



OLD OAK & PARK ROYAL DEVELOPMENT CORPORATION

Draft Statement of Community Involvement

AUGUST 2015

OPDC
OLD OAK AND
PARK ROYAL
DEVELOPMENT
CORPORATION

MAYOR OF LONDON

OLD OAK AND PARK ROYAL DEVELOPMENT CORPORATION

DRAFT STATEMENT OF COMMUNITY INVOLVEMENT

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1. Introduction

1.1 Old Oak Common is the only place where High Speed 2 meets Crossrail. The potential connectivity provided by these two nationally significant transport projects represents an exceptional opportunity to deliver the largest regeneration project the UK has seen since the 2012 Games. This once-in-a-lifetime investment creates a real opportunity to deliver an exemplar place, to transform the wider area into a sustainable new district for a new community that could redefine the standards of place-making. It is estimated that redevelopment of the area has the potential to secure significant benefits in terms of much needed housing, jobs, economic and community benefits – including the delivery of 24,000 new homes and 55,000 jobs in Old Oak and 1,500 new homes and 10,000 jobs in Park Royal.

1.2 OPDC will put people at the heart of the proposals developing effective community involvement, engagement and regeneration programmes, and business strategies for Old Oak and Park Royal, to ensure that local communities and businesses can reap the benefits of the new infrastructure and investment. OPDC will look to exemplars to emulate; including London –based examples such as the London Legacy Development Corporation, and wider.

1.3 One part of community involvement, will be consultation on planning matters in order to influence specific planning decisions, designs and policies. It is important to set out how this consultation will be carried out. Old Oak and Park Royal Development Corporation (OPDC) is required to have a Statement of Community Involvement in Planning (SCI) by the Planning and Compulsory Purchase Act 2004. This SCI also takes into account the Localism Act 2011, the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012, the Town and Country Planning (Development Management Procedure) (England) Order 2015 and the National Planning Policy Framework 2012.

How can I comment on this document?

1.4. This draft SCI is now out for consultation until 14th October 2015. If you wish to comment on the draft SCI, the document can be downloaded from [the OPDC website](#) or hard copies will be available from:

- Harlesden Library, NW10 8SE
 - OPDC Offices, 169 Union Street, Southwark, SE1 0LL
- (Please ask for a member of the OPDC team)

1.5 The draft SCI can be made available in alternative forms by contacting officers using the contacts details below or by telephone 0207 983 5723

1.6. Please note that comments, suggestions and responses should reach us by 5pm on 14th October 2015. Representations can be made by email to info@opdc.london.gov.uk or by letter to:

FAO: Senior Engagement Officer
Old Oak and Park Royal Development Corporation (OPDC)
City Hall, The Queen's Walk, London
SE1 2AA

1.7 OPDC will contact all consultees who responded to this document prior to its adoption, setting out OPDC's response to comments received and will share a track-changed version of the SCI highlighting the changes that will go into the final document.

Why get involved in planning?

1.8 OPDC will put people at the heart of the proposals developing effective community involvement, engagement and regeneration programmes, and business strategies for Old Oak and Park Royal, to ensure that local communities and businesses can reap the benefits of the new infrastructure and investment. One part of

community involvement, will be consultation on planning matters in order to influence specific planning decisions, designs and policies. The planning elements of the proposals are key components which will shape the overall regeneration and development and community involvement is fundamental.

1.9 Old Oak and Park Royal will undergo significant change over the next 30 years. OPDC want to ensure that OPDC's planning policy helps us to deliver and manage positive and sustainable change that benefits local communities. This means delivering a range of benefits, including maximising the area's accessibility as a national and international 'super-hub' and improving connections between the area and local centres. OPDC will also work to attract new jobs to a new commercial and office hub at Old Oak, and promote a new neighbourhood of high quality design to house a new residential population which will be served by new local amenity spaces.⁽¹⁾

1.10 Planning is also about ensuring that development respects the local heritage and townscape and takes account of the impact on the local area and the people living and working there. OPDC is responsible for all planning functions, including developing the plans and policies to guide development as well as determining planning applications and setting Community Infrastructure Levy (CIL)

1.11 OPDC wants to engage all the communities in the three boroughs to ensure they have the widest level of opportunity to participate in the planning process. OPDC recognises that many communities in and around Old Oak and Park Royal are likely to know the most about their local neighbourhood. They can offer detailed local knowledge to help deliver the best policies and most appropriate development for the area, and therefore, it is important for OPDC to hear from, and involve, all groups within the community.

1: Draft OAPF, p. 16

Our Community Charter

1.12 OPDC has drafted a Community Charter to demonstrate its commitment to meaningful and transparent community involvement and engagement that will help to shape the regeneration of Old Oak and protection of Park Royal. It is a key document to help to engage with existing and future community stakeholders on issues wider than planning process issues.

1.13 The Community Charter will be used to inform the SCI which has a focus on planning issues. The Community Charter has a wider focus than planning policy. The principles of the Community Charter are fundamental to the development of the SCI.

1.14 The principles of the draft Community Charter are set out below and these will also apply to the SCI:

1. Commence community engagement from the earliest appropriate opportunity in planning processes.
2. Deliver transparent, accessible and meaningful community engagement that is proportionate to the nature of the planning processes being undertaken by:
 - a. providing information in an accessible format;
 - b. notifying community stakeholders in a timely manner through:
 - i. letters or emails to those on the contact database;
 - ii. local publications;
 - iii. OPDC website updates; and
 - iv. other relevant media.
 - c. documenting comments; and
 - d. responding to comments.
 - e. respecting and addressing comments

3. Establish a Community Champion Working Group to shape the development of planning policy.

4. Deliver ongoing open two-way engagement.

5. Develop and manage a contact database.

6. Engage and support Neighbourhood Planning Forums.

1.15 The draft Community Charter is being informed by discussions with community groups, national guidance, and emerging local community charters including the Grand Union Alliance's Charter. OPDC has carried out an informal consultation on the Community Charter and a summary of the responses can be found in Appendix 4. The draft Community Charter will be consulted on at the same time as the draft SCI.

The purpose of this draft SCI document

1.16 The draft SCI builds upon the principles of the Community Charter and explains how and when the community can be involved in the preparation of planning policy documents (Section 3) and in the consideration of planning applications, including pre-application proposals and appeals (Section 4). Every local planning authority must prepare an SCI, which is a means of improving the quality of the planning process through greater involvement of the whole community. The draft SCI aims to ensure that the appropriate type and scale of engagement is undertaken for both planning policy documents and specific development proposals at pre-application, application and appeal stages. OPDC will assess and review our approach to community involvement in planning, as outlined in Section 5 of the draft SCI.

A duty to co-operate

1.17 In compliance with Section 33A (1) (c) of the Planning & Compulsory Purchase Act 2004, OPDC is under a duty to co-operate with other authorities and agencies when it reviews its planning policies. These authorities and agencies include neighbouring boroughs, 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).

2. The Old Oak and Park Royal Area Overview

Current population at Old Oak and Park Royal

2.1 Old Oak and Park Royal currently has a small residential population. As at the 2011 Census, approximately 5,000 residents lived in 1,900 households in the area. The population is diverse, with a large proportion of residents from minority ethnic groups compared to the London average. Park Royal also includes residents of an Irish Traveller community. (2)

2.2 Larger numbers of people work in the area day-to-day. At Park Royal alone, estimates suggest there are over 31,000 employees in 2150 workplaces. (3)

2.3 The Old Oak and Park Royal Opportunity Area (OA) experiences high levels of income and employment deprivation. (4) The area has a high rate of long term unemployment (5) (18.6 per cent against the London average of 11.5 per cent) (6), and over 58 per cent of children live in income deprived homes. (7) A smaller proportion of residents work in professional occupations than the London average (19.1 per cent, compared to 22.5 per cent), and a higher proportion of people are employed in elementary occupations (12.6 per cent compared to 9.6 per cent). (8)

2.4 Key information about the area is being refined to feed in to evidence base for the Local Plan.

Communities around Old Oak and Park Royal

2.5 The wider area around Old Oak and Park Royal contains some of the most deprived communities in England. Residents within 2km of the OA have lower employment rates compared to the London average, and in some communities, half of residents face significant barriers to employment. (9) Within the immediate vicinity of Old Oak there are a substantial number of Super Output Areas (SOAs) classed as being within the top 10 per cent deprived nationally and a significant number of SOAs within the top 20 per cent. (10) More than 9 per cent of residents in Harlesden, 7 per cent of residents in Stonebridge and 5 per cent of people in the College Park and Old Oak were claiming Job Seekers Allowance in May 2014, compared to a national average of 2.4 per cent. (11) Communities in the area may also experience poorer outcomes across other indicators, such as access to housing and services, and the quality of the local living environment. (12)

2.6 Poor connectivity across Old Oak and Park Royal restricts the scope for existing local communities to access the full potential of the area. For example, limited vehicular links at Old Oak provide very poor north-south and east-west connectivity. There are east-west pedestrian connections, but these are poorly overlooked, creating the perception of being at risk from crime. Similarly, north-south pedestrian connections along heavily congested

2: Draft Integrated Impact Assessment, p. 77-78 for draft Old Oak and Park Royal OAPF 2015

3: Draft Integrated Impact Assessment, p. 44 for draft Old Oak and Park Royal OAPF 2015

4: Draft Integrated Impact Assessment, p. 51 for draft Old Oak and Park Royal OAPF 2015

5: Draft Integrated Impact Assessment, p. 46 for draft Old Oak and Park Royal OAPF 2015

6: Draft Integrated Impact Assessment, p. 72 for draft Old Oak and Park Royal OAPF 2015

7: Draft Integrated Impact Assessment, p. 72 for draft Old Oak and Park Royal OAPF 2015

8: Draft Integrated Impact Assessment, p. 47-48 for draft Old Oak and Park Royal OAPF 2015

9: LB Hammersmith and Fulham, Old Oak Common – The Transport and Regeneration Case for a HS2 Interchange (December 2009), p. 11

10: Draft Old Oak and Park Royal OAPF, p. 124

11: Draft Old Oak and Park Royal OAPF, p. 124

12: LB Hammersmith and Fulham, Old Oak Common – The Transport and Regeneration Case for a HS2 Interchange (December 2009), p. 11

routes make travelling by foot unattractive. Part of plans for the regeneration of the site will include proposals for new high quality pedestrian and cycling links, including connections to both existing and proposed routes and to key destinations such as Harlesden, White City, Park Royal, North Acton, Queens Park and Ladbroke Grove. (13)

Future communities at Old Oak and Park Royal

2.7 Development in Old Oak and Park Royal will provide new neighbourhoods which will be connected in to the surrounding communities. OPDC will consider how the OA support existing local communities to access the area and the services, employment, and training opportunities it will provide. (14) For example, the new transport hub, including the planned interchange between HS2 and Crossrail, and new Overground stations at Old Oak Common, will improve journey times into central London, and to other employment centres such as Canary Wharf and Heathrow, for local residents, (15) increasing local access to the wider London job market.

13: Old Oak and Park Royal Draft Opportunity Area Planning Framework, Transport Strategy, p. 94

14: Draft Integrated Impact Assessment, p. 82 for the Old Oak and Park Royal OAPF 2015

15: Old Oak – A Vision for the Future (2013), p. 40

3. Consultation on planning policy

3.1 This section outlines how OPDC aims to involve the community in the preparation of its planning policy documents, a list of which is available in OPDC's Local Development Scheme (LDS) which is available online and at City Hall (URL to be inserted once LDS uploaded to website). The LDS sets out a list of policy documents to be prepared and their timetable for production. It will be reviewed as and when necessary to ensure that the public are aware of documents coming on-line and have the chance to participate in their preparation.

Planning Policy

3.2 OPDC, as the local planning authority for Old Oak and Park Royal, is required to prepare statutory planning policy documents. These documents include policies that will help shape the future development of Old Oak and Park Royal and guide developers in preparing applications that will be acceptable in planning terms. They will be coordinated with the strategies of the London Boroughs of Brent, Ealing, and Hammersmith and Fulham, and those of wider partners, such as the GLA and TfL.

3.3 The policies will run across a number of documents and they will be prepared in compliance with national and regional guidance.

3.4 Over the coming years OPDC will produce a series of policy documents, to include:

Local Plan: this is the plan for the future development of Old Oak and Park Royal. In law this is described as a development plan document or documents (DPDs) adopted under the Planning and

Compulsory Purchase Act 2004. The Local Plan will be developed in Autumn 2015.

Supplementary Planning Documents: OPDC will prepare Supplementary Planning Documents (SPDs) which would expand on the policies of the Local Plan and provide more detailed guidance.

Community Infrastructure Levy (CIL): this is the statutory charge to be levied on new development. OPDC will prepare a draft charging schedule (DCS) in 2015. When the CIL is finalised and adopted, it will operate alongside Section 106 obligations.

3.5 In addition to policy documents developed by OPDC, OPDC will provide technical support to designated Neighbourhood Forums, where required or requested, in developing Neighbourhood Plans. Neighbourhood Plans are prepared by these Forums; following consultation, an independent examination and endorsement by a local referendum a Neighbourhood Plan will be adopted by OPDC and form part of the Local Plan.

The Town and Country Planning (Local Planning) (England) Regulations 2012

3.6 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 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 Local Plan 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.

Engagement in the preparation of our planning policy documents

3.7 The minimum consultation requirements for Local Plans and Supplementary Planning Documents are set out in Regulations 18-26 and 12-14 respectively of the Town and Country Planning (Local Planning) (England) Regulations 2012. Other regulations that apply are the Community Infrastructure Levy Regulations 2010 (as amended) and the Neighbourhood Planning (General) Regulations 2012. In addition to these Regulations, as a public authority OPDC must comply with the Public Sector Equality Duty under Section 149 of the Equality Act 2010 to have due regard to the need to:

1. Eliminate discrimination, harassment, victimisation and any other conduct that is prohibited under the Act;
2. Advance equality of opportunity between persons who share a relevant protected characteristic and persons who do not share it; and
3. Foster good relations between persons who share a relevant protected characteristic and persons who do not share it.

3.8 Having due regard under the Equality Act 2010 to the need to advance equality of opportunity involves:

5. removing or minimising disadvantages suffered by people due to their protected characteristics;
6. taking steps to meet the needs of people from protected groups where these are different from the needs of other people; and
7. encouraging people from protected groups to participate in public life or in other activities where their participation is disproportionately low.

3.9 The Equality Act states that meeting different needs involves (for example) taking steps to take account of disabled people's

disabilities. It describes fostering good relations as tackling prejudice and promoting understanding between people from different groups. It states that compliance with the duty may involve treating some people more favourably than others.

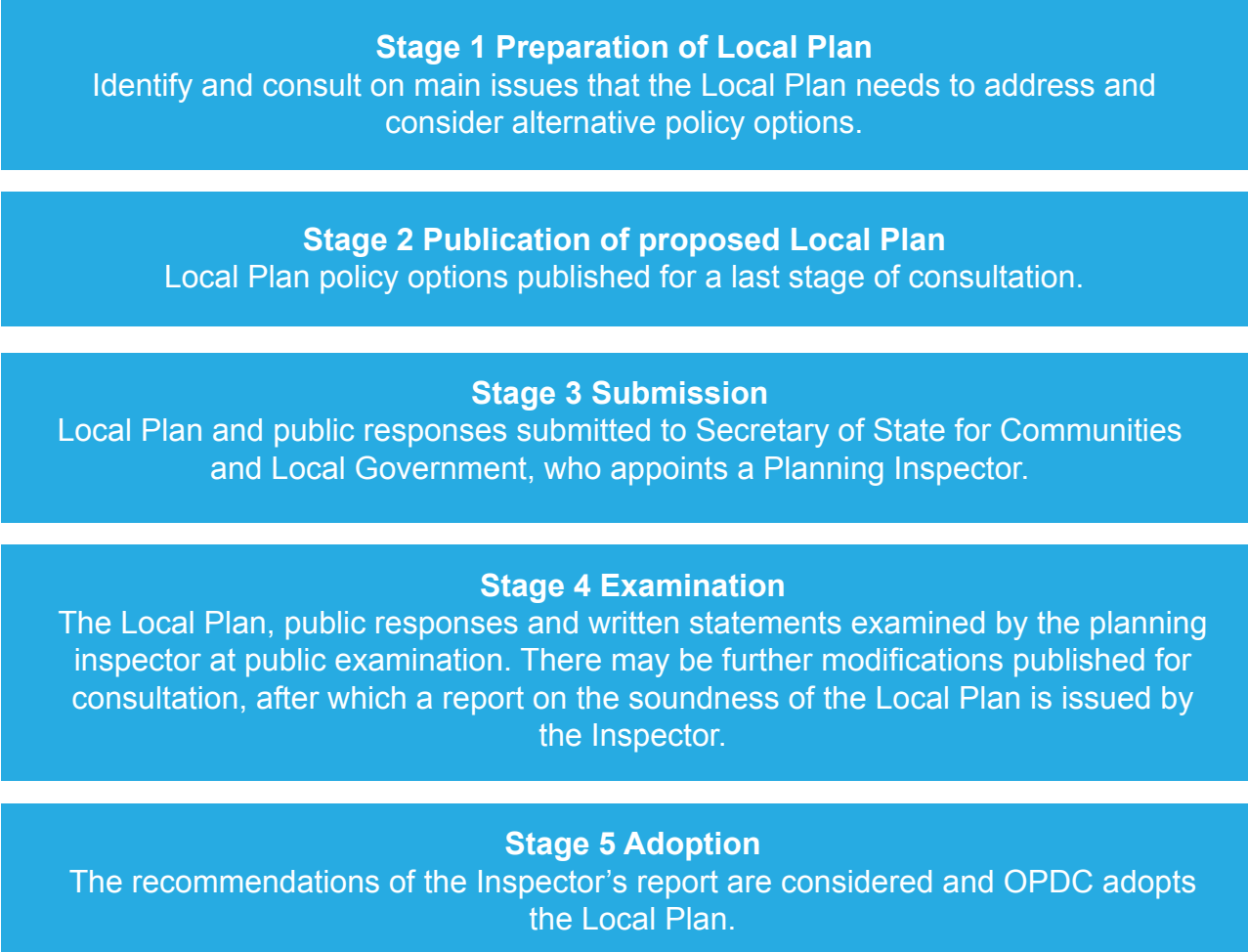
3.10 Because consultation is an exercise of one of OPDC's functions, OPDC must comply with the Public Sector Equality Duty. Under the Equality Act 2010, those with protected characteristics can expect OPDC to take their needs into account. The protected characteristics are: age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex (gender) and sexual orientation.

3.11 The following sections of the draft SCI outline how OPDC will seek to engage the community in the production of these documents. OPDC aims to go beyond the statutory requirements to seek the full and active engagement of all groups within the community, especially "hard to reach groups" that often do not get involved in planning matters. OPDC wants to give more power to local communities, including engagement in review of the Local Plan. Our decision to include community and business representatives on our board from the start is an example of our commitment to community involvement.

Local Plan

3.12 The GLA Opportunity Area Planning Framework (OAPF) for Old Oak & Park Royal is envisaged to be adopted in Autumn 2015 to supplement London Plan policies. The OAPF will provide guidance for the development of the area, which once adopted would carry considerable weight when assessing planning applications. The OAPF builds on the Mayor's Vision for Old Oak Common, published in 2013, and the Park Royal Opportunity Area Planning Framework, published in 2011.

The flow diagram below shows how OPDC will develop the Local Plan:



3.13 The actions that OPDC will pursue whenever appropriate to ensure that all the community are involved in these stages are set out in table A.

Table A.

	Preparation of Local Plan	Publication of proposed Local Plan	Examination	Adoption
What are the time-frames for community involvement?	<p>No fixed period</p> <p>Minimum of 6 weeks and maximum of 3 months to gather information to address policies</p>	<p>Consultation period set by Government is 6 weeks</p>	<p>The Independent Inspector decides the scope of issues to be covered at the hearing and who should attend.</p> <p>The Inspector examines the proposed Local Plan and can recommend changes which then require a further 6 week consultation</p> <p>Notice of the Public Hearing will be published at least 6 week in advance.</p>	<p>There is no opportunity for comment or change after the Inspector's report is received.</p>
What documents will be available?	<p>Issues and options documents</p> <p>A summary document (if appropriate)</p> <p>Relevant background studies in the evidence base, including Integrated Impact Assessment</p>	<p>The proposed Local Plan and supporting evidence base, including Integrated Impact Assessment</p> <p>Summary reports on previous consultation.</p>	<p>Representations made at previous stage and evidence submitted to the Public Hearing by OPDC and others (The Inspector decides who appears at the Public Hearing)</p>	<p>The Inspector's report and the adopted Local Plan</p>
How will documents be made available?	<ul style="list-style-type: none"> - View or download documents from OPDC webpages, at Local Plan information points, and available at City Hall. - Documents will be sent to specific consultation bodies identified in the regulations and with whom OPDC has a duty to cooperate, as well as made available as appropriate at any forums, workshops or other consultation event that OPDC establishes (see Appendix 2 for examples of these). - The documents can be made available in alternative forms, including Braille, easy read, large print and audio on request where appropriate. - All comments and any other documents received as part of consultation will be scanned/copied and made available for others to see at Local Plan information points as appropriate (listed in Appendix 2). - All evidence submitted to the Public Hearing will be made available electronically and in the Public Hearing "library". OPDC will encourage everyone to submit documents electronically so that they can be easily made available on our website. 			

	Preparation of Local Plan	Publication of proposed Local Plan	Examination	Adoption
Who will OPDC consult/notify and how?	General public via website and, if appropriate, local press (including links on partner websites where appropriate)		OPDC will also email or write to those OPDC have previously consulted	All those who OPDC have previously consulted, or made representations on the Local Plan or who took part in the Public Hearing will be notified of the adoption of the Local Plan
	Consultation bodies will be contacted by email and/or letter (see a list in Appendix 1) and where required will be invited to a meeting		The Inspector may arrange a pre-meeting to explain the process for the Public Hearing	
	Mailing list of those who inform us they wish to be consulted or notified on a particular subject and those who have commented at previous stages, who will be contacted by email and/or letter		The Inspector’s programme officer will contact all those whom the Inspector would like to make representations on the Local Plan	
	OPDC will endeavour to provide the opportunity to take part in consultation on planning documents available to all community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups.		Any major modifications proposed by the Inspector will be advertised and further consultation carried out as appropriate or as advised.	
	OPDC will take into consideration different needs, to encourage participation from different groups and help foster good relations between different groups. This will include taking account of access to meeting venues, the timing and format of meetings. OPDC is proposing to establish a Community Champions Working Group through which groups could be engaged in the Local Plan process. However, OPDC will also look to utilise existing forums and existing community network organisations, such as the Grand Union Alliance to engage in the process and help to pass on information and encourage responses			

	Preparation of Local Plan	Publication of proposed Local Plan	Examination	Adoption
How can you get involved and give OPDC your views?	<p>Written comments can be sent by email or post or made through website.</p> <p>Where people are unable to provide written comments, OPDC officers will liaise with those people to ensure their views are captured and included in the consultation process.</p> <p>OPDC will send you an acknowledgement of your comments within 5 working days of receipt. OPDC will not respond to individual comments at this stage</p> <p>OPDC will take notes of what is said at public events, but these cannot be used as formal comments unless agreed by the individual making the comments.</p>		<p>The format for the public hearing is a round table discussion.</p> <p>The Inspector will decide the issues to be discussed at the hearings and will choose who to invite to the hearing sessions. OPDC will ensure that venues are accessible and inclusive.</p> <p>If you are invited to attend a hearing session your comments can be supported by written statements. Alternatively you can submit a written statement and not appear.</p>	<p>There is no further scope for comments on the Inspector's Report, which will make recommendations on any changes necessary for the Local Plan to be sound and legally compliant.</p> <p>There is also the potential for judicial review of the plan within a specified period after adoption.</p>
How will OPDC consider your comments and how will OPDC give you feedback on your comments?	<p>The comments received at each stage will be taken into account in preparing documents for the next stage.</p> <p>A summary of consultation responses and OPDC responses will be reported to OPDC Planning Committee. This report will be made available on OPDC webpages and at City Hall. These will also be available at the information points listed in Appendix 3. This will be done before the start of the next stage.</p> <p>OPDC will offer to meet with consultation bodies to discuss comments. (Listed in Appendix 3).</p>	<p>The comments received at each stage will be taken into account in preparing documents for the next stage.</p> <p>A summary of consultation responses and OPDC responses will be reported to OPDC Planning Committee. This report will be made available on OPDC webpages and at City Hall. These will also be available at the information points listed in Appendix 3. This will be done before the start of the next stage.</p> <p>OPDC will email or write to all participating consultees to inform them in time for preparation of evidence for the Public Hearing.</p>	<p>The Inspector will consider comments made at the submission stage together with additional written statements at the Public Hearing.</p> <p>OPDC will contact all participating consultees with details of the result of the examination. The Inspector's Report will be published on OPDC website.</p>	<p>The Inspector's recommendations for revisions for soundness and legal compliance will be incorporated into the adopted Local Plan.</p> <p>OPDC will contact all participating consultees with details of the result of the examination. The Inspector's Report will be published on OPDC website.</p>

Supplementary Planning Documents

3.14 Supplementary Planning Documents (SPDs) add detail to, and further explain, the policies and proposals set out in the Local Plan, without adding new policy. SPDs are only produced when OPDC considers them necessary to provide additional guidance. Consultation for these documents normally involves publishing a draft for comment and using the comments received in producing the final version. It may on occasion be appropriate for preliminary consultation to take place, depending on the scope and level of complexity of the SPD being prepared. Where SPDs are area based, OPDC will target the community in those areas, and where they are topic based OPDC will target any groups that are particularly affected.

Optional Stage: Preliminary Consultation on preparation of SPD

Where necessary, identify the main areas that the draft SPD needs to address.

Stage 1: Publication of the draft SPD

Draft SPD published with a minimum 6 week period for consultation.

Stage 2: Consideration of Comments Received

OPDC considers comments made to the draft SPD and makes any necessary changes.

Stage 3: Adoption

OPDC adopts SPD as a Local Development Document and prepares adoption statement.

Table B: Key stages and proposed consultation methods for Supplementary Planning Documents

	Optional Stage: Preparation of SPD	Stage 1: Draft SPD	Stage 3: Adoption
What can you do?	Comment on all documents that are published and take part in discussions held at this stage to inform the production of the draft SPD.	Comment on the draft SPD.	A judicial review challenging the decision to adopt can be lodged within 3 months of the decision
How long is each stage?	Varies on the SPD subject and level of complexity.	OPDC will ordinarily consult for a minimum of six weeks.	
Who will OPDC consult/notify and how will OPDC do this?	Where appropriate OPDC will informally consult consultation bodies (as listed in Appendix 1) Drop-in sessions may be held during the 6-week public consultation.	OPDC will consult: relevant specific consultation bodies, relevant general consultation bodies depending on the draft SPD subject matter, relevant mailing list organisations and the general public in the same way as for the Local Plan. (As listed in Appendix 1).	Within 10 working days OPDC will notify relevant statutory consultees and all consultation participants.

	Optional Stage: Preparation of SPD	Stage 1: Draft SPD	Stage 3: Adoption
How will documents be made available?	<p>Documents will be available to view or download on OPDC website, at Local Plan information points, and available at City Hall. Documents will also be sent to relevant specific consultation bodies and those with whom OPDC has a duty to cooperate, as well as made available at any exhibitions, workshops or other consultation event that OPDC undertakes (see Appendix 2 for examples of these).</p> <p>The documents will be made available in alternative forms, including Braille, easy read, large print and audio on request where appropriate.</p>		
How you can get more information or take part in discussions?	Where appropriate and when requested OPDC will hold meetings with relevant general consultation bodies and other organisations and individuals in accessible and inclusive venues, at times of the day that facilitate participation.	Officer contacts will be available to provide information by telephone and email during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone, as requested, within 24 hours.	Officer contacts will be available to provide information by telephone and email during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone, as requested.
How can you give us your views?	Written comments by email, post or through the website. OPDC will endeavour to send you an acknowledgement of your comments within 5 working days of receipt. OPDC will not respond to comments at this stage. OPDC will take notes of what is said at any public events, but they will not be treated as separate formal submissions.		
How will OPDC consider your comments?	Comments made at this stage will be taken into account in preparing the draft SPD. OPDC will prepare a statement setting out the names of those OPDC consulted, a summary of the issues raised and how these were addressed in the SPD.	OPDC will consider all comments and the need for revisions. All comments, with their proposed response, will be reported to the board. OPDC will prepare a summary of all comments received at the end of the consultation period, together with responses and action taken, and make this available for inspection.	OPDC will contact all participating consultees with details of the adoption and prepare an adoption statement in accordance with Regulations. The adoption statement will be sent to any person who has asked to be notified of the SPD adoption.

Community Infrastructure Levy (CIL)

3.15 The Community Infrastructure Levy (CIL), for which provision was made in the Planning Act 2008 and updated in the Localism Act 2011 is a statutory, non-negotiable charge on new development. The levy will be used to help deliver a wide range of infrastructure needed to support the development of the area.

Stage 1: Preliminary charging schedule (PDCS)

PDCS published with a minimum 6 week period of consultation

Stage 2: Draft charging schedule (DCS)

Draft Charging Schedule published with a minimum 6 week period of consultation

Stage 2*: Submission of draft charging schedule (DCS)

OPDC considers comments made to the draft Charging Schedule, makes any necessary changes and OPDC submits to the Secretary of State, who appoints a Planning Inspector

Stage 3: Examination

The Charging Schedule is examined by the planning inspector at public examination.

Stage 4: Adoption

OPDC adopts SPD as a Local Development Document and prepares adoption statement.

3.16 Possible community involvement for each of these stages is detailed in table C:

	Stage 1 Preliminary draft charging schedule (PDCS)	Stage 2 Draft charging sched- ule (DCS)	Stage 2* Submission of DCS	Stage 3 Examination	Stage 4 Adoption of Charging Sched- ule (CS)
What happens at this stage and how long is it?	Consultation for at least 6 weeks and representations on OPDC's initial proposals for CIL.	Consultation for at least 6 week and representations on OPDC's firm proposals for CIL.	Submission of firm proposals for CIL to an independent examiner.	Independent examiner to determine procedures and time-scales.	Examiner's Report may reject, modify or approve the charging schedule, give reasons and make recommendations which OPDC may have to follow.
What OPDC will do					
What documents will be available and how will they be made available?	PDCS, Infrastructure Plan (including the Infrastructure Planning Schedule (IPS)), Viability Assessment and Equalities Impact Assessment (EqIA) available on the website and at Local Plan information points (Appendix 2).	The draft charging schedule and all other prescribed documents relating to this consultation phase will be made available on website and at Local Plan information points (Appendix 2).	After submission, the draft charging schedule, a summary of the main issues raised in representations and all other prescribed documents will be made available on OPDC website and at Local Plan information points (Appendix 2). Documents published for the previous consultation phase and OPDC's response to it will remain available on website.	All relevant examination documents available on website (examination library??).	After receipt of the Examiner's report and board approval of the charging schedule, in addition to complying with statutory requirements, OPDC will make both reports available on OPDC website and at Local Plan information points and notify persons who have requested to be notified of these developments.
	All comments and any other documents received as part of consultation will be made available for others to see on OPDC website and at Local Plan information points (Appendix 2). All evidence submitted to the Examination will be made available in the examination "library". OPDC will encourage everyone to submit documents electronically so that they can be easily made available on our website. The documents will be made available in alternative forms, including Braille, easy read, large print and audio on request where appropriate.				

	Stage 1 Preliminary draft charging schedule (PDCS)	Stage 2 Draft charging schedule (DCS)	Stage 2* Submission of DCS	Stage 3 Examination	Stage 4 Adoption of Charging Schedule (CS)
Who will OPDC consult/notify and how will OPDC do this?	<p>OPDC will consult:</p> <ul style="list-style-type: none"> · Local residents and communities · Local businesses and business bodies · Local voluntary bodies · Local stakeholders · Neighbouring authorities and bodies such as the Homes and Communities Agency · Specific consultation bodies under the duty to co-operate, including neighbouring local planning authorities and any other ‘prescribed’ body including the Environment Agency, Historic England and Natural England. · Landowners · Statutory bodies <p>OPDC will use emails, letters and the Planning Agents’ Forum as appropriate.</p> <p>OPDC will endeavour to contact all community groups, including those that are more likely to be under-represented in public life, such as women, disabled people, and black and minority ethnic groups. OPDC will also target particular areas to gauge opinion on planning proposals so that they may be taken into account. OPDC will use emails, letters and the Planning Agents’ Forum as appropriate.</p>	<p>OPDC will consult all as in the previous stage as well as: those who commented at the PDCS stage</p> <p>OPDC will do this using letters, emails, the Planning Agents’ Forum and local advertisement notice.</p>	<p>After Submission, OPDC will give notice by letter and/ or email to those who requested notification at the DCS stage.</p>	<p>At least 4 weeks before an examination hearing takes place (or at least 2 weeks if a Statement of Modifications has been published) OPDC will:</p> <ul style="list-style-type: none"> · Place on our website and publish a notice of the time and place of the examination · Notify those who have made representations or a request to be heard at the DCS stage. 	<p>As soon as practicable after receipt of the Examiner’s report, OPDC will:</p> <ul style="list-style-type: none"> · Notify those who requested to be notified <p>After the board approves the charging schedule, OPDC will:</p> <ul style="list-style-type: none"> · Notify those who requested to be notified · Send a copy to relevant authorities · Publish a local advertisement notice.
How will OPDC consider your comments?	<p>OPDC will consider representations received in light of statutory legislation and guidance to inform the next stage. OPDC will publish a summary of the representations received and OPDC’s response.</p>		<p>No opportunity for comments at this stage.</p>	<p>The examiner will consider representations received as part of the DCS and the examination hearing.</p>	<p>No opportunity for comments at this stage.</p>

	Stage 1 Preliminary draft charging schedule (PDCS)	Stage 2 Draft charging schedule (DCS)	Stage 2* Submission of DCS	Stage 3 Examination	Stage 4 Adoption of Charging Schedule (CS)
What you can do					
How can you get more infor- mation or take part in discus- sions?	Officers will be available to provide information by telephone during normal working hours. If an officer is not available to answer your enquiry an appropriate officer will contact you by email or phone. Contact details will be available on all documents that OPDC produce.	The Statement of the Representations Procedure will set out information on: <ul style="list-style-type: none"> · Time period for representations · Address for representations · How to request a right to be heard at the Examination; to be notified at the Submission stage; to be notified of the examiner's recommendations; and how to request to be notified of the final approval. 	No opportunity for comments at this stage.	See DCS stage.	No opportunity for comments at this stage.
How can you give us your views?	You can give your views by emailing localplan@opdc.london.gov.uk or by post. Where people are unable to provide written comments OPDC will consider requests to provide comments in other formats. OPDC will acknowledge receipt if received electronically.		No opportunity for comments at this stage.	See DCS stage. The format for the public hearing is round table discussions and written representations, where your comments can be made either verbally (when appropriate) or written. Venues will be accessible and inclusive.	No opportunity for comments at this stage.

Neighbourhood Planning

3.17 The Town and Country Planning Act 1990, as amended, allows for the preparation of Neighbourhood Plans and is supplemented by Neighbourhood Planning Regulations. Whilst previously all development plan documents were produced by local planning authorities, designated Neighbourhood Forums now have the opportunity to prepare their own

Neighbourhood Plan. The Neighbourhood Plan, following consultation, an independent examination and endorsement through a local referendum, will become part of the development plan for the respective area. This document can provide planning policies complementing the Local Plan to help shape the growth and development of Old Oak and Park Royal.

Before a Neighbourhood Plan can be developed, community groups need to apply to OPDC to designate a Neighbourhood Area and Neighbourhood Forum. Should the proposed area cross local planning authority boundaries, applications need to be submitted to both authorities. Following designation of the Area and Forum, the Forum can commence the development of a Neighbourhood Plan for its Area. A Forum's designation lasts for 5-years.

A summary of the Neighbourhood Plan development process can be found below:

Apply to the OPDC for designation of a Neighbourhood Area and as a Neighbourhood Forum

Designation of Neighbourhood Area and Neighbourhood Forum

Prepare a Neighbourhood Plan which is in general conformity with the OPDC's Local Plan.

Carry out pre submission consultation and publicity for the proposed Neighbourhood Plan

Submit the Neighbourhood Plan to the OPDC for approval, including details of the local consultation that has been carried out

OPDC will consult on the proposed Neighbourhood Plan

OPDC will submit the proposed Neighbourhood Plan for examination and organise examination

Examiner will examine the Plan and consider whether to recommend the Neighbourhood Plan is subject to a local referendum.

OPDC considers the examiner's recommendations

If approved, the OPDC & relevant borough undertake a referendum in the local area. Providing more than 50% of those voting support the Plan, it will be adopted by the OPDC as part of its Development

A Neighbourhood Plan

3.18 Consultation requirements for a Neighbourhood Plan are set out in the Neighbourhood Planning (General) Regulations 2012 amended in 2015. OPDC recommends that any Neighbourhood Forum preparing a Neighbourhood Plan consider using the methods of community involvement set out in this draft SCI as the basis for their own consultation on the preparation of their proposed Neighbourhood Plan.

3.19 The full procedure that OPDC will take throughout the stages of preparation of a Neighbourhood Plan is set out in the Regulations. This does not preclude support on a more informal basis that OPDC is required to offer once the Neighbourhood Area is designated.

3.20 Further information can be found on the Planning Practice Guidance website and Planning Advisory Service regarding what assistance is available for the development of a Neighbourhood Plan.

Table D: Key stages of Neighbourhood Forum designation

	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD FORUM	NEIGHBOURHOOD DEVELOPMENT PLANS	NEIGHBOURHOOD PLAN REFERENDUM
What happens at this stage and how long is it?	<p>On receipt of a valid application, OPDC will as soon as possible publicise on OPDC website the intention and name of the area proposed for designation, a map of the area and the name of the relevant body that applied for the designation. OPDC will explain how to make representations. Where appropriate, OPDC will notify members of the community by email or letter.</p> <p>A minimum of 6 weeks to gather responses from the community.</p>	<p>On receipt of a valid application, OPDC will as soon as possible publicise on OPDC website a copy of the application, with details of how to make representations with the date that these must be received. Where appropriate, OPDC will notify members of the community by email or letter.</p> <p>A minimum of 6 weeks to gather responses from the community.</p>	<p>OPDC will publicise the proposed Neighbourhood Plan on OPDC website along with details where it can be inspected and details on how to make representations with the date that these must be received. Where appropriate, OPDC will notify members of the community by email or letter.</p> <p>A minimum of 6 weeks to gather responses from the community.</p> <p>OPDC will notify all consultation bodies that requested to be notified and bodies referred to in the Forum's consultation statement.</p>	<p>OPDC will work with the relevant local borough(s) to arrange for a referendum to take place in the area and will ensure that the 'information statement' and 'specified documents' are published on OPDC website during the 'referendum period'.</p> <p>OPDC may contact any other members of the community and wider area that it considers appropriate along with those that have requested to be notified.</p>

	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD AREA	APPLICATION FOR DESIGNATION OF A NEIGHBOURHOOD FORUM	NEIGHBOURHOOD DEVELOPMENT PLANS	NEIGHBOURHOOD PLAN REFERENDUM
What happens at this stage and how long is it?	<p>Within 8 weeks of the publication of the application (20 weeks for an area falling within 2 or more local planning authorities), OPDC will publish the decision on whether to designate a Neighbourhood Area on website. If the application is approved, OPDC will publish the name of the Area, map of the Area and name of the group submitting the application. If the application is refused, OPDC will publish on website the decision and statement of reasons and where documents may be inspected. OPDC will also OPDC will withdraw an application if it is requested by the proposed forum at any time.</p>	<p>OPDC will publish the decision as soon as possible on website. If the application is approved, OPDC will publish the name of the Forum, a copy of the written constitution, the name of the Neighbourhood Area the application relates to and the contact details of at least one member of the Forum). If the application is refused, OPDC will publish the refusal statement detailing the reasons for refusal and where this may be inspected. OPDC will also notify the applicant. OPDC will withdraw an application if it is requested by the proposed forum at any time.</p>	<p>OPDC will check that the appropriate documentation submitted complies with statutory requirements and notify the Forum whether or not OPDC is satisfied. Once satisfied, OPDC appoint an independent examiner with the consent of the Forum. Once the examiner is appointed, OPDC will submit the plan to the examiner as soon as possible after receipt with any representations and any other documents submitted with the Plan.</p> <p>Following the publication of the examiner's report, recommending whether a local referendum should be undertaken, OPDC will consider and respond to each recommendation and determine whether the draft Plan:</p> <ul style="list-style-type: none"> a. meets the basic conditions of the Act; b. is compatible with the Convention Rights; and c. complies with the definition of a Neighbourhood Plan <p>Then a local referendum will be held. As part of OPDC's response, it can make modifications to correct errors or to make the Plan comply with a-c above.</p> <p>As soon as possible after considering the examiner's recommendations and deciding to take forward the Plan, OPDC will publish the decision statement, details of where and when this report and the examiner's report can be inspected. OPDC will send a copy of the statement to the Forum and anyone who asked to be notified of the decision</p>	<p>If the referendum results in more than half those voting in favour of the proposal, OPDC will adopt the Plan as soon as reasonably practical unless it considers this would breach or be incompatible with any EU obligation or any of the Convention Rights. OPDC will subsequently publicise the decision and reasons for decision alongside details of where and when this can be inspected.</p> <p>OPDC will send a copy of the decision to the Forum and anyone who asked to be notified of the decision. OPDC will also publish the Plan, details of when and where it can be inspected and notify anyone who has asked to be notified that it has been made and where and when it may be inspected.</p> <p>If an environmental report was produced, OPDC will inform the consultation bodies.</p>

4 Consultation on planning applications

4.1 OPDC will take a positive and pro-active approach to engaging the community and applicants in the planning process. This will 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.

Pre-application Consultation

4.2 Developers for all major schemes will be expected to engage fully with OPDC, residents and businesses to discuss proposals at an early stage before the submission of any planning applications. Early discussions with all sections of the community can help avoid problem areas and improve the quality and acceptability of a planning application.

4.3 OPDC will offer a pre-application advice service. However any advice given is without prejudice to future decisions of OPDC. Where necessary, internal and external consultees may be asked for their comments on proposals.

4.4 Applicants for all major schemes are expected to engage with the community before submitting a planning application. There are a number of ways in which OPDC will expect applicants to engage fully with local residents:

Public exhibitions - these are run by the applicant and typically give residents the opportunity to see and comment on emerging proposals. OPDC can provide advice to applicants regarding the extent of consultation but it is the responsibility of applicants to

plan and deliver public exhibitions and consultations. It is the responsibility of the applicant to ensure that venues, times of day, as well as publicity material, are accessible and inclusive to all.

Planning fora – OPDC may consider it necessary to arrange planning for a for significant development proposals at the pre-application stage. These for a should include representatives from local resident and amenity groups, and community network organisations, and ward councillors are invited to participate in a round table discussion with the applicants, facilitated by an independent chair person. Planning fora enable local resident groups and others to discuss proposals directly with the applicant and to make suggestions about how schemes could be improved. OPDC's planning officers will not participate in the discussion or give a view as to the acceptability of the proposals.

4.5 Pre-application consultation will not remove the need for involvement and scrutiny of any subsequent planning application.

Planning applications

4.6 The scope and extent of community involvement that is possible in an individual planning application will vary according to the significance and scale of the proposal.

4.7 OPDC encourages applicants to prepare a statement setting out how it will involve the whole community in line with the principles of the SCI. The results of any community consultation should be made available to OPDC to assist in understanding local views and identifying particular areas of concern raised by residents. The results should normally be made available by the applicant to residents, so that they can see how their comments were considered.

4.8 OPDC cannot refuse to accept a valid application because it disagrees with the way in which an applicant has consulted the

community. However, OPDC would encourage applicants to engage with the community in line with OPDC's Community Charter.

4.9 OPDC wants to involve the community in decision making and will consult the community on every planning application with the method of consultation depending on the type and location of the application. Each application has an initial consultation period of 21 days. The methods of consultation include:

- **Neighbour Notifications:** - notifications of planning applications will be sent to properties that are immediately adjacent to an application site and directly affected by an application and/or
- **Site Notices and Press Notices:** - where required, a site notice will be put up near the site and a public notice will be placed in the local press, and/or
- **Press Notices:** - where required a public notice will be placed in the local press

4.10 In some cases, the consultation period may be extended or new periods granted at the discretion of OPDC's case officer.

4.11 OPDC is exploring whether interested parties can sign up for 'e-alerts' for planning applications, as well as searching for planning applications by reference number, address, postcode or on a map. Planning applications will also be available to view.

4.12 For some large schemes, OPDC may also produce a specific webpage with information, and updates, as well as a link to the consultation page.

4.13 Consultation on the pre-application and application stage is set out in Table E.

Appeals

4.14 When OPDC has been 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.

4.15 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.

4.16 The exact consultation methods appropriate to specific planning applications will depend on the complexity of the proposals. An outline is set out in Table F

Table E: Consultation on pre-applications and planning applications

	Pre-application	Planning applications
What consultation will there be?	<p>OPDC expects applicants to engage the community/residents at an early stage in the formulation of any scheme.</p> <p>For all major applications, the applicant will be expected to:</p> <ol style="list-style-type: none"> 1. Hold a public exhibition at an accessible time and in an appropriate location 2. Participate in planning fora 	<p>All planning applications are subject to a formal consultation period.</p>
Who will be notified and how?	<p>Public exhibitions are organised by the applicant. For planning fora, OPDC will invite representatives from all known active resident groups and associations relevant to the proposals.</p> <p>Further details on the process of consulting with ward panels will be available as they become established.</p>	<p>Notifications of planning applications will be sent to properties that are immediately adjacent to an application site and directly affected by an application.</p> <p>Where statute requires, a site notice will be put up near the site and a public notice will be put into the local press. Details of all applications received and associated plans and documents will also be made available to view on OPDC's website. Special web pages are created for certain major applications.</p>
How can you comment?	<p>At Public Exhibitions, applicants are usually on hand to receive comments.</p> <p>At planning fora, representatives from resident groups and associations can express views on proposals during a round table discussion.</p>	<p>Comments can be submitted through the website, or when necessary submitted by letter.</p>
How long will you have to comment?	<p>Comments can be made directly to the applicants at public exhibitions.</p> <p>Planning forums are usually 2 hours long and comments are made during this time.</p>	<p>Each application has an initial consultation period 4-6 weeks depending on the scale of the application. In some cases the consultation period may be extended or new periods granted at the discretion of the case officer.</p>
What kind of comments can you make?	<p>You can usually provide any comments to the applicant at public exhibitions. At planning forums, the chairperson will facilitate a discussion on topics agreed by the participants at the table. These should be limited to matters relevant to planning.</p>	<p>You can comment on anything to do with the application, however only planning matters can be taken into account.</p>

	Pre-application	Planning applications
What will OPDC do with your comments?	<p>Notes will be taken at planning forums and sent to all participants, including the applicant. The applicant is encouraged to take comments from both public exhibitions and planning forums into account where possible before submitting the formal planning application.</p> <p>OPDC encourages applicants to produce a statement setting out how comments have been taken on board and submit this as part of any subsequent planning application.</p>	<p>The case officer for an application will take all comments received into consideration when preparing his or her report on the application. For committee level decisions, all representations will also be made known to the Planning Committee .</p> <p>People and any existing ward panels that have commented on an application in support or against it, may be permitted to speak at the Planning Committee (Public Speaking is subject to a separate protocol).</p> <p>If an appeal is made against any decision, comments received will also be forwarded to the Planning Inspectorate.</p>
When will a decision be made and how will you be notified?	No decisions are made at pre-application stage.	<p>OPDC will aim to determine delegated decisions within 8 weeks of receipt of the application, and committee level decisions within 13 weeks. However, these timescales may vary depending on the particulars of the application. Everyone that was consulted about the application will be notified of the decision, and the decision notice will be made available on the website.</p> <p>Anyone can be notified of the outcome of any planning application by tracking any application on the OPDC website.</p>

Table F: Consultation on appeals

	Written Representations	Informal Hearings	Public Inquiries
What will OPDC notify you of and how?	OPDC will notify interested parties by letter within 2 weeks of the receipt of the appeal.	OPDC will notify interested parties by letter within 2 weeks of the receipt of the appeal. Interested parties will also be notified of the date and venue of the hearing at least 2 weeks before the hearing.	OPDC will notify interested parties by letter within 2 weeks of the receipt of the appeal. Interested parties will also be notified of the date and venue of the Inquiry (which will be accessible to all) at least 4 weeks before the Inquiry.
What can you comment on and how?	You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as OPDC will forward these to the Planning Inspectorate.	You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as OPDC will forward these to the Planning Inspectorate. You can also participate in the informal hearing by turning up on the day and letting the Inspector know that you would like to speak. You can also attend the Inspector's site visit and request that the Inspector views the application site from your property if you wish.	You can write to the Planning Inspectorate by post, email or through the planning portal website. You can comment on anything that is relevant to planning. You do not need to repeat any comments you made at application stage as OPDC will forward these to the Planning Inspectorate. You can also participate in the Inquiry by turning up on the day and letting the Inspector know that you would like to speak. You can also attend the Inspector's site visit and request that the Inspector views the application site from your property if you wish.
How long do you have to comment?	You have 6 weeks from the start date of the appeal process to make your comments.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the hearing, the Inspector will invite you to speak during the hearing.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the Inquiry, the Inspector will invite you to speak during the inquiry.
How long will you have to comment?	You have 6 weeks from the start date of the appeal process to make your comments.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the hearing, the Inspector will invite you to speak during the hearing.	You have 6 weeks from the start date of the appeal to make your comments. If you want to speak at the Inquiry, the Inspector will invite you to speak during the inquiry.

	Written Representations	Informal Hearings	Public Inquiries
What will happen to your comments?	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and OPDC.	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Applicant and OPDC.	The Planning Inspector will take all comments into account when making his or her decision on the Appeal. They will also be sent to the Appellant and OPDC.
When will the decision be made and how will you be notified?	The Inspectorate aims to issue a decision within 5 weeks of the hearing and the decision will be made available on the Appeal pages of the planning portal website.	The Inspectorate aims to issue a decision within 7 weeks of the hearing and the decision will be made available on the Appeal pages of the planning portal website.	The Inspector will indicate a likely timescale for the decision at the end of the Inquiry and the decision will be made available on the Appeal pages of the planning portal website.

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. 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.

5.2 As and when necessary, the SCI will be reviewed and updated to reflect any changes required as identified through this monitoring as well as through any changes to national legislation. 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. Appendices

Appendix 1

Categories of general consultation bodies*

Amenity and environmental organisations

Representing people with an interest in planning, conservation and environmental sustainability issues in the borough or parts of it (including parks). Examples include but are not limited to: Grand Union Alliance, Wormwood Scrubs Charitable Trust, and Friends of Wormwood Scrubs.

Business organisations operating in the Mayoral Development Corporation area

Representing businesses within particular areas or with a common type of business, including the development industry, major land owners and registered social landlords. Examples include but are not limited to: Park Royal Business Group and West London Business Group.

Community organisations and networks

Representing people from particular black and minority ethnic communities, people of a particular age, gender or gender orientation, faith groups, disabled people and refugees. There is a well-developed Community and Voluntary Sector Network of area and community of interest forums in the local area.

Special interest organisations

Representing people with a common interest in topics such as sport or other activities. Examples include but are not limited to: Thames Valley Harriers.

Tenants' and Residents' Associations

Representing the broad interests of tenants and residents within estates, streets, small areas or wards. Examples include but are not limited to: Wells House Road Residents Group, Midland Terrace Residents Association and The Island Triangle Association.

* See also Town and Country Planning (Local Planning) (England) Regulations 2012.

Appendix 2

How OPDC will communicate

Letters

OPDC will send letters by post or hand deliver door to door where this is appropriate in small areas. Where there are issues directly affecting people in specific areas of the borough (e.g. individual sites/streets/estates) OPDC will use targeted methods of notification, such as direct mailing or door-to-door delivery. For planning applications, or pre-application consultation, the extent of notification will vary depending on the nature of the application and the likely extent of its impact. OPDC will seek to notify those people or organisations that have previously made representations on a site or application.

E-alerts

OPDC is exploring whether people can sign up e-alerts and receive news of submitted planning applications. You can specify a search area and, when the council receives a planning or licensing application in that area, you will receive an email of it.

Email

If you tell us that you would prefer to be contacted and receive information on planning policy matters by email, OPDC will use that method.

OPDC Webpages

Wherever possible OPDC will use electronic methods for providing information alongside a hard copy. OPDC will use the webpages to provide more information for the Local Plan with copies of written documents and summaries.

Local newspapers

In accordance with the Regulations, public notices will be placed in local newspapers concerning consultation on the Local Plan and planning applications. Press releases will also be issued where appropriate.

Information points

For Local Plan consultation, OPDC will aim to use venues that are accessible, such as local libraries and civic buildings to distribute information about the process and copies of documents (see Appendix 2). Where appropriate OPDC will provide information at locations such as schools, colleges, doctors' surgeries, faith centres, shopping centres and other community meeting places.

Partner websites

OPDC will, where appropriate, invite partners and Registered Social Landlords to have links to our website for the Local Plan process.

Using accessible formats

It may often be important to make summaries of relevant information available in accessible formats, for example: audiotape, Braille, large print versions, hard copies for those without Internet access and summaries in another language. Using interpreters and signers at meetings may be appropriate. Where public meetings, exhibitions, workshops and other methods of community engagement are arranged, these will be in accessible buildings in safe locations and at convenient times.

Social Media

OPDC will explore ways in which Social Media can be used to communicate information to new and existing audiences. Examples include but are not limited to: Twitter.

Quantitative methods

Opinion surveys

These are surveys designed to obtain views on a particular subject, normally from a representative sample of the population. For example, as part of the evidence gathering process for the Core Strategy OPDC carried out a major survey of residents' views on shopping in the borough. General surveys of satisfaction with council services are carried out regularly and can identify issues to be dealt with in the development plan process. Opinion surveys can be useful for pre-application consultations but need to be carried out carefully to avoid bias. The time it takes to carry out these surveys normally makes them unsuitable for consideration of planning applications.

Qualitative methods

Exhibitions

These are most useful when explaining particular development proposals at a pre-application stage or dealing with local planning proposals. They can be used effectively with drop-in sessions where officers are available to deal with ad-hoc queries. Small displays at information points and centres can alert passing members of the public to proposals. Exhibitions may also be held by developers as part of pre-application consultation.

Workshops and focus groups

These are methods of engaging with a smaller number of stakeholders or community representatives to explore particular planning issues in more depth than is often possible at a general public meeting. OPDC will use these as part of consultation on the local de-

velopment plan documents. They may also be useful in the early stages of discussion on development proposals at pre-application stage, but not when schemes have been finalised as part of a planning application.

Public meetings

Public meetings can sometimes be effective ways of providing an introduction to particular proposals. However, there are limits to their effectiveness in gauging a wide range of opinion on all relevant issues, or engaging sufficiently wide community representation. They are not normally suitable for in depth discussions. Public meetings could be held as part of the consideration of some very major planning applications at the pre-application stage to inform people about proposals and to enable clarification, but it is for the applicant to present their proposals.

Community Initiatives

These could include local evidence or survey work carried out by local communities and interest groups.

Appendix 3 – Planning policy document information points

Planning policy documents will be available to view at:

- City Hall, The Queen's Walk, More London, London SE1 2AA
- OPDC Offices 169 Union Street, London
- Harlesden Library, NW10 8SE (subject to their agreement)
- Old Oak Community Centre, Braybook Street, W12 0AP (subject to their agreement)

As well as designated locations as part of series of workshops/ events that will be advertised

Appendix 4 – Glossary

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.

Core Strategy: sets out the long-term spatial vision for the local planning authority area, the spatial objectives and strategic policies to deliver that vision. The Core Strategy is a Development Plan Document.

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 framework: the name previously used for the portfolio of Local Development Documents. It consisted of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports.

Local development scheme: sets out the programme for preparing Local Development Documents.

Local strategic partnership: partnerships of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. They are often single non-statutory, multi-agency bodies which aim to bring together locally the public, private, community and voluntary sectors.

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.

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 the council's Local Plan.

Planning Inspectorate: is a government body whose main work involves processing planning and enforcement appeals and holding inquiries into local development frameworks.

OPDC: The Old Oak and Park Royal Development Corporation. 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 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/>).

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.

Supplementary planning documents: 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.

Appendix 5 – Draft OPDC Community Charter Summary of Responses

Respondents:

1. Grand Union Alliance
2. The Island Triangle Residents Association
3. Wells House Road
4. Member of the Public
5. LB Brent
6. Member of Public
7. Friends of Wormwoods Scrubs
8. Member of Public

1. Do you agree with the proposed consultation meetings?

- Information should be provided regarding the format, length of workshops and envisaged use of outputs.
- The Charter should enable the potential for additional meetings to be carried out.

2. Do you agree with the proposed membership of the 'Community Champion Working Group'?

- The Charter should make reference to existing community groups within the OPDC area (including residents and business groups) and groups to the south of the area.
- Existing residents and small businesses within the OPDC should have a dedicated seat within the CCWG with resident groups' views having primacy over other groups.
- Target hard to reach groups to address any engagement gaps (potentially by liaising with local places of worship).
- Clarity needs to be provided regarding the eligibility and monitoring of membership.
- The Grand Union Alliance is proposed to be the CCWG.

3. Do you agree with the number of proposed Community Champion Workshops?

- Support for the number of workshops as a minimum.
- Engagement should be open ended and ongoing.

4. Do you agree with the proposed communication methods?

- Considered to be acceptable as a minimum in addition to addressing the needs of specific groups.
- Support for a drop-in shop front unit.
- Additional other suggested methods include:

- o Distribution of material through community networks
- o Use of plain English in documents
- o Development of an OPDC Communications Steering Group
- o Continuing face-to-face meetings
- o Use of local businesses and shops windows
- o Use of building hoardings for advertisements
- o Use of Local Radio Station (Bang Edutainment)
- o Utilising local Safer Neighbourhoods Teams
- o Support a Joint Community Forum
- o Coordinate with boroughs' consultation officers

5. Can you suggest suitable accessible meeting venues within and near to Old Oak and Park Royal?

Suggestions included Holiday Inn Express Park Royal, Holiday Inn West, All Souls Church, Nash House (from September 2015) and the Old Oak Community Centre.

- Other comments

Other comments were made relating to the following themes:

Funding and assistance

- Funding should be provided to train local people in planning matters and to support administration activities.

Governance of CCWG

- Additional information regarding the nature and composition of the CCWG was requested.
- The CCWG was suggested to be independent of OPDC and accountable to its members
- A sunset clause was suggested in the functioning of the Charter to enable long-term flexibility.
- Additional clarity was sought regarding how the activities of the CCWG will be monitored and evaluated.

Influence of CCWG

- Further clarity of how the CCWG will function with the OPDC Board and how it would influence the Local Plan development process was requested.

Ongoing engagement

- Role of Statement of Community Involvement
- Guidance for Neighbourhood Planning and Neighbourhood CIL

