Royal Borough of Kingston upon Thames
Local Development Framework

Draft Statement of Community Involvement

July 2005
Foreword
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1 Introduction

Purpose of the Statement of Community Involvement (SCI)

This draft document sets out the Council’s approach to community involvement in the planning process. It explains how and when key stakeholders and the wider community will be engaged in the preparation and revision of plans and policies and in the consideration of planning applications.

The requirement to produce a Statement of Community Involvement is set out in the ‘Planning and Compulsory Purchase Act 2004’, which introduces a range of reforms to the planning system. Community involvement is a key feature of this new system, which encourages everyone in the community to become actively involved in preparing planning documents and in the consideration of planning applications.

A glossary of terms is provided in Annex 4.

The purpose of the SCI is to make the best effort to ensure that all sectors of the community:

- Are informed about the planning documents being prepared;
- Understand how they can make their views on these known;
- Have ready access to information;
- Have the opportunity to be involved early in the decision making process;
- Can put forward their ideas or views and feel confident that there is a formal process for considering these;
- Can take an active part in preparing proposals or options to manage land use and future development in the Borough;
- Can comment on planning applications likely to affect them;
- Understand where they can go to for independent planning advice and assistance with understanding and commenting on local development plans and planning applications;
- Understand that the Council must adhere to national guidance, the policies of the London Plan and the local development plan in the determination of planning applications; and
- Will get feedback and be informed about progress and outcomes.

The Council recognises that the key to developing a successful approach to community involvement will be to:

- Engage the community in a way which suits the particular needs and characteristics of the different sectors of the community;
- Engage the community at an early stage so that their views and opinions can make a difference;
- Actively engage ‘hard to reach’ and under-represented groups who, in the past, have often played little or no part in the planning process, including young people, ethnic minorities, and disabled people;
Encourage community groups to play their part in involving the wider community in participation on planning issues affecting their local area;
Encourage applicants to play their part in involving the community in the consideration of their development proposals; and
Make sure that adequate resources are made available to manage the processes of community involvement.

**Planning Aid**

Anyone seeking professional independent advice can look at the register of planning consultants, which the Royal Town Planning Institute produces: [http://www.rtpi.org.uk/planning-advice/pa-help.html](http://www.rtpi.org.uk/planning-advice/pa-help.html)

You will usually have to pay fees for these services. If on the other hand you would like other independent help, Planning Aid for London provides a wealth of experienced volunteer staff. Planning Aid for London operates with the support of the Town and Country Planning Association and the Royal Town Planning Institute London Branch (see section 5 on page 25 for further details).

**Community Involvement in the SCI**

The process for the preparation of the SCI, with the current stage highlighted, is set out in **Figure 1**.

**Figure 1: Process diagram - current stage highlighted**

<table>
<thead>
<tr>
<th>Scoping</th>
<th>Current Stage formal 6 week consultation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consultation + participation on draft SCI</td>
<td>Second formal 6 week consultation</td>
</tr>
<tr>
<td>Representations on proposals</td>
<td>Examination by inspector into the ‘soundness’ of the SCI.</td>
</tr>
<tr>
<td>Preparation and submission of SCI</td>
<td>The inspector’s report will be binding on the local planning authority</td>
</tr>
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<td>Representations on submitted SCI</td>
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<tr>
<td>Pre-exam meeting (if required)</td>
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<td>Independent Examination</td>
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<td>Binding Report</td>
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<tr>
<td>Adoption</td>
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</tbody>
</table>
What has happened so far?

A questionnaire was distributed to gather opinion on a variety of consultation techniques suitable for both policy documents and development control. Hard copies of the questionnaire were distributed to all the contacts held on the Council’s ‘Unitary Development Plan Database’ and made available at local libraries and the Council offices. An article was published in the residents’ magazine ‘Livin’ Kingston’, outlining the main issues for the SCI and the locations where the questionnaire could be collected. This included the council’s website, where the questionnaire was made available for completion and submission online.

Recognising that the UDP database does not represent a true cross-section of the Borough’s population, the Council also commissioned a survey of the ‘Residents Panel’ from the research agency, MORI. The Residents’ Panel consists of around 1,500 residents who broadly represent the demographic profile of the borough. The Panel were asked similar questions to those in the original questionnaire but their responses could be analysed according to the characteristics of the respondent i.e. ethnicity, age, gender etc.

The results of the first questionnaire and the MORI Resident’s Panel survey have been fed into the proposals outlined in this draft document.

What happens next?

This draft SCI will be published for a period of six weeks during September/October 2005 and public comment invited. The Council will produce a summary of the comments received and amend the draft as necessary. The summary and the revised SCI will be made available when the Council agrees a final version to be submitted to the Secretary of State in March 2006.

When the SCI is submitted to the Secretary of State for examination, anyone will be able to make representations during a six-week period following submission. An independent planning inspector will consider any objections received in assessing the soundness of the SCI.

The inspector will produce a report identifying any changes to be made to the SCI. The Inspector’s findings are binding on the Council and the SCI must be amended accordingly. The Council will then formally adopt the SCI, which will become part of the Local Development Framework and Council policy. Once adopted, all other Local Development Framework documents prepared by the Council will have to meet the consultation standards set out in the SCI.

Further explanation of the Local Development Framework and its components can be found in section 2 below.
**RBK Community Engagement Strategy**

Most council departments are involved in consultation or community engagement activities of some kind. Public participation on the LDF and other strategies can inform each other’s preparation, but the Council is also seeking to co-ordinate consultation events wherever possible.

The Council is currently preparing a Community Engagement Strategy, which will set out a framework to rationalise and co-ordinate its approach to consultation. It will contain information about how to plan a consultation exercise and how information for consultation exercises should be shared across the organisation, including consultation being undertaken, the results of consultation, consultee lists and lessons learned.

The approaches to community involvement set out in this SCI will be planned and implemented in accordance with the guidance of the Community Engagement Strategy and the results of consultation initiatives shared across the organisation.
2 Overview of the planning process

Kingston Council regularly makes decisions on planning applications. Planning applications are decided on the basis of policies and proposals set out in the ‘development plan’. In Kingston the development plan comprises:

- The London Plan: Spatial Development Strategy for Greater London;
- The Unitary Development Plan (until it is replaced with the Local Development Framework);
- Documents in the Local Development Framework (as and when they are prepared).

These different plans are prepared in the context of national planning policy in the form of Planning Policy Guidance Notes (being replaced by Planning Policy Statements) and Government Circulars. The LDF must comply with Government policy, and be in general conformity with the London Plan, but they should also be tailored to the needs, circumstances and aspirations of the borough and local neighbourhoods. Local Development Documents should be informed by meaningful public participation, and by other local strategies.

Planning authorities also produce Supplementary Planning Documents, which although not statutory, are prepared to give greater detail over development plan policies and carry weight when determining planning applications.

Kingston’s Local Development Framework (LDF)

The Local Development Framework is a ‘suite of documents’ prepared by the Council which, together with the London Plan, will form the development plan for the borough replacing the current Unitary Development Plan. The existing UDP policies will be saved for 3 years from adoption, and will continue to be used for decision making until the new LDF documents come on stream and replace them.

The LDF will include the following types of documents:

- Kingston’s Local Development Scheme (LDS) is the public’s first port of call for finding out what LDF documents the council intends to produce, and when the various consultation stages will take place.

  The LDS is available on the Council website at: [http://www.kingston.gov.uk/local_development_framework_(ldf).htm](http://www.kingston.gov.uk/local_development_framework_(ldf).htm) or can be viewed at the Planning reception desk in Guildhall 2, or at the locations listed in Annex 6. To purchase copies please contact the planning policy team on: 020 8547 5302 or email: planningpolicy@rbk.kingston.gov.uk

- Statement of Community Involvement (SCI) setting out the Council’s policy on community involvement in the LDF and planning applications;

- Development Plan Documents (DPDs) including Core Strategy, Development Control Policies, Area Action Plans and Site Specific...
Allocations. These documents comprise the statutory development plan with the same status as the existing Unitary Development Plan. They provide the main basis for planning decisions and are subject to rigorous procedures of community involvement and examination by an independent Inspector. Development Plan Documents must be broadly consistent with national planning policies and the London Plan.

- **Supplementary Planning Documents (SPDs)** including development briefs and topic based policies and guidance. These provide more detailed guidance on specific topics or sites. Supplementary Planning Documents must be consistent with Development Plan Documents. They are a material consideration when determining planning applications, but are not subject to independent examination. They are therefore given less ‘weight’ than Development Plan Documents.

- **Annual Monitoring Reports (AMRs)** will assess progress against the ‘milestones’ set out in the LDS, and will monitor the effect of policies and proposals in the LDF. The first AMR under the new arrangements will be published in December 2005.

**Sustainability Appraisal (SA)**

A key aim of the LDF is to contribute to the aim of delivering sustainable development. The government defines sustainable development as:

- Social progress which meets the needs of everyone;
- Effective protection of the environment;
- Prudent use of natural resources; and
- Maintenance of high and stable levels of economic growth and employment

To make sure that the LDF contributes to sustainable development it will be subject to a Sustainability Appraisal (SA), incorporating the requirements of the EU Directive on Strategic Environmental Assessment (SEA). A SA report will need to appraise the social, environmental and economic effects of each DPD and SPD that the Council prepares. The SA report will be subject to community involvement at the same time as involvement is sought on the planning document to which it relates.

**Joint Working**

Alongside the production of the Kingston LDF, the Council may consider working jointly with other south London Boroughs to address such issues as waste management. Undertaking joint working would enable the planning of waste management facilities to be addressed on a sub-regional basis.

If the Council were to undertake joint working, the Council would expect and support community involvement being carried out as one initiative, to avoid duplication. Whilst this would certainly meet the minimum statutory requirements, it may not be possible to meet all the different requirements of each borough’s
SCI. It is therefore likely that the approach may depart from the standards set out in this SCI.

**Links to other strategies**

The Local Development Framework (LDF) will, where possible, contain policies and site proposals to deliver the land use aspirations of the Community Plan and other local strategies e.g. for the economy, housing, transport, waste and many others.

Copies of the Community Plan and other local strategies and plans, are available on the Council’s website ([www.kingston.gov.uk](http://www.kingston.gov.uk)). To get a copy of the Community Plan sent to you please call 020 8547 4628 or email communityplan@rbk.kingston.gov.uk
3 Involvement in the Local Development Framework

This section explains who the LDF stakeholders are, and how the Council intends to inform and involve them in the LDF process.

Who are the LDF stakeholders?

'Specific', ‘General’ and ‘Other’ Consultees
The Town and Country Planning (Local Development) (England) Regulations 2004 requires that the Council consult with those ‘specific’ and ‘general’ consultees appropriate to the document being produced. Planning Policy Statement 12 (PPS12) lists the ‘specific’ consultees, which includes the Mayor of London, government agencies, infrastructure providers, and neighbouring local authorities.

‘General’ consultees are bodies that represent businesses in the area, disabled persons, different ethnic, religious and national groups and any organisation whose activities benefit the authority’s area. These bodies will vary from one authority to another depending on which organisations are active or representative in a particular area.

PPS12 also list ‘other’ consultees from which relevant organisations can be consulted. These are mainly national organisations from which relevant ones will be selected depending on the document being prepared. Annex 2 sets out the list of consultees for each category as it applies to the Royal Borough of Kingston. Any or all of these groups could be consulted depending on the nature of the document being prepared. PPS12 also advises that the appropriate Government Office for the Region is consulted.

Key Stakeholders, Local Organisations and Community Groups
The Council has compiled a list of key organisations that are active within the borough. This list, provided in Annex 2, includes education, health and housing providers in the borough, residents and tenants associations, conservation organisations, developers, planning consultants, transport providers, and community groups.

These key stakeholders, local organisations and community groups will be involved in the preparation and review of the Core Strategy. Given the number of LDF documents being produced, and the range of issues they address, it is appropriate that the Council target certain groups or people within the community for involvement in the preparation of particular local development documents. Specific groups within the up to date database will be targeted for involvement in particular DPDs and SPDs of more relevance to them. This does not limit the ability of any other group to become involved in the preparation of a particular plan, rather it enables Council to focus community involvement on those groups recognised as having a particular interest in a particular topic.
Local Businesses and Individuals
The Council holds a database of contact details for all the organisations and interest groups listed in Annex 2. The database also includes a list of local business and individual residents who have shown an interest in being involved in the planning process. Once any person or organisation submits comments to a LDF document, or expresses an interest to be consulted, they will be added to the database if willing, and will be consulted in all future stages of public involvement.

To add your details to the Local Development Framework database please visit: www.kingston.gov.uk/sci and fill in the community involvement questionnaire. Alternatively you can contact the planning policy team on: 020 8547 5302 or email: planningpolicy@rbk.kingston.gov.uk. All efforts will be made by the Council to keep this list up to date.

The Role of Community Groups
Many of the organisations and community groups listed in Annex 2 are considered by the Council to represent the wider community. The Council would hope that these groups keep their members informed of the community involvement being undertaken and encourage their members and others to become involved in the LDF process and in the consideration of planning applications.

How will we involve the LDF Stakeholders?

The Council will seek to employ suitable methods of community involvement to enable full participation from the community, achieving a consensus on new planning policy, where possible. Annex 3 describes a range of consultation methods, assesses the strengths and weaknesses of each approach and provides an indication of the resource implications. This assessment informed the selection of techniques the Council will use to involve the different stakeholders in each type of development plan document, and at the various stages of plan preparation.

Stages of Involvement in Development Plan Documents

Stage 1 Pre-Production

Initial informal involvement of relevant stakeholder groups and local communities to consider preliminary issues and options and working towards agreement of preferred options. The aim of community involvement at this stage is to get peoples views on issues so that these can be taken into account in development of the preferred options document, which will be published for wider public involvement and comment.

<table>
<thead>
<tr>
<th>Statutory Requirement</th>
<th>Community Involvement</th>
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<tbody>
<tr>
<td>• Consult with all relevant ‘specific’ and ‘general’ consultation bodies and send them a copy of the SA Scoping Report.</td>
<td>In addition to the minimum statutory requirement the Council will:</td>
</tr>
<tr>
<td></td>
<td>• Write or e-mail those individuals, businesses or organisations on the LDF consultee database that the Council considers to be affected by what is proposed by the DPD;</td>
</tr>
</tbody>
</table>
• Meet with key stakeholders; and
• Use the council’s website to provide information about the proposed DPD and to seek views and opinions on the policy issues or to publicise any public involvement exercises. Where time and resources permit, the Council may also:
  • Use questionnaires or response forms to gauge wider public opinion on the policy issues;
  • Hold a stakeholder working group and/or a public workshop for topic based or site specific DPDs;
  • Set up staffed public exhibitions or hold interactive workshops to help publicise the purpose of a particular DPD, the policy issues, and help the Council understand the wider public’s opinion;
  • Depending on the scope and nature of the DPD, hold public meetings and/or focus group meetings;
  • Hold discussions with the Kingston Community Leadership Forum;

Reporting back Feedback will be provided in or following meetings or workshops, or in the minutes to any community involvement exercise. Where possible the Council will try to make a summary of comments to all pre-production stage consultation available either on the web page or in hard copy at the Planning Reception in Guildhall 2.

Stage 2 Preferred Options

Preparation of a Preferred Options document and SA report. The Preferred Options document will set out the policy issues, including alternative approaches where appropriate, for all the main subject areas or possible site allocations. The aim of formal community involvement at this stage is to give people the opportunity to comment on the approach Council is proposing to address the policy issues, to ensure that the Council is aware of all possible options, and to work towards agreement on a final ‘submission’ document. Public participation and formal representations from the community are invited over a six-week period. This is a key formal stage for the community to have their say and influence the final policy direction.

Statutory Requirement

• Send all relevant specific, and general consultation bodies a copy of the Preferred Options document and accompanying SA;
• Make the Preferred Options document and SA available for inspection at Guildhall 2;
• Publish the Preferred Options document and SA on the Council’s website at: http://www.kingston.gov.uk/environment/planning.htm
• Publish a notice in the Surrey Comet stating where the Preferred Options document and SA are available for inspection and the period of consultation; and
• Make the Preferred Options document and SA available for inspection at all local libraries.
Community Involvement

In addition to the minimum statutory requirements the Council will:

- Write or e-mail those individuals, businesses or organisations that responded to or were involved in the Pre-Production stage or that Council considers should be involved in the consideration of the Preferred Options document;
- Continue to meet with key stakeholders;
- Use the council’s website to provide information about the proposed Preferred Options and to seek views and opinions or to publicise any public involvement exercises; and
- Promote the use of Planning Aid.

Where time and resources permit, the Council may also:

- Re-engage the stakeholder working group established in Pre-Production stage in the consideration of the Preferred Options;
- Hold a series of public meetings and/or focus group meetings for the Core Strategy and possibly for sites specific DPDs;
- Continue to liaise with the Kingston Community Leadership Forum;
- Use questionnaires or response forms for representations on the Preferred Options;
- Issue a press release for the local newspapers advertising the publication of the Preferred Options document for public comment and involvement;
- Write an article for the Council magazine ‘Livin Kingston’;
- Advertise the publication of the Preferred Options document for sites specific DPDs on the public notice boards in the local area;
- Publicise the Preferred Options document at venues such as Kingston College, Kingston University, schools, and places of worship and community halls;
- Advertise the publication of the Preferred Options document for public comment and involvement on the plasma screens in the Council’s reception areas;
- Prepare leaflets for distribution containing information on where the documents can be viewed and the date(s) and venue(s) of any community involvement exercise;
- Use a citizens panel survey to get a quantifiable and representative sample of the general public’s views on the Preferred Options for the Core Strategy; and
- Hold a surgery for site specific DPDs.

Reporting back

All representations will be acknowledged. The Council will consider the representations received and will prepare a pre-submission consultation statement outlining who the Council informed, the community involvement undertaken, the matters raised in the representations, and how these matters are addressed in the formulation of the DPD. The consultation statement will be placed on the Council’s website, at the Planning reception, all local libraries and will be made available to people upon request. Where appropriate a ‘follow-up’ press release or article will be written highlighting the main outcomes of
Stage 3 Submission to the Secretary of State

The Development Plan Document that emerges, following community involvement on the Preferred Options stage, is submitted to the Secretary of State. **Formal representations from the community are invited on the DPD for a time period of six weeks.**

An Independent Examination will be held and any objections considered by an Independent Planning Inspector. The examination considers the soundness of the DPD. This includes an assessment of the evidence base for the plan and the outcomes of the sustainability appraisal. It also includes an assessment of whether public participation was undertaken in accordance with the Statement of Community Involvement and whether the views and opinions of the community have been taken into account in the preparation of the DPD.

<table>
<thead>
<tr>
<th>Statutory Requirement</th>
<th>Community Involvement</th>
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<tr>
<td>• Send all relevant specific, and general consultation bodies a copy of the DPD, accompanying SA and the pre-submission consultation statement;</td>
<td>In addition to the minimum statutory requirements the Council will:</td>
</tr>
<tr>
<td>• Write to those people who requested to be notified of the submission of the DPD to the Secretary of State;</td>
<td>• Write or e-mail those individuals, businesses or organisations that responded to or were involved in the previous stages of the plan preparation or that Council considers should be involved in the consideration of the DPD;</td>
</tr>
<tr>
<td>• Make the DPD, SA and pre-submission consultation statement available for inspection at Guildhall 2;</td>
<td>• Send a copy of the DPD to GOL if they have asked to see a copy;</td>
</tr>
<tr>
<td>• Publish the DPD, SA and pre-submission consultation statement on the Council’s website at: <a href="http://www.kingston.gov.uk/environment/planning.htm">http://www.kingston.gov.uk/environment/planning.htm</a></td>
<td>• Make a request of the Mayor as to general conformity of the DPD with the London Plan; and</td>
</tr>
<tr>
<td>• Publish a notice in the Surrey Comet stating where the DPD, SA and pre-submission consultation statement are available for inspection and the period of consultation; and</td>
<td>• Promote the use of Planning Aid.</td>
</tr>
<tr>
<td>• Make the DPD, SA and pre-submission consultation statement available for inspection at all local libraries.</td>
<td>Where time and resources permit, the Council may also:</td>
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<td></td>
<td>• Meet with key stakeholders;</td>
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<td></td>
<td>• Issue a press release for the local newspapers advertising the submission of the DPD for public comment and involvement;</td>
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<td>• Write an article for the Council magazine ‘Livin Kingston’;</td>
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<td>Reporting back</td>
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<tr>
<td>• All representations will be acknowledged;</td>
<td>• A copy of the representations will be made available for</td>
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<tr>
<td>Statutory Requirement</td>
<td>Community Involvement</td>
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<tr>
<td>Send all relevant specific, and general consultation bodies a copy of the site allocation representations received;</td>
<td>Use the council’s website to seek views and opinions on site allocation representations;</td>
</tr>
<tr>
<td>Make the site allocation representations available for inspection at Guildhall 2;</td>
<td>Write or e-mail those individuals, businesses or organisations that responded to or were involved in the Pre-Production stage or that Council considers should be involved in the consideration of the site allocation representations; and</td>
</tr>
<tr>
<td>Publish a summary of the site allocation representations on the Council’s website at: <a href="http://www.kingston.gov.uk/environment/planning.htm">http://www.kingston.gov.uk/environment/planning.htm</a></td>
<td>Promote the use of Planning Aid.</td>
</tr>
<tr>
<td>Publish a notice in the Surrey Comet stating where the site allocation representations are available for inspection and the period of consultation; and</td>
<td>Where time and resources permit, the Council may also:</td>
</tr>
<tr>
<td>Make the site allocation representations available for inspection at all local libraries.</td>
<td>Meet with key stakeholders;</td>
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<td></td>
<td>Depending on the site allocation(s) proposed and the public interest in a particular site or sites, hold a public meeting and/or Focus Groups.</td>
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Stage 4 Further Consultation on Site Allocations

Where site specific representations have been proposed at stage 3, those representations will themselves be made available for inspection and representations on them will be invited for a further period of six weeks.

If a person makes a request to appear before and be heard in the public examination the Council will advertise the examination venue, date and time on the Council website and will also put a notice in the Surrey Comet. Those people
who have made a representation to the DPD or a site allocation will receive written notification of the examination venue, date and time.

**Stage 5 Binding Inspectors Report and Adoption**

After the examination, the Planning Inspector produces a report, which identifies any changes to be made to the DPD and the reasons for these. The Inspector’s report and its findings are binding on the Council, and the DPD must be amended in line with this. Council then formally adopts the DPD, which will become part of the LDF and Council policy.

<table>
<thead>
<tr>
<th>Reporting back</th>
<th>All those who have had any involvement, along with other organisations deemed necessary, will be notified in writing of the availability of the Inspector’s recommendations.</th>
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<tr>
<td></td>
<td>• A copy of the Inspector’s recommendations, and the reason’s for the recommendations, will be made available for inspection at Guildhall 2, on the Council’s website, and at all local libraries (Statutory Requirement).</td>
</tr>
<tr>
<td></td>
<td>The agenda and minutes of the Executive Committee meeting are made available to view on the Council's web site and at the Planning reception. Where possible the Council will also issue a ‘follow-up’ press release or article for ‘Livin Kingston' highlighting the adoption of the DPD.</td>
</tr>
<tr>
<td></td>
<td>• The adopted DPD, an adoption statement, and the SA will be made available for inspection at Guildhall 2, on the Council’s website, and at all local libraries (Statutory Requirement);</td>
</tr>
<tr>
<td></td>
<td>• A notice will be published in the Surrey Comet advertising the fact that the adopted DPD and the adoption statement are available for public inspection (Statutory Requirement);</td>
</tr>
<tr>
<td></td>
<td>• Any person who has asked to be notified of the adoption of the DPD will be sent the adoption statement (Statutory Requirement); and</td>
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<td></td>
<td>• A copy of the adopted DPD and adoption statement will be sent to the Secretary of State.</td>
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**Stages of Involvement in Supplementary Plan Documents**

**Stage 1 Pre-Production**

Survey and background evidence gathering, consultation with relevant experts or specialists and initial informal involvement of relevant stakeholders. Preparation of a draft Supplementary Planning Document and Sustainability Appraisal.

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<tr>
<th>Community Involvement</th>
<th>The Council will:</th>
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<tr>
<td></td>
<td>• Write or e-mail those individuals, businesses or organisations on the LDF consultee database that the Council considers to be affected by what is proposed by the SPD;</td>
</tr>
</tbody>
</table>
• Use the council’s website to provide information about the proposed SPD and to seek views and opinions on the policy issues or to publicise any public involvement exercises; and
• Meet with key stakeholders;
Where time and resources permit, the Council may also:
• Use questionnaires or response forms to gauge public opinion on the policy issues for the SPD;
• Hold a stakeholder working group and/or a public workshop for topic based or site specific SPDs.
• Set up staffed public exhibitions or hold interactive workshops to help publicise the purpose of a particular SPD, the policy issues, and help the Council understand the wider public’s opinion;
• Hold discussions with Kingston Community Leadership Forum.

Reporting back

Feedback will be provided in or following meetings or workshops, or in the minutes to any community involvement exercise. A pre-production consultation statement will be prepared summarising who has been consulted, community involvement exercises undertaken and comments received.

Stage 2 Formal Consultation on the Publish Draft SPD

The Council will publish the draft SPD and Sustainability Appraisal and invite comment from the community and stakeholders. **Formal representations from the community are invited for a time period of four - six weeks. This is a key formal stage for the community to have their say and influence the final content of the SPD.**

**Statutory Requirement**

• Send all relevant specific, and general consultation bodies a copy of the draft SPD, the accompanying SA and the pre-production consultation statement;
• Make the draft SPD, SA and the pre-production consultation statement available for inspection at Guildhall 2;
• Publish the draft SPD, SA and the pre-production consultation statement on the Council’s website at: [http://www.kingston.gov.uk/environment/planning.htm](http://www.kingston.gov.uk/environment/planning.htm)
• Publish a notice in the Surrey Comet stating where the draft SPD, SA and pre-production consultation statement are available for inspection and the period of consultation; and
• Make a request of the Mayor as to general conformity of the SPD with the London Plan.

**Community Involvement**

In addition to the minimum statutory requirements the Council will:
• Write or e-mail those individuals, businesses or organisations that responded to or were involved in the Pre-Production stage or that Council considers should be involved in the consideration of the published Draft SPD;
• Use the council’s website to provide information about the
draft SPD and to seek views and opinions on the draft or to publicise any public involvement exercises;
- Continue to meet with key stakeholders; and
- Promote the use of Planning Aid.

Where time and resources permit, the Council may also:
- Make the draft SPD, SA and the pre-production consultation statement available for inspection at all local libraries;
- Re-engage the stakeholder working group established in Pre-Production stage in the consideration of the Draft SPD;
- Hold a series of public meetings and/or focus group meetings for sites specific SPDs;
- Use questionnaires or response forms for representations on the final draft SPD;
- Advertise the publication of the draft SPD for public comment and involvement on the plasma screens in the Council’s reception areas;
- Write an article for the Council magazine ‘Livin Kingston’; and
- Continue to liaise with Kingston Community Leadership Forum.

**Reporting back**
All representations will be acknowledged. Respondents will also be informed of the date of the Executive Committee meeting to which a revised version of the SPD will be reported for adoption.

The Council considers and analyses the representations received. A final version of the SPD is prepared along with a consultation statement summarising the main issues raised in the representations received and how these issues have been addressed in the SPD the Council intends to adopt.

**Stage 3 Adoption**

The Council adopts the Supplementary Planning Document. Although a non-statutory document, once adopted the SPD will become part of the LDF, and a material consideration in the determination of planning applications.

**Reporting back**
The agenda and minutes of the Executive Committee meeting are made available to view on the Council’s web site and at the Planning reception.
- The adopted SPD, along with the consultation statement and adoption statement, will be made available for inspection at Guildhall 2, on the Council’s website and will be made available to people upon request (Statutory Requirement);
- Any person who has asked to be notified of the adoption of the SPD will be sent the adoption statement (Statutory Requirement);
- Where appropriate a ‘follow-up’ article will be written for inclusion in the Council magazine ‘Livin Kingston’.
Alternative Formats
Copies of some draft planning documents and sustainability appraisals may be produced in CD-ROM as an alternative means of distribution. These will be made freely available in the locations described above.

On request, the Council can provide a translator who can also assist with writing a representation to a particular document. Documents can also be made available in audiotape and large print formats.
4 Involvement in Planning Applications

As well as the preparation of the LDF, the community is encouraged to get involved in the consideration of planning applications and the determination of these.

Pre-Application Discussions

The Council will encourage applicants to enter into an early dialogue with the Planning Department. At this stage planning officers can advise the applicant whether there is a need for them to undertake community involvement.

For development proposals that are large in scale, complex or may be locally controversial, the Council considers it appropriate that the local community should have the opportunity to be informed about and comment on the proposal. Such involvement should also be carried out at an early stage, enabling the views of the community to be taken on board. Early community involvement can be a way of resolving misunderstandings and tensions, which can arise in the progression of new planning proposal. It can also help avoid public objections at a later stage.

It is recognised that there will be different views on what constitutes a complex or significant development. As a guide, Figure 2 identifies the range of planning applications where the Council will normally encourage applicants to undertake community involvement before they submit their application.

Figure 2: Range of Planning Applications

<table>
<thead>
<tr>
<th>Tier 1 Development</th>
<th>Tier 2 Development</th>
<th>Tier 3 Development</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Development Plan Departures;</td>
<td>• Schedule 2 Developments as defined by the Environmental Impact Assessment;</td>
<td>• Proposals on sites larger than 0.5 hectare or that are likely to be locally</td>
</tr>
<tr>
<td>• Schedule 1 Developments as defined by the Environmental Impact Assessment Regulations;</td>
<td>• Residential proposals subject to the Residential Development on Greenfield Land Direction;</td>
<td>contentious or generate significant local concern following the submission of the application.</td>
</tr>
<tr>
<td>• Residential proposals subject to the Residential Density Direction;</td>
<td>• Development on playing fields covered by the Playing Fields Direction;</td>
<td></td>
</tr>
<tr>
<td>• Retail proposals subject to the Shopping Development Direction</td>
<td>• Residential proposals of more than 50 units or greater than 1 hectare;</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Commercial developments of 1,000m² of gross floor area or a site area exceeding 1 hectare</td>
<td></td>
</tr>
</tbody>
</table>

Where proposals fall within the categories detailed above, applicants should discuss with the Council the possible form(s) of community involvement that should be undertaken. Given that every planning application is individual, and is
treated as such, the Council recognises that the consultation arrangements for each will vary depending on the type and scale of development proposed. Figure 3 provides an indication of the forms of community involvement, which could be considered for particular types of applications in addition to the statutory consultation requirements. The consultation methods, proposed in Figure 3, are not meant to be prescriptive. The methods and extent of community involvement to be undertaken will be determined through pre-application discussions between the applicant and the Council.

**Figure 3: Pre-Application Methods of Community Involvement**

<table>
<thead>
<tr>
<th>Method</th>
<th>Tier Development 1</th>
<th>Tier Development 2</th>
<th>Tier Development 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Public Meetings</td>
<td>✓</td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Public Exhibitions</td>
<td>✓</td>
<td>✓</td>
<td></td>
</tr>
<tr>
<td>Surgeries</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Workshops</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Media</td>
<td>✓</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Applicants website</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Planning Aid / Publicity</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

Further detail on each of the methods identified is provided in Annex 3, along with an assessment of the strengths and weaknesses of each approach, and an indication of the resource implications of each.

The results of any pre-application consultation with the community should be reported as part of the submitted application and should indicate:

- The methods of consultation used to engage community participation;
- Who was consulted and the level of involvement; and
- How matters raised in consultation were addressed by the development proposals

Where the Council and applicant have undertaken pre-application discussions and agreement has been reached in respect of the details of the application and the community involvement to be undertaken, the Council will also agree with the applicant a timetable for the decision on the submitted application.

**Submitted Application Consultation**

The statutory requirements for publicity in relation to planning applications are set out various regulations and acts. These require the Council to publicise certain planning applications by way of a notice in a local newspaper, a site notice or by neighbour notification letter. Figure 4 set out how the Council will meet the legal requirements for publicising applications.

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Figure 4: Statutory Consultation Arrangements for Development Control.

<table>
<thead>
<tr>
<th>Type of Development</th>
<th>Statutory consultation procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>Major development (10 or more dwellings or a site over 0.5 hectares, or other developments of 1,000m² of gross floor area or a site area exceeding 1 hectare)</td>
<td>Advertisement in the local newspaper and written notice to adjoining properties or affected parties.</td>
</tr>
<tr>
<td>Development affecting the setting of a listed building.</td>
<td>Advertisement in the local newspaper and written notice to adjoining properties or affected parties.</td>
</tr>
<tr>
<td>Development affecting the character or appearance of a Conservation Area</td>
<td>Advertisement in the local newspaper and written notice to adjoining properties or affected parties.</td>
</tr>
<tr>
<td>Proposals that depart from the Development Plan</td>
<td>Advertisement in the local newspaper or written notice to adjoining properties or affected parties.</td>
</tr>
<tr>
<td>Developments requiring Environmental Impact Assessment</td>
<td>Advertisement in the local newspaper or written notice to adjoining properties or affected parties.</td>
</tr>
<tr>
<td>Minor or other development</td>
<td>Written notice to adjoining properties or affected parties</td>
</tr>
</tbody>
</table>

The Council’s current procedures generally go beyond that required by the Regulations. Most planning applications are notified by serving written notice on adjoining properties or affected parties, regardless of statutory requirements.

When the Council decides how large the notification area should be, it takes account of factors such as traffic, noise and visual impact. Written notification is directed at those believed to be directly affected by a proposal. Council appreciates and expects that those notified will share the information with neighbours and friends and in this way the notification area will be extended to all interested or potentially affected parties.

For development proposals that are large in scale, complex or may be locally controversial, the Council may choose to prepare a development brief and/or hold a public exhibition or public meeting. This provides an opportunity for the public to discuss the proposal with Council officers and gives the Council an appreciation of the public’s concerns.

In addition to the above forms of consultation, the Council publishes a weekly list of planning applications received and decisions made which is available from the Council’s Planning reception in Guildhall2, the Council’s website on the planning page www.rbk.kingston.gov.uk, and in the local libraries. It is also possible to submit comments on applications by Email through the website.

The Council will also make sure that hard copies of planning applications are made available to be viewed by the public at the Council’s Planning reception in Guildhall2 and on the Council’s website, along with any relevant committee reports.
Stakeholders and members of the public can make representations objecting or supporting development proposals. The Council is in the process of preparing guidelines, which will clarify the overall parameters for making representations on planning applications, since some issues can fall outside the remit of the land use planning system. These guidelines will accompany planning application packs and all documents out for consultation. The guidelines will also be made available on the Council’s website.

The Role of the Public or Affected Parties

Planning applications and any subsequent appeals have to be managed to a very tight timescale, which is placed upon the planning authority by government. It is therefore very important to make views (usually called representations) known to us in good time. We will always indicate a date for your representations to be received by us. It is important to us that if you need help in preparing representations you know where to get that help.

Once you have been notified about a planning application, or have viewed an application at the library or planning reception and wish to make comment, then you will need to write to the Council. The notification letter will make it clear who to write to about the application. The case officer is clearly indicated in the letter, as is the date when we need to receive your representations, which may be against or in support of the application. Your letter should clearly indicate the application number, and the site address. You need to remember that all representations received will be placed on the application file, which is a public document. Third parties will therefore be able to see and make copies of any comments you make to us.

Your comments to Council must be in writing, by letter, email or fax. If you have difficulty with this staff members will be able to help you make your comments and will provide you with a copy of the comments made so you can be certain they are the comments you wish to make.

The Council has a planning officer whose specific duty is to provide planning information at our planning reception desk. This service is available between 0900-17.00 Monday-Thursday and 0900-1645 on Friday. Planning reception can be found on the second floor in Guildhall2.

You can discuss the application with the case officer whose name will be clearly indicated in any letter you receive about the application. If you wish to make an appointment with the case officer, you may ring that officer on their direct line. In the unlikely event you cannot make contact you can ring 020 8547 5364 and make contact with the Planning Department in that way to arrange an appointment.
Will you be involved during the processing of an application?

Applications will be determined after the expiry date for receipt of representations. This is why it is important you respond to a notification during the stated period. All comments we receive by the end of the notification period will be taken into consideration. Those comments will form part of the assessment of the application. Statutory planning policies and government guidance are also relevant to consideration of a planning application.

The Head of Planning and Development decides most planning applications under powers delegated by the Council. However, some applications have to go to a planning committee, either a Neighbourhood Committee or Development Control Committee. In these cases we will write to all who wrote to us about the application to let you know the date of the committee meeting and to make you aware of what you need to do if you wish to exercise a right to speak at that meeting. If you wish to find out more about this you can get a copy of the Council leaflet “Have Your Say” which fully explains the procedures.

If you have written to us about an application, once that application has been decided we will write to you within 5 working days of that decision. The decision letter will give the reason for reaching that decision.

If an application is refused or has conditions placed on it which the applicant is unhappy about they have the right to appeal against that decision. The appeal process is not managed by the Council but by the Secretary of State who will appoint an independent Planning Inspector to hear the appeal. If an appeal is made we will write to all those who wrote to us about that application letting them know the appeal has been made and advising what needs to be done to make views known to the Planning Inspector who will determine the appeal.

The Council will also send copies of your original letters about the application to the Planning Inspector. You may also be able to make personal representations at the appeal. The Planning Inspector determines whether individuals will have the right to speak at the hearing. If the decision is made not to allow oral representations only your written comments will be taken into account.
5 Planning Aid

Planning Aid for London advises community groups in negotiations with the local planning authority and can represent the groups at Examination in Public when needed. One of the main goals of Planning Aid is to target ‘hard to reach’ groups and to assist communities in developing their own strategies for influencing development in their areas.

Planning Aid for London is a service that the Council actively supports. They provide a free, independent professional service on town planning matters to groups or individuals who cannot afford to employ a consultant. You can contact Planning Aid at:

Planning Aid for London,
Unit 2,
11-29 Fashion Street,
London,
E1 6PX.

Their telephone number is: 020 7247 4900. Fax: 020 7247 8005 and Email: info@planningaidforlondon.org.uk
6 Reviewing and Resourcing the SCI

The Council’s Policy Planning Team will be responsible for most of the work involved in undertaking community involvement for the Local Development Framework. However, the Chief Executive’s Office and the Local Strategic Partnership will continue to have an important role throughout the community involvement process. The Council’s Development Control and Project teams will lead on all community involvement on planning applications.

The Council will actively monitor the success of community involvement techniques and use the findings to refine methods in the future wherever required. Community Involvement will be measured by assessing:

- How successfully the community and other stakeholders are able to find information on the LDF documents;
- The level of involvement of ‘hard to reach’ groups; and
- Respondents’ satisfaction with the Council’s overall consultation standards.

The chief resources for delivering the proposed programme of consultation for the LDF includes the following in-house staff from the Planning Department:

**Planning Policy Section:**
- Planning Policy Manager
- Local Development Framework Manager
- Strategic Planning Manager
- Senior Policy Planner x 1
- Career Grade Planners (Policy) x 2
- Planning Information Officer x 1
- Administrative Assistant (3 days per week)

**Planning Development Control Section:**
- Development Control Manager
- Area Team Managers x 4 and other Development Control Officers to be involved as necessary.
- Administrative manager x 1

**Planning Projects**
- Projects Manager
- Principal Planner (Projects)
- Senior Projects Planner
- Planning Officer (Projects)

**Other key members of staff that will provide input as necessary are:**
- Conservation and Design section officers
- Strategic Transport Planner;
- Economic Development and Regeneration Co-ordinator and Principal Strategic Policy and Research Officer;
- Housing Manager;
- Officers in the Environment and Sustainability Department;
- The Strategic Services division; and
- Presentations Team within the Environmental Services Directorate.
A1 Other Sources of Information

Listed below are some of the key organisations concerned with planning in England and Wales.

Office of the Deputy Prime Minister (ODPM)
www.odpm.gov.uk
ODPM is responsible for policy on housing, planning, devolution, regional and local government and the fire service. It also takes responsibility for the Social Exclusion Unit, the Neighbourhood Renewal Unit and the Government Offices for the Regions.

Her Majesty’s Stationery Office (HMSO)
www.hmso.gov.uk
As Queen's Printer, all legislation, Command Papers and the official Gazettes are published by HMSO. All Statutory Instruments are issued and processed by HMSO.

The Planning Portal
www.planningportal.gov.uk
The Planning Portal offers a wide range of services and guidance on the planning system including how the planning system works, links to other boroughs' development plans and submitting planning applications.

The Greater London Authority (GLA)
www.london.gov.uk
The Mayor has taken over responsibility for strategic planning in London from the Secretary of State. The main responsibilities of the Mayor are to produce a Spatial Development Strategy (the London Plan'), make sure that boroughs' unitary development plans fit with the London Plan, to be consulted on planning applications of strategic importance and to have the power to refuse permission on strategic grounds.

Government Office for London (GOL)
www.go-london.gov.uk
The Government Office for London acts on behalf of the First Secretary of State on land use planning matters in London.

Royal Town Planning Institute (RTPI)
www.rtpi.org.uk
In the UK the Royal Town Planning Institute is the professional body responsible for town and country planning.

Transport for London (TfL)
www.tfl.gov.uk
Transport for London (TfL) is the integrated body responsible for the capital's transport system. Its role is to carry out the Mayor's Transport Strategy for London and manage the transport services across the capital for which the Mayor has responsibility.
Environment Agency
www.environment-agency.gov.uk
The Environment Agency work in diverse areas such as flood defence, pollution control, town planning, farming and waste. Their area of responsibility covers all of England and Wales and they work closely with local communities to achieve results.

Planning Aid for London (PafL)
www.pafl.org.uk
They provide free and independent town planning related advice to individuals and groups unable to afford professional consultants. This can include queries that are to do with housing, employment, transport, community issues, or improvements to your area. Planning Aid can assist people with their own planning applications or can help them to comment on other peoples’. They can also advise groups on fundraising strategies, community development and consultation methods.

Planning Inspectorate (PINS)
www.planning-inspectorate.gov.uk
Their work is the processing of planning applications and enforcement appeals and holding inquiries into local development plans. Also deals with other planning related casework including listed building consent appeals, advertisement appeals, and reporting on planning applications.
A2 Consultees

Specific Consultees

Greater London Authority (The Mayor)  Highways Agency
Surrey County Council  The Historic Buildings and Monuments
London Borough of Richmond  Commission for England
London Borough of Merton  English Nature
London Borough of Sutton  Strategic Rail Authority
London Borough of Wandsworth  South East England Development Agency
Mole Valley District Council  London Development Agency
Elmbridge Borough Council  SW London Strategic Health Authority
Epsom and Ewell Borough Council  Gas and electricity companies
The Countryside Agency  Telecommunications companies
The Environment Agency  Water and sewage undertaker

General Consultation Bodies

Community Leadership Forum (Kingston LSP)

Health and Well Being Board  Kingston Sports Council
Kingston and Surbiton District Synagogue  Kingston Town Centre Management Ltd
Kingston Arts Council  Kingston University
Kingston Benefits Agency  London Fire Brigade
Kingston Centre for Independent Living  Metropolitan Police Service
Kingston Chamber of Commerce  Prospects
Kingston Citizens Advice Bureau  Save the World Club
Kingston College  South West London Probation Service
Kingston Employment Service  St. John’s RC Church
Kingston Hospital Trust  United Reformed Church, New Malden
Kingston Magistrates Court  Youth Parliament Member
Kingston Muslim Association
Kingston Primary Care Trust  Richmond upon Thames Churches Housing Trust
Kingston Racial Equality Council

Residents Associations

Agar House Residents Association  Fassett Road Residents Association
Alexandra Residents Association  Federation of RBK Residents Associations
Alpha Road Estate Residents Association  FREDY Residents Association
Alric to Cambridge Residents Association  Glenbuck Studios Residents Association
Barnsbury Crescent Residents Association  Greenwood Park Residents Association
Blenheim Gardens Residents Association  Groves Association
Brook Road Residents Association  Hawkes Road Residents Association
Cambridge Road Estate Residents Association  Hook Rise South Residents Association
Cambridge Road Community Association  Kingston Gate Residents Association
Canbury and Riverside Association  Kingston Vale Residents Association
Canbury Court Residents Association  Knights Park Residents Association
CARA Residents Association  Knights Road Residents Association
Charter Quay Residents Association  Korean Residents Association
Chessington and Hook Residents Association  Lower Kings Road Residents
Chessington Court Residents Association  Malden Rushett Residents Association
Chessington District Residents Association  McDonald House Residents Association
Chessington Hall Residents Association  Maeldune Residents Association
Church Road Residents Association  Malden and Coombe Residents Association

29
<table>
<thead>
<tr>
<th>Heritage Groups</th>
<th>Health and Disability Groups</th>
<th>Environment, Nature and Recreation Groups</th>
<th>Transport and Utilities</th>
<th>Cultural and Religious Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarence Street/ London House Ltd Residents Association</td>
<td>Melbourne Court Residents Association</td>
<td>Creative Environmental Networks</td>
<td>Greater London Motorcycle Action Group</td>
<td>Ahmadiya Muslim Association Surbiton</td>
</tr>
<tr>
<td>Coniston Court Residents Association</td>
<td>Melford Close Residents Association</td>
<td>Kingston Friends of the Earth</td>
<td>Kingston and Richmond Accessible Transport</td>
<td>Anglo Korean Cultural Centre</td>
</tr>
<tr>
<td>Coombe House Estates Residents Association</td>
<td>Mill Street and Area Residents Association</td>
<td>Rambler's Association</td>
<td>Kingston Area Travellers Association</td>
<td>Asian arts promotion</td>
</tr>
<tr>
<td>Coombe Park Residents Association</td>
<td>New Malden (Beverley Ward) Residents' Association</td>
<td>Environment, Nature and Recreation Groups</td>
<td>Kingston Cycling Campaign</td>
<td>Churches Together in Malden</td>
</tr>
<tr>
<td>Coombe Ridings Residents Association</td>
<td>Queens Road Residents Association</td>
<td>The Woodland Trust</td>
<td>London United Busway Ltd</td>
<td>Churches Together in South London and Locally</td>
</tr>
<tr>
<td>Coombe Wood CA Association</td>
<td>River Courts Residents Association</td>
<td>The Royal Parks</td>
<td>Metropolitan Police</td>
<td>Diocese of Southwark</td>
</tr>
<tr>
<td>Cuddingtons Residents Association</td>
<td>Spring Grove Residents Association</td>
<td></td>
<td>South West Trains</td>
<td>Institute of Tamil Culture</td>
</tr>
<tr>
<td>Cumberland House Residents Association</td>
<td>Southborough Residents Association</td>
<td></td>
<td>Thames Water Property Services</td>
<td>Kingston Baha'is</td>
</tr>
<tr>
<td>Dengrove Residents Association</td>
<td>Surbiton Central Area Residents Association</td>
<td></td>
<td></td>
<td>Kingston Congregation of Jehovah's Witnesses</td>
</tr>
<tr>
<td>Dysart Avenue Residents Association</td>
<td>Tolworth South Residents Association</td>
<td></td>
<td></td>
<td>Religious Society of Friends (Quakers)</td>
</tr>
<tr>
<td>Elgar Avenue Residents' Association</td>
<td></td>
<td></td>
<td></td>
<td>St George's Greek Orthodox Church</td>
</tr>
</tbody>
</table>

Heritage Groups:
- Campaign for Real Ale
- Garden History Society
- Historic Royal Palaces
- Kingston Society
- Kingston Town CAAC
- Surbiton CAAC
- Maldens and Coombe Civic Society

Health and Disability Groups:
- Age Concern Kingston upon Thames
- CAMHS
- Chair of Archway Trust
- Community Housing and Therapy
- Greater London Association for Disabled People
- Kingston Carers Network
- Kingston & District Welcare Association
- Inventions (NHS Estates)
- Kinston Centre for Independent Living
- Kingston Pensioner Forum London
- Ambulance Service NHS Trust

Environment, Nature and Recreation Groups:
- Creative Environmental Networks
- Kingston Friends of the Earth
- Rambler's Association
- The Woodland Trust
- The Royal Parks

Transport and Utilities:
- Greater London Motorcycle Action Group
- Kingston and Richmond Accessible Transport
- Kingston Area Travellers Association
- Kingston Cycling Campaign
- London United Busway Ltd
- Metropolitan Police
- South West Trains
- Thames Water Property Services

Cultural and Religious Groups:
- Ahmadiya Muslim Association Surbiton
- Anglo Korean Cultural Centre
- Asian arts promotion
- Churches Together in Malden
- Churches Together in South London and Locally
- Diocese of Southwark
- Institute of Tamil Culture
- Kingston Baha'is
- Kingston Congregation of Jehovah's Witnesses
- Kingston, Surbiton and District Synagogue
- League of Jewish Women
- London South West Chinese Community Association
- Milaap Centre
- RC Deanery of Kingston and R.C Southwark
- Laitly Commission
- Refugee action Kingston
- Religious Society of Friends (Quakers)
- St George’s Greek Orthodox Church
Kingston Council of Churches Surbiton Community Church
Kingston Liberal Synagogue Surbiton Council of Churches
Kingston Mosque SW London Vietnamese Community Association
Kingston Muslim Association The Korean Church
Kingston Muslim Women’s Welfare and Ulster Society of Kingston upon Thames
Cultural Association
Kingston Sikh Association United Reformed Church

**Housing Associations**

<table>
<thead>
<tr>
<th>Warden Housing</th>
<th>Kingston Churches Housing Association</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thames Valley Housing Association</td>
<td>William Sutton H.A Ltd</td>
</tr>
<tr>
<td>Solon Wandsworth Housing</td>
<td>Millat Asian Housing Association</td>
</tr>
<tr>
<td>Ability Housing Association</td>
<td></td>
</tr>
</tbody>
</table>

**Schools/ Academic Institutions**

<table>
<thead>
<tr>
<th>Kingston University</th>
<th>Latchmere Infant School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kingston College</td>
<td>Latchmere Junior School</td>
</tr>
<tr>
<td>Learn English at home</td>
<td>Lovelace Primary School</td>
</tr>
<tr>
<td>Princes Trust- Merton College</td>
<td>Malden Manor Primary</td>
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<tr>
<td>Alexandra Infant School</td>
<td>Malden Parochial Primary School</td>
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<td>Bedelsford School</td>
<td>Maple Infants’ School</td>
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<tr>
<td>Beverly School</td>
<td>Moor Lane Junior School</td>
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<tr>
<td>Buchland Infant and Nursery</td>
<td>Our Lady Immaculate Primary School</td>
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<td>Burlington Infant and Nursery School</td>
<td>Robin Hood Primary School</td>
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<tr>
<td>Burlington Junior School</td>
<td>Richard Challoner School</td>
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<tr>
<td>Christ Church Infants’ School</td>
<td>Shrewsbury House</td>
</tr>
<tr>
<td>Christ Church Junior School</td>
<td>Southborough School</td>
</tr>
<tr>
<td>Christ Church Primary School</td>
<td>St Agatha's Catholic Primary School</td>
</tr>
<tr>
<td>Chessington Community College</td>
<td>St. Andrews &amp; St. Marks CofE Junior School</td>
</tr>
<tr>
<td>Commission for schools and colleges</td>
<td>St. Joseph's RC Primary School</td>
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<tr>
<td>Coombe Girls’ School</td>
<td>St. Johns CofE Primary School</td>
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<tr>
<td>Coombe Hill Infant School</td>
<td>St Luke’s Primary School</td>
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<tr>
<td>Coombe Hill Junior School</td>
<td>St. Mary’s Primary School</td>
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<td>Corpus Christi Primary</td>
<td>St. Matthew’s Primary School</td>
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<td>Ellingham Primary School</td>
<td>St. Paul’s C of E Junior School</td>
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<tr>
<td>Govener Buckland Infant School</td>
<td>The Hollyfield School and Centre for Continuing Education</td>
</tr>
<tr>
<td>Grand Avenue</td>
<td>Tiffin School</td>
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<tr>
<td>Green lane School</td>
<td>Tiffin Girls School</td>
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<tr>
<td>Holy Cross Preparatory School</td>
<td>Tolworth Infants and Nursery School</td>
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<tr>
<td>King Athelstan Primary School</td>
<td>Tolworth Junior School</td>
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<tr>
<td>Kingston Grammar School</td>
<td>The Mount Primary School</td>
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<td>Kingston Gurjarati School</td>
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<tr>
<td>Knollmead Primary School</td>
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**Miscellaneous**

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<tr>
<th>Kingston Debating Society</th>
<th>Thames Community Foundation</th>
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<tr>
<td>Fairtrade Kingston Steering Group</td>
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</table>

**Other Consultees**

| Age Concern | |
|-------------||
| British Chemical Distributors and Traders Housing Corporation |
| Association | |
| British Geological Survey | |
British Waterways
CBI

Centre for Ecology and Hydrology
Church Commissioners
Civil Aviation Authority
Commission for Architecture and the Built Environment (CABE)
Commission for Racial Equality
Council for the Protection of Rural England
Crown Estate office
Diocesan Board of Finance
Disability Rights Commission
Disabled Persons Transport Advisory Committee

English Partnerships
Equal Opportunities Commission
Freight Transport Association
Gypsy Council
Friends of the Earth

Health and Safety Executive
House Builders Federation

Learning Skills Council
London / Surrey Wildlife Trusts
London Ambulance Service
London Fire Brigade
Mobile phone and mast operators
Museum of London Archaeology Department
National Grid Transco
National Playing Fields Association
Network Rail
Ofcom
Ofgem
Post Office Property Holdings
Road Haulage Association
RSPB
Sport England
Thames Water- Property Services
Thames Water- Asset Investment Unit
The British Wind Energy Association
Transport for London
Traveller Law Reform Coalition
Women’s National Commission
## Assessment of Methods of Community Involvement

<table>
<thead>
<tr>
<th>Method and Type of Consultation</th>
<th>Description</th>
<th>Resource Implications</th>
<th>Assessment</th>
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<tr>
<td>Letter or email</td>
<td>Letter or email inviting review and comment on a proposed LDD or draft LDD. The letter or email specifies the period of publication, where the document and additional information can be viewed (the web link is provided in the email), the key contact details at RBK, and the dates of any proposed public involvement exercise(s).</td>
<td>LOW Cost of producing the letter and postage.</td>
<td>A direct and cost effective method, which allows specific groups or individuals to be targeted for involvement in the preparation of a particular LDD. The consultation process is easily managed in-house; using established avenues of communication. However, there is a need to manage the database to ensure it is kept up to date and in conformity with the Data Protection Act. The weakness of this method is that it only informs those people or organisations on the existing database and informs people but does not actively promote participation. A key to the success of this method will be to identify which are the relevant bodies from Annex 3 to notify for each specific LDD.</td>
<td>This is a statutory requirements (Reg. 25) for ‘specific’ consultation bodies for all LDDs. The Council should adopt this method for relevant ‘general’ and ‘other’ consultation bodies for all LDDs at all stages.</td>
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<tr>
<td>Press Release</td>
<td>A statement to the press about the publication, its content, significance etc. It may include relevant information about up-coming community involvement exercises or where the document is available.</td>
<td>LOW Staff time taken to draft the press release.</td>
<td>A good method of advertising the publication of a document or a community involvement event. Provides Council with the chance to explain the importance or significance of a particular plan. Has the potential to increase public interest more than a public notice would but is really only relevant to general or site specific LDDs. For site specific LDDs it may be appropriate to send a press releases to local newspapers that only covers that area (Comet, Kingston Informer, and Kingston Guardian) and Radio stations (Radio Jackie). Follow-up article may be required on the outcomes of any public involvement. RBK press office can co-ordinate and assist in the writing of press releases. There are no financial implications involved in distributing press releases. However, there is also no guarantee that the media will want to publish the story, or that what they report will be favourable.</td>
<td>The Council may consider the use of press releases for the Core Strategy and those plans it considers the local community may have an interest in such as site specific DPDs. Press releases should be considered for use at the Pre-Production and Preferred Options stages. The target audience is those people in the community not specifically identified in Annex 3 who may have an interest in the preparation of a particular LDD.</td>
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<td>Council’s website- other than basic publication</td>
<td>Additional information can be placed on the Council’s website, including further detail about the plan out for comment, maps, illustrations, a form or questionnaire for people to fill in their comments on-line, or links to other relevant information, such as decision reports, articles, or other websites.</td>
<td>Normally LOW to update but may need to develop new IT systems.</td>
<td>Provides an out-of-office source of information. Can include documents that can be downloaded and/or questionnaires that can be fill-in on-line. While the resource implications of this method are high, it does enable people to be informed and comment on-line, which may make it easier for them to get involved. Imaginative use of IT that goes beyond the Regulations and might encourage the involvement of the young and could be used in schools etc. Would need to explore other possibilities with the IT department (e-mail forums ‘Young Livin’ etc). This could be time consuming if these IT systems are not yet used in RBK. If on-line representations were to be allowed the Council would need to manage this so that people and groups cannot fill in more than one response form. A benefit to on-line representations is that responses can be linked straight into a database reducing lengthy data in putting. However, this method is limited to those people in the community with access to a computer and the internet.</td>
<td>The Council should adopt this approach for all LDDs at the Pre-Production and Preferred Options stages for DPDs and at the Pre-Production and Formal Consultation stages for SPDs. This method would target those groups or individuals notified by letter or email, as well as people accessing the Council’s website.</td>
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<tr>
<td>Article in Livin’ Kingston</td>
<td>Residents’ magazine distributed to all households in the Borough on a quarterly basis.</td>
<td>LOW Quick to produce short articles and free to submit.</td>
<td>An article in this magazine would be a cost-effective means of notifying and consulting every household in the borough. The magazine is also available from council offices, libraries, leisure centres and some supermarkets. Articles could be used to give an update on the process and advertise up-coming events. Could also include a questionnaire. However, use of this method is dependent on the timing of the LDD publication coinciding with the publication of this magazine. The magazine is only published quarterly and has very long lead-in times. Therefore, it would be difficult to adopt this as a formal method of community involvement.</td>
<td>The Council may consider this method for various LDDs of borough-wide significance, where the times of publication coincide with the publication times of an LDD. The target audience is those people in the community not specifically identified in Annex 3 who may have an interest in the preparation of a particular LDD.</td>
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<tr>
<td>Power point presentation for Guildhall receptions.</td>
<td>Public reception areas in the Guildhall complex are equipped with screens that run presentations on upcoming events in the Borough. A short presentation (which can include graphics) is displayed on the plasma screens in the reception areas.</td>
<td>LOW Can be produced in-house and is free to run on the Council screens. The same presentation can be updated and used at later stages.</td>
<td>Easily produced in house, easily managed and low cost method. The power point presentation could also be used in conjunction with other methods such as public meetings and public exhibitions. This method can also provide visual representation of technical matters discussion in an LDD such as housing density. The only weakness is that it has only a limited audience and does not actively engage the community in the consideration and involvement in plan development.</td>
<td>Adopt this approach for the Preferred Options stage for all DPDs and at the Formal Consultation stage for various SPDs.</td>
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<td><strong>Poster Stands (JC Decaux boards)</strong></td>
<td>Poster stands located in the town centres advertising council initiatives. • Notification</td>
<td>MEDIUM-HIGH Only requires limited in-house resources, but producing posters could be expensive.</td>
<td>High production costs but able to reach a large audience, including those in the community who may not be listed in Annex 3 or have access to other forms of media. The posters would need to be eye-catching and make use of good quality graphics. A weakness of this method is that a poster can only carry a limited amount of text and the Council would need to employ the services of an external print and design company which adds expense/time etc. However, once produced a smaller version could also be used for displays in the libraries and Guildhall or for flyers for wider distribution. This method is probably best used to advertise up-coming events.</td>
<td>The Council may consider this method for the Preferred Options stage for DPDs. The target audience is businesses, interest groups, visitors, shoppers, and the general public and hard to reach groups.</td>
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<tr>
<td><strong>Short Film</strong></td>
<td>Specially produced video to be used at meetings/ exhibitions/ workshops as a visual means of informing the community and asking them to get involved in planning for their community. • Notification • Consultation • Participation (depending on how the film is used)</td>
<td>HIGH Cannot be done in-house, therefore limited staff resources, but high financial implications</td>
<td>Good way of engaging hard to reach groups. Particularly useful for area based documents or to explain, by visual means, otherwise technical information e.g. density. Could be a very expensive method to undertake and its success is dependent on how well it conveys its message, how it is received by its audience and how it is used. The information conveyed in the short film could be presented in a cost effective power point presentation and the resource better spent on undertaking other methods that actually engage the community in participation on a particular LDD.</td>
<td>Reject this method as a cost-effective means of community involvement.</td>
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<tr>
<td><strong>Questionnaires or response forms</strong></td>
<td>Probably in the form of a postal questionnaire to be read in conjunction with a draft document. Could be produced at two levels-one summary questionnaire and one full-length response form (more likely to be filled in by professionals and groups rather than individuals). A questionnaire may be pitched at the borough-wide level, the local area level, or at a particular sector of the community. • Consultation</td>
<td>MEDIUM Printing costs. In putting written responses and analysing the responses can be time-consuming, especially open-ended questions. Depends how many questionnaires/documents are sent out.</td>
<td>An easy to administer method. A questionnaire can be used to standardise the format of responses allowing easier analysis and assessment of the responses. It can encourage people to consider specific issues or options that they may not have thought about otherwise. This method can also be used to collect background information and evidence at the pre-production/early engagement stage. This method is probably the simplest approach to community involvement, however participation is limited to filling in the questionnaire. It is an appropriate method for engaging a range of local communities however, this method is not really the most suitable way of engaging individuals who are unlikely to want to read and respond to a lengthy document. The questionnaire therefore needs to be relatively short but this limits the number of questions you can ask. If the questionnaire is poorly planned, it will result in poor data and a low response rate. If the subject matter is quite technical there is the potential for the reader to misinterpret questions. Success will depend on the questions asked, so they need to be well written, self-explanatory and brief. Another weakness to this method is that it can also make people feel they can not give a more detailed</td>
<td>Council may consider using this method at the Pre-Production and Preferred Options stages for DPDs and at the Pre-Production and Formal Consultation stages for SPDs. The target audience for this method would be everyone, other than Councillors.</td>
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<td>Leaflets</td>
<td>Leaflets summarising the document, proposal or issue currently being consulted on. Usually publicise the key issues, outline where further information can be found, and state when meetings are on and where.</td>
<td>MEDIUM</td>
<td>A relatively cheap means of notifying the wider community but probably only relevant to more general LDDs or site specific LDDs, where distribution of the leaflets would also be localised. The leaflet needs to be able to convey the key messages or options from the draft document or proposal. They need to be eye-catching with good presentation and illustration. Could incorporate a short questionnaire. Leaflets can be left in council reception etc or could be posted directly to target groups and organisations (schools etc), or even put on the website. However, this method is quite a ‘passive’ form of involvement. It may be necessary to distribute a large number to get a reasonable return. The greatest weakness of this method is that a leaflet can have a limited lifetime yet may remain in the public arena if not managed properly.</td>
<td>The Council may consider this method for the Preferred Options stage for DPDs. The target audience is businesses, interest groups, and the general public and hard to reach groups.</td>
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<tr>
<td>Unmanned exhibition</td>
<td>An unmanned exhibition is a self-explanatory display of some sort, located in a public area for people to view at their leisure. Often leaflets are available for people to take away.</td>
<td>MEDIUM</td>
<td>The benefit of this method is that you can leave information on display for a great length of time potentially getting exposure to people who would otherwise not attend a workshop or public meeting. The display needs to be self-explanatory and located in a suitable venue. However, this method offers no opportunity for interaction other than written feedback (e.g. by forms left at the exhibition). Success can be dependent on its location and, because it is unmanned, it is difficult to determine how much interest is shown in the display. This method could be used in conjunction with public meetings or other events. For the cost involved in preparing the exhibition material the Council are either best to prepare posters for display in prominent locations or to undertake a manned exhibition, which would allow for greater participation.</td>
<td>The Council may consider this method to raise awareness in conjunction with other methods of community involvement at the Pre-Production stages.</td>
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## RBK Statement of Community Involvement

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| Staffed public exhibitions, displays road shows.  
- Participation               | A display of some sort with staff in attendance to assist people in understanding the information provided or to answer question. Often leaflets are available for people to take away or people may be asked to fill out a questionnaire while viewing the display. | HIGH                   | This method gives the option of displaying larger, more complex visual information than would be possible in a leaflet or document. This method is resource intensive but enables members of the public to ask questions as they view information. Such one-to-one participation ensures people feel their comments are heard and also allows the Council to gain a general understanding of the public’s opinion. People can provide feedback while they are looking at the exhibition rather than relying on postal returns. Public exhibitions may reach visitors to the borough and other people not normally involved in planning, especially if held over a period of several days. It can also be a good means of raising the public profile of a proposal or plan. Could use established RBK events such as the Green fair (30th May 2005) or the May Merrie (2nd May 2005). Again success can be dependent on the exhibitions location. Staff that man the exhibition are required to have a good knowledge of the proposal or plan and peoples expect them to be able to answer all questions. | The Council may consider using this method for the Core Strategy, and for Site Specific DPDs and SPDs, at the Pre-Production stage. The target audience is those people in the community not specifically identified in Annex 3 who may have an interest in the preparation of a particular LDD. This method could be used as an alternative to Interactive Workshops. |
| Public Meetings  
- Consultation  
- Participation               | Used to inform and to gauge public opinion on a particular development plan and address any concerns attendees may have. They should usually be held over a number of evenings or weekends at a relevant and easily accessed venue. | MEDIUM- HIGH           | Public meetings are an open and inclusive way for people to engage in robust debate on the issues. They are interactive as officers are there to explain proposals and can be a valuable way of keeping people informed, allowing people to get their views across to everyone in attendance. Provides local opportunities for people to comment on matters that affect them directly or indirectly. However, the attendees are self-selecting and it can be difficult to manage to avoid more vocal interests dominating proceedings. Contributions tend to be about local or personal concerns. Usually need to be held over a number of days and at different times and venues so that all sections of the community can attend. Objectors are more likely to turn out than supports who are content with the proposal. While this method can be resource intensive and is not the best means of providing participation, it is a key means of informing and explaining a particular LDD to a large number of people at once. Probably most useful when related to local area proposals. | The Council may consider the use of this method for the Pre-Production and Preferred Options stages for DPDs and possibly the Formal Consultation stage for site specific SPDs. The target audience will be those directly notified of the meeting as well as the general public. |
### Method and Type of Consultation

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<tr>
<td>Workshops</td>
<td>These are more structured than a public meeting or an exhibition, containing formal presentations, focus group discussions, and a summary of the issues raised, progress made or actions to be undertaken.</td>
<td>MEDIUM Can require significant organisation, as well as materials and effective facilitators for the workshop especially if you are having breakout groups.</td>
<td>This method is appropriate for engaging the community on in-depth issues. Workshops can form part of a continuing process of community involvement and can be re-engaged as the plan or proposal develops. They are also useful for engaging people of all ages, abilities and backgrounds, and can bring varied interests together to discuss an issue. Promotes the discussion of real issues and allows local people to suggest solutions. However, they can be resource intensive depending on the material requirements and can not always be undertaken at a borough-wide level. Time and effort is required to ensure all relevant groups are represented. A positive attribute is that a workshop is a means of bringing all possible groups together in one venue to discuss a plan or proposal.</td>
<td>Consider using this method for the Pre-Production and Preferred Options stages for DPDs and for the Pre-Production and Formal Consultation stages for SPDs. The target audience will be those directly notified of the workshop.</td>
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<tr>
<td>Interactive workshops (Planning for Real, Enquiry by Design etc)</td>
<td>A holistic approach to understanding communities needs and aspirations. These workshops include maps, 3D models or plans onto which all community members are able to place their ideas, suggestions, comments and actions for the future of the area.</td>
<td>HIGH All materials/ models would need to be provided and facilitators employed.</td>
<td>Useful for identifying and focusing discussion around difficult issues and key themes. A possible means of engaging hard to reach groups. The interactive nature of these workshops allows people to actively engage with issues affecting their lives, developing 'ownership' of proposals. However, these workshops are costly and very resource intensive but have significant benefits in that they enable people to understand the spatial aspects of a proposal or plan and to express their views using visual means.</td>
<td>The Council may consider using this method for the Core Strategy, and for Site Specific DPDs and SPDs, at the Pre-Production stage. The target audience will be those directly notified of the meeting as well as the general public. This method could be used as an alternative to Staffed Public Exhibitions.</td>
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<tr>
<td>Citizens’ Panel</td>
<td>The Panel consists of 1,500 residents selected at random who broadly represent the demographic profile of the borough. The Panel is used to find out people’s views on specific issues. The Panel is run in partnership with MORI–consultation experts. Panel members are asked a series of set questions and their responses recorded.</td>
<td>LOW In terms of extra cost because the Council has already set the Citizen’s Panel up.</td>
<td>The best method to test public opinion on a plan or proposal. Also a good way of getting a representative sample, or weighting the responses. The process is managed by MORI, which provides a measure of independence. A reasonable method of obtaining residents views on general issues. Probably not appropriate for more technical issues that require significant explanation before people can adequately respond. Consultation only takes place with the Panel 4-5 times a year and with many competing claims on its use. So there is a need to fit in with the timing of when the panel is used and to plan well ahead.</td>
<td>The Council may consider this method for the Core Strategy if the timing of the Plan preparation process coincides with the convening of the Panel.</td>
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## Focus groups

**Method and Type of Consultation**

- **Participation**

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<tr>
<td>Focus groups are either topic or sector based. Council invites people of a specific sector of the community (e.g. youth, elderly, disabled), or with a specific interest (e.g. transport, health, and education), to establish a focus group to represent that sector of the community or that specific interest. May be drawn from the Citizens’ Panel or in the short-term, from the ‘Friends of Kingston’ Panel.</td>
<td>MEDIUM- HIGH Dependent on whether established groups could be used and the time it would take to plan meetings. Incentives may also need to be offered for people to attend. External facilitators may be needed.</td>
<td>Allows discussion with a target group, encourages dialogue and gives an opportunity to explore issues in depth. Relatively easy to set up if people have shown an interest in a particular topic or represent a particular sector. Possible means of engaging hard to reach groups, such as youth, elderly, disabled, or minority groups. Given the technical nature of many of the issues to be addressed through the LDF, this method would allow for those groups or individuals with interest in a particular issue to have significant input into these areas. However, the representatives are self-selected and the small size of the groups means they may not be representative of the community. Meeting frequency- may need to timetable meeting well in advance. Can be difficult to maintain these groups over a long time period. Could make use of focus groups- such as those set up for the Community plan.</td>
<td>The Council may consider this method for the Core Strategy and for site specific DPDs and SPDs separate or as an alternative to public meetings. This method should be used for the Pre-Production and Preferred Options stages for DPDs and for the Pre-Production stage for SPDs. Representation on the Focus Group should be sought from across all groups including individuals and ‘specific’, ‘general’ and ‘other’ consultation bodies.</td>
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## Meet with key stakeholders

**Method and Type of Consultation**

- **Participation**

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<td>In-depth one-to-one meetings can help to explore particularly sensitive topics or to clarify issues with a specific stakeholder.</td>
<td>MEDIUM – HIGH Time consuming and labour intensive but limited costs in terms of material requirement.</td>
<td>A good way of encouraging meaningful dialogue with key partners and other stakeholders. One-to-one meetings allow rapport to be built up. They are also flexible enough to allow current issues to be raised and discussed. Can be undertaken on a regular basis and can provide more detailed feedback than a group discussion. This is also a good method for gaining views of certain sorts of individuals excluded from mainstream consultations (such as people from disadvantaged groups). Useful means of identifying key issues, getting key people involved and exploring issues where a large amount of open-ended information is needed. High cost per individual, but you get a lot of information in return. Can be difficult to arrange meetings with senior staff from various organisations. Can be time consuming depending on the number of stakeholders. Usually representative of a limited sector of the community, so can not rely on the results as being typical across whole community. Need to ensure all the key stakeholders are identified.</td>
<td>Adopt this approach for all LDDs for use at all stages of the plan preparation process. Target audience will be those groups, organisations, businesses or individuals the Council considers as relevant stakeholders for a particular LDD.</td>
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<td>Stakeholder Working Group  • Participation</td>
<td>Working group comprising key stakeholders likely to be directly affected by, or are a key partner in achieving, the implementation of a particular LDD. Also comprises organisations or individuals that know what is happening on the ground and are in a good position to offer advice/direction or highlight existing problems or work being undertaken.</td>
<td>LOW – MEDIUM Requires staff time to set up and run the working group unless involving pre-existing groups.</td>
<td>Allows discussion on specific issues of relevance to particular groups, including consideration of options/solutions with people that either have a technical knowledge or a vested interest in achieving specific outcomes. Allows you to tap into information being collected by other organisations. May be used also to get internal contribution of different Council services/directorates. Can provide quantitative and qualitative information. This method provides the chance to explore views in depth and can also help to highlight information gaps or where more in-depth consultation is required. The resource requirements are not significant compared with other methods and you get focused discussion and information in return. Can help to get views of particular groups such as minority ethnic communities or people with disabilities. Working groups can take a lead role through the whole plan making process. Stakeholders are likely to represent only a select section of the community therefore, you need to ensure all stakeholders are identified. Finding all stakeholders and maintaining records can be time-consuming and groups may require a considerable amount of time to respond.</td>
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<tr>
<td>Kingston Community Leadership Forum  • Participation</td>
<td>This Forum is a partnership of organisations representing all sectors of the Kingston Community..</td>
<td>LOW - MEDIUM Would require the Council to set up these meetings and could involve several staff.</td>
<td>Can be a cost-effective method that offers a channel of representation at the grass roots. This method may be the primary means of involving many of the ‘hard to reach’ groups within the community. Requires the Community Leadership members to discuss plan proposals or issues/options with the community they represent, which can be a time consuming process.</td>
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<tr>
<td>Surgeries  • Participation</td>
<td>Surgeries are a one-to-one service, where staff (and the applicant for planning applications) are available to meet with the public. Rather than a group discussion, people can discuss their individual issues about a plan or proposal with a relevant officer.</td>
<td>MEDIUM- HIGH Would require the involvement of number of staff and potentially more time consuming than a public meeting.</td>
<td>Provides a greater focus on individuals concerns. A useful method of engaging the community and ensuring people’s views or concerns are heard. Avoids the situation where only the more vocal people’s opinions are heard. Also provides the opportunity to respond directly to these individuals or explain proposals or issues at greater length. Must ensure the numbers are manageable. May be appropriate to organise appointment times in advance to ensure there is some structure to the surgery.</td>
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<td>Planning Aid</td>
<td>Independent volunteer agency set up to assist groups and individuals in understanding and participating in the planning process.</td>
<td>LOW The Council makes a contribution to support the service.</td>
<td>Provides people with independent advice from qualified planners and offers an alternative to asking Council officers for assistance in understanding a planning application or development plan proposal. Can assist hard to reach groups and others in taking part in the plan preparation or planning application process. However, it is only available to deprived groups or individuals. Impartial advice provides a key means of community empowerment and involvement in the planning process.</td>
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A4 Glossary

(note: terms in italics are explained elsewhere in the glossary)

**Access for All Supplementary Planning Document**: guidance on designing and providing for an accessible commercial environment, and particularly aimed at smaller builders and developers. This document is being revised in the light of new Government legislation relating to access, especially the implementation of the 2004 edition Part M of the Building Regulations, and the implementation of the final part of the Disability Discrimination Act in October 2004.

**The Act**: the Planning and Compulsory Purchase Act 2004

**Affordable Housing Supplementary Planning Document**: provides more guidance on the mechanisms for delivering affordable housing in a way that best meets identified needs.

**Annual Monitoring Report (AMR)**: part of the *Local Development Framework*, the annual monitoring report will assess the implementation of the Local Development Scheme and the extent to which policies in the *Local Development Documents* are being successfully implemented.

**Area Action Plan (AAP)**: used to provide a planning framework for areas of change and areas of conservation. Area Action Plans will have the status of Development Plan Documents.

**Community Plan**: prepared as a requirement of the Local Government Act 2000, it sets out vision for Kingston based on a community planning process. It was produced by the Kingston Community Leadership Forum; a partnership of organisations representing all sectors of the Kingston Community. Go to [http://www.kingston.gov.uk/community_planning](http://www.kingston.gov.uk/community_planning)

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

**Development Plan**: in Kingston this consists of the *Spatial Development Strategy for London* (The London Plan), saved Unitary Development Plan policies, and Development Plan Documents within the Local Development Framework.

**Development Plan Documents (DPDs)**: spatial planning documents that are subject to independent examination, and together with the London Plan will form the development plan for the local authority area. Development Plan Documents can include Core Strategy, Site-specific Allocations of Land, and Area Action Plans (where needed). Other Development Plan Documents including generic Development Control Policies, can be produced. They will all be shown geographically on an adopted proposal map. 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.

**Examination**: all Development Plan Documents and the Statement of Community Involvement are subject to independent examination by the Planning Inspectorate. This examination will test the ‘soundness’ of the document.
Generic development control policies: these will be a suite of criteria-based policies which are required to make sure that developments within the area meet the spatial vision and objectives set out in the Core Strategy. These may be included in any Development Plan Document or may form a stand-alone document.

Infrastructure and Service Provision through Planning Obligations: to provide guidance on the requirements and mechanisms for infrastructure contributions, and related social, economic, environmental and cultural provision (including open space, transport, training and enterprise support provision, education and community facilities, safety and security features) through developments in the borough.

Inspector’s Report: a report issued by the Inspector or Panel who conducted the Examination, setting out their conclusions on the matters raised and detailing changes to be made to the document. The inspector’s report is binding on the local planning authority.

Issues and options: produced during the early production stages of the preparation of Development Plan Documents and may be issued for consultation to meet the requirements of Regulation 25.

Kingston University, Kingston Hill (Development Brief): to give guidance on further improvements and development, whilst safeguarding the character of the area which is within the recently designated Kingston Hill Conservation Area.

Kingston University, Knights Park, Kingston (Development Brief): a development brief for the Knights Park site to provide guidance on future uses and development. This is an important and sensitive site with surrounding residential and conservation areas.


Local Development Framework (LDF): The name of the portfolio of Local Development Documents. It consists of Development Plan Documents, Supplementary Planning Documents, a Statement of Community Involvement, the Local Development Scheme and Annual Monitoring Reports. Together these documents provide the framework for delivering spatial planning strategy for a local authority area and may also include local development orders and simplified planning zones.

Local Development Order: allows local planning authorities to introduce local permitted development rights.

Local Development Scheme (LDS): sets out the programme for preparing Local Development Documents. This must be submitted to the Secretary of State for approval within six months of the commencement of the Act.


Playing Fields Direction 1998: a Government directive that requires any proposal for development of any playing field owned by a local authority or used by an educational institute to be referred to the National Playing Fields Association.

Preferred options document: produced as part of the preparation of a Development Plan Document and is issued for formal public participation as required by Regulation 26.

Proposals map: the adopted proposals map shows on a base map (reproduced from, or based upon a map base to registered scale) all the policies and proposals contained in Development Plan Documents, together with any saved policies. To be revised as each new Development Plan Document is adopted and it should always reflect the up-to-date planning strategy for the area. Proposals for changes to the adopted proposals map accompany submitted development plan documents in the form of a submission proposals map.


Residential Density Direction 2002: a Government directive that requires the Council to notify ODPM and the Government Office for London of any residential development on sites greater than 1ha that have a density of less than 30 dwellings/ha.

Residential Design Supplementary Planning Document: guidance on the design of residential development and residential extensions. Will review and expand on the advice provided in the Residential Extensions SPG, to provide guidelines for the form and type that any proposed residential development should take in an area. This will seek to achieve a higher standard of design by helping to make sure that the best possible use is made of urban land whilst respecting the character and appearance of the surrounding area.

Residential Development on Greenfield Land Direction 2000: a Government directive that requires the Council to notify ODPM and the Government Office for London of any housing proposals on Greenfield sites greater than 5ha, or that comprise more than 150 dwellings regardless of the size of the site, and which the local planning authority resolve to approve.

Saved Policies or Plans: policies in the Unitary Development Plan will be automatically ‘saved’ for three years from the date it is adopted.

Shop Fronts and Shop Front Design SPD: guidance on the design of shop fronts. Will review and supersede the advice given in the current Shop Fronts and Shop Front Design Guide SPG. This will seek to achieve a higher standard of design by providing guidelines for the design of new shop frontages.

Shopping Development Direction 1993: a Government direction that requires the Council to notify ODPM and the Government Office for London of any proposal for a gross shopping floor area of 20,000m² or more, or an increase in gross floor area greater than 2,500m² that would exceed 20,000m² in total.
**Site Specific Allocations**: allocations of sites for specific or mixed uses or development to be contained in *Development Plan Documents*. Policies will identify any specific requirements for individual proposals.


**Statement of Community Involvement (SCI)**: sets out the standards which the Council will achieve for involving the community in the preparation of *Local Development Documents* and development control decisions. The Statement of Community Involvement is not a *Development Plan Document* but is subject to independent examination.

**Strategic Environmental Assessment (SEA)**: a generic term used to describe environmental assessment as applied to policies, plans and programmes. The European ‘SEA Directive’ (2001/42/EC) requires a formal ‘environmental assessment of certain plans and programmes, including those in the field of planning and land use’.

**Supplementary Planning Documents (SPDs)** provide supplementary information for the policies in *Development Plan Documents*. They do not form part of the *development plan* and are not subject to independent examination.

**Surbiton Hospital Site (Development Brief)**: a guide to the future use and development of the site. The current hospital buildings are outdated and unsuitable for current needs. Redevelopment and reorganisation would provide an opportunity for enhanced community facilities.

**Sustainability Appraisal (SA)**: tool for appraising policies to make sure they reflect sustainable development objectives (i.e. social, environmental and economic factors) and required in *the Act* to be undertaken for all *Local Development Documents*.

**Thames Policy Area Supplementary Planning Document**: a Plan to forge a consistent London-wide approach to planning policies relating to the Thames. The Thames Landscape Strategy will be used as a key document in preparing this SPD, which will provide new guidelines to help achieve suitable development and an improved environment along the Thames. This SPD will provide further guidance on the Thames Policy Area and river related policies contained in the UDP.

**Unitary Development Plan (UDP)**: A borough wide statutory development plan, setting out the Council’s policies for the development and use of land. This will be replaced by the *Local Development Framework*. 