

Statement of Community Involvement

November 2020



MAYOR OF LONDON



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Statement of Community Involvement (SCI) – Executive Summary

The Statement of Community Involvement (SCI) sets out how the Old Oak and Park Royal Development Corporation (OPDC), in its role as a local planning authority, will involve the local community in the planning process.

The SCI sits alongside OPDC's Engagement Strategy, which outlines OPDC's overarching approach and principles for community engagement in its broader role as a Mayoral Development Corporation.

The SCI is based on a set of principles for delivering effective community involvement which have been formed through consultation with members of the local community. These principles include:

- » Inclusive invitation for involvement
- » Authorisation of representatives
- » Continued involvement
- » Independent advice
- » Early involvement
- » Presenting options to the community
- » Criteria for choosing between options
- » Reaching consensus
- » Transparent records of involvement
- » Feedback on the outcome of community involvement

Based on these principles, OPDC will ensure effective community involvement at all stages in the production of planning policy documents, including production of the Local Plan, Supplementary Planning Documents (SPDs) and Community Infrastructure Levy (CIL) strategies. This includes guidance for how OPDC will make most effective use of statutory consultations on planning policy documents, and as well commitments to additional measures to garner community input at the early stages of their production.

OPDC will offer appropriate support and assistance for Neighbourhood Planning, including those seeking to establish Neighbourhood Forums and Neighbourhood Areas, develop new Neighbourhood Plans, or modify existing Neighbourhood Plans.

OPDC will ensure community involvement in the determination of planning applications as part of the development management process. This will include involvement at the pre application stage through the use of public exhibitions or consultation events, as well as input from OPDC's Community Review Group (CRG) and / or stakeholder workshops. When applications

are submitted, OPDC will ensure the local community is properly notified of the proposed development, and aware of how to provide feedback as part of the consultation process.

While restrictions on social interaction remain in place due to the Covid-19 pandemic, OPDC will continue to ensure effective and safe community involvement in the planning process. This will include a change in approach to the hosting of events, the availability of material and the publicising of consultations. While the temporary measures prioritise online consultation platforms and approaches, tailored efforts will also be made to ensure those without access to the internet remain involved in the planning process.

1 Introduction

BACKGROUND

Background to OPDC

1.1. The Old Oak and Park Royal Development Corporation (OPDC) was established on 1st April 2015 as London's second Mayoral Development Corporation and the Mayor's fifth functional body. OPDC is the statutory Local Planning Authority for the area, but also has responsibilities for coordinating delivery and ensuring that the wider area benefits from regeneration.

1.2. The OPDC area covers the Old Oak and Park Royal Opportunity Areas in the Mayor's London Plan (2016). The OPDC area is currently home to approximately 1,700 businesses, employing 43,100 workers across a range of employment and sectors and skills levels, generating £2.1 billion annually in gross value added (GVA) to the UK economy. Through regeneration, the OPDC area has the capacity to deliver a minimum additional 25,500 homes and indicative 65,000 jobs.

1.3. OPDC is developing its Local Plan for the area, which will set out the spatial vision and policies for the OPDC area. Following three rounds of consultation since 2016, the draft Local Plan was submitted to the Secretary of State in October 2018. As of time of publication of these amendments

to the SCI, the Local Plan continues to be subject to Examination in Public. Modifications to the Local Plan in response to the Examination are envisaged to be published in early 2021 for consultation with adoption expected in late 2021.

What is The Statement Of Community Involvement?

1.4. The Statement of Community Involvement (SCI) explains how OPDC involves the community in deciding planning applications and preparing planning policy, and sets out how it will effectively access the rich wealth of knowledge that the existing communities have, in and around the OPDC area. The SCI is a statutory planning document, and its production is a requirement for all local planning authorities under the Planning and Compulsory Purchase Act (2004).

What do we mean by community

1.5. Community refers to residents, businesses, community and interest groups, neighbourhood planning forums, landowners, developers, London Boroughs within and neighbouring the OPDC area, government agencies and any other individuals, groups and organisations

interested in, and affected by, the development and use of land at Old Oak and Park Royal.

The SCI and OPDC's Engagement Strategy

1.6. The SCI forms part of a wider set of documents including OPDC's Engagement Strategy and it should be read in conjunction with this. The Engagement Strategy is being developed by OPDC's Communications and Engagement team and forms part of the over-arching Communications and Engagement Strategy for OPDC. The Engagement Strategy is also being updated in response to COVID-19 and will be shared with the community for feedback later this year. While the SCI is a statutory planning document prepared by OPDC in its role as local planning authority, the Engagement Strategy relates to OPDC's broader responsibilities and activities as a Mayoral Development Corporation. The Engagement Strategy complements and supports the SCI and demonstrates how OPDC will add value to the statutory activities set out in this document. It includes additional detail on how OPDC may implement the requirements set out in the SCI, including strategies for informing and involving hard to reach groups and/or those not usually engaging in the planning process.

OPDC's Duty To Co-operate

1.7. OPDC is under a duty to co-operate with other authorities and agencies when it reviews its planning policies. These authorities and agencies include boroughs within the OPDC area (London Borough of Ealing, London Borough of Hammersmith & Fulham, and London Borough of Brent), neighbouring boroughs (including Royal Borough of Kensington and Chelsea), the Mayor of London and GLA associated bodies (such as Transport for London), as well as bodies such as the Environment Agency, Network Rail, Historic England, Natural England, the Civil Aviation Authority, the Clinical Commissioning Groups, the Homes and Communities Agency, the Office of Rail Regulation and Highways England (see Town and Country Planning (Local Planning) (England) Regulations 2012 for the full list of specific and general consultation bodies). Authorities and agencies can also provide input by responding to any public consultation OPDC undertakes on its draft planning policy documents.

1.8. In addition to the duty to co-operate, OPDC has published a "Ways of Working" document which establishes a framework of principles for involving host local authorities

in the development management process for schemes located within their respective local authority areas, but determined by OPDC.

OPDC's approach to delivering effective involvement

1.9. OPDC is committed to achieving a high level of community involvement and will seek to make reasonable endeavours to go beyond statutory requirements where feasible and appropriate. As a result, it has incorporated 10 principles which are intended to ensure a consistent and minimum standard for community involvement. These have been developed from suggestions from community groups,

received during the SCI consultation in September and October 2015.

1.10. OPDC expects organisers and participants of community involvement activities, including applicants and OPDC, to make reasonable endeavours to follow the principles. The principles are for:

- a) Prospective planning applicants carrying out pre-application community involvement on development proposals that will be determined by OPDC;
- b) Individuals(s), community group(s), and/or organisation(s) having an interest in the planning application or policy; and
- c) OPDC in preparing planning policy.

PRINCIPLES

1. Inclusive Invitation

- a) Reasonable attempts should be made by prospective planning applicants and / or OPDC to ensure that a representative cross-section of the community is invited to community involvement event(s) to ensure that all participants are aware of each other's views. Where community groups or individuals are unable to attend events but nevertheless wish to participate, engagement by written dialogue should be pursued.
- b) Invitations should go to existing community groups in and around the OPDC area that are likely to be affected by a planning application or a policy document, e.g. local residents associations, neighbourhood planning forums, amenity societies, thematic groups where they exist or are formed as a result of the proposal. OPDC will maintain a list of these groups both for its own use and to assist prospective planning applicants with their engagement strategies. Where there are existing communities in close proximity to a planning application or the geographic location of a location specific policy document, further efforts to deliver opportunities for enable community involvement in shaping proposals will be expected.
- c) Planning applicants and / or OPDC should use every opportunity to access groups not traditionally involved in the planning process. This may include community led approaches, working with existing social networks to raise awareness of proposals and activities. It may be necessary to hold additional events for these groups, liaising with trusted organisations to devise activities which cater for difficult to engage groups, and providing translations, interpreters or other assistance where needed.
- d) Events should be held in accessible locations and inclusive premises. Accessible locations will enable the highest possible attendance by people affected by the proposal or plan; for example, in the area where a development scheme is being proposed. Where feasible, reasonable endeavours should be used to utilise venues which are not affiliated to a specific religion, with consideration also given to dates of importance to individual religious groups. Inclusive premises are those able to be adequately accessed by all sections of the community. OPDC will maintain a list of suitable venues within the area.
- e) All participants in the involvement process should be provided with a rationale for the development proposals and a plan for how comments will be considered and a response given. Participants should also be asked if they wish to provide their contact details to ensure they receive feedback on the results of involvement.
- f) To ensure all sections of the community are able to effectively engage in the involvement process, the use of accessible and diverse range of communication formats and methods should be considered, where appropriate.

2. Authorisation

- a) Those representing community groups, the prospective planning applicant and OPDC at community involvement events should be able to demonstrate that they are authorised to speak for their organisations at the event in question.
- b) The scale and remit of those organisations should also be made clear.

3. Continuity

- a) Involvement should be a continuous process with the timetable for the period of preparing the plan or making the planning application made clear. It is desirable that the timetable should allow adequate time for participants to effectively engage in the involvement process. This includes providing participants with reasonable notice of events and an adequate time period in which to consider and respond to the development proposal or plan.
- b) Where involvement is intended to include a series of meetings or events then, as far as possible, the same individuals that represent the community, the prospective planning applicant and OPDC should continue to be involved throughout the process to ensure continuity of views. Nevertheless, it may be appropriate for other participants or advisers to be involved intermittently.

4. Independent Advice

- a) Where technical or professional advisers or private consultants are employed by OPDC as independent facilitators to manage the involvement process, they should have a client duty of care to all parties equally and should be instructed to follow these principles. Where facilitators or advisers are not independent, this should be declared. Where applicants instruct independent facilitators to act on their behalf, then these should act impartially and will be encouraged to align their activities with the principles set out in this SCI.

5. Early Involvement

- a) Arrangements should be made for the community involvement process to begin at the early formative stages of a plan or development proposals process. This would be carried out in light of reasonable alternatives available, including considering the planning framework provided during the generation of policy options. This should occur before issues such as the height and scale of development are fixed when significant options are still open and while there is still the potential to make a difference to the plans. Where community groups or individuals are unable to attend the initial meeting but nevertheless wish to participate, engagement by other means should be pursued. This may include making presentation material available online and inviting feedback in writing.

6. Presenting Options

- a) Applicants will be encouraged to set out reasonable options or choices and to have demonstrated that they have considered input from local communities on how plans and proposals could be taken forward including those suggested by the community that are reasonable;
- b) Applicants will be encouraged to ensure that presentation materials will be accessible and clear to allow all the opportunity to understand the proposals. This is likely to include oral, written and visual presentational material. This could also include the use of three dimensional models and drawings, videos and aerial photographs as well as other smart and innovative technology where appropriate, including placing video presentations online to provide opportunities for local communities who are unable to attend consultation events to still provide feedback.

7. Choosing Between Options

- a) The planning criteria against which development options must be assessed should be made clear and transparent. This will normally be the Development Plan for the area, unless material considerations indicate otherwise, which consists of OPDC's Local Plan, the Mayor's London Plan, made Neighbourhood Plans and the West London Waste Plan.

8. Consensus

- a) Best efforts should be made to reach consensus, making it clear how far the involvement has resulted in agreement to adopt or to alter proposals. Where agreement has not been possible, a clear and reasoned response should be provided.

9. Transparent Records

- a) For major planning applications, a Community Involvement Statement should be submitted by the planning applicant to OPDC as a supporting document to their planning application. The statement should summarise:
 - i) the community involvement undertaken; the main issues raised by the community;
 - ii) how the proposal has been revised, if necessary, to take account of the issues raised and,
 - iii) where the proposal has not been revised, the reasons why not
- b) For Local Plan documents, a Statement of Consultation will be made available alongside the Local Plan published for representations. This will set out:
 - i) who was consulted when preparing the Local Plan;
 - ii) a summary of the main issues raised by those persons; and
 - iii) how those issues have been addressed in the Local Plan.
- c) For Supplementary Planning Documents, a Statement of Consultation will be published alongside the final document. This will set out:
 - i) who was consulted when preparing the draft document;
 - ii) a summary of the main issues raised by those persons; and
 - iii) how those issues have been addressed in the draft document.
- d) Participants may provide a written statement of omissions and corrections which will be reported and considered by OPDC along with the Community Involvement Statement and / or consultation statement.

10. Feedback on the Outcome of Community Involvement

- a) For all planning applications, reports of OPDC officers will include a summary of consultation responses received and all comments received during statutory consultation will be made publicly available and available to Planning Committee members for consideration. For major planning applications, the Community Involvement Statement Report should summarise community involvement undertaken by the applicant at pre-application stage and should explain how it has influenced the application scheme.
- b) For applications being considered by Planning Committee, OPDC will notify those people who commented on the application as to when the Planning Committee meeting will be held and when the report will be available online.
- c) For Local Plan documents, feedback is provided in the consultation statement referred to under 9b. For Supplementary Planning Documents this will be the consultation statement referred to under 9c.
- d) In making decisions on planning applications and planning policy documents, OPDC will carefully consider comments made during involvement and consultation on the application or plan.

2 Involvement in Planning Policy

Our Proposed Outcomes

- » Key community priorities are appropriately reflected in OPDC’s planning policy documents.
- » There is strong community awareness of different planning policy documents, including neighbourhood plans, and the crucial role they play in guiding the regeneration of the OPDC area.
- » Community issues are raised at early stages in the production of planning policy documents where they can be effectively addressed.
- » There is transparency and clarity for all parties on how issues raised through the consultation process have been considered by OPDC.

INTRODUCTION

2.1. This section sets out how OPDC involves the community, including the Community Review Group, in preparing planning policy documents, based on the principles and follows the statutory requirements for consultation. A list and timetable for the production of OPDC planning policy documents is available in OPDC’s Local Development Scheme (LDS) which is available online or can be requested by contacting OPDC. This

Involvement method	Explanation
Consultation documents – paper copies	Planning policy documents will be available to view at City Hall, local libraries and other community locations.
OPDC Website	OPDC’s planning webpages will include information, and when appropriate, a dedicated micro-site for community engagement and consultation will be used. We will encourage other organisations to also include links to key information on their webpages.
Discussion events, e.g. workshops	These events are facilitated round-table discussions about emerging planning policy.
Drop-in events / exhibitions	These include staffed drop-in events / exhibitions. They provide opportunities for people to gain information, ask OPDC officers questions and provide feedback. Exhibitions can also be non-staffed. They are held at accessible locations and at times aimed at encouraging maximum attendance. Where OPDC has an appropriate local base at which staff are present, appointments may also be made to come along and ask questions.
Emails, newsletters and letters	Emails and/or email newsletters and, when appropriate, letters are sent to the Consultation Database.
Meetings	These are used to discuss and gain feedback on emerging planning policies. They include OPDC’s organised regular local meetings as well as other meetings with interest groups and particular audiences.
Press releases	Produced to raise awareness of opportunities to engage, however dependent on press publishing releases.
Questionnaires / surveys	These are a means for gathering feedback at drop-in events, exhibitions or through field research to gather feedback on emerging policies.
Social media	OPDC will use platforms such as Twitter or Facebook which can help to raise awareness and encourage feedback.

includes everything from the Local Plan to SPDs, CIL and Neighbourhood Plans.

2.2. As a public authority OPDC must comply with the Public Sector Equality Duty under Section 149 of the Equality Act 2010. Under the Equality Act 2010, those with protected characteristics can expect OPDC to take their needs into account when implementing the SCI principles. The protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

APPROACH TO ENGAGEMENT

Consultation database

2.3. OPDC will maintain a database of individuals, groups, and organisations that have an interest in opportunities to get involved. It includes those who Government regulations require OPDC to consult or who have expressed an interest in being informed about the Local Plan. It includes residents, businesses, neighbourhood planning forums, community groups, voluntary organisations, interest groups, landowners, developers, businesses, London Boroughs within and neighbouring the OPDC area and government agencies. Requests to be added to this database can be made by OPDC's website or contacting

OPDC by email, telephone or in writing.

Existing local meetings and initiatives

2.4. OPDC has set up regular local meetings and will attend existing community meetings, where viable, to raise awareness about planning policy and seek involvement. OPDC will also look for other local opportunity to raise awareness about planning policy and applications to encourage involvement.

Neighbouring borough involvement

2.5. For planning policy documents likely to have impacts on adjoining local authority areas, OPDC will engage with relevant London boroughs at the earliest possible stage in preparing the document. This helps ensure communities in the neighbouring areas are notified and have opportunities in preparing the document.

OPDC Community Review Group

2.6. The Community Review Group, established by OPDC in 2018, brings together local people from a non-planning background to help ensure development proposals reflect priorities of the local community. It has been established to work in parallel with the existing OPDC Place Review Group, which is an appointed

independent design review panel made up of built environment professionals. The Community Review Group will review and comment on emerging or draft planning policy documents which are also subject to review of the Place Review Group.

LOCAL PLAN

2.7. The most recent Regulations that came into force in April 2012 (as amended) set out the statutory requirements for the production of Local Plans and Supplementary Planning Documents (SPDs). These requirements include criteria for the preparation and publication of a draft Local Plan, receiving representations, consideration of representations, examination, publication of recommendations and adoption. Throughout these stages of policy production, OPDC will seek to ensure that issues are considered and that policies are drafted that take full account of equality and sustainability considerations. As part of this process there will be appropriate community involvement as set out in this document to ensure that all groups have the opportunity to engage in the planning process.

2.8. Planning law requires that decision on planning applications should be made in accordance with the development plan, which includes the Local Plan, unless other relevant planning matters indicate

Figure 2.1: Main stages of developing a Local Plan

Stage 1 Preparation of Local Plan (Regulation 18)

Identify and consult on main issues that the Local Plan needs to address and consider alternative policy options.

Stage 2 Publication of proposed Local Plan (Regulation 19)

Local Plan policies published for public consultation.

Local Plan and public responses submitted to Secretary of State, who appoints a Planning Inspector.

Stage 3 Examination

The Local Plan, public responses and written statements examined by the planning inspector at public examination.

There may be further modifications published for consultation, after which a report on the soundness of the Local Plan is issued by the Inspector.

Stage 4 Adoption

The recommendations of the Inspector's report are considered and OPDC adopts the Local Plan.

otherwise. The development plan is therefore the starting point for when OPDC makes decisions on planning applications.

2.9. Information about the Local Plan documents to be produced is provided in the Local Development Scheme which is available on OPDC's website or paper copies can be requested by contacting OPDC.

Stage 1: Preparation of the Local Plan

2.10. The main plan-making activities undertaken by OPDC during the preparation stage are evidence gathering, identifying issues and options, and selecting preferred options. Policy options identified can only be those which are 'reasonable' in accordance with Strategic Environmental Assessment legislation.

2.11. To ensure the community is effectively involved in these activities, OPDC will carry out a range of community involvement methods:

- a) As required by Government regulations OPDC invites statutory and general consultees, residents and businesses in the OPDC area to comment on what the Local Plan should contain during a public consultation for a minimum of 6 weeks;
- b) Consults bodies listed in the relevant

regulations on the scope of the information and level of detail that should be included in the environmental report which accompanies the draft Local Plan. The environmental report addresses the requirements of the European Union Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment.

2.12. In addition, OPDC:

- a) Emails and writes to members of the consultation database throughout the Local Plan's preparation;
- b) Makes consultation documents and questionnaires available on its website, at City Hall and public libraries;
- c) Holds meetings, discussion events and drop-in events / exhibitions; and
- d) Issues a statutory press notice, advertises in local press, uses the OPDC email newsletter and its social media sites to raise awareness.

Stage 2: Publication of the proposed Local Plan

2.13. Taking into account feedback from community involvement activities during the preparation stage, OPDC finalises and publishes the proposed Local Plan.

2.14. At this stage OPDC carries out

the following participation required by Government regulations:

- a) Makes the Local Plan and supporting documents specified in the regulations available on the OPDC's website and at City Hall for representations to be made for a minimum period of six weeks.
- b) Sends notification to all those bodies invited to make comments at Stage 1 that the Local Plan and supporting documents are available for inspection and provide details about how to make representations.

2.15. In addition, OPDC:

- a) Issues a statutory press notice, advertises in local press, uses the OPDC email newsletter and its social media sites to raise awareness; and
- b) Holds drop-in events / exhibitions in the local area.

2.16. Alongside the Local Plan, a consultation statement is published setting out: who was consulted in preparing the Local Plan; a summary of the main issues raised by those persons; and how those issues have been addressed in the Local Plan.

Stage 3: Examination

2.17. The Local Plan, along with supporting documents and the representations received, is then submitted to the Secretary of State for independent examination by a Planning Inspector.

2.18. At this stage OPDC carries out the following actions required by Government regulations:

- a) Makes the Local Plan and supporting documents specified in the regulations available on OPDC's website and at City Hall;
- b) Sends notification to all those consultation bodies invited to make representations under Regulation 18(1) of the Town and Country Planning (Local Development) Regulations 2012 that the Local Plan and supporting documents are available for inspection; and
- c) Notifies those who requested notification that the Local Plan has been submitted to the Secretary of State.

2.19. Following adoption OPDC carries out the following actions required by Government regulations:

- a) Makes the adopted Local Plan, the adoption statement and other supporting documents specified in the regulations available on OPDC's website and at City Hall; and
- b) Sends the adoption statement to those who asked to be notified of the adoption of the Local Plan.

Stage 4: Adoption

2.20. Provided the Inspector considers the Local Plan meets Government and Mayoral policy and legal requirements, approval will be sought from OPDC Board to adopt the Local Plan as part of OPDC's development plan.

2.21. Following adoption OPDC carries out the following actions required by Government regulations:

- a) Makes the adopted Local Plan, the adoption statement and other supporting documents specified in the regulations available on OPDC's website and at City Hall; and
- b) Sends the adoption statement to those who asked to be notified of the adoption of the Local Plan.

SUPPLEMENTARY PLANNING DOCUMENTS

2.22. Supplementary Planning Documents (SPDs) add detail to the policies in the Local Plan. They are only produced when OPDC considers them necessary to provide additional guidance for new developments at specific locations or on particular topics.

Figure 2.2: Main stages in preparation of SPDs

Stage 1: Preparation of the draft SPD

OPDC officer compile documents and supporting evidence. There is an optional preliminary consultation.

Stage 2: Consideration of the draft SPD

OPDC published the draft SPD for public comments for a minimum of six weeks.

Stage 3: Adoption

OPDC considers comments made and makes any necessary changes. OPDC adopts SPD as a Local Development Document and prepares adoption statement.

Stage 1: Preparation

2.23. OPDC carries out a range of involvement methods during this stage to ensure effective community engagement in preparing the document:

2.24. As required by Government regulations, OPDC consults bodies listed in the relevant regulations as to whether the Supplementary Planning Document are likely to have significant environmental effects. This will assist in determining whether an environmental report should be produced to accompany the draft Supplementary Planning Document. The environmental report addresses the requirements of the European Union Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment.

2.25. In addition, OPDC:

- a) Emails and writes to members of the Local Plan Consultation Database about opportunities to be involved in preparing the Supplementary Planning Document;
- b) Where appropriate, holds meetings, discussion events or drop-in events / exhibitions; and

- c) Advertises in local press, uses the OPDC email newsletter and its social media sites to raise awareness.

Stage 2: Consultation on draft Supplementary Planning Document

2.26. Taking into account the results from the community involvement activities during the preparation stage, OPDC finalises and publishes the draft Supplementary Planning Document. At this stage, as required by Government regulations the OPDC makes the draft Supplementary Planning Document available on OPDC's website and at City Hall for representations to be made for a minimum period of six weeks.

2.27. In addition, OPDC:

- a) Emails and writes to members of the Local Plan Consultation Database seeking comments on the draft document;
- b) Advertises in local press, uses the OPDC email newsletter and its social media sites to raise awareness; and
- c) Considers holding meetings, discussion events and drop-in events / exhibitions to discuss the draft and seek feedback.

2.28. A consultation statement is published setting out:

- a) who was consulted when preparing the Supplementary Planning Document
- b) a summary of the main issues raised by those persons; and
- c) how those issues have been addressed in the draft document.

Stage 3: Adoption

2.29. Having regard to the comments received on the draft, the final document will be prepared. It will then be presented for adoption at OPDC Board meeting. Following adoption OPDC carries out the following actions required by Government regulations:

- a) Makes the adopted Supplementary Planning Document and the adoption statement available on OPDC's website and at City Hall; and
- b) Sends the adoption statement to those who asked to be notified of the adoption of the Supplementary Planning Document.

NEIGHBOURHOOD PLANNING

2.30. OPDC is committed to working closely with and providing support to emerging and established Neighbourhood Forums in the development of their neighbourhood plans. This commitment is set out in Local Plan policy DI3.

2.31. Neighbourhood development plans and neighbourhood development orders are prepared by designated neighbourhood planning forums. Preparation includes consultation on a draft plan. Following a successful independent examination and local referendum, neighbourhood development plans are brought into legal force and are 'made' part of the development plan. Their policies are then considered alongside the Local Plan, and other planning policies when OPDC makes decisions on planning applications.

2.32. The preparation of Neighbourhood Plans and developments orders, and community involvement in their preparation, is the responsibility of the neighbourhood planning forums producing the plan.

2.33. The Government's National Planning Practice Guidance expects forums to ensure the wider community is kept fully informed of what is being proposed and has opportunities to be involved in shaping the emerging plan. OPDC will continue

to offer advice to forums on how effective involvement can take place and, where resources allow, provide assistance in carrying out the involvement.

2.34. Whilst most community engagement in the preparation of neighbourhood development plans will be led by the neighbourhood planning forum, there are certain stages where OPDC carries out formal consultation:

Stage 1: Application to designate a neighbourhood planning area

2.35. In advance of the submission of a neighbourhood planning area application, OPDC will expect interim forums to engage proactively with residents, businesses and emerging or established neighbourhood forums on the proposed boundary of the neighbourhood planning area.

2.36. Once the neighbourhood planning area application has been submitted, OPDC publishes on its website the name and map of the proposed neighbourhood planning area, the name of the relevant body who applied for the designation and details about how to comment. It also notifies and seeks comment from members of the Consultation Database. Following this consultation OPDC publishes on its website the decision to

either designate, alter the area or refuse the application (with reasons, if refusing).

Stage 2: Application to designate a neighbourhood planning forum

2.37. In advance of the submission of a neighbourhood planning forum application, OPDC will expect interim forums to engage proactively with residents, businesses and emerging or established neighbourhood forums on the proposed membership and constitution of the neighbourhood planning forum.

2.38. Once the neighbourhood forum application has been submitted, OPDC publishes on its website a copy of the application made by the prospective forum and details about how to comment. It also notifies and seeks comment from members of the Consultation Database. If OPDC approves the proposed area and forum it will publish on its website the forum's name, and various details. If OPDC decides to refuse the designation then it will publish reasons for the refusal on its website.

Stage 3: Submission of a neighbourhood development plan

2.39. In advance of the submission of a neighbourhood development, OPDC will expect forums to have engaged positively

and proactively on a wide range of stakeholders on the plans production, in accordance with the requirements set out in paragraph 2.30.

2.40. Once the neighbourhood planning forum has submitted their finalised neighbourhood development plan following consultation on a draft, OPDC publishes on its website the draft plan and supporting documents, including details on how to make comments. It also notifies and seeks comment from members of the Consultation Database. Copies of these documents are also made available at designated locations within the neighbourhood planning area.

Stage 4: Decision on a neighbourhood development plan

2.41. OPDC sends a copy of the submitted draft neighbourhood development plan, the supporting documents and comments received at the submission stage to an appointed Examiner for independent examination. Hearing sessions may or may not be required at the discretion of the Examiner.

2.42. OPDC then publishes the Examiner's report and decision statement on its website and makes it available to view at the designated locations within the neighbourhood planning area. Subject to the

Examiner's recommendation, OPDC then proceeds to arrange a referendum within the neighbourhood planning area on the plan.

Modifications to an adopted Neighbourhood Plan

2.43. Neighbourhood Plans may be updated at any time, and should be updated where the policies within the plan have become out of date.

2.44. OPDC can, subject to the agreement of the Neighbourhood Forum, make minor modifications to Neighbourhood Plans where these do not materially affect the policies of the plan.

2.45. Where a Neighbourhood Forum proposes modifications that do materially affect the policies set out in the Neighbourhood Plan, then these will be subject to the same requirements for the preparation of a new Neighbourhood Plan set out in previous paragraphs, including the requirement for a referendum. Proposed modifications would also be subject to the following additional requirements:

- a) The Neighbourhood Forum must state at pre-submission publicity and consultation stage, and when the modified plan is submitted to OPDC, whether they believe the modifications are so significant or

- substantial as to change the nature of the plan and give reasons;
- b) OPDC will, when sending the modified plan to the independent examiner, state whether it believes that the modifications are so significant or substantial as to change the nature of the plan and give reasons. OPDC will also submit a copy of the original plan to the examiner; and
- c) The Neighbourhood Forum must decide whether to proceed with the examination after the examiner has decided whether the modifications proposed change the nature of the plan.

Support for those making or amending Neighbourhood Development Plans

2.46. Prospective Neighbourhood Forums are advised to arrange a meeting with OPDC's Planning Policy team at an early stage to discuss the processes and statutory requirements related to Neighbourhood Planning. OPDC will offer appropriate support and assistance to prospective Neighbourhood Forums, and to designated Neighbourhood Forums progressing or amending a Neighbourhood Plan. This may include:

- » Providing advice on the legal requirements for Neighbourhood Planning;
- » Setting out the relevant Local Plan

and London Plan policies which the Neighbourhood Plan should be in general conformity with;

- » Reviewing proposals for Neighbourhood Area and Forum applications, and Neighbourhood Plans and Development Orders, before these are formally submitted for consideration;
- » Sharing relevant OPDC evidence base documents, or cite other potential references, to support policy formulation;
- » Scope potential for joint funding of evidence base studies, or work with forums to identify other potential funding's sources for evidence base production;
- » Providing appropriate technical assistance, including the provision of digital base mapping and appropriate datasets, subject to any copyright entitlements;
- » Advising on statutory consultation requirements for the various stages of Neighbourhood Plan or Development Order preparation;
- » Utilising OPDC's communications and engagement platforms to promote neighbourhood planning consultations, news or events; and
- » Exploring potential opportunities to coordinate any OPDC engagement events with potential Neighbourhood Plan consultation events.

COMMUNITY INFRASTRUCTURE LEVY (CIL)

2.47. The Community Infrastructure Levy (CIL) is a statutory, non-negotiable charge on new development. The levy can be used to help deliver a wide range of infrastructure

Figure 2.2: Main stages of developing a charging schedule for CIL

Stage 1: Preliminary charging schedule (PDCS)

PDCS published with a minimum six week period of consultation.

Stage 2: Consultation on Draft charging schedule (DCS)

Draft Charging Schedule published with a minimum six week period of consultation.

Stage 3: Examination

OPDC considers comments made on the draft Charging Schedule and makes any necessary changes. OPDC submits to the Secretary of State. A Planning Inspector is appointed. The Charging Schedule is examined by the planning inspector at public examination.

Stage 4 Adoption

OPDC adopts the Charging Schedule and prepares adoption statement.

needed to support the development of the area. At the time of publication, OPDC has not adopted a CIL charging schedule and so the levy is not charge don permitted schemes in the area.

Stage 1: Preparation of a Preliminary Draft Charging Schedule (PDCS)

2.48. OPDC carries out a range of involvement methods during this stage to ensure effective community engagement in preparing the document and as required by Government regulations, OPDC consults bodies listed in the relevant regulations to invite them to make representations on the PDCS.

2.49. In addition, OPDC:

- a) Emails and writes to members of the consultation database about consultation on the preliminary draft charging schedule;
- b) Where appropriate, holds meetings, discussion events or drop-in events / exhibitions; and
- c) Advertises in local press, uses the OPDC email newsletter and its social media sites to raise awareness.

Stage 2: Consultation on draft Charging Schedule

2.50. Taking into account the results from the preliminary draft charging schedule consultation, OPDC finalises and publishes the draft Charging Schedule. At this stage, as required by Government regulations the OPDC makes the draft Charging Schedule available on OPDC's website and at City Hall for representations to be made for a minimum period of six weeks.

2.51. In addition, OPDC:

- a) Emails and writes to members of the Local Plan Consultation Database seeking comments on the draft document;
- b) Advertises in local press, uses the OPDC email newsletter and its social media sites to raise awareness; and
- c) Considers holding meetings, discussion events and drop-in events / exhibitions to discuss the draft and seek feedback.

2.52. Alongside the draft charging schedule, a consultation statement is published setting out:

- a) who was consulted when preparing the Charging Schedule;
- b) a summary of the main issues raised by those persons; and

c) how those issues have been addressed in the draft document.

Stage 3: Examination

2.53. The draft Charging Schedule is then submitted to an independent examiner.

2.54. At this stage OPDC carries out the following actions required by Government regulations:

- a) Makes the draft Charging Schedule available on OPDC's website and at City Hall;
- b) Sends notification to all those bodies invited to make comments at Stage 1 and Stage 2 that the draft Charging Schedule is available for inspection;
- c) Notifies those who requested notification that the draft Charging Schedule has been submitted to the Secretary of State; and
- d) Publishes a consultation statement setting out who was consulted when preparing the Charging Schedule; a summary of the main issues raised by those persons; and how those issues have been addressed in the draft document.

Stage 4: Adoption

2.55. Provided the Examiner considers the draft Charging Schedule to have met Government policy and legal requirements, approval will be sought from OPDC Board to adopt the Charging Schedule.

2.56. Following adoption OPDC carries out the following actions required by Government regulations:

- a) Makes the Charging Schedule and the adoption statement available on OPDC's website; and
- b) Sends the adoption statement to those who asked to be notified of the adoption of the Charging Schedule.

Neighbourhood portion of CIL

2.57. Should OPDC adopt a CIL charging schedule, then we will engage with the local community to agree with them how best to spend the 'neighbourhood portion' of the levy. The neighbourhood portion is made up of 15% of the overall CIL levy charged on development (capped at £100 per dwelling). However, where a development is granted planning permission within the boundary of a made neighbourhood plan the neighbourhood portion will be 25% of the overall levy.

2.58. The neighbourhood portion of CIL can be spent on a wider range of projects than the remainder of CIL, provided that it is demonstrated that they support the development of the area as set out in Regulation 59 C of the CIL Regulations. This could include the provision, improvement, replacement, operation or maintenance of infrastructure as well as other projects concerned with addressing the demands that development places on an area, such as affordable housing or support for Neighbourhood Plan preparation.

2.59. As the CIL charging authority, OPDC would retain the levy receipt and consult with the local community on what their priorities are for spending the neighbourhood portion. OPDC will work closely with local resident groups and Neighbourhood Forums as part of these consultations and will utilise formal and accessible consultation procedures to seek input from the local community. In addition to priorities for established residential communities in the area, it will also be important to engage the Park Royal business community, as well as new residents and workers of the emerging development at Old Oak, on priorities for their respective areas.

2.60. Where a made Neighbourhood Plan exists, then objectives, strategies and priorities set out in the Plan should will be a key influence in determining local priorities.

3 Involvement in Planning Applications

Our Proposed Outcomes

- » Community involvement in the development management process should result in successful planning applications which address community priorities and help deliver regeneration of Old Oak and Park Royal.
- » The community are aware of proposals for major developments before these are formally submitted as planning applications, and are afforded opportunities to comment on proposals and suggest changes.
- » Community concerns are clearly highlighted and considered in the decision making process by OPDC officers and OPDC Planning Committee.

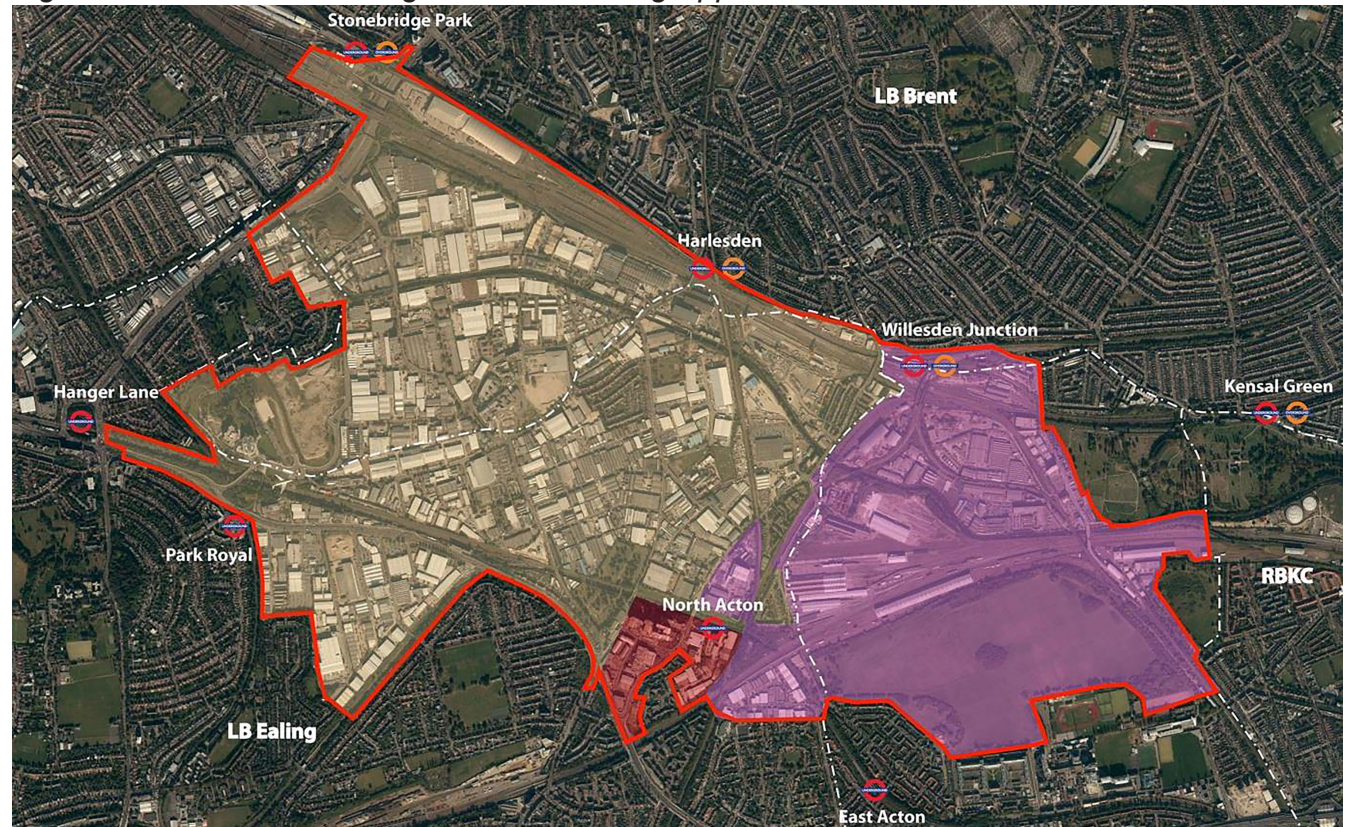
INTRODUCTION

3.1. This section sets out how OPDC will involve the community in the various stages of the development management process, based on the principles set out in section 1.

Scheme of Delegation

3.2. OPDC is the local planning authority for its administrative area and is therefore responsible for plan making and determining planning applications. OPDC has full

Figure 3.1: Scheme of Delegation for Planning Applications



responsibilities for plan making across its area but in respect of determining planning applications, Schemes of Delegations have been agreed with the London Boroughs of [Ealing](#)¹ and [Brent](#)². These Schemes of Delegations delegate some planning applications within the OPDC area to the boroughs to determine on behalf of OPDC.

3.3. In the North Acton area, all applications are delegated to the London

Borough of Ealing to determine on behalf of OPDC. Community involvement in the development management process for proposals being brought forward in North Acton is the responsibility of the London Borough Ealing, and will be in accordance with the principles and procedures set out in the Ealing's Statement of Community Involvement [Ealing's Statement of Community Involvement](#)³.

3.4. For areas of Park Royal within the London Borough of Ealing the Scheme of Delegation allows for planning applications for 50 or less homes or 10,000sqm industrial floorspace to be delegated to the borough to determine. For areas of Old Oak within the London Borough of Ealing, the Scheme of Delegation allows for planning applications for less than 10 homes or 10,000sqm industrial floorspace to be delegated to the borough to determine.

3.5. In the London Borough of Brent, the Scheme of Delegation allows for planning applications in Park Royal for less than 5,000 sqm or residential floorspace or 10,000sqm of industrial floorspace to be delegated to the borough to determine. For areas of Old Oak within the London Borough of Brent, the Scheme of Delegation allows for planning applications for less than 1,000sqm of residential floorspace or 10,000sqm industrial floorspace to be delegated to the borough to determine.

3.6. OPDC does not have a Scheme of Delegation with the London Borough of Hammersmith and Fulham.

National Guidance

3.7. The Government's National Planning Policy Framework (2019) emphasises the importance of community involvement in shaping development proposals. Paragraph 128 states:

“Design quality should be considered throughout the evolution and assessment of individual proposals. Early discussion between applicants, the local planning authority and local community about the design and style of emerging schemes is important for clarifying expectations and reconciling local and commercial interests. Applicants should work closely with those affected by their proposals to evolve designs that take account of the views of the community. Applications that can demonstrate early, proactive and effective engagement with the community should be looked on more favourably than those that cannot.”

3.8. The benefits of pre-application engagement by prospective applicants are also made clear in the Government's National Planning Practice Guidance. It sets out how pre-application engagement can improve both the quality of planning

applications and the likelihood of success by:

- a) working collaboratively and openly with interested parties at an early stage to identify, understand and seek to resolve issues associated with a proposed development
- b) discussing the possible mitigation of the impact of a proposed development, including any planning conditions
- c) identifying the information required to accompany an application, thus reducing the likelihood of delays in registering the submitted application

3.9. It also recognises that the approach to pre-application engagement needs to be tailored to the nature of the proposed development and the issues to be addressed.

3.10. In line with national guidance, OPDC will strongly encourage applicants to involve local communities at pre-application stage. However, it is recognised that pre-application consultation and engagement are not a statutory requirement and OPDC would not be able to refuse planning permission because of inadequate pre-application consultation.

1. https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/LB%20Ealing%20-%20Scheme%20of%20Delegation.pdf
2. https://www.london.gov.uk/sites/default/files/gla_migrate_files_destination/LB%20Brent%20-%20Scheme%20of%20Delegation.pdf
3. https://www.ealing.gov.uk/downloads/download/592/statement_of_community_involvement

Main Stages in Pre-Planning Application Process

3.11. Before an application is submitted, the applicant and OPDC should undertake the following processes:

1. Decide appropriate involvement

Applicant considers approach to pre-application consultation in discussion with OPDC officers. The approach should be proportionate to the development and should reflect the guidance contained within this Statement of Community Involvement (SCI). For the most significant development proposals, a two-stage approach to pre-application consultation will be encouraged, comprising:

- i. Initial consultation at an early stage, before issues such as the height and scale of development are fixed, and while there is still potential to influence the form of development. Applicants will be encouraged to present a range of options at this stage; and
- ii. Further consultation when the plans are more advanced but while there is still an opportunity to influence the final design of the development.

In some circumstances there may be a need for more engagement. Applicants should provide evidence of their engagement strategy including information on who their target audience will be, dates and times of the consultation events, locations, what format/s of consultation will be used including a copy of their marketing and communications plan.

2. Involvement

The developer should carry out community involvement in line with the engagement strategy and engages with a range of stakeholders and interested parties.

3. Report on result of involvement

For major planning applications, the developer should submit a Statement of Community Involvement Report which reports on the consultation undertaken and how it has influenced the proposed development. This should include evidence of their communications and engagement strategy and clear examples of how feedback from the community was used to influence plans or an explanation of why they were unable to implement suggestions provided by the community. For applications below the major threshold where the proposed development is still significant, developers are strongly encouraged to submit a Statement of Community Involvement Report and provide evidence of where and when they consulted and who their target audience was and what communication and marketing methods were used.

Main Stages in the Post-Submission Process

3.12. Following the submission of the planning application, the following processes will be undertaken:

1. Publicity and consultation

OPDC publicises the submission of the planning application (e.g. website, site notice, letter to neighbours and statutory consultees, press advert) and seeks comments for a statutory period of 21 days. For the most significant schemes, officers will consider the merits of hosting a presentation event during the statutory consultation period, which would be chaired by OPDC officers and attended by the applicant, who would present the scheme to stakeholders and interested parties. This would provide an opportunity for the community to find out more about the proposed development and ask questions of the applicant. In order to preserve the integrity of the consultation process and ensure statutory consultation requirements are met, interested parties will still need to submit representations in writing.

2. Officer assessment

An OPDC planning officer will assess the application against development plan policies and all other material planning considerations. As part of this assessment, the officer will review the applicant's Community Involvement Statement and will take account of representations submitted as part of the statutory consultation process.

3. Recommendation and decision

The Director of Planning will decide, taking account of the Planning Scheme of Delegations, whether the application can be decided at officer level under delegated authority, or whether the application should be referred to OPDC Planning Committee for decision. The most significant and / or particularly sensitive or controversial applications will be decided by Planning Committee. Under these circumstances, the officer's report will make a recommendation to Planning Committee to either approve or refuse the application. The officer's report will be placed on the Planning Committee section of OPDC's website no less than 5 clear working days before the committee meeting. Interested parties who have submitted representations on the application can ask to speak at committee, in accordance with OPDC's Guidance note on Public Speaking at Planning Committee.

4. Appeals

In the event that planning permission is refused, or is not determined by OPDC within the statutory period, an applicant may appeal to the Planning Inspectorate. A Planning Inspector will decide whether to allow (approve) or dismiss (refuse) the appeal. All comments made on the application are sent to the Planning Inspectorate. OPDC also notifies those parties who have commented on the planning application about the appeal and of the opportunity to submit further comments to the Planning Inspectorate. The exception is appeals for householder development, advertisement consent and minor commercial development; for these the Planning Inspectorate will only consider comments made on the application, and no new representations will be considered on the appeal.

EFFECTIVE PRE-APPLICATION INVOLVEMENT

3.13. OPDC will strongly encourage applicants to take a positive and pro-active approach to engaging the community and applicants in the planning process. This should include engagement with established community network organisations, such as but not limited to local residents' associations, the Grand Union Alliance and Park Royal Business Group, and when appropriate will take place before an application has been submitted, as well as during the formal application process.

3.14. Developers for all major schemes will be encouraged to engage fully with OPDC, residents and businesses to discuss proposals at an early stage before the submission of any planning applications. They will need to submit their engagement and communications strategies and any supporting evidence of how or when they engaged with the local community and what the outcomes were. Early discussions with all sections of the community can help avoid problem areas and improve the quality and acceptability of a planning application.

3.15. OPDC offers a chargeable pre-application advice service. Pre-application advice is confidential until a planning application is submitted. However, any advice given is without prejudice to future

decisions of OPDC. Where appropriate, external consultees may be asked for their comments on proposals at pre-application stage.

3.16. Applicants for all major schemes will be strongly encouraged to engage with the community before submitting a planning application. There are a number of formats applicants can use to engage with local residents. Different formats may be appropriate for different schemes. They include:

Public exhibitions

3.17. These are run by the applicant and typically give residents the opportunity to see and comment on emerging proposals. OPDC will liaise with applicants to determine whether a public exhibition is an appropriate consultation format but it is the responsibility of the applicants to plan and deliver the exhibition. The applicant will also need to ensure that venues, times of day, as well as publicity material, are accessible and inclusive to all.

OPDC Community Review Group

3.18. The Community Review Group, established by OPDC in 2018, brings together local people from a non-planning background to help ensure development

proposals reflect priorities of the local community. It has been established to work in parallel with the existing OPDC Place Review Group, an appointed design review panel made up of built environment professionals. The Community Review Group will review and comment on the most significant development proposals across the Old Oak and Park Royal area and provide community advice to the Place Review Group to consider as part of the professional review. The comments of the CRG on planning applications will also be reported to OPDC's Planning Committee as part of officer reports.

3.19. OPDC will encourage applicants of the most significant proposals to refer their schemes to the Community Review Group at an early design stage to ensure that local priorities and concerns can inform the design process. Advice is likely to be most effective before the design of a scheme is developed too far. Early engagement with the Community Review Group will help test and understand the appropriateness of the proposals to the area and the needs of its communities.

Stakeholder workshops

3.20. OPDC may utilise stakeholder workshops at pre application stage for significant development proposals which

are of strategic importance. Stakeholder workshops should include representatives from local resident and amenity groups, community network organisations, and ward councillors who are invited to participate in a round table discussion with the applicants. This will enable local resident groups and others to discuss proposals directly with the applicant, highlight any concerns and to make suggestions about how these concerns could be addressed.

3.21. Stakeholder workshops will be chaired by a representative of OPDC. A summary of the issues raised at the workshop will be included in the report to OPDC's planning committee, including details of how the proposed scheme may have been amended in response to any issues raised.

INVOLVEMENT WHEN AN APPLICATION IS SUBMITTED

Publicity and consultation by OPDC

3.22. OPDC wants to involve the community in decision making and will work with residents groups and amenity societies to ensure appropriate forms of consultation are undertaken with the right groups depending on the type and location of the development. Each application is subject to a statutory consultation period of 21 days. In some cases, the consultation period may be extended at the discretion of OPDC's case officer. Where significant amendments to planning applications are made before they are decided, a further round of consultation, usually lasting for 14 days, will be undertaken, to give interested parties an opportunity to comment on the amended scheme.

3.23. The methods of consultation that will be used by OPDC on planning applications include:

- a) Neighbour Notifications - notifications of planning applications will normally be sent to properties that are immediately adjacent to an application site and directly affected by an application;
- b) Site Notices - where required, a site notice will be put up near the site. For

the most significant applications, several notices may be placed in the vicinity of the site.

- c) Press Notices - where required a public notice will be placed in the local press. Depending where the application site is located, this will normally be the Brent and Kilburn Times or the Ealing Gazette.
- d) Planning Register – all applications will be made available to view on OPDC's online [Planning Register](#)⁴.
- e) Consultation letters being sent to local community groups or organisations who work with the local communities
- f) For the most significant schemes, a summary of the application scheme will be placed on the OPDC website, including a link to the application documents on the Planning Register.

3.24. Weekly lists of planning applications received and decided by OPDC are published on the online OPDC Planning Register. The Planning Register also allows interested parties to search for planning applications on a number of criteria including location (street/postcode) date received and date decided.

3.25. OPDC will generally require applicants for strategic development proposals to

4. planningregister.opdc.london.gov.uk/swift/apas/run/wchvarylogin.display

host post submission information events for the local community. OPDC will liaise with applicants to determine whether a post submission information event is appropriate, but it is the responsibility of the applicants to plan and deliver the event. The applicant will also need to ensure that venues, times of day, as well as publicity material, are accessible and inclusive to all. Where a public exhibition has been undertaken at pre application stage, then the post application information event should highlight changes to the proposed scheme since pre application stage.

3.26. While not always possible to publish heads of terms for planning agreements at the consultation stage, these agreements are made available by OPDC in advance of a planning application being determined by OPDC Planning Committee.

Making a decision on the application

3.27. Following the end of the consultation period, OPDC considers the comments received and makes a decision on the planning application having regard to development plan policies and all other relevant planning considerations. Some applications are decided by planning officers under delegated authority from OPDC

Planning Committee. The most significant and / or particularly sensitive or controversial development proposals will be decided by OPDC Planning Committee. This is a public meeting with the opportunity for members of the public to speak by prior arrangement.

3.28. Officers' reports setting out delegated decisions or recommendations to OPDC Planning Committee summarise the comments received from consultation on the planning application. For major applications, officers' reports will also summarise consultation undertaken by the applicant and how it has influenced the proposed development.

3.29. Officers' reports and planning decision notices are published on the OPDC Planning Register.

Appeals

3.30. In the event that planning permission is refused, the applicant may appeal to the Planning Inspectorate. When OPDC is notified of an appeal by the Planning Inspectorate, it will notify all interested parties of the appeal and provide a copy of all comments made on an application to the Inspectorate. Interested parties are advised of how they can be involved in the appeal process.

3.31. If an appeal is to be considered at an informal hearing or public inquiry, OPDC will also notify all interested parties of the venue and time of the hearing in line with the Planning Inspectorate's requirements. The venue will be accessible and inclusive.

Post-Occupancy Surveys

3.32. Continual learning and dissemination of acquired knowledge holds the key to shaping the future of projects and practices. To support this, Policy D13 of OPDC's submission draft Local Plan requires developers/management of major developments to undertake post occupancy surveys. The survey will include a questionnaire of the occupiers of the development to understand perspectives on the quality of the internal and external design and function of new developments, to help identify quick wins that can be rectified and to help provide lessons to both OPDC and the developer for further projects.

3.33. OPDC has produced a template for post occupancy surveys, which can be found on the [OPDC website](#)⁵, and will also publish a Supplementary Planning Document to provide further guidance.

5. www.london.gov.uk/sites/default/files/39_post_occupancy_evaluation_study_2018.pdf

4 Temporary Measures for Public Involvement due to COVID-19

Introduction

4.1. This section sets out the temporary arrangements for ensuring effective and safe community involvement in the planning process while restrictions on social interaction remain in place.

4.2. The approaches set out in this section will, for the duration of restrictions, supersede provisions set out elsewhere in the SCI with regards to:

- » The hosting of events
- » Making hardcopy material available
- » The publicising of consultations

4.3. All requirements set out in previous sections which are not impacted by these temporary measures remain in place.

4.4. These measures are only to be implemented on a temporary basis while restrictions are in place due to COVID-19, or any subsequent public emergency. As restrictions are eased over time and society transitions to a “new normal”, the extant procedures of the SCI will be reintroduced. However, this will need to be done in a manner that acknowledges the need for safe engagement for all participants in the planning process.

4.5. Some new measures of engagement may prove to be particularly valuable and worth utilising in the longer term, but any permanent changes in approach will need to be addressed as part of a future update to the SCI.

4.6. OPDC will aim to delay public consultation on draft planning policy or planning guidance where restrictions on social interaction are in place. However, it may be necessary to proceed with consultations to support the timely adoption of planning policies needed to support sound planning and development in the area. Where it is necessary to proceed with public consultation, OPDC will produce and publish a Consultation Plan setting out how an effective consultation exercise will be undertaken in line with restrictions.

4.7. OPDC will continue to ensure community involvement in the development management process, while also enabling the timely determination of planning applications.

Planning Advisory Panel

4.8. OPDC has put in place new temporary procedures for conducting planning decisions remotely in response to the COVID-19 pandemic. Instead of physical

Planning Committee meetings, decisions will be delegated to the Chair of the Planning Committee, informed by views of a Planning Advisory Panel, which meets remotely via an online meeting and which consists of the Chair of the Planning Committee and the other Planning Committee members.

4.9. These new procedures, implemented in May 2020, are designed to be in line with the legislation that governs local authorities meeting and decision-making and try to follow as closely as possible the process that would be taken for a Planning Committee meeting. This is to ensure that committee members are still able to influence the decision-making process and to ensure proceedings are conducted in a fair, open and transparent manner for the press and public.

4.10. Members of the public can view or listen to the public section of each Planning Advisory Panel meeting via live webcast and view copies of the public reports (which are usually published five working days before the Planning Advisory Panel meets). Persons wishing to speak for or against planning applications can attend the online meeting and present. A note of the Planning Advisory Panel meeting and the Chair’s decisions will be published on the website as soon as is practicable after the meeting.

4.11. In addition to the Planning Advisory Panel, OPDC's Community Review Group and OPDC's Design Review Panel will continue to review development proposals and draft planning policy via remote meetings.

Events

4.12. The most significant impact on engagement practices from restrictions on social interaction is the inability to host in-person events. These events can include interactive workshop sessions, presentations or drop-in information sessions.

4.13. In place of in-person events in the community, OPDC will instead seek to hold web based events by using video conferencing and/or virtual meet up platforms. Every effort will be made to ensure web-based events mirror the nature of traditional in-person events. They will be hosted on platforms that are free to use, accessible, inclusive, secure and easy to use, and where possible avoid the need to download specialist software. OPDC will seek to ensure that any video conferencing platform that is utilised allows participants without internet access to dial in.

4.14. In addition to video conferencing events, public consultations will also be supplemented by live question and answer

sessions via social media or other platforms. OPDC will continue to reply to any queries received via email or social media as is normal practice.

4.15. Requirements for public engagement by applicants for planning permission still apply, at both pre application and applications stages. In place of physical drop in sessions, applicants should seek to host online consultation events which are open to all those who wish to attend. OPDC will proactively assist in publicising the details of online events, and work with local community organisations to share details through their communication networks so those who may wish to attend are informed.

Availability of material and receiving feedback

4.16. To avoid non-essential travel and visits to public buildings, hardcopies of consultation material will not be made available either in City Hall or public buildings in the local area. All consultation material will be published on-line, either on OPDC's website or on a specialist consultation platform. Hardcopies of consultation material will be made available in public locations as soon as it is considered safe and possible to do so and subject to the agreement of management

at the relevant locations. The availability of material to view may be subject to appointment, and individual locations may have their own health and safety procedures which will need to be adhered to.

4.17. Feedback to public consultations will continue to be accepted by all methods outlined in sections 2 and 3 of the SCI, including responses received by post. Where responses are being sought through online survey platforms, those without internet access will be offered the opportunity to complete a survey by phone with an OPDC staff member.

4.18. OPDC will continue to explore how technology can assist with improving public accessibility of planning material, particularly the use of 3D modelling platforms to view development proposals and provide feedback and comments.

Publicising consultations on planning policy documents and planning applications

4.19. Where it is possible and safe to do so in accordance with government restrictions, OPDC will continue to send letters, publish public notices in local newspapers, publish on social media channels and for planning applications, erect site notices, as set out sections 2 and 3 of the SCI.

4.20. Where it is not possible to do so due to restrictions, OPDC will undertake the following steps to inform persons who are likely to have an interest:

- » Work closely with local community groups, including voluntary and charity organisations, to raise awareness of planning consultations, share information on where consultation materials can be viewed, how to provide feedback and provide details of online consultation events;
- » Utilise web based local news platforms to advertise consultation, including web based version of local papers, where hardcopy local papers are not currently in circulation;
- » In addition to utilising OPDC's own communication channels, we will work with the relevant host local authorities to publicise policy documents and major planning applications via their community newsletter emails and social media.

Supporting those without internet access

4.21. The temporary measures outlined in this section rely heavily on online resources, meaning those without internet access are placed at greater disadvantage. OPDC will take the following steps to ensure these members of the community are still involved in the planning process:

- » Work closely with local community groups to raise awareness of planning consultations;
- » Allow residents to nominate an agent to make representations on their behalf;
- » Make planning officers available by appointment to discuss draft planning policy or planning applications via phone call;
- » Where feasible and possible, make hardcopies of consultation documents available upon request including posting of hardcopies.

5 Assessment and Monitoring

5.1. The purpose of this document is to ensure that the most effective techniques are being used to deliver the optimum levels of community involvement and that all groups in the community have the opportunity to get involved in planning policy and planning decisions.

5.2. As such, it will be important for OPDC to assess the effectiveness of the SCI periodically and monitor the success rates of the various methods being used. This will be carried out through the analysis of feedback to consultation on policy and applications requested via feedback forms or other methods which make it easy and quick for participants to give feedback

5.3. The SCI will be reviewed and regularly updated to reflect any changes required as identified through this monitoring as well as through any changes to national legislation. To support this, OPDC will undertake a review of the SCI every two years. Where material changes are made, the SCI will be re-consulted.

5.4. OPDC will undertake this task to maintain its goal of actively involving as much of the community as it can reach in the development of policy and in the assessment of planning applications as well as increasing the quality of engagement through monitoring and surveying of individuals/groups involved.

6 Glossary

Term	Definition
Community Infrastructure Levy (CIL)	The Community Infrastructure Levy (CIL) is a new power which enables a charge to be levied on the net increase in gross internal area floorspace arising from development in order to fund infrastructure that is needed to support development in the area.
Development Plan	As set out in Section 38(6) of the Act, a London local authority's development plan consists of the London Plan and the Development Plan Documents contained within its Local Plan and neighbourhood plans.
Development Plan Documents	Spatial planning documents that are subject to independent examination, and together with the London Plan, will form the development plan for the borough for the purposes of the Act. They can include a Core Strategy, Site Specific Allocations of land, and Area Action Plans (where needed). Other Development Plan Documents, including Development Management Policies, can be produced. Individual Development Plan Documents or parts of a document can be reviewed independently from other Development Plan Documents. Each authority must set out the programme for preparing its Development Plan Documents in the Local Development Scheme.
Development management policies	These will be a suite of criteria-based policies which are required to ensure that all development within the areas meets the spatial vision and spatial objectives set out in the Local Plan. They may be included in any Development Plan Document or may form a standalone document.
Issues and Options	Produced during the initial stage of the preparation of Development Plan Documents.
Local development document	The collective term for Development Plan Documents and Supplementary Planning.
Local Development Scheme	Sets out the programme for preparing Local Development Documents.
Local Plan	The Local Plan consists of Development Plan Documents drawn up by the Local Planning Authority to guide the future development of the local area. It also consists of Neighbourhood Plans for Neighbourhood Areas, where these have been examined and approved at referendum.
London Plan	The Spatial Development Strategy for London. The Plan came into effect in February 2004 and set out an integrated social, economic and environmental framework for the development of London for 15-20 years. The most recent iteration was adopted in July 2011, which provides the London wide context within which individual boroughs set their local planning policies as part of their Development Plan.

Term	Definition
Major Development	Development involving any of the following: 1) Mineral working and deposits; 2) Waste development; 3) The provision of dwellings where: > 10 or more dwellings are being provided > if number not given, development on a site of over 0.5 ha 4) the creation of more than 1,000sqm of floorspace; or 5) development on a site of 1 or more hectares.
National Planning Policy Framework	Published in March 2012, and updated in June 2019, the NPPF sets out the government’s planning policy framework for England and how these are expected to be applied. It sets out the government’s requirements for the planning system. It provides a framework within which local people and their accountable local planning authorities can produce their own distinctive Local and Neighbourhood Plans, which reflect the needs and priorities of their communities.
Neighbourhood Plan	A Neighbourhood Plan is prepared by a designated Neighbourhood Forum (or parish or town council) for their Neighbourhood Area. It sets out the policies for development and use of land for all or part of the neighbourhood area. Neighbourhood plans are subject to examination and referendum, after which they are adopted as part of the Development Plan for the local area. As such, they must be in conformity with OPDC’s Local Plan
Old Oak and Park Royal Development Corporation (OPDC)	This is a Mayoral Development corporation and therefore directly accountable to Londoners through an independent Board. OPDC is a functional body of the Greater London Authority. Launched on 1 April 2015, OPDC’s purpose is to secure the maximum benefits for London and Londoners from the transport investment planned for the Old Oak and Park Royal area.
Planning Inspectorate	A government body whose main work involves processing planning and enforcement appeals and holding examination in public on local plans.
Planning Portal	A national website that offers a wide range of services and guidance on the planning system advising on planning permission, online planning applications, planning appeals and how the planning system works (see http://www.planningportal.gov.uk).

Term	Definition
Planning Obligations	Legal agreements between a planning authority and a developer, or undertakings offered unilaterally by a developer, that ensure that certain extra works related to a development are undertaken. For example, the provision of highways. Sometimes called “Section 106” agreements or Planning Agreements.
Proposals map	The adopted proposals map illustrates on a base map all the policies contained in Development Plan Documents. It must be revised as each new Development Plan Document is adopted, and it should always reflect the up-to-date planning strategy for the area.
The Regulations	Town and Country Planning (Local Planning) (England) Regulations 2012.
Strategic Development	Development proposals which deliver more than 50 residential units or 5000sqm of non-residential floorspace. Strategic development may also include infrastructure proposals of significant scale and impact.
Supplementary Planning Documents (SPDs)	Provide supplementary information in respect of the policies in Development Plan Documents and may take the form of design guides, development briefs, master plans or issue based documents that supplement the policies in a DPD. They do not form part of the Development Plan and are not subject to independent examination.
Sustainability Appraisal	Tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all Local Plan documents. This can be included within an integrated impact assessment.

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