

Name of meeting: Cabinet

Date: 3rd December 2019

Title of report: Statement of Community Involvement (SCI)

Purpose of report: To seek approval to publish the revised Statement of Community Involvement (SCI). The SCI sets out how the council will involve communities in planning policy decisions. It sets out a series of guidelines on the scope of community involvement, how and when the council will undertake engagement and consultation, feedback and processes for becoming involved.

Key Decision - Is it likely to result in spending or saving £250k or more, or to have a significant effect on two or more electoral wards?	Yes, the Statement of Community Involvement covers the whole of the District.
Key Decision - Is it in the <u>Council's Forward Plan (key decisions and private reports)?</u>	Key Decision - Yes Private Report - No
The Decision - Is it eligible for call in by Scrutiny?	Yes
Date signed off by <u>Strategic Director</u> & name	Karl Battersby - 20.11.2019
Is it also signed off by the Service Director - Finance?	Eamonn Croston - 21.11.2019
Is it also signed off by the Service Director for Legal Governance and Commissioning?	Julie Muscroft - 25.11.2019
Cabinet member <u>portfolio</u>	Give name of Portfolio Holder/s Cllr Peter McBride consulted at Portfolio holder briefing on 11.11.2019

Electoral wards affected: All

Ward councillors consulted: No

Public or private: Public

Has GDPR been considered? Yes. The report does not contain any personal data. The updated Statement of Community Involvement sets out a revised section on GDPR and the storage of information received in relation to planning policy consultations and is in accordance with the Planning Policy Privacy Notice.

1. Summary

The council's existing Statement of Community involvement SCI was adopted in 2015 and sets out how the council will involve communities in planning policy decisions. It sets out a series of guidelines on the scope of community involvement, how and when the council will undertake engagement and consultation, feedback and processes for becoming involved.

Legislative requirements state that the SCI must be reviewed (and amended where necessary) at least every 5 years. An early review of the SCI has been undertaken to reflect the following:

- Changes to the processes, stages, engagement requirements sets out in legislation.
- GDPR requirements and compliance.
- Government requirements for accessible documents.
- Requirement to contain information on how the council supports Neighbourhood Planning.

Local authorities are encouraged to publish documents forming part of their evidence base as they are completed on their website in an accessible format, rather than waiting until options are published or a local plan is published for representations, to keep communities informed and involved. The use of social media tools and other platforms to communicate with communities is encouraged, where appropriate and documents should be concise, include visual evidence and written in plain English to help ensure that it is easily accessible to local communities, to avoid them becoming disengaged with the process (NPPG paragraph 35).

The main changes include:

- Updated to reflect current regulations and adoption of Local Plan.
- Added Hyperlinks to further information and our current documents.
- Additional information and tables on planning processes 2.21, 2.22, 2.23, 2.27 (see Appendix 1) for more transparency regarding how, why and when planning policy documents are produced and consulted on, and clarity on legal requirements with the aim of aiding understanding of the planning system so that it feels more accessible.
- Explanation of engagement and consultation and how it is used to inform, shape and develop documents.
- New Sections: Neighbourhood Planning, Appendices
- New paragraphs: 1.11, 1.12, 1.13, 2.1-2.2, 2.4, 2.13-2.15, 2.17, 2.18, 2.28, 2.29 (see Appendix 1).

The revised SCI is attached at **Appendix 1**.

2. Information required to take a decision

Local authorities are encouraged to publish documents forming part of their evidence base as they are completed on their website in an accessible format, rather than waiting until options are published or a local plan is published for representations, to keep communities informed and involved. The use of social media tools and other platforms to communicate with communities is encouraged, where appropriate and documents should be concise, include visual evidence and written in plain English to help ensure that it is easily accessible to local communities, to avoid them becoming disengaged with the process (NPPG paragraph 35). The SCI has been updated to reflect this national guidance.

The other main changes include:

- Updated to reflect current regulations and adoption of Local Plan.
- Added Hyperlinks to further information and our current documents.
- Additional information and tables on planning processes 2.21, 2.22, 2.23, 2.27 for more transparency regarding how, why and when planning policy documents are produced and

consulted on, and clarity on legal requirements with the aim of aiding understanding of the planning system so that it feels more accessible.

- Explanation of engagement and consultation and how it is used to inform, shape and develop documents.
- New Sections: Neighbourhood Planning.

3. Implications for the Council

- **Working with People**

The SCI sets out how the council will involve communities in planning policy decisions. It sets out a series of guidelines on the scope of community involvement, how and when the council will undertake engagement and consultation, feedback and processes for becoming involved. This will enable communities and individuals to shape planning policy documents.

- **Working with Partners**

The SCI includes an updated section on how the council will work with Neighbourhood Plan groups/forums to develop Neighbourhood Plans. It sets out the process and the level of support to bring forward community based plans.

- **Place Based Working**

As outlined under working with people and working with partners, the SCI provides a clear and transparent process for engaging with communities which will benefit place based working.

- **Improving outcomes for children**

The SCI does not directly improve outcomes for children. Indirectly by providing a framework for community involvement in the preparation of planning documents allows for individuals/communities to shape specific planning policy documents which can be used (where applicable) to improve outcomes for children.

- **Other (e.g. Legal/Financial or Human Resources)**

It is a legislative requirement under the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 to have a SCI and for the SCI to be reviewed (and amended where necessary) at least every 5 years.

An integrated impact assessment Stage 1 has been undertaken and is attached at **Appendix 2**. This indicates that a stage 2 assessment is not required.

Consultees and their opinions

Cllr Peter McBride, Portfolio holder has been briefed on the amendments to the SCI and is supportive of this document being presented to Cabinet.

The revised section (section 3 - see Appendix 1) on the relationship between the council and Neighbourhood Plan groups is based on existing service level agreements (SLAs) with designated neighbourhood plan bodies who were involved in their development and have signed up to SLA.

4. Next steps and timelines

Once approved by Cabinet, officers will place the SCI on the council's website.

5. Officer recommendations and reasons

We recommend that Cabinet approve the revised SCI which will provide the community with a clear framework on the types of planning policy documents which will be consulted on and the

support the council will provide in developing neighbourhood plans.

It is timely that this is done at this point in time as officers are presenting the revised Local Development Scheme to Cabinet for approval. This document sets out the work programme and the documents that the council will be engaging and consulting on.

6. Cabinet Portfolio Holder's recommendations

Councillor Peter McBride was briefed on Monday 11th November 2019 and was supportive of the revised Statement of Community Involvement, being presented to Cabinet.

7. Contact officer

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8. Background Papers and History of Decisions

9. Kirklees Statement of Community Involvement September 2015
<https://www.kirklees.gov.uk/beta/planning-policy/statement-community-involvement.aspx>

Cabinet adopted the SCI on 22nd September 2015

10. Service Director responsible

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