



AGENDA

LOCAL DEVELOPMENT FRAMEWORK PANEL MEETING

Date: Thursday, 8 February 2018

Time: 7.00 pm

Venue: Council Chamber, Swale House, East Street, Sittingbourne, Kent, ME10 3HT

Membership:

Councillors Mike Baldock, Monique Bonney, Andy Booth, Richard Darby, James Hunt, Gerry Lewin (Chairman), Peter Marchington, Bryan Mulhern (Vice-Chairman) and David Simmons

Quorum = 3

Pages

RECORDING NOTICE

Please note: this meeting may be recorded.

At the start of the meeting the Chairman will confirm if all or part of the meeting is being audio recorded. The whole of the meeting will be recorded, except where there are confidential or exempt items.

You should be aware that the Council is a Data Controller under the Data Protection Act. Data collected during this recording will be retained in accordance with the Council's data retention policy.

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If you have any queries regarding this please contact Democratic Services.

1. Fire Evacuation Procedure

The Chairman will advise the meeting of the evacuation procedures to follow in the event of an emergency. This is particularly important for visitors and members of the public who will be unfamiliar with the building and procedures.

The Chairman will inform the meeting whether there is a planned evacuation drill due to take place, what the alarm sounds like (i.e. ringing bells), where the closest emergency exit route is, and where the second closest emergency exit route is, in the event that the closest exit or route is blocked.

The Chairman will inform the meeting that:

(a) in the event of the alarm sounding, everybody must leave the building via the nearest safe available exit and gather at the Assembly points at the far side of the Car Park. Nobody must leave the assembly point until everybody can be accounted for and nobody must return to the building until the Chairman has informed them that it is safe to do so; and

(b) the lifts must not be used in the event of an evacuation.

Any officers present at the meeting will aid with the evacuation.

It is important that the Chairman is informed of any person attending who is disabled or unable to use the stairs, so that suitable arrangements may be made in the event of an emergency.

2. Apologies for Absence and Confirmation of Substitutes

3. Minutes

To approve the Minutes of the Extraordinary Meetings held on 19 May 2016 (Minute Nos. 679 - 685) and 20 June 2017 (Minute Nos. 39 – 45) and the Minutes of the Meeting held on 25 February 2016 (Minute Nos. 531 – 535) as correct records.

4. Declarations of Interests

Councillors should not act or take decisions in order to gain financial or other material benefits for themselves or their spouse, civil partner or person with whom they are living with as a spouse or civil partner. They must declare and resolve any interests and relationships.

The Chairman will ask Members if they have any interests to declare in respect of items on this agenda, under the following headings:

(a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking.

(b) Disclosable Non Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter.

(c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which he/she may have in any item on this agenda, he/she should seek advice from the Monitoring

Officer, the Head of Legal or from other Solicitors in Legal Services as early as possible, and in advance of the Meeting.

PART A REPORTS FOR RECOMMENDATION TO CABINET

- | | | |
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| 5. | Statement of Community Involvement - Results of Consultation and Adoption | 1 - 90 |
| 6. | Report on High Level Strategic Options for Housing Growth and Implications for Swale Local Plan Review | 91 - 102 |

Please note that Appendix I has been printed separately to the Agenda due to its size, and paper copies will be made available to LDF Panel members. It can be viewed on our website

<http://10.201.65.162/ieListMeetings.aspx?CId=149&Year=0>

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| 7. | Local Plan Programming 2018 - 2022 | 103 -
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Issued on Monday 29 January 2018

The reports included in Part I of this agenda can be made available in **alternative formats**. For further information about this service, or to arrange for special facilities to be provided at the meeting, **please contact DEMOCRATIC SERVICES on 01795 417330**. To find out more about the work of the Local Development Framework Panel, please visit www.swale.gov.uk

Chief Executive, Swale Borough Council,
Swale House, East Street, Sittingbourne, Kent, ME10 3HT

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Local Development Framework Panel		Agenda Item: 5
Meeting Date	8 th February 2018	
Report Title	Statement of Community Involvement - Results of Consultation	
Cabinet Member	Cllr Gerry Lewin, Cabinet Member for Planning	
SMT Lead	Emma Wiggins	
Head of Service	James Freeman	
Lead Officer	Natalie Earl	
Key Decision	No	
Classification	Open	
Forward Plan	Reference number:	
Recommendations	<ol style="list-style-type: none"> 1. Members receive this report for information, noting that the Local Authorities (Functions and Responsibilities) Statutory Regulations require a Full Council resolution to adopt the SCI; and 2. Note the Council’s draft responses to the consultation in Appendix I. 	

1 Purpose of Report and Executive Summary

- 1.1 This report outlines the consultation representations received on the Statement of Community Involvement (SCI) and the draft responses and proposed changes arising. Members are recommended to note the proposed changes to the SCI.

2 Background

- 2.1 As you will recall from the LDF Panel report from June 2017 an SCI sets out how, when and where the Council will consult with local and statutory stakeholders both during the production of development plan documents and within the development management process. The Council is required to produce an SCI and, once adopted, the provisions which relate to plan-making become binding. The Council’s current SCI was adopted in 2008. The Council are currently checking with DCLG about future proposed regulations on SCI’s and have specifically asked if there will be further regulations in early 2018 about engagement and consultation at the evidence gathering stage of plan making. If any regulations do come into force after adoption of Swale’s SCI a quick refresh could be undertaken to make the SCI compliant.
- 2.2 The SCI went out for consultation from 20th October 2017 – 4th December 2017 via our consultation portal (Objective), with emails and letters to all statutory and

non-statutory consultees, everyone on the consultation database and to all Members.

2.3 A total of 77 comments were received from 17 respondents. Appendix I shows all of the representations made, a summary of each representation and SBC's draft response. An 'About You' optional question was included to allow analysis of the profile of respondents. Eleven of the respondents answered these questions with 'no response' which might reflect the fact that a lot of the representations were made by individuals on behalf of organisations who couldn't answer these questions. Of those respondents who did answer they were mostly male, English, aged 45 – 74, with no disability, with English as their main language, and were from either the ME9 or ME10. Appendix II shows the numerical results of the questions asked throughout the document. Mostly respondents either agreed with the question or gave no response.

2.4 The comments received fall into four main categories:

- A number of comments were requests to add more consultees to Tables 1 and 2 and the draft responses have accepted most of the suggested organisations but a few were too specific and they were recommended to sign up to the consultation database so that they would receive emails at the start of every consultation event;
- Some comments were about the perceived lack of 'plain English' within the document and the draft response explains that planning terminology is often technical in nature and not always compatible with 'plain English.' However, there is a glossary in chapter 8 to try and help the reader understand the technical terms;
- A few comments were regarding criticisms of past Swale consultations, both development management and plan making, with respondents saying that their comments weren't taken into account in the final decision. The draft response explained that in plan making all comments are reported to the LDF Panel with responses from the Council, whilst in development management reports, summaries of the issues raised are included. It has been explained that planning decisions involve weighing up competing information and issues and views and that it is the role of the planning authority to make a balanced decision in line with national and local policy; and
- A few comments were made which did not relate to the SCI but were about general planning issues in Swale such as transport congestion.

2.5 A small number of changes are proposed in response to the representations received and these can be seen in Appendix I.

3 Proposals

- 3.1 The proposal is for members to receive this report for information and note the Council's draft responses to the representations made. A report to Full Council will recommend adoption of the SCI, together with the changes set out in Appendix I.

4 Alternative Options

- 4.1 Although this is a report for members to note, the Panel could advise Full Council not to adopt the SCI or indicate that other changes could be made to it. However, new regulations come into force on 6th April 2018 which requires that Local Plans and SCIs are updated every five years so the review of the Local Plan could not progress without an update SCI.
- 4.2 The Council is required by Statutory Regulation to produce an SCI upon which local development documents should be prepared and planning applications must be considered based on representations received in accordance with it. As such, it is essential to adopt one.

5 Consultation Undertaken or Proposed

- 5.1 The draft SCI was consulted on for 6 weeks. The representations made, a summary of each representation and SBC's draft response can be seen in Appendix I.

6 Implications

Issue	Implications
Corporate Plan	Supports the Council's corporate priorities for a Borough and a community to be proud of.
Financial, Resource and Property	This will be undertaken within the Planning Policy teams existing workload and budget.
Legal and Statutory	Section 18 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce a Statement of Community Involvement, which should explain how they will engage local communities and other interested parties in producing their Development Plan and determining planning applications. The Statement of Community Involvement should be published on the local planning authority's website.

Crime and Disorder	None identified at this stage.
Sustainability	None identified at this stage.
Health and Wellbeing	None identified at this stage.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	The SCI itself ensures that all members of the community will be able to participate, if desired, in Swale's planning process.

7 Appendices

Appendix I: Table showing the representations made, a summary of each representation and SBC's draft response.

Appendix II: Statistical results of the questions asked throughout the document.

Appendix III: Draft Statement of Community Involvement.

8 Background Papers

Table showing the representations made to the draft Statement of Community Involvement, a summary of each representation and SBC's draft response

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
Caroline	Middleton		General Comments	SCI19		<p>Great idea to have consultation....IF it is ever listened to and acted upon.</p> <p>The recent public response to new road and housing proposals has been totally ignored....so I see this as a pointless exercise as the local council will do exactly what they want regardless of public views.</p>	<p>1. Great idea to have consultation but the recent public response to new road and housing proposals has been totally ignored.</p> <p>2. This is a pointless exercise as the local council will do exactly what they want regardless of public views.</p>	<p>1. Consultation does not necessarily lead to the outcome sought by respondents. However, the SCI does ensure that stakeholders' views are taken into account alongside other relevant issues. No change proposed. See above.</p> <p>2. No change proposed.</p>
Trevor	Hall	Kent Police	General Comments	SCI29		No Comment.	<p>1. No Comment.</p>	<p>1. Noted. No change proposed.</p>
S	Palmer		General Comments	SCI46		<p>There is never any publication of why the council deem a person's objections as over ridden or how they arrive at a refusal or acceptance of an application. This gives the impression that the comments submitted have been ignored.</p>	<p>1. Never any publication of why the Council deem an objection as over ridden or how they arrive at a refusal or acceptance of an application. Gives the impression that comments have been ignored.</p>	<p>1. All planning applications are considered by Planning Officers and a number are also considered by planning Committee. Objections, supports and observations are summarised in the report on each planning application and the report will then go on to discuss the merits or otherwise of the proposal. It would be impractical to respond to every comment as this would be too resource intensive. No change</p>

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
								proposed.
Katie	Miller	Kent Downs AONB	General Comments	SCI48		<p><u>Duty to Co-operate</u></p> <p>The AONB Unit would welcome the opportunity to be involved in Swale's Duty to Co-operate. The extent of the AONB means that this is a strategic cross boundary matter, with the AONB present in 10 District Councils in Kent as well as Medway Unitary Authority, including all the local authority areas that share a boundary with Swale. The AONB Unit would be well placed to advise on cross boundary impacts and our involvement would be consistent with guidance provided in the NPPG which advises that, among other matters, landscape areas may be a more appropriate basis on which to plan than individual local planning authority areas.</p> <p>As part of the Duty to co-operate process, it would be helpful to consider whether other local authorities should be asked to accommodate some of Swale's housing requirement due to environmental constraints in the Borough (i.e. AONB designation), in line with paragraphs 14 and 179 of the NPPF.</p> <p><u>Planning Application consultations</u></p> <p>The AONB Unit is not included as a consultee in Table 2 at para 4.16. While the AONB Unit is not a statutory consultee in respect of planning applications and would not wish to be consulted on all planning applications within the AONB (nor would we have the resources to be able to respond), the Unit would like to be consulted on any major proposals that lie</p>	<ol style="list-style-type: none"> 1. The AONB Unit would like to be involved in Swale's Duty to Co-operate as the extent of the AONB means that this is a strategic cross boundary matter. Our involvement would be consistent with guidance provided in the NPPG which advises that, among other matters, landscape areas may be a more appropriate basis on which to plan than individual local planning authority areas. 2. It would be helpful to consider whether other local authorities should be asked to accommodate some of Swale's housing requirement due to environmental constraints in the Borough (i.e. AONB designation), in line with paragraphs 14 and 179 of the NPPF. 3. The AONB Unit is not included as a consultee in Table 2 at para 4.16. We are not a statutory consultee in respect of planning applications, but would like to be consulted on any major proposals that lie either within the AONB or within its setting. This is in accordance with the planning protocol that has been agreed with all the local authorities within the AONB. 	<ol style="list-style-type: none"> 1. The AONB is an inherent part of our Duty to Co-operate through the JAC and will continue to do so and they will be consulted directly on specific matters as they arise. No change proposed. 2. This will of course be a consideration once we have Swale's OAN figure after the Government's 'Planning for the Right Homes in the Right Places' is finalised after the recent consultation. No change proposed. 3. The AONB unit will be added in the column titled 'Non-statutory consultees.' Change proposed.

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						either within the AONB or within its setting. This is in accordance with the planning protocol that has been agreed with all the local authorities within the AONB. This states that the Unit will get involved in development management only in exceptional circumstances, for example in terms, of scale, precedence and cumulative effect. As specified in the protocol, the Unit will also provide advice on other planning applications at the request of a Planning Officer or Kent Downs AONB Joint Advisory Committee member.		
Alan	Byrne	Historic England	General Comments	SCI50		<p>Thank you for your email of 20 October 2017 inviting comments on the above document. The consultation process detailed in the SCI should be adequate in meeting the requirements of the Local Development Regulations 2004.</p> <p>It will be important to ensure that stakeholder organisations with interests and responsibilities in the historic environment, at national and local levels, are fully involved throughout the consultation process. To this end, it is important to consult with both the Council's own conservation officer or team and local amenity societies. In terms of the general requirements of consultation in relation to the historic environment, I attach a Note on Consultation with the Heritage Sector and a list of national amenity bodies.</p> <p>Note on consultation with the Heritage Sector</p> <p>Under the Town and Country Planning (Local</p>	<ol style="list-style-type: none"> 1. The consultation process detailed in the SCI should be adequate in meeting the requirements of the Local Development Regulations 2004. 2. Is important to ensure stakeholder organisations with interests and responsibilities in the historic environment, both national and local, are fully involved. Important to consult with the Council's conservation officer and local amenity societies. In terms of the general requirements of consultation in relation to the historic environment, attached is a Note on Consultation with the Heritage Sector and a list of national amenity bodies. 3. Under the Town and Country Planning (Local Development) Regulations 2004, Historic England is not specified as an authority that the Council must consult with on the preparation of a draft SCI 	<ol style="list-style-type: none"> 1. Noted. No change proposed. 2. Table 1 includes civic societies, cultural, historical and archaeological groups and bodies as other organisations to consult in the plan making process, as well as yourselves, so both national and local historic interests will be adequately covered. No change proposed. 3. Noted. No change proposed.

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
						Development) Regulations 2004, Historic England is not specified as an authority that the Council must consult with on the preparation of a draft SCI [Regulation 25 (2)]. However, as a statutory consultation body at other stages in the preparation of Development Plan Documents, as well certain planning applications, we welcome the opportunity to make general comments on the SCI.	[Regulation 25 (2)]. However, as a statutory consultation body at other stages in the preparation of Development Plan Documents, as well certain planning applications, we welcome the opportunity to make general comments on the SCI.	
Alan	Byrne	Historic England	General Comments	SCI54		<p>Consultation address database – It is no longer necessary to send any hard copy correspondence and documents relating to the Local Development Framework / Local Plan / Neighbourhood Development Plans / Supplementary Planning Documents to our South East Office. However, if sending consultations in paper form or as a hard disc (CD) the consultation should be sent to the regional office; Historic England South East, Eastgate Court, 195-205 High Street, GUILDFORD GU1 3EH. You may remove any other addresses for English Heritage or the Royal Commission on the Historical Monuments of England from your database.</p> <p>All electronic consultations, by email, should be sent to the dedicated consultation mailbox:e-seast@historicengland.org.uk. We would ask that consultations are not sent to any other mail addresses or email inboxes (including personal email inbox) as this will result in delays to registration and responses from Historic England.</p> <p>Sustainability Appraisal - Whilst Historic</p>	<ol style="list-style-type: none"> 1. It is no longer necessary to send any hard copy correspondence and documents relating to the Local Development Framework / Local Plan / Neighbourhood Development Plans / Supplementary Planning Documents to our South East Office. If sending consultations in paper form or as a hard disc the consultation should be sent to the regional office; Historic England South East, Eastgate Court, 195-205 High Street, GUILDFORD GU1 3EH. 2. All electronic consultations should be sent to: e-seast@historicengland.org.uk. 3. Whilst Historic England is a statutory consultee for Strategic Environmental Assessment, we do not have the capacity to attend SEA/SA workshops. Workshops should be attended by your Conservation Officer and a representative from the County Council's archaeological service. We will respond to correspondence relating 	<ol style="list-style-type: none"> 1. Noted. Our consultation database has been updated. No change proposed. 2. Noted. Our consultation database has been updated. No change proposed. 3. Noted. No change proposed.

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
						England is a statutory consultee for Strategic Environmental Assessment, we do not have the capacity to attend SEA/SA workshops. If it is proposed to hold such an event, you should ensure that your Conservation Officer and a representative from the County Council's archaeological service is invited to attend to be on any issues relating to the historic environment. We will, of course, respond to correspondence relating to SEA at the appropriate stages.	to SEA at the appropriate stages.	
Natural	England	Natural England	General Comments	SCI57		<p>Thank you for your consultation on the above dated and received by Natural England on 20th October 2017.</p> <p>Natural England is a non-departmental public body. Our statutory purpose is to ensure that the natural environment is conserved, enhanced, and managed for the benefit of present and future generations, thereby contributing to sustainable development.</p> <p>We are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications.</p> <p>We regret we are unable to comment, in detail, on individual Statements of Community Involvement but information on the planning service we offer, including advice on how to consult us, can be found at: https://www.gov.uk/protected-species-and-</p>	<ol style="list-style-type: none"> 1. Are supportive of the principle of meaningful and early engagement of the general community, community organisations and statutory bodies in local planning matters, both in terms of shaping policy and participating in the process of determining planning applications. 2. We are unable to comment in detail but information on the planning service we offer, including advice on how to consult us, can be found at: https://www.gov.uk/protected-species-and-sites-how-to-review-planning-proposals. 3. We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: consultations@naturalengland.org.uk 	<ol style="list-style-type: none"> 1. Noted. No change proposed. 2. Noted. No change proposed. 3. Our consultation database has been updated with the new contact details. No change to the SCI proposed.

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						<p>sites-how-to-review-planning-proposals.</p> <p>We now ask that all planning consultations are sent electronically to the central hub for our planning and development advisory service at the following address: consultations@naturalengland.org.uk</p> <p>This system enables us to deliver the most efficient and effective service to our customers.</p>		
	Strategic Planning	Kent County Council	General Comments	SCI61		KCC would suggest that the term 'front loading' in paragraph 1.2 is too technical for general understanding and it is recommended that this is phrased slightly differently to avoid any misunderstanding.	1. Suggest the term 'front loading' in paragraph 1.2 is too technical for general understanding and it is recommended that this is phrased slightly differently.	1. Disagree; this is a widely used term in many aspects of everyday life. In fact, it was used in your own document on getting people involved in consultations. The term will be added to the glossary. Partial change proposed.
	KCC Minerals & Waste Planning Policy	Kent County Council Minerals and Waste Planning Policy Team	General Comments	SCI63		<p>Thank you for the opportunity to comment on Swale Borough Council's draft Statement of Community Involvement. The County Council, as the Minerals and Waste Planning Authority has made comments to above consultation however the limited space available means they have been emailed to Gill Harris and the Planning Support Team on Monday the 4th December at 16.39 pm rather than be made here in consultation portal.</p> <p>See details from email below: (Part 1 of 2)</p>	<p>1. The Minerals and Waste Planning Authority recognises that the document is part of the local Development Plan and is aimed at how the local community can get involved in the preparation of local planning policy documents as well as decisions on planning applications.</p> <p>2. The Minerals and Waste Planning Authority notes the inclusion of Kent County Council in Section 4 of the document '<i>Who will we involve in consultations?</i>' as a 'Statutory Consultee – Specific Bodies' with</p>	<p>1. Noted. No change proposed.</p> <p>2. Noted. No change proposed.</p>

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
						<p>Dear Gill,</p> <p>Please see comments below on behalf of the Minerals and Waste Planning Authority regarding Swale Borough Council's draft Statement of Community Involvement. The comments were too large to add as a comment so please accept our general comments below;</p> <p><u>Consultation on Swale borough Council's draft Statement of Community Involvement</u></p> <p>Thank you for the opportunity to comment on Swale Borough Council's draft Statement of Community Involvement. The County Council, as the Minerals and Waste Planning Authority have the following comments to make on the above consultation:</p> <p>Having read and understood the draft Statement of Community Involvement, the Minerals and Waste Planning Authority recognises that the document is part of the local Development Plan and is aimed at how the local community can get involved in the preparation of local planning policy documents as well as decisions on planning applications.</p> <p>The Minerals and Waste Planning Authority notes the inclusion of Kent County Council in Section 4 of the document '<i>Who will we involve in consultations?</i>' as a 'Statutory Consultee – Specific Bodies' with regards to plan making, and understands that this will be used as a guide to identify those to involve and consult. The Minerals and Waste Planning Authority also recognises the inclusion of the County Council in its 'Duty to</p>	<p>regards to plan making. The Minerals and Waste Planning Authority also recognises the inclusion of the County Council in its 'Duty to Co-operate' as well as a 'Statutory Consultee' in the development management process.</p>	

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
						Co-operate' as well as a 'Statutory Consultee' in the development management process.		
M	Evans	Gladman Developments	General Comments	SCI64		<p>I write with reference to the above referenced consultation. Gladman welcome the opportunity to discuss the Statement of Community Involvement (SCI) for Swale. Gladman would wish to make the following brief comments on the document.</p> <p>Reference to the involvement of the development industry should also be made in Table 4, which considers how to involve the community in plan making. Such an approach would have a positive impact overall on the development of planning documents, making them more deliverable and allowing the Council to inform any examination of Development Plan Documents that they have taken a proactive and positive role in involving the development industry in plan making.</p> <p>I trust the above is helpful in moving the plan forward to the next stage, should you wish to discuss this representation further please do not hesitate to contact me. I would also be grateful if Gladman could be kept informed as plan making develops and should the Council wish to establish, or has already established, a developers forum to help inform plan making moving forward Gladman would wish to participate in any future meetings of the group.</p>	<ol style="list-style-type: none"> 1. Welcome the opportunity to discuss the SCI for Swale. 2. Reference to the involvement of the development industry should also be made in Table 4, which considers how to involve the community in plan making. Such an approach would have a positive impact overall on the development of planning documents, making them more deliverable and allowing the Council to inform any examination of Development Plan Documents that they have taken a proactive and positive role in involving the development industry in plan making. 3. Would also be grateful if Gladman could be kept informed as plan making develops and should the Council wish to establish, or has already established, a developers forum to help inform plan making moving forward Gladman would wish to participate in any future meetings of the group. 	<ol style="list-style-type: none"> 1. Noted. 2. Table 4 states that specific, general and other consultees will be consulted and table 1 states that house builders and developers are designated under 'other consultation bodies'. No change proposed. 3. Swale already has an Agents/Developers Forum, run by our Development Management team, who have been passed your details. No change proposed.
	KCC Minerals & Waste Planning	Kent County Council Minerals and Waste	General Comments	SCI66		<p>(Part 2 of 2 continued from previous comment No. 63)</p> <p>With regards to the safeguarding of minerals and waste within Kent as set out in the</p>	<ol style="list-style-type: none"> 1. With regards to the safeguarding of minerals and waste within Kent as set out in the adopted Kent Minerals and Waste Local Plan 2013-30 KMWLP, it 	<ol style="list-style-type: none"> 1. Noted. No change proposed. 2. Noted. Paragraph 4.20 will be amended to refer

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	Policy	Planning Policy Team				<p>adopted Kent Minerals and Waste Local Plan 2013-30 KMWLP (in particular policies CSM 5 Land-won Mineral Safeguarding, CSM 6 Safeguarded Wharves and Rail Depots, CSM 7 Safeguarding Other Mineral Plant Infrastructure, CSW 16 Safeguarding of Existing Waste Management Facilities, DM 7 Safeguarding Mineral Resources and DM 8 Safeguarding Minerals Management, Transportation, Production and Waste Management Facilities), it is important that the safeguarding of both minerals and waste matters are considered throughout the plan making and planning application processes to ensure that there is no unnecessary sterilisation of minerals or the compromise of continued lawful operation of waste and minerals facilities. The Minerals and Waste Planning Authority recognises the reference to mineral safeguarding in paragraph 4.20 of the draft Statement of Community Involvement, but is unable to see a similar reference to waste infrastructure safeguarding and would want to see a similar emphasise to the importance of waste infrastructure. As you are no doubt aware, both minerals and waste development play an important part in the delivery of sustainable development. Similarly, the Minerals and Waste Planning Authority feels it would be helpful to add that further information is available from the County Council regarding safeguarding and the related policies.</p> <p>In relation to Section 5 of the document '<i>Community Involvement in Plan Making</i>' the inclusion of the Kent Minerals and Waste</p>	<p>is important that the safeguarding of both minerals and waste matters are considered throughout the plan making and planning application processes to ensure that there is no unnecessary sterilisation of minerals or the compromise of continued lawful operation of waste and minerals facilities.</p> <p>2. Recognise the reference to mineral safeguarding in paragraph 4.20 of the draft Statement of Community Involvement, but is unable to see a similar reference to waste infrastructure safeguarding and would want to see a similar emphasise to the importance of waste infrastructure.</p> <p>3. The Minerals and Waste Planning Authority feels it would be helpful to add that further information is available from the County Council regarding safeguarding and the related policies.</p> <p>4. In relation to Section 5 of the document '<i>Community Involvement in Plan Making</i>' the inclusion of the Kent Minerals and Waste Local Plan and Kent County Council is noted and welcomed.</p> <p>5. Overall are pleased to see the inclusion of the County Council as the Minerals and Waste Planning Authority within the draft Statement of Community Involvement, but would strongly encourage the inclusion of waste</p>	<p>to waste infrastructure safeguarding as well as mineral safeguarding. Change proposed.</p> <p>3. An SCI sets out the parameters for consultation and is not a signposting document for further information for developers. However, paragraph 4.20 will be amended to refer to further information being available from the County Council. Change proposed.</p> <p>4. Noted. No change proposed.</p> <p>5. Noted. No change proposed.</p>

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						<p>Local Plan and Kent County Council is noted and welcomed, as well as the contact details provided for the Minerals and Waste Planning Policy Team.</p> <p>Overall the Minerals and Waste Planning Authority is pleased to see the inclusion of the County Council as the Minerals and Waste Planning Authority within the draft Statement of Community Involvement, but would strongly encourage the inclusion of waste infrastructure safeguarding alongside mineral safeguarding to ensure that planning policy documents and planning applications are in accordance with the policies set out in the adopted Kent Minerals and Waste Local Plan 2013-30.</p> <p>If you have any queries, or would wish to discuss, please do not hesitate to contact a member of the Minerals and Waste Planning Policy Team on 03000 422370.</p>	<p>infrastructure safeguarding alongside mineral safeguarding.</p>	
Nigel	Heriz-Smith		General Comments	SCI67		<p>Dear SBC Planning Policy, copied to Lynsted with Kingsdown Parish Council for information</p> <p>Please find two documents attached. One is your PDF document with several detailed comments added to that document as "sticky notes".</p> <p>The second document is a Word document that forms my main response to the idea of the SCI.</p> <p>You will see I have some problems with the document and its context in relation to existing local initiatives over the years. I have also</p>	<ol style="list-style-type: none"> 1. The representation by Mr Heriz-Smith has been split up and assigned to the most relevant questions. 2. Had problems with the document and its context in relation to existing local initiatives over the years. 3. At 41 pages long, this document is not friendly to "Community Involvement" when most people suffer from 'time poverty'. It reads like a "bureaucrat's charter". 4. It is a useful 'bringing-together' of what 	<ol style="list-style-type: none"> 1. Noted. No change proposed. 2. Noted. No change proposed. 3. Noted. Unfortunately in order to cover all of the necessary information the document needs to be this length. We worked hard to keep it as short and concise as possible, especially through the use of

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
						<p>made some suggestions regarding “accessibility” – it needs a much shorter plain language addition/Introduction or accompanying (e.g. four page) document if it is to truly engage with people with busy lives. 41 pages of quite detail technical material fails this test of accessibility.</p> <p>OVERVIEW</p> <p>At 41 pages long, this document is absolutely NOT friendly to "Community Involvement" when most people suffer from 'time poverty' under competing interests and commitments. It reads like a "bureaucrat's charter". It is a very useful 'bringing-together' of what is a complex area but that degree of technical content hits most people's "snooze button". Please can SBC consider a plain English introduction that states SBC's guiding principles and the purpose of planning? Even better would be a four-page statement in plain English that could be obtained electronically, placed in public spaces (libraries, shopping centres, further education centres, etc) or posted to homes of Residents with SBC's Magazine?</p> <p>I attach an annotated version of your PDF file, showing areas where I believe the document succeeds and fails or where it might be improved. While this <i>S.C.I exercise</i> has an ambition to improve local democratic engagement in Planning Policy and Decision-Making, it may never achieve more than a 'box ticking' status. That said, I believe this document is a useful device to help residents understand the complexity of the planning</p>	<p>is a complex area but that degree of technical content hits most people's "snooze button". What about a plain English introduction that states SBC's guiding principles and the purpose of planning or a four-page statement in plain English, electronically, available in public spaces or posted to homes with SBC's Magazine?</p> <p>5. Attach an annotated version of the SCI, showing areas where the document succeeds and fails or where it might be improved. (<i>These comments have been added under later reps form Mr Heriz-Smith.</i>)</p> <p>6. Whilst this S.C.I exercise has an ambition to improve local democratic engagement in Planning Policy and Decision-Making, it may never achieve more than a 'box ticking' status.</p> <p>7. Believe this document is a useful device to help residents understand the complexity of the planning process. Welcome the principles that underpin the 2011 Localism Act and this SCI. However, have serious reservations surrounding its value and how it plays to the public.</p> <p>8. Comments that follow are based on the experience of developing a democratic document – the Lynsted with Kingsdown Parish Design Statement. (continued at comment SCI68)</p>	<p>tabulated information. No change proposed.</p> <p>4. Noted. The introduction chapter gives a short overview of the SCI as a whole and the 'Guiding principles' chapter adds to this. It would be impossible to condense all of the information down to a 4 page document as what is relevant to one person in one set of circumstances is not the same for another person. No change proposed.</p> <p>5. Noted. These comments are dealt with under later reps form Mr Heriz-Smith. No change proposed.</p> <p>6. The SCI sets out a range of consultation methods and processes which aim to give all members of Swale the opportunity and knowledge to engage with the planning system. No change proposed.</p> <p>7. Noted. No change proposed.</p> <p>8. Noted. No change</p>

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						<p>process – it does not overcome a fundamental problem of “time poverty” in most peoples’ lives that will result in skewed engagement by “communities”. My comments that follow are based on the experience of developing a democratic document – the Lynsted with Kingsdown Parish Design Statement that did qualify as Supplementary Planning Guidance for a period prior to being downgraded on policy changes by government. I welcome the principles that underpin the 2011 Localism Act and this SCI. However, I have serious reservations surrounding its value and how it plays to the public!</p> <p>(continued at comment 68)</p>		proposed.
Nigel	Heriz-Smith		General Comments	SCI68		<p>(continued from comment No. 67)</p> <p>Essentially:-</p> <ul style="list-style-type: none"> • Avoid Reinventing the Wheel. There already exist several documents created by Parish Councils as well as Residents. These various documents have largely been relegated and discarded by Swale Borough Council Planning Department on the basis of ‘cost’ (or effort). The option exists for SBC to ‘stump up’ to translate those documents to fit current Supplementary Planning Guidance terminology. • Past Community Instruments Relegated. If Community engagement in creating past documents can so easily be ignored, what is the incentive for communities to commit to what can 	<p>(continued from SCI67)</p> <ol style="list-style-type: none"> 1. Avoid Reinventing the Wheel. There already exist several documents created by Parish Councils as well as Residents. The option exists for SBC to ‘stump up’ to translate those documents to fit current Supplementary Planning Guidance terminology. If Community engagement in creating past documents can so easily be ignored, what is the incentive for communities to commit to what can be a complex and long-winded process? 2. I was one of a group of Residents who spent more than two years pulling together a democratically-based Lynsted with Kingsdown Parish Design Statement. When central government changed the language of community 	<ol style="list-style-type: none"> 1. These comments do not relate to the SCI specifically and Swale’s Development Management still refer to the Lynsted Design Statement in planning decisions. No change proposed. 2. See above. No change proposed.

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						<p>be a complex and long-winded process? Our Community engagement took place <u>outside</u> our Parish Council structure – they contributed but did not steer.</p> <ul style="list-style-type: none"> ○ I say this as one of a group of Residents who spent <u>more than two years</u> pulling together a democratically-based Lynsted with Kingsdown Parish Design Statement (<u>widely consulted on across the Parish, and with direct engagement with SBC's planning officials</u>). That document established a detailed and prioritised guide to key historic and material features of the built environment, existing land use and patterns of development to inform the formal decision-making processes. The Design Statement also contained <u>all</u> the relevant Policies that SBC has to work with – that technical guidance was included to help residents and developers alike. Our Community Document was, for a relatively short time, <u>formally adopted</u> by Swale Borough Council into its Planning Processes. When central government changed the language of community engagement, the option existed to convert the Design Statement 	<p>engagement, the option existed to convert the Design Statement into a usable format that met the new circumstances. SBC rejected that option because of cost. Our collective experience demonstrates how difficult and time-consuming it is to encourage meaningful Community engagement and how easily it can be buried by bureaucratic processes.</p> <p>(continued at SCI69)</p>	

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						<p>into a usable format that met the new circumstances. SBC rejected that option because of <u>cost</u>. Our collective experience demonstrates how difficult and time-consuming it is to encourage meaningful Community engagement and how easily it can be buried by bureaucratic processes.</p> <p>(continued at comment No.69)</p>		
Nigel	Heriz-Smith		General Comments	SCI69		<p>(continued from comment No.68)</p> <ul style="list-style-type: none"> • Parish Council Initiatives. Other documents have been created under the guidance of Parish Councils. P.C.s have moral authority under our systems of “Representative Democracy”. This avenue relies on a balance of skilled and experienced individuals to ‘represent’ the spectrum of Community priorities. That balance will differ in each P.C. for better or worse. <ul style="list-style-type: none"> ○ Parish Plans can be useful places to open up local community engagement. ○ In circumstances of cross-boundary issues, perhaps there is a role for SBC Councillors (or others?) to ‘hold the ring’ in inter-Parish issues to makes sure a balance of interests is struck and fed into Parish and Borough 	<p>(continued from SCI68)</p> <ol style="list-style-type: none"> 1. Other documents have been created under the guidance of Parish Councils who have moral authority under our systems of “Representative Democracy”. This avenue relies on a balance of skilled and experienced individuals to ‘represent’ the spectrum of Community priorities. Parish Plans can be useful places to open up local community engagement. 2. For cross-boundary issues, perhaps there is a role for SBC Councillors to ‘hold the ring’ in inter-Parish issues to makes sure a balance of interests is struck and fed into Parish and Borough decisions. <p>(continued at SCI70)</p>	<ol style="list-style-type: none"> 1. Noted. The Council appreciate the efforts that local groups have, over the years, gone to to produce Parish and Neighbourhood Plans and often find that individuals involved then become community champions for future planning engagement. No change proposed. 2. Noted. As the SCI suggests, there is a role for SBC councillors to assist their constituents with planning consultations. No change proposed.

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						<p>decisions? See para 4.9 of your PDF document.</p> <p>In the case of both Lynsted with Kingsdown and Teynham Parishes, the late Councillor John Disney spent a great deal of energy driving a "Greening Greenstreet" project. That Project brought together the interests of P.C.'s, residents and businesses on both sides of the A2. Sadly, with the passing of John Disney both PCs dropped the Project. As a resident in this "Greenstreet community", it is sad to see P.C.'s 'default' to open hostility and competition in matters fall across the A2 dotted line!</p> <p>(continued at comment No. 70)</p>		
Nigel	Heriz-Smith		General Comments	SCI70		<p>(continued from comment No.69)</p> <ul style="list-style-type: none"> • The Role of SBC Officials and Councillors. With Planning Decisions and Priorities governed primarily by the agendas and 'professional judgement' of non-elected, remote Planning Officials - it is unlikely that this initiative will gain meaningful 'traction' in the established relationships and competition for resources. There are so many conflicting interests that "Community Involvement" will be lost in background noise (Paragraph 5 lists those "noises"). Officials and 	<p>(continued from SCI69)</p> <ol style="list-style-type: none"> 1. The Role of SBC Officials and Councillors: With Planning Decisions and Priorities governed by agendas and 'professional judgement' of non-elected Planning Officials - it is unlikely that this initiative will gain meaningful 'traction' in the established relationships and competition for resources. There are so many conflicting interests that "Community Involvement" will be lost in background noise (Paragraph 5 lists those "noises"). 	<p>1-4. It is agreed that there are a number of competing elements which the planning process need to take into account, including the results of community and stakeholder consultation. It is the role of the planning officers to assess these elements as part of their decision making process. No change proposed.</p>

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						<p>Councillors are faced with:</p> <ul style="list-style-type: none"> ○ Developers - who seek high density developments in greenfield sites because of their profits. Locally, house prices have predictable ceilings, so developers will want to minimise input costs of land remediation, demolition, and landscaping that erode their profit margin. They also resist “affordable housing” because, by definition, they are less profitable. ○ Councillors and the Local Plan (largely prepared by and advised on by Officials but heavily skewed by Central Government objectives). Those targets/objectives bear little or no resemblance to the <u>capacity</u> of the construction industry and trades in our region. National Statistics confirm that this industry has contracted during the prolonged economic recession over recent years. ○ Local taxation – additional houses attract funding incentives from central government and longer-term streams of taxation. ○ All these elements conspire to create a form of “collective opportunism” on the part of <u>all</u> parties – that is to say, wanting 	<p>2. Officials and Councillors are faced with:</p> <ul style="list-style-type: none"> ○ Developers - who seek high density developments in greenfield sites because of their profits. They resist “affordable housing” because, by definition, they are less profitable. ○ Councillors and the Local Plan (largely prepared by and advised on by Officials but heavily skewed by Central Government objectives). Those targets/objectives bear little or no resemblance to the <u>capacity</u> of the construction industry and trades in our region. ○ Local taxation – additional houses attract funding incentives from central government and longer-term streams of taxation. <p>3. All these elements conspire to create a form of “collective opportunism” on the part of <u>all</u> parties –wanting to take the line of least resistance through the planning processes. To demonstrate “added value”, Officials and Councillors will justify approvals that offer “planning gain” by developers;</p> <p>4. The “aspiration” for Community Involvement is unachievable in any meaningful way when measured against these financial pressures.</p>	

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						<p>to take the line of least resistance through the planning processes. To demonstrate “added value”, Officials and Councillors will justify approvals that offer “planning gain” by developers; even though experience over decades show that, once approval is given, the ‘planning gain’ sought by local government officials (and promised to communities) tend to evaporate under pressure from developers’ drive for profit. Realistically, once approval is granted, the ability of Councils to enforce compliance is sharply reduced.</p> <ul style="list-style-type: none"> ○ The “aspiration” for Community Involvement is unachievable in any meaningful way when measured against these financial pressures. <p>(continued at comment No. 71)</p>	(continued at SCI71)	
Nigel	Heriz-Smith		General Comments	SCI71		<p>(continued from comment No. 70)</p> <ul style="list-style-type: none"> • Importance of Borough Councillors in championing community actions: After considerable effort and engagement by the community, our design statement received no support by our then Borough Councillors who clearly had not understood the concept of design statements. Soul destroying for the team and community who had worked 	<p>(continued from SCI70)</p> <ol style="list-style-type: none"> 1. Importance of Borough Councillors in championing community actions: Our design statement received no support by our then Borough Councillors. 2. “Communities”: Practical engagement by “Communities” will be skewed by the self-election of those able and willing to devote time and resources to the 	<ol style="list-style-type: none"> 1. Agreed. The SCI has a section on the ‘Role of Elected members’ which highlights their important role in community consultation. No change proposed. 2. Agreed. It is accepted that people are busy which is why targeted

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						<p>so hard on it. Thank goodness for the support and engagement of SBC officials and wider engagement of other Borough Councillors!</p> <ul style="list-style-type: none"> “Communities”: Practical engagement by “Communities” will be skewed by the self-election of those able and willing to devote time and resources to the planning process. Most people live busy lives and have many competing pressures for whatever “slack” they may have in their day. The result will often be that “Community Involvement” is based on non-representative political or social agendas of activist residents. To achieve validity within each Community, local residents have to be engaged by the “activists” with a neutral agenda. Having spent more than two years to achieve this ambition in the creation of the Lynsted with Kingsdown Parish Design Statement, I can testify to the huge effort needed and the impossibility of sustaining a group to defend and amend the ambitions of community engagement. This brings me back to the importance of SBC demonstrating its commitment to the existing documents by reinstating and updating existing documents to a level that fits the Planning Framework that surrounds your planning processes. <p>The ball is in SBC’s court. If the SCI results in support for <u>existing documents</u> created by Communities and Parish Councils, then it may have value and encourage <u>future</u></p> 	<p>planning process. “Community Involvement” will be based on non-representative political or social agendas of activist residents. Local residents have to be engaged by the “activists” with a neutral agenda.</p> <p>3. If the SCI results in support for existing documents created by Communities and Parish Councils, then it may have value and encourage future engagement.</p> <p>(continued at SCI72)</p>	<p>and more concise consultations are often the most suitable. No change proposed.</p> <p>3. Noted. This comment does not relate to the SCI. No change proposed.</p>

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						engagement. (continued at comment No. 72)		
Nigel	Heriz-Smith		General Comments	SCI72		<p>(continued from comment No. 71)</p> <p>General conclusions on the PDF Document include:-</p> <p>Chapter 1: Defines ‘aspirations and obligations’. However, as stated above, this approach would be strengthened by embedding work already undertaken local communities and Parish Councils – suitably updated by SBC to comply with changes in governing planning documents.</p> <p>The document nods in the direction of cross-boundary issues but fails adequately to address issues like “pollution”. Pollution intersects with Development and Planning decisions through the instruments of AQMAs. The National Policy Planning Framework establishes a specific and binding responsibility on Borough Planning Officials and the Council to address <u>cumulative</u> pollution issues when considering development approvals/rejections. The word “pollution” is only mentioned at the bottom of page 28.</p> <p>Additional clarity is needed on the intersection with Kent County Council responsibilities for road infrastructure and other matters. Communities need to understand the limitation of SBC’s competence.</p> <p>SBC mentions cross-boundary practices in Paragraph 2.16, sub-paragraph 1. History</p>	<p>General conclusions on the PDF Document include:-</p> <ol style="list-style-type: none"> Chapter 1: Defines ‘aspirations and obligations’. However, this approach would be strengthened by embedding work already undertaken local communities and Parish Councils. The document nods in the direction of cross-boundary issues but fails adequately to address issues like “pollution”. The word “pollution” is only mentioned at the bottom of page 28. Additional clarity is needed on the intersection with Kent County Council responsibilities for road infrastructure and other matters. SBC mentions cross-boundary practices in Paragraph 2.16, sub-paragraph 1. History and current experience of major local planning applications faced by communities bring into question how this might work in the real world. Paragraph 3.2 sets out the circumstances when SBC can ignore expressions of “Community” priorities – the ‘whip hand’ remains with SBC officials based on “Resources and managing the process”. 	<ol style="list-style-type: none"> Noted. This comment does not relate to the SCI. No change proposed. Noted. This comment is too specific for the SCI and would be addressed in the policies of the Local Plan. No change proposed. Kent County Council will be added to the glossary with an explanation of its different roles. Change proposed. Noted. This comment does not relate to the SCI. No change proposed. Disagree. Paragraph 3.2 does not “set out the circumstances when SBC can ignore expressions of “Community” priorities”; it sets out the constraints of time and resources that the Council has and suggests that a balance needs to be struck. No

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						<p>and current experience of major local planning applications faced by communities bring into question how this might work in the real world. I have annotated the PDF at several places to suggest improvements in language.</p> <p>Paragraph 3.2 sets out the circumstances when SBC can ignore expressions of "Community" priorities –the 'whip hand' remains with SBC officials based on "Resources and managing the process". I recognise the competition for money and the time of officials - but setting out a five-year commitment (for example) with hard cash commitments would give communities some belief that their effort might have value.</p> <p>Paragraph 4 is an important statement of consultees. This may help residents better understand the process and players. I have some concerns over poorly defined terms that leave SBC able to continue to define what is "relevant" and "appropriate". This is a list without measurable commitment.</p> <p>Para 4.7 (Consultation Portal) is potentially valuable – however, to be engaging, it needs to be properly resourced and managed by SBC. Again, the usefulness of this feature rests on competition for resources.</p> <p>4th December 2017</p>	<p>6. Paragraph 4 is an important statement of consultees. This may help residents better understand the process and players. I have some concerns over poorly defined terms that leave SBC able to continue to define what is "relevant" and "appropriate".</p> <p>7. Para 4.7 (Consultation Portal) is potentially valuable – however, to be engaging, it needs to be properly resourced and managed by SBC.</p>	<p>change proposed.</p> <p>6. Noted. No change proposed.</p> <p>7. The Consultation Portal is properly managed and resourced by SBC. No specific examples of this not being the case are given. No change proposed.</p>
Nigel	Heriz-Smith		General Comments	SCI74		Title page; At 41 pages - this document is absolutely NOT friendly to "Community Involvement" where most people suffer from 'time poverty'. It reads like a "bureaucrats	<p>1. Title page; At 41 pages - this document is not friendly to "Community Involvement" where most people suffer from 'time poverty'. It reads like a</p>	<p>1. Noted. No change proposed.</p> <p>2. Noted. No change proposed.</p>

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						<p>charter".</p> <p>About you: Nigel Heriz-Smith</p> <p>Previously one of the Chairmen of the Lynsted with Kingsdown Parish Design Statement group. Also the principal author tasked with reflecting all inputs from our communities and SBC Planning Department.</p> <p>Previous career - senior management in Central Government Departments.</p> <p>Para 2.3: Please reinstate Village and Parish Development Plans as Supplementary Panning Guidance. This would be a 'slam dunk' for your ambitions and credibility.</p> <p>Para 2.4; The 'natural' pathway for community involvement is the Parish Council. However, administrative limitations make these channels not fit for purpose. The case in point is the "Greenstreet Community" that is divided between Lynsted and Teynham with one result being lack of cohesion and a failure to truly reflect the interests of those most acutely affected by planning and development processes.</p> <p>Para 2.5: "Community Involvement" is not the same as "representations made by individuals" into the Planning/Development process. Simply printing the "ambition" and spelling out some 'pie in the sky' processes through which "communities" are able to engage is inadequate. The reality is that creating something worthy of the title "community" is hellishly difficult to establish and sustain. As time passes, SBC continues</p>	<p>"bureaucrat's charter".</p> <ol style="list-style-type: none"> 2. Previously one of the Chairmen of the Lynsted with Kingsdown Parish Design Statement group. 3. Para 2.3: Please reinstate Village and Parish Development Plans as Supplementary Panning Guidance. 4. Para 2.4; The 'natural' pathway for community involvement is the Parish Council. However, administrative limitations make these channels not fit for purpose. 5. Para 2.5: "Community Involvement" is not the same as "representations made by individuals" into the Planning/Development process. Simply printing the "ambition" and spelling out some 'pie in the sky' processes through which "communities" are able to engage is inadequate. 6. Perhaps SBC needs to include here [Paragraph 2.6] something that spells out how local representative groups can be created and supported in a way that falls outside the ambit of local parish councils? 7. Para 2.7: As stated in the Parish and Village Design Statements that exist at different levels of sophistication. 8. Para 2.8: Useful. 9. Para 2.16: Please add the governance of AQMAs and their status in local and 	<ol style="list-style-type: none"> 3. Noted. This comment does not relate to the SCI. No change proposed. 4. It is agreed that Parish and Town Councils are a primary source of spreading information relevant to their area to residents. No change proposed. 5. The list of processes is wide ranging in order to ensure that a wide range of stakeholders are given the opportunity the engage. No change proposed. 6. This is not something that the SCI or planning department could facilitate. It is suggested that you contact your local councillor with this suggestion. No change proposed. 7. Noted. No change proposed. 8. Noted. No change proposed. 9. Noted. This is too detailed for the SCI. No

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						<p>to exist; there is nothing like the necessary cohesion at local level to support a corresponding "instrument" through which engagement can be offered and sustained.</p> <p>Perhaps SBC needs to include here [Paragraph 2.6] something that spells out how local representative groups can be created and supported in a way that falls outside the ambit of local parish councils but is complementary to them? Is there scope for setting up collaborative sub-groups in this way under the auspices of Swale Borough Council?</p> <p>Para 2.7: As stated in the Parish and Village Design Statements that exist at different levels of sophistication.</p> <p>Para 2.8: Useful.</p> <p>Para 2.16: Please add the governance of AQMAs and their status in local and national policy.</p> <p>"Pollution" has only one superficial reference in this document - page 28, para 6.13.</p>	<p>national policy. "Pollution" has only one superficial reference in this document - page 28, para 6.13.</p>	<p>change proposed.</p>
Nigel	Heriz-Smith		General Comments	SCI75		<p>Para 2.16 (Point 2): Who benefits from this and how is it managed? I suspect the answer is "SBC" has this in its gift and does not want communities to bid for it?</p> <p>Is there any methodology to join up the dots between imposition of development and control over compensation for degradation of quality of life and health?</p> <p>Para 2.16 (Point 3): This is central to my</p>	<ol style="list-style-type: none"> 1. Para 2.16 (Point 2): Who benefits from this and how is it managed? I suspect the answer is "SBC" has this in its gift and does not want communities to bid for it? 2. Is there any methodology to join up the dots between imposition of development and control over compensation for degradation of quality 	<ol style="list-style-type: none"> 1. Swale does not currently have a CIL charging schedule but the government set out the mechanics for it, not the borough council. No change proposed. 2. This is not relevant to the SCI, but is a matter for the decision making

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						<p>complaint about past initiatives that are side-lined by SBC. When the policies changed, SBC had the opportunity to restate its support for Village and Parish Design Statements - but SBC ducked that opportunity.</p> <p>SBC should show some leadership - otherwise this document and your ambitions are no better than 'box ticking'. The "Greening Greenstreet" Project withered on the vine with the death of Councillor John Disney. Its reinstatement and proper resourcing could provide a model and a sense of purpose to community involvement. SBC needs to spell out a firm intent (with budgets for use by communities) to sustain initiatives of this kind.</p> <p>Para 2.16 (Point 5): Having been involved over the past year in trying to restate a principle about "sensitive edges" to our community - contained in the Parish Design Statement - I am left doubting the intent or understanding of SBC Planners to properly address a coherent plan for our collective well-being. This cohesive approach is essential where health is at a premium due to demographics and the layout of buildings and roads. It is important that SBC public engagement plans show a commitment to the need for balance of infrastructure, homes, amenities, and services. SBC is not helped by its own problems of bureaucratic division of responsibilities between SBC and KCC. There are signs that this is recognised as an issue, but I remain to be convinced that recent declarations of intent are any more than box-ticking between KCC and SBC to avoid</p>	<p>of life and health?</p> <p>3. Para 2.16 (Point 3): This is central to my complaint about past initiatives that are side-lined by SBC, e.g. Village and Parish Design Statements.</p> <p>4. SBC should show some leadership - otherwise this document and your ambitions are no better than 'box ticking'. Its reinstatement and proper resourcing could provide a model and a sense of purpose to community involvement.</p> <p>5. Para 2.16 (Point 5): Having been involved over the past year in trying to restate a principle about "sensitive edges" to our community - contained in the Parish Design Statement - I am left doubting the intent or understanding of SBC Planners to properly address a coherent plan for our collective well-being. It is important that SBC public engagement plans show a commitment to the need for balance of infrastructure, homes, amenities, and services.</p> <p>6. Statement 1: "Workshops" are very prone to 'agenda setting' by the 'ringmasters' - in this case SBC. This document is a good example of a "virtual workshop." Workshops can sound as if they are 'empowering'.</p>	<p>process to resolve. No change proposed.</p> <p>3. As previously stated, Development Management still use the Lynsted design Statement in the decision making process. No change proposed.</p> <p>4. Noted. No change proposed.</p> <p>5. Noted. This does not relate to the SCI. No change proposed.</p> <p>6. Agreed. As Appendix 1 states, workshops need skilled facilitators to ensure a successful event. No change proposed.</p>

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						<p>charges of maladministration.</p> <p>Statement 1: "Workshops" are very prone to 'agenda setting' by the 'ringmasters' - in this case SBC. This document is a good example of a "virtual workshop" but it entirely misses opportunities to embed the adverse impact of pollution and our "health and wellbeing" in the statement of community involvement. In short, workshops can sound as if they are 'empowering' but are often defined in terms that suit the 'ring-masters' (SBC) - who also control the written record that defines action or inaction.</p>		
Nigel	Heriz-Smith		General Comments	SCI76		<p>Statement 1: This form of "consultation" is open to abuse because the 'omission' of some questions will skew the results. It may show greater commitment by SBC if it opens the process of defining questions suited to a particular wider objective - in line with "customer focus" groups used by marketing companies. You may be surprised by the creativity that emerges and, of course, that 'focus group' becomes a useful additional channel for 'local champions'? Help do SBC's job! Inevitably there will be some hostility towards this approach by experts inside SBC or consultants employed by SBC - it takes a bit of faith but might be fruitful with SBC 'holding the ring'.</p> <p>Section titled: For all planning policy consultations Swale will:</p> <p>Bullet point 2: However, those who have time and motivation to engage may not be so 'representative'. Quite how you deal with this</p>	<ol style="list-style-type: none"> Statement 1: This form of "consultation" is open to abuse because the 'omission' of some questions will skew the results. It may show greater commitment by SBC if it opens the process of defining questions suited to a particular wider objective - in line with "customer focus" groups. Inevitably there will be some hostility towards this approach by experts inside SBC or consultants employed by SBC. Section titled: For all planning policy consultations Swale will: Bullet point 2: However, those who have time and motivation to engage may not be so 'representative'. How this plays into Parish Council responsibilities is also problematic. Section titled: For all planning policy consultations Swale will: Bullet point 4: "Proportionate" will be defined 'on the 	<ol style="list-style-type: none"> This would be impractical as past experience has shown that the public like to have an initial steer to help them start thinking about the key issues. No change proposed. This is a common problem with all consultations; however the mixture of types of consultations should hopefully allow most people to contribute. No change proposed. Consultation could be endless but eventually a decision needs to be made so the word proportionate is appropriate in its use

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						<p>is problematic - joint chairing of any local groups between that group and SBC? How this plays into Parish Council responsibilities is also problematic.</p> <p>Section titled: For all planning policy consultations Swale will:</p> <p>Bullet point 4: "Proportionate" will be defined 'on the hoof' by SBC and can mean that local community aspirations are devalued by the agenda of SBC. SBC will 'hold the ring' in exactly the same way that it does under current arrangements!</p> <p>Section titled: For all planning policy consultations Swale will:</p> <p>Bullet point 6: Very important. 'Crystal' marked for clarity.</p> <p>Section titled: For all planning policy consultations Swale will:</p> <p>Bullet point 11: "participated."</p> <p>Para 4.5: "when appropriate" are weasel words that reveal that SBC can ignore anything they like - whether Parish Councils or communities and individuals.</p> <p>Table 1: Typo: "area"</p> <p>Para 5.4: The complex interplay of complex documents brings into question the true ability of "communities" to engage in a meaningful way. Can SBC fund the creation of a "Community Portal" through which communities can share 'best practice' or</p>	<p>hoof' by SBC and can mean that local community aspirations are devalued by the agenda of SBC.</p> <p>4. Section titled: For all planning policy consultations Swale will: Bullet point 6: Very important. 'Crystal' marked for clarity.</p> <p>5. Section titled: For all planning policy consultations Swale will: Bullet point 11: "participated."</p> <p>6. Para 4.5: "when appropriate" are weasel words that reveal that SBC can ignore anything they like.</p> <p>7. Table 1: Typo: "area":</p> <p>8. Para 5.4: The complex interplay of complex documents brings into question the true ability of "communities" to engage in a meaningful way. Can SBC fund the creation of a "Community Portal" through which communities can share 'best practice' or effective engagement strategies?</p> <p>9. Para 5.9: SBC could usefully use this initiative to reinvigorate projects like the "Greening Greenstreet" Plan.</p> <p>10. Para 6.3: Typo; "and"</p> <p>11. Para 6.4: I applaud the role of Councillors - local and borough. Is it possible to show an undertaking to achieve this through public meetings?</p>	<p>here. No change proposed.</p> <p>4. The phrase 'when appropriate' means Swale will consult with consultees when it is appropriate to do so in conformity with the regulations, it does not mean that Swale can "ignore anything they like." No change proposed.</p> <p>5. Typo will be corrected. Change proposed.</p> <p>6. Noted. No change proposed.</p> <p>7. Typo will be corrected. Change proposed.</p> <p>8. This evidence base is required by central Government. This is something which could be raised with your Parish Council and local councillor. No change proposed.</p> <p>9. Noted. This comment does not relate to the SCI. No change proposed.</p> <p>10. Typo will be corrected.</p>

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						<p>effective engagement strategies?</p> <p>Para 5.9: SBC could usefully use this initiative to reinvigorate projects like the "Greening Greenstreet" Plan that lapsed with the death of Councillor Disney who made significant progress in a "Neighbourhood" document.</p> <p>Para 6.3: Typo; "and"</p> <p>Para 6.4: I applaud the role of Councillors - local and borough. Is it possible to show and undertaking to achieve this through public meetings? That may help a higher level of engagement by "communities".</p>		<p>Change proposed.</p> <p>11. Councillors do attend public meetings. No change proposed.</p>
Nigel	Heriz-Smith		General Comments	SCI80		<p>Para 6.22: In the case of the opportunistic development proposal in Lynsted with Kingsdown Parish adjacent to the A2 - SBC officials went to extraordinary lengths to AVOID making a decision that might blight a future application on the same land by the same developers! This has struck this "Community" as dishonest and abuse of due process - some might say there was collusion.</p> <p>Such practices undermine willingness of residents to become engaged in the Planning Process which is seen as perverse.</p> <p>General Comments: I have attached a narrative in a Word document attached to this response.</p>	<p>1. Para 6.22: In the case of the opportunistic development proposal in Lynsted with Kingsdown Parish adjacent to the A2 - SBC officials went to extraordinary lengths to AVOID making a decision that might blight a future application on the same land by the same developers! This has struck this "Community" as dishonest and abuse of due process. Such practices undermine willingness of residents to become engaged.</p>	<p>1. Noted. These comments do not relate to the SCI. No change proposed.</p>
Jennifer	Wilson	Environment Agency	General Comments	SCI81		<p>Thank you for consulting on your Statement of Community Involvement.</p> <p>We have no comments to make.</p>	<p>1. No comments.</p>	<p>1. Noted. No change proposed.</p>

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Janice	Bengall		Question 1	SCI5	Disagree		1. Disagree. No reason given.	1. Noted, but with no comment given, a response cannot be made. No change proposed.
Stephen	Parfitt		Question 1	SCI7	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Debbie	stock	Swale Clinical Commissions Group	Question 1	SCI14	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Debbie	stock	Swale Clinical Commissions Group	Question 1	SCI15	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Trevor	Hall	Kent Police	Question 1	SCI21	Agree	Satisfied the proposal meets necessary requirements	1. Agree. No reason given.	1. Noted. No change proposed.
David	Crompton		Question 1	SCI31	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Stephen	Lillicrap		Question 1	SCI34	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
	Strategic Planning	Kent County Council	Question 1	SCI62	No Opinion	KCC would suggest that this should be revised to 'Our General Principles for Involvement', as the term "involvement" is referenced in the subsequent sentence.	1. No opinion. However, suggest that this should be revised to 'Our General Principles for Involvement', as the term "involvement" is referenced in the subsequent sentence.	1. Noted. Statement 1 states that there are three elements to consultation: participation, consultation and information. Consultation is used as it is a more recognised phrase. No change

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								proposed.
Nigel	Heriz-Smith		Question 1	SCI77	No Opinion	<p>Question 1: While this list is useful as a description of "processes", it misses an opportunity to engage community 'focus groups' in setting the questions that become the foundation for fuller consultation. As it stands, this process is too "Top Down". With a bit of humility, you might find this early process entertaining! (and useful) Another thought, that might be hard to manage! How about an "Open Season Invitation" to residents and businesses to put in order of importance the issues most important to them? Granted you would be doing VERY well to get up to 10% response rate, that process may give you a database of 'likely candidates' to champion the search for others in our various communities who might be engaged in particular consultations.</p>	<ol style="list-style-type: none"> 1. No opinion. This list is useful as a description of "processes", but misses an opportunity to engage community 'focus groups' in setting the questions that become the foundation for fuller consultation. This process is too "Top Down". You might find this early process entertaining and useful but hard to manage. 2. How about an "Open Season Invitation" to residents and businesses to put in order of importance the issues most important to them? The process may give you a database of 'likely candidates' to champion the search for others in our communities who might be engaged in particular consultations. 	<ol style="list-style-type: none"> 1. Noted. Statement 1 sets out Swale's General Principles to Consultation so is by its nature quite process focused. However, later in the document when the different types of consultation methods are described, especially in Appendix 1, focus groups do feature, especially for topic based discussions. It is agreed that these groups can be hard to manage so need careful planning and a lot of resources but the results can often be worth it. No change proposed. 2. The suggestion is too specific to be in the SCI but is something which we would consider at the early stages of plan making. It was used at the beginning of work on the 2017 Local Plan and proved popular with residents and useful for the planners. No change proposed.

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Janice	Bengall		Question 2	SCI1	Disagree		1. Disagree. No reason given.	1. Noted, as no comment is given, no response can be made. No change proposed.
Janice	Bengall		Question 2	SCI2	Disagree	Members of the public especially daily commuters should be consulted in view of the diabolical congestion on all roads around Sheppey and Sittingbourne. No further housing should be considered until the congestion at the Stockbury roundabout is addressed. This can only be rectified by a sensible proposal. Not traffic lights. An underpass or flyover is required.	1. Disagree. Commuters need to be consulted about the congestion on Sheppey and at Sittingbourne. No further housing until congestion at Stockbury is addressed.	1. Noted. These comments do not relate to the SCI itself, but to matters that a review of the Local Plan will need to take into account. No change proposed.
Stephen	Parfitt		Question 2	SCI8	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Debbie	stock	Swale Clinical Commissions Group	Question 2	SCI16	Disagree	Primary Care Trust is now Clinical Commissioning Groups.	1. Disagree. Primary Care Trust is now Clinical Commissioning Groups.	1. Noted. The document will be updated to ensure the correct name is used. Change proposed.
Debbie	stock	Swale Clinical Commissions Group	Question 2	SCI17	Disagree	Unable to put this comment in section below - NHS Clinical Commissioning Groups should be statutory consultees.	1. Disagree. NHS Clinical Commissioning Groups should be statutory consultees.	1. Noted. The Primary Care Trusts (which will be changed to NHS Clinical Commissioning Groups) are in Table 1 as statutory consultees for plan making but are not in Table 2 for planning application consultations so they will be added to Table 2 as a statutory consultee. Change proposed.

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Trevor	Hall	Kent Police	Question 2	SCI22	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
David	Crompton		Question 2	SCI32	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Stephen	Lillicrap		Question 2	SCI35	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
S	Palmer		Question 2	SCI42	Disagree	CPRE, Ramblers Association and Rural England where applications include countryside.	1. Disagree. CPRE, Ramblers Association and Rural England should be consulted where applications include countryside.	1. Noted. This question actually relates to plan making not planning applications. Table 2 shows who will be consulted on planning applications and none of the suggested groups are included. However, CPRE receive the weekly list of planning applications and the Ramblers Association and Rural England are encouraged to also sign up to receive the weekly list and track planning applications on the public access system. No change proposed.
Lynda	Fisher	Iwade Parish Council	Question 2	SCI49	No Opinion	The above consultation was discussed at the November meeting of Iwade Parish Council and my Members have asked me to write stating that we agree that all Parish Councils should be fully engaged in this process	1. No opinion. Agree that all Parish Councils should be fully engaged in this process.	1. Noted. No change proposed.

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Alan	Byrne	Historic England	Question 2	SCI56	No Opinion	<p><u>National Amenity Societies</u></p> <p><u>Ancient Monuments Society</u>, St Ann's Vestry Hall, 2 Church Entry, London, EC4V 5HB</p> <p><u>Council for British Archaeology</u>, Beatrice de Cardi House, 66 Boothman, York, YO30 7BZ</p> <p><u>The Society for the Protection of Ancient Buildings</u>, 37 Spital Square, London, E1 6DY</p> <p><u>The Georgian Group</u>, 6 Fitzroy Square, London, W1T 5DX</p> <p><u>The Victorian Society</u>, 1 Priory Gardens, Bedford Park, London, W4 1TT</p> <p><u>The Twentieth Century Society</u>, 70 Cowcross Street, London, EC1M 6EJ</p> <p><u>The Gardens Trust</u>, 70 Cowcross Street, London EC1M 6EJ</p> <p>The Gardens Trust was formed in July 2015 following a merger of The Garden History Society and the Association of Gardens Trusts, representing the County Gardens Trusts of England and Wales. The Garden History Society had been granted statutory consultee status in the planning system in 1995, and The Gardens Trust has been confirmed in this role by Government. Local planning authorities must therefore consult the Gardens Trust on planning applications that may affect historic designed landscapes in England that are on the Register of Parks and Gardens of Special Historic Interest that is held by Historic England.</p> <p><u>The Theatres Trust</u>, 22 Charing Cross Road,</p>	<ol style="list-style-type: none"> 1. No opinion. However, the following groups are national amenity societies which should be consulted: <ul style="list-style-type: none"> o Ancient Monuments Society, Council for British Archaeology, The Society for the Protection of Ancient Buildings, The Georgian Group, The Victorian Society and The Twentieth Century Society. 2. The Gardens Trust was formed following a merger of The Garden History Society and the Association of Gardens Trusts, representing the County Gardens Trusts of England and Wales. The Garden History Society had been granted statutory consultee status in the planning system in 1995, and The Gardens Trust has been confirmed in this role by Government. Must consult the Gardens Trust on planning applications that may affect historic designed landscapes in England that are on the Register of Parks and Gardens of Special Historic Interest. 3. The Theatres Trust, is a statutory consultee on planning applications that affect land on which there is a theatre. 	<ol style="list-style-type: none"> 1. Noted. These groups are covered by the following entry in table 1 'civic societies, cultural, historical and archaeological groups or bodies.' These details will be sent to colleagues in Development Management to ensure the suggested societies are consulted where appropriate. No change proposed. 2. Noted. These details will be sent to colleagues in Development Management to ensure the Gardens Trust are consulted where appropriate. No change proposed. 3. Noted. No change proposed.

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						London, WC2H 0QL The Theatres Trust is a statutory consultee on planning applications that affect land on which there is a theatre.		
	Strategic Planning	Kent County Council	Question 2	SCI59	No Opinion	<p>KCC - as the Lead Local Flood Authority (LLFA) - is a statutory consultee within the planning process for surface water drainage but is not listed in the table of statutory consultees on pages 10-11 and 14-15. The County Council would request that it is listed specifically as the Lead Local Flood Authority these tables to ensure that its role as a statutory consultee is not omitted from any relevant consultations.</p> <p>Similarly, KCC as the Highways Authority should be listed as a separate statutory consultee within the table on pages 10-11.</p> <p>KCC Public Rights of Way and Access Services (PRoW) falls under the Highways Authority and should be consulted on both residential (10+ dwellings or a site of more than 0.5ha) and non-residential development (with floor space of 1,000 sq m). This is applicable whether or not there are any PRoWs within the site that would be directly affected by the proposal, in order for KCC to consider the wider impacts on and potential opportunities of the proposal for the surrounding PRoW network.</p>	<p>1. No opinion. However, KCC - as the Lead Local Flood Authority (LLFA) - is a statutory consultee within the planning process for surface water drainage but is not listed in the table of statutory consultees on pages 10-11 and 14-15. It should be listed specifically as the Lead Local Flood Authority to ensure that its role as a statutory consultee is not omitted from any relevant consultations.</p> <p>2. KCC as the Highways Authority should be listed as a separate statutory consultee within the table on pages 10-11. KCC Public Rights of Way and Access Services (PRoW) falls under the Highways Authority and should be consulted on both residential (10+ dwellings or a site of more than 0.5ha) and non-residential development (with floor space of 1,000 sq m). This is applicable whether or not there are any PRoWs within the site that would be directly affected by the proposal, in order for KCC to consider the wider impacts on and potential opportunities of the proposal for the surrounding PRoW network.</p>	<p>1. Noted. Table 1 Lists Kent County Council as a Statutory Specific consultee and this entry was designed to cover all of the County's roles, including heritage, highways, Lead Local Flood Authority, etc. Table 2 also lists County Planning Authorities as statutory consultees. However, for clarity, KCC (Lead Local Flood Authority) will be added to tables 1 and 2. Change proposed.</p> <p>2. Table 2 lists Kent County Council as a Statutory Specific consultee and this entry was designed to cover all of the County's roles, including heritage, highways, etc. However, for clarity, KCC (Highways) will be added to table 1. Change proposed.</p>
M	Evans	Gladman	Question 2	SCI65	No Opinion	Whilst Gladman recognise that the SCI is	1. No opinion. However, recognise that	1. The Council disagrees as

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		Developments				<p>focused on ensuring that residents within the Borough are rightly as involved in the plan making process as possible we are concerned that the SCI as currently written gives no consideration as the role to which developers can play in plan making. Gladman would therefore consider, in response to Question, 2 that consideration ought to be given to including a developer's forum or some other means by which the development industry can have constructive involvement in plan making. Whatever form this engagement with the industry takes should be referenced in Table 1 of the SCI. Developers and landowners are key representatives in ensuring Local Plans in particular are deliverable, and many of the landowners involved in the process are also members of the community. It is vital that they are actively involved in the planning process.</p>	<p>the SCI is focused on ensuring that residents are rightly as involved in the plan making process as possible but are concerned that the SCI as currently gives no consideration as the role to which developers can play in plan making. Consideration ought to be given to including a developer's forum or some other means by which the development industry can have constructive involvement in plan making.</p> <p>2. Whatever form this engagement with the industry takes should be referenced in Table 1 of the SCI. Developers and landowners are key representatives in ensuring Local Plans in particular are deliverable. It is vital that they are actively involved in the planning process.</p>	<p>in paragraph 4.2 developers/agents are listed as one of the main groups to be targeted for consultation. Table 1 lists 'house builders and developers – both through the Forum and individually' as 'other consultation bodies and organisations'. Also, at various points throughout the document this group is referred to as being consulted through both the development management and plan making processes. No change proposed.</p> <p>2. An agents/developers forum already exists in Swale and is referenced in table 2. Your details have been passed to the organisers of the Forum. No change proposed.</p>
Nigel	Heriz-Smith		Question 2	SCI178	No Opinion	<p>Question 2: Have you considered adding faith groups? They can be useful for their engagement with youth groups, vulnerable adults, a wider range of cultures? Otherwise this looks like a "WASP" exercise. Faith Groups also take a view on "Community" that may cross administrative boundaries sustained by local and national government.</p>	<p>1. No opinion. However, have you considered adding faith groups; they can be useful for their engagement with youth groups, vulnerable adults, a wider range of cultures? Faith Groups take a view on "Community" that may cross administrative boundaries sustained by local and national</p>	<p>1. Table 1 'consultees for plan making' already lists bodies which represent the interests of different religious groups in the area as statutory consultee – general bodies. No change</p>

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							government.	proposed.
Stephen	Parfitt		Question 3	SCI9	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Trevor	Hall	Kent Police	Question 3	SCI23	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Trevor	Hall	Kent Police	Question 3	SCI24	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Stephen	Lillicrap		Question 3	SCI36	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Nigel	Heriz-Smith		Question 3	SCI79	No Opinion	Question 3: See Q2. I agree that ethnic/cultural engagement must be addressed as our communities become increasingly diverse and complex (and mobile). For example, French people appear far less attached than British people to having large gardens (or any gardens). They may have a richer way of looking at the places we/they live? The opportunities to challenge our/your assumptions should be welcomed.	1. No opinion. However, agree that ethnic/cultural engagement must be addressed as our communities become increasingly diverse and complex (and mobile). They may have a richer way of looking at the places we/they live? The opportunities to challenge our/your assumptions should be welcomed.	1. Noted. No change proposed.
Stephen	Parfitt		Question 4	SCI10	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Stephen	Lillicrap		Question 4	SCI37	No Opinion		1. No opinion. No reason given.	1. Noted. No change proposed.
Stephen	Parfitt		Question 5	SCI11	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Trevor	Hall	Kent Police	Question 5	SCI25	Agree		1. Agree. No reason given.	1. Noted. No change

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								proposed.
Stephen	Lillicrap		Question 5	SCI38	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
S	Palmer		Question 5	SCI43	Disagree	<p>All people who live within a set distance or neighbouring roads should be written to with clear indication on the outside of the envelope that it concerns planning, if the application is for new housing or a major development. The additional costs should be paid for by the applicant.</p> <p>Consideration to notify Parish Councils, church leaders and use schools to pass on leaflets. Inside Swale is not always delivered in a timely manner. The use of the iNet as well.</p> <p>As the use of paper copies of newspapers have declined then greater use of online local news is required with a clear notice as I have never seen any notification other than a news item.</p> <p>In fact I found out about the Local Plan through word of mouth.</p>	<ol style="list-style-type: none"> 1. Disagree. 2. For new housing or a major development, people who live within a set distance should be written to with clear indication on the envelope that it concerns planning. The additional costs should be paid for by the applicant. 3. Consideration to notify Parish Councils, church leaders and use schools to pass on leaflets. Inside Swale is not always delivered in a timely manner. 4. The iNet should be used. 5. As readership of newspapers has declined, greater use should be made of online local news with a clear notice. 	<ol style="list-style-type: none"> 1. Noted. 2. For new housing or a major development planning applications Table 7 sets out that neighbour notification letters will be sent, site notices put up, adverts in the local press and use of Swale's website and this is felt adequate. For Plan making consultations, the SCI is flexible to allow this for specific cases but is not practicable for all LP allocations. It is felt that stamping 'Planning' on the envelope may actually put people off from reading the letter. No change proposed. 3. For Plan making consultations, all Parish and Town Councils in Swale and in adjoining boroughs are notified and for Planning Applications, the Parish/Town Council are

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
								<p>consulted. Many of Swale's churches and schools are on Swale's consultation database and are therefore consulted. Inside Swale is only used when the dates of delivery are suitable. No change proposed.</p> <p>4. Assuming the internet is being referred to, it is used widely for both planning applications and plan making, notably via our consultation portal and the Public Access system for planning applications. No change proposed.</p> <p>5. It is agreed that readership of printed copies of newspapers is declining, however, it is still a statutory duty to advertise certain planning notices in the printed versions. Online local news often covers planning issues if they have been notified through press releases. No change proposed.</p>
Stephen	Parfitt		Question 6	SCI12	Agree		1. Agree. No reason given.	1. Noted. No change

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
								proposed.
Trevor	Hall	Kent Police	Question 6	SCI26	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
	Strategic Planning	Kent County Council	Question 6	SCI60	No Opinion	<p>KCC would classify consultation methods as those in which the activities people participate in to have their say and/or provide feedback. Some of the activities listed are 'promotional methods' rather than consultation methods (such as press releases and formal advertisements), so it is recommended that the heading may need to be re-phrased to ensure the contents of the table are clear.</p> <p>Furthermore, in the Table of Consultation Methods in Appendix 1, KCC suggests that the term 'available for sale' should be moved to the end of the sentence in order to promote the free methods of access first. The questionnaire/survey method is stated as being time consuming and costly, but this depends on the exact method of the questionnaire/survey. It is considered that an online questionnaire is unlikely to be time consuming and costly in comparison to a face-to-face survey with a stratified sample. KCC would therefore suggest that the considerations for questionnaire/surveys could be revised to consider the potential and difference between online and face-to-face surveys. It is likely that an online questionnaire/survey may enable Swale Borough Council to reach some of the 'hard to reach' groups.</p>	<ol style="list-style-type: none"> 1. No opinion. However, KCC classify consultation methods as those in which people participate to have their say and/or provide feedback. Some of the activities listed are 'promotional methods', so the heading may need to be re-phrased to ensure the contents of the table are clear. 2. In the Table of Consultation Methods the term 'available for sale' should be moved to the end of the sentence in order to promote the free methods of access first. 3. The questionnaire/survey method is stated as being time consuming and costly, but this depends on the exact method. An online questionnaire is unlikely to be time consuming and costly in comparison to a face-to-face survey. Suggest that the considerations for questionnaire/surveys could be revised to consider the potential and difference between online and face-to-face surveys. Online questionnaires/surveys may help to reach some of the 'hard to reach' groups. 	<ol style="list-style-type: none"> 1. Noted. Statement 1 states that there are three elements to consultation: participation, consultation and information. The activities which could be considered as 'promotional methods' would come under information and are an important part of consultation at it alerts and informs the public to future and/or current consultations and how to access those events. No change proposed. 2. This is deemed unnecessary as the five consultation methods listed previously in the table are all free methods of accessing consultations. No change proposed. 3. Whilst it is agreed that on-line questionnaires can reduce cost and time, it must be

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
								remembered that a large proportion of respondents to Swale's consultations continue to either email or hand write responses. Until the majority of respondents submit comments using the online portal, online questionnaires will have a limited response rate and therefore face-to-face surveys would be required. The text will be altered to say "Likely to be time consuming and costly, until online questionnaires can be used once online usage for responding to consultations increases." Change proposed.
Janice	Bengall		Question 7	SCI3	Disagree	When objections are raised by members of the public especially with regard to infrastructure the objections are not listened to or acted upon. For example Highways England have no idea at all with regard to the dreadful situation commuters are faced with every day in the a245. To get to work in Maidstone for 9.00am for example you would have to leave the Isle of Sheppey at 5.30am. Although this has been mentioned on numerous occasions Highways England continue to state that there is no problem.	<ol style="list-style-type: none"> 1. Disagree. 2. Objections raised by the public with regard to infrastructure are not listened to or acted upon. Highways England has no idea of the dreadful situation commuters are faced with A249. Although this has been mentioned on numerous occasions Highways England continue to state that there is no problem. 	<ol style="list-style-type: none"> 1. Noted. 2. All objections are considered by the Council and help form it's Local Plan. The SCI makes it clear that this process will occur. A duty to consult is not necessarily a duty to agree with all stakeholders. No change proposed.

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
Janice	Bengall		Question 7	SCI14	Disagree	The local authority have not obtained up to date information on the infrastructure in the Sheppey and Sittingbourne areas. The general public have tried to inform them of the lack of infrastructure but the local authority have taken no notice.	<ol style="list-style-type: none"> 1. Disagree. 2. The local authority has not obtained up to date information on the infrastructure in Sheppey and Sittingbourne. The public tried to inform them of the lack of infrastructure but no notice is taken. 	<ol style="list-style-type: none"> 1. Noted. 2. The issue is noted, but this does not relate to the SCI itself. No change proposed.
Trevor	Hall	Kent Police	Question 7	SCI27	Agree		<ol style="list-style-type: none"> 1. Agree. No reason given. 	<ol style="list-style-type: none"> 1. Noted. No change proposed.
Stephen	Lillicrap		Question 7	SCI39	Agree		<ol style="list-style-type: none"> 1. Agree. No reason given. 	<ol style="list-style-type: none"> 1. Noted. No change proposed.
Alan	Byrne	Historic England	Question 7	SCI55	No Opinion	<p>Neighbourhood Plans – Under the Regulations covering neighbourhood planning, before submitting the proposed Neighbourhood Plan to the local planning authority, the group needs to consider if various organisations (statutory consultees) need to be consulted about the proposals, because they affect the natural or historic environment. These statutory consultees include Historic England, Natural England and the Environment Agency amongst others whose interests may be affected. The statutory consultees have jointly produced guidance on the natural and historic environment in neighbourhood planning:</p> <p>http://content.historicengland.org.uk/content/docs/planning/planning-environmentneighbourhood-advice.pdf</p>	<ol style="list-style-type: none"> 1. No opinion. However, under the Regulations covering neighbourhood planning, before submitting the proposed Neighbourhood Plan to the local planning authority, the group needs to consider if various organisations (statutory consultees) need to be consulted about the proposals, because they affect the natural or historic environment. The statutory consultees have jointly produced guidance on the natural and historic environment in neighbourhood planning: http://content.historicengland.org.uk/content/docs/planning/planning-environmentneighbourhood-advice.pdf 	<ol style="list-style-type: none"> 1. Table 5 sets out where the LA will advise neighbourhood groups on process and regulations and this covers ensuring that relevant consultees have been consulted. No change proposed.
Debbie	stock	Swale Clinical	Question 8	SCI18	Agree		<ol style="list-style-type: none"> 1. Agree. No reason given. 	<ol style="list-style-type: none"> 1. Noted. No change

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
		Commissions Group						proposed.
Trevor	Hall	Kent Police	Question 8	SCI28	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
Stephen	Lillicrap		Question 8	SCI40	Agree		1. Agree. No reason given.	1. Noted. No change proposed.
S	Palmer		Question 8	SCI44	Disagree	<p>The documents can be difficult to read and understand as they are not in plain English and not written for a lay person.</p> <p>The council should hold public meetings to present the application and receive feedback if an application is for more than a certain number i.e. 25 or more.</p>	<p>1. Disagree.</p> <p>2. The documents can be difficult to read and understand and are not in plain English.</p> <p>3. The council should hold public meetings to present the application and receive feedback if an application is for more than a certain number i.e. 25 or more.</p>	<p>1. Noted.</p> <p>2. Unfortunately planning terminology is very technical by nature and whilst every effort is made to make documents relating to planning applications understandable it is often difficult. However, there is always an officer's name and contact details and they are happy to explain the documents to people either by phone. No change proposed.</p> <p>3. The Council encourages applicants to undertake public consultation, including meetings, however, it would be too resource intensive for the Council to undertake public meetings for all applications of 25 of more dwellings.</p>

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
								Often Parish or Town Council will hold a public meeting and a planning officer can attend to assist discussion. No change proposed.
S	Palmer		Question 8	SCI45	Disagree	<p>Not all documents are online for example the list of constraints.</p> <p>Documents are difficult to read and understand as they are not written in plain and clear English or for a lay person.</p>	<ol style="list-style-type: none"> 1. Disagree. 2. Not all documents are online for example the list of constraints. 3. Documents are difficult to read and understand as they are not written in plain and clear English. 	<ol style="list-style-type: none"> 1. Noted. 2. The list of constraints is currently on the public access system. The Council is currently working on an online mapping system which will link to the public access system and will show the constraints on a map base. This should be live by late Spring. No change proposed. 3. Planning documents are inherently technical and the Council cannot control what planning applicants include within the information they submit. Planning officers contact details are always on the application details and are happy to help the public understand any aspect of a planning application which they are unsure about. No change

Given Name	Family Name	Company/ Organisation	Number	ID	Your opinion - Please state your opinion?	Original Consultee Comment	SBC summary of consultee response	SBC draft response to consultee comment
								proposed.
Alan	Byrne	Historic England	Question 8	SCI53	Disagree	<p>In view of our remit, some general principles are outlined below which we suggest are reflected in the SCI. Planning and Development in the Historic Environment – A Charter for Historic England Advisory Services (sixth edition, April 2014): This document, available on our website:</p> <p>http://www.historicengland.org.uk/images-books/publications/charter-headvisory-services/</p> <p>sets out Historic England’s advisory services for planning and development. It details the circumstances where we must be consulted upon planning applications affecting the historic environment, and the type of information required for consultations with Historic England on proposals affecting nationally important heritage assets. It also underlines the value and importance of pre-application discussions with us on proposals with the potential for major change, or damage, to nationally important heritage assets. The principles set out in this charter should inform the Council’s consultation approach to significant planning applications.</p>	<p>1. Disagree. Some general principles are outlined below which we suggest are reflected in the SCI. Planning and Development in the Historic Environment – A Charter for Historic England Advisory Services (sixth edition, April 2014) sets out Historic England’s advisory services for planning and development. It details the circumstances where we must be consulted upon planning applications affecting the historic environment, and the type of information required for consultations with Historic England. It also underlines the value and importance of pre-application discussions with us on proposals with the potential for major change, or damage, to nationally important heritage assets. The principles set out in this charter should inform the Council’s consultation approach to significant planning applications.</p>	<p>1. Noted. The draft SCI appears to cover all the guidance set out in the charter but a reference to the document in a new ‘Future Guidance’ section. Partial change proposed.</p>

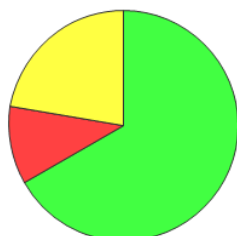
Statistical results of the questions asked throughout the document

Question 1:

Do you agree or disagree with Swale's General Principles of Consultation, set out in Statement 1 above? If you do not agree, which parts would you change and what, if anything, would you replace them with?

Your opinion

Please state your opinion?



Question responses: **9 (100.00%)**

	% Total	% Answer	Count
Agree	66.67%	66.67%	6
Disagree	11.11%	11.11%	1
No Opinion	22.22%	22.22%	2
Total	100.00%	100.00%	9

Question 2:

Do you think that the list of 'other consultation bodies and organisations' covers all of Swale's community and interest groups? If not, what group of people would you add?

Your opinion

Please state your opinion?



Question responses: **14 (100.00%)**

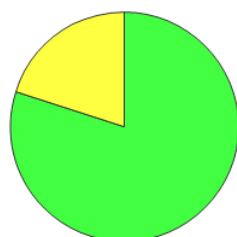
	% Total	% Answer	Count
Agree	28.57%	28.57%	4
Disagree	35.71%	35.71%	5
No Opinion	35.71%	35.71%	5
Total	100.00%	100.00%	14

Question 3:

Do you think that the table of consultation methods in Appendix 1 covers all of the possible consultation types? If not, what type of consultation method would you add?

Your opinion

Please state your opinion?



Question responses: **5 (100.00%)**

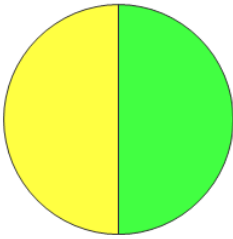
	% Total	% Answer	Count
Agree	80.00%	80.00%	4
Disagree	0.00%	0.00%	0
No Opinion	20.00%	20.00%	1
Total	100.00%	100.00%	5

Question 4:

Do you agree with the consultation considerations in the table in Appendix 1?

Your opinion

Please state your opinion?



Question responses: **2 (100.00%)**

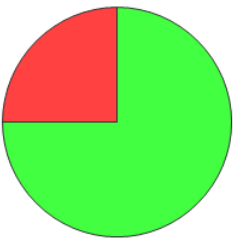
	% Total	% Answer	Count
Agree	50.00%	50.00%	1
Disagree	0.00%	0.00%	0
No Opinion	50.00%	50.00%	1
Total	100.00%	100.00%	2

Question 5:

Do you think that the table of consultation methods in Appendix 1 covers all of the possible consultation types? If not, what type of consultation method would you add?

Your opinion

Please state your opinion?



Question responses: **4 (100.00%)**

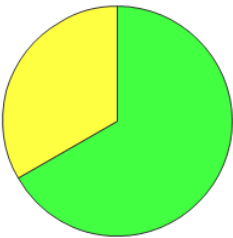
	% Total	% Answer	Count
Agree	75.00%	75.00%	3
Disagree	25.00%	25.00%	1
No Opinion	0.00%	0.00%	0
Total	100.00%	100.00%	4

Question 6:

Do you agree with the consultation considerations in the table in Appendix 1?

Your opinion

Please state your opinion?



Question responses: **3 (100.00%)**

	% Total	% Answer	Count
Agree	66.67%	66.67%	2
Disagree	0.00%	0.00%	0
No Opinion	33.33%	33.33%	1
Total	100.00%	100.00%	3

Question 7:

Do you agree or disagree with the levels of community involvement for the list of planning documents in table [Table 3](#) 'The plan making process'? If not, which would you change and why?

Your opinion

Please state your opinion?



Question responses: **5 (100.00%)**

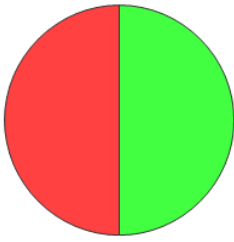
	% Total	% Answer	Count
Agree	40.00%	40.00%	2
Disagree	40.00%	40.00%	2
No Opinion	20.00%	20.00%	1
Total	100.00%	100.00%	5

Question 8:

Do you think that the opportunities to view and comment on a planning application are adequate? If not, what improvements would you suggest?

Your opinion

Please state your opinion?



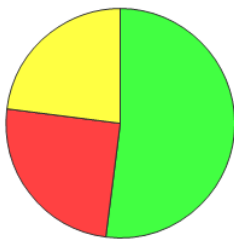
Question responses: **6 (100.00%)**

	% Total	% Answer	Count
<input checked="" type="checkbox"/> Agree	50.00%	50.00%	3
<input checked="" type="checkbox"/> Disagree	50.00%	50.00%	3
<input type="checkbox"/> No Opinion	0.00%	0.00%	0
Total	100.00%	100.00%	6

Overall analysis (all questions combined):

Your opinion

Please state your opinion?



Question responses: **48 (62.34%)**

	% Total	% Answer	Count
<input checked="" type="checkbox"/> Agree	32.47%	52.08%	25
<input checked="" type="checkbox"/> Disagree	15.58%	25.00%	12
<input checked="" type="checkbox"/> No Opinion	14.29%	22.92%	11
<input type="checkbox"/> [No Response]	37.66%	--	29
Total	100.00%	100.00%	77

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Statement of Community Involvement

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1 Introduction

1 Introduction

What is a Statement of Community Involvement?

1.1 A Statement of Community Involvement (SCI) sets out how the community can get involved in the preparation of local planning policy documents and in decisions on planning applications. The Statement of Community Involvement is part of Swale's Development Plan. For details of the Swale Development Plan see section 2 'Guide to the Planning System.'

1.2 The aim of this SCI is to overcome the traditional reactive way people tend to become involved with planning by recognising that people who are likely to be affected by new developments should be encouraged to participate more directly and earlier in the preparation of the documents which will allocate land for development and in the processing of planning applications. This will help strengthen evidence and encourage a sense of local ownership and commitment. Ultimately, this front loading approach should help to reduce, if not resolve, conflicts and reach a consensus on essential issues in the early stages of the process, thereby reducing the time taken for decisions to be made.

1.3 This SCI therefore describes the types of planning processes where consultation is important and sets out our approaches toward community engagement.



Picture 1.0.1 A community workshop

2 Guide to the Planning System

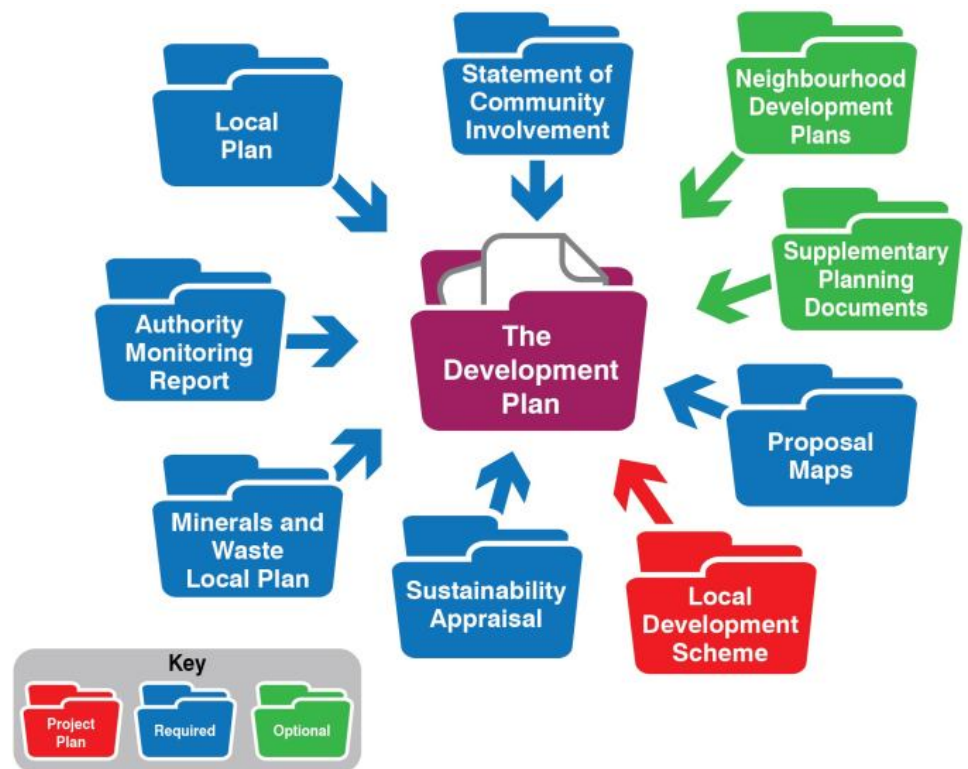
The Plan Making System

2.1 The planning system is often seen as represented by two primary functions:

1. The Plan making system, by which long term plans (the Development Plan) set out strategies, policies and allocate land to meet development needs.
2. The Development Management System, by which planning applications are made in accordance with the Development Plan.

Summary of Planning Policy Documents

2.2 The development plan comprises a suite of different planning documents. The different documents can be seen in picture 2.0.1 below and they are explained more fully below.



Picture 2.0.1 The Development Plan

Local Development Documents (LDD)

2.3 These comprise of: The Statement of Community Involvement, Development Plan Documents and Supplementary Planning Documents. Definitions of these documents are provided below.

Statement of Community Involvement (SCI)

2.4 This sets out how and when the local community can become involved in the preparation of the Local Development Documents and in the consideration of planning applications. The Council must comply with its adopted Statement of Community Involvement when preparing its Local Development Documents and this compliance will be tested when these are independently examined.

Development Plan Documents (DPD)

2 Guide to the Planning System

2.5 Development Plan Documents have status as part of the development plan for the area. They must be subject to a sustainability appraisal and community involvement during their preparation and can only be adopted after independent examination resulting in recommendations which are binding on the Council.

2.6 DPDs can include the following:

- The Local Plan which sets out the long term vision for the area and the policies required to deliver that vision
- Development Plan policies, based on topics such as housing, employment, and retail and will guide development in the borough
- Site specific allocations of land for individual uses e.g. housing, employment, community uses
- A Proposals Map illustrating the spatial extent of the policies

Supplementary Planning Documents (SPD)

2.7 These documents are optional and may cover a range of issues, both theme based and site specific which provide additional detail to the policies in the development plan document. They may be subject to sustainability appraisal and community involvement and do not require independent examination.

Local Development Scheme (LDS)

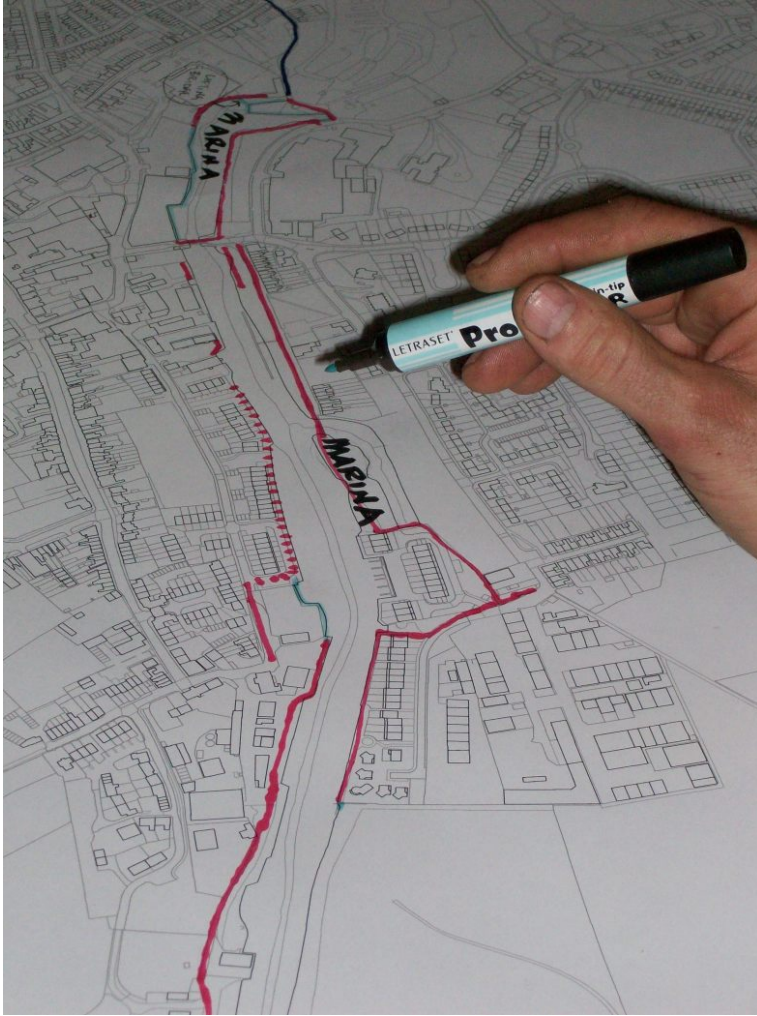
2.8 This is a list of what documents will be included in the Local Plan and timetable for their production. The Local Development Scheme for Swale can be found on the Council's website. The scheme is regularly reviewed. The Local Development Scheme can be found at: www.swale.gov.uk/local-plan

Neighbourhood Development Plans (NDP)

2.9 These are also optional and give every community the opportunity to shape the way their area develops within the guidelines of the Local Plan. Guidance on how to formulate a Neighbourhood Development Plan and details of the help that is available can be found at: www.swale.gov.uk/neighbourhood-planning

Sustainability Appraisals (SA)

2.10 Sustainability Appraisals are an assessment of the social, economic and environmental impacts of the policies and proposals contained within the Local Plan. All Local Development Documents are subject to a Sustainability Appraisal to assess the contribution the document or policy makes in achieving sustainable development in terms of social, economic and environmental factors.



Picture 2.0.2 An example of an interactive consultation method

Strategic Environmental Assessments (SEA)

2.11 Strategic Environmental Assessments are sometimes required in order to comply with the SEA European Directive 2001/42/EC. The Strategic Environmental Assessment Directive is a European Union requirement that seeks to provide a high level of protection of the environment by integrating environmental considerations into the process of preparing certain plans and programmes. The directive requires the preparation of an Environmental Report on the likely significant effects of the draft plan or programme.

Authority Monitoring Report (AMR)

2.12 The Council are required to produce an Authority Monitoring Report (previously called the Annual Monitoring Report.) This report will consider the effectiveness of the policies within the Local Plan and identify what needs to be reviewed/prepared in the future. The Authority Monitoring Report also sets out the Council's performance in achieving the key milestones set in the Local Development Scheme.

The Development Management System

2.13 You may need planning permission if you want to build something new, make a change to your building or change the use of your building. If so, you would need to submit a planning application to Swale Borough Council. The National Planning Policy Framework (NPPF) encourages pre-application discussions with Swale before you submit your planning application.

Policy and Legislative Context

2.14 This SCI has been prepared with regard to the following policies and legislation:

- The Town and Country Planning (Local Planning) (England) Regulations 2012
- The National Planning Policy Framework (NPPF) 2012
- The Localism Act 2011
- The Town and Country Planning (Development Management Procedure) (England) Order 2015, and
- Planning and Compulsory Purchase Act 2004 (as amended)

2.15 There have been a number of legislative changes in recent years that impact on the way communities are involved in the planning process. These changes mostly arose from the introduction of the Localism Act 2011 which sought to speed up and simplify the planning process. The Act also introduced measures

2 Guide to the Planning System

to shift new rights and planning powers to local authorities and local communities. Amendments to the General Permitted Development Order 2015 and the Introduction of the Community Infrastructure Regulations 2010 (as amended) have also resulted in additional consultation opportunities.

2.16 Relevant changes include:

1. A Duty to Co-operate on all planning bodies to co-operate on cross boundary planning matters. The Duty to Co-operate, set out in the Planning and Compulsory Purchase Act 2004 (as amended) and by the Localism Act 2011 establishes a legal principle of cooperation with neighbouring boroughs the Mayor of London and other authorities, public bodies and agencies when reviewing policies. These bodies play a very important role in providing expertise and context within which our local aspirations can be delivered.
2. The ability to introduce a Community Infrastructure Levy (CIL) on development to help pay for local infrastructure. The CIL is a non-negotiable charge which will raise infrastructure funds on new developments. It was introduced by the Planning Act 2008 and came into force through the CIL Regulations 2010 (as amended) on 6 April 2010. Local Planning Authorities adopting CIL are required to prepare and publish a list of those items or types of infrastructure to fund through CIL. Swale has yet to decide whether to implement CIL charges.
3. The ability for local communities to prepare their own plan for their local neighbourhood area through Neighbourhood Plans. Neighbourhood Plans were introduced under the Localism Act 2011 to give communities rights and powers to shape development and growth in their area. Neighbourhood Planning provides a robust set of tools to facilitate communities to get the right types of development for their communities through either parish/Town Councils or 'Neighbourhood Forums' which comprise of local community groups. These groups provide communities with the power to set planning policies through Neighbourhood Plans, which must conform to the strategic policies contained within the Swale's Local Plan. Through Neighbourhood Planning, communities can also apply for Neighbourhood Development Orders and Right to Build Orders which grant planning permission for specific developments that comply with the order. The Council is proactive in providing information about Neighbourhood Planning and will provide support in preparing a Neighbourhood Plan. The Council will ensure that the proposed plans are in conformity with the Local Plan and that the due processes have been followed in accordance with the Localism Act 2011 A summary regarding consultation on neighbourhood planning can be found in Section 5 of this document.
4. Amendments to the General Permitted Development Order The Town and Country Planning (General Permitted development) (England) Order 2017, has introduced additional types of proposals that are deemed as 'permitted' subject to Prior Approval being obtained. The Prior Approval process involves public consultation.
5. Assets of Community Value (Community Right to Bid) gives members of the local community the right to nominate buildings and land (assets) that they think are important to their community for listing on the Register of Assets of Community Value – and can be publicly or privately owned. The Right came into force in September 2012 as part of the Localism Act 2011. If a building or land on the register comes up for sale or a lease of at least 25 years, the nominating group will be notified and they will have up to six weeks to say whether or not they will bid for it, and up to six months to prepare the bid to buy or lease it. The owner does not have to sell the building or land to the community group, but they will be allowed time to put together a bid to buy it on the market. For more information on Assets of Community Value please see: [Swale Community Right to Bid](#)

3 General Principles

Statement 1

Our General Principles to Consultation

By 'involvement' we mean any interaction between our planning team and the community, which can occur on a number of different levels:

Participation – active involvement in identifying needs and priorities, such as workshops

Consultation – consulting the community on their views, such as through on-line consultation processes and surveys

Information – providing information, such as adverts in newspapers, notices on Swale's website and publishing reports

Wherever it is appropriate to do so, we will apply the above general principles to community involvement in all of our planning decisions. We will also encourage other organisations that involve the community in planning processes to adopt these principles. For example, Town/Parish Councils consultations when producing Neighbourhood Plans and developers consultation events prior to the submission of their planning applications for major planning applications.

3.1 For all planning policy consultations Swale will:

- Seek views as early as possible
- Ensure involvement is open to all
- Take into account our duties under the Equality Act 2010
- Choose consultation processes that are proportionate in type and scale to the potential impacts of the proposed plan
- Target consultation to include people whom we consider would be most affected by the particular proposals or plans, and where possible we will include known interest/community/residents groups
- Provide sufficient information for people to comment effectively
- Create concise consultation documents, without understating the complexities of any issues or decisions
- Avoid unnecessary jargon
- State clearly how to respond and by when
- Aim to make all representations publicly available
- Tell people who participate in the consultation how to access the results
- Ensure that information received through consultation processes complies with the Data Protection Act 1998 and the Freedom of Information Act 2000

Question 1

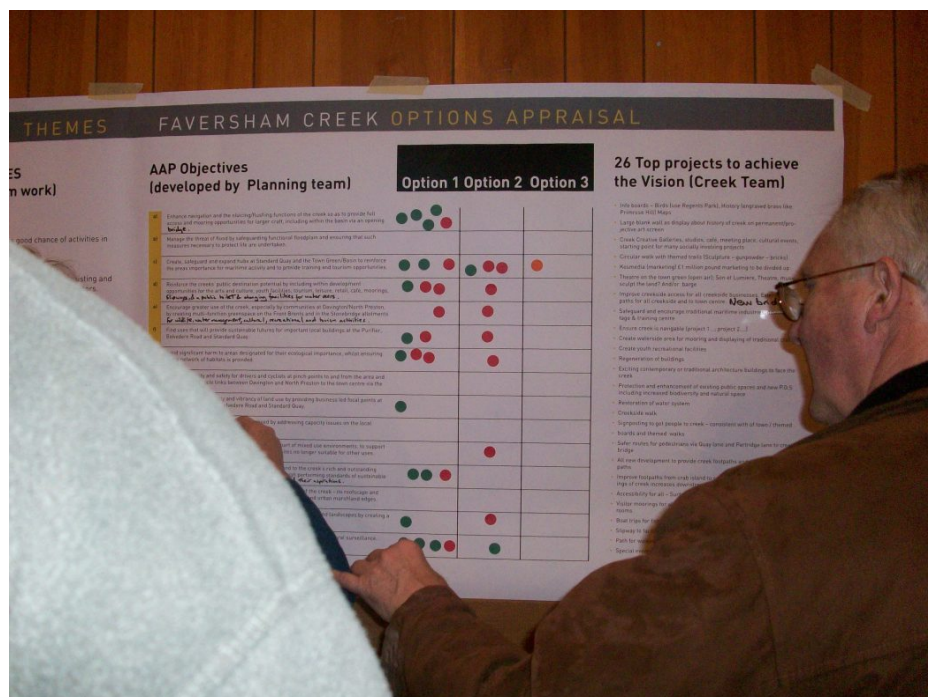
Swale's General Principles to Consultation

Do you agree or disagree with Swale's General Principles of Consultation? If you do not agree, which parts would you change and what, if anything, would you replace them with?

3.2 Public consultation results are a type of participatory evidence. This is often the starting point for both planners, and in the case of Neighbourhood Plans, the designated body, to understand their community's

3 General Principles

views on the high level issues they think a plan needs to address. This is a form of qualitative data. It can be gathered in a number of ways by asking those with an interest in the area for information and views. (See Appendix 1 for different types of public consultation methods.)



Picture 3.0.1 An example of an interactive workshop session on a planning document

Resourcing and managing the process

3.3 In considering the Swale approach to community consultation set out in this SCI, we have had to be mindful of resources available to undertake consultation exercises and deliver meaningful results within tight timescales and resources. A balance has to be struck between consultation and the various production and management issues associated with the range of planning documents that are to be prepared. To facilitate this, electronic communication will be utilised whenever possible, including regular updates on the council website, and via social media.

3.4 This document should be read in conjunction with [Swale's Communications Strategy](#)

4 Who will we involve in consultations?

4.1 The Town and Country Planning (Local Planning) (England) Regulations 2012 set out those bodies that the Council must consult with when preparing development plan documents and planning applications.

4.2 The main groups to be targeted are Central, Regional and Local Government organisations, statutory bodies, community, voluntary, resident and interest groups, members of the public, Parish/Town Councils, local businesses and developers/agents. Information with regard to specific consultees can be found in **table **** below.

4.3 The preparation of Local Development Documents will be more relevant to some groups than others. The list will therefore be used as a guide to identifying the types of groups to involve and consult with. The groups and organisations will change over time and the planning consultation database will be reviewed regularly to maintain an up to date and relevant list of groups and organisations to consult.

Who We Will Involve In Plan Making

4.4 The National Planning Policy Framework emphasises the need to involve all sections of the community in plan-making.

4.5 The Council also has a legal duty to consult residents and businesses when appropriate. In addition, legislation (Town and Country Planning (Local Planning) (England) Regulations 2012) sets out who must be consulted at prescribed stages of the document preparation.

4.6 Many individuals and organisations contribute to the preparation of planning documents. For clarity the Council has divided consultees into four groups. This may alter over time due to changes in legislation or re-organisations of public bodies, so the lists are reviewed regularly.

Statutory Consultees – Specific Bodies	Statutory Consultees – General Bodies	Other Consultation Bodies And Organisations
<ul style="list-style-type: none"> Local planning authorities that adjoin the Borough and the Greater London Authority 	<ul style="list-style-type: none"> Voluntary bodies 	<ul style="list-style-type: none"> Local environmental groups
<ul style="list-style-type: none"> Kent County Council 	<ul style="list-style-type: none"> Bodies which represent the interests of disabled people in the area 	<ul style="list-style-type: none"> Groups representing users, and the providers, of leisure, sport and recreation
<ul style="list-style-type: none"> Parish and Town Councils within and adjoining the Borough 	<ul style="list-style-type: none"> Bodies which represent the interests of different religious groups in the area 	<ul style="list-style-type: none"> Health, education, social service and community based service providers
<ul style="list-style-type: none"> A local policing body 	<ul style="list-style-type: none"> Bodies which represent the interests of businesses in the area 	<ul style="list-style-type: none"> Civic societies, cultural, historical and archaeological groups or bodies
<ul style="list-style-type: none"> The Coal Authority 	<ul style="list-style-type: none"> Bodies which represent the interests of different ethnic or national groups in the area 	<ul style="list-style-type: none"> Groups representing young people
<ul style="list-style-type: none"> Environment Agency 		<ul style="list-style-type: none"> Associations of local residents and communities
<ul style="list-style-type: none"> Historic England 		<ul style="list-style-type: none"> Registered social landlords

4 Who will we involve in consultations?

Statutory Consultees – Specific Bodies	Statutory Consultees – General Bodies	Other Consultation Bodies And Organisations
<ul style="list-style-type: none"> Natural England 		<ul style="list-style-type: none"> House builders and developers - both through the Forum and individually
<ul style="list-style-type: none"> The Marine Management Organisation 		<ul style="list-style-type: none"> Landowners and land agents - both through the Forum and individually
<ul style="list-style-type: none"> The Port Authority 		<ul style="list-style-type: none"> Public transport users and providers
<ul style="list-style-type: none"> Network Rail Infrastructure Limited 		<ul style="list-style-type: none"> Groups representing retired and elderly persons
<ul style="list-style-type: none"> Highways England 		<ul style="list-style-type: none"> South East Local Economic Partnership
<ul style="list-style-type: none"> Mobile Phone Operators Association 		<ul style="list-style-type: none"> Gender and ethnicity groups
<ul style="list-style-type: none"> Mobile Phone Operators with apparatus situated in any part of the Borough 		<ul style="list-style-type: none"> The wider community
<ul style="list-style-type: none"> Primary Care Trusts 		
<ul style="list-style-type: none"> Utilities and service providers 		
<ul style="list-style-type: none"> Homes and Communities Agency 		

Consultees for plan making

Question 2

Other Consultation Bodies and Organisations

Do you think that the list of 'other consultation bodies and organisations' covers all of Swale's community and interest groups? If not, what group of people would you add?



Picture 4.0.1 An example of an exhibition consultation event

not fixed and anyone can ask for their details to be added. Others who no longer wish to be involved will be removed from the list on request.

4.8 We will usually also publicise consultations through local media and our social media options.

Duty to Co-operate

4.9 Swale Borough Council is required to work with neighbouring authorities and other public bodies involved in planning when it comes to tackling issues at a larger than local scale (Section 110 of the Localism Act 2011 and guidance in the National Planning Policy Framework). The duty to cooperate is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans. It is separate from but related to the Local Plan test of soundness. The bodies that we are bound to work together with by the duty include:

- Neighbouring local planning authorities
- Kent County Council including Kent Highways
- The South East Local Economic Partnership
- The Environment Agency
- Historic England
- Highways England
- Natural England
- The Office of Rail Regulation
- The Primary Care Trusts
- The Civil Aviation Authority
- The Port Authority
- Homes and Community Agency
- Greater London Authority and Transport for London
- The Marine Management Organisation

4.10 In addition, the National Planning Policy Framework requires local planning authorities to work collaboratively with Local Nature Partnerships. **Page 61**

Consultation Register

4.7 Members of the public who would like to be notified about planning policy consultations and the progress of documents can add their details to the Council's database of consultees. You can register on Swale's consultation register here [Limehouse Consultation Register](#) These people are alerted by email when opportunities arise to make representations on proposed planning documents. The list is

4 Who will we involve in consultations?

Hard to Reach Groups

4.11 The relatively dispersed population of Swale, spread over a wide urban and rural area, raises particular problems in devising the most appropriate means of consultation to be used. There may also be problems in identifying representative groups to be consulted on behalf of ethnic minority or socially excluded groups, where fairly small numbers of people are involved. Barriers to engagement for hard to reach groups in Swale may include a lack of access to computers and the internet, language barriers, difficulties accessing Swale's three offices, the working community not having the time to engage, young people, people with low literacy and minority ethnic and cultural groups.

4.12 As and when it is deemed necessary by the Council, in order to widen the involvement of the community, a broader range of engagement methods will be used to ensure hard to reach groups are engaged. The Council will avoid a tick-box approach to the hard to reach and engage them in dialogues which are significant, especially when they have specific interests.

Question 3

Swale's Hard to Reach Groups

Do you think that the table of consultation methods covers all of the possible consultation types? If not, what type of consultation method would you add?

Do you agree with the consultation considerations in the table above?

4.13 Appendix 1 shows a table of possible consultation methods available for use by the Council and for each, it looks at the different considerations for when each method would be most suitable. When choosing which consultation methods to choose the Council will need to ensure that all members of the community, especially those at risk of exclusion, who may be interested are given the chance to participate.

Question 4

Consultation Methods

Do you think that the table of consultation methods in Appendix 1 covers all of the possible consultation types? If not, what type of consultation method would you add?

Do you agree with the consultation considerations in the table?

Role of elected members

4.14 Swale Borough Council has 47 councillors who are elected to represent their ward constituents. They have an important role to play in the community involvement process by keeping their local communities informed, representing their views and encouraging and assisting them to engage in the future planning and development of their area.

4.15 It is vital that all elected members are either involved in, or aware of the Local Plan preparation process to provide ownership, leadership and commitment to future implementation. Where appropriate, and depending on the issues in question, arrangements will be made with Councillors to involve them in emerging policy work. This approach will be in addition to the Council's established procedures for decision making.

Who We Will Involve In the Development Management Process

4.16 The operation of the development management process is governed by requirements that are set out in national legislation. With respect to publicity and consultation on planning applications the requirements are set out in The Town and Country Planning (Development Management Procedure)(England) Order 2015 (as amended)

Statutory Consultees	Non-statutory Consultees
Adjoining landowners	Emergency Services and Multi-Agency Emergency Planning
Canal and River Trust	Forestry Commission
Coal Authority	Health and Safety Executive
Control of major-accident hazards competent authority	Ministry of Defence
County Planning Authorities	Office of Nuclear Regulation
Crown Estates Commissioners	Police and Crime Commissioners
Department of Energy and Climate Change	Rail Network Operators
Environment Agency	Sport England
Forestry Commission	Business Improvement Districts
Garden History Society	Local residents; especially of neighbouring properties
Greater London Authority	
Health and Safety Executive	
Highways Authority	
Highways England	
Historic England	
Local Highway Authority	
Adjacent Local Planning Authorities	
National Parks Authorities	
Natural England	
Town and Parish Councils	
Rail Infrastructure Managers	
Rail Network Operators	
Sport England	
Theatres Trust	

4 Who will we involve in consultations?

Statutory Consultees	Non-statutory Consultees
Toll Road Concessionaries	
Water and sewerage undertakers	

Consultees for development management

4.17 This is prescribed in article 15 of the Development Management Procedure Order. There are separate arrangements for listed buildings which are set out in regulation 5 and regulation 5A of the Listed Buildings and Conservation Area Regulations 1990 (as amended).

4.18 The Development Management Procedure Order includes powers for the Secretary of State to direct local planning authorities that additional consultation must take place in specific local circumstances. This process is referred to as a 'consultation direction'. Any consultation required by a direction – where there are further, locally specific, statutory consultation requirements as set out in a consultation direction.

4.19 A consultation direction may be issued in relation to areas, sites and routes which are typically of more than local importance, or to allow the further consideration of proposals in the vicinity of existing facilities (such as airports).

4.20 Safeguarding directions are a specific type of consultation direction, and typically set out detailed maps of areas (for example, those around some existing facilities, such as certain airports or in relation to proposed infrastructure) where statutory consultation is required on planning applications within their area. Detailed guidance on mineral's safeguarding is provided in the Minerals guidance.

4.21 For further information on consultation and planning applications please see section 6 'Community involvement in the planning application process.'

5 Community Involvement in Plan Making

The Plan Making Process

5.1 Local Plans are the key to delivering sustainable development that reflects the vision and aspirations of local communities. Planning decisions must be taken in accordance with the development plan unless material considerations indicate otherwise. (NPPF, para 150.)

5.2 When planning applications are determined a wide range of both national and local planning documents have to be taken into consideration. Table 4.1 below shows the different types of documents which, together form Swale's Development Plan. Community involvement will vary from document to document depending on their content, purpose and their status. The table also shows the level of community involvement possible, linking back to the three types of involvement set out in section 1 'General Principles', which can occur on a number of different levels, for each of the planning documents.

Document Type	Produced by	Document Purpose	Level of Community Involvement
The Development Plan: The Swale Local Plan Kent Minerals and Waste Local Plan Supplementary Planning Documents Neighbourhood Plans	Swale Borough Council Kent County Council Swale Borough Council Town/Parish Councils or Neighbourhood Forums	A suite of planning documents that sets out a vision and framework for the future development of Swale over (usually) a 20 year period To develop a vision for a neighbourhood and set policies and allocate land uses for that area	Participation, information and consultation Participation, information and consultation
Sustainability Appraisals	Swale Borough Council	Local Plans and some Supplementary Planning Documents are subject to these. They assess the economic, environmental and social effects of a plan	Information and consultation
Strategies and other supporting Documents	Swale Borough Council	To set out objectives and implementation schemes to achieve planning objectives	Participation (usually), information and consultation
Statement of Community Involvement	Swale Borough Council	Sets out Swale's consultation processes	Information and consultation
Community Infrastructure Levy	Swale Borough Council	Sets a charge on new development to help fund infrastructure	Information and consultation
Local Development Scheme	Swale Borough Council	Programme for preparing new planning policy documents	Information

5 Community Involvement in Plan Making

Document Type	Produced by	Document Purpose	Level of Community Involvement
Authority Monitoring Report	Swale Borough Council	Reports on progress of the LDS and monitors the adopted Local Plan	Information

5.3 Further details of the type of consultation proposed for each stage of the plan making process is set out below.

Evidence Base

5.4 An extensive suite of technical evidence base documents is required to underpin and inform the production of the Local Plan and other development plan documents. The methodology for some pieces of evidence base is prescribed in national planning policy and practice guidance.

5.5 The National Planning Policy Framework (NPPF) states that local planning authorities should ensure that their Local Plan is based on adequate, up-to-date and relevant evidence about the economic, social and environmental characteristics and prospects of the area. Their assessments of and strategies for housing, employment and other uses must be integrated, and must take full account of relevant market and economic signals. (NPPF, para 158.)

5.6 Evidence base documents can be both quantitative (facts and figures such as census data and housing need) as well as qualitative (e.g. opinions given in consultation responses) and is used to inform the development of the policies and strategies.

5.7 Evidence base documents are technical pieces of work and therefore are not widely consulted on. However, targeted consultation may occur with specific statutory and non-statutory consultees who have expertise in that area. e.g. The Environment Agency would be consulted on the Strategic Flood Risk Assessment.

Question 5

Level of Community Involvement

Do you agree or disagree with the levels of community involvement for the list of planning documents in table ** above? If not, which would you change and why?

How Will We involve the Community in Plan Making

Development Plan Documents

Document and Stage	What We Will Do	Who We Will We Consult	How Will We Consult
Development Plan Documents			

Community Involvement in Plan Making 5

Document and Stage	What We Will Do	Who We Will We Consult	How Will We Consult
<p>Stage 1: Prepare Issues and Options Document</p> <p>At the initial stages of producing a plan it is important that the community has an opportunity to identify local issues, influence the options for future development and examine the evidence.</p>	<p>As a minimum, we will ensure that we comply with the relevant current planning regulations.</p> <p>We will also:</p> <ul style="list-style-type: none"> • Consult more widely where it is relevant and appropriate and timely to do so • Advertise any consultation and make it clear where material can be viewed by the community • When possible, summary documents, maps and diagrams explaining the key issues and proposals will be published • Maintain and add people to our planning database of consultees at any time • Comments received at this stage will be acknowledged and taken into account, together with any available technical evidence as well as national policies and guidance 	<p>We will notify specific, general and other consultation bodies that may have an interest in the document.</p>	<ul style="list-style-type: none"> • We will engage all specific and general consultation bodies, and other consultation bodies as appropriate • We will consult with the wider community at least once during this stage in the production of the document • We will publish consultation documents on-line and the preferred route for comments is via the website, because this helps make the process as efficient as possible • We will make all the comments received publicly available • The council will also consider using one or more of the following methods: <ul style="list-style-type: none"> • Correspondence through letters or email • Workshops or focus groups • Presentations at community events • Joint consultations • Drop-in events, displays or exhibitions • Meetings (one to one or group)

5 Community Involvement in Plan Making

Document and Stage	What We Will Do	Who We Will We Consult	How Will We Consult
			<ul style="list-style-type: none"> • Make plans available on our website and at public inspection points • Targeted measures for hard to reach groups
<p>Stage 2: Publish Proposed Submission Document</p> <p>The council will prepare and consult on the final draft of the plan before it is submitted to the Secretary of State for examination.</p> <p>Representations submitted at this stage are forwarded to the Planning Inspector.</p>	<ul style="list-style-type: none"> • As a minimum, the council will comply with the relevant planning regulations • We will consult on the plan for at least six weeks • The submission documents and other relevant documents must be available for inspection on the website and at the council's office and other public inspection points • When possible, summary documents, maps and diagrams explaining the key issues and proposals will be published • We will notify consultees • The council will publicise where and when the documents may be inspected • Make printed copies of the plan available at a reasonable charge if requested • Where appropriate, the council will make changes to the document before it is submitted to the Secretary of State • All representations received at this stage will be forwarded in full to the Secretary of State. 	<ul style="list-style-type: none"> • We will notify those specific, general and other Consultation bodies that were invited to make representations at an earlier stage • The wider community (as appropriate to the document) will also be consulted 	<ul style="list-style-type: none"> • We will contact everyone on our planning consultation database by letter or email and where appropriate we will use targeted measures for hard to reach groups • To explain the preferred plan we will consider using one or more of the following methods: events, displays, exhibitions or meetings

Community Involvement in Plan Making 5

Document and Stage	What We Will Do	Who We Will We Consult	How Will We Consult
<p>Stage 3: Examination</p> <p>The council is required to submit the plan and supporting information for public examination. The Inspector in charge of the examination will take into account written comments on the plan and, if invited by the Inspector, people can also appear at the examination to speak in support of, or against, the plan. The Inspector will consider whether the Document has complied with the requirements of this Statement of Community Involvement.</p>	<ul style="list-style-type: none"> • We will comply with all the relevant planning regulations for the submission and examination of the plan • We will ensure that all the relevant submission documents are available for inspection on our website and at the council's office and local libraries • We will publish full details of the submission • We will appoint an independent Programme Officer to assist the Inspector with the examination • Full details of the running of the Examination will be published on behalf of the Programme officer on the Council's website 	<ul style="list-style-type: none"> • We will notify all those specific, general consultation bodies, the wider community, and other bodies who have previously been invited to make representations on the plan, about the submission of the plan to the Secretary of State • We will also notify anyone else who requested to be notified of the submission of the plan to the Secretary of State • The Programme Officer will notify all those who commented on the plan at stage 2 with details of the examination 	<p>Consultees will be informed by email or letter</p>
<p>Stage 4: Adoption</p>	<ul style="list-style-type: none"> • We will publish the Inspector's Report and 		<ul style="list-style-type: none"> • We will send the adoption statement

5 Community Involvement in Plan Making

Document and Stage	What We Will Do	Who We Will We Consult	How Will We Consult
<p>Following the Examination, the Inspector will produce a report. The council will consider the Inspector's report, make changes to the plan where appropriate and adopt the final plan.</p> <p>Sometimes, the Inspector may issue Interim Findings and propose that Main Modifications be made to the plan to make it sound. The Inspector will usually indicate that these will also need to be consulted upon and may need a further round of Examination. Any such Main Modifications will be consulted on in the same way as the submission stage proposals (stage 2.)</p>	<p>notify anyone who who requested to be notified</p> <ul style="list-style-type: none"> We will make the adopted document, a sustainability appraisal report, relevant information and adoption statement available for inspection at the council's main offices and on the website as soon as practicable 		<p>to the Secretary of State and any person who requested to be notified</p> <ul style="list-style-type: none"> We will write to everyone who has made a representation on the document to inform them of the adoption process

Other Development Plan Documents

5.8 Kent County Council is responsible for the Minerals and Waste Local Plan. Anyone who wishes to participate in the preparation of this document needs to contact Kent County Council Minerals and Waste Planning Policy Team on 03000 42 23 70 or mwdf@kent.gov.uk. Their website [KCC Minerals and Waste](#) provides further information.

Neighbourhood Plans

5.9 Town and Parish Councils lead on the preparation of Neighbourhood Plans The Localism Act (2011). They are responsible for undertaking consultation during the preparation stage (Neighbourhood Planning (General) Regulations 2012) and may decide who to consult, according to the scope and nature of the proposals being developed. The plan is then submitted to Swale Borough Council and we are responsible for undertaking consultation upon the completed document prior to independent examination.

5.10 The Localism Act 2011 has reformed the planning system to give local people new rights to shape the development of the communities in which they live. There is no compulsion for parishes to prepare a Neighbourhood Development Plan (NDP)

Document and Stage	What Will We Do	Who Will Be Consulted
Neighbourhood Development Plans		
Stage 1: Defining the Neighbourhood Area	<ul style="list-style-type: none"> Swale will undertake the statutory 4 week consultation period. The Council will publicise the application online, along with site notices across the Neighbourhood area, informing interested parties how a representation can be made. 	<ul style="list-style-type: none"> Those within the Neighbourhood area Adjoining Parish/Town Councils Specific, general and other consultation bodies
Stage 2: Publicise the draft Neighbourhood Development Plan	<ul style="list-style-type: none"> The Council's Neighbourhood Planning team are there to provide guidance and advice throughout the plan making process to ensure the plan is in line with the regulations and legislative requirements and conforms to planning policies. 	<ul style="list-style-type: none"> The Parish/Town Council or Neighbourhood Forum decide the level of detail that will make up their Neighbourhood Development Plan. Views of the local community, interest groups and stakeholders should be sought, in order to form a well evidenced foundation for the plan. A consultation statement detailing how this has been achieved will be required for the final submission of the Neighbourhood Development Plan. The draft plan should be published locally, by the Parish/Town Council or Neighbourhood Forum, for a minimum period of 6 weeks in order for any representations to be made. Consultation must also be made with specified consultees, to assist compliance with Reg 14.
Stage 3: Submission of the final Neighbourhood Development Plan	<ul style="list-style-type: none"> The Planning Policy team will publish the plan for a minimum 6 week consultation period. Following conclusion of the consultation, the Planning Policy team will make a recommendation regarding progress of the plan. Final approval for the plan to move forward to examination stage will be given by Local Development Framework Panel. 	<p>The final plan should be submitted to Swale Borough Council Planning Policy team.</p> <p>In accordance with Reg 15, the plan should consist of:</p> <ul style="list-style-type: none"> A map showing the area in which the Neighbourhood Development Plan covers The proposed Neighbourhood Development Plan

5 Community Involvement in Plan Making

Document and Stage	What Will We Do	Who Will Be Consulted
		<ul style="list-style-type: none"> • A consultation statement detailing how the opinions of interested parties have been sought • A written statement explaining how the Neighbourhood Development Plan has met the basic conditions • Any required environmental assessments (Strategic Environmental Assessment and/or Habitat Regulation Assessment.)
<p>Stage 4: Independent Examination</p>	<p>The Council will organise and pay for an independent examination of the Neighbourhood Development Plan and supply the relevant documents to the examiner, including any details of any representations during the final consultation. Many examinations will be dealt with by written representation; however there may be some via hearing or public examination, depending on the circumstances.</p> <p>The examiner will recommend either:</p> <ol style="list-style-type: none"> 1. The plan move to a referendum 2. Following amendment the plan move to a referendum 3. The plan should be refused <p>The examiner's report is not binding and consideration will be given to the recommendations within it. A decision statement will be produced by the Planning Policy team, outlining the decision reasons, where it can be inspected and any modifications made to the plan. The report and Council decision will be published on the website and within the Neighbourhood Area.</p>	<p>The Council will appoint an Independent Examiner and if they decide to hold an examination they will decide who will be able to speak. The Programme Officer who will invite all of those to the relevant hearing sessions.</p>
<p>Stage 5: Referendum</p>	<ul style="list-style-type: none"> • Once the plan is finalised and any amendments have been made, Swale Borough Council will arrange and pay for a referendum. The Examiner will have specified the area for the referendum to cover. It will include all those on the electoral roll within the specified area. 	

Community Involvement in Plan Making 5

Document and Stage	What Will We Do	Who Will Be Consulted
	<p>Swale Democratic Services will undertake the referendum and will send poll cards to all those eligible to vote.</p> <ul style="list-style-type: none"> If the referendum result rules in favour by 50% or more, then the Neighbourhood Development Plan will move on to the final stage in the process. 	
Stage 6: Adoption	<ul style="list-style-type: none"> A recommendation will be made to Swale Borough Council's Council to adopt the agreed Neighbourhood Development Plan and this will form the basis of development and determine planning applications as part of the Development Plan. Adopted plans will be published on the Council website and made available for viewing at local customer service centres and libraries. Copies of the decision to adopt will be sent to the Parish/Town Council or the Neighbourhood Forum and any person who has previously asked to be notified. 	

Supplementary Planning Documents

Document and Stage	What Will We Do	Who Will We Consult	How Will We Consult
Supplementary Planning Documents			
<p>Stage 1: Prepare Supplementary Document (SPD)</p> <p>Evidence and ideas are gathered, and alternative approaches are considered</p>		<ul style="list-style-type: none"> We will consult with those individuals and bodies who are relevant to the successful implementation of the SPD. We may consult more widely if it is considered 	<ul style="list-style-type: none"> This will depend on the type of SPD. The council will consider using one or more of the following methods: <ul style="list-style-type: none"> Correspondence by letter or email Workshops or focus groups

5 Community Involvement in Plan Making

Document and Stage	What Will We Do	Who Will We Consult	How Will We Consult
		relevant and appropriate to do so.	<ul style="list-style-type: none"> Meetings Drop in events
<p>Stage 2: Publish draft Supplementary Planning Document</p> <p>The council is required to consult on the SPD. Publishing a draft provides opportunity to get comments on the document before it is finalised.</p>	<ul style="list-style-type: none"> As a minimum, the council will comply with the relevant planning regulations We will consult for at least 6 weeks and make copies of the draft SPD available for inspection on the website and at the council's main office and other locations as appropriate to the type of SPD We will make all the comments received publicly available We will consider all representations received. 	<ul style="list-style-type: none"> We will consult the specific, general and other bodies who are relevant to the topic of the SP being prepared We will consult residents or persons carrying on business in the area where it is appropriate to 	<p>This will depend on the type of SPD. The council will consider using one or more of the following methods:</p> <ul style="list-style-type: none"> Making documents available on the council's website and at inspection points Workshops or drop in events Correspondence through letters or emails Leaflets/Newsletters Targeted measures for hard to reach groups relevant to the topic of the SPD
<p>Stage 3: Adoption</p> <p>Once the council has taken into account comments and made any changes to the document, it will be adopted by the council's Cabinet. An independent examination is not required.</p>	<ul style="list-style-type: none"> We will prepare a consultation statement We will adopt the SPD We will publish the SPD, consultation statement and an adoption statement on the website These documents will also be available for inspection at the council offices and other locations as appropriate to the type of SPD 	<ul style="list-style-type: none"> We will send a copy of the adoption statement to any person who has asked to be notified of the adoption. 	

Document and Stage	What Will We Do	Who Will We Consult	How Will We Consult

(

For guidance notes on making a representation to a planning policy document please see Appendix 2

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6 Community Involvement in the planning application process

6 Community Involvement in the planning application process

Preparing and Publicising Planning Applications

Pre-application Advice

6.1 Swale offer a pre-application advice service to anyone who is considering building works and/or changes of use to properties. This advice is provided for a fee (free for charities, voluntary groups, Parish/Town Councils and advice relating to the repair of listed buildings) and is the stage before making a planning application. Swale strongly recommend applicants use this service.

6.2 There are many benefits of pre-application advice, including:

- It gives you an opportunity to understand how our policies will be applied to your development and you can identify potential problems and resolve them before an application is submitted. This can help prevent costly and time consuming amendments to schemes later
- It may indicate that a proposal has little or no realistic chance of success, so saving you considerable time and money
- It may lead to a reduction in time spent by your professional advisers in working up the proposals in more detail
- It can identify at an early stage whether any specialist advice is needed, e.g. about listed buildings, trees, flood risk, highways etc
- We can discuss with you details of the proposal such as its design and the materials to be used. This can help you prepare a better planning application so we can process it more quickly and give you a decision sooner

6.3 We strongly encourage applicants to discuss their proposals, both minor and major, with their neighbours, the local community, the relevant town or parish council and their ward councillor at an early stage. The greater the likely impact of a proposed development, the greater the need for community involvement. For further information please go to [Pre-Application Advice](#)

6.4 Applicants of large, major schemes are also encouraged to undertake pre-application briefings with Swale Members to ensure that there is an early two way dialogue and so that local Members can then share this information with their residents.

Type of Development	What Applicants Need To Do	What Swale Will Do
<p>MAJOR</p> <p>Residential development of 10 or more dwellings (or a site of more than 0.5ha)</p> <p>Non-residential development with floor space of 1,000 sq m</p>	<p>Choose appropriate methods to involve the community prior to submission of the planning application e.g. Public meetings/exhibitions, workshops, consultation website</p> <p>Provide a statement with the application describing how the community was involved and what their views were</p> <p>Consider local planning documents and national guidance</p>	<p>Provide pre-application advice on request (a charge will be made for this service)</p> <p>Publish all of the documents on our website</p> <p>Post site notices at or near the proposed site</p> <p>Place an advert in the local press</p> <p>Consult statutory and non-statutory consultees as well as internal consultees</p> <p>Send a neighbour notification letter to neighbouring properties</p>

Community Involvement in the planning application process 6

Type of Development	What Applicants Need To Do	What Swale Will Do
	Strongly consider undertaking pre-application advice from the Council and appropriate statutory and non-statutory consultees	
<p>MINOR</p> <p>Smaller in scale than a major development and outside the definition for change of use or householder</p>	<p>Consider the need for pre-submission community consultation depending on the nature, scale, and location of the proposed development</p> <p>May need to provide a statement with the application describing the actions taken to involve the community and what their views were</p> <p>Consider local planning documents and national guidance</p> <p>Strongly consider undertaking pre-application advice from the Council and appropriate statutory and non-statutory consultees</p>	<p>Provide pre-application advice on request (a charge will be made for this service)</p> <p>Publish all of the documents on our website</p> <p>Post site notices, where appropriate, at or near the proposed site</p> <p>Advertise in the local press if the application:</p> <ul style="list-style-type: none"> • Is for a listed building • Is in a conservation area • Is near or affects a public right of way • Is accompanied by an Environmental Impact Assessment • Departs from the development plan • Affects the setting of a listed building/conservation area
<p>OTHER</p> <p>Includes the categories of:</p> <p>Change of Use (which does not involve building or engineering work)</p> <p>Householder (within the curtilage of a dwelling that requires permission and is not a change of use)</p>	<p>It is good practice to consult with neighbours before submitting a planning application and any consultation actions can be reported within the planning application documents</p> <p>Consider local planning documents and national guidance</p> <p>Strongly consider undertaking pre-application advice from the Council and appropriate statutory and non-statutory consultees</p>	<p>Consult statutory and non-statutory consultees as well as internal consultees</p> <p>Send a neighbour notification letter to neighbouring properties</p>

Submitting Planning Applications

6.5 If requested, we will send the relevant forms in the post to you by the next working day. We will also help you to complete the appropriate forms if required. Once we have received a planning application we will acknowledge receipt of your planning application within 5 working days.

6 Community Involvement in the planning application process

6.6 When planning applications are received by the Council we first check to ensure that all the necessary information has been provided, please see the [Swale Local Validation Requirements](#) to help you with what information you need to include with your application. Larger and more complex applications require more supporting data.

Public Consultation on Planning Applications

6.7 We put all planning applications on the statutory planning register so that it can be inspected by any interested member of the public. The public can use the [Planning Application Search](#) to view and leave comments on all planning applications in Swale.

6.8 The public can register on our [Public Access System](#) in order to track the progress of a planning application, including being informed of any new information (such as new objections) being made and any amendments to a scheme.

6.9 We will allow 21 days for third parties (including parish and town councils) to comment on applications. It is common for submitted applications to be altered during the process of determination, usually as a result of negotiation between the applicant and the case officer, for example following receipt of comments from consultees, or local residents. We will reconsult for a further 14 days when amended details are received. For example, we would re-consult if we consider that the new proposals are likely to cause a significantly greater detrimental impact on the occupants of adjoining properties.

6.10 We will write to neighbouring properties of the application site to let them know about the application and to explain to them how they can comment on the application.

6.11 Where statutorily required, we will also put up a notice on or near the site and advertise the application in a local newspaper.

6.12 Planning legislation and guidance specifies that various organisations must be consulted when a Local Planning Authority is considering applications; these are known as statutory consultees. We always consult the relevant town or parish council, but the other statutory consultees vary according to the type of application. For example with a Listed Building Consent application for works to a Grade 1 listed building, Historic England must be consulted. Other relevant organisations include the Highway Authority, Environment Agency, Natural England, Kent County Council, etc. We may also seek internal professional advice from our own officers within the council who have expertise in conservation/heritage, design, trees, open space, noise, pollution, licensing and legal matters. All comments received from statutory consultees and internal consultations are available to view via our website.

6.13 We also use a Development Team approach to consult with internal and some statutory consultees. Pre-application submissions and submitted planning applications are discussed at these meetings by officers from across the Council, such as from open space, economic development, environmental health, housing and by outside consultees such as Kent County Council, Environment Agency and Building Control. These meetings help us to engage with experts to gain their views and to get all of the relevant information early in the decision making process.



Picture 6.0.1 An example of a consultation 'game' to enable consultees to manipulate different land use layouts

Community Involvement in the planning application process **6**

6.14 We also use Swale's Design Panel to gain expert advice on submitted planning applications. The Panel undertakes a local design review by an impartial panel of experts providing clear, constructive and consistent advice on design issues. The Council encourages its use by applicants of all major planning applications. The developer pays for this service.

6.15 All comments, from residents, statutory and internal consultees, are read and taken into account, but they can only be given weight when making our decision if they are made on valid planning grounds (also known as "material planning considerations"). A list of common [Material Planning Considerations](#) is available on the national Planning Portal website. We will not reply individually to comments received about applications.

6.16 The majority of decisions on planning and related applications are made in accordance with the Council's Scheme of Delegation – that is the decision is made by an Officer on behalf of the Council. Other decisions are made by the Planning Committee.

6.17 We will hold, and allow anyone to see, a copy of any reports sent to the Planning Committee and background papers used to prepare the report. These will be available five working days prior to the meeting at [Planning Committee Reports](#)

6.18 We will inform everyone, by letter or email, who has commented on an application if it is going to Planning Committee, inviting them to the meeting and explaining how they can register to speak if they so wish. Where an application is to be determined by the Planning Committee, members of the public can request to speak at the committee meeting. This is limited to one person speaking in favour of the application and one person against. The agent/applicant can also register to speak. The Parish/Town council and the local Borough Councillor may also speak. The speakers are allowed up to three minutes each. Requests to speak at the meeting must be registered with Democratic Services (democraticservices@swale.gov.uk or call 01795 417328) by noon on the day before the committee meeting.

6.19 We will place the decision notices on our website and those registered on our public access system will be informed by email.

6.20 If an appeal is submitted we will inform everyone who commented on the original planning application of the details of the appeal. The appeal process is managed by the independent Planning Inspectorate.

Question 6

Planning Application Consultations

Do you think that the opportunities to view and comment on a planning application are adequate? If not, what improvements would you suggest?

Notification of Decisions

6.21 We aim to decide the majority of applications within eight weeks, unless they are major category development proposals which will be decided within 13 weeks. Prior approval applications have to be decided within 56 days from receipt of the application.

6.22 We will issue a decision notice within two working days of a formal decision. A copy will be emailed/posted to the applicant and a copy will be placed on the Council's website. If you are registered on our public access system you will receive a notification email informing you that the decision notice has been issued. The decision notice will give reasons for our decisions if planning permission is refused or approved and it will set out any conditions which have been imposed. Where necessary, it will advise of the rights of appeal to the Secretary of State. Only applicants have the right of appeal; there are no third party rights of appeal.

7 Monitoring and Reviewing the SCI

7 Monitoring and Reviewing the SCI

7.1 We aim to make our planning consultations easy to understand and to participate in, and to carry them out in a fair and open way.

7.2 The Statement of Community Involvement recognises that now a great deal of communication occurs by electronic means. This edition of the SCI also takes into account recent changes to legislation and national guidance relevant to consultation.

7.3 We will review feedback from consultees obtained through planning consultations to check whether our methods are working effectively. We will monitor the success of community involvement techniques by assessing the representations received during the planning process.

7.4 We will also continue to take advice on best practice by consulting with relevant council departments, such as Communications and Equalities. We will do this when consultation statements are prepared when plans are submitted for examination. We intend to continue improving our consultation practices as required.

7.5 The effectiveness of consultations will be also be reviewed annually in the council's Authority Monitoring Report.

7.6 We propose to review the SCI after each Local Plan is adopted, or if our monitoring shows that we could improve our approach to consultation, or if the government requires us to change the way in which consultation takes place. Any proposed review will be identified within the Council's Local Development Scheme with a clear timetable for its production.

8 Glossary

- 8.1 Adoption** - The final formal stage in the evolution of a statutory planning document. Once a plan is adopted it has full legal weight in the determination of planning applications.
- 8.2 Authority Monitoring Report** (Previously called Annual Monitoring Report) - A report produced each year by local authorities, which assesses progress with, and the effectiveness of, its plan-making documents.
- 8.3 Communities and Local Government (CLG)** - The Government department with responsibility for planning and local government.
- 8.4 Consultation Statement** - A summary of the main issues raised by a consultation.
- 8.5 Development Management (DM)** - The of determining planning applications (and similar) in conformity with the development plan and material considerations. (Previously known as Development Control.)
- 8.6 Development Management Service Standards** - The Council's detailed approach to involving people in the process of making decisions on planning applications. It goes beyond the principles and legal requirements as set out in Section 5.
- 8.7 Development Management policies** - A set of criteria-based policies required to ensure that all development within the area meets the vision and strategy set out in the core strategy.
- 8.8 Development Plan** - The suite of development plan documents that collectively provide the planning framework used to assess development proposals for a given local planning authority area.
- 8.9 Development Plan Document (DPD)** - Spatial planning documents that set out the local planning authority's policies and proposals for the development and use of land and buildings in the authority's area. In two-tier areas it may include adopted borough local plans, adopted county local plans for minerals & waste, development plan documents policies and site specific allocations. All DPD's are subject to independent examination. There is a right for those making representations seeking change to be heard at an independent examination.
- 8.10 Duty to Co-operate** - The duty to co-operate is a legal test that requires cooperation between local planning authorities and other public bodies to maximise the effectiveness of policies for strategic matters in Local Plans. It is separate from, but related to the Local Plan test of soundness.
- 8.11 Elected Members** - Locally elected community representatives that form part of the decision making body in a local authority.
- 8.12 Environmental Impact Assessment** - An analytical process that systematically examines the possible environmental consequences of a development.
- 8.13 General Consultation Bodies** - These organisations are listed in the Town and Country Planning (Local Development) (England) Regulations 2012.
- 8.14 Independent Examination** - The process by which a planning inspector may publicly examine a Development Plan Document.
- 8.15 Inspector's Report** - This will be produced by the Planning Inspector following the Independent Examination.
- 8.16 Inspection Point** - Locations across the borough where consultation documents can be viewed. As a minimum this means the main council offices at Sittingbourne and the area offices in Sheerness and Faversham.

8 Glossary

8.17 Localism Act - The Localism Act 2011 devolves greater powers to local government and neighbourhoods and gives local communities more rights and powers over decisions about development. It also includes reforms to make the planning system more democratic and more effective.

8.18 Local Community - A generic term which includes all individuals (including the general public) and organisations external to the Council. It can also include statutory and other consultees.

8.19 Local Development Scheme (LDS) - Sets out the programme for the preparation of the development plan documents.

8.20 Local Enterprise Partnership - A partnership between Local Government and the private sector, designated by the Secretary of State and established for the purpose of creating or improving the conditions for economic growth in an area. Swale is covered by the South East Local Economic Partnership (SELEP), covering Kent, Essex and East Sussex.

8.21 Local Plan (LP) - May consist of a single document or a set of documents such as site allocations, development management policies and core policies. These are formal plans for a geographical area which are key points of reference when deciding planning applications.

8.22 Minerals and Waste Local Plan - Produced by Kent County Council, these documents set out plans relating to mineral and waste developments in Kent.

8.23 National Planning Policy Framework (NPPF) - A document setting out the Government's national planning requirements, policies and objectives. It replaces much of the national advice previously contained within Planning Policy Statements, Planning Policy Guidance and Circulars. The NPPF is a material consideration in the preparation of planning documents and when considering planning applications.

8.24 Neighbourhood Plan - Prepared by local communities, these set out policies and proposals for the future development of a neighbourhood but they must conform to the strategic policies of the Local Plan.

8.25 Planning Inspectorate - An organisation which processes planning appeals and holds examinations into development plan documents and planning application appeals.

8.26 Pre-application Advice - The service provided by Swale is given to anyone who is considering building works and /or changes of use to properties in Swale. This advice will be provided, usually for a fee, and is the stage before making a planning application. It gives applicants an opportunity to understand how Swale's policies will be applied to their development and it can identify potential problems and resolve them before an application is submitted.

8.27 Pre-application Consultation - The process by which a prospective developer will give local people an opportunity to help shape development proposals before they are formally submitted to the planning authority as a planning application.

8.28 Programme Officer - Person appointed to assist with all administrative matters related to Examinations of Local Plan documents.

8.29 Public Consultation - A process through which the public is informed about emerging plans or proposals put forward by a planning authority or by development promoter, and are invited to submit comments upon them.

8.30 Representation - A formal statement submitted by a consultee at the submission stage of a development plan document.

8.31 Specific Consultation Bodies - These organisations are listed in Town and Country Planning (Local Development) (England) Regulations 2012.

8.32 Supplementary Planning Document (SPD) - These documents, including issue-based documents, design guidance and masterplans, provide more detail to how policies in the Local Plan should be used.

8.33 Sustainability Appraisal (including Strategic Environmental Assessment) – A systematic and iterative appraisal process, incorporating the requirements of the Strategic Environmental Assessment Directive. Its purpose is to appraise the social, environmental and economic effects of the strategies and policies in a local development document from the outset of the preparation process. This will ensure that decisions are made that accord with sustainable development.

Appendix 1: Table of Consultation Methods

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Consultation Method	Considerations
Swale Borough Council web site	Information can be provided quickly and efficiently and accessed by the public from their own home or office at a time which is convenient to them. This can overcome the problems of trying to consult with rural communities. However, access to the internet is not universal and therefore may disadvantage certain groups. Internet speeds and a lack of bandwidth may also hamper the downloading of large planning documents. The Council has web access at it's Sittingbourne and Sheerness offices and at it's libraries and will continue to consider ways in which access to web based information can be improved. Web pages should be user friendly. It's use is likely to continue to increase.
Email Notifications (from both Objective and direct from the Planning Policy team)	Information and responses can be provided quickly and efficiently. Increased use of this means of communication is sought with Town and Parish Councils, specified consultees and all other parties and will be communicated in this way wherever possible. Every effort will be made to gather and maintain email addresses, unless an individual specifies otherwise.
Swale borough Council social media platforms	Use of sites such as Facebook and Twitter keep users informed with regular updates for a low cost. Likely to be utilised as a means of keeping people informed, rather than a formal part of consultation. Many people still not using these mediums. Therefore, where appropriate, pages should be referred to on literature & website to raise awareness.
Formal advertisements in local press	Statutory requirements to publish notices advertising certain planning applications.
Press releases	It is cost effective in terms of bringing local issues into the broader local arena. Releases will be sent out to all major borough publications. However, items may only be reported if they are considered newsworthy by the newspaper editors, therefore publication is not guaranteed. Local newspaper readership is low.
Consultation documents available for sale, CD or inspection at Council offices, by post and on the web	Traditional means of consultation and the information supplied can be in detail. Information needs to be in plain English with simplified formats. Due to limitations for people with mobility or sight disabilities and where English is not a first language, modified versions need to be made available at no extra cost to the individual.
Leaflet, newsletters and brochures	Can publicise and explain in simple language and invite comment. The Inside Swale magazine is a good communication link and should be utilised where appropriate and when publication dates coincide. Specific newsletters can be sent to all residents; however, it can be expensive to distribute.
Formal written letter	Letters will be sent when there is no other means of communication or a person has requested to be written to by post specifically. High postage and administration costs.
Public Exhibitions/Public meetings/presentations	Can be used to circulate information, seek views and endorse proposals. Gives residents some flexibility in deciding when to visit and can encourage feedback. Takes planning issues to the people and provides an opportunity

Appendix 1: Table of Consultation Methods

Consultation Method	Considerations
	for people to discuss local issues directly with planning officers in an environment which local people will be familiar and therefore comfortable with. However, people attending may not be representative of the whole community and there is no guarantee of turn out. High staff and material costs. Borough-wide consultations require extensive coverage and numbers of events. Displaying information in local shops and leisure outlets where people frequent should be considered as an alternative, where appropriate.
Notices displayed on a site	Direct and local notification of proposals to those around a site and in local area, however notices can be vandalised or removed before the end of consultation period. Used for all planning applications.
Through partnership organisations and focus groups, existing forums/panels	Useful for topic based discussions and to find out what specific groups feel. Provides opportunity to discuss issues in depth and to have ongoing dialogue. However can have high direct costs of facilitating. Important to build on existing networks rather than reinvent with new ones.
Councillor networks	Councillors play a very important role in terms of community engagement. They are a recognised point of contact for the local community to go to with regard to Council matters. It is vital to ensure that Councillors are kept well briefed.
One to one meetings and briefings	Useful for seeking views from targeted groups/individuals however they are time consuming and require costly staff resource.
Parish and Town Council networks/publications	If Town and Parish Councils are effectively involved with consultation exercises they can provide an invaluable contact with local communities. Many have developed their own websites and social media pages and newsletters and notice boards and should be encouraged to share planning information relevant to parish/town residents.
Questionnaire/surveys	Enables quantifiable information to be collected. Questionnaires need to be well designed. There is no guarantee of response rate. Likely to be time consuming and costly.
Workshops	Organised discussion based event to present and gather information. Can be targeted at key stakeholders. Requires skilled facilitators to ensure objectives are achieved. Requires costly staff resource.

Appendix 2: Guidance Notes on Making a Representation

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Guidance Notes on making a representation

Throughout the planning process, opportunities will be given in the form of consultation for all interested parties to be involved and make their views known. At the start of a consultation period, a form will be made available for anyone wanting to make a representation. Dates of the consultation will be made clear and only representations received inside these dates, will be taken into consideration. A completed form should include contact details and the comments on the form should relate directly to the aspect of the document as indicated on the form by the Local Plans team. Only names and/or organisations will be published on the Council website, as well as comments made on the form. However, other information will be shared with the Planning Inspector, who may want to contact those who have made a representation to discuss comments and concerns prior to concluding the formal examination.

All representations will be considered by the Planning Inspector as part of the examination of the plan and/or planning document.

The Planning and Compulsory Purchase Act 2004 (as amended) (PCPA) states that the purpose of an examination is to consider whether the Plan complies with the legal requirements, the duty to co-operate and is sound.

Legal Compliance and Duty to Co-operate

The Inspector will first check that the Plan meets the legal requirements under s20(5)(a) and the duty to co-operate under s20(5)(c) of the PCPA before moving on to test for soundness.

You should consider the following before making a representation on legal compliance:

- The Plan in question should be included in the current Local Development Scheme (LDS) and the key stages should have been followed. The LDS is effectively a programme of work prepared by the Local Planning Authority (LPA). It will set out the key stages in the production of any Plans which they propose to bring forward for independent examination. If the Plan is not in the current LDS it should not have been published for representations. The LDS should be on Swale's website and at its main offices.
- The process of community involvement for the Plan in question should be in general accordance with the LPA's Statement of Community Involvement (SCI). The SCI sets out the LPA's strategy for involving the community in the preparation and revision of LDDs (including Plans) and the consideration of planning applications.
- The Plan should comply with the Town and County Planning (Local Planning) (England) Regulations 2012 (the Regulations). On publication, the LPA must publish the documents prescribed in the Regulations, and make them available at its principal offices and on its website. The LPA must also notify the Local Plan bodies (as set out in the Regulations) and any persons who have requested to be notified.
- The LPA is required to provide a Sustainability Appraisal Report when it publishes a Plan. This should identify the process by which the Sustainability Appraisal has been carried out, and the baseline information used to inform the process and the outcomes of that process. Sustainability Appraisal is a tool for appraising policies to ensure they reflect social, environmental, and economic factors.
- The Plan must have regard to any Sustainable Community Strategy (SCS) for its area. The SCS is usually prepared by the Local Strategic Partnership which is representative of a range of interests in the LPA's area. The SCS is subject to consultation but not to an independent examination.

You should consider the following before making a representation on compliance with the duty to co-operate:

Appendix 2: Guidance Notes on Making a Representation

- The duty to co-operate came into force on 15 November 2011 and any plan submitted for examination on or after this date will be examined for compliance. LPAs will be expected to provide evidence of how they have complied with any requirements arising from the duty.
- The PCPA establishes that non-compliance with the duty to cooperate cannot be rectified after the submission of the Plan. Therefore the Inspector has no power to recommend modifications in this regard. Where the duty has not been complied with, the Inspector has no choice but to recommend non-adoption of the Plan.

Soundness

The purpose of the examination is to enable the inspector to decide whether the plan is 'sound'. For a plan to be sound, it must be:

- **Positively prepared** – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including unmet requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development
- **Justified** – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence
- **Effective** – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities
- **Consistent with national policy** – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

The above points should be considered when making a representation.

The Plan should enable the delivery of sustainable development in accordance with the policies in the NPPF.

If you think the content of the Plan is not sound because it does not include a policy where it should do, you should go through the following steps before making representations:

- Is the issue with which you are concerned already covered specifically by national planning policy? If so it does not need to be included?
- Is what you are concerned with covered by any other policies in the Plan on which you are seeking to make representations, or in any other Plan?
- If the policy is not covered elsewhere, in what way is the Plan unsound without the policy?
- If the Plan is unsound without the policy, what should the policy say?

General advice

If you wish to make a representation seeking a modification to a Plan or part of a Plan you should make clear in what way the Plan or part of the Plan is not sound having regard to the legal compliance, duty to cooperate and the four requirements of soundness set out above. You should try to support your representation by evidence showing why the Plan should be modified. It will be helpful if you also say precisely how you think the Plan should be modified. Representations should cover succinctly all the information, evidence and supporting information necessary to support/justify the representation and the suggested modification, as there will not normally be a subsequent opportunity to make further submissions based on the original representation made at publication. After this stage, further submissions will be only at the request of the Inspector, based on the matters and issues he/she identifies for examination.

Where there are groups who share a common view on how they wish to see a Plan modified, it would be very helpful for that group to send a single representation which represents the view, rather than for a large number of individuals to send in separate representations which repeat the same points. In such cases the group should indicate how many people it is representing and how the representation has been authorised.

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Local Development Framework Panel Meeting	
Meeting Date	8 February 2018
Report Title	Report on High Level Strategic Options for Housing Growth and Implications for Swale Local Plan Review
Cabinet Member	Cllr Gerry Lewin, Cabinet Member for Planning
SMT Lead	Emma Wiggins
Head of Service	James Freeman
Lead Officer	Gill Harris
Key Decision	Yes
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. Members receive the consultants' report at Appendix I to this item and take its content in to account in progressing the Local Plan Review; 2. Members are invited to agree that the scope of options identified in the report at Appendix I are appropriate for initial stakeholder engagement workshops; 3. That a consultation paper based on the findings of the consultants' report at Appendix I be prepared for engagement on the development challenges for Local Plan Review. 4. That a supplementary document canvassing the scope for new settlements (based on a prospectus of basic requirements for such) be prepared as a basis for targeted stakeholder engagement; 5. The draft papers for recommendations 3 and 4 are brought back to the next Panel meeting for agreement for this engagement; 6. That provisional dates are arranged for a series of stakeholder engagement workshops to support the engagement process; and canvass the idea of a new settlements and an associated prospectus; <p>Members' views are invited on whether they have any specific policy topics (particularly core policies or development management policies) which they would wish to see in the Local Plan Review, which could be trailed in the consultation paper at recommendation 3.</p>

1 Purpose of Report and Executive Summary

- 1.1 The purpose of this item is to present the consultants' report on the issues facing Swale which will need to be dealt with in the Local Plan Review to be adopted by Spring 2022. The consultants' report on this incorporates an examination of the options which could be considered to meet these challenges is appended. A number of high level spatial options are considered and compared, including options for new settlements to provide for the quantum of development required and supporting infrastructure.
- 1.2 The report is not a policy document and the new local plan will be supported by a full evidence base to guide decision making. Members are however, invited to note the report's contents and use them to inform the way forward, as the Local Plan review needs to run to a very tight timetable to achieve adoption by early 2022.
- 1.3 The immediate next steps proposed are to agree that it be used to draft a further document which can be used as a basis for engagement on the issues and challenges facing the Borough. A supplementary prospectus document focused on what new settlements may require is also recommended for stakeholder engagement and to act as a further 'call for sites' to supplement that already received. A draft of the prospectus would be brought to the next Panel meeting for recommendation for such an exercise. The relationship of this work to the likely programming and process for the Local Plan review is covered elsewhere on this agenda.
- 1.4 The item gives a guide to the consultants' study approach and findings and a guide as to where in the study various topics are to be found, but Members are advised to bring their copy of the study to the meeting.

2 Background

- 2.1 Members will recall that the Bearing Fruits Local Plan (adopted July 2017) contained a main modification from the Inspector that an early review of the plan be undertaken and adopted by April 2022, specifically to address difficult transport infrastructure issues beyond that date. At Minute 44, Members agreed a recommendation to commence early review of the plan with a further report to Panel to scope the extent and timescale of the review. A report elsewhere on this agenda deals with the timescale and other drivers for early review. This item deals with the scoping of the technical issues which the next Plan will need to grapple with and presents potential ways forward for high level potential strategic options to address those issues. At this stage they are **not** presented as policy options, but do present ideas which warrant further canvassing to assess what is possible and deliverable given the challenges. The consultants' report at Appendix I is intended to inform the way forward for the plan review and initial stakeholder engagement. The document therefore has no policy status and is

not being recommended as such in this report. However, it does offer a clear view of the development challenges the Borough faces and advice for Members on how a new approach, using new settlements might compare with continuing our existing Local Plan development strategy into the medium and longer term.

- 2.2 Members will also be aware that the ideas contained in the consultants' report were presented at a workshop in December 2017. The paper used to inform that workshop has now been completed and is presented as Appendix I. The workshop reached a level of consensus that the Council should consider whether the introduction of new settlements for the Borough and consequently new options for a future development strategy was a reasonable way forward. The document is therefore presented as a starting point for developing a longer term vision, but much work remains to be done in compiling evidence and testing options.
- 2.3 Officers have already embarked on the evidence base collection and updating which is necessary to inform any Local Plan Review and will be reported to Panel over the next year or so. This will inform the choice of development strategy for the Local Plan Review and support the detailed policies and proposals which may be included in it.
- 2.4 The remainder of this report offers a brief summary of the key findings of the consultants' report (cross referenced to the appropriate pages in the report at Appendix I) and the way forward for the Local Plan process.

What was the Purpose of the Study – A Fresh Approach?

- 2.5 The next Swale local plan will need to at least roll forward local plan provision for development needs for a further five years beyond the current adopted Plan time frame to 2037/38. From 2022 onward, the expectation is that HCLG calculated housing targets are likely to be applied. There are a number of challenges and drivers which suggest that a longer term perspective may be more appropriate and, depending on the preferred approach to dealing with them, potentially a new plan rather than a simple roll forward of existing policy and development strategy. These are decisions which will need to be made in the near future if Swale is to deal with the challenge of increased growth which is of a high standard and properly supported by essential infrastructure.
- 2.6 The drivers for considering change include;
- The need to review the local plan by 2022 (and take the horizon date to at least 2037/38) to ensure that sufficient supporting infrastructure is in place to meet development already allocated;
 - Concerns about air quality
 - Development targets are likely to go up - government is already consulting on a new method of calculating these, which would imply a 36% increase (on the Bearing Fruits Local Plan target) to 1054 dwellings per annum.
 - Swale is running out of employment land

- Migration from London is likely to continue and could be actively sought as part of the Greater London Plan review; and
- there could be pressures from other councils unable to accommodate their own prescribed growth levels.

2.7 Consequently, it would be prudent to start looking at longer term solutions for sustainable growth strategies which could endure for further rounds of local plan review beyond this one. The Bearing Fruits Local Plan adopted in 2017 continued a development strategy that has been in place for over 25 years. Given the challenges and quantum of development which is likely affect Swale, now is the right time to pose fundamental questions as to whether the current strategy remains the most appropriate for the Borough moving forward and whether new or alternative approaches are needed.

2.8 Pages 16-17 of Appendix I describe how different approaches to meeting development needs have been used over the last 25 years or so and how, particularly since the Housing White Paper: Fixing our Broken Housing Market (Feb 2017), there has been a growing interest in using new settlements to solve the housing crisis in a sustainable way which also provides good places to live.

What issues does Swale need to take into account to ensure a prosperous future?

2.9 Although, existing and future issues with housing provision are well documented and quantifiable, pages 21-28 of Appendix I deal with the broader economic and social changes which are likely to affect everyone over the next 20 years or so. Whilst economic trends are notoriously difficult to predict, Swale will need to embed good quality companies and highly skilled labour in the local economy. This will in turn, need to be supported by:

- High quality housing
- Good links to large labour markets
- Superb environments - especially natural, recreational and lifestyle amenities;
- Strong town centres, facilities and social infrastructure.

With these basic ingredients in place to upgrade the image of Swale as a place to live and work, Swale maximises its ability to flex and change over time in order to prosper.

What kind of settlements strategy would enable Swale to plan for 'good growth'?

2.10 Pages 31 – 36 of Appendix I offer some background on the key principles of garden city or garden village development. The critical difference between the 'garden village' status and other strategic scale developments is that land value increases created as development progresses is captured for the benefit if both landowners and the community and allows for infrastructure investment and long term stewardship of shared assets (for example, green infrastructure). The design and layout appropriate for Swale would need to be worked out through formally adopted master planning and design codes.

- 2.11 The scale of size of new settlements and the supporting infrastructure required is discussed at pages 39-45 of Appendix I. A new settlement of 5,000 dwellings is of sufficient scale to support a reasonable range of social infrastructure (at an estimated cost of £14,000 per dwelling). A larger settlement of 10,000 dwellings could be scaled up pro rata. Utilities and transport infrastructure costs are location specific, but as an example in Swale, these could be substantial to support an alternative to the A2 road corridor, with an estimated £200M to complete the Sittingbourne Northern Relief Road; construct an A2/M2 link and a Junction 5A. Building 15,000 new homes would incur transport infrastructure costs of £13,000 per dwelling, with other utility costs on top. A total estimated infrastructure bill of £30 – 50,000 per dwelling would not therefore be unreasonable and is comparable to experience elsewhere in the UK. It is vital to send a clear message to developers and landowners (which is expressed throughout the consultant's study) that without this considerable infrastructure spend, the development opportunities do not exist and should therefore be factored into any assumptions around land value expectations or bids.
- 2.12 The space required for a settlement of 5,000 dwellings would be of the order of 230 hectares, to include all built development land uses and open space (the assumptions for this are set out at page 40 of Appendix I).

Where could new settlements be located in Swale?

- 2.13 Pages 47- 74 of Appendix I set out the 'sieves' used for assessing suitable locations for new settlements in Swale. These were based on:
- Environmental constraints where development is generally avoided;
 - Where the market is willing to invest; and
 - Infrastructure constraints, which indicate where it is efficient to grow.
- Whilst it is highly unlikely that there will never be a 'perfect' solution, the sieving exercise is an extremely useful one for narrowing down to reasonable alternatives.
- 2.14 The findings were that
- In environmental terms the most unconstrained area is the band of land running east west through the centre of Swale and north and south of the A2 corridor.
 - Development is likely to be most viable in market terms to the south and south east of Sittingbourne and south and south east of Faversham. Sheppey is unlikely to be as popular with the market and subsidy is unlikely to be available in the long term to make it so.
 - Changes to transport infrastructure in particular could fundamentally impact development strategy choices. Provision of an A2/M2 link could unlock a large amount of development land to the south and east of Sittingbourne or south of Teynham as well as help address air quality and congestion issues on the A2 corridor. Locations around rail links could be

particularly sought after by skilled workers who need access to wider labour markets.

What development scenarios could Swale consider in response to the sieving exercise?

2.15 Pages 77 – 109 of Appendix I test four basic development strategies against their potential to deliver economic objectives; their viability and deliverability, given infrastructure costs; and environmental considerations. A Red – Amber – Green (RAG) rating was undertaken for each development scenario and the four are compared together at page 109. Different combinations of the scenarios or hybrids could be pursued to deliver 15,000 dwellings over the longer term. The four basic alternatives and sub variants are as follows:

Scenario	Description	Potential Variations
1	Business as usual: maintains the exiting spatial strategy as per the Bearing Fruits Local Plan (2017), with further growth at the fringes of the main urban settlements. (pages 84-86 Appendix 1). Requires major infrastructure provision but performs poorly on deliverability. Fails to reposition Swale for the future and creates few major advantages.	None
2	Sittingbourne and Kent Science Park: (pages 88-93 Appendix 1). Most likely to deliver new transport infrastructure (A2/M2 link); address AQ issues; and economic objectives (although little for Sheppey). Impacts on rural land and Areas of High landscape Value.	2a Two new villages of 5,000 dwellings one to south of town around Science Park and one two southeast along A2/M2 link road 2b Two new villages of 5,000 dwellings each to south and south west of town – one focused on Science Park. Linked by access road to A2/M2 link. 2c One new town of 10,000 dwellings to south east of Sittingbourne 2d One new town of 10,000 focused around Teynham with the A2/M2 link road further east and a link road to Science Park
3	Faversham extension and new villages: (pages 96-100 Appendix1). Likely to perform well in terms of economic objectives and market viability. Impacts rural	3a Faversham Strategic Development Area - extension to town of 5,000 units to east and south east. 3b Two new villages of 2,500

	land with 3c in particular affecting AONB setting.	dwellings each south of M2 and along A251. Could be combined with Variant 3a 3c New town of 10,000 dwellings around A251 south of Faversham.
4	Western Swale (Upchurch and/or Newington): (pages 102-104 Appendix I). Performs poorly on deliverability as bypass likely to be required to resolve congestion and AQ issues and does not address issues on other parts of A2 corridor.	Expansion of 2,500 dwellings at one or both of the villages

When Could New Settlements Deliver?

- 2.16 The Government’s likely new housing target for Swale is 1054 dwellings per annum. Page 121 of Appendix I sets out an indicative housing delivery trajectory based on the development scenarios contained in the consultant’s report. The table indicates that new land for at least 7,500 dwellings would need to be found. This is over and above the allocations at identified within the Bearing Fruits adopted Local Plan. Assuming a new local plan is adopted in 2022, it would need to carry forward allocations already made (in the Bearing Fruits Plan) to cover the period to 2031(subject to review of their deliverability) and also roll forward the plan period. Additionally, it will also have to address the higher development targets proposed by DCLG from 2022 onwards. It would also have to address any shortfall in delivery on the current development target from the period 2014 - 2022. Counting all existing allocations as carried forward, plus new sites, the new plan would therefore need to identify land for something in the order of 15,800 dwellings. The example given at Appendix I would involve at least one additional major new allocation (at an existing settlement), alongside at least two new major locations in the form of new settlements. Numerically, three new settlements would require the allocation of a much larger overall number of dwellings than required for the next plan period, however, the lead in time for new settlements, due to their complexity, would mean that a much lower number of dwellings would be delivered in the next (2022 – 2037) plan period. This potentially means that were new settlements to be followed as an approach by the Council, it would be putting down the markers for a development strategy that would meet development needs over a number of successive local plans.
- 2.17 In addition to early planning, the report (Appendix I pages 125-135) also indicates the importance of considering more effective delivery vehicles for new developments, which are more reliable at capturing the uplift in land value to ensure that infrastructure can be provided. Page 133 is a stark reminder that development cannot proceed without this. Examples of delivery vehicles which could be considered include a role for the Council as a Master developer; joint ventures; local development agreements; and locally accountable development corporations. However, not all development sites would come under new

settlements, so some form of CIL would still be necessary to ensure such developments make proper contribution to key infrastructure requirements.

- 2.18 The consultants' view on the next steps intertwine the Local Plan process and the process to establish and progress new settlements and imply a much more proactive entrepreneurial role for the Council. These are identified (Appendix I page139) as:
- Undertake early work on a delivery model
 - Early work on a planning strategy
 - Create a design brief for the new settlement
 - Use such a design brief (based in part on the current study) to test appetite for such a proposal with developers and landowners (noting the need to manage expectations around land values by highlighting the need to pay for infrastructure)
 - Promoted sites meeting the design brief criteria could then form part of the Issue and Options / Preferred Option stage of the Local Plan process.

3 Proposals

- 3.1 The consultants' study has provided a good overview of the opportunities and challenges for meeting Swale's new development requirements for the medium and longer term. These now need to be taken forward and the new Local Plan process crystallised as a matter of some urgency.
- 3.2 Some of the challenges which the next Swale Local Plan will have to tackle are already clear, including the limited capacity of the local transport network and connections to the strategic road network; plus provision of other social and physical infrastructure; plus the additional provision which will be needed to support a 35% increase in annual housing targets signalled by the Government's recent 'Planning for Homes Consultation'. Other changes such as economic trends, labour market changes and the impact of new technology are less clear, but demand a flexible approach and new thinking.
- 3.3 Members may also wish to consider what if any policy areas they would wish to review (bearing in mind the need to retain compliance with national planning policy). Appropriate questions or paragraphs could then be including in a scoping consultation document.
- 3.4 The NPPF already advises local planning authorities to maintain up to date local plans and this has been formalised to five-yearly reviews, through an amendment to statutory regulations to commence on 6 April 2018. Consequently, although a clear exposition of the advantages of pursuing new settlements in Swale has been set out in Appendix I, whatever development strategy Members should wish to pursue will need to be evolved into policy and appropriate land allocations through an evidenced Local Plan in the first instance.

- 3.5 The consultants' report offers a high level comparison of a four basic development strategy approaches, including continuation of the development strategy in the Bearing Fruits Local Plan. This high level evaluation concludes (page 107 Appendix I), that pursuit of one or more new settlements, with appropriate governance and delivery vehicles, performs best in terms of potential to achieve good quality development and the necessary supporting infrastructure over the medium and longer term. This would need to be in addition to building out the allocations in the recently adopted Bearing Fruits Local Plan to ensure that the Government's tough new annual housing targets could be accommodated in the short to medium term. This would essentially require a new Local Plan and development strategy rather than a simple review of Bearing Fruits. However, much more work remains to be done on choice of appropriate sites, master planning and supporting infrastructure provision before a 'preferred option' could be identified, evidenced and promoted through the Local Plan process.

Recommendations

- 3.5 The scope envisaged for initial engagement on the way forward would be in accordance with the new Statement of Community Involvement and could involve some opinion gathering from the general public. However, in order to progress the Local Plan and test feasibility and market appetite for these potential options, some targeted stakeholder and landowner engagement will be needed alongside gathering of the evidence base and any broader engagement on the challenges before us. The costs of the physical and social infrastructure costs outlined in para 2.11 above are a critical element of the process and this type of stakeholder engagement is therefore extremely important to helping establish a feasible way forward.
- 3.6 The recommended proposals to advance the Local Plan work from this point are therefore as follows:
1. Members receive the consultants' report at Appendix I to this item and take its content in to account in progressing the Local Plan Review;
 2. Members are invited to agree that the scope of options identified in the report at Appendix I are appropriate for initial stakeholder engagement workshops;
 3. That a consultation paper based on the findings of the consultants' report at Appendix I be used for engagement on the development challenges for Local Plan Review.
 4. That a supplementary document canvassing the scope for new settlement(s) (based on a prospectus of basic requirements for such) be prepared as a basis for targeted stakeholder engagement;

5. The draft papers for recommendations 3 and 4 are brought back to the next Panel meeting for agreement for this engagement;
6. That provisional dates are arranged for a series of stakeholder engagement workshops to support the engagement process; and canvass the idea of new settlements and an associated prospectus;
7. Members' views are invited on whether they have any specific policy topics (particularly core policies or development management policies) which they would wish to see in the Local Plan Review, which could be trailed in the consultation paper at recommendation 3.

Next Steps

- 3.7 Subject to Member's agreement to these initial recommendations, the next steps in the Local Plan process would be to
- Draft appropriate documents for recommendation for initial engagement
 - Report back the results of the public engagement to Panel alongside the other evidence gathering which is ongoing;
 - Over the next 10 months or so, there will be assessment of submitted sites (based on the prospectus used for stakeholder consultation) alongside the evidence base for drafting the best solutions to identified development and supporting infrastructure needs; and this would feed into
 - An Issues and Options incorporating a Preferred Option document is intended to be reported to January 2019 LDF Panel for recommendation for general public consultation. Initial programming proposals are the subject of a separate item on this agenda.

4 Alternative Options

- 4.1 The need to progress the Local Plan review to achieve adoption by Spring 2022 implies a very challenging timetable, compounded by increased development challenges signalled by Government and existing infrastructure challenges to delivery. The report at Appendix I is an initial step at identifying possible alternative options for the way forward. The recommendations at Section 3 above allow for Member's comment on their scope, which can be incorporated into any subsequent engagement or consultation exercises. In terms of the practical steps recommended to advance the local plan process and keep it on schedule, no other practicable alternatives are identified.

5 Consultation Undertaken or Proposed

- 5.1 The recommendations at Section 3 propose an initial key stakeholder engagement exercise which is essentially part of the initial evidence gathering and feasibility testing for a new Local Plan. The opportunities for general public consultation will come once this basic work is done and are set out elsewhere on

this agenda. Engagement and consultation at each stage will be in accordance with the new Statement of Community Involvement (recommended for adoption elsewhere on this agenda) and the Statutory Regulations governing the production of local plans.

6 Implications

Issue	Implications
Corporate Plan	Supports the Council's corporate priorities for a Borough and a community to be proud of.
Financial, Resource and Property	The timescale for adoption of a new local plan by 2022 is much more concentrated than that for the recently adopted 'Bearing Fruits' plan; with considerable technical challenges and evidence required. Purchase of the necessary expertise will exceed the set Local Plan budget, particularly during 2018-19. A bid for an additional £250,000 has been made to cover this for consideration by Strategic Management Team and Cabinet, as well as making a bid for additional funding through the new DCLG Planning Delivery Fund.
Legal and Statutory	The local plan will be produced in accordance with Statutory Instrument No.767 The Town and Country Planning (Local Planning) (England) Regulations 2012 as amended by Statutory Instrument No.2017 1244 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012.
Crime and Disorder	None identified at this stage.
Environmental Sustainability	The Local Plan will be supported at key stages throughout its production by Sustainability Appraisal / Habitat Regulations Assessment.
Health and Wellbeing	Healthcare related infrastructure will be part of the physical and social infrastructure identified as necessary to support new development proposed by the new plan.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	An equalities statement will be provided at key stages of the plan.
Privacy and Data Protection	None identified at this stage (noting preparation for GDPR provisions will involve assessing status of our Limehouse consultee database early in 2018).

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Swale Borough Council: Choices for Housing Growth January 2018 (Peter Brett Associates)

8 Background Papers

None

Meeting: Local	
Meeting Date	8 February 2018
Report Title	Local Plan Programming 2018 - 2022
Cabinet Member	CIlr Gerry Lewin, Cabinet Member Planning
SMT Lead	Emma Wiggins
Head of Service	James Freeman
Lead Officer	Gill Harris
Key Decision	No
Classification	Open
Recommendations	<ol style="list-style-type: none"> 1. The overall approach and key milestones for adopting a new Local Plan set out at Appendix 1 to this report are agreed: and 2. That these milestones are used to draft a new Local Development Scheme for recommendation (via a future Panel meeting) for adoption.

1 Purpose of Report and Executive Summary

- 1.1 This report provides an indication of the programme which will be required to adopt a new Local Plan by Spring 2022 in accordance with the advice of the Bearing Fruits Local Plan Inspector. The programme will need to be formalised into a Local Development Scheme (LDS) to be adopted by Full Council in accordance with the relevant Statutory Regulations for Local Plan production. The scope of the new local plan itself is subject to the agreement of recommendations made elsewhere on this agenda. Consequently, the timescale advised here may need to be updated accordingly before being formalised into an LDS and brought to the next Panel meeting.

2 Background

- 2.1 At the 20 June 2017 meeting of the Panel, Members received the Inspector's Final Report and Main Modifications to the Bearing Fruits Local Plan which was subsequently adopted in July. One of the Inspector's key modifications was that an early review of the Plan should be undertaken and adopted by spring 2022. This was in response to Kent County Council Highways representations to the Examination in Public on the capacity of the local highway network to accommodate growth beyond 2022 (with particular reference to the A2 corridor between Teynham and Newington). As a result of that, at Minute 44 Members

agreed a recommendation to commence early review of the plan, with further report to Panel to scope the extent and timescale of the review.

- 2.2 However, the issue with local transport infrastructure is not the only driver to be considered in this review. Members also noted in June 2017 that the review will need to address whether continuing the current development strategy could meet new challenges including:
- the decreasing supply of employment land in Swale;
 - the need to maintain a rolling five year housing land supply against a higher housing target (see para 2.3 below);
 - the timing of the review in relation to nearby local authorities (not least the London Plan); and
 - any need to address core policies or development management policies which may become out of date (particularly given the Government's intention to have adopted a revised NPPF by late summer 2018).
- 2.3 The Housing White Paper (February 2017) signalled mandatory five year reviews of local plans and housing delivery tests for local planning authorities in terms of provision and maintenance of a five year housing land supply. This has now been confirmed through statutory regulations (Statutory Instrument No. 1244 2017 Regulation 4) which come into force on 6 April 2018.
- 2.4 The consultation paper 'Planning for Homes in the Right Places' in September, carried forward the White Paper ideas and introduced proposals to set district housing targets centrally. If adopted, this will increase Swale's housing target from 776 dwellings per annum in the adopted local plan to 1054, with all of the associated impact on and need for additional supporting infrastructure.
- 2.5 The National Planning Policy Framework is expected to be recast in Spring / Summer 2018 to take account of these proposals, although no change is proposed to Green Belt or national landscape and biodiversity designations. This is likely to further increase development pressures in less constrained authorities within the South East.
- 2.6 These issues were further highlighted in the Chancellor's Autumn Budget, indicating some commitment to infrastructure support and using new settlements to plan more strategically to meet demand.
- 2.7 Since the June panel meeting and in the light of these policy developments, officers have been scoping the nature and extent of the local plan review which is required. Some key pieces of evidence which will be needed to support any kind of review have already been commissioned, with more to come. The sequence and timing of this work to support what ever development strategy is preferred is critical to achieving the adoption date of 2022.

3. Proposals

- 3.1 Possible options for tackling future development requirements and supporting infrastructure is reported elsewhere on this agenda, with recommendations for the way forward. Further evidence gathering will need to respond to the nature of the plan review.
- 3.2 Members' views and recommendations on these matters will inform preparation of a new Local Development Scheme (LDS) which is the formal programme or timetable for production of the new local plan itself and any other local development framework documents which may be produced in a similar timescale. As with previous versions of the LDS, this will need to be recommended by the Panel and agreed by Full Council to comply with the statutory regulations for local plan production.
- 3.4 A possible work programme which would support consideration of alternative development strategies is attached as Appendix I to this item. A number of additional Panel meetings are being added to the Council meeting programme on an almost monthly basis from March onwards to accommodate this. The subject matter for all of the Panel dates is not yet finalised, but a very substantial amount of evidence has been or is in the process of being commissioned and will need to be collated and reported, within a very challenging timescale to enable the key milestones outlined at Appendix I to proceed. Members are therefore asked, to note that further meetings may be requested to help assessment and understanding of a large amount of complex information which will feed into the plan preparation process.
- 3.5 Members are invited to agree this overall approach to the Local Plan work programme for 2018 and beyond. If this is agreed by Members, it will be used to work up a formal LDS for consideration at the 28 March Panel and subsequent adoption (in accordance with statutory regulation) at the May 2018 Council meeting.
- 3.6 Appendix I also sets out the proposed extent of engagement and consultation recommended to progress the Local Plan Review expeditiously and efficiently (and in accordance with the new Statement of Community Involvement). Members should note that the initial stages of engagement will be targeted towards key stakeholders, including statutory agencies, environmental groups, neighbouring councils, parish and town councils; and a new call for sites which would invite landowner response. An opinion gathering exercise will be included for the general public. More general public consultation will be undertaken upon an Issues and Options and Preferred Options document which will be recommended through Panel for consultation in early 2019.
- 3.7 The recommendations are therefore:
1. The overall approach and key milestones for adopting a new Local Plan set out at Appendix 1 to this report are agreed: and

2. That these milestones are used to draft a new Local Development Scheme for recommendation (via a future Panel meeting) for adoption.

4 Alternative Options

- 4.1 The timetable for producing a new Local Plan for adoption by Spring 2022 is incredibly tight regardless of the potential nature and content of the plan. Officers expect a revised NPPF and other policy considerations (such as neighbouring local plans and a requirement to cooperate on strategic matters) in Summer 2018, which is likely to encompass challenging new development targets and housing delivery tests in connection with maintaining a five year housing land supply. This is in addition to finding the means to deliver key infrastructure for already planned development post 2022. Ensuring that a plan with the means for delivering the development and supporting infrastructure is in place will require a tightly organised programme of supporting work and engagement with stakeholders and public at the appropriate points. The programme proposed is very tight and no alternatives are considered possible given the requirement to adopt a new plan by 2022.
- 4.2 Production and maintenance of an up to date LDS is a statutory requirement and will be monitored by HCLG to ensure that local planning authorities are meeting their responsibilities to produce and update local plans in accordance with it. The sanction is potential HCLG intervention in a Council's local plan production where this is not happening. Not agreeing a steer to enable a realistic LDS to be produced is therefore not recommended.

5 Consultation Undertaken or Proposed

- 5.1 Engagement and more formal public consultation events are proposed in the key stages Appendix 1 and will conform to the standards set out in the new Statement of Community Involvement (considered elsewhere on this agenda).

6 Implications

Issue	Implications
Corporate Plan	Supports the Council's corporate priorities for a Borough and a community to be proud of.
Financial, Resource and Property	The timescale for adoption of a new local plan by 2022 is much more concentrated than that for the recently adopted 'Bearing Fruits' plan; with considerable technical challenges and evidence required. Purchase of the necessary expertise will exceed the set Local Plan budget, particularly during 2018-19. A bid for an additional £250,000 has been made to cover this for consideration

	by Strategic Management Team and Cabinet, as well as making a bid for additional funding through the new HCLG Planning Delivery Fund.
Legal and Statutory	The local plan will be produced in accordance with Statutory Instrument No.767 The Town and Country Planning (Local Planning) (England) Regulations 2012 as amended by Statutory Instrument No.2017 1244 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2012.
Crime and Disorder	None identified at this stage.
Environmental Sustainability	The Local Plan will be supported at key stages throughout its production by Sustainability Appraisal / Habitat Regulations Assessment.
Health and Wellbeing	Healthcare related infrastructure will be part of the physical and social infrastructure identified as necessary to support new development proposed by the new plan.
Risk Management and Health and Safety	None identified at this stage.
Equality and Diversity	An equalities statement will be provided at key stages of the plan.
Privacy and Data Protection	None identified at this stage (noting preparation for GDPR provisions will involve assessing status of our Limehouse consultee database early in 2018).

7 Appendices

7.1 The following documents are to be published with this report and form part of the report:

- Appendix I: Draft Local Plan Review Work Programme

8 Background Papers

None

Appendix I: Draft Local Plan Review Work Programme

Task / Event	LDF Panel and Council Involvement - When?	Consultation
Pre- scoping report with Members; Programming advice; Agree new SCI for recommendation for adoption	8 Feb 2018 LDF Panel	
LDF Panel recommend new Local Development Scheme for adoption by Council	28 March 2018 LDF Panel May 2018 Full Council Adoption	Consultation not required
<p>LDF Panel report and recommendation for early engagement on:</p> <ul style="list-style-type: none"> • Consultation document on matters influencing the plan review; issues and challenges; introduction to potential approaches to dealing with new development challenges, including an introduction to garden settlements; and • Prospectus for canvassing key stakeholder opinions on feasibility of garden settlements and suitable site availability. 	28 March 2018 LDF Panel	<p>General public engagement on opinions on meeting development challenges for 8 weeks from April.</p> <p>Key stakeholder engagement from April 2018 for 8 weeks (including up to 3 targeted workshops (service providers; market; environmental and other organisations; parish councils);</p> <p>Invitation to respond to garden settlement prospectus 16 weeks from April – August (with indication of intent to respond by end of June).</p>
Note that LDF Panels will be arranged throughout 2018 to consider evidence base reporting.	Additional Panel dates and agenda content to be announced.	Technical evidence base not subject to consultation
New National Planning Policy Framework adoption expected by Government	Summer 2018	n/a
LDF Panel Workshop: Presentation of responses to prospectus for potential new settlement	29 November 2018	n/a

LDF Panel Report on: Assessment of submitted sites to Strategic Land Availability Assessment and prospectus for new settlement. Implications for Issues and Options drafting.	31 January 2019 LDF Panel	n/a
LDF Panel Issues and Options Document with draft Preferred Option for recommendation for agreement for public consultation.	Late May 2019 LDF Panel	Public Consultation (Regulation 18) for 6 weeks Late June - mid Aug 2019
Results of Public Consultation to LDF Panel and final steer on submission version of plan	Autumn 2019	n/a
Work up and final evidence testing and Submission Draft Local Plan	Spring 2020	n/a
Submission Draft Local Plan for agreement for consultation and submission to Secretary of State	June 2020 LDF Panel: and Full Council	Public Consultation on Submission Draft Local Plan (Regulation 19) for 6 weeks July - Sept 2020
Submission of Plan and Reg 19 public consultation responses (with Council responses) to Secretary of State	Dec 2020	n/a
Examination in Public Phase 1	Mar – April 2021	Public involvement based on responses to Submission Draft consultation
Inspector's Interim Findings	Summer 2021	n/a
Council agrees Main Modifications for consultation	Autumn 2021	Main Modifications Public Consultation 6 weeks Dec 2021 – Jan 2022
Examination in Public Phase 2	Early 2022	Public involvement
Inspector's Final Report and confirmation of Main Modifications	Summer 2022	n/a
Council adopts plan	Late summer 2022	n/a

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