



# Medway Local Development Framework



## Statement of Community Involvement

January 2012



## Summary

This document is a new revised version of the Statement of Community Involvement or SCI for Medway. It sets out how the Council will involve local people in planning and development issues affecting Medway.

The Council adopted its original SCI in 2006. Since then there have been further changes to the development planning system and consultation bodies have come and gone. For these reasons it is appropriate to update and refresh it now.

It includes a short description of the development planning system and Medway Council's role. However most of the document describes the methods the Council will use to engage with the public and other stakeholders and it lists the main organisations that have expressed an interest in being involved.

## Getting involved:

There are a number of ways in which you can give us your views, check progress on the preparation of this and other LDF Documents and get involved in planning and development issues:

- **Telephone:** 01634 331629 (Office hours are 9 a.m. – 5 p.m. Monday to Thursday and 9 a.m. – 4.30 p.m. Friday)
- **Email:** [ldf@medway.gov.uk](mailto:ldf@medway.gov.uk)
- **Post:** Development Policy and Engagement Team, Regeneration, Community and Culture, Medway Council, Gun Wharf, Dock Road, Chatham, Kent ME4 4TR
- **Website:** <http://www.medway.gov.uk/ldf> . This is our front page and you will find numerous links to published documents, our Limehouse system etc.
- **Limehouse:** This is an online consultation system and we would strongly encourage you to “register” as a user. If you do you will receive email alerts when new consultations are underway, you can submit your views in a structured way and see our responses to all representations we receive. To register please go to: <http://medway-consult.limehouse.co.uk/>

## Further Advice

If you would like any further advice on this document or the planning system in Medway the Development Policy & Engagement Team will always be pleased to help. The contact details are as above.

If you would like more general and independent advice the Planning Aid service is available.

*Planning Aid South East*

## Planning advice

The planning system is often seen as complex and difficult to navigate. Planning Aid are able to explain the complexities of it and help you get involved, whether it is by explaining how to comment on a planning application or a national policy statement. If you would like advice or information on any aspect of the planning system call their Planning Advisor.

### **Planning Advisor**

**Tel:** 0870 850 9806

**email:** [secw@planningaid.rtpi.org.uk](mailto:secw@planningaid.rtpi.org.uk)

**email:** [secw1@planningaid.rtpi.org.uk](mailto:secw1@planningaid.rtpi.org.uk)

## Community Planning

Planning Aid also provides training, workshops and seminars for community groups, schools and voluntary groups who would like to learn more about the planning system. If you would like to get more involved in the planning of your area then Planning Aid, through its programme of community involvement in planning and regeneration, can help. Please contact their Community Planners for more information.

### **Community Planners**

**Tel:** 01634 831167 **email:** [secp@planningaid.rtpi.org.uk](mailto:secp@planningaid.rtpi.org.uk)

**email:** [secp1@planningaid.rtpi.org.uk](mailto:secp1@planningaid.rtpi.org.uk)

Specific people in the Development Policy and Engagement Team that you might find it useful to talk to are listed below. Please phone 01634 33\*\*\*\* followed by the relevant extension number:

|              |          |
|--------------|----------|
| Paul Cronk   | ext 8146 |
| Morgan Slade | ext 1028 |
| Bryan Geake  | ext 1025 |



Email [ldf@medway.gov.uk](mailto:ldf@medway.gov.uk)

or visit our website at [www.medway.gov.uk/ldf](http://www.medway.gov.uk/ldf)



Minicom (01634) 333111

This information is available in other formats from (01634) 331629

If you have any questions about this leaflet and you want to speak to someone in your own language please ring (01634) 331629

এই লিফলেট সম্পর্কে আপনার যদি কোন প্রশ্ন থাকে এবং এ ব্যাপারে আপনার নিজের ভাষায় কারো সাথে আলাপ করতে চান, তাহলে দয়া করে এই নম্বরে টেলিফোন করুন: **331780 (Bengali)**

如果你對這本小冊的內容有任何疑問，且想與會說你的語言的某人談話，請打這個電話號碼 **331781 (Chinese)**

જો તમને આ પત્રિકા વિશે કોઈ પ્રશ્નો હોય અને તમે તમારી માતૃભાષામાં કોઈની સાથે વાત કરવા માગતા હો તો કૃપા કરીને આ નંબર ઉપર ફોન કરો **331782 (Gujarati)**

यदि आपने इस लीफलेट के बारे में कुछ पूछना है और उस व्यक्ति के साथ आप अपनी भाषा में बात करना चाहते हैं, तो कृपया निम्नलिखित नंबर पर टैलीफोन करने करें: **331783 (Hindi)**

ਜੇ ਤੁਸੀਂ ਇਸ ਲੀਫਲੈਟ ਦੇ ਬਾਰੇ ਕੁੱਝ ਪੁੱਛਣਾ ਚਾਹੁੰਦੇ ਹੋਵੋ ਅਤੇ ਤੁਸੀਂ ਉਸ ਵਿਅਕਤੀ ਦੇ ਨਾਲ ਆਪਣੀ ਬੋਲੀ ਵਿੱਚ ਗੱਲ ਕਰਨੀ ਚਾਹੁੰਦੇ ਤੋ, ਤਾਂ ਕਿ੍ਪਾ ਕਰਕੇ ਅੱਗੇ ਲਿਖੇ ਨੰਬਰ ਤੇ ਟੈਲੀਫੋਨ ਕਰੋ: **331784 (Punjabi)**

اگر آپ اس کتابچے کے بارے میں کوئی سوال پوچھنا چاہتے ہیں اور آپ کسی فرد سے اپنی زبان میں بات کرنے کے خواہشمند ہیں تو براہ مہربانی اس نمبر پر فون کیجئے۔ **331785 (Urdu)**

Elinizdeki bu yazılı duyuru ile ilgili herhangi bir sorunuz varsa ve dilinizi bilen birisi ile konuşmak istiyorsanız, lütfen 331786 numaraya telefon edin. **331786 (Turkish)**

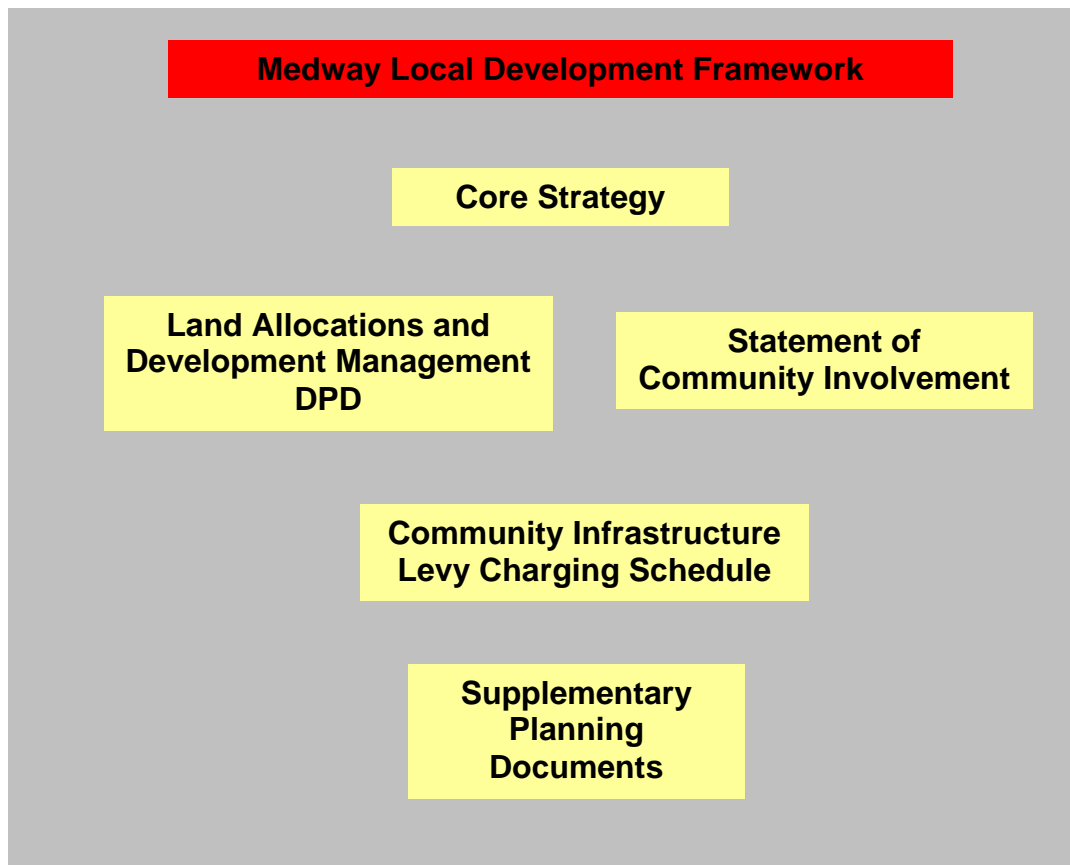
# 1. Introduction

## The new planning system

- 1.1 The Planning and Compulsory Purchase Act 2004 replaced a system of Structure and Local Plans with Regional Spatial Strategies (RSS) and Local Development Frameworks (LDF). Some further changes were made in the Planning Act 2008.
- 1.2 Further changes were also announced when the Coalition Government was elected in 2010. These are focussed on the Localism Bill that is currently going through Parliament. Perhaps the most significant change being proposed is the abolition of regional spatial strategies. In the case of Medway this is known as the South East Plan. Pending its abolition Medway's local development framework or LDF has to be in 'conformity' with that plan.
- 1.3 The Government is also moving to rename local development frameworks 'local plans'. This is potentially confusing as some old style local plans dating from before 2004 are still in place. Such changes make preparing Medway's local development frameworks difficult but the Council considers it important to make progress and as quickly as is prudent.
- 1.4 The current system is described in a Government publication Planning Policy Statement 12: 'Local Spatial Planning' (PPS12): (<http://www.communities.gov.uk/planningandbuilding/planningsystem/planningpolicy/planningpolicystatements/pps12/>). The following website also contains useful information about the current system and emerging changes: <http://www.planningportal.gov.uk/planning/planningsystem/localplans>
- 1.5 PPS12 contains the following:

*"The Local Development Framework is the collection of local development documents produced by the local planning authority which collectively delivers the spatial planning strategy for its area. The Core Strategy is the key plan within the Local Development Framework."*

*"The planning system has been substantially reformed to embed community responsive policy-making at its heart and to make contributing to the achievement of sustainable development a statutory objective. The new spatial planning system exists to deliver positive social, economic and environmental outcomes, and requires planners to collaborate actively with the wide range of stakeholders and agencies that help to shape local areas and deliver local services."* (paras 1.4 and 1.5)
- 1.6 This stresses the importance of community involvement in the plan-making process and hence the role of this document – the Statement of Community Involvement.
- 1.7 It forms part of Medway's LDF as illustrated on the diagram below.



## **2. Aims and objectives of the SCI**

- 2.1 The aim of the process of community involvement is to produce consensus, as far as possible, on the form and content of the local development documents which Medway Council is preparing. Where this is successful, it will help to achieve broad support from local communities and minimise the need for lengthy public examinations.
- 2.2 Sometimes the Council has to make difficult choices as to what policies or proposals should be in the LDF. For example these must conform with national policies. In these cases it may not always be possible to achieve consensus but it is important that local people understand the reasons for decisions reached and have every opportunity to express their views. To achieve this there should be meaningful involvement by all of those with an interest in the future of the area throughout the preparation of all local development documents.
- 2.3 The process by which we aim to achieve this is set out below.
- 2.4 The SCI covers Medway Council's policy for involving the community not only in the preparation, alteration and revision of local development documents but also key planning applications. It aims to be a clear public statement that enables the community to know when and how it will be involved. The Government has set minimum requirements for public involvement, with which local planning authorities must comply. The SCI shows how these requirements will be met and exceeded.
- 2.5 Medway Council's standard is to seek participation from as wide a section of the community as possible that work, live and use the Medway area. It also aims to

use the results of that participation in a positive way to shape the future for Medway.

- 2.6 The Council considers this to be a 'living' document and it will further amend it when required. Importantly it will always look to devise new methods to positively engage with the public and to learn from them. As such the standards and approaches set out below are intended to set a minimum standard that will be frequently exceeded.
- 2.7 The Council consults the public on many issues, not just planning ones. As a result there is sometimes a danger of consultation 'fatigue' or 'overload'. To overcome this consultation exercises will be co-ordinated where this is practicable and results shared so that work across the Councils is informed.
- 2.8 Medway has a wide range of community and voluntary groups operating in the area. It has been estimated that including all the small community groups, there are well over 500 organisations. These range from very large, professionally staffed organisations to small community based groups. Very often these groups are established to address particular needs such as those of disabled children, older people and so on.
- 2.9 A particular challenge is to engage effectively with what are termed 'hard to reach' groups and sections of the community with specific needs but no organised groups to represent them. The approaches detailed below reflect this.
- 2.10 Transparency is crucial to community engagement and an important element of this is ensuring that the public can access relevant information, reports and research. The ability to do this has been transformed by the growth of the worldwide web and for this reason the Council will continue to invest in its website and ensure that all planning documents, including all those relating to the LDF, are accessible.

### **3. Medway's Approach to community Involvement**

#### *Bodies to be consulted*

- 3.1 The Council is required to meet a minimum level of public involvement under the Town and Country Planning (Local Development) (England) Regulations 2004 (as amended). The Regulations specify that the following bodies must be consulted if the Council considers that body will be affected by what is to be covered in a development plan document.
  - Adjoining local planning authorities
  - Environment Agency
  - Natural England
  - English Heritage
  - Secretary of State for Transport
  - Relevant telecommunications companies
  - Primary Care Trust
  - Highways Agency
  - Relevant electricity and gas companies
  - Relevant sewerage and water undertakers
- 3.2 At appendix A is a list of bodies, some of which the Council is required to consult, plus other bodies which it may consult should it be thought necessary to do so.



This list is not exhaustive. The Council may also consult with the following bodies in relation to the LDF and SCI:

- Voluntary bodies, some or all of whose activities benefit the whole or part of the authority's area;
- Bodies representing the interests of:
  - Different racial, ethnic or national bodies in the area;
  - Different religious groups in the area;
  - People with disabilities in the area;
  - Persons carrying on business in the area.

3.3 The Council has identified that there are a number of key issues for the community and voluntary sector in gaining effective community involvement. Many of these issues relate to groups who may find it difficult making their views known, such as:

- People on low incomes
- The unemployed
- Lone parents
- Homeless people
- Older people
- People with disabilities
- People wanting to improve their basic skills
- People with English as a second language
- People with illnesses or addictions.

3.4 One of the aims of the SCI is to ensure that all sections of the public, including local groups and organisations, are actively involved throughout the plan making process. The Council considers that a framework of different methods should be used to contact different sections of the community in Medway. In this way the LDF in general can be developed in an inclusive way.

#### *Dissemination, Participation and Response*

3.5 There are three key elements, which are considered fundamental to involving the public in the plan making process.

3.6 *Dissemination* of Information. The following methods may be used:

- Statutory notices in the local press
- Making all documents available on the web site
- Deposit of documents in Council Offices
- Staffed exhibitions in locations throughout the Medway Area. These will usually be in village or community halls, church halls, schools or other public buildings according to availability
- Press releases containing sufficient information for an article to appear in the local press. The actual appearance of an article will depend upon the editor
- Articles in Medway Matters the Council's newspaper and in the Council's monthly e-mailed newsletter.
- Send notification and documentation to individuals and bodies as necessary.
- Making available large print versions of documents, Braille and different languages if requested. A system is in place that can cope with requests from people who don't have English as a first Language (EFL)

- Specifically identify and communicate with ethnic minorities and disability groups
- Use of site notices for site-specific issues
- Using social network sites in order to publicise events and consultation documents.

3.7 *Participation* or continuous Community Involvement. This will be achieved through the use of the following methods:

- Discussions with the Local Strategic Partnership
- Programme of public meetings, round tables or forums on large or controversial sites or issues
- Discussions and correspondence with developers and other interested parties seeking to promote or object to specific development or specific policies
- Workshops to provide an early input into the formulation of proposals for a specific site or area. The Council has already used these workshops as methods of public participation
- The Local Development Framework Advisory Group that has been established by the Council. This consists of officers and Councillors. It has responsibility for overseeing the progress of the LDF. Necessary decisions, which need to be made throughout the LDF process, will be the subject of resolutions by the Cabinet and Council after consideration by the Advisory Group.

3.8 *Responses*. The main methods of considering responses will be:

- All representations will be considered by the council and reasons given for accepting or rejecting them
- When considering representations, they will be measured against national and locally adopted guidance and other local circumstances
- A report on council responses to objections and representations and recommended amendments to documents will be published
- Revised documents will be published and further opportunities for consultation and participation will be made available in accordance with the regulations.

3.9 Different documents may require a combination of these consultation methods.

#### *Other Methods*

3.10 At each stage where community involvement is required stakeholders should be asked whether or not they felt that they had been fully involved and how they think the process could be improved. Where appropriate, new approaches will be implemented at the end of each consultation stage. In this way the community will have a significant input into developing a community consultation process that suits them and which adapts to changing needs.

3.11 This SCI will be widely distributed and other methods that the Council may use to involve the community are:

- *Opinion poll* carried out annually consisting of 1100 people in a face-to-face survey to see how people in general feel about certain issues. This is run by an agency that has experience of this method. It is run with a particular key issue in mind. The poll is usually run around September/October time

- *Citizen Panel* involving a panel of 1500 who are representative in age gender and area etc. and every year a third is replaced by new individuals. They are held 4-5 times a year and consider key issues such as the Community plan. The survey is usually in the form of a questionnaire that goes out to individuals
- *Corporate Focus groups* where hard to reach groups such as Ethnic Minorities, Age groups, Disability groups, Young peoples groups, Lesbian, Gay and Transsexual groups and the Youth Parliament can participate. Agents are used to find individuals to participate and the venues are held in local halls. A discussion paper is produced and a 1-2 hour discussion takes place. The whole of the meeting is transcribed and the discussions analysed. Feedback is given via Medway Matters or some other forum
- *Online Consultation* using our Limehouse electronic consultation system. Registered users receive e-mail alerts when new consultations are about to commence. Views can be submitted in a structured way and all responses viewed.

#### *Specific Groups*

- 3.12 The needs of the working population can be catered for by creating involvement opportunities outside normal working hours but there are a number of other groups within Medway, highlighted below, which the Council would like to be more involved in the planning process.

#### Young People

- 3.13 Young people represent both the present and the future of Medway, although it has sometimes been difficult to involve them in a way that is meaningful to them. Working with youth groups has strengthened there relationships in recent years and enabled many young people to contribute their views - for instance to the preparation of the Sustainable Community Strategy - on issues such as leisure, transport and nightlife. The Youth Parliament meets on a regular basis and is made up of 13-18 year olds. In partnership with a number of local organisations, the Council hosts an annual youth Parliament conference. 'MiX it Online' is a web page dedicated to the youth of Medway and is planned by a group of young people. It is a site where young people are encouraged to raise their views.

#### Older People

- 3.14 Senior organisations working with the Council and others have enabled many older people to contribute their views, for instance on issues such as practical assistance, fear of crime, and transport.

#### Equalities Working Group

- 3.15 The Council established a Race Equality Review Working Group in July 2008 to review the actions taken in response to the Race Equality Review and comment on further actions needed. The terms of references of the Working Group were extended to involve the Black Workers Forum, the Disabled Workers Forum and other equalities groups as appropriate on a regular basis. The name of the Working Group has been changed to the Equalities Working Group to reflect its inclusive remit. This is the group where wider equalities matters are raised and co-ordinated.

- 3.16 The Council has established a consultation database where all the consultation carried out by the council goes onto one database. Results of consultation are available to all Council departments and duplication of survey work is avoided where possible. In this sense a corporate approach to public participation on the LDF can be achieved. If you would like to join the LDF consultation database please contact us using one of the methods identified at the front and back of this document. Similarly, please let us know if you are already on the LDF consultation database and want to either amend or remove your contact details”.
- 3.17 The advantages are that additional resources can be accessed at a corporate level and used where appropriate timetables can be met, and resources will not be wasted by duplication of survey work.
- 3.18 In addition, all relevant LDF documents are published on the Council’s web-site, and people have the opportunity to make representations both in writing and by e-mail. The Council will also use the Local Strategic Partnership (LSP) as a forum to consult the wider community, for raising issues and making representations, where appropriate.

#### **4. Resources & Management**

- 4,1 The overall responsibility for the preparation of the Local Development Framework lies with the Planning Policy and Design Manager on behalf of the Assistant Director. The team responsible for the production of the LDF is the Development Plans and Research team under the supervision of the Development Plans and Research Manager. Also contributing to the work, at key stages, are the Design and Conservation team, the Integrated Transport team, and the Development Management team. Some elements of work will be resourced by the use of external consultants. The use of consultants on specific projects is required where there is a lack of expertise or capacity in house. Based on the division’s current service planning, sufficient staff and budgetary resources are in place to ensure delivery of the LDF and these resources can be managed in such a way as to deal with most unforeseen circumstances and peaks in workload required to meet the timetable.

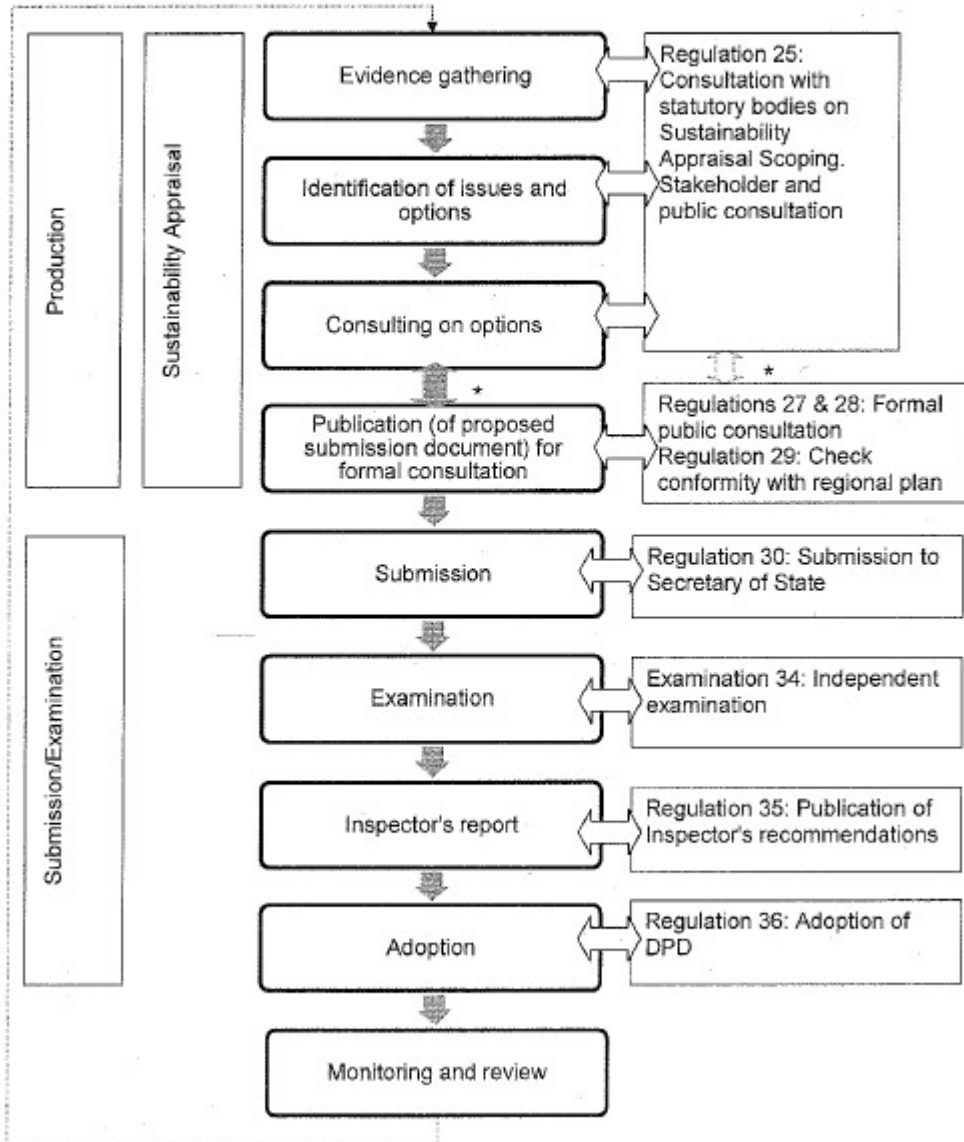
#### **5. Public Participation During the Main Stages of Preparing the LDF**

- 5.1 The process for the preparation and adoption of development plan documents is illustrated below and essentially involves four stages.

## The Development Plan Document Process

### Development Plan Document Preparation Process

Note: The regulations referred to are the Town and Country Planning (Local Development) (England) Regulations 2004 as amended 2008 & 2009.



- 5.2 **The Pre-production and survey** stage includes the preparation of the LDS, which describes the various documents to be produced, the timetable for their preparation and adoption and the resources needed to prepare them. In each case the Council has to collect the necessary data to develop a robust evidence base for the plan and provide the baseline for the Sustainability Appraisal process. This is usually referred to as the SA/SEA.
- 5.3 There are benefits in involving the community at this stage to begin informal discussions around key issues. These are carried out with the Local Strategic Partnership and others as necessary and appropriate. The Partnership is made up of almost 200 partner organisations, representing a wide cross section of the

community. The participation of the Partnership at both a formal and informal level will be carried through all stages of the LDF process.

- 5.4 **The Production stage** involves developing with stakeholders and the community, the vision, objectives and spatial options for the plan. These need to be developed through public consultation and participation. There are three categories of documents involved at this stage, the SCI, Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).
- 5.5 Methods of engagement to be used for each of these categories are described below.

#### Statement of Community Involvement

- 5.6 This revised SCI has been subjected to full public participation. It was publicised by a notice in the press, published on the council's web site and placed on deposit in the Council's offices (See fig 2) Notification of the public consultation, together with a weblink to all relevant documentation, was sent to the bodies identified in Appendix A.
- 5.7 All views on the draft of the SCI have been considered and the document amended where necessary. The Council has published its reasons for accepting or rejecting the points raised. This revised SCI does not need to be examined nor submitted to the Secretary of State. It has been adopted by the Council and placed on the Councils web site and in Council Offices and Libraries.

| <b>SCI Consultation Methods</b>  |                    |          |
|--|--------------------|----------|
|  | Consultation stage | Adoption |
| <b><u>Dissemination of information.</u></b>  |                    |          |
| Statutory notice in Press  | ✓                  | ✓        |
| All documents available on the web site.   | ✓                  | ✓        |
| Deposit of documents in Council offices and Libraries  | ✓                  | ✓        |
| Staffed exhibitions in locations throughout the Medway Area.   | ✓                  |          |
| Press releases   | ✓                  | ✓        |
| Articles in Medway Matters   |                    |          |
| Send notification and web link to documents to individuals and bodies as necessary   | ✓                  | ✓        |
| Making available on request for large print version of documents, Braille and in different languages.  | ✓                  | ✓        |
| Specifically identify and communicate with BME and disabled groups.  | ✓                  | ✓        |
| <b><u>Participation - Continuous Community Involvement</u></b>   |                    |          |
| Discussions with LSP   |                    |          |
| Programme of public meetings, round table or forums on large or controversial sites or issues.   |                    |          |
| Discussions and correspondence with developers and other interested parties seeking to promote or object to specific development or specific policies. | ✓                  |          |
| Workshops with interested groups and stakeholders.   |                    |          |
| Discussion with LDF Advisory Group   | ✓                  |          |

#### Development Plan Documents (DPD)

- 5.8 Written notification of draft documents will be sent directly to the bodies identified in Appendix A and published on the Councils web-site. The methods for Public participation are contained in the table below. All views received will be considered and if appropriate, subsequent drafts will reflect upon and take on board the comments and issues raised. The Council will publish its reasons for accepting or rejecting points made.
- 5.9 All will be subject to full public participation. They will be publicised by a notice in the press, published on the Council's website and placed on deposit in Council offices.
- 5.10 Medway Council will make representations about site allocations available for inspections at public libraries and at council offices. It will publish such representations on its website and advertise them in a local newspaper stating that the representations are available for inspection and the places and times at which they can be inspected. Copies of all representations will be sent to the Secretary of State before the independent examination takes place.

5.11 Following each stage of public consultation, all views will be taken into account in the preparation of subsequent versions of the Development Plan Document being prepared. The Council will publish a summary of responses and the reasons for accepting or rejecting the points raised at the end of each public consultation.

| <b>Development Plan Documents (DPDs)</b>   |               |                    |                     |      |       |
|--|---------------|--------------------|---------------------|------|-------|
|  | Options Stage | Preferred Strategy | Proposed Submission | Exam | Adopt |
| <b><u>Dissemination of information.</u></b>  |               |                    |                     |      |       |
| Statutory notice in Press  | ✓             | ✓                  | ✓                   | ✓    | ✓     |
| All documents available on web.  | ✓             | ✓                  | ✓                   | ✓    | ✓     |
| Deposit of documents in Council offices and Libraries  | ✓             | ✓                  | ✓                   |      | ✓     |
| Staffed exhibitions in locations throughout the Medway Area.   | ✓             | ✓                  |                     |      |       |
| Press releases   | ✓             | ✓                  | ✓                   |      |       |
| Articles in Medway Matters   |               |                    |                     |      |       |
| Send notification and documents to individuals and bodies as necessary   | ✓             | ✓                  | ✓                   | ✓    | ✓     |
| Making available on request for large print version of documents, Braille and in different languages.  | ✓             | ✓                  | ✓                   | ✓    | ✓     |
| Specifically identify and communicate with BME and disabled groups.  | ✓             | ✓                  | ✓                   |      |       |
| <b><u>Participation - Continuous Community Involvement</u></b>   |               |                    |                     |      |       |
| Discussions with LSP   | ✓             | ✓                  |                     |      |       |
| Programme of public meetings, round table or forums on large or controversial sites or issues.   | ✓             | ✓                  |                     |      |       |
| Discussions and correspondence with developers and other interested parties seeking to promote or object to specific development or specific policies. |               | ✓                  |                     |      |       |
| Workshops with interested groups and stakeholders.   | ✓             | ✓                  |                     |      |       |
| Discussion with LDF Advisory Group including officers and members.   | ✓             | ✓                  |                     |      |       |

#### Supplementary Planning Documents (SPD)

5.12 SPDs are not a statutory requirement and it is a matter for each local planning authority to decide whether to prepare them. Consequently, they do not need to



follow the full procedure set out for other parts of the LDF. Only one period of public participation is required and they are not subject to an independent examination before being adopted.

- 5.13 Forthcoming SPDs may justify the targeting of specific groups depending on what topic and location the SPD is intended to cover. It is difficult to set out the key organisations that may be contacted in advance. However, in a recent consultation event for Lodge Hill a number of key stakeholders and organisations were contacted by the developer. A list of these groups can be found in Appendix B.

| <b>Supplementary Plan Documents (SPDs)</b>  |   |
|---|---|
| <b>A) Dissemination of Information</b>  |   |
| A1. Statutory notices in the local press.   | ✓ |
| A2. Making all documents available on the website.  | ✓ |
| A3. Deposit all documents in Council Offices  | ✓ |
| A4. Staffed exhibitions in locations throughout the Medway Area. These will usually be in village or community halls, church halls, schools or other public buildings according to availability.  |   |
| A5. Press releases containing sufficient information for an article to appear in the local press. The actual or other public buildings according to availability.   | ✓ |
| A6. Articles in Medway Matters the Councils newspaper, which is circulated free to all local households every 6 weeks.  |   |
| A7. Send notification and documentation to individuals and bodies as necessary.   | ✓ |
| A8. Making available large print version of documents, Braille and different languages if requested: a system is in place that can cope with requests from people who don't have English as a first language (EFL)  |   |
| A9. Specifically identify and communicate with ethnic minorities and disability groups.   |   |
| A10. Use of site notices for site-specific issues.  | ✓ |
| <b>B) Participation- Continuous Community Involvement.</b>  |   |
| B1. Discussions with Local Strategic Partnership.   | ✓ |
| B2. Programme of public meetings, roundtables or forums on large or controversial sites or issues.  | ✓ |
| B3. Discussions and correspondence with developers and other interested parties seeking to promote or object to specific development or specific policies.  | ✓ |
| B4. Workshops involving schools and other interested parties to provide an early input into the formulation of proposals for a specific site or action area. The Council has already used these workshops as methods of public participation.   | ✓ |
| B5. The LDF Advisory Group has been established which consists of Councillors and officers. It has responsibility for overseeing the progress of the LDF. Necessary decisions which need to be made throughout the LDF process will be the subject of resolutions by the Cabinet and Council after consideration by the LDF Advisory Group. | ✓ |

- 5.14 **The Examination** is an assessment of the soundness of the DPD in terms of its content and whether the correct processes and procedures have been followed.
- 5.15 If representations were made at the publication stage, a statement setting out the number of representations received and a summary of them will be submitted with the document to the Secretary of State.
- 5.16 An independent planning Inspector holds a Public Examination into the "soundness" of the document. The Inspector will determine the procedure for the examination and those who have made representations may be invited, by the Inspector, to participate in the Examination. Afterwards the Inspector will prepare a report setting out recommended changes the Council should make to the Development Plan Document before adopting it.
- 5.17 The examination and Inspector's Report will be the subject of publicity and notification.
- 5.18 **Adoption** and entry of a DPD into the LDF will follow receipt of the Inspector's report. The adoption of these documents and of a SPD will be the subject of publicity and notification.
- 5.19 Monitoring will be carried out annually of the progress against the timetable in the LDS, the effectiveness of LDF policies, the rate of housing provision, and the need for changes to the SCI. This is done through the Annual monitoring report which is published and formally reported to the Council.
- 5.20 A copy of the most up to date Local Development Scheme that shows the programme and timetable for the preparation of Medway's Local Development Framework can be found at:  
<http://www.medway.gov.uk/pdf/Medway%20local%20development%20scheme.pdf>

## **6. Consultations on key planning applications**

- 6.1 Pre-applications discussions are particularly important for key planning applications. Some applications will be of such importance that the Secretary of State (SoS) will designate them as a major infrastructure project. They will be subject to an inquiry process. However they are very few in number.
- 6.2 The Government also intends to make pre-application consultation with local communities a statutory requirement. When this is brought in it may supersede this part of the SCI. Notwithstanding this, the Council advocates this approach utilising a tiered approach originally advocated in guidance issued some years ago.

### **Tiered Approach**

- 6.3 The tiered approach relates to the setting and use of indicative thresholds for determining which applications are to be subject to different types of community involvement and the level of community involvement required at each stage of the planning process. The level of consultation that will be undertaken for the various types of planning application will vary accordingly. The tiered approach sets out an indicative framework for those planning applications, which should be subject to wider community involvement.
- 6.4 In summary, these 'tiers' are as described below.

### *Tier Level 1*

- 6.5 Major planning applications classified as tier 1 may be expected to allow the widest level of community involvement. The following types of applications are likely to be considered tier 1:
- Major Development Plan Departures - those that are seen to depart from the Development Plan
  - Schedule 1 developments – those schemes where an Environmental Impact Assessment is always required as they are likely to have significant effects on the environment
  - Applications that include the provision of gross shopping floor areas of 20,000 square metres or greater; or gross shopping floor space of not less than 2,500 square metres, which will exceed 20,000 square metres.

### *Tier Level 2*

- 6.6 Those major applications referred to as tier 2 are likely to be subject to wider community involvement except where the council can reasonably justify why, for a particular application, the approach to wider community involvement can be waived. These may include the following:
- Schedule 2 developments – those applications where an Environmental Impact Assessment may be required as they are likely to have an effect on the environment by virtue of factors such as their nature, size or location
  - Development proposals that relate to a site of 5 hectares or more of Greenfield land, or comprise 150 dwellings or more regardless of the size of the site
  - Development proposed on playing fields as set out in the Town and Country Planning (Consultation) (England) Direction 2009 – any proposal for development of any playing field owned by the Council or used by an educational institution

### **Tier Level 3**

- 6.7 Tier 3 major applications are likely to be determined on a 'site-by-site' basis at a local level:
- Applications of a local significance such as those which: fall marginally below the thresholds identified under Tiers 1 and 2
  - Applications that fall within sites that are 'sensitive' to development pressures – development adjoining a listed building; substantial demolition in a Conservation Area; loss of allotment land; loss of employment land for housing; and development on windfall sites
  - Other applications – to encompass lower thresholds for non-conforming uses and other types of specific development. For example, small employment/business development within residential areas, change of use of A1 retail uses to other 'non-retail' uses in neighbourhood centres and telecommunication development in 'sensitive' areas
  - Applications that will have transport implications and will require a Transport Assessment to accompany the submitted planning application.

### Consultation approach to the three tiers

| <b>Approach</b>  | Tier 1: Applications where there are considerable issues of scale and controversy or contrary to or out of line with Development Plan (LDF or Area Action Plan) policy (as defined by Regulation 3 (a)-(c) in Annex 1 of circular 07/99 | Tier 2: Applications broadly in accordance with Development Plan BUT raising controversial issue or detail and 'other' Departures not covered by Regulation 3 (a)-(c) in Annex 1 of circular 07/99 | Tier 3: Applications of a scale or development area for which a LPA requires wider community involvement; applications that fall within sites that are 'sensitive' to development pressures and allocated sites that may not have generated significant objection through the local plan process |
|--|---|--|--|
| Public Meetings  | ✓   |  |  |
| Public Exhibition  | ✓   | ✓  |  |
| Surgeries  | ✓   | ✓  |  |
| Development Briefs   | ✓   |  |  |
| Workshops  | ✓   |  |  |
| Enquiry by Design and/ or Planning for real  | ✓   | ✓  |  |
| Citizen Panels   | ✓   | ✓  | ✓  |
| Consultation Panel   | ✓   |  |  |
| Parish Councils  | ✓   | ✓  | ✓  |
| Media  | ✓   |  | ✓  |
| Website  | ✓   | ✓  | ✓  |
| Local architectural or Design Panel  | ✓   | ✓  | ✓  |
| Planning Aid   | ✓   | ✓  |  |
| <u>Specialist community engagement with groups or organisations with expert technical and/or local knowledge</u> | ✓   | ✓  | ✓  |

6.8 Given the range and types of available consultation approaches, the table above provides an indication of the methods for community engagement that may be appropriate for each 'tier' of application. For example, it is expected that 'Tier 1' applications will, by their very nature and 'significance', call for a higher level of community engagement when compared to an application which may fall in 'Tier 3'. Therefore the 'ticks' in the boxes in figure 5 are merely illustrative as to the means of consultation and should not be interpreted as being prescriptive.

### Protocol

6.9 Medway Council intends to follow a specific protocol that will enable developers to provide a good level of pre-application community involvement in their major proposals. The protocol involves two main stages:

- The Pre-application stage; and
- The formal planning application stage.

Pre-application stage – Meetings with developers to discuss the protocol

- 6.10 On a site specific basis developers will be asked to produce a method statement which details how they will consult with the local community in advance of a formal planning application being made. This must detail how they are to reach local groups and a wide cross section of the local community who will be affected by the development. Where appropriate, developers are advised to make contact with specialist groups and organisations with expert technical and/or local knowledge. The document will detail the methods the developer will use. For example, workshops with community groups, questionnaires, 1 to 1 meetings and wider consultations. It must allow for a wide debate within the community and have realistic aspirations. The Developer can involve a third party to undertake this consultation work on their behalf. Before a formal planning application is submitted the developer will be strongly encouraged to submit a fully detailed report to Medway Council confirming the consultation methods used, the results of the consultation and how the developers intend to take these views into account when submitting a formal planning application. The results of any such consultation will be publicly reported and taken into account in decisions made by the Council.
- 6.11 Some pre-application 'basic' measures for major applications are recommended at appendix C. It is considered that this approach should be adopted and developers are expected to apply all 10 methods of community involvement as set out.
- 6.12 It may be that applications are unlikely to fall into the 'nationally significant infrastructure' category as defined within the Planning Act. However, developer's attention is drawn to the requirements of Part 5 of the Planning Act 2008 (Duty to consult local community) that requires the applicant to produce a consultation report, and for this report to accompany the application. The report must include details of any relevant responses received by the applicant. These requirements are placed upon promoters and are recommended as best practice within this SCI for major applications that fall under the nationally significant threshold.

Formal planning application - check how the pre-application consultations feeds into the application process

- 6.13 The planning process generates a wide-ranging requirement for consultations in connection with the various types of planning applications that are received. The responsibility for publicising applications normally falls with the Local Planning Authority (LPA). General guidance on publicising planning applications is set out in Circular 15/92 and more recently the Town and Country Planning (Development Management Procedure) (England) Order 2010 (DMPO). These give practical advice on when to use the three types of publicity currently in use i.e. neighbour notification, site and press notice. In most circumstances representations about planning applications are restricted to a period of 21 days from notification. However, such bodies as Natural England will be allowed a longer period of time to comment on applications where this is prescribed by legislation.
- 6.14 It is a requirement for all major planning applications to mount a site display on or near the land for at least 21 days before determining the application, publish a local advertisement in The Press and to serve notice on any adjoining owner/occupier.<sup>1</sup>
- 6.15 Within the Council area there are a number of key Brownfield development sites. Working with our European partners on a project called REVIT<sup>2</sup> and covering

<sup>1</sup> Town and Country (General Development Procedure) Order 1995.Article 8

<sup>2</sup> [www.revit-nweurope.org](http://www.revit-nweurope.org).

cities in Germany, Holland, France and Wales a tool kit<sup>3</sup> has been developed setting out best practice in community participation and involvement. It uses case studies as a basis for the tool kit. The tool kit is endorsed by this SCI and the methods it describes should be used where appropriate.

- 6.16 The Council recognises that all new development will need access to essential service provision and therefore providers will be consulted on major applications, where appropriate.

## **7. Other Matters**

### **Role of Planning Performance Agreements**

- 7.1 Planning Performance Agreements (PPAs) were formally introduced into the planning system in 2008 and are about improving the quality of planning applications and the decision making process through collaboration. They bring together the Local Planning Authority (LPA), developer and key stakeholders, preferably at an early stage, to work together in partnership throughout the planning process. They are essentially a collaborative project management process tool that provides greater certainty and transparency to the development of scheme proposals, the planning application assessment and decision-making.
- 7.2 ATLAS, the HCA's Advisory Team for Large Applications, provides a free service to Local Planning Authorities, the private sector and other stakeholders who are dealing with large scale and complex development proposals. The team can offer Local Authorities advice on a broad range of issues relating to the delivery of large predominantly residential projects and aims to provide a service that will support partners in tackling obstacles and improve relationships. The services range from helping partners with visioning and masterplanning, to more specific tasks including project management advice, advice on the planning process and addressing technical project issues. Further guidance regarding ATLAS and PPA's can be found on the ATLAS web site:  
[http://www.atlasplanning.com/page/about\\_atlas.cfm](http://www.atlasplanning.com/page/about_atlas.cfm)

### **Developer Contributions**

- 7.3 Medway Council's *Guide to Developer Contributions, a Supplementary Planning Document*<sup>4</sup> sets out what obligations and contributions will be required for future developments. Developers are expected to take account of, and meet the requirements of this document before submitting planning applications to the Council. It is designed to help them know what the Council is likely to require for new developments in Medway. This document will continue to be regularly reviewed and updated and the consultation process will be similar to that for all Supplementary Planning Documents as outlined earlier in this document.
- 7.4 Where planning obligations have formed part of the consultation on planning applications any necessary comments will be fed back into the process for reviewing the Developer Contributions Guide.
- 7.5 The last government introduced a Community Infrastructure Levy (CIL) whereby local authorities are now empowered, but not required, to impose a levy on most types of new development in their areas. The new Coalition Government has endorsed the CIL. Medway Council anticipates adopting a Charging Schedule

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<sup>3</sup> Available from the Council

<sup>4</sup> <http://www.medway.gov.uk/environmentandplanning/planning/developercontributions.aspx>

and relevant levy by autumn 2013. There will be rounds of public consultation but these will be detailed separately.

### **The SCI and the Monitoring and Implementation Framework**

- 7.6 The Council has a Monitoring and Implementation Framework (MIF) derived from work undertaken to provide a baseline position for both the Core Strategy and the sustainability appraisal.
- 7.7 The MIF set out in the Core Strategy indicates how policies are to be implemented, by when and by whom. It also sets out indicators to monitor these policies. As indicated above, the Council reports annually on core indicators in the Annual Monitoring Report.
- 7.8 The Sustainability Appraisal also includes a monitoring framework to monitor the performance of the Council's spatial strategy in order to ensure more sustainable development is secured. The MIF therefore builds on these existing processes, rather than establishing an additional framework and this will be reported in the AMR.
- 7.9 In this way the public can be informed of progress with implementing the LDF and whether any review of policies or proposals within it are justified.

### **Wider community involvement**

- 7.10 The Sustainable Community Strategy has been subject to extensive consultation with the community, community groups and stakeholder organisations. The Partnership Plenary, the wider Local Strategic Partnership representing about 450 organisations and individuals has met twice to consider the developing Core Strategy. This was at the strategy development and draft strategy stages. Over 100 organisations and individuals attended on each occasion. Consultation also took place with Medway Voice, an extended Local Strategic Partnership Board, the Youth Parliament, Medway Older People's Partnership, community representatives, Councillors, the Council's Disability Forum, the Ethnic Minorities Forum, three of the most deprived neighbourhoods in Medway and the Local Strategic Partnership Thematic Partnerships.
- 7.11 Some of these consultations have been carried out jointly with the Local Transport Plan in order to ensure that these long-term strategies work together.
- 7.12 We have also drawn on other recent consultations covering local people's priorities, the results of the recent Medway resident's opinion poll and the Ofsted Tellus survey of children and young people. The draft strategy was posted onto the LSP area of the Council's website which resulted in comments from members of the public.
- 7.13 This first revision of the SCI will be consulted on at the same time as the Publication Draft Core Strategy and using the same consultation methods. In this way, an open invitation will be given to all groups (many of which overlap) who were involved in the SCS and Core Strategy process to comment on the content and delivery of the Statement of Community Involvement.

### **The Localism Bill/Act**

- 7.14 As indicated above a new Localism Bill was presented to Parliament and received the Royal Assent in November 2011 to become an Act. The Act has

made only limited changes to the development planning system but it has introduced a new layer of Neighbourhood Planning documents below the Local Plan or LDF. The Council will seek to engage positively with local communities on neighbourhood plans in accordance with the principles set out in this Statement of Community Involvement.



## Glossary

|     |   |                                    |
|-----|---|------------------------------------|
| DM  | - | Development Management             |
| DPD | - | Development Plan Document          |
| EFL | - | English as a First Language        |
| EIP | - | Examination In Public              |
| LDD | - | Local Development Document         |
| LDF | - | Local Development Framework        |
| LSP | - | Local Strategic Partnership        |
| LDS | - | Local Development Scheme           |
| LPA | - | Local Planning Authority           |
| RSS | - | Regional Spatial Strategy          |
| SCS | - | Sustainable Communities Strategy   |
| SoS | - | Secretary of State                 |
| SCI | - | Statement of Community Involvement |
| SEA | - | Strategic Environmental Assessment |
| SPD | - | Supplementary Planning Document    |
| SA  | - | Sustainability Appraisal           |

## Appendix A

This is a list of bodies, some of which the Council is required to consult, plus other bodies that it may consult should it be thought necessary to do so. This list is not exhaustive and can be added to as a result of this consultation process.

- 02 Airwave
- 118 Twydall Lane
- 20 Slade Close
- ABC Project
- Accent28 Limited
- Action with Communities in Rural Kent
- Adams Homes Associates
- ADE Residents Association
- Aerotation
- Age Concern Medway Ltd
- Ahmadiyya Muslim Association
- Aircraft Owners & Pilots association
- Airport Operators Association
- Airworks Services
- Alan Dawney Coach Hire
- Alec's Express Travel Ltd
- Allhallows Parish Council
- Alliance Environment & Planning Ltd
- Alltask Limited
- Alzheimer's Society (Rainham (Kent) Support Group)
- Amadeus Night Club
- AMEC Group Ltd
- Anchor Trust
- Annington Property Ltd
- Apnar Ghar
- Aramark Plc
- Arethusa Venture Centre
- Arriva Southern Counties
- Arts Council SE England
- ASD Coaches Ltd
- Aylesford Parish Council
- Barton Willmore Planning Partnership
- Batcheller Thacker
- BEBCAR (uk) Ltd
- Bellway Homes
- Berkeley Homes
- Berkeley Leisure Group
- Biffa
- Big Lottery Fund
- Birling Parish Council
- Blackbushe School of Flying
- Bloomfields Ltd
- Bond Pearce
- Boxley Parish Council
- Bredhurst Parish Council
- Brett Aggregates Western
- Bride Hall Developments Ltd
- Bridge Wardens College
- Brimble Lea
- British Archaeological Society
- British Horse Society N& W Kent.
- British Sign and Graphics Association
- British Waterways SE
- British Wind Energy Association
- Brown Group
- Bryant Homes - South East
- BSK
- BT
- Burham Parish Council
- Burnett Planning & Development Ltd
- C T C
- Cabair Flying Schools Ltd
- CABE
- Cable & Wireless
- Calverton Flying Group Ltd
- Capstone Park Volunteers
- Carter Jonas
- Castle Point Borough Council
- CBI
- CBRE
- CEMEX
- Cemex (UK) Limited
- Centre for Kentish Studies
- Chalkwell Garage & Coach Hire
- Chatham & Aylesford Liberal Democrats
- Chatham Historic Dockyard Trust
- Chatham Historic Dockyard

- Volunteer Service
- Chatham Maritime Trust
- Chatham Telephony Centre
- Chattenden Community Project
- Christ Church - Luton
- Church Commissioners for England
- Church in Society
- CI Holdings
- City of Rochester Society
- Civil Aviation Authority
- Cleanaway
- Cliffe and Cliffe Woods Parish Council
- Cluttons
- Cobham Parish Council
- Connexions Chatham Access Point
- Connexions Kent and Medway (HQ)
- Constantine Construction Co (Medway) Ltd
- Construction Engineering School
- Cooling Parish Council
- Costain Limited
- Country Land & Business Association (CLA)
- Countryside Maritime Limited
- Countryside Property
- Court Lodge, Lower Road
- Courtley Consultants Ltd
- CPRE Hoo Peninsula
- CPRE Kent
- CPRE Medway
- Creative Environmental Networks (CEN)
- Croudace Ltd
- Crystal's Coaches
- Culture South East c/o Agenda UK Ltd
- Cuxton Countryside Group
- Cuxton Parish Council
- CVS Medway
- CWS South East Co-op
- Cycling England
- Darland Residents Association
- David Hicken Associates Ltd
- David Jarvis Associates Limited
- David Lock Associates
- David R Stacey
- Davis Brown
- Deanland Airfield
- Defence Infrastructure Organisation
- DEFRA (C/O GOSE)
- Delce Manor Housing Co-operative Limited
- Delphi Diesel Systems
- Denham Aerodrome
- Department for Education and Skills
- Department for Transport Rail Sub-Group
- Department of Health
- Derwent Housing Association Limited
- Development & Residential Consulting
- Development Land Services Ltd
- DHA Planning
- Dialogue
- Dickens Country Protection Society
- Diggerland Ltd
- Diocese of Rochester - T&CP Policy
- Disability Information
- Disability Rights Commission
- Dockside Outlet Centre
- Donaldsons
- DPDS Consulting Group
- DTI
- DTZ
- DTZ Pieda Consulting
- Dunedin Property
- EDF Energy
- EDF Energy
- Elliott-Medway Fineline
- English Churches Housing Group
- English Heritage
- English Partnerships - (London)
- English Partnerships HQ
- Entec UK Ltd
- Entergy Power Group
- Environment Agency
- Essex County Council
- Ethnic Minority Forum
- Ethnic Minority Senior Citizen's Association
- Eurobell West Kent Ltd

- Faithdean PLC
- Farleigh Coaches
- Federation of Small Businesses
- Findsbury & Wainscott Community Assn
- First European Airways Ltd
- Firstgroup PLC
- Forestry Commission SE England Consevancy
- Fort Amherst Heritage Trust
- Frances Iles Gallery
- Frankie and Benny's
- Freight Transport Association London and SE Region
- Friends of the Earth (Medway)
- Frindsbury and Wainscott Community Association
- Frindsbury Extra Parish Council
- Frindsbury, Upnor & Chattenden PCC
- Fuel Oils (Holdings) Ltd
- Fuji Copain UK Ltd
- Fuji Seal
- Fusion Ltd
- FWCA Frindsbury and Wainscott Community Association
- Gala Clubs
- Gateway Knowledge Alliance
- General Aviation Awareness Council
- George Webb Finn
- Gerald Eve
- GHG Consultancy Ltd
- Gillingham Business Park
- Gillingham Football Club
- GL Hearn
- GNER Holdings Ltd
- Go-Ahead Group
- Graham Warren Partnership
- Gravesham Borough Council
- Green Issues
- Gregory Gray Associates
- Groundwork Kent & Medway
- GVA Grimley
- Habinteg Housing Association Ltd
- Hallam Land Management Limited
- Halling Parish Council
- Hands Rochester Volunteer Bureau
- Hanover Housing Association
- Hanson Aggregates
- Hanson-Tower Ltd
- Harlequin Ltd
- Harrisons Chartered Surveyors
- Hartlip Parish Council
- HE Services
- Health and Safety Executive - Hazardous Installations Directorate (West Sussex)
- Heli-charter Ltd
- Hempstead Residents Association
- Hempstead Valley Shopping Centre
- Henry Schein (UK) Holdings
- High Halstow Parish Council
- Higham Parish Council
- Highways Agency
- Hillreed Homes
- Hindu Sabha
- Historic Dockyard & South East Museums Hub
- HM Prison Cockham Wood
- HM Prison Services
- HND Ltd
- Holiday Inn (Rochester)
- Home Builders Federation
- Home Builders Federation
- Home from Home
- Home Office
- Homebase Ltd
- Hoo St Werburgh Parish Council
- Hope in the Community
- Housing 21
- Homes and Communities Agency
- Howard Hutton and Associates
- HSBC
- Hunting Consortium of Companies
- Hyde Housing Association Limited
- Icen Projects Limited
- ICM Plastic Moulding Ltd
- ING
- Inland Revenue
- IPS International LTD
- Isle of Grain Parish Council
- Iwade Parish Council
- J Sainsbury plc
- Jaycrest Ltd
- JobcentrePlus
- John Divine

- John Sharkey & Co
- Jones Day
- Judith Ashton Associates
- K Ying Chinese Elderly Association
- Kala Kendra
- Keith Hammond
- Kelsey Housing Association Limited
- Kent & Medway Biological Records Centre
- Kent & Medway Economic Board
- Kent & Medway Fire and Rescue Services
- Kent & Medway Learning & Skills Council
- Kent & Medway Rural Transport Partnership
- Kent & Medway Safety Camera Partnership
- Kent Air Ambulance Trust
- Kent Ambulance NHS Trust
- Kent and Thameside Fastrack
- Kent Archaeological Society
- Kent Architecture Centre
- Kent Association For Spina Bifida & Hydrocephalus
- Kent Association of Parish Councils
- Kent Bangladesh Welfare Association
- Kent Community Housing Trust
- Kent Council for Voluntary Youth Service
- Kent County Council - Heritage Conservation Group
- Kent County Council - Planning
- Kent Downs AONB Unit
- Kent Energy Centre
- Kent Ethnic Minorities Disabilities Forum
- Kent Express
- Kent Fire and Rescue Service HQ
- Kent Islamic Centre
- Kent Malayalee Association
- Kent Multicultural Community Association
- Kent Muslim Welfare Association
- Kent Ornithological Society
- Kent Police (Estate Department)
- Kent Probation Service (HQ)
- Kent Ramgarhia Darbar - Gurdwara
- Kent Refugee Action Network (KRAN)
- Kent Reliance Building Society
- Kent RIGS Group M
- Kent Rural Community Council
- Kent Turkish Welfare Association
- Kent Wildlife Trust
- Kent Youth
- Kevin Wise Town Planning & Development Services
- Keystone Centre
- KGB Cleaning Services (Southern) Ltd
- King George V Memorial Houses
- Kings Ferry
- Kingsley House
- Kingsley Smith
- Kingsley Smith & Co
- Kingsnorth Power Station
- KTI Energy Ltd
- KTNC Medway Group
- Kut-O Chinese Association
- L & Q Beaver Ltd
- L C P Automotive Components
- L Robinson & Co (Gillingham) Ltd
- La Leche League Of Rochester
- LA21 Transport Forum
- Lafarge Cement UK
- Lambe & Evans Building Contractors Ltd
- Lambert Smith Hampton
- Laphorne industries
- LAW Leasing Ltd
- Lee Evans Planning
- Legal Services Commission - SE
- Levvel
- Lilliput Childcare
- Littman Robeson
- Lloyds TSB Bank PLC
- Lloyds TSB Life Assurance Co Ltd
- Locate in Kent
- Lower Halstow Parish Council
- Luddesdown Parish Council
- M Logistics International
- M Y Cartons Ltd
- Mackays of Chatham Plc
- Maidstone Borough Council
- Malcolm Judd and Partners
- Marine and Fisheries Agency
- Marks & Spencer plc
- McCarthy & Stone
- McDonalds Restaurants
- Medway & Swale Estuary Partnership
- Medway Access Group

- Medway Afro Caribbean Association (Gillingham)
- Medway Arthritis Self Help
- Medway Association of Independent Taxi Drivers
- Medway Asthma Self-help
- Medway Bridge Marina Limited
- Medway Chamber of Commerce
- Medway Citizens Advise Bureau (CAB)
- Medway Community College
- Medway Community Living Services Ltd
- Medway Credit Union
- Medway Cycle Forum
- Medway Education Business Partnership
- Medway Ethnic Minority Forum
- Medway Fawcett Society
- Medway Friends of the Earth
- Medway Green Party
- Medway Health Forum
- Medway Hindu Centre
- Medway Homestart
- Medway Inter Faith Action
- Medway Language Achievement Service
- Medway Learning Partnership
- Medway Licensed Taxi Drivers Association
- Medway Maritime Hospital
- Medway Mediation
- Medway Mencap Society
- Medway NHS Trust
- Medway Pensioners Forum
- Medway Ports
- Medway Providers Forum
- Medway Racial Equality Council
- Medway Residents Group
- Medway Scout Association
- Medway Teaching Primary Care Trust (PCT)
- Medway Towns Conservation Volunteers
- Medway Towns Crime Prevention Panel
- Medway Towns Footpath Group
- Medway Towns Gurdwara Sabha
- Medway Urban Parks & Green Spaces Forum
- Medway Valley Countryside Partnership
- Medway Waste Forum
- Medway Youth Parliament
- Mercury Personal Communications Ltd
- MeRGe
- MHS Homes
- Michael Dakers Solicitors
- Michael Parkes Chartered Surveyors
- Michael Parkes Surveyors Ltd
- Micro Medical
- Mid Kent College
- Mineral Products Association
- Ministry of Defence
- Minster on Sea Parish Council
- Mittal Steel Kent Wire Ltd
- MM2K
- Moat Homes Limited
- Moat Housing Society
- Mobile Operators Association
- Mono Consultants
- Mowlem
- Multiple Sclerosis Society (Medway Towns Branch)
- N & D Attwood
- Nathaniel Lichfield & Partners
- National Federation of Bus Users
- Natural England
- Natural Resources Institute
- Natwest Bank PLC
- NCH South East
- Nestledown Beds Ltd
- Network Rail
- New Brompton College
- Newington Parish Council
- NFU
- North Kent Chamber of Commerce
- North Kent Justice Area
- North Kent Magistrates' Court
- North Kent Rail Users Group
- Northfleet Cleaning Services Co Ltd
- Nu Venture Coaches Ltd
- Oasis Unit, HMP Rochester
- Open Spaces Society
- Orange
- Orbit Group Ltd
- Orbit Group Ltd
- Parklake Estates Limited
- Pentagon Shopping Centre

- Persimmon Homes South East
- Planning Perspectives
- Planning Inspectorate
- Planning Potential
- Popular Flying Association
- Powergen Ltd
- PPS Phillips Planning Services Ltd
- Presentation Housing Association
- Presentation Housing Association Limited
- Prime Construction Consortium
- Princess Royal Trust
- Probation Service - Medway Local Office
- Protem (Kent) HGV
- Punjabi International Cultural Society
- R Swain & Sons Ltd
- R W Graphics
- Rail Passengers Council Southern England
- Rainbow Arts
- Rainham & Gillingham Privacy Care Group
- Rainham Gillingham and Chatham Amenity Society
- RAISE
- Ramblers Association (Kent)
- Ramblers Association (London)
- Rapleys
- Rebound ECD Ltd (Medway STC)
- Redhill Air Services
- Redroute Buses
- Redrow Homes (Eastern) Ltd
- Reeves & Neylan Accountants
- RHA
- River Medway Business User Group
- RNID South East and Anglia
- Robert Brett & Sons Ltd
- Rochester Airport Consultative Committee
- Rochester Airport PLC
- Rochester Bridge Trust
- Rochester Cathedral
- Rochester Diocese
- Rochester Diocese Board of Education
- Rochester Independent College
- Roger Tym & Partners
- Rosemound Developments Ltd
- Roueagle Ltd
- Royal Association For Deaf People
- Royal Mail South East
- Royal School of Military Engineering
- RPS Group
- RPS Planning
- RSPB (Medway)
- RSPB South East Regional Office
- S W Attwood & Ptrs
- Safeway Stores Plc
- Salvation Army
- Sanctuary Housing Association
- Savills
- Scout Association
- Secondsite Property Holdings Ltd
- Secondsite Property Holdings Ltd
- SEEBOARD
- SEEDA
- SEERA
- Seneschal
- Shepherd Neame
- Sheppy Industries Ltd
- Shoosmiths
- Shorne Parish Council
- Showman's Guild of Great Britain
- Sikh Sangat Gurdwara Association
- Siri Guru Nanak Gurdwara
- Skanska
- Smith Stuart Reynolds
- Snodland Town Council
- Social Inclusion Project For Medway Young People
- Society Linen Services Ltd
- Somerfield Stores Ltd
- South East Centre for the Built Environment
- South East Coast Strategic Health Authority
- South East England Conservancy
- South East Marine Association
- Southend-on-Sea Borough Council
- Southern Gas Networks
- Southern Housing Group Limited
- Southern Water
- Spiritual Assembly of the Baha'is of Gillingham
- Splashes Leisure Pool
- Sport England - SE Region
- Sri Guru Ravidass Sabha
- St Mary's Island Residents Association

- St. James Isle of Grain Parish Council
- Stahl Engineering
- Staples
- Starrite Designs Ltd
- Stewart Ross Associates
- Stockbury Parish Council
- Stoke Parish Council
- Stonham Housing (Kent)
- Strood Heritage Society
- Strood Sports Centre
- Strood Town Centre Forum
- Strood Youth & Community Centre
- Strutt + Parker LLP, Planning & Development
- Sure Start Chatham
- Sustrans
- Swale Borough Council
- Swale Housing Association Limited
- Synergy
- Sywell Aerodrome
- Taylor Woodrow Developments Ltd
- Telewest Communications SE
- Telspec Plc
- Tesco Stores Ltd
- Tetlow King
- Thames and Medway Canal Association
- Thames Gateway Kent Partnership
- Thames Gateway NHS Trust
- Thames Gateway Strategic Executive (ODPM)
- Thamesport (London Ltd)
- The Abbeyfield Kent Society
- The Barton Willmore Planning Partnership Eastern
- The Bell Cornwell Partnership
- The Benefits Agency
- The Casino Rooms Entertainment Complex
- The Crown Estate
- The Exchange Bar
- The French Hospital
- The Information Shop For Young People
- The Patman Trust
- The Planning Bureau Ltd
- The Post Office Property Holdings
- The Royal Bank of Scotland
- The Theatres Trust
- The Upnor Society
- The word on the street
- Thurrock Council
- Tim's Travel Ltd
- T-Mobile (uk) Ltd
- Tonbridge and Malling Borough Council
- Tourism South East
- Town and Country Housing Group
- Town Planning Team
- Trail Riders Fellowship
- Tram and Light Rail Society
- Transport for London
- Trenport Investment Ltd
- TT Travel
- Turley Associates
- UGC Cinemas
- University College for the Creative Arts
- University College for the Creative Arts at Rochester
- University of Greenwich at Medway
- University of Kent
- University of Kent at Medway
- Unlock
- Upchurch Parish Council
- Veetee Rice Ltd
- Ventmaster Europe Ltd
- Vigo Parish Council
- Vincent & Goring Planning Consultants
- Virgin Active
- Vodafone
- W M Morrisons
- Wainscott Residents Association
- Wakeley Brothers
- Walter & Randall
- Ward Homes Group Ltd
- Watson Day
- Webb Aviation Aerial Photography
- West Kent Badger Group
- West Kent Downs Countryside Forum
- West Kent Health & Social Care Trust
- West Kent Primary Care Dental Service
- Westminster Health Care
- Westminster Pharmaceutical & Paramedics
- White Young Green
- Wilkinsons Hardware
- Women's Aid
- Women's National Commission
- Women's Support Service



- Workers' Educational Association (WEA)
- Wouldham Parish Council
- WYG Planning and Design
- Xchanging Ins-Sure Services
- Young Offenders Institute
- Youth Justice Board

## Appendix B

### Lodge Hill : Master-Planning consultation bodies

| <b>Group</b>                                 | <b>Notes</b>                  |
|--|-------------------------------|
| 27 <sup>th</sup> Scout Group                 | Community                     |
| Allhallows Parish Council                    | Community                     |
| Allhallows Primary School                    | Community                     |
| Arethusa Venture Centre                      | Community / Business          |
| Arriva (Southern Counties) Ltd               | Business                      |
| Bishop Gundulph Church                       | Faith                         |
| Bridgewoods Fields Archery Club              | Community / Business          |
| British Horse Society                        | Community                     |
| Canterbury Christ Church University          | Community / Business          |
| Chatham World Heritage                       | Community / Business          |
| Chattenden Community Forum                   | Community (commenced in 2011) |
| Chattenden Primary School                    | Community                     |
| Chattenden Syndicate                         | Community / Business          |
| Church in Society                            | Faith                         |
| Cliffe & Cliffe Woods Parish Council         | Community                     |
| Cliffe Village Club                          | Community                     |
| Cliffe Woods Community Centre                | Community                     |
| Cliffe Woods Primary School                  | Community                     |
| Cooling Parish Council                       | Community                     |
| Council for Voluntary Services               | Community                     |
| CPRE Kent                                    | Community                     |
| CPRE Medway                                  | Community                     |
| Cuxton Parish Council                        | Community                     |
| Dickens Country Protection Society           | Community                     |
| Diocese of Rochester                         | Faith                         |
| Elms Medical Centre                          | Community                     |
| English Heritage                             | Statutory                     |
| Environment Agency                           | Statutory                     |
| Federation of Small Businesses               | Business                      |
| Friends of Hillyfields                       | Community                     |
| Friends of North Kent Marshes                | Community                     |
| Friends of the Earth South East              | Community                     |
| Frindsbury & Wainscott Community Association | Community                     |
| Frindsbury Extra Parish Council              | Community                     |
| Frindsbury Tennis Club                       | Community                     |
| Grain Parish Council                         | Community                     |
| Greening the Gateway Kent and Medway         | Business                      |
| Groundwork, Kent & Medway                    | Community                     |
| Halling Parish Council                       | Community                     |
| High Halstow Cricket Club                    | Community                     |
| High Halstow Parish Council                  | Community                     |
| High Halstow Primary School                  | Community                     |
| Higham Parish Council                        | Community                     |
| Highcliffe Medical Practice                  | Community                     |
| Hoo Partnership                              | Community                     |
| Hoo Residents Association                    | Community                     |

|   |  |
|---|--|
| Hoo St Werburgh Parish Church               | Community  |
| Hoo St Werburgh Parish Council              | Community  |
| Hoo Village Institute                       | Community  |
| Hope in the Community                       | Community  |
| Hundred of Hoo Leisure Centre               | Community / Business                                   |
| Hundred of Hoo School                       | Community (n.b the school has a community manager)     |
| Kent & Medway Fire & Rescue Service         | Statutory  |
| Kent Council for Voluntary Youth Services   | Community  |
| Kent Economic Board                         | Business   |
| Kent Ornithological Society                 | Community  |
| Kent Police Authority                       | Statutory  |
| Kent Wildfowling & Conservation Association | Community / Business                                   |
| Kent Wildlife Trust                         | Statutory  |
| Kingsnorth Climate Action Medway            | Community  |
| Locate in Kent                              | Business   |
| London & Quadrant Community Partnership     | Community  |
| Medway Countryside Forum                    | Community  |
| Medway Enterprise Gateway                   | Business   |
| Medway Historical Ordnance                  | Community  |
| Medway Local Access Forum                   | Community  |
| Medway Older Peoples' Partnership           | Community  |
| Medway Pensioners Forum                     | Community  |
| Medway Primary Care Trust                   | Statutory  |
| Medway Racial Equality Council              | Community  |
| Medway Regeneration Ambassadors             | Community  |
| Medway Urban Parks and Greenspaces Forum    | Community  |
| Medway Youth Parliament                     | Community  |
| Mid-Kent College                            | Community / Business                                   |
| Natural England                             | Statutory  |
| Nextstep Kent & Medway                      | Community / Business                                   |
| North Kent Chamber of Commerce              | Business   |
| Open Spaces Society                         | Community  |
| Parks Medical Practice                      | Community  |
| Peninsula Rock                              | Faith  |
| Peninsula Youth for Christ                  | Faith  |
| Raise                                       | Community  |
| Ramblers Association                        | Community  |
| Royal Engineers Angling Club                | Community  |
| Royal Engineers Museum & Library            | Community / Business                                   |
| Royal School of Mechanical Engineering      | Business   |
| RSPB  | Statutory  |
| Rural Liaison Committee                     | Community Forum - Parish Councils on the Hoo Peninsula |
| Soroptomists International – Medway Towns   | Community  |
| St Margaret Church, High Halstow            | Faith  |
| St Mary Hoo Parish Council                  | Community  |
| St Nick's Day Centre Strood                 | Community  |
| St Werburgh Medical Practice                | Community  |
| Stoke Parish Council                        | Community  |
| Strood Heritage Society                     | Community  |

|                              |                      |
|------------------------------|----------------------|
| University of Greenwich      | Community / Business |
| University of Kent at Medway | Community / Business |
| Upnor Residents Association  | Community            |
| Visit Kent                   | Business             |
| Wainscott Primary School     | Community            |

## Appendix C

### Pre-application 'basic' measures for major applications

**1. Inclusive invitation.** Reasonable attempts should be made to ensure that a representative cross-section of the community, the promoter(s) and the Council should be invited to the same event(s), to ensure that all participants are aware of each other's views. Invitations should go to existing local resident associations, community forums, neighbourhood groups and interest groups where they exist or are formed as a result of the proposal. It may be necessary to hold additional events for those groups not traditionally involved in the planning process. Events should be held in accessible locations. In any event, all participants in the involvement process should be asked to put their contact details on record so as to ensure that they receive feedback on the results of involvement.

**2. Authorisation.** Those representing community groups, the promoter(s), and the Council should be able to show that they are authorised to speak for their organisations. The scale and remit of those organisations should also be made clear.

**3. Continuity.** Involvement should be a continuous process with the timetable for the period of preparing the plan or making the planning application made clear in advance to the participants. 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 promoter and the Council 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. However the process

should not be re-run if or when representatives change.

**4. Independent advice.** 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.** Arrangements should be made for the meetings process to begin and for all parties to meet at the early "ideas" stage of the plan or the development preparation process. This is before specific proposals are made, when significant options are still open and can be identified and while there is still the potential to make a difference.

**6. Presenting options.** The aim should be to set out options or choices that are possible in the way that specific development is carried out, including those suggested by the community that reflect the community's needs, ambitions and experience. Purely oral or written presentations should be avoided so that, wherever possible, options are illustrated in 3 dimensional terms with models and examples of sustainable development best practice in comparable schemes elsewhere (see for example "Towards Good Practice in Sustainable Urban Land Use" ODPM 2004). In generating options the constraints of already adopted national and local planning policy should be made clear as well as the opportunities still open to choice. It may not be possible to include in options issues that are commercially confidential.

**7. Choosing between options.** The planning criteria for choosing

between options should be made clear and transparent, identifying where a distinction has been made between choices based upon technical and legal argument and choices based purely on opinion.

**8. Consensus.** Best endeavours should be made to reach consensus making it clear and specific how far the involvement has resulted in agreement to adopt or to alter proposals. Where agreement has not been possible, the reasons and the scale of disagreement should be made clear and specific.

**9. Transparent records.**

Community involvement meetings should be summarised in a Community Involvement Statement, which will be submitted to the Council as a supporting document. Community Involvement Statements will be provided by the applicant to support relevant planning applications submitted for determination. A Community Involvement Statement will also be prepared and submitted with Local Development Documents for examination.

An opportunity will be given to participants of community involvement meetings to verify Community Involvement Statements before they are submitted to the Council. Participants may provide a written statement of omissions and corrections which will be reported and considered by the council along with the Community Involvement Statement.

**10. Feedback on the outcome of community involvement.** Those who have supplied their details will be notified of the availability of a report to show, with reasons, how far the recommendation or determination of planning applications or the approval of Local Development Documents has reflected the opinions given by the community and the weight given to

them. For planning applications this will be either the case officers delegated decision report, or the Development Management Area Committee report and minutes. For Local Development Documents this will be the Community Involvement Statement as required by the Town and Country Planning (Local Development) (England) Regulations 2004. Neighbourhood Planning Groups are expected to share the outcome of community involvement with their membership by, for example, their community newsletters.

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