

# Old Oak and Park Royal Development Corporation

## Statement of Community Involvement

January 2016

**OPDC**  
OLD OAK AND  
PARK ROYAL  
DEVELOPMENT  
CORPORATION

**MAYOR OF LONDON**



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Stonebridge Park

LB Brent

Harlesden

Willesden Junction

Hanger Lane

Kensal Green

Park Royal

RBKC

North Acton

LB Ealing

East Acton

LB H&F

# 1. Introduction

The OPDC area covers the Old Oak Common and Park Royal Opportunity Areas in the Mayor's London Plan (2015), which together are identified as having the capacity to deliver a minimum additional 25,500 homes and indicative 65,000 jobs. The London Plan identifies Old Oak alone as having the capacity to deliver a minimum 24,000 homes and 55,000 jobs representing London and the UK's largest regeneration project. This scale of development has far reaching benefits at a national, regional, West London and local scale. Park Royal is Europe's largest industrial estate and accommodates over 2,000 businesses employing over 30,000 people. The Mayor's London Plan (2015) identifies that through redevelopment and intensification, it has the potential to deliver an additional 10,000 jobs and minimum additional 1,500 homes.

The spatial vision is to create a thriving part of London connected to the rest of the UK and internationally. Old Oak and Park Royal will be a centre for innovation and growth that will shape west London and strengthen London's role as a global city. A new commercial hub with cultural uses, alongside a diverse network of vibrant neighbourhoods, will help create a London destination recognised as an exemplar in large-scale housing and employment led regeneration.

The objectives for the area are:

## Consolidating

Optimise a once in a life-time opportunity created by High Speed 2 and Crossrail to secure investment that will:

- deliver a thriving new centre at Old Oak that delivers much needed homes, a mix of employment space and associated social and physical infrastructure;
- protect and regenerate the Park Royal industrial area as a cornerstone of the London economy.

## Connecting

- Accessible and high quality national, regional and local transport connections, focused around a new world class station at Old Oak Common will catalyse comprehensive regeneration with well-designed streets connecting surrounding areas.

## Creating

- Deliver a varied mix of uses and culture that supports the growth of a vibrant London destination.
- Celebrate existing features of the Grand Union Canal, Wormwood Scrubs, Park Royal, Heritage assets, and local communities to help create a unique sense of place.
- Utilise the scale of opportunity to embed and showcase exemplar design, smart environmental, social and economic standards during planning, construction and operation.
- Flexible and adaptable, both to the effects of a changing climate, and future changes in practices, including the circular economy, that delivers an open and secure digital place.

## Communities

- Create a series of connected and inclusive lifetime neighbourhoods, designed to improve the quality of life, enhance health and well-being and deliver social and economic benefits for local communities. Integrated with their surroundings, new development will foster a sense of community and diversity.

OPDC wants people to be at the heart of the proposals through open dialogue, 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.

### **Old Oak and Park Royal Development Corporation (OPDC)**

New communities require years to grow and evolve, and planning is part of this process. The Mayor of London established OPDC on 1st April 2015 under powers provided by the 2011 Localism Act, to ensure that the huge potential of the area is fulfilled.

OPDC's mission is to:

- Pro-actively lead the comprehensive and best practice planning of Old Oak and Park Royal that complements the wider area.
- Drive forward the delivery of a liveable new place for a mix of residents, employees and visitors, ensuring new development achieves the highest standards of design.
- Work positively with stakeholders to unlock and coordinate the areas regeneration potential.
- Engage with, and support the participation of, local communities during the plan making and development management processes.
- Run a responsive, customer focused planning service.

OPDC as the local planning authority for a defined area of approximately 650 hectares in west London which includes parts of the London Boroughs of Brent, Ealing, and Hammersmith and Fulham. OPDC is responsible for preparing and maintaining the area's Local Plan. The policies in the Local Plan are used to make decisions on planning applications in the area, alongside the National Planning Policy Framework (NPPF), the London Plan

and other Development Policy Documents. Other documents and plans such as Supplementary Planning Documents are also important documents which can be relevant in decision making. We are also responsible for giving guidance to developers, setting the Community Infrastructure Levy, designating proposals for Neighbourhood Planning Areas and Forums, and supporting the development of Neighbourhood Plans.

OPDC will be developing a Communications and Engagement Strategy which will set the approach for all engagement on planning and non-planning matters. The drafted Community Charter will be reviewed during this process to ensure there is a clear and robust framework for engagement.

### **What is the Statement of Community Involvement?**

The Statement of Community Involvement (SCI) explains how OPDC involves the community in deciding planning applications and preparing planning policy, and sets out how it will effectively utilise the rich wealth of knowledge that the existing communities have, in and around the OPDC area.

Community refers to residents, businesses, community and interest groups, neighbourhood planning forums, landowners, developers, London Boroughs within and neighbouring the OPDC area, government agencies and any other individuals, groups and organisations interested in, and affected by, the development and use of land at Old Oak and Park Royal.

### **OPDC's Duty to Co-operate**

OPDC is under a duty to co-operate with other authorities and agencies when it reviews its planning policies. These authorities and agencies include boroughs within the OPDC area (London Borough of Ealing, London Borough of Hammersmith & Fulham,

and London Borough of Brent), neighbouring boroughs (including Royal Borough of Kensington and Chelsea), the Mayor of London and GLA associated bodies (such as Transport for London), as well as bodies such as the Environment Agency, Network Rail, Historic England, Natural England, the Civil Aviation Authority, the Clinical Commissioning Groups, the Homes and Communities Agency, the Office of Rail Regulation and Highways England (see Town and Country Planning (Local Planning) (England) Regulations 2012 for the full list of specific and general consultation bodies).

### **OPDC's approach to delivering effective involvement (ground rules)**

OPDC is committed to achieving a high level of community involvement. As a result, it has incorporated 10 ground rules which are intended to ensure a consistent and minimum standard for community involvement. These have been developed from suggestions from community groups, received during the SCI consultation in September and October 2015. The ground rules are based on those included in Bristol City Council's SCI, adopted in November 2015.

OPDC expects organisers and participants of community involvement activities to make reasonable endeavours to follow the ground rules. The ground rules are for:

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

## **Ground Rules**

### **1. Inclusive invitation**

- a) Reasonable attempts should be made by prospective planning applicants and / or OPDC to ensure that a representative cross-section of the community is invited to community involvement event(s) to ensure that all participants are aware of each other's views. Where community groups or individuals are unable to attend events but nevertheless wish to participate, engagement by written dialogue should be pursued.
- b) Invitations should go to existing community groups in and around the OPDC area, e.g. local residents associations, neighbourhood planning forums, amenity societies where they exist or are formed as a result of the proposal.
- c) It may be necessary to hold additional events for those groups not traditionally involved in the planning process, liaising with trusted organisations to devise activities which cater for difficult to engage groups.
- d) Events should be held in accessible locations and inclusive premises. Accessible locations will enable the highest possible attendance by people affected by the proposal or plan; for example, in the area where a development scheme is being proposed. Inclusive premises are those able to be adequately accessed by all sections of the community.
- e) All participants in the involvement process should be provided with a rationale for the development proposals and a plan for how comments will be considered and a response given. Participants should also be asked to provide their contact details to ensure they receive feedback on the results of involvement.

- f) To ensure all sections of the community are able to effectively engage in the involvement process, the use of accessible and diverse range of communication formats and methods should be considered, where appropriate

## **2. Authorisation**

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

## **3. Continuity**

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

## **4. Independent advice**

- a) Where technical or professional advisers or private consultants are employed as independent facilitators to manage the

involvement process, they should have a client duty of care to all parties equally and should be instructed to follow these ground rules, irrespective of the party employing them. Where facilitators or advisers are not independent, this should be declared.

## **5. Early involvement**

- a) Arrangements should be made for the community involvement process to begin at the early stages of a plan or development proposals process. This should occur when significant options are still open and while there is still the potential to make a difference to the final plans. Where community groups or individuals are unable to attend the initial meeting but nevertheless wish to participate, engagement by written dialogue should be pursued

## **6. Presenting options**

- a) The aim should be to set out reasonable options or choices and to have input from local communities on how plans and proposals could be taken forward including those suggested by the community that are reasonable, reflect the community's needs, ambitions and experience.
- b) For development proposals, presentation materials will be accessible and clear to allow all the opportunity to understand the proposals. This is likely to include oral, written and visual presentational material. This could also include the use of three dimensional models and drawings, videos and aerial photographs as well as other smart and innovative technology where appropriate.

## **7. Choosing between options**

- a) The planning criteria for choosing between options should be made clear and transparent.

## **8. Consensus**

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

## **9. Transparent records**

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

## **10. Feedback on the outcome of community involvement**

- a) For major planning applications, the report summarises the pre- and post-application submission, community involvement undertaken by the applicant and how it has influenced the application. For applications below the 'major' threshold, the officer's report summarises the responses received to consultation on the planning application.
- b) For applications being considered by Planning Committee, OPDC will notify those people who commented on the application as to when the Planning Committee meeting will be held and when the report will be available online.
- c) For Local Plan documents, feedback is provided in the consultation statement referred to under 9b. For Supplementary Planning Documents this will be the consultation statement referred to under 9c.
- d) In making decisions on planning applications and planning policy documents, OPDC will carefully consider comments made during involvement and consultation on the application or plan.

## 2. Involvement in planning policy

### Introduction

This section sets out how OPDC involves the community in preparing planning policy documents, based on the ground rules as guiding principles and follows the statutory requirements for consultation. A list of all planning policy is available in OPDC's Local Development Scheme (LDS) which is available online or can be requested by contacting OPDC.

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

### Who will be involved?

#### Consultation database

OPDC will develop and maintain a database of individuals, groups, and organisations that have an interest in opportunities to get involved. It includes those who Government regulations require OPDC to consult or who have expressed an interest in being informed about the Local Plan. It includes residents, businesses, neighbourhood planning forums, community groups, voluntary organisations, interest groups, landowners, developers, businesses, London Boroughs within and neighbouring the OPDC area and

government agencies. Requested to be added to this database can be made by contacting OPDC by email, telephone or in writing,

#### Existing local meetings and initiatives

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

#### Neighbouring Borough involvement

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

### How will they be involved?

Involvement method	Explanation
Consultation documents – paper copies	Planning policy documents will be available to view at City Hall, local libraries and other community locations.
OPDC Website	OPDC's planning webpages will include information, and when appropriate, a dedicated micro-site for community engagement and consultation will be used. We will encourage other organisations to also include links to key information on their webpages.

Discussion events, e.g. workshops	These events are facilitated round-table discussions about emerging planning policy
Drop-in events / exhibitions	These include staffed drop-in events / exhibitions. They provide opportunities for people to gain information, ask OPDC officers questions and provide feedback. Exhibitions can also be non-staffed. They are held at accessible locations and at times aimed at encouraging maximum attendance.
Emails and letters	Emails and, when appropriate, letters are sent to the Consultation Database. OPDC will have regular email newsletters which will notify subscribers about opportunities for involvement
Meetings	These are used to discuss and gain feedback on emerging planning policies. They include OPDC's organised regular local meetings as well as other meetings with interest groups and particular audiences.
Press releases	Produced to raise awareness of opportunities to engage, however dependent on press publishing releases.
Questionnaires / surveys	These are a means for gathering feedback at drop-in events or exhibitions to gathering feedback on emerging policies
Social media	OPDC will use platforms such as Twitter or Facebook which can help to raise awareness and encourage feedback

## Involvement in preparing the Local Plan

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

Planning law requires that decision on planning applications should be made in accordance with the development plan, which includes the Local Plan, unless other relevant planning matters indicate otherwise. The development plan is therefore the starting point for when OPDC makes decisions on planning applications.

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

## Community involvement in producing the Local Plan

### Stage 1 Preparation of the Local Plan

The main plan-making activities undertaken by OPDC during the preparation stage are evidence gathering, identifying issues and options, and selecting preferred options.

To ensure the community is effectively involved in these activities, OPDC will carry out a range of community involvement methods: As required by Government regulations OPDC:

- Invites statutory and general consultees<sup>(1)</sup>, residents and businesses in the OPDC area to comment on what the Local Plan should contain during a public consultation for a minimum of 6 weeks;
- Consults bodies listed in the relevant regulations<sup>(2)</sup> on the scope of the information and level of detail that should be included in the environmental report which accompanies the draft Local Plan. The environmental report addresses the requirements of the European Union Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment.

In addition, OPDC:

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

1. As defined in the Town and Country Planning (Local Planning) (England) Regulations 2012

2. Environmental Assessment of Plans and Programmes Regulations 2004

### Stage 1 Preparation of Local Plan

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

### Stage 2 Publication of proposed Local Plan

Local Plan policy options published for a last stage of consultation.

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

### Stage 3 Examination

The Local Plan, public responses and written statements examined by the planning inspector at public examination. There may be further modifications published for consultation, after which a report on the soundness of the Local Plan is issued by the Inspector.

### Stage 4 Adoption

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

Diagram: Main stages of Local Plan development

## **Stage 2 Publication of the proposed Local Plan**

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

At this stage OPDC carries out the following participation required by Government regulations:

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

## **Feedback on community involvement**

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

## **Stage 3 Examination**

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

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

- Makes the Local Plan and supporting documents specified in the regulations available on OPDC's website and at City Hall.

- Sends notification to all those consultation bodies invited to make representations under Regulation 18(1) of the Town and Country Planning (Local Development) Regulations 2012 that the Local Plan and supporting documents are available for inspection.
- Notifies those who requested notification that the Local Plan has been submitted to the Secretary of State.

## **Stage 4 Adoption**

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

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

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

## **Involvement in preparing Supplementary Planning Documents**

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

### **Stage 1: Preparation of the draft SPD**

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

### **Stage 2: Consideration on draft SPD**

OPDC published the draft SPD for public comments for a minimum of 6 weeks

### **Stage 3: Adoption**

OPDC considers comments made and makes any necessary changes.

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

Diagram: Main stages of producing Supplementary Planning Documents

## **Community involvement in producing Supplementary Planning Documents**

### **Stage 1 – Preparation**

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

- As required by Government regulations, OPDC consults bodies listed in the relevant regulations as to whether the Supplementary Planning Document are likely to have significant environmental effects. This will assist in determining whether an environmental report should be produced to accompany the draft Supplementary Planning Document. The environmental report

addresses the requirements of the European Union Directive 2001/42/EC on the assessment of the effects of certain plans and programmes on the environment.

In addition, OPDC:

- Emails and writes to members of the Local Plan Consultation Database about opportunities to be involved in preparing the Supplementary Planning Document;
- Where appropriate, holds meetings, discussion events or drop-in events / exhibitions;
- Advertises in local press, uses the OPDC email newsletter and its social media sites to raise awareness.

### **Stage 2 – Consultation on draft Supplementary Planning Document**

Taking into account the results from the community involvement activities during the preparation stage, OPDC finalises and publishes the draft Supplementary Planning Document. At this stage, as required by Government regulations the OPDC:

- Makes the draft Supplementary Planning Document available on OPDC's website and at City Hall for representations to be made for a minimum period of six weeks.

In addition, OPDC:

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

## Feedback on community involvement

A consultation statement is published setting out:

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

## Stage 3 – Adoption

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

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

## Involvement in Community Infrastructure Levy (CIL)

The Community Infrastructure Levy (CIL) 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: Consultation on Draft charging schedule (DCS)

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

### Stage 3: Examination

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

### Stage 4: Adoption

OPDC adopts the Charging Schedule and prepares adoption statement.

Diagram: Main stages of developing a charging schedule for Community Infrastructure Levy

## **Stage 1 – Preparation of a preliminary draft charging schedule**

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

- As required by Government regulations OPDC consults bodies listed in the relevant regulations to invite them to make representations on the PDCS.

In addition, OPDC:

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

## **Stage 2 - Consultation on draft Charging Schedule**

Taking into account the results from the preliminary draft charging schedule consultation, OPDC finalises and publishes the draft Charging Schedule. At this stage, as required by Government regulations the OPDC:

- makes the draft Charging Schedule available on OPDC's website and at City Hall for representations to be made for a minimum period of six weeks.

In addition, OPDC:

- Emails and writes to members of the Local Plan Consultation Database seeking comments on the draft document;

- Advertises in local press, uses the OPDC email newsletter and its social media sites to raise awareness;
- Considers holding meetings, discussion events and drop-in events / exhibitions to discuss the draft and seek feedback.

## **Feedback on community involvement**

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

- who was consulted when preparing the Charging Schedule; a summary of the main issues raised by those persons; and how those issues have been addressed in the draft document.

## **Stage 3 - Examination**

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

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

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

## Stage 4 - Adoption

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

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

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

## Involvement in Neighbourhood Planning

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

Community involvement in the preparation of neighbourhood development plans is the responsibility of the neighbourhood planning forums producing the plan.

The Government's National Planning Practice Guidance expects forums to ensure the wider community is kept fully informed of what is being proposed and has opportunities to be involved in shaping the emerging plan. OPDC will continue to offer advice to forums on how effective involvement can take place and, where resources allow, provide assistance in carrying out the involvement.

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

### 1. Application to designate a neighbourhood planning area

OPDC publishes on its website the name and map of the proposed neighbourhood planning area, the name of the relevant body who applied for the designation and details about how to comment. It also notifies and seeks comment from members of the Consultation Database. Following this consultation OPDC publishes on its website the decision to either designate, alter the area or refuse the application (with reasons, if refusing).

### 2. Application to designate a neighbourhood planning forum

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

### 3. Submission of a neighbourhood development plan

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

#### 4. Decision on a neighbourhood development plan

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

OPDC then publishes the Examiner's report and decision statement on its website and makes it available to view at the designated locations within the neighbourhood planning area. Subject to the Examiner's recommendation, OPDC then proceeds to arrange a referendum within the neighbourhood planning area on the plan.

## 3. Involvement in planning applications

### Introduction

In line with national guidance, OPDC will strongly encourage applicants to involve local communities in the pre-application stages and once the application has been submitted. The diagram below outlines OPDC's recommendations. However, it is recognised that pre-application consultation and engagement is not a statutory requirement.

Main stages in the planning application process:

### **Before an application is submitted / Community involvement carried out by perspective planning applicant (the 'developer')**

1. Decide appropriate involvement – Developer considers approach to pre-application involvement. This should reflect the Statement of Community Involvement (SCI).

2. Involvement – developer carries out community involvement and engages with a range of stakeholders on whom the development will impact.

3. OPDC may consider it necessary to arrange a planning forum for significant development proposals at the pre-application stage. A planning forum enables local resident groups and other stakeholders to discuss proposals directly with the applicant and to make suggestions about how schemes could be improved.

4. Report on result of involvement – for major planning application, developer submits a Community Involvement Statement which reports on the involvement undertaken and how it has influenced the proposed scheme. For applications below major threshold, developers are strongly encouraged to submit a Community involvement Statement

5. Publicity and consultation – OPDC publishes planning application (e.g. website, site notice, letter to neighbours and statutory consultees, press advert) and seeks comments for a statutory period of 21 days.

6. Officer assessment – a planning officer will assess the application against development plan policies and all other relevant planning considerations including comments made

7. Decision –Development Management officer makes decision on whether to grant planning permission using authority delegated by OPDC Planning Committee. Larger scale and / or particularly sensitive or controversial applications will be decided by OPDC Planning Committee. For these applications the officer's report will recommend a decision to the Planning Committee. Officer's report and OPDC Planning Committee decision placed will be placed on OPDC's website

Appeals - A developer may appeal to the Planning Inspectorate against a refusal of planning permission. A Planning Inspector will decide whether to allow or dismiss the appeal. All comments made on the application are sent to the Planning Inspectorate. OPDC also notifies those parties consulted on the planning application about the appeal and of the opportunity to submit further comments to the Planning Inspectorate. The exception is appeals for householder and minor commercial development; for these the Planning Inspectorate will only consider comments made on the application.

The Government's National Planning Policy Framework emphasises the importance of planning applicants carrying out involvement on their emerging proposals. Paragraph 66 states:

'Applicants will be expected to work closely with those directly affected by their proposals to evolve designs that take account of the views of the community.

Proposals that can demonstrate this in developing the design of the new development should be looked on more favourably.'

The benefits of involvement are also made clear in the Government's National Planning Practice Guidance. It sets out how pre-application engagement improves the quality and likelihood of success of planning applications by:

- working with interested parties at an early stage to identify, understand and seek to resolve issues associated with a proposed development
- discussing the possible mitigation of the impact of a proposed development including any planning obligations and conditions

- identifying the information required to accompany an application, thus reducing the likelihood of delays in registering the submitted application

The recommended suggestions for effective and proportionate pre-application community involvement are set out in the following table.

Type of proposal	Recommended pre-application involvement
<b>Householder development</b> This is development within the curtilage of a house (or a single flat) requiring planning permission. For example, extensions, conservatories, loft conversions, dormer windows, outbuildings and fences.	Discuss proposal with neighbours and other nearby occupiers / owners of properties / land at earliest possible stage in developing the proposal. Consider using OPDC's pre-application advice service, particularly for proposals within Conservation Areas or affecting Listed Buildings.
<b>Minor development</b> This is defined as: Less than 10 homes, including the change of use to flats; Less than 1000 m <sup>2</sup> of non-residential floorspace.	Discuss proposal with neighbours and other nearby occupiers / owners of properties / land at earliest possible stage in developing the proposal. Where the proposal is likely to have significant impact due to the type and nature of the proposal and / or the sensitivity of the site or its surroundings, implement: the guidance for pre-application community involvement and ground rules within this SCI. Use OPDC's pre-application advice service.
<b>Major development</b> This is defined as: 10 or more homes, or on a site of at least 0.5 hectares; 1,000 m <sup>2</sup> or more of non-residential floorspace or on a site of at least 1 hectare; Waste development.	Discuss proposal with neighbours and other nearby occupiers / owners of properties / land at earliest possible stage in developing the proposal. Implement: the guidance for pre-application community involvement and the ground rules. Use OPDC's pre-application advice service.
<b>Other development</b> Examples include advertisements and telecommunications masts.	Discuss proposal with neighbours and other nearby occupiers / owners of properties / land at earliest possible stage in developing the proposal. Where the proposal is likely to have significant impact due to the type and nature of the proposal and / or the sensitivity of the site or its surroundings, implement: the guidelines for pre-application community involvement; and the ground rules. Consider using OPDC's pre-application advice service, particularly for proposals within Conservation Areas or affecting Listed Buildings.

## **Encouraging effective pre-application involvement**

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

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

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

Applicants for all major schemes will be encouraged to engage with the community before submitting a planning application. There are a number of ways in which OPDC will encourage 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 forum**

OPDC may consider it necessary to arrange a planning forum for significant development proposals at the pre-application stage. These could include representatives from local resident and amenity groups, and community network organisations, and ward councillors who are invited to participate in a round table discussion with the applicants, facilitated by a chair person who acts impartially. A planning forum enables local resident groups and others to discuss proposals directly with the applicant and to make suggestions about how schemes could be improved.

### **Involvement when an application is submitted**

#### Publicity and consultation by OPDC

OPDC wants to involve the community in decision making and will work with those organisations to help support and advise on how to consult for every planning application depending on the type and location of the application. Each application has an initial statutory 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 - where required, a site notice will be put up near the site
- Press Notices - where required a public notice will be placed in the local press

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

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.

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

### Making a decision on the application

Following the end of the consultation period, OPDC considers the comments received and makes a decision on the planning application having regard to development plan policies and all other relevant planning considerations. Some applications are decided by planning officers using authority delegated by OPDC Planning Committee. Larger scale and / or particularly sensitive or controversial development proposals will be decided by OPDC Planning Committee. This is a public meeting with the opportunity for members of the public to speak by prior arrangement.

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

Officers' reports and decision notices on whether to grant planning permission are placed on the OPDC website.

### Appeals

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.

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

The exact consultation methods appropriate to specific planning applications will depend on the complexity of the proposals.

## 4. Assessment and monitoring

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 requested via feedback forms or other methods which make it easy and quick for participants to give feedback

The SCI will be reviewed and regularly updated to reflect any changes required as identified through this monitoring as well as through any changes to national legislation. The first review date is proposed to be following the adoption of the Old Oak and Park Royal Local Plan. Where material changes are made, the SCI will be re-consulted.

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.

## 5. 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.

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**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.

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**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.

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**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.

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**Issues and Options:** produced during the initial stage of the preparation of Development Plan Documents.

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**Local development document:** the collective term for Development Plan Documents and Supplementary Planning.

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**Local Development Scheme:** sets out the programme for preparing Local Development Documents.

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**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.

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**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.

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**Neighbourhood Plan:** A Neighbourhood Plan is prepared by a designated Neighbourhood Forum (or parish or town council) for their Neighbourhood Area. It sets out the policies for development and use of land for all or part of the neighbourhood area. Neighbourhood plans are subject to examination and referendum, after which they are adopted as part of the Development Plan for the local area. As such, they must be in conformity with OPDC's Local Plan.

**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.\_

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**Planning Inspectorate:** is a government body whose main work involves processing planning and enforcement appeals and holding examination in public on local plans

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**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/>).

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**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.

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**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.

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**The Regulations:** Town and Country Planning (Local Planning) (England) Regulations 2012.

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**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.

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**Sustainability Appraisal:** tool for appraising policies to ensure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in the Act to be undertaken for all Local Plan documents. This can be included within an integrated impact assessment.

