

Report Title: **Draft Statement of Community Involvement (SCI)**

Forward Plan reference number (if applicable):

Report of: **Andrew Travers, Director of Environmental Services (interim)**

Wards(s) affected: **All**

Report for: **Non-key decision**

1. Purpose

- 1.1 The purpose of this report is to seek approval for the draft Statement of Community Involvement (SCI) (see Appendix 1) to go out to consultation with statutory bodies, which is a legal requirement. The draft Statement sets out the Council's vision and standards for involving the community and other stakeholders in the preparation, revision and alteration of Local Development Documents (which will form part of the Local Development Framework (LDF)) and consideration of planning applications.
- 1.2 Depending on the comments received from the statutory bodies the draft Statement may be amended. Following this stage there will be wider public consultation on the draft Statement of Community Involvement.

2. Recommendations

- 2.1 That the Lead Member for Enterprise and Regeneration be asked to:

Approve the draft Statement of Community Involvement for consultation with statutory bodies.

Report Authorised by:

Contact Officer: Victoria Forster-Jones

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3. Director of Finance Comments

- 3.1 The budget setting process for 2006/07 approved additional revenue investment of £75k to meet the costs of completing and adopting the UDP and progressing the new Local Development Framework. Any additional costs arising from this latest consultation exercise will be met from the currently approved PEPP budget for

4. Head of Legal Services Comments

4.1 The initial consultation on the draft Statement of Community Involvement is an “executive” function which can be authorised by either the individual Lead Member or by the full Executive Meeting. The decision to authorise the submission of the draft Statement of Community Involvement to the Secretary of State is a “non-executive” function which must be referred to the Planning Applications Sub-Committee.

5. Local Government (Access to Information) Act 1985

5.1 The following background papers were used in the preparation of this report:-

- Creating Local Development Frameworks ODPM 2004
- Community Involvement in Planning ODPM 2004
- Diversity and Equal Opportunity in Planning 2004
- Haringey’s Local Development Scheme 2006
- Planning and Compulsory Purchase Act 2004
- The Town and Country Planning (Local Development) (England) Regulations 2004
- Planning Policy Statement 12 “Local Development Frameworks” ODPM 2004

6. Strategic Implications

- 6.1 One of the major changes to have emerged from recent reforms to the planning system is the gradual replacement (over three years) of Unitary Development Plans (UDP) with Local Development Frameworks (LDF). The Statement of Community Involvement (SCI) will be a public statement setting out the Council’s vision and procedure for community involvement in development plan-making and consideration of planning applications. As such, one of the requirements for preparing the Statement of Community Involvement is that it must link with other community involvement initiatives in the Council such as the Community Strategy.
- 6.2 In accordance with the Regulations, the draft Statement of Community Involvement must undergo a six-week statutory consultation period first with statutory bodies (adjoining Boroughs, Highways Agency and the greater London Authority (GLA)) and then with local community and other stakeholders.
- 6.3 The vision for Haringey as set out in the Community Strategy (2003-2007) is to *‘measurably improve the quality of life for the people of Haringey by tackling some of our biggest problems and making it a Borough we can all be proud of’*. Within this context the involvement and participation of the local community and other stakeholders in the preparation of Haringey’s Local Development Framework and planning applications is essential to achieving this vision. The Community Strategy is currently under review and is set to be adopted in Spring 2007.

6.4 *'Haringey Council is committed to improving communication channels between the Council and the local community'* (Haringey Council Consultation Strategy: Guiding Principles). The Council's strategy for community involvement in planning will implement, where practicable, the eight guiding principles for consultation identified in the Haringey Consultation Strategy. The Statement of Community Involvement will also take forward the principles (values) and commitments (promises) of the Haringey COMPACT by promoting and enhancing our working relations between the voluntary and community sector in the Borough.

7. Financial Implications

7.1 The Council has already allocated funding to the development of the LDF. Preparation of the Statement of Community Involvement and associated public consultation will be contained within existing budgets.

8. Legal Implications

8.1 The Statement is a statutory document which must under go set stages of production and consultation before it can be formally adopted. These stages are set out the Regulation and guidance is provided by the Government in Planning Policy Statement 12: Local Development Frameworks (PPS12). As part of this process the Statement will be examined by a Planning Inspector, who will test whether the document is 'sound'. See Appendix 2 for details of the nine tests of soundness:

9. Equalities Implications

9.1 The Statement will set out how, when, and at what stage the local communities and other stakeholders can get involved in planning matters. Preparation of the draft Statement has involved adhering to the Council's equal opportunities commitments and priorities, as set out in the Council's Equal Opportunities Policy, which is concerned with age, disability, gender, religion or belief and sexuality. The community involvement activities and standards identified in the draft Statement has also been based on principles that different people and groups within the community have different needs and requirements for consultation and engagement in planning matters. The draft Statement has set out creative and fit for purpose methods for involving individuals and groups that do not respond to traditional methods of consultation.

10. Consultation

10.1 Before preparing the draft Statement of Community Involvement and to prepare the ground for a sound consultation process on the draft document, a scoping exercise was undertaken to inform the content and scope of the document. Activities were conducted with local residents and officers from across the Council. See Appendix 3 for further details.

10.2 **Statutory body consultation** - following this process and the production of a draft Statement of Community Involvement the document must undergo a six-week statutory consultation first with statutory bodies (adjoining Boroughs, Highways Agency and the greater London Authority (GLA)) followed by wider public consultation in November for a further six-weeks. This is set out in the Regulations.

- 10.3 **Public consultation** – this stage follows consultation with statutory bodies and involves consulting individuals, national and local community and voluntary groups, businesses and other stakeholders.
- 10.4 **Public Consultation Strategy** - in preparation for the formal public consultation, we are currently putting in-place a programme of community engagement events from September onwards to raise awareness of Statement of Community Involvement and build the capacity of local people to be able to participate in the formal public consultation in November. See Appendix 4 for details of these activities which will come under the following heading:
- Attending community events
 - Working with young people and schools
 - Community outreach
 - Promotion and publicity

11. Background

- 11.1 In accordance with the Regulations, the draft Statement of Community Involvement (SCI) must undergo a six-week statutory consultation period first with statutory bodies (adjoining Boroughs, Highways Agency and the greater London Authority (GLA)) and then with local community and other stakeholders.
- 11.2 In light of the representations received from statutory bodies and the local community, the draft Statement will be amended to inform the production of the submission Statement of Community Involvement which will be submitted to the Secretary of State for independent examination. The document will be examined by a planning inspector to determine whether the draft Statement is 'sound' and has been prepared in accordance with the nine tests of 'soundness' as set out in PPS12.
- 11.3 The draft Statement is attached in Appendix 1. The document sets out
- A description of the Statement of Community Involvement, the aims by which it has been produced, the stages for its preparation and the importance of community involvement in planning matters.
 - Council's corporate vision and standards for community involvement, the Statement's relationship to the Community Strategy, Haringey Consultation Strategy and Haringey - COMPACT. As well as, details about the make-up Haringey's population and communities, and the target groups that need to be involved in planning.
 - Information about Haringey's Local Development Framework, how the different documents fit together, the preparation stages of Local Development Documents and Supplementary Planning Document.
 - Proposed approach to community involvement and consultation on planning policy documents and planning applications.
 - The resources and skills available to involve the community and other stakeholders on the production of the Local Development Framework.

11.4 The statement has taken into account the views, ideas and good practice elsewhere identified during the scoping stage and builds upon the existing good practice in Haringey for community engagement in planning. The key concerns raised during the scoping stage can be summarised under the following areas:

- Early contact is needed
- Access to information needs to be improved
- Reducing barriers is vital
- Appropriate methods for consultation should be identified
- Collaboration on consultation events to prevent consultation fatigue
- Providing feedback
- Clarity in decision making process for planning applications

11.5 **Proposals for consultation on planning matters** – issues and concerns raised during the scoping stage have been taken into account in the draft Statement of Community Involvement. See Appendix 5 for proposed community involvement methods for particular planning policy documents and planning applications. Below is a summary of activities for more effective community involvement and consultation.

Planning Policy and Planning Applications

- **Awareness raising activities** - a programme of activities will be undertaken to raise awareness of planning amongst local communities. Officers will work with communities and residents on improving their understanding of planning and to widen participation for effective consultation on the LDF process and planning applications. These activities include:
 - minimum once a year open days and seminars on planning;
 - exhibitions at local community events;
 - a programme of activities with children and young people involving local schools, colleges and neighbourhood projects; and
 - introductory sessions on planning with local projects/groups at the neighbourhood level.
- **Translation and Interpretation** - all documents and notification letters for LDF documents and planning applications will be written clearly in plain English, with a full explanation of abbreviations. We will also use accessible formats such as Braille, audio tape, easy words and pictures, different languages (available on request) and electronic formats.
- **Access to information** - LDF documents will be made available in community venues such as libraries and on the Council's website. We will also work with the Communications Team right from the outset to deliver a co-ordinated approach to how information is delivered to local people as part of the process of

preparing LDF documents. The Planning service will widen its use of Council publications such as Haringey People and local newspapers to advertise consultations and provide information on how to get onto the planning consultation database.

- **Collaborative working** - the Council will work with other Council services for a joined up approach to consultation, where practicable and to avoid consultation fatigue or duplication. We will also work more closely with structures that have developed in Haringey over recent years. Such as Neighbourhood Management, Borough wide Conservation Area Advisory Committees, Development Control Forums, Tenants Forums, Residents Associations, and local projects.

Planning applications

- **Pre-application discussions** - pre-application discussions will be available to applicants and are intended to provide specific planning advice concerning the development of a particular site and provide greater clarity to the applicant by identifying planning issues and requirements before the application is submitted.
- **Pre-application community involvement on major schemes** - developers of major development proposals will be advised to involve and consult with local communities early and in a meaningful way before applying for planning permission. The Council will recommend Planning for Real exercises or similar activities to be undertaken by developers and expect that these activities reflect good practice in line with the Council's consultation principles.
- **Neighbour notifications** - Appendix 6 sets out minimum proposals to notify and consult neighbours and local groups about planning applications in their area.
- **Weekly planning list & statutory publicity** - A weekly planning list of applications registered with the Council will also be forwarded to interested parties. The Council also places adverts in local newspapers on particular applications that are submitted. See Appendix 7 for details of the weekly planning list and for guidance on the statutory publicity procedure.
- **Internal departments** - see Appendix 8 for proposals to notify and consult internal Council departments on planning applications
- **Site notices** - will be made user friendly and particular attention will be paid to visibility and readability of the notices. For major applications a site notice will be displayed on all publicly accessible boundaries of the site. For all other applications a single site notice will be displayed in a prominent location on or near the site.
- **Local newspapers and Haringey publications** - to comply with the Regulations, the Council will issue press notices during particular formal consultation periods.
- **Website** – LDF documents will be provided on the Council website and it will also contain details of consultations on planning policy documents together with all the relevant supporting documents. Where appropriate, we will also update

the corporate consultation calendar with relevant consultation activities undertaken in planning policy. Information provided on the website about planning applications will also be improved. This includes providing a detailed checklist (validation procedure) of the documentation applicants and agents are expected to provide with their application. The website also allows the public to view past and current applications, view their drawings and photographs, comment on applications, view decision notices, view officers report, view decision notice and view appeal decisions.

- **GIS** - we will also use Geographic Information Systems (GIS) more effectively as a tool for public consultation especially for LDF documents and Sustainability Appraisals (SA).
- **Development Control Forum** - see Appendix 9 for proposed changes to the Development Control Forum terms of reference. The Forum has been a successful innovation for how the Council consults on major and sensitive schemes. Because of this success we are widening who will be able to chair meetings to:
 - A Senior Manager within the Planning Service; or
 - An appropriate Council Member (which may include the Chair of relevant Area Assembly or the Lead Member for PEPP)

12 Conclusion

- 12.1 As part of the recent changes to the planning system Haringey Council is required to produce a Statement of Community Involvement as part of the Council's Local Development Framework. The Statement sets out how, when and at what stage the Council will involve the local community and other stakeholders in planning matters affecting the Borough. In accordance with the Regulations the document should go out to formal consultation first with statutory bodies and later with the wider community for six weeks respectively.
- 12.2 The Statement of Community Involvement is intended to raise the standard of how local Councils involve communities in planning matters, the benefits of which would include improving decision making processes and producing plans and proposals that are responsive to local needs and vision for the area.

13 Use of Appendices / Tables / Photographs

- 13.1 Appendix 1 – draft Statement of Community Involvement
- 13.2 Appendix 2 – Nine tests of soundness
- 13.3 processes
- 13.4 Appendix 3 – Scoping and pre-consultation activities
- 13.5 Appendix 4 – Public consultation strategy
- 13.6 Appendix 5 - Propose community involvement methods for relevant planning
- 13.7 Appendix 6 – Weekly planning list & statutory publicity – press adverts
- 13.8 Appendix 7 - Consultation policy - neighbour notification
- 13.9 Appendix 8 - Consultation Policy – internal departments
- 13.10 Appendix 9 - Development Control Forum terms of reference

Appendix 1

Draft Statement of Community Involvement (SCI)

Appendix 2

Nine tests of soundness

9 Tests of Soundness	
1	The Local Planning Authority has complied with the minimum requirements for consultation as set out in Regulations
2	The Local Planning Authority's strategy for community involvement links with other community involvement initiatives e.g. the Community Strategy
3	The statement identifies in general terms which local community groups and other bodies will be consulted
4	The statement identifies how the community and other bodies can be involved in a timely and accessible manner
5	The methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of Local Development Documents
6	The resources are available to manage community involvement effectively
7	The statement shows how the results of community involvement will be fed into the preparation of Development Plan Documents and Supplementary Planning Documents
8	The authority has sufficient mechanisms for reviewing the Statement of Community Involvement
9	The statement clearly describes the planning authority's policy for consultation on planning applications

Appendix 3

Scoping and pre-consultation activities

Action	What Happened?
Creation of SCI information Booklet and questionnaire	Wide distribution (statutory bodies, organisations, individual residents, schools, residents associations, community and voluntary groups, and businesses) of questionnaires and information booklets about planning and the SCI. For this we used existing databases and participated at local events and meetings in the Borough.
Council website and local meetings	SCI documents were available on the Council's website, and at neighbourhood meetings, areas assemblies, Borough libraries and reception areas at main Council offices.
Local community events	Participated in events such as Tottenham Carnival in June and the Residents Conference in July.
Presentations to local groups	Presentations given to older people's groups, disability groups and the Planning Stakeholders Forum (a user group). In an attempt to widen involvement and find out what their planning needs are.
Schools and Colleges	We wrote to schools with a view of getting children and young people involved in this process during formal consultation process and to develop a work programme for involving children and young people in planning.
Working with other Council services	An Officers Working Group was formed to help guide and the preparation of the SCI and ensure the process adhered to good practice for community involvement. We also gave presentations to and held informal discussions with other Council officers. We have worked particularly closely with the Corporate Consultation Team and Neighbourhood Management to find out what planning issues and barriers and challenges exist for local people in understanding and accessing the planning service. We will continue to work more closely to raise awareness about the SCI and planning at a local level.
Councillors	A members Steering Group was formed to steer the preparation of the SCI. Letter sent to all Councillors informing them about the Council's intention to produce the SCI and the availability of the SCI information booklet and questionnaire.

Appendix 4

Public consultation strategy for the public consultation in November

Public Consultation Strategy			
Attending community events	Working with children and young people	Community outreach	Promotion and publicity (from November)
<ul style="list-style-type: none"> ○ Better Haringey Trail ○ Other pre-organised local events 	<ul style="list-style-type: none"> ○ Working with schools and colleges. These include: <ul style="list-style-type: none"> - CoNEL - Fortismere Secondary - Gladsmore Primary - Bruce Castle Primary - Campsbourne Primary - Youth Council - Children's Centres <p>(for secondary schools and colleges, activities will also link with promoting planning as a career)</p>	<ul style="list-style-type: none"> ○ Wider distribution of SCI booklet at Customer service Centres ○ Workshops with Neighbourhood management - Under One Sun Project (JUNP) ○ Older People's Forum - Presentations and discussion ○ Haringey Pensions Group - Presentation and discussion ○ Mobility Forum AGM - Presentation/discussion ○ Attending RSL forum 	<ul style="list-style-type: none"> ○ Poster and leaflets for public consultation ○ Press articles and notices ○ Public exhibitions and Shopping centres (Wood Green/Seven Sisters/ Muswell Hill/ Crouch End) and Tottenham Leisure Centre ○ Green and Crouch End and ○ Update website ○ Update corporate consultation calendar

Appendix 5

Proposed community involvement methods for relevant planning processes

Community involvement methods	Relevant planning process
Information by letter (available in different formats)	Development Plan Documents SCI Supplementary Planning Documents Planning Applications
Public Exhibitions/ Open Days/Road Shows	Development Plan Documents SCI Supplementary Planning Documents General awareness on planning Major Planning Applications (by developers)
Council websites (the internal website (Hairnet) and the public website)	Development Plan Documents SCI Supplementary Planning Documents All Planning Applications
Council Magazines and Publications e.g. 'Haringey People', Tenants Participation, Home Zone.	Development Plan Documents SCI Supplementary Planning Documents
Leaflets, Newsletters (available in different formats)	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)
Local press briefing and public notices	Development Plan Documents SCI Supplementary Planning Documents Planning Applications
Consultative documents requesting public comments	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)
Public meetings with displays	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)
Workshops and seminars	Development Plan Documents SCI Supplementary Planning Documents General awareness on planning Major Planning Applications (by developers)
Surveys/ Questionnaires (available in different formats)	Development Plan Documents SCI Supplementary Planning Documents
Focus groups and discussions	Development Plan Documents SCI Supplementary Planning Documents

Community involvement methods	Relevant planning process
User panels and representative groups (VS) e.g. Design Panel, Conservation Area Advisory Committee (CAAC),	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications or Applications within Conservation Areas
Participatory forums/Community forum e.g. Development Control Forum, Stakeholders Forum, HSP Forums	Development Plan Documents SCI Major Applications
Planning for Real (PFR)/ Workshops	Development Plan Documents SCI Supplementary Planning Documents Major Planning Applications (by developers)

Appendix 6

Consultation policy - neighbour notification

General Household Developments

Rear extension	Both adjacent properties and 3 properties to rear
Rear roof extension	Both adjacent properties and 3 properties to rear
Front roof extension	Both adjacent properties and 3 properties opposite
Material alterations to front elevation	Both adjacent properties and 3 properties opposite
Erection of domestic garage to front	Both adjacent properties and 3 properties opposite
Erection of boundary fencing	Adjacent properties
Crossovers	Adjacent properties
Erection of garden sheds, covered swimming pools and outbuildings	Adjacent properties and all properties abutting the site

Residential Development

Conversions	All conversions	Application property and adjacent properties and 3 properties at the front and back
	Conversions involving alterations to front elevation	Adjacent properties and 3 properties opposite
	Conversions involving rear alterations/ground floor extensions	Adjacent properties and 3 properties at the rear
New Build	All new build residential development sites	Adjacent properties and 3 properties opposite and to rear of site
	All major residential development (10+ units)	10 adjacent properties on either side of site, 20 opposite and 20 rear

Major Commercial/Retail Development

All major commercial/retail development	10 adjacent properties on either side of the site, 20 opposite and 20 to the rear of the site
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Change of Use

All change of use applications	3 adjacent properties on either side of site, 6 opposite and 6 properties to the rear
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Advertisements

All advertisements	Residential properties affected
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Conservation Areas and Listed Buildings

Applications in Conservation areas or applications for Listed Building Consent	The appropriate CAAC, neighbours as per the description of development. Also notify English Heritage
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Mobile Phone Mast Applications

Mobile phone applications undergo wide consultation encompassing surrounding streets, especially in built up areas. We also include the nearest schools in the consultation. In addition to this, consultation on all mobile phone base station applications will extend to a 100m radius and operators will be asked to provide information on beam intensity and evidence of the need for a new mast. An annual meeting will be held by the Planning Service with the Mast Operators, to discuss their roll-out programme.

Appendix 7

Weekly planning list

Below is a list of interested parties receiving the weekly planning list of planning applications registered with the Council.

Haringey Council	Other
<ul style="list-style-type: none"> • Housing Service • Neighbourhood Management • Building Control • Environmental Health • Economic Regeneration • Relevant Councillors • Education • Planning Policy • Recreation Services • Waste Management • Education 	<ul style="list-style-type: none"> • Relevant Amenity groups • Relevant Residents Associations • Relevant Conservation Area Advisory Committee (CAAC) • Relevant Statutory Bodies

Statutory publicity – press adverts

Nature of development	Publicity required
Development where the application is accompanied by Environmental Statement	Advert in newspaper and site notice
Affecting public right of way	Advert in newspaper and site notice
Major Development	Advert in newspaper and site notice
Minor Development	Advert in newspaper and site notice
Development affecting the setting of a listed building	Advert in newspaper and site notice
Development affecting the character or appearance of a Conservation Area	Advert in newspaper and site notice
Permitted development requiring prior notification to local planning authority	Site notice by developer

An advert will also be placed in Haringey People inviting individuals and groups to register their interest and details on the planning consultation database.

Appendix 8

Consultation policy - internal departments

Planning Policy Team	
All proposals for a major development – 10+ units/1,000sqm	
Where granting permission would be contrary to a policy in the development plan	
Proposals to develop on designated open space	
Proposals for development for tall buildings (over 20m in height)	
Provision of day nursery or other day care facility	
Proposals affecting any local area regeneration initiative / action plan (i.e. NDC, neighbourhood, etc...)	

Design and Conservation	
All proposals for development (including demolition and advertisements) in a conservation area or in an area of special character	
All proposals for a major development – 10+ units/1,000sqm	
All applications for conservation area consent/listed building consent and on designated sites of industrial heritage interest	
Proposals for development for tall buildings (over 20m in height)	

Note: The conservation team requires a full set of plans with every referral. This will include any photographs, details of height of surrounding buildings, which the applicant is required to provide in all circumstances. This is to provide a contextual background. Drawings must be accurate and should show details of access points and loss of trees (if applicable)

Transportation	
Mini cab offices	
New retail development	
All change of use	
Employment generating uses	
Car repairs/workshops/garages/ car washes	
Conversion of dwellings into flats	
New access onto a highway/crossovers	
All proposals that require a traffic impact assessment and the submission of a travel plan. Threshold of 2,500sqm	
Major proposals – 10+ dwellings/1,000sqm (just notification)	
New residential developments without provision of car parking	

Note: Transport assessments and travel plans are requested on all applications over 2,500 sqm.

Environmental Health	
	A1 > A5
Noise & pollution	Extensions to A3, A4 and A5
Food & hygiene	Proposals involving HMO
	Hostels
	Car repair workshop/garages

Environmental Health	
	Car washes
	Launderettes
	Petrol filling stations
	Employment involving industrial processes
	Provision of day nursery or other day care facility
	Sites suspected to be contaminated
	Sites located close to an acknowledged noise source

Legal	
	All proposals for a major development – 10+ units/1,000sqm
Consultation consists of specific letter to legal department notifying them of 13 week deadline	Developments where it is proposed that a planning obligation under section 106 will be sought (consultation in such cases may not occur at the time of the submission but should take place before a decision is made requiring a section 106)
	Proposals for new residential developments without the provision of car parking

Recreation Services (Arboriculture department)	
	Development involving the loss of trees

Education	
	Major residential schemes 10+ units
	Sites for travellers
	Proposals adjoining school premises

Parks Service	
	Proposals to develop on designated open space
	Proposals to develop within a park

Housing	
	All major housing developments 10+ units

Building Control	
	All proposals for a major development – 10+ units/1,000sqm

Waste Management	
	All proposals for a major development – 10+ units/1,000sqm

Appendix 9

Development Control Forum – terms of reference

Haringey's Development Control Forum has established to facilitate discussion of large-scale or contentious planning applications. The forum does not reach a decision about an application nor is it intended for a discussion on the merits of a planning application. The intention is for participants to raise issues of concern and have questions answered about a particular application. The aim is allow early discussion by Councillors and members of the public on planning issues related to these planning applications and to explore the scope for agreement between all parties in a positive and constructive way prior to a decision later decision-making process at the Planning Applications Sub-Committee meeting.

Forums occur approximately monthly before the Planning Applications Sub-Committee meetings. They do not remove the opportunity for objectors, supporters and applicants to address the Planning Applications-Sub-Committee when an application is to be determined or the holding of exhibitions or public meetings.

What Applications does the Forum Consider?

A forum meeting will be held when either:

1. The Assistant Director of Planning, in consultation with the Chair of the Planning Applications Sub-Committee, considered that a forum would be beneficial in resolving issues on a particular planning application.;

In these circumstances consultees on the planning application will be advised in the letter they receive seeking views on the planning application.

OR

2. When a petition requesting that the applicant be considered by a forum and signed by at least 25 signatories is submitted in response to consultation on large scale or contentious planning applications.

Petitions should be received no later than the 21 day consultation period on planning applications for a forum to be established and they must be signed by Haringey residents/businesses and include the address of those signing. They should be sent to the Assistant Director of Planning.

Applications that may be considered by the forum include major applications and those of significant local interest. It is not possible to prescribe the exact type of proposals but they may include the following:

- Applications which involve more than 10 residential units or over 1,000sq m of floorspace;
- Those applicants which are a major departure from the Council's development plan;
- Those applications that involve high buildings 1e over 5 storeys.

Applications that will **not** be considered by the forum include:

- Minor applications to alter or extend houses;

- Applications to confirm whether a use of land or buildings needs planning permission (a 'lawful development certificate');
- Applications to put up advertisements;
- Petitions received outside the timescale set above;
- Amendments to applications or those which have already been the subject of a planning forum;
- Applications where there will be a recommendation for refusal

Where a petition is received but the application is not considered at a Development Control Forum, the petition is reported directly to the Planning Applications Sub-Committee and taken into account by Councillors in coming to a decision on the application.

Who are the meetings for?

Meetings are aimed at all members of Planning Application Sub-Committee, to ward Councillors, local businesses and residents. Notification is either through the initial consultation letter inviting comments on the planning application or, if it results from a petition, a further letter is sent out giving details of the forum meeting.

Time and location

Forum meetings are scheduled to occur monthly in the evening either at the Civic Centre or in a suitable venue elsewhere in the Borough. Forum meetings are only held if a suitable application has been identified. The venue and time is notified to all petitioners, members of the Planning Application Sub-Committee, ward Councillors and the originally notified of the application as well as the applicant.

A senior officer of the Planning & Environmental Services chairs the forum. The Council will consider widening who chairs the meetings to:

- A Senior Manager within the Planning Service; or
- An appropriate Council Member

They ensure all planning issues arising from the application are raised but there is no discussion of the merits of the application.

