> <li>• Notify any person who has made a representation on the submission DPD of these details.</li> <li>• Publish these details in the local newspaper – The Waltham Forest Guardian.</li> </ul> <p>We will:</p> <ul style="list-style-type: none"> <li>• Make the Inspector's recommendations available for inspection in the borough's libraries, and main Council offices.</li> <li>• Publish these recommendations on our website <a href="http://www.walthamforest.gov.uk">www.walthamforest.gov.uk</a></li> <li>• Notify those persons who requested to be notified of the publication of the recommendations of the Inspector.</li> </ul>	
<b>STAGE 5: ADOPTION</b>		
We will move to adopt the document after including the Inspectors recommendations.	<p>When a DPD is adopted, we will:</p> <ul style="list-style-type: none"> <li>• Make available for inspection the DPD, the Sustainability Appraisal Report and Adoption Statement at all Waltham Forest libraries and main Council offices. We will also provide this information on our website <a href="http://www.walthamforest.gov.uk">www.walthamforest.gov.uk</a></li> <li>• Advertise the Adoption Statement and the fact that the DPD is available for inspection</li> </ul>	




Details of DPD Preparation	Community Involvement	When you can comment
	<p>and the places and times at which the document can be inspected.</p> <ul style="list-style-type: none"> <li>• Send the Adoption Statement to any person who has asked to be notified of the adoption of the DPD.</li> </ul>	

### Preparation of Supplementary Planning Documents

Table 3.3 Preparation of Supplementary Planning Documents - Community Involvement

Details of SPD preparation	Community Involvement	When you can comment
<b>STAGE 1: PRE-PRODUCTION</b>		
<p>The process for preparing SPDs is similar to the process for producing DPDs, except that we do not need to produce a 'Preferred Options' report and the documents do not have to be submitted for an Independent Examination by an Inspector. However SPDs will still be subject to a Sustainability Appraisal. SPDs cannot introduce new policies.</p>	<p>We will engage our community and stakeholders where there are gaps in the evidence base. As we will have consulted widely on the parent DPD, we expect that a lot of the necessary evidence will have been gathered in the process of preparing the parent Development Plan Document.</p>	

Details of SPD preparation	Community Involvement	When you can comment
<b>STAGE 2: PRODUCTION</b>		
<p>In identifying issues and options, the process of preparing the parent DPD should have revealed many of the issues that the Supplementary Planning Document needs to address - both in terms of the associated policy and sustainability impacts. Therefore in most cases we intend to move straight towards preparing the draft SPD.</p> <p>We will prepare</p> <ul style="list-style-type: none"> <li>• Draft SPD</li> <li>• Consultation Report</li> </ul> <p>The SPD Sustainability Appraisal Report</p>	<p>There will be circumstances where we may need to identify issues and options and present these along with their sustainability impacts. We will consult on these in the same way, as we would do for DPDs and also give feedback.</p> <p>We will</p> <ul style="list-style-type: none"> <li>• Consult on the Draft SPD over a period not less than 4 weeks or more than 6 weeks.</li> <li>• Acknowledge and analyse all comments we receive.</li> <li>• Produce a Consultation Report – setting out the main issues received during the consultation on the Draft SPD, and also explaining how representations have been dealt with/considered.</li> </ul>	
<b>STAGE 3: SPD ADOPTION</b>		
<p>We will move to adopt the SPD after completing the above stages.</p>	<p>When we adopt the SPD, we will</p> <ul style="list-style-type: none"> <li>• Make it available for inspection at all Waltham Forest libraries and main Council offices. We will also provide this information on our website <a href="http://www.walthamforest.gov.uk">www.walthamforest.gov.uk</a></li> <li>• Send the document to any person who has asked to be notified of its adoption</li> </ul>	

## Planning Applications

Table 3.4 Planning Applications - Legal Requirements for Publicity

SCHEME	PUBLICITY	STATUTORY PERIODS
Application with environmental statement	Press Notice	Statutory minimum publicity periods required prior to determination of these applications are: <ul style="list-style-type: none"> <li>■ 21 days from display of a site notice</li> <li>■ 21 days from service of notification on an adjoining owner or occupier</li> <li>■ 14 days from publication of a notice as a local advert.</li> </ul>
	Website Notice	
Departure from development plan	Site Notice	
Development affecting public right of way		
Major development	Newspaper Notice	Where there is more than one prescribed period applicable to an application then the LPA should not determine the application before the end of later or latest of such periods. <ul style="list-style-type: none"> <li>■ Bodies such as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.</li> </ul>
	Website Notice	
	Site Notice or Neighbour Notification	
Minor development	Site Notice or Neighbour Notification	
Development affecting the setting of a listed building	Newspaper Notice	Statutory minimum publicity periods required prior to determination of these applications are: <ul style="list-style-type: none"> <li>■ 21 days from display of a site notice</li> <li>■ 21 days from publication of a notice as a local advert.</li> </ul>
	Site Notice	
Development affecting the character or appearance of a Conservation Area	Newspaper Notice	Where there is more than one prescribed period applicable to an application then the LPA should not determine the application before the end of later or latest of such periods
	Site Notice	

## Chapter 4 WHO CAN GET INVOLVED?

### Introduction

**4.1** The Town and Country Planning (Local Development) (England) Regulations 2004 sets out the requirements for public participation and consultation on the Local Development Framework. The regulations specify the following two consultation categories:

- Specific consultation bodies
- General consultation bodies.

**4.2** Waltham Forest Council, as local planning authority, maintains a database for LDF consultation holding details of over 1800 groups, bodies, individuals and organisations, incorporating both general and specific consultation bodies.

**4.3** For planning applications the main list of statutory consultees is set out in the Town and Country Planning General Development Procedure Order 1995 (as amended). This sets out (under Article 10) a range of bodies that must be consulted in relation to specified types of application. There is also a requirement <sup>(i)</sup> to consult with the Mayor of London on any matters of potential strategic importance.

**4.4** Please note that the list of consultees which follow are not exhaustive and also relate to successor bodies where re-organisations occur.

### Specific/Statutory Consultation Bodies

**4.5** The list below (Table 4.1) provides examples of the bodies we intend to consult about the Local Development Framework and for planning applications.

---

i The Town and Country Planning (Mayor of London) Order 2000

Table 4.1 Examples of Specific/Statutory Consultation Bodies

British Airports Authority	London Borough of Enfield
British Gas PLC	London Borough of Hackney
British Gas Property	London Borough of Haringey
British Telecom	London Borough of Newham
British Waterways	London Borough of Redbridge
Civil Aviation Authority	London Development Agency
Conservators of Epping Forest	Mobile Operators Association
Department of Communities and Local Government	National Grid
EDF Energy	Natural England
EDF Energy Networks Ltd	NHS London
English Heritage	Network Rail
English Heritage London Region	Orange Communications Ltd
Environment Agency	TfL London Rail
Epping Forest District Council	Thames Gateway London Partnership
Essex County Council	Thames Water
Government Office for London	The Metropolitan Police
Greater London Authority	The Olympic Delivery Authority
Highways Agency	Transport for London
Lee Valley Regional Park Authority	Vodafone Limited

### General Consultation Bodies

**4.6** Apart from including the general consultation bodies as identified by the regulations, we have been making strenuous efforts to involve as many individuals and groups as possible. Again these are relevant to planning applications and to the Local Development Framework. Taking into account their interests and skills, they are sub-divided in the following categories with some examples for illustration:

Table 4.2 General Consultation Bodies: Types and Examples

Types of bodies	Examples
Business Groups	Decra Limited, Highams Park Traders Association, Mandora Group, Strettons, S Gold & Sons, RPS Planning, CgMs Ltd, Quest Consumer Products Ltd
Community/Interest/ Voluntary Groups	Community Forums, Community Empowerment Network, Voluntary Action Waltham Forest, Basantu Outreach Project,
Disabled Groups	Access Alliance, Disability Action Waltham Forest, Waltham Forest Asian Blind Association, Catholic Handicapped Fellowship, Waltham Forest Mencap
Educational/ Employment Groups	Learning & Skills Council, Leyton Sixth Form College, Waltham Forest College, Africare Training and Employment, London East Training and Enterprise Council, The Village Pre-School, Leytonstone Supplementary School
Elderly Groups	Age Concern Waltham Forest, North and South Chingford Pensioners Association, Afro Caribbean Elders Association
Environmental Groups	Hornbeam Environmental Centre, Friends of Lloyd Park, Friends of Epping Forest, Recycling Focus Group, Waltham Forest Friends of The Earth, Waltham Forest Allotment Holders Association
Ethnic Groups	Asian Centre, Waltham Forest Race Equality Council, Nigerian Community in Waltham Forest, African Caribbean Support Network
Government Departments/ Agencies	Department for Transport, Department of Trade & Industry, Corporation of London, English Partnerships, Thames Gateway London Partnership, JobCentre Plus
Hard to reach groups	Waltham Forest Asian Mothers Group, National Gypsy Council, Waltham Forest BME Alliance
Health/Care Groups	Asian Health Care Project, Forest Community Health Care, Whipps Cross Hospital, Goodall Medical Centre
Housing Groups	East Thames Housing Group, Family Housing Association, Redrow Homes, Waltham Forest Housing Association, London and Quadrant Housing Trust
Politicians/Political bodies	Members of Parliament, local councillors, political parties.
Religious Groups	Emmanuel Christian Centre, Waltham Forest Islamic Association, Faith Communities in Waltham Forest, Religious Society of Friends, Muslim Community Trust, All Saints Church
Residents' Groups	Beaumont Estate Association, Bushwood Area Residents' Association, Cann Hall Area Residents' Association, Highams Residents' Association, Whitehall Park Residents' Association, Cleveland Park Residents' Association, Forest Residents' Association

Types of bodies	Examples
Stakeholder Groups	Active organisations carefully selected from various groups in respect of their interests, expertise/skills, main activities and level of local participation
Transport Groups	Transport Focus Group, Waltham Forest Community Transport, Waltham Forest Cycling Campaign, Sustrans, Waltham Forest Transport Liaison Group, 'one' West Anglia
Women's Groups	Asian Women's Network, Muslim Women's Welfare Association, Waltham Forest Women's Centre
Youth/Children Groups	Waltham Forest YMCA, National Childminding Association, Carefree Kids, Church Hill Nursery School

### Wider Engagement

**4.7** To achieve wider engagement, we will continue our efforts to develop new contacts and update our database for planning consultation.

### Stakeholders and the Community

**4.8** The Council encourages partnerships and consensus among the stakeholders. It is necessary to have good co-ordination, transparent decision-making, and community participation. The participation of the communities concerned is important, because failure to have the adequate involvement of them as key stakeholders in the design and implementation of development is often the cause of rejection by the general public.

### Involvement of Individuals

**4.9** Given the resource implications, it is not possible to contact everyone within the borough. Furthermore, we have to respect an individual's right to privacy and not to receive unwanted communications. To keep balance, for all Local Development Documents and planning applications, Waltham Forest will consult with individuals, groups and organisations only if the subject matter of the document/planning application affects them. Paragraph 5.7 outlines how you can get involved in various types of planning process. Paragraph 5.8 sets out the consultation methods the Council will use in appropriate circumstances. Currently, we have 136 individuals registered in our LDF consultation database. If you want to get involved in the LDF as an individual, you are welcomed to contact us as set out below (paragraph 4.16).

### 'Hard to Reach' Groups

**4.10** As part of our consultation and engagement exercises, the Council recognises that the borough's community is split into two main segments - those who are easily reached and kept involved and those that are harder to reach.

**4.11** Our research identified particular groups and communities in the borough, who in the past have not been very involved in the consultation process. These include:

## Hard To Reach Groups

- Young people
- Black and Ethnic Minority Groups
- Faith Groups
- Asian Women
- Gypsies and Travellers

**4.12** It is a priority to ensure we work with all sections of the community to ensure an inclusive approach to the development of the borough. Although the consultation methods identified in this document (Table 5.1 and Appendix 1) will be used to include all groups or communities in the borough, we do recognise the special needs of the “hard to reach” groups who may be excluded even if all the methods listed were applied. A review of consultation approaches revealed a host of pre-existing, well-integrated and accepted channels of communication within these communities which could be effectively tapped into, to ensure these groups are reached.

**4.13** For young people, a host of national and local resources are available along with new council initiatives and guidance to enable us to target this group. For Asian Women, Faith Groups and BME groups, we have identified quite a few highly active networks and voluntary organisations which represent their views (see Table 4.2). We will be working closely with the Waltham Forest Voluntary Action group which provides an effective link into the voluntary sector in the borough.

**4.14** In addition to this, we will use other targeted means as and when necessary, to reach any other groups identified as “hard to reach”.

**4.15** Gypsies and Travellers - This group was found to be much harder to reach. Few pre-existing channels, forums or groups are available to tap into and unlike the other ‘hard to reach’ groups, very little research or guidance on Gypsies and Travellers was found to be available. We therefore found it necessary to conduct our own research to inform how we consult and engage them. Appendix 3 identifies a range of methods that may be considered for involving Gypsy and Traveller groups.

## Contact Us

**4.16** If you or your organisation would like to be involved in shaping the future of Waltham Forest, please contact us as below:

Telephone	020 8496 6777
E-mail	<a href="mailto:planning.policy@walthamforest.gov.uk">planning.policy@walthamforest.gov.uk</a>
Website	<a href="http://www.walthamforest.gov.uk">www.walthamforest.gov.uk</a>

Bearing in mind the Data Protection Act, we are obliged not to disclose details of individuals/organisations in this document. To check whether you /your organisation is on our database or whether your contact details are up to date, please feel free to contact us.





## Chapter 5 OUR CONSULTATION METHODS- THE LOCAL DEVELOPMENT FRAMEWORK

### Introduction

**5.1** How we consult with the public is equally as important as whom we consult. In the past, the Planning Service has used various techniques to consult with the public on various issues. We recognise that although some of these methods are still very successful, others are still not reaching or reflecting the views of our diverse borough.

**5.2** We recognise that effective and efficient community involvement can bring numerous benefits as described below.

#### Effective Consultation

Effective consultation is important as it:

- Satisfies the statutory obligation to consult
- Links with the Council's vision, values and Community Strategy
- Helps provide for services that are responsive to the needs of residents
- Promotes improved take-up of services
- Stimulates cost efficiency
- Strengthens the Council's role in Community leadership; and
- Encourages sustainable communities (e.g. through encouraging a continuous role of residents in decision-making)

**5.3** With this in mind however, we will do what is necessary to meet both the minimum statutory consultation requirements and where possible, go above and beyond these measures to ensure a fully inclusive approach to planning consultation. Inevitably, there are some groups in the community who are harder to reach than others (see Chapter 4). Particularly in these cases, we will utilise more specialist approaches to ensure these communities are fully involved.

#### Planning Consultation - Our Approach

**5.4** In developing this SCI, we have reviewed our current practices in undertaking planning consultation. We have considered the findings from both the questionnaire survey and workshops undertaken on our behalf by RBA Research Ltd<sup>(ii)</sup>. As a result, our approach to planning consultation will be guided by the following commitments:

ii RBA Research Ltd ( for LBWF) - Developing a Statement of Community Involvement

### **'First ports of call' - We will...**

**5.5** Provide 'first ports of call' for accessing information about planning and development issues and consultations. For example, in informing you about proposals, we will let you know where you need to visit to find out information. We will endeavour to provide a central location as much as possible such as town centres or Council offices and also on our web pages.

**5.6** Make all documents and response forms for commenting on documents widely available at libraries, the website, main Council offices and Waltham Forest Direct Shops.

### **How we provide information**

**5.7** When publicising information, we will:

- Find ways and means of drawing maximum attention.
- Use email lists to draw attention to information. These lists will be regularly updated.
- Display information prominently on the Council's website.
- Ensure that the information is well set out and easier to find in the local press.
- For exhibitions - use maps, models, plans and/or artists' impressions to represent the proposal so that its impacts could be well identified.
- Provide both electronic and paper versions of documents.
- Give information in plain English –avoiding planning or local government jargon.
- Include elements of context in all the methods we use – such as explaining why a particular development is being proposed and how this fits in with the overall plans for the area.
- Make documents available (upon request) in our community languages, audio format, large print and Braille.
- Consider new ways of helping our community to recognise planning consultation work.
- The Council will make every effort to meet the requirements of the Disability Discrimination Act 1995 and the Race Relations Act 2000.

### **Venues**

- All venues used for consultation exercises will be fully accessible, appropriately located at central sites and will utilise the necessary technology and support in order to help people participate. The Council will publish information specifying the locations where documents may be inspected and the opening times applicable.

### **Who gets consulted**

- For individual proposals and planning applications with implications for a particular property and its immediate adjoining neighbours, we will only consult the immediate/adjoining neighbours.
- For individual property changes with implications for the character of the area or for future planning applications of a similar nature, we will consult widely.
- For sensitive proposals - those likely to be of interest, for example those likely to create noise, smell, vibration, dust or other nuisance; or likely to attract crowds or traffic, we will extend consultation beyond the immediate/adjoining neighbours.
- For more major development proposals e.g. block of flats, leisure centres, retail parks, health facilities, or new roads, etc we will extend the consultation to a much wider area.

- For strategic level planning – such as Development Plan Documents, we will proactively consult the borough-wide community. We will prepare the plan with you. We may not be able to include the wishes of everyone, but we will always ensure that the wider public interest is taken into account.
- Where necessary, we will provide advance notification – before the window to comment actually begins. This will often be for major development proposals/applications.

**How to contact us - We will...**

- Always tell you how and by what means you may contact us. From the SCI questionnaire, a significant proportion of our community preferred to be contacted by letter. We also recognise that the website is also an important information point.
- Continue to monitor and improve our arrangements to ensure that our methods are effective and efficient.

**Dealing with your comments - We will...**

- Provide a response form and guidance notes on how to register your comments.
- Register all comments made by the deadline provided.
- Acknowledge any response within 10 days of their receipt.
- Ensure that our database is regularly updated so that all interested parties are kept informed of any subsequent stages in the plan making or development control process.
- Where appropriate, refer you to other Council services.

**Feedback - We will...**

- Consider all planning related comments we receive and provide feedback on how we have considered your views. This will generally only apply to comments made within the publicised time period.
- Make these comments publicly available, unless they are unsuitable e.g. information of a sexist, racist or slanderous nature.
- Review our methods and improve them where necessary.

## Consultation and Engagement Methods

**5.8** We have assessed and identified opportunities and constraints, with particular emphasis on any resource implications for each suggested method. Table 5.1 outlines the ways in which the community will be consulted at various stages of document production. Appendix 1 provides a list of these proposed methods along with the key considerations for each.

**5.9** These methods will be used to engage and consult with you over the next 3 years. Many of the methods outlined can be jointly used to produce more accurate, targeted outcomes. Overall however, their use is dependent on:

- The stage reached in the application or proposal
- The nature of the persons likely to be affected
- The need for specialist detail on the topic
- The expressed preferences of the group affected
- The resources available.

## Monitoring and Review

**5.10** Some of the proposed consultation techniques are by nature more resource intensive than others. In Appendix 2 we set out the resource implications associated with the methods identified. In light of these potential constraints, we will endeavour to utilise the most appropriate techniques – also seeking as far as possible, practicable and creative ways to ensure that consultation is representative, effective and efficient.

**5.11** This list of consultation techniques however is not exhaustive and will be appraised regularly. Although we may be unable to offer some of the suggested methods at present, if the situation arises whereby we are able to accommodate these methods, we will endeavour to do so.

**5.12** Over time, community consultation techniques are expected to change as new methods of communication increase in popularity as seen for example with the growing use of the Internet and email.

We will continuously consult users on the effectiveness, efficiency and clarity of our consultation procedures with the view to constantly improve our service.

Consultation Techniques

Table 5.1 Stages of Document Production and Consultation Techniques

Document	Core Strategy			Area Action Plans			Site Specific Allocations			Supplementary Planning Documents	Statement of Community Involvement		
	Issues & Options	Preferred Options	Submission	Issues & Options	Preferred Options	Submission	Issues & Options	Preferred Options	Submission	Draft SPD Consultation	Issues & Options	Preferred Options	Submission
Website	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Community/ Surveys/ Questionnaires	✓	✓		✓	✓	✓					✓	✓	✓
Direct Notification	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Community Council Meetings		✓			✓			✓		✓	✓		
Door knocking exercises				✓			✓						
Flyers/ Posters/ newsletters	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Exhibitions/ information stands	✓	✓		✓	✓	✓				✓	✓		
Waltham Forest Magazine	✓	✓	✓	✓	✓	✓				✓	✓		✓
Local & Specialist Press	✓	✓	✓	✓	✓	✓				✓	✓		✓
Liaison via Gypsy & Traveller Development Officer	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Focus Groups	✓	✓		✓	✓		✓	✓		✓			
One to One sessions			✓			✓				✓		✓	✓
Planning for Real exercises				✓									
Seminars/ Community Workshops	✓	✓		✓	✓					✓	✓		
Young voice & forest flora website		✓									✓	✓	
Stakeholder meetings/ Local Strategic Partnership	✓	✓		✓						✓			✓
Residents Panel		✓											

Consultation techniques likely to be used at various stages of document production

N.B. The Core Strategy, Area Action Plans and Site Specific Allocations are all Development Plan Documents



## Chapter 6 COMMUNITY INVOLVEMENT WITH PLANNING APPLICATIONS

### General Consultation Measures

**6.1** There are various methods by which we publicise and consult on planning applications.

#### Weekly List

**6.2** A weekly list of planning applications the Council registers is posted on the website. This, of course, can be viewed by anyone with access to a computer (e.g. at home, the borough's libraries or at internet cafes). We have recorded significant numbers of regular downloads of this document<sup>(iii)</sup>. The weekly list is particularly helpful for local societies and groups that wish to keep a track of new applications proposed in their area. A printed copy of this is available on request.

#### Neighbour Notification

**6.3** Generally all neighbours who we consider could potentially be directly affected by a proposal are notified of the application by letter. Some of the applications that we deal with are not publicised in this way (for example, lawful development certificates) because they deal with factual matters, rather than decisions about the merits of a proposal. We give 21 days for neighbours to comment on new applications. See also paragraph 6.17 on Amended Plans.

**6.4** Our consultation letter to neighbours is accompanied by:

- An advice note entitled "How can I comment on a planning application?"
- Equality Monitoring Form
- Interpreting and Translation Assistance Sheet.

**6.5** Our research shows that residents overwhelmingly preferred communication by personal letter<sup>(iv)</sup>.

#### Site and Press Notices

**6.6** Certain types of planning application are publicised in the statutory notices section of the local newspaper (usually WFM) and by notice posted on site (see Table 3.4 of Chapter 3). These are generally applications that have an Environmental Impact Assessment, would affect a public right of way, are major developments, affect a listed building or its setting, affect a conservation area, are a departure from the development plan or are of wide public interest.

#### Statutory Consultations

**6.7** Table 3.4 (Chapter 3) sets out the minimum statutory requirements for publicising planning applications. A list of Statutory and General Consultations is provided in Chapter 4.

---

iii For instance number of downloads week beginning 2nd July 2006 - 592; week beginning 9th July 2006 - 605

iv Questionnaire Survey conducted over the period 5th June - 31st July 2006.



## Additional Consultation Measures

### Stakeholders and Residents Groups

Where relevant we will consult stakeholders and residents groups. These are listed in Chapter 4 - 'General Consultation Bodies'

and include a wide range of groups that represent the borough's diverse population. For conservation areas and listed buildings, we will consult Waltham Forest Civic Society and organisations/groups that have an interest in these areas.

### Equalities and Hard to Reach Groups

We will consider how to engage the 6 equality groups (Age, Disability, Faith, Gender, Race and Sexual Orientation) and give attention to involving 'hard to reach' groups. This will include, where relevant, consultation of key stakeholders from voluntary, business and community organisations. We will also liaise with the Gypsy and Travellers Development Officer where appropriate. Appendix 3 identifies a range of best practice methods that may be considered for involving gypsy and traveller groups.

### The Developer's Role

Pre-Application Discussions - Developers are strongly advised to discuss their proposed consultation with us prior to submitting an application. We also encourage them to engage with the local community before making an application. The aim here is that the community are involved at the earliest possible stage before the developer firms up their proposals. This can often reduce the time taken to determine an application. Methods that could be used might include meetings, questionnaires and/or exhibitions. Table 6.1 gives other examples of types of engagement that may be appropriate at this stage.

**6.8** Developers are also encouraged to give local people advance warning (at least 2 weeks) of their intention to apply for planning permission. We will ask developers to provide information on all community engagement they have undertaken prior to the application being made.

### Consultation Tiers

Table 6.1 indicates the various approaches that will be considered for use for different Tiers of planning application ranging from Tier 1 (very large applications over 5,000 sq.m.) to Tier 4 (householder applications). These are identified by pre-application, application and post-application stages. The approaches to be used are elaborated upon in Appendix 1.

### Tier Classification for Table 6.1

**Tier 1** - Very Large Applications 50 units or 5,000 sq.m. and above.

**Tier 2** - Strategic/ Major Applications 10 units or 1,000 sq.m. and above

**Tier 3** - Local Businesses and Residential Applications Less than 10 units or 1,000 sq.m.

**Tier 4** - Householder Applications, Minor Listed Building Consent, Conservation Area Consent

Table 6.1 COMMUNITY INVOLVEMENT IN PLANNING APPLICATIONS

Approach	Tier 1	Tier 2	Tier 3	Tier 4
Community Council (2)	✓	✓		
Direct Notification (1, 2, 3)	✓	✓	✓	✓
Duty Planner (2)	✓	✓	✓	✓
Exhibitions (2)	✓			
Flyers/posters/newsletters/leaflets (1, 2, 3)	✓			
Local Press or Specialist Press (1, 2, 3)	✓	✓	✓	✓
Planning Committee (2)	✓	✓	✓	
Planning Surgeries (2)	✓			
Questionnaires/Surveys (1,2)	✓			
Seminars/Workshops (1,2)	✓			
Site Notice (1,2,3)	✓	✓	✓	✓
Waltham Forest Magazine (1,2,3)	✓			
Website (1,2,3)	✓	✓	✓	✓

### Note (Table 6.1)

Application stages indicated by numbers: (1) Pre-Application (2) Application (3) Post-Application.

A 'menu' approach is to be used for those approaches identified by a ✓. The options selected will depend on the circumstances of each case.

These approaches should be considered by both the developer and the local planning authority, but should not be regarded as exclusive. Effective alternatives may also be considered.

## Keeping Local People Informed

### Seeing the Application

**6.9** The application will be available for inspection during normal office hours at the main planning office at Sycamore House, Waltham Forest Town Hall Complex, Forest Road E17 (wheelchair accessible).

### Advice

**6.10** Staff can be contacted on any weekday between 9am and 5pm. A Duty Planning Officer is available for advice between 10am and 4pm – with wider availability of staff either side of these hours. We provide a wide range of leaflets to help people with queries about the planning process. These are available in print and online.

### Website

**6.11** Members of the public are currently able to view the weekly lists of planning applications and decisions on planning applications on the Council website. People can search for and comment on applications online.

### Translation and Interpretation

**6.12** We enclose with our publications and correspondence a Translation and Interpretation sheet (in the borough's main languages) indicating that Translation, Audio Tape, Braille and Large Print can be made available on request.

### Amended Plans

**6.13** We decide whether amended plans need to be given publicity on the individual circumstances of each case. Any amendments that will significantly affect the appearance or layout of a proposal would generally follow the same procedure as that for the original application except that only 14 days rather than 21 is allowed for comments to be made.

### Delegated Decisions

**6.14** Most minor planning applications are dealt with under delegated powers. This means that the Council has passed its authority to make the decision to a senior planning officer of the Council. The current scheme of delegation allows decisions to be taken by the relevant senior planning officer except where:

- requested by a Member of the Council that the Planning Committee consider a matter;
- major matters of planning policy are involved;
- the Council would be involved in any financial liability;
- there is significant public interest;
- a matter is considered to be contentious or controversial; or
- the Executive Director of Environmental Services considers that it should be referred to the Planning Committee for consideration.

## Committee Decisions

**6.15** Most minor applications are dealt with under delegated powers. This means the Council has passed its authority to make the decision to a senior planning officer. Details of this are set out in the current Scheme of Delegation. If an application is not dealt with under delegated powers, it will be referred to a meeting of the Planning Committee.

**6.16** The rules for public speaking are set out in “London Borough of Waltham Forest Code of Good Practice for Councillors and Officers dealing with Planning Matters”.

## Letting People Know the Decision

**6.17** For people that have written to us, once a decision has been made on the application, they will be sent a letter informing them of the decision. We aim to do this within five working days of the decision being made.

## Appeals

**6.18** If an applicant lodges an appeal any public comments on the planning application will be referred to the Planning Inspectorate. We will again consult all those previously consulted as well as any objectors/ supporters not originally notified by letter. A further opportunity will be given to consultees to comment on the appeal or attend any hearing or public inquiry in person to give evidence. Appeal documents are generally open to public inspection.

## Enforcement

**6.19** We produce an advice leaflet entitled “How are the planning regulations enforced?” This helps people understand how planning enforcement works. Enforcement investigations generally follow a written, telephone or email complaint. The investigation file is a confidential document not available for public inspection and the complainant’s details are not revealed to other parties.

**6.20** During the enforcement process we encourage people to let us have as much information as possible with their complaint and, where appropriate, photographs. In certain cases, the person who complains will be asked to complete a “record of events” form to help us decide whether the use is unauthorised. Such information can be invaluable and may help speed up the process of determining whether there is a breach of planning control. During the process of investigation we aim to keep residents informed when there are substantive developments as the case progresses.

**6.21** If an appeal is lodged against an enforcement notice, we will notify anyone who informed us of the matter and ask if they wish to submit additional information or appear at an inquiry or hearing, to support the Council's case. A similar request may be made in relation to any court proceedings. The Council will keep residents informed at key stages of court proceedings.

## Monitoring and Review

**6.22** In Appendix 2 we set out the resource implications associated with methods identified. These methods are considered to be within the Development Management Service’s resources and will be subject to monitoring and review over time. This fits within the Council’s established cycles of forward planning for its budget and service delivery.

**6.23** With all decisions on planning applications a customer questionnaire accompanies all notification letters to objectors and applicants/agents. An “Agents Forum” is held every 3 months to engage with those agents who commonly submit applications. We also monitor any complaints and compliments.

## Chapter 7 RESOURCES AND REVIEW

### Resources

**7.1** The resources devoted to community involvement are significant. They involve:

- Costs of producing and sending letters, leaflets, site notices etc.
- Booking venues for meetings or exhibitions.
- Paying for press notices and advertising.
- Officer time in organising involvement and engaging the public.
- Costs of consultation specialists.

**7.2** The Local Development Scheme is helpful in terms of placing the timing and need for resources in a broad context. Consultation is an integral part of the budget for each part of the Planning Service. The Planning Service operates within forward planning cycles whereby consideration will be given to the key areas of expenditure over a coming year (including costs of consultation) so that adequate provision is made.

**7.3** The Development Management Service has teams covering planning applications, enforcement and general administration. There are systems in place for sending out notification letters, recording responses to consultation and providing advice and information.

**7.4** The Development Planning Group is responsible for producing the Local Development Framework. The Planning Policy Team will be co-ordinating the production work but with significant input from other teams as well. This is a relatively small unit. Accordingly we will look to utilise staff resources from other teams. Additionally, at all stages of document production, we will encourage joint working with stakeholders, voluntary and other community groups, outreach workers and other service areas within the Council. We will pool resources, create links with the community and establish helpful partnerships to further ensure an inclusive approach to consultation.

**7.5** Planning Aid for London is a provider of free advice and representation (dependent on specific needs) on planning issues. They provide an excellent resource for any member of the public on planning issues.

### Review of the Statement of Community Involvement

**7.6** In paragraphs 5.10 - 5.12, we discuss how we will monitor and review our methods of involving the community on the production of Local Development Documents and in considering planning applications. The Annual Monitoring Report will be a key tool in ensuring methods are kept up to date and relevant to the local community. In any event the Statement of Community Involvement will be subject to a full review after 3 years.

**7.7** In looking at the need to review the Statement of Community Involvement we will consider:

- The experience and feedback from community involvement exercises.
- The views expressed by stakeholders and the local community.

- The need to reflect examples of best practice emerging from elsewhere in the country.
- The need to address specific problems.

## Appendix 1 CONSULTATION AND ENGAGEMENT TECHNIQUES

**1.1** Techniques applicable to planning applications or local development documents denoted by abbreviation:

A for Planning Applications

D for Local Development Documents

Table 1.1 Consultation and Engagement Techniques

Consultation Techniques	Key Considerations
Community Council meetings (A, D)	The council has formed 6 community councils which are held in venues across the borough. If a document or Tier 1 <sup>(v)</sup> (or sometimes Tier 2) <sup>(vi)</sup> application relates to a particular part of the borough, it will, where appropriate, be made available to the relevant Community Council.
Direct Notification (A, D)	Letters and/or E Mails are effective methods of raising awareness, keeping people informed and receiving feedback. Used as part of statutory and non-statutory consultation. Where appropriate should be used to give advance notice of the consultation window.
Door knocking exercises (D)	Officers or representatives of the council go door to door to speak to members of the community. Can be resource intensive therefore is more restricted to use on small-scale issues.
Duty Planner (A)	The duty planner can help people to interpret drawings and information and give them access to advice that will enable them to participate effectively.
Exhibitions/ information stands (A, D)	Information stands or exhibitions may be staffed.  Can be targeted and sited to reach particular groups or specific geographical areas. Particularly helpful in the early stages of document production and for presenting or raising awareness of planning application proposals.
Flyers/ posters/ newsletters/leaflets (A, D)	Excellent for wide distribution and can be targeted to deal with particular issues or groups.
Focus groups (D)	These can be controlled to consider ethnicity, gender, location, particular issues, specific geographical areas etc.

v Tier 1 - Very Large Applications 50 units or 5,000 sq.m. and above.

vi Tier 2 - Strategic/ Major Applications 10 units or 1,000 sq.m. and above



Consultation Techniques	Key Considerations
	Can be used to target groups including those considered hard to reach e.g. Women only meetings. The small group size allows for more intensive probing of issues.
Liaison with Gypsy and Traveller Development Officer (A, D)	The council will use this resource to provide effective involvement for gypsies and travellers.
Local press and specialist press (A, D)	<p>Can be used to give advance notice of consultation window and information at key stages of the relevant process. Local press is often used for statutory notices.</p> <p>Specialist press e.g. Age concern and disability action newsletters will be used where possible, particularly to target “hard to reach” groups. However, press may not use article.</p>
One to one sessions (A, D)	<p>Officers can attend meetings with voluntary and community groups or individuals to discuss proposals and attain views.</p> <p>Can be used in the early stages to inform documents and proposals or after, to disseminate information to people who are already aware of the LDF.</p>
Planning Committee (A)	Public meetings of the Council where planning applications are considered and determined. Public speaking is permitted within certain rules.
Planning for Real exercises (D)	This involves the use of interactive methods to engage the public. E.g. building 3D models of buildings or sites, asking the public to voice their likes and dislikes about the site as they see it and then produce their preferred plan of the site using model pieces provided. Appeals to a wide range of people regardless of age, gender etc and it immediately highlights the feasibility of the proposals. Appropriate for small areas.
Planning Surgeries (A)	Drop-in events where people can discuss issues of concern with qualified planners.
Pre Application Meetings (A)	Useful method for developers to obtain feedback and address issues prior to submitting an application
Questionnaires/ Surveys (A, D)	Can be filled out online or via hard copy, easily distributed, reaches large numbers of people and assists with identifying target groups/locations or topics of interest.

Consultation Techniques	Key Considerations
Resident's Panel (D)	A discussion panel comprising of residents from across the borough. The panel composition is designed to be broadly representative of the demographic makeup of the borough. Can only be used for issues that concern all adult residents in the Borough. Not good therefore for targeted use.
Seminars/community workshops (A, D)	A useful method for developers. Focuses on specific issues or proposals with groups allowing for feedback to be exchanged in a positive way. To be held in appropriate venues and times.
Site Notices/Site Posters (A)	This is particularly useful for reaching people who may pass the site but may not live close enough to receive a consultation letter. A developer's poster could include drawings/images of the proposed scheme.
Stakeholder meetings & Use of Local Strategic Partnership (LSP) (D)	Meetings which bring together a variety of organisations or individuals who hold a specific interest in the issue or site being looked at. This includes use of the LSP - a pre-existing Forum set up to include community and voluntary groups, local businesses and service providers e.g. police and local health trusts from the borough. The partnership can be consulted to attain the views of the groups they represent.
Waltham Forest Magazine (WFM) (A, D)	This is distributed to almost every home and business in the borough. Articles regarding planning applications must be drafted to be factual in nature to avoid criticisms of bias.
Website (A, D)	<p>A wide range of information will be made available online for both planning applications and local development documents. Updated at each stage of process.</p> <p>Details of Tier 1 applications may where appropriate be viewed by this means.</p>
Young voice / youth e-panel (D)	A web based council initiative in response to borough needs highlighted in the "Community Strategy", aimed at keeping young people informed about matters that affect them. It provides the opportunity for young people to take part in the councils' decision-making processes. The youth e-panel uses the internet to reach a target age group of 11 – 18 year olds ( <a href="http://www.forestflava.org.uk">www.forestflava.org.uk</a> ).



## Appendix 2 RESOURCE IMPLICATIONS OF CONSULTATION AND ENGAGEMENT TECHNIQUES

Table 2.1 Resource Implications of Consultation and Engagement Techniques

Consultation Method	Resource Implications
Community Council meetings	Low
Direct Notification	Medium
Documents at Local venues	Low
Door knocking exercises	High
Exhibitions/information stands	High
Flyers/posters/newsletters/leaflets	Medium
Focus Groups	High
Liaison with Gypsy and Traveller Development Officer	Low
Local & Specialist Press	High
One to one sessions	High
Planning Committee	Low
Planning for real exercises	High
Planning Surgeries	Medium
Pre-application meetings	Low/Medium
Questionnaires/Surveys	Medium
Residents Panel	Medium
Seminars/Community workshops	High
Site Notices/Site Posters	Low
Stakeholder meetings	Medium
Waltham Forest Magazine	Low
Website	Low
Youth voice/ Youth Panel	Low



## Appendix 3 BEST PRACTICE CONSULTATION WITH GYPSIES AND TRAVELLERS

**3.1** A recent report by the Commission for Racial Equality (CRE) revealed some recommendations of “good practice” to encourage Council’s to adapt their consultation procedures to fit the needs of travellers. We will have regard to these methods and endeavour to use these as guidance for future consultation with Gypsies and Travellers.

**3.2** The CRE report details the following examples of good practice:

- The use of intermediaries and liaison officers
- Hold meetings with small groups and individuals
- Arrange consultation meetings at times and places that suit the people being consulted
- Make sure council leaders are involved, and properly briefed
- Establish regular contact and win Gypsies’ and Irish Travellers’ trust through personal visits to sites;
- Hold consultation groups on setting up Gypsy sites
- Work with other agencies who are already in contact with Gypsies and Irish Travellers
- Work with representative organisations

**3.3** We will have regard to the Waltham Forest Gypsy and Traveller Strategy which sets out the Council’s corporate approach in regard to its services.

**3.4** Additionally, we will have regard to work undertaken by RBA Research Ltd. who facilitated our sessions involving Gypsies and Travellers. Their work provides a case study on the approach taken by Cambridgeshire County Council which trained travellers to interview other travellers, supervised by academic researchers.

**3.5** A breakdown of their technique can be viewed in the RBA Research Ltd. report -“Developing a Statement of Community Involvement”– (November 2006), available from the Waltham Forest Planning Policy Department.



## GLOSSARY

Table 1 Glossary

<b>Adoption</b>	Development Plan Documents and the Statement of Community Involvement are described as being adopted when they have been through an independent examination. When they are adopted by the Waltham Forest Council they come into force. Supplementary Planning Documents are adopted by Waltham Forest Council but do not have to go through independent examination first.
<b>Annual Monitoring Report</b>	A report submitted to the government by local planning authorities or regional planning bodies assessing progress with and the effectiveness of a Local Development Framework.
<b>Area Action Plan</b>	a Development Plan Document which will be used to provide a planning framework for areas where changes are envisaged.
<b>Binding Report</b>	Following a public examination the inspector has to produce a report with recommendations. Under the new system this report is binding, which means the Local Authority must abide by the inspector's recommendations.
<b>Community Strategy</b>	the long-term vision for Waltham Forest which provides the framework for regeneration and service improvement. All council policies and strategies must comply with the Community Strategy.
<b>Core Strategy</b>	a key Development Plan Document which sets out a long term spatial vision for Waltham Forest through strategic policies.
<b>Development Plan</b>	at a local level the development plan encapsulates the borough's planning policies for the future development of Waltham Forest and forms the basis for decisions on planning applications. The development plan for Waltham Forest will comprise the Development Plan Documents which make up the Local Development Framework. Waltham Forest's most recent development plan (the Unitary Development Plan) was adopted in March 2006. The Regional Spatial Strategy (The London Plan (see below)) sets out broader policies for the development of the Greater London is also part of Waltham Forest's development plan.
<b>Development Plan Documents</b>	These include the core strategy, site-specific allocations of land and, where needed, area action plans. There will also be an adopted proposals map which illustrates the spatial extent of policies. Once adopted, development control decisions must be made in accordance with them unless material considerations indicate otherwise.
<b>Evidence Base</b>	The information and data gathered by local authorities to justify the "soundness" of the policy approach set out in Local Development



	Documents, including physical, economic, and social characteristics of an area.
<b>Front-loading</b>	Community involvement in the production of Local Development Documents to gain public input and seek consensus from the earliest opportunity.
<b>Independent Examination</b>	a meeting held in public where an Inspector from the Government's Planning Inspectorate examines the soundness of Development Plan Documents and the Statement of Community Involvement. People who have made a representation on a Development Plan Document have the right to be heard at this meeting if they want to.
<b>Issues and Options</b>	The issues and options set out the current issues facing the borough and sets out possible options on how the borough can deal with them.
<b>Local Development Documents</b>	These include Development Plan Documents (which form part of the statutory development plan) and Supplementary Planning Documents (which do not form part of the statutory development plan).
<b>Local Development Framework</b>	folder of Local Development Documents for Waltham Forest setting out the council's aspirations for the future development of Waltham Forest.
<b>Local Development Scheme</b>	sets out the timetable for preparation of Local Development Documents.
<b>London Plan</b>	The Mayor of London is responsible for producing a new planning strategy for the capital. This replaces the previous strategic planning guidance for London (known as RPG3), issued by the Secretary of State. The London Plan is the name given to the Mayor's spatial development strategy.
<b>Planning and Compulsory Purchase Act 2004</b>	The legislation which introduced the new development planning system based on Local Development Frameworks.
<b>Planning Inspectorate</b>	a government body who carry out examination of Development Plan Documents and the Statement of Community Involvement to assess their soundness.
<b>Preferred Options</b>	The preferred options are the options chosen after public consultation, testing against the Sustainability Appraisal and analysis of the Issues and Options Report.
<b>Review</b>	the process following the Annual Monitoring Report where the effectiveness of a Local Development Document or individual policy is judged and a decision is taken to retain, modify or replace the policy or document.
<b>Scoping Report</b>	The purpose of this Report is to describe the methodology and scope of the appraisal work to be conducted and to begin the process of collating

	information on relevant plans and programmes, as well as baseline information relating to Waltham Forest.
<b>Site Specific Allocations and Policies</b>	a Development Plan Document identifying sites for specific types of land use and any requirements related to them.
<b>Spatial Development</b>	Changes in the distribution of activities in space and the linkages between them in terms of the use and development of land.
<b>Stakeholder</b>	anyone with an interest in Waltham Forest's development. This includes professionals and the community.
<b>Statement of Community Involvement</b>	The Statement of Community Involvement sets out the processes to be used by the local authority in involving the community in the preparation, alteration and continuing review of all local development documents and development control decisions. The Statement of Community Involvement is an essential part of the new-look Local Development Frameworks.
<b>Statement of Compliance</b>	A report or statement issued by local planning authorities explaining how they have complied with their Statement of Community Involvement during consultation on Local Development Documents.
<b>Supplementary Planning Documents</b>	A Supplementary Planning Document is a Local Development Document that may cover a range of issues, thematic or site specific, and provides further detail of policies and proposals in a 'parent' Development Plan Document.
<b>Sustainability Appraisal</b>	An appraisal of the economic, environmental and social effects of a plan from the outset of the preparation process to allow decisions to be made that accord with sustainable development.
<b>Test of Soundness</b>	A Development Plan Document is considered sound if it is based upon good evidence and has been prepared in accordance with all the necessary procedures including the measures set out in the authority's Statement of Community Involvement.





**For further information/enquiries, please contact:**

Planning Policy Team  
Environment and Regeneration –Spatial Planning  
London Borough of Waltham Forest  
Sycamore House, Waltham Forest Town Hall  
Forest Road, Walthamstow, London  
E17 4JF  
Tel: 020 8496 3000  
Email: [planning.policy@walthamforest.gov.uk](mailto:planning.policy@walthamforest.gov.uk)  
Web site: [www.walthamforest.gov.uk](http://www.walthamforest.gov.uk)

# Waltham Forest Local Development Framework

