

Submission

Statement of Community Involvement

**(Local Development Framework
Document)**

**Submission Consultation
June 2006**

CONTENTS

Part 1 The Role of Barnet’s Statement of Community Involvement (SCI)

- Introduction
- Background
- The Local Development Framework (LDF)
- Benefits of effective public consultation
- Key principles for community engagement
- Methodology for Preparing the SCI
- How the Council will consult
- A Sustainable Community Strategy for Barnet.

Part 2 Getting Involved in Barnet’s Local Development Framework

- Opportunities to get involved on Local Development Documents
- Procedures for making Comments
- Methods for Encouraging Community Involvement
- Wider Level Community Involvement
- Local Level Community Involvement
- Local Development Scheme Milestones
- Promoting Awareness of Involvement Opportunities
- Reaching out to Barnet’s Diverse Communities
- Resource Availability
- Barnet Local Strategic Partnership Community Steering Group
- Role of Borough Councillors/Ward Members
- Planning for Real
- Planning Aid
- Continuous Consultation
- Reviewing the SCI
- Procedures for Supplementary Planning Documents (SPDs) Consultation

Part 3 Getting Involved in Planning Applications

- Introduction
- The Developers Role in Engaging the Community
- Early Engagement on Major Planning Proposals
- Involving the Community when a Planning Application is received
- Involving the Community while a Planning Application is processed
- Involving the Community when a Planning Application goes to Committee
- Involving the Community after a decision on a Planning Application
- Involving the Community when an Appeal is made against a Planning Refusal / Granted Conditions / Enforcement Notices
- How else does the Council involve the Community?
- Involving the Community in Enforcement issues
- Involving the Community in Applications to Lop, Top or Fell Protected Trees

Tables

- Table 1 The main stages of Policy Preparation
- Table 2 Consultation timetable on LDF documents

Appendices

- Appendix 1 Statutory Consultees as specified by Planning Regulations
- Appendix 2 Effectiveness of Various Community Involvement Methods
- Appendix 3 Planning Area Teams / Major Projects Team
- Appendix 4 Community Involvement Relating to Scale of Planning Application
- Appendix 5 The Criteria for Testing the Soundness of the SCI

EXECUTIVE SUMMARY

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

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

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

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

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

CONSULTATION ON THE SCI

This Submission SCI is placed on public consultation for six weeks from 30th June 2006 until 5pm on 11th August 2006. Comments can be made online (www.barnet.gov.uk) or using attached form and should be sent to:

Planning Policy Team
Planning & Environmental Protection Service
7th Floor, Barnet House
1255 High Road
Whetstone
London N20 0EJ

Or email to forward.planning@barnet.gov.uk

Further copies of the Submission SCI and the comments form are available from the Council's website and at all local libraries in the Borough.

Comments made on the Submission SCI will be forwarded to the Government's Planning Inspectorate who will set a date for an Examination in Public. The Council has produced a consultation statement which explains how stakeholders' comments have influenced the SCI.

Acronym Buster and Glossary of Terms Used in this Document

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

- **Conservation Area Character Appraisal (CACA)** - Document which includes information to explain and justify the status of a conservation area. Although not part of the LDF the CACA forms a basis for planning decisions in the area and provides the groundwork for any future policies and projects to preserve or enhance the area.
- **Design Guidance Note (DGN)** – Document which sets out principles of good design providing the basis for making development control decisions. Although not part of the LDF the DGN will be used to support Supplementary Planning Documents
- **Development Plan Document (DPD)** – Statutory Local Development Documents, subject to external examination. These include:
 - **Core Strategy** - stating our approach to planning and the principles we will base planning decisions upon.
 - **Site Specific Allocations of Land** – detailing which areas are most appropriate for a particular use i.e. housing, retail, leisure etc
 - **Area Action Plans (AAPs)** – a plan for any area with specific needs, such as regeneration or conservation.
 - **Proposals Map** - a map of the Borough illustrating policies set out in the DPDs.
- **Local Development Document (LDD)** - a general term for any document forming part of the LDF

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

PART 1

THE ROLE OF BARNET'S STATEMENT OF COMMUNITY INVOLVEMENT

Introduction

- 1.1 The Council, as a Local Planning Authority (LPA) is responsible for development planning in the Borough of Barnet. Its planning functions include deciding planning applications and drawing up plans and policies to guide development.
- 1.2 The Planning & Compulsory Purchase Act 2004 reforms the development plan system replacing the Unitary Development Plan (UDP) with the Local Development Framework (LDF). The new system requires more of community and stakeholders involvement in the plan making process.
- 1.3 As part of this process, all LPAs are required to produce a Statement of Community Involvement (SCI) document setting out how and when the community and other stakeholders will be consulted on the preparation and revision of the Local Development Documents. The SCI also sets out how the community will be consulted on planning applications. The SCI will ensure active, meaningful and continued involvement of local communities and stakeholders throughout both processes.

Background

- 1.4 The Planning and Compulsory Purchase Act (2004) represents the most significant reform of the planning system since the Planning and Compensation Act in 1991. One of the key changes brought in by the Act is the introduction of a planning system that is more transparent, more accountable, and socially inclusive and in particular, more participatory.
- 1.5 The main elements of the new planning framework are: -
 - Adopting the spatial planning approach to ensure the most efficient use of land by balancing competing local demands. This spatial approach is concerned with the physical aspects of locations and also with economic, social and environmental matters;
 - A planning system which facilitates the creation, up-dating and replacement of planning documents thereby ensuring the planning system is constantly up-to-date;
 - The statutory development plan remains the starting point in the consideration of planning applications for the development or use of land.

- 1.6 Local authorities should aim to address the needs of ‘hard to reach’ and under-represented groups that have not historically engaged with the planning process. These groups can include young people, ethnic minorities, religious groups and disabled people.
- 1.7 Consultation should also take place early enough in the process for people to be able to have a genuine input into decision making rather than being asked for their views on proposals that have already been drawn up.
- 1.8 The manner in which this process of community and stakeholder involvement will be achieved is set out in the SCI. The SCI is a Local Development Document (LDD) within the overall Local Development Framework (LDF).
- 1.9 During the preparation of LDD, the Council must demonstrate that the consultation standards set out in the adopted SCI have been achieved. Failure to do so may result in that document being withdrawn.
- 1.10 The SCI sets out the Council’s approach to public consultation in two areas of planning:
 - In 2004 the planning system was reformed and the LDF was introduced. The LDF will include documents such as Development Plan Documents (DPD), which will contain the policies and proposals for planning the development of the Borough. The LDF will eventually replace the Revised UDP, adopted in May 2006. The new LDF system provides more extensive opportunities for community involvement.
 - The Council determines a range of planning applications, including those for planning permission, conservation area and listed building consent. The public is consulted on most types of planning applications, many of which are required as statutory consultation.

The Local Development Framework (LDF)

- 1.11 The Council is committed to preparing a LDF which reflects the up-to-date national, regional and local context, the development potential of the Borough and realises the local community’s aspirations for the area. The Council adopted the UDP in May 2006. Upon adoption UDP policies are saved for a period of three years.
- 1.12 Until the LDF replaces all of the saved policies, the policies of the Revised UDP (adopted May 2006) will continue to be used by the Council, along with the Mayor’s London Plan, to determine planning applications. Under the new planning system and Section 38 of the Planning & Compulsory Purchase Act 2004 (formerly Section 54 of

the Town & Country Planning Act 1990) the Mayor's London Plan has development plan status.

- 1.13 Barnet's LDF will be provided in a 'portfolio' of documents. All planning documents in the LDF are called LDDs and there are three types:
- Development Plan Documents (DPDs) – which will be subject to a statutory adoption process, including independent examination
 - Supplementary Planning Documents (SPDs) – which will be approved by the Council following public consultation
 - Other documents including this Statement of Community Involvement (SCI), Annual Monitoring Report (AMR) and Local Development Scheme (LDS) will enable people to be involved in the process of preparing LDDs as well as development control decisions.
- 1.14 The LDF will also allow the spatial aspects of Barnet's Sustainable Community Strategy, to be taken into account in line with Government guidance. The consultation measures set out in this SCI are intended to integrate as much as possible with the work of the Barnet Local Strategic Partnership and voluntary and community network.
- 1.15 For those requiring further information, the published LDS sets out in detail the manner in which the Council intends to replace its UDP with the new LDF. In particular it sets out which documents will be produced and when. It therefore links directly to the consultation measures set out in this statement. The Council will revise the LDS in the 3rd quarter of 2006/07. An interim note to this effect has been placed on the Council's website.

Benefits of Effective Public Consultation

- 1.16 Achieving effective community involvement in the planning process is likely to have a number of benefits including:
- ✓ Securing community commitment to future development and enhancement of democracy.
 - ✓ A means of effectively coordinating the activities of different departments/organisations/partnerships and development of consensus and balance interests.
 - ✓ Promoting regeneration and investment, creating certainty and commitment to change.
 - ✓ Providing a strong basis for successful negotiations on development proposals helping to speed up the whole planning process.

- ✓ Providing a robust base for addressing difficult decisions.

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

Key Principles for Community Engagement

1.18 The people who live and work in Barnet have the right to expect that public services will help them lead healthier, more prosperous, secure lives in which they can realise their hopes for success but also get a helping hand when they need it. The Council’s vision for Barnet is to be a **‘successful suburb in a successful London’**. Barnet Council has five core values, upon which all activities are based. These are:

Customer care

Meeting the needs and aspirations of our customers is central to everything we do, and customer satisfaction is the ultimate measure of our success.

Local Choice

Wherever possible, we believe that users should have a choice of services and that they should be able to access these services when, where and how they want.

An active Community

The council has a pivotal role to play in encouraging and supporting an active and involved community by listening to residents and working with them to build civic pride.

Value for money

We are committed to managing our affairs as efficiently as possible, getting the best value for money while investing in services that matter most to our residents.

Facilitating Success

The role of the council is to create the conditions which maintain and enhance successful suburbs. The improvement of local infrastructure is central to our efforts to create a thriving borough in which to invest.

(Barnet Corporate Plan 2006/07-2009/10)

- 1.19 “Putting the Community First” forms the Council’s strap line on the Barnet Corporate Plan 2006/07-2009/10 - ‘A successful suburb in a successful London’. The Council is committed to listening and responding to the views of people. The Council’s Consultation and Engagement Strategy (June 2004) provides a strategic approach towards community consultation and engagement. Its key aims are
- To assist in Putting the Community First through using engagement to assess community needs and wishes and improve service delivery
 - To provide an overall context within which we engage with service users and the wider community
 - To ensure consultation (and other engagement) is conducted professionally;
 - To ensure consultation is used and communicated effectively
 - To ensure Barnet’s residents and civil society has the fullest possible opportunity to become involved
 - To ensure a co-ordinated and cost effective approach to these activities
- 1.20 Barnet Council is proud of its diverse and multicultural population. The Council’s Equalities Policy (March 2002) provides a clear vision and commitment to ensure equality of access and opportunities for everyone in Barnet. In serving the community, the Council aims to improve the quality of life of all residents and service users.
- 1.21 The SCI is consistent with the Consultation and Engagement Strategy and is in accordance with the Council’s Equalities Policy. The SCI demonstrates the following principles:
- a) Inclusiveness**
The Council will encourage the active participation of identifiable stakeholders in the planning process. These stakeholders will include everyone who has an interest in, or who will be affected by, the decision making process, including ‘hard to reach’ or marginalised groups as appropriate to the planning decisions being taken.
- b) Commitment and ‘a Joined-Up Approach’**
The Council is fully committed to ensuring effective participation and community engagement at the earliest, practical and most appropriate opportunity whilst undertaking statutory planning responsibilities.
- c) Transparency and Accessibility**
The Council will give stakeholders the information they need, where it is available, and will carry out all forms of engagement in a transparent and open way.

d) Appropriateness

The Council will seek to engage the community through those methods most appropriate to the circumstances such as listening and reviewing differing viewpoints.

e) Accountability

Following any period of community engagement, the Council will report findings and seek to ensure that all stakeholders are aware of the contribution that has been made by their involvement and keep them informed of the implementation and review of plans.

f) Productivity

The Council will seek to use community engagement in a productive and efficient way so as to ensure an improvement in the preparation of development plan documents and development control decisions.

g) Realism

The Council will seek to ensure that all parties involved in the process remain realistic about what can actually be achieved within the relevant legislative framework and in the context of Government policy and guidance and the Council's ability and policy framework to deliver.

Methodology for Preparing the SCI

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

a) Establish a baseline structure

Evaluate relevant legislation and identify all sections of the community including 'hard to reach' groups that should be engaged in the planning process.

b) Consider different methods of engagement

Evaluate different methods of engagement and determine which are most appropriate to use at various stages of the planning process.

c) Determine priorities and principles for future engagement

Whatever methods of engagement are used, establishing a set of priorities and principles will ensure that engagement is effective. Principles may include: inclusiveness, commitment and 'a joined-up approach', transparency and accessibility, accountability, productivity and realism.

d) Identify links with other Council community involvement initiatives

Review statutory responsibilities that involve community engagement and identify any potential overlaps or common themes. In June 2004 the Council published its Consultation and Engagement Strategy. The

Strategy highlighted the need for co-ordination (through the corporate planning process) of consultation and engagement activities to avoid the risk of ‘consultation fatigue’ and declining levels of community involvement. This requires discussion with all local teams from various departments of the Council, including the Transportation Team, Housing Strategy and Development, Waste Strategy Team, Education Service, Greenspaces Team, Strategic Development Unit and Corporate Performance Office and representatives from community planning.

e) Consultation

Consult the community and other ‘stakeholders’ to generate interest and agree consensus on future methods of engagement.

f) Assess resources

The LPA and the community must be realistic regarding what can be achieved considering the time and resources available.

g) Establish a monitoring and reporting back procedure

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

How the Council will consult

- 1.23 The Council already has a pro-active approach to public consultation and community involvement both in relation to planning and non-planning matters. This is exemplified by the Community and Engagement Strategy (June 2004) produced by the Council’s Consultation Team.
- 1.24 The recently adopted Revised UDP (May 2006) has been subject to an extensive programme of public consultation including staffed exhibitions, informal public meetings, topic meetings, presentations to various forums, press releases, mail-shots, and an interactive webpage.
- 1.25 The following sections of the SCI describe how and when the Council will build upon this in consulting on:
 - Development Plan Documents
 - Supplementary Planning Documents; and
 - Planning Proposals including Planning Applications and Briefs

A Sustainable Community Strategy for Barnet 2006 – 2016

- 1.26 The Local Government Act (2000) places a duty on local authorities to promote the social, economic and environmental well being of the area they serve and requires mechanisms for delivery including the establishment of Local Strategic Partnerships (LSPs) and the development and publication of 'Community Strategies'.
- 1.27 Barnet's new Community Strategy - "A Sustainable Community Strategy for Barnet, 2006-2016" was approved by the Council in January 2006 and published by Barnet's Local Strategic Partnership in February 2006. Consultation on the draft strategy was undertaken in late 2005 and comprised awareness building (raising the profile of the draft strategy to encourage general responses) and focussed consultation exercises (ensuring a representative cross section of responses including hard to reach groups), Barnet's Sustainable Community Strategy proposes four themes. These were chosen on the basis of joint priorities for members of the Local Strategic Partnership, resident priorities and future challenges for the area. These four themes, which prioritise and co-ordinate action are:
- Investing in Children and Young People
 - Safer, Stronger and Cleaner Barnet
 - Growing Successfully
 - Healthier Barnet (including Older People)
- 1.28 Barnet LSP currently reviews and challenges performance against the targets in the Sustainable Community Strategy on an annual basis. A three year Community Strategy Action Plan has been developed to show how the Sustainable Community Strategy is being delivered. This will be refreshed on an annual basis and is summarised in Barnet First, a Council publication which goes to every household in the borough.
- 1.29 The Government wants to see closer integration between community strategies and the new system of spatial land use plans. There is potential for greater alignment between these local planning documents and for greater streamlining of the public consultation involvement processes associated with them. Through this process, spatial land use planning will be able to embrace the aims and objectives of the Community Strategy.
- 1.30 The Council is committed to identifying relevant land-use related elements of the Community Strategy which are deliverable through other mechanisms, for example the Local Development Framework. This will ensure that all activities are carried out in accordance with the Strategy's key themes and ambitions.
- 1.31 The Council will ensure that opportunities for joint working and shared consultation activities, particularly with Barnet's Sustainable Community Strategy, will be maximised where possible. Future

community engagement initiatives will be undertaken in close liaison with the Council's Consultation Team to ensure that consultation and participation exercises are carried out in the most efficient manner. The LPA must demonstrate how the results of any community engagement have been taken into consideration in the decision making process. Such an approach will also allow for the co-ordination of community involvement activities where this is beneficial and achievable.

- 1.32 Further information on the Barnet's Local Strategic Partnership or the Sustainable Community Strategy for Barnet is available by contacting the Council's Corporate Performance Office on 020 8359 7011.

PART 2

GETTING INVOLVED IN BARNET'S LDF

- 2.1 This document should be read alongside Barnet's LDS (approved April 2005 and available on www.barnet.gov.uk) to gain a clear idea about the LDFs role in planning and how the SCI relates to this. The Council will revise the LDS in the 3rd quarter of 2006/07.
- 2.2 This section sets out:
- The main stages of policy preparation
 - A timetable of LDF documents and consultations.
 - An analysis of consultation methods.
 - Existing and proposed community involvement measures, methods and awareness of opportunities
 - How community involvement will be funded (resource availability)
 - The procedures for making comments on the Council's planning policies and how the Council will feed back its response
 - Evaluating the Council's community involvement methods (refer to Appendix 2).

Opportunities to get involved on Local Development Documents

- 2.3 There are four main stages of policy preparation for the LDF. Table 1 shows the main stages at which people can get involved. It illustrates the stages at which formal public consultation is expected. Formal consultation refers to community involvement that, as a statutory requirement, must take place and representations made in a more uniform manner. The Table also shows where informal consultation will take place, this being community involvement above the minimum standards set by Government that the Council believes will be beneficial to the process.

1. Emerging Options Stage

- Identifying the issues and a range of policy options to tackle it.

2. Preferred Options Stage

– Choosing the best policy options for dealing with the issues.

3. Submission Documents Stage

– Final policy document for examination by Government Inspector.

4. Document is Adopted

Table 1 - The Main Stages of Policy Preparation in Development Plan Document

<p>EMERGING OPTIONS¹</p>	<p><u>Informal Consultation</u> Creating an evidence base in order to understand the issue.</p>	<p>Identify and develop emerging policy options to tackle the issues</p>	<p>Test the Emerging Options against social, economic and environmental criteria (this stage is called the emerging Sustainability Appraisal)</p>	<p><u>Formal Consultation</u> Results fed into Preferred Options stage of policy</p>
<p>PREFERRED OPTIONS²</p>	<p>Analyse Emerging Options for strengths and weaknesses - choose Preferred Option.</p>	<p>Sustainability Appraisal Report</p>	<p><u>Formal Consultation</u> Results fed into pre-submission document.</p>	<p>Council Executive view pre-submission document</p>
<p>SUBMISSION LOCAL DEVELOPMENT DOCUMENT³</p>	<p>Final Document submitted to Government Inspector</p>	<p><u>Formal Consultation</u> Final opportunity during examination stage, for public to discuss any unresolved representation with Government Inspector</p>	<p>Binding Report produced by inspector and modifications fed into policy.</p>	<p>Local Development Document ADOPTED</p>

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

¹Informal pre-submission consultation as required by Regulations 25 of the above.

²Formal pre-submission participation as required by Regulation 26 of the above.

³Formal submission as required by Regulation 28 of the above.

Procedures for making comments

2.4 Procedures for making comments (or “representations”) during Formal Consultation:

- ✓ The period for formal community involvement will last 6 weeks. Comments (or “representations”) should be made in writing, either by letter or e-mail and should be accompanied by the standard comment form relating to the document. This will also be available on the Councils’ website. Representations received in an electronic format greatly improve the administration process.
- ✓ If an objection is to the wording of the document then the Council will welcome any suggestions for an alternative form of wording.

2.5 Procedures for feedback on formal representations made:

- ✓ All representations will be recorded in a database.
- ✓ All respondents will be notified of the Council’s intended response to representations after each consultation period.
- ✓ A summary report of the Council’s responses to representations will be made publicly available and will also accompany documents when Council, Cabinet, Secretary of State and Inspectors consider them.
- ✓ All respondents who make formal representations will automatically be included in consultation at the next stage of policy development.

2.6 Timetable of Formal Consultations on Local Development Framework Documents:

(Please note that prior to the adoption of the SCI, consultation on LDF documents will be carried out in line with the minimum requirements set out in the Government’s Regulations. For an explanation of the role of each document, please see Barnet’s LDS (The Council will revise the LDS in the 3rd quarter of 2006/07. An interim note has been placed on the website)).

Table 2 - Consultation timetable on LDF Documents

Document	Emerging Options (inc. Sustainability Appraisal) Consultation	Preferred Options Consultation	Draft Report Consultation	Submission Document Consultation
KEY DEVELOPMENT PLAN DOCUMENTS				
Core Strategy	See interim note on website	February 2006 (revised date to be confirmed)	n/a	February 2007 (revised date to be confirmed)
Site Development Policies		February 2007	n/a	February 2008
Proposal Map	Proposals Map will be updated each time the Council revises its Development Plan Documents.			
Joint Waste DPD		Timetable to be prepared in conjunction with other NLWA authorities		
AREA ACTION PLANS				
Colindale Area Action Plan	June 2006 See interim note on website	October 2006	n/a	March 2007
Mill Hill East Area Action Plan	June 2006 See interim note on website	October 2006	n/a	March 2007
SUPPLEMENTARY PLANNING DOCUMENTS				
Planning Contributions From Development	n/a	n/a	November 2005	n/a
Contributions To Life Long Learning From Development	n/a See interim note on website	n/a	November 2005	n/a
Affordable Housing	n/a See interim note on website	n/a	April 2006	n/a
Contributions To Culture, Recreation and Green Spaces From Development	n/a See interim note on website	n/a	July 2006	n/a
Sustainable Development (Design, Construction And Mixed Communities)	n/a See interim note on website	n/a	November 2006	n/a
Contributions To Transport And Infrastructure From Development	n/a	n/a	November 2007	n/a
Contributions To Health Facilities From Development	n/a	n/a	April 2007	n/a

Methods for Encouraging Community Involvement

- 2.7 The Council will produce six DPDs to replace the UDP. Programmed DPDs include the Core Strategy, Area Action Plans for Mill Hill East and Colindale, Site Development Policies, Joint Waste and a Proposals Map. For up to date information on progress of DPDs refer to Barnet's Annual Monitoring Report.
- 2.8 The Council will apply the same broad consultation measures to each DPD. However where a particular need arises for a more focused form of consultation such as 'Planning for Real' or similar workshop sessions, officers will, subject to resource availability seek to carry out such exercises in conjunction with local interest groups and stakeholders.
- 2.9 The Council will produce a Joint Waste Development Plan with other authorities in the North London Waste Authority area, Camden, Enfield, Hackney, Haringey, Islington and Waltham Forest. The Joint Waste DPD will address a specific issue covering all seven boroughs and will therefore be subject to separate consultation arrangements.
- 2.10 An interactive proposals map of the Revised Deposit Draft UDP (2001) is already online (on www.barnet.gov.uk and www.planningportal.org.uk) and this will be replaced with the new adopted UDP Proposals Map as it becomes available.

Wider Level Community Involvement

Proposed consultation measures for Barnet's LDF are set out in detail below:

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

publication of emerging options, the pre-submission consultation on the preferred option and the formal consultation on the submitted DPDs. The timetable for reaching each of these stages is set out in the Council's LDS, which is available separately.

- 2.14 Meetings will be held with key stakeholders including officers of immediately adjoining local authorities, the Government Office for London (GOL), Greater London Authority (GLA), and Barnet's voluntary and community sectors.

Local Level Community Involvement

- 2.15 At the local level, every effort will be made but it will not always be possible to carry out individual consultation exercises with all local community and amenity groups. Government advice recognises that consultation should be based on a realistic assessment of resources in order to avoid the expectations of communities being raised artificially high. Individual consultation exercises with all interest groups will not be possible given the limited resources available to the Council but will be carried out wherever achievable. Consultation at the local level will therefore be tailored accordingly to best effect.
- 2.16 The Council's website will be a key source of information in this regard and will be kept fully up to date. All documentation that can be made available electronically will be put online with an opportunity to make representations during the formal consultation periods.
- 2.17 The Council maintains an extensive database of voluntary organisations and community groups based in and around the Borough. Where appropriate the Council will utilise the existing Citizen's Panels for Black and Minority Ethnic (BME) groups and people with disabilities as well as the Youth Board and the Older People's Forum. These groups will be contacted at each stage and advised of the procedure for making representations on the Council's LDDs. If requested, individual meetings with local interest groups will be arranged where resources permit.
- 2.18 The Council will endeavour to publish the outcomes of meetings with local interest groups online allowing all those concerned with planning matters in the Borough to view the main issues that are being discussed. Free access to the Council's website is available in local libraries as well as at the Council Offices at Barnet House, North London Business Park and Hendon Town Hall.
- 2.19 The Council recognises that the Internet cannot presently meet all communication needs of all users of planning services. Therefore, it will ensure that all relevant information, including the dates of consultation exercises and the results and outcomes of such are made available through a number of other formats. The Council will publish hard copies of all information for inspection. This will be available at the

Council offices and local libraries. Hard copies of information can include letters to interested parties and stakeholders, meeting notes, press releases, leaflets and posters as well as display boards at public exhibitions.

- 2.20 The Council will also ensure that large print, Braille and audio tape versions of all documents will be available on request.

Local Development Scheme Milestones

- 2.21 The Council's LDS sets out in detail the proposed timetable for taking the Council's Development Plan Documents and Supplementary Planning Documents through to adoption, with a broad target of 3 years post UDP adoption (i.e. 2009). (The Council will revise the LDS in the 3rd quarter of 2006/07. An interim note has been placed on the website).

Promoting Awareness of Involvement Opportunities

- 2.22 A key Council objective is to involve as many people as possible in the LDF process. In Autumn 2005 as a part of the Council's LDF preparations approximately 1200 letters and questionnaires were sent to stakeholders plus Barnet UDP consultees and objectors. About 300 respondents expressed their interest in being kept updated about various LDF documents during the process.

- 2.23 The Council operates a LDF database which provides up-to-date contact details for all groups and individuals in Barnet with an active interest in planning issues. The LDF database will be continuously updated with new consultees. Some consultees will only be interested in particular LDDs. Therefore the Council intends to take the following steps to promote awareness of particular stages in policy:

a) Notice of a LDF document or any consultation will be given in local newspapers, on the Council's website and promoted at local events. This will advise where and when the document can be inspected. The Council will publish advertisements in languages other than English where this is deemed appropriate;

b) Notification will be given in writing to the appropriate Statutory Consultees (see Appendix 1), targeted groups and known interest groups. Email alerts will be sent to interested parties on the LDF consultation database who have requested notification of new LDF documents;

- c) Where appropriate and when resources permit, the Council will produce and distribute summary leaflets, which set out the main issues and options involved, and direct the public to the main LDF document;
- d) Copies of LDF documents will be available at the Planning and Environmental Protection Services Reception, Barnet House, North London Business Park and at Hendon Town Hall, during opening hours for inspection or purchase and on the Council's website. Documents will also be made widely available at libraries and other public places;
- e) The Council will seek advice on targeting specific groups, depending on the nature and purpose of a document.

Reaching out to Barnet's Diverse Communities

- 2.24 Earlier in this document the Council set out its commitment to the principle of working pro-actively to engage with groups who represent Barnet's diverse communities, ensuring that the Council's planning system is fair, transparent and accessible.
- 2.25 Reducing the barriers to increase the participation of groups which have historically failed to engage with the Council's processes is a commitment the Council wishes to demonstrate through this SCI. This is particularly important at the emerging options report stage of DPD production, as this is the point at which the Council should know all factors that might influence options.
- 2.26 In reviewing the SCI, the Council will consider examples of good practice on community engagement and will address the questions below:
 - Who the Council considers are 'hard to reach' groups;
 - Why a group is considered 'hard to reach';
 - And what steps the Council intends to take to ensure that they find consultation accessible.
- 2.27 Barnet Council values the diversity and richness of its local population and communities as stated in its equal opportunities policy 'Putting the Community First: Barnet's Equalities Policy' – March 2002 but accepts that communities are prevented from taking part fully in the life of our community. The Council recognises that discrimination affects people in complex ways and is committed to challenging all forms of inequalities. It is in recognition of this that the Council will ensure that community engagement forms a central part of the planning process.

Resource Availability

- 2.28 The Submission SCI has been produced on the basis of a realistic and robust assessment of Council resource availability over the next three years.
- 2.29 The main resources involved in community involvement are staff time and monetary costs. Existing staff will undertake consultations on the basis of striking a balance between what is appropriate and the resources available. The Council will investigate opportunities to work with partners in the community as a means to extend staff resources and make use of community expertise. The Planning budget takes into account the need to fund the community and stakeholder involvement set out in this Submission SCI, but will be closely monitored and reviewed as part of the budget forward plan process and in the light of potential cost pressures.
- 2.30 The Council will use its financial or staff resources in order to undertake community and stakeholder consultation efficiently and effectively. It has devised a programme of consultation that is achievable, continuous and effective, yet will not raise the public's expectations unrealistically high.

Barnet Local Strategic Partnership - Community Steering Group

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

Role of Borough Councillors/Ward Members

- 2.32 Borough Councillors have been elected to voice the views of the communities they represent and the Council will look to regularly involve Ward Members in every stage of the LDF process.
- 2.33 Councillors have two roles: as decision makers and community representatives. When the Council involves the community in the LDF, Councillors will receive a summary of responses through written reports at Cabinet meetings. They will take account of these views in

their decisions. Councillors will also be provided with details of new planning documents and give views on consultations at the LDF Members Steering Group.

- 2.34 Local residents and businesses can make their views known to their Ward Councillors or to the Cabinet Member by letter, by email or by discussing it with them, for example at regular Ward Member surgeries. Copies of public concerns should also be sent in writing to the Planning Service, so that these can be formally incorporated alongside other responses.
- 2.35 Ward councillors represent a close link to their local communities and a leadership role in engaging local opinion. This is important particularly for planning issues and emerging policies, briefs and development proposals that affect local communities. In Barnet, given its strong local based representation on planning and related committees, and constitutionally there is the opportunity to increase the role of ward councillors, where there are no conflicts of interest on quasi-judicial decision making in the areas of pre-application proposals and planning briefs.

Planning for Real

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

Planning Aid – Free Professional Planning Advice Service

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

Continuous Consultation

- 2.39 The Council will also continue to consult on the LDF through exhibitions, meetings, press releases and website updates.
- 2.40 The Council will ensure that sufficient resources are made available to implement the consultation measures set out in this Submission SCI, subject to annual budget planning and overall financial decision making of the service budget and Council. At this stage (year 2), the Council expects that the proposed consultation measures can be met using existing resources, although should it prove necessary (for example in relation to 'Planning for Real Exercises'), the Council will examine the use of external resources and expertise.

The Council will seek to link community involvement initiatives on DPDs, SPDs Conservation Area Character Appraisals and Design Guidance Notes where appropriate.

- 2.41 Within the Council the Head of Service and the relevant planning managers will manage the overall LDF consultation process and its implementation will be the specific responsibility of the Planning Policy Unit as a whole. Public consultation in relation to planning applications will be managed by the Planning Service in accordance with statutory requirements and the Council's adopted Code of Practice (standards).

Reviewing the SCI

- 2.42 The Submission SCI will be subject to independent examination in order to consider the soundness of the SCI. If no representations are submitted the Council will still require an independent examination to test the SCI. The soundness of the SCI is evaluated on nine specific tests (as set out in the Submission SCI at Appendix 5). Consultees will be advised accordingly of the arrangements for the examination.
- 2.43 The Council will revise the SCI on a three yearly basis or sooner if necessary having regard to any particular problems or successes that the Council experience in consulting on the LDF. This means that consultation techniques that have not stimulated involvement may be dropped and other alternative tools and processes may be identified. Analysis of feedback forms for each LDF Consultation will enable the Council to better monitor the effectiveness and scope of community involvement methods as set out in the SCI.
- 2.44 The Council will assess the success of the SCI through its Annual Monitoring Report (AMR), which will be published by December each year. Any necessary changes to the SCI arising from the AMR will be made thereafter with further appropriate public consultation carried out accordingly. The review will consider any emerging best practice

guidance and/or changes in legislation that have been put in place since the SCI was originally published.

Procedures for Supplementary Planning Documents (SPDs) Consultation

- 2.45 Supplementary Planning Documents form an integral part of the LDF although they are not subject to independent examination. SPDs must be subject to community involvement in order to be accorded appropriate weight in decisions on development proposals.
- 2.46 In preparing SPDs, the Council will:
- Send copies to those organisations it considers likely to have an interest (e.g. Environment Agency, English Heritage, Greater London Authority and adjoining London Boroughs etc.)
 - Make the SPD available for inspection at the Planning Office Reception and Hendon Town Hall and other suitable places including local libraries together with any supporting documentation
 - Publish the SPD on the Council's website
 - Send a copy to the Government Office for London if specifically requested.
 - Advertise in a local paper when and where the documents can be inspected and ensure that adequate publicity (including where appropriate languages other than English) is given to the documents
 - Send email alerts to interested parties on the LDF consultation database who have requested notification
 - Seek the views of the Barnet Local Strategic Partnership
 - With regard to site-specific planning briefs, write to adjoining properties as per the development control neighbour notification procedure.
- 2.47 Publication dates for each of the Council's proposed SPDs are set out in Barnet's LDS. (The Council will revise the LDS in the 3rd quarter of 2006/07. An interim note has been placed on the website).
- 2.48 The Council will also produce Character Appraisals for 14 Conservation Areas in the lifetime of the LDS. Conservation Area Character Appraisals (CACA) form an important part of the LDF evidence base. However CACA are not LDDs and therefore do not form part of the LDF. The Council will apply the same consultation methods as SPDs for CACA.
- 2.49 The Council will revise its set of Design Guidance Notes (DGN) to support the forthcoming SPD on the Three Strands Approach (Sustainable Development – Design, Construction, and Mixed Communities). Although not part of the LDF the Council will apply the same consultation methods as SPDs for DGNs.

- 2.50 In circumstances when SPDs are prepared in parallel with DPDs (because the detail set out in the former is essential to the early delivery of policies in the latter) the Council will seek to link community involvement initiatives on different LDDs.

PART 3

GETTING INVOLVED IN THE CONSULTATION PROCEDURES ON PLANNING APPLICATIONS

Introduction

- 3.1 Community involvement is an integral part of the Development Control process as the determination of a planning application can, when development schemes are implemented, have a considerable effect on people's lives.
- 3.2 Barnet Planning Service Standards and Targets is an evolving document which sets out a comprehensive planning statement as well as planning standards and performance targets for Barnet. The Planning Customer Strategy will be reviewed in 2006 on the basis of feedback from customers including the results of the statutory tri-annual BVPI 111 General Survey and other satisfaction surveys.
- 3.3 Legislation requires a wide range of consultation both with the public and statutory consultees. In Barnet different development pressures have increased the public profile of planning. This has led to the emergence of a number of local residents groups who play an important part in the planning process.
- 3.4 Ward members have an important part to play as civic leaders in the planning process. The Council's Area Forums and the Planning and Development Forums provide the opportunity for early and effective member involvement.
- 3.5 A key principle of the Submission SCI is to promote more effective community involvement in the planning system and decision making processes. In order to deliver this the Draft SCI sets out:
 - a) The arrangements and standards to be achieved by involving the community in the continuing review of all parts of the LDF and in development control decisions;
 - b) The standards for good practice in engaging those with an interest in proposed development;
 - c) Easily understood guidelines that will enable the community to know with confidence when and how it will be consulted.
- 3.6 The Council receives a wide variety of planning applications and therefore needs to involve the community in differing degrees according to the scale and complexity of the application. This section looks at:

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

The document 'A Guide on How to Comment on Planning Applications' is available on the Council's website. The latest version of the document was published in March 2006. This guide sets out how residents and local businesses can make their views known on planning applications. It covers issues such as requests to speak at planning committees (any request to speak on a matter which is before the committee must be received at least 2 working days before the meeting) and the arrangements for Planning and Development Forums.

- 3.7 The Council's Planning Service has produced and published its practice of publicity and consultation (Guidance on Planning Consultation) which establishes the levels of consultation on all types of planning applications from minor householders development, advertisements and telephone masts to major applications (Appendix 4).

The Developers Role in Engaging the Community

- 3.8 Underpinned by the principle of proactive community involvement and resolution of potential objections the Council encourages developers to undertake pre-application discussions and early community consultation. Failure to consult early may lead to objections being made which could have been avoided and be material to the determination of the application. The Council also expects applicants to undertake financial responsibility for the costs of community involvement at an early stage. Pre-application community consultation will be reported as part of the decision making process. Developers who undertake pre-application community involvement are encouraged as a minimum to meet the consultation arrangements set out in the SCI. The Council encourages the use of the Planning and Development Forum model for early discussions with local communities on major schemes.

Early Engagement on Major Planning Proposals

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

- 3.10 In July 2004, the Council introduced the concept of Planning and Development Forums to enable wider public engagement with emerging planning proposals. The Forums are separate meetings which enable developers, members of the local community, local elected members and representatives of the Council's Planning service to meet and discuss large complex developments before they have been formally lodged and forwarded to the Planning & Environment Committee or any Area Sub-Committee for a formal decision. Holding these Forums while development proposals are still at the 'drawing board' stage is beneficial to local residents and developers. Both parties can consider relevant issues early on and gain the opportunity to examine applications in greater detail than would be possible during statutory consultation stages. This provides the opportunity to resolve any potential areas of disagreement early on in the process.
- 3.11 In parallel with the concept of the Planning and Development Forums the Council launched a professional pre-application advice service that incorporates a charging scheme for planning proposals. Barnet was one of the first authorities to utilise powers under the Local Government Act 2003 to introduce charging in order to improve the advice service and invest 'recovered costs'. This has helped to speed up the development process particularly on complex schemes, provide a better and more proactive customer service and helps to deter unacceptable proposals by highlighting crucial issues early on. Another benefit of the scheme is that a consistent and high standard of service can be provided at no additional cost to the council taxpayer. Pre-application advice is a free service for certain minor and all householder proposals.

Involving the Community when a Planning Application is received

- 3.12 Weekly lists of planning applications are available on the Council's web site (www.barnet.gov.uk). Live applications and drawings can be viewed on-line.
- 3.13 Applications in the Borough's Conservation Areas, those related to Listed Buildings, major applications and others as required by the General Development Procedure Order 1995 that may give rise to wider public concern are advertised in the local press (Barnet Times) and a site notice posted. Planning Officers attend meetings of Conservation Area Advisory Committees so as to hear views of representatives of these Areas regarding applications for permissions and consents.
- 3.14 For the majority of planning applications individual neighbour notification letters are sent to those properties that adjoin the application site. For major developments with a wider effect letters will be sent accordingly. If for disability reasons people have difficulty getting to Barnet House, the case officer will visit them (on appointment) with a copy of the plans. Individual notification is carried

out in accordance with the Town and Country Planning (General Development Procedure) Order 1995 and the Council's Code of Practice for the publicity of Planning Applications, which is available from the Planning Department (currently 7th Floor, Barnet House, High Road, Whetstone).

Involving the Community while a Planning Application is processed

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

Involving the Community when a Planning Application goes to Committee

- 3.17 The majority of planning decisions in Barnet are determined under a delegated scheme to the Head of Planning and Environmental Protection. If an application goes to Committee the Council offers people who have made representations the opportunity to speak and make direct representation to elected members. The detailed arrangements for this are set out in 'Having Your Say on Planning Applications' on the Council's website. Up to three people have the opportunity to speak on an application and where there are objectors, the applicant or a representative agent has the right to speak for up to three minutes each. Questions can also be addressed to the Committee Chairman. Opportunities to speak are based on the proviso that questions to the Chairman are submitted well in advance of the Committee. Any request to speak on a matter which is before the Committee must be received at least 2 working days before the meeting.
- 3.18 Copies of Committee reports and the agenda are available to view on the Council's website at the Planning Reception. Committee reports are available five days before Committee.

Involving the Community after a Decision on a Planning Application

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

Involving the Community when an Appeal is made against a Planning Refusal/Granted Conditions/Enforcement Notices

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

How else does the Council involve the community?

- 3.23 In 2006 the Planning service will start to conduct user survey forums electronically to gather views on a series of issues such as customer service.
- 3.24 The Council's Area Forums provide the opportunity for members of the public to discuss issues with Council officers and Councillors. Where requested, planning officers will attend the Council's Area Forums. There are Area Fora covering the Borough and these are held at various times throughout the year, details of which are published on the Council's website.
- 3.25 The Council's Area Fora do not make decisions on planning applications. However, they do provide the opportunity to discuss development related issues and applications with officers. Advance notice is required in order to speak at these events. The dates and venues of the Area Forums are available on the Local Democracy section of the Council's website.

Involving the Community in Enforcement Issues

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

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

- 3.28 Protected trees include those in Conservation Areas and those covered by Tree Preservation Orders (TPOs). Applications for works to trees in Conservation Areas will be determined within 6 weeks from the date of receipt and if approval is not granted consideration will be given to issuing a TPO on the tree(s). The Council's target is that applications for works to trees covered by a TPO will be determined within 8 weeks from date of receipt.
- 3.29 Applications for works to trees are published on the web site. If a neighbour submits an application then the owner of the tree will be consulted individually.

Should you require more detailed information on the actual process that planning applications, enforcement and tree works processes go through is recommended that this section is read in conjunction with the Council's **"Standards and Targets (Development Control Charter)" available on our website (www.barnet.gov.uk)*

APPENDIX 1 – Consultees as Specified by Town and Country Planning (Local Development) (England) Regulations 2004

Specific Consultation Bodies

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

In addition the Regulations state that the following four statutory agencies with Environmental Responsibilities are consulted:

- The Countryside Agency
- English Nature
- English Heritage
- The Environment Agency

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

Government Departments

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

Regional Bodies

- The Mayor of London
- The Greater London Authority (GLA)
- London Development Agency (LDA)
- Transport for London (TFL)
- Association of Local Government (ALG)

All Barnet Council Ward Members

Adjoining Local Authorities

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

Adjoining Parish Councils

- Aldenham Parish Council
- Watford Rural Parish Council
- Elstree and Borehamwood Town Council
- Ridge Parish Council
- Shenley Parish Council
- Croxley Green Parish Council

Other London wide Agencies and National Bodies

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

Barnet Strategic Partners

- Barnet College
- Barnet Primary Care Trust
- Barnet Voluntary Service Council
- Brent Cross Shopping Centre
- Metropolitan Police
- Middlesex University
- Barnet Multicultural Community Centre
- Barnet Multi Faith Forum
- North London Chamber of Commerce
- North London Strategic Alliance

Other Consultees and Voluntary Bodies

- Voluntary bodies some or all of whose activities benefit any part of the authority's area
- Bodies which represent the interests of different racial, ethnic or national groups in the authority's area
- Bodies which represent the interests of different religious groups in the authority's area
- Bodies which represent the interests of disabled persons in the authority's area
- Bodies which represent the interests of persons carrying on business in the authority's area

APPENDIX 2 Effectiveness of Various Community Involvement Methods

Method	Main consideration and benefits
<p>Documents available for inspection at the Planning Office at Barnet House* and Hendon Town Hall, and at the libraries throughout the borough.</p> <p>* Please note in 2006, the Planning Service is moving to North London Business Park, Building 4, Oakleigh Road South, London N11 1NP.</p>	<p>This is a minimum requirement as set out in the Regulations (The Town and Country Planning (Local Development) (England) Regulations 2004). The availability of these documents will be advertised in a variety of ways, including by letter, newspapers, website, e-mail. All locations are accessible to people with disabilities.</p>
<p>Letters to specific consultation bodies, as listed in the Regulations.</p>	<p>This is a minimum requirement. The relevant bodies will be written to at the appropriate time during the preparation of each LDD.</p>
<p>Barnet Council’s website for publishing documents and supporting information, newsletters and progress updates and interactive consultation exercises</p>	<p>Barnet’s website is increasingly the first port of call for the public and professionals seeking detailed information. It contains a large amount of information including UDP documents, planning application records going back to 1960s and all current planning applications. The planning pages are the most popular on the Council’s website. The new website pages enable transparency in the process by allowing users to track the progress of the LDDs and consultation responses. The site will be a key aspect of Barnet’s community involvement programme.</p>
<p>E-mail</p>	<p>Similar to the website people already take advantage of receiving consultations on planning applications in their locality this way. Identified as a preferred method of communication in informal consultations on the SCI, this method is a quick and accurate way of communicating with the public and key stakeholders.</p>
<p>Media (local press,TV,radio)</p>	<p>It is a minimum requirement to advertise in the local press for LDD documents. Local papers are already being used for advertising planning applications, the local press can be used to carry articles and stories about proposals and to raise the public profile of the Local Development Framework.</p>
<p>“Barnet First”, the Council’s newspaper, distributed monthly to all homes and businesses in the borough</p>	<p>Barnet First has proved to be particularly effective method of reporting on the progress of major planning applications and other planning issues. In addition to the updates the Council will publish special inserts to inform on key stages in the LDF process and to elicit a response from the community. Regular updates on the LDF will inform residents and raise awareness of the process and progress. Using Barnet First will be a particularly cost-effective method of reaching all borough residents</p>
<p>Leaflets/brochures/newsletters/posters</p>	<p>Specially designed Planning leaflets have been a regular source of information in consultation exercises for the UDP and major applications for many years. Cheap, quick to produce and cost-effective they work particularly well for targeted areas and specific interest exercises. They have been identified as the preferred method of communication, including electronic versions, in the initial SCI questionnaire and will form a key element of the community involvement programme. A summary explanatory leaflet of the LDF process and key issues and options will also be produced.</p>
<p>Public exhibitions/Council’s</p>	<p>New technology enables the speedy and relatively cheap production of displays for major planning applications and</p>

electronic and board displays/roadshows	consultations exercises such as the LDF. Displays at the Planning Service's reception inform the public of latest developments, and carefully targeted displays at key accessible locations such as local libraries will help engage the community in the plan preparation process and significant planning applications
Formal written consultations	Statutory consultees, key stakeholders and those who have expressed interest in the LDF or who engage during the process will be targeted. Focused around a number of key questions, this is a good method for introducing main issues and responses can help identify key interests.
Borough-wide residents survey	As a part of preparing the draft SCI, in 2005, over 1600 residents were asked questions in a sample survey, with key questions on planning issues and consultation methods. This proved a good way of establishing public views on key issues.
Hotline/Virtual Telephone	A hotline number can provide detailed information (especially for those without internet access). The hotline telephone system worked successfully during UDP preparation and should work equally well for the LDF.
One-to-one meetings with selected stakeholders	This is a useful means of identifying key issues, getting key people involved and achieving alignment with other strategies. It is resource intensive
The Agents Consultative Group-open to builders, developers, architects and agents, meets three times a year and covers both planning and building control issues	The existing group provides a useful forum for disseminating information and canvassing professional opinion on proposed documents, and is cost effective
Other panels, forums and partnerships	Existing groupings including the Barnet Local Strategic Partnership (BLSP) will provide ideal forums to debate key specific issues or area-based concerns. Barnet's LSP has been restructured to create a LSP Executive (comprised of organisations that supply services in Barnet) and a LSP Community Steering Group (comprised of community and voluntary bodies that represent significant groups that use those services). The Community Steering Group will support and challenge the work of the LSP Executive and provide feedback and information from and to the wider community. In representing and communicating the needs and interests of Barnet's businesses and diverse communities the Group presents an opportunity for engagement on the LDF.
Specifically established focus groups of key interest groups and stakeholders	To be set up to discuss key topic areas, such as employment land and business issues, to help explore issues in depth and to discuss options. A popular choice for options stage as expressed in informal pre-consultations
Planning Aid for London	Planning Aid is a valuable source of planning advice and help, particularly in targeting communities that traditionally do not get involved in the planning system

APPENDIX 3 Planning Area Teams / Major Projects Team

Planning Applications

Area Teams

Planning Applications are dealt with by the Development Control Unit within one of 3 Area Teams or within the Major Projects Team. Area Teams cover specific wards within the Borough. The Major Projects Team (020 8359 4104 / 4658 / 4921 / 4926) deals with Tier 1 and Tier 2 applications as set out in Appendix 4.

Area Teams:

1. Chipping Barnet
2. Finchley and Golders Green
3. Hendon

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

CHIPPING BARNET Area Team

Tel: 020 8359 4790

Covers the following Wards:

Underhill, East Barnet, Totteridge, Brunswick Park, Coppetts, Oakleigh Finchley.

FINCHLEY AND GOLDERS GREEN Area Team

Tel: 020 8359 4672

Covers the following Wards:

Woodhouse, West Finchley, East Finchley, Garden Suburb, Childs Hill, Golders Green, Finchley, Church End.

HENDON Area Team

Tel: 020 8359 4628

Covers the following Wards:

Edgware, Hale, Mill Hill, Burnt Oak, Hendon, Colindale, West Hendon.

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

APPENDIX 4 Community Involvement Relating to Scale of Planning Application

Scale of Application.	Nature of Development proposed.	Community Involvement at this scale of development.
Tier 1 Applications – (Major Strategic)	<p>Major development which due to its nature has potentially significant and widespread impacts. e.g.</p> <ul style="list-style-type: none"> • 100 dwellings and above. • office, industrial or warehousing where floor area of 10,000sq m or more • retail where floor area of 50000sq m or more 	<p>Documents available for inspection at Council offices for consultation period. Consultation letters in accordance with the Council's Code of Practice on Planning Applications. Details posted on website. Public meetings/exhibitions Planning and Development Forums involved.</p>
Tier 2 Applications – (Major Local)	<p>Major development which due to its nature has potentially only local impacts. e.g.</p> <ul style="list-style-type: none"> • 10 or more dwellings • office, industrial, retail or warehousing where floor area of 1000sq m or more 	<p>Documents available for inspection at Council offices for consultation period. Consultation letters in accordance with the Council's Code of Practice on Planning Applications. Details posted on website.</p>
Tier 3 Applications – (Minor Strategic)	<p>Minor development which due to its nature has potentially greater than local impacts. e.g.</p> <ul style="list-style-type: none"> • telecommunications masts. • certain industrial buildings where floor area of less than 1000sq m proposed and where impacts significant and widespread 	<p>Documents available for inspection at Council offices for consultation period. Consultation letters in accordance with the Council's Code of Practice on Planning Applications. Details posted on website. Public meetings/exhibitions Planning and Development Forums involved.</p>
Tier 4 Applications – (Minor Local)	<p>Minor development which due to its nature has potentially only local impacts. e.g.</p> <ul style="list-style-type: none"> • 9 or less dwellings • office, industrial, retail or warehousing where floor area of less than 1000 sq m 	<p>Documents available for inspection at Council offices for consultation period. Consultation letters in accordance with the Council's Code of Practice on Planning Applications. Details posted on website.</p>
Tier 5 Applications – (Other affecting Listed building or in Conservation Area)	<p>Householders and other small-scale development affecting Listed Building or in Conservation Area.</p>	<p>Documents available for inspection at Council offices for consultation period. Consultation letters in</p>

Tier 6 Applications – (Others)	Others not included above.	<p>accordance with the Council's Code of Practice on Planning Applications. Details posted on website. Planning and Development Forums involved.</p>
Tier 7 Applications – (TPO treeworks)	Applications to treat/remove trees included in Tree Preservation Order.	<p>Documents available for inspection at Council offices for consultation period. Consultation letters in accordance with the Council's Code of Practice on Planning Applications. Details posted on website.</p>
Development with Environmental Impact Assessment	As defined in the EIA Regulations 1999, requiring EIA/screening under Schedule 1 (E.g. Airports) and Schedule 2 (infrastructure proposals in excess of 0.5 ha).	<p>Documents available for inspection at Council offices for consultation period. Consultation letters in accordance with the Council's Code of Practice on Planning Applications. Details posted on website. Public meetings/exhibitions Planning and Development Forums involved.</p>

APPENDIX 5: The Criteria for Testing the Soundness of the SCI

*At the examination, the Inspector will consider whether this document is “sound” by determining whether: -

- The Council has complied with the minimum requirements for consultation as set out in Regulations;
- The Council’s strategy for community involvement links with other community involvement initiatives (e.g. the Council’s Community Strategy);
- The SCI identifies in general terms which local community groups and other bodies will be consulted;
- The SCI identifies how the community and other bodies can be involved in a timely and accessible manner;
- The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents;
- Resources are available to manage community involvement effectively;
- The Statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents;
- The authority has mechanisms for reviewing the SCI; and the
- The SCI clearly describes the Council’s policy for consultation on planning applications.

*Source: *Planning Policy Statement 12: Local Development Frameworks*

This document is available in your own language on request. If you require a copy, please contact Planning Officer on 020 8359 4990 or write at the address below.

Haddii aad la tashigaan ku rabtid luuqaddaada, fadlan u soo qor Planning Policy Team, Planning Department, 7th Floor, Barnet House, Whetstone, London, N20 0EJ. Mahadsanid.

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

Planning Policy Team, Planning Department, 7th Floor, Barnet House, Whetstone, London N20 0EJ. Teşekkür ederim.

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

Planning Policy Team, Planning Department, 7th Floor, Barnet House, Whetstone, London N20 0EJ.

আপনার যদি এই কনসালটেশন (শলা-পরামর্শ) আপনার নিজস্ব ভাষায় প্রয়োজন হয়, তাহলে অনুগ্রহ করে যাকে লিখবেন তিনি হলেন

Planning Policy Team, Planning Department, 7th Floor, Barnet House, Whetstone, London N20 0EJ. আপনাকে ধন্যবাদ।

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

Planning Policy Team, Planning Department, 7th Floor, Barnet House, Whetstone, London N20 0EJ. તમારી આભાર.

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

Planning Policy Team, Planning Department, 7th Floor, Barnet House, Whetstone, London N20 0EJ. متشکرم.

若你需要以你的母語進行此諮詢，請寫信聯絡

Planning Policy Team, Planning Department, 7th Floor, Barnet House, Whetstone, London N20 0EJ. 謝謝。

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

Planning Policy Team, Planning Department, 7th Floor, Barnet House, Whetstone, London N20 0EJ. Ευχαριστούμε.