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Mr. Nick Lynch
Planning and Environmental Protection
London Borough of Barnet
7th Floor, Barnet House
1255 High Road
Whetstone
London
N20 0EJ

Your Ref:

Our Ref: LDF 554

Date: 11th December 2006

LONDON BOROUGH OF BARNET STATEMENT OF COMMUNITY INVOLVEMENT

Dear Mr. Lynch,

As the appointed Inspector for your Authority's Statement of Community Involvement I am requesting comments from the Council on the following points in order to assist in assessing the soundness of London Borough of Barnet Statement of Community Involvement.

As the papers handed to me at the end of the hearing were not distributed to the Council I do not consider any matter not raised in the hearing require my attention.

However, independently of the matters now raised by the Council there are certain other matters in the SCI text which require amplification or clarification as follows:

1. Paragraphs 2.11 – 2.19 lack clear distinction between Wider Level and Local Level involvement. In view of the possible resource implications referred to in paragraph 2.15 this is an important distinction and requires clarification. While this part of the SCI appears from the lead before paragraph 2.11 to refer exclusively and correctly to the LDF that is not consistent with the statement in the first sentence on Page 2 of the Council's self-assessment of the SCI.
2. Appendix 2 should differentiate between consultation on LDF documents and those relating to planning applications.

The Council's responses to these points may be in the form of suggested text to be inserted at appropriate points into the SCI.

These answers are to assist in the production of a binding report. Once you have submitted your response to these questions, the report will be produced as quickly as

possible. Please reply to Albert Tyson whose details are given above. Thank you for your assistance in this matter.

Yours sincerely,

David Robins BA PhD FRTRI

Director of Planning and
Environmental Protection
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Contact: Nick Lynch
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Date: 9th January 2007
Our reference: SCI Examination – Final
Submission
Your reference: LDF 554

Dear Mr Robins

**London Borough of Barnet
Statement of Community Involvement
Examination in Public – 29th November 2006 – Final Matters**

I refer to your letter of 11th December 2006 requiring clarification on two outstanding matters following the above Examination in Public.

The Council is now in a position to respond and as requested has set out proposed changes to paras 2.11 to 2.19 and Appendix 2. These proposed changes are set out at Appendix A to this letter. Deleted text is struck through whilst additional text is underlined.

For your convenience I also enclose at Appendix B the Council's final list of corrections to the SCI.

We hope that this response assists you in producing the binding report which the Council looks forward to receiving.

For future reference the Planning and Environmental Protection Service is moving to new offices. As of January 15th we will be based at the North London Business Park. Our new address is

North London Business Park
Ground Floor, Building 4
Oakleigh Road South
London N11 1NP

Yours sincerely



Nick Lynch
Principal Policy Planner

APPENDIX A

Community Involvement with LDF Stakeholders

Wider Level Community Involvement

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

- 2.11 The Council will arrange general consultation exercises at each key stage of the LDF process. Where appropriate, press releases, exhibitions, posters, leaflets, and informal public meetings will be at the heart of consultations. The Council will also engage stakeholders who have previously made representations as part of Barnet's UDP consultation process. The objective will be to target as wide an audience as possible that is appropriate to the process, needs of the community and available resources.
- 2.12 In accordance with the Town and Country Planning (Local Development) (England) Regulations 2004, the Council will seek the views of a wide range of statutory and non-statutory consultees. A list of these organisations is set out at Appendix 1.
- 2.13 Each organisation will be informed of progress and invited to make representations at relevant stages of the LDF process including the publication of emerging options, the pre-submission consultation on the preferred option and the formal consultation on the submitted DPDs. The timetable for reaching each of these stages is set out in the Council's LDS, which is available separately.
- 2.14 Meetings will be held with key stakeholders including officers of immediately adjoining local authorities, the Government Office for London (GOL), Greater London Authority (GLA), and Barnet's voluntary and community sectors.

Local Level Community Involvement

- 2.15 At the local level, every effort will be made but it will not always be possible to carry out individual consultation exercises with all local community and amenity groups. Government advice recognises that consultation should be based on a realistic assessment of resources in order to avoid the expectations of communities being raised artificially high. Individual consultation exercises with all interest groups will not be possible given the limited resources available to the Council but will be carried out wherever achievable. Consultation at the local level will therefore be tailored accordingly to best effect.
- 2.16 The Council's website will be a key source of information in this regard and will be kept fully up to date. All documentation that can be made

available electronically will be put online with an opportunity to make representations during the formal consultation periods.

- 2.17 The Council maintains an extensive database of voluntary organisations and community groups based in and around the Borough. Where appropriate the Council will utilise the existing Citizen's Panels for Black and Minority Ethnic (BME) groups and people with disabilities as well as the Youth Board and the Older People's Forum. These groups will be contacted at each stage and advised of the procedure for making representations on the Council's LDDs. If requested, individual meetings with local interest groups will be arranged where resources permit.
- 2.18 The Council will endeavour to publish the outcomes of meetings with local interest groups online allowing all those concerned with planning matters in the Borough to view the main issues that are being discussed. Free access to the Council's website is available in local libraries as well as at the Council Offices at Barnet House, North London Business Park and Hendon Town Hall.
- 2.19 The Council recognises that the Internet cannot presently meet all communication needs of all users of planning services. Therefore, it will ensure that all relevant information, including the dates of consultation exercises and the results and outcomes of such are made available through a number of other formats. The Council will publish hard copies of all information for inspection. This will be available at the Council offices and local libraries. Hard copies of information can include letters to interested parties and stakeholders, meeting notes, press releases, leaflets and posters as well as display boards at public exhibitions.
- 2.20 The Council will also ensure that large print, Braille and audio tape versions of all documents will be available on request.

APPENDIX 2 Effectiveness of Various Community Involvement Methods

METHOD	Main consideration and benefits	
	<u>For Planning Applications</u>	<u>For Local Development Framework Documents</u>
Documents available for inspection at the Planning Office Services reception North London Business Park at Barnet House * and Hendon Town Hall, and at the libraries throughout the borough. * Please note in 2007, the Planning Service is moving to North London Business Park, Building 4, Oakleigh Road South, London N14 4NP.	<u>All planning application files are available for inspection at the Planning Services reception, North London Business Park (NLBP).</u>	This is a minimum requirement as set out in the Regulations (The Town and Country Planning (Local Development) (England) Regulations 2004). The availability of these documents will be advertised in a variety of ways, including by letter, newspapers, website, e-mail. All locations are accessible to people with disabilities.
Letters to specific consultation bodies, as listed in the Regulations.	<u>Letters for consultation are sent to neighbours and others within vicinity as appropriate in accordance with the scale and type of the application as shown in Appendix 4.</u>	This is a minimum requirement. The relevant bodies will be written to at the appropriate time during the preparation of each LDD.
Barnet Council's website for publishing documents and supporting information, newsletters and progress updates and interactive consultation exercises.	<u>Planning applications have been live on the Council's website since Spring 2006. Once an application is accepted the details of it i.e. address and proposal are placed on the website and neighbour notification letters are sent out with a 28 day response time. Application information plans and forms are sent for scanning by an external provider who then uploads them onto their own hosted service which is linked to Barnet Online. Plans</u>	<u>The new website pages Barnet Online enables</u> transparency in the process by allowing users to track the progress of the LDDs and consultation responses. The site will be a key aspect of Barnet's community involvement programme. <u>Free access to Barnet Online is available at public libraries in the Borough.</u>

	<p><u>and drawings are available within 7 days of the neighbour notification letters being sent out. The Council have produced guidance notes for the website to enable easier navigation. In response to concerns raised by customers the Council will revise guidance and will continue to do so to improve access to planning applications. Free access to Barnet Online is available at public libraries in the Borough.</u></p> <p>Barnet's website is increasingly the first port of call for the public and professionals seeking detailed information. It contains a large amount of information including UDP documents, planning application records going back to 1960s and all current planning applications. The planning pages are the most popular on the Council's website.</p>	
E-mail	<p><u>Barnet Online provides the opportunity for comments to be submitted on planning applications. All comments submitted should be accompanied by an e-mail address. Similar to the website people already take advantage of receiving</u></p>	<p>Identified as a preferred method of communication in informal consultations on the SCI, this method is a quick and accurate <u>efficient</u> way of communicating with the public and key stakeholders. <u>E-mail alerts will be sent to interested parties prior to LDF consultation. Electronic submission of representations are encouraged.</u></p>

	consultations on planning applications in their locality this way.	
Media (local press, TV, radio)	Local papers are already being used for advertising planning applications,	It is a minimum requirement to advertise in the local press for LDD documents. The local press can be <u>is</u> used to carry articles and stories about proposals and to raise the public profile of the Local Development Framework.
"Barnet First", the Council's newspaper, distributed monthly to all homes and businesses in the borough	Barnet First has proved to be particularly effective method of reporting on the progress of major planning applications and other planning issues.	In addition to the updates the Council will publish special inserts to inform on key stages in the LDF process and to elicit a response from the community. Regular updates on the LDF will inform residents and raise awareness of the process and progress. Using Barnet First will be a particularly cost-effective method of reaching all borough residents
Leaflets/brochures/newsletters/posters	Specially designed Planning leaflets have been <u>can be used as a regular source of information in consultation exercises for the UDP and connected with major applications. for many years. Leaflets are used to publicise planning and development forums connected with major planning proposals.</u>	Cheap, quick to produce and cost-effective they work particularly well for targeted areas and specific interest exercises. They have been identified as the preferred method of communication, including electronic versions, in the initial SCI questionnaire and will form a key element of the community involvement programme. A summary explanatory leaflet of the LDF process and key issues and options will also be produced.
Public exhibitions/Council's electronic and board displays/roadshows	New technology enables the speedy and relatively cheap production of displays for major planning applications and consultations exercises such as the LDF. Displays at the	New technology enables the speedy and relatively cheap production of displays for major planning applications and consultations exercises such as the LDF. Displays at the Planning Service's reception inform the public of latest developments, and

	Planning Service's reception inform the public of latest developments, and carefully targeted displays at key accessible locations such as local libraries will help engage the community in the plan preparation process and significant planning applications	carefully targeted displays at key accessible locations such as local libraries will help engage the community in the plan preparation process and significant planning applications
Formal written consultations <u>and speaking rights</u>	<u>Representations can be made on planning applications and any material change to them. If an application is determined by Committee there is opportunity to verbally make direct representations to Members.</u>	Statutory consultees, key stakeholders and those who have expressed interest in the LDF or who engage during the process will be targeted. Focused around a number of key questions, this is a good method for introducing main issues and responses can help identify key interests.
Borough-wide residents survey	<u>Planning Customer Satisfaction Survey 2006. Over 70% of visitors to the Planning Service Reception in 1st quarter of 2006/07 are very satisfied with the service.</u>	As a part of preparing the draft SCI, in 2005, over 1600 residents were asked questions in a sample survey, with key questions on planning issues and consultation methods. This proved a good way of establishing public views on key issues.
Hotline/Virtual Telephone	<u>The Council's dedicated Customer Relations Management (CRM) team is trained to answer general planning queries. In addition each Planning Area Team provides a duty planner who is available between 2pm and 5pm to answer more detailed planning queries and concerns about current planning applications. The phone numbers for</u>	A hotline number can provide detailed information (especially for those without internet access). The hotline telephone system worked successfully during UDP preparation and should work equally well for the LDF.

	<u>each Area Team are widely publicised.</u>	
One-to-one meetings with selected stakeholders	<u>Planning and Development Forums on major planning proposals provide an opportunity for stakeholders to raise key issues.</u>	This is a useful means of identifying key issues, getting key people involved and achieving alignment with other strategies. <u>However</u> it is resource intensive.
The Agents Consultative Group-open to builders, developers, architects and agents, meets three times a year and covers both planning and building control issues	The existing group provides a useful forum for disseminating information and canvassing professional opinion on proposed documents, and is cost effective	
Other panels, forums and partnerships	<u>Developers who undertake pre-application discussions. The Council encourages the use of Planning and Development Forums as the model for early discussions with local communities on major schemes.</u>	Existing groupings including the Barnet Local Strategic Partnership (BLSP) will provide ideal forums to debate key specific issues or area-based concerns. Barnet's LSP has been restructured to create a LSP Executive (comprised of organisations that supply services in Barnet) and a LSP Community Steering Group (comprised of community and voluntary bodies that represent significant groups that use those services). The Community Steering Group will support and challenge the work of the LSP Executive and provide feedback and information from and to the wider community. In representing and communicating the needs and interests of Barnet's businesses and diverse communities the Group presents an opportunity for engagement on the LDF.
Specifically established focus groups of key interest groups and stakeholders		To be set up to discuss key topic areas, such as employment land and

		business issues, to help explore issues in depth and to discuss options. A popular choice for options stage as expressed in informal pre-consultations
Planning Aid for London	<u>Planning Aid can assist people with their own planning applications or can help them to comment on other peoples.</u>	Planning Aid is a valuable source of planning advice and help, particularly in targeting communities that traditionally do not get involved in the planning system

APPENDIX B

LIST OF CORRECTIONS

London Borough of Barnet – Statement of Community Involvement

Supplementary note covering typographical / minor corrections and changes in addition to Appendix H (with Regulation Statement 31) submitted to the Planning Inspectorate on 29th November 2006

Page	Para	Comment
3	Consultation on the SCI	Delete section
4	Glossary of Terms Used Proposals Map	Delete 'a map of the Borough illustrating policies set out in the DPDs' and replace with 'illustrates sites that have been allocated for specific uses and where certain area specific policies may apply'
7	1.10	Amend fourth sentence as follows : 'The LDF will eventually replace Barnet's UDP which was adopted in May 2006'
7	1.12	Amend first sentence as follows : 'the policies of the adopted UDP (May 2006) will continue.....'
8	1.15	Amend third sentence as follows : 'The Council will revise the LDS in the 4 th quarter of 2006/07'
12	1.24	Amend first sentence as follows: 'The adopted UDP (May 2006).....'
15	2.1	Amend last sentence as follows : 'The Council will revise the LDS in the 4 th quarter of 2006/07'
17	2.6	Amend seventh sentence as follows : 'The Council will revise the LDS in the 4 th quarter of 2006/07'
18	Table 2	The information in Table 2 will be up dated in accordance with the forthcoming LDS to be produced in the 4 th quarter of 2006/07.

19	2.10	Amend paragraph as follows: 'An interactiveof the adopted UDP 2006 will be available online
21	2.21	Amend last sentence as follows : 'The Council will revise the LDS in the 4 th quarter of 2006/07'
25	2.40	Amend second sentence as follows : 'At this stage (year 3).....'
26	2.47	Amend second sentence as follows : 'The Council will revise the LDS in the 4 th quarter of 2006/07'
28	3.4	In first and second sentences replace 'members' with 'Councillors'
28	3.5	Delete 'Draft'
32	3.23	Replace '2006' with '2006/07'
34	Appendix 1 Specific Consultation Bodies	Add footnote : 'In October 2006 the Countryside Agency and English Nature were merged to form Natural England'
34	Appendix 1 Regional Bodies	Delete 'Mayor of London'
34	Appendix 1 Regional Bodies	Replace 'Association of London Government' with 'London Councils'
35	Appendix 1 Other London-wide Agencies and National Bodies	Delete 'The Historic Buildings and Monuments Commission for England'