

**ENFIELD**  
*Council*



LONDON BOROUGH OF ENFIELD  
LOCAL DEVELOPMENT FRAMEWORK

**STATEMENT OF COMMUNITY  
INVOLVEMENT (SCI)**

ADOPTED JUNE 2006

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<p>Name .....</p> <p>Address.....</p> <p>.....</p>	<p>Return to:</p> <p>Planning Policy Team London Borough of Enfield P.O Box 53, Civic Centre Silver Street, Enfield, EN1 3XE</p>
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## SUMMARY

The **Statement of Community Involvement (SCI)** is part of a series of documents that will form Enfield's **Local Development Framework (LDF)**, the new planning framework for the borough.

The SCI sets out the Council's approach for consulting the community during the preparation and revision of the LDF and on planning applications. Enfield's SCI seeks to enable everyone to take part in the planning process and make their views known to the Council.

The Council's vision is for:-

*Inclusive and effective community involvement, which enables the community to participate in and contribute to the future development of the Borough.*

Information about community involvement during the preparation of the SCI is set out in Appendix B.

The SCI was submitted to the First Secretary of State, on 11<sup>th</sup> October 2005, to undergo independent examination by an appointed Inspector. The final stage of consultation commenced following the submission of the SCI and comments made at this stage were forwarded to the Inspector for consideration as part of the examination. The SCI was amended in accordance with the Inspector's binding report and was adopted by Council on 28<sup>th</sup> June 2006.

The SCI can be viewed and downloaded from the Council's website at [www.enfield.gov.uk](http://www.enfield.gov.uk). Copies are also available for inspection at the Civic Centre, Silver Street, Enfield and at all public libraries within the borough.

**For further information please contact:**

**Planning Policy, Projects and Design Service**

Environment, Street Scene and Parks  
London Borough of Enfield  
PO Box 53  
Civic Centre  
Silver Street  
Enfield EN1 3XE

Tel: 020 8379 5181

Fax: 020 8379 3887

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

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# 1 INTRODUCTION

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## 1.1 Enfield's Local Development Framework (LDF)

1.1.1 Local Planning Authorities such as Enfield have long been required to draw up a **development plan** for their area to provide a framework for the development and use of land. Enfield's current development plan is the **Unitary Development Plan (UDP)**, adopted in 1994. Appendix A describes this and other terms used in this document that are set out in bold.

1.1.2 In 2004 the Government introduced major changes to the town planning system, which require the Council to replace its UDP with a new style of plan, called a **Local Development Framework (LDF)**. Enfield's LDF will not be a single document but a folder of documents called **Local Development Documents (LDDs)**. The **Statement of Community Involvement (SCI)** is one of the LDDs that the Council has to produce.

## 1.2 Statement of Community Involvement (SCI)

1.2.1 This SCI sets out the standards for involving the community in the preparation and revision of LDDs (section 4) and on planning applications (section 5). These standards, which are based upon the following principles for community involvement, will enable the Council to achieve its vision for:-

*Inclusive and effective community involvement, which enables the community to participate in and contribute to the future development of the Borough.*

### Principles for Community Involvement

- Access to information
- The opportunity to contribute ideas
- The opportunity to take an active part in developing proposals and options
- The opportunity to be consulted and make representations on formal proposals
- The opportunity to get feedback and be informed about progress and outcomes

1.2.2 The SCI has been produced in a way that meets these principles and further details about community involvement in the preparation of the SCI are set out in Appendix B.

1.2.3 Planning affects everyone who lives, works or visits the borough. Early and continuous community involvement is essential to ensure that future changes reflect the circumstances and priorities of the local people and new development stands the test of time and helps form places where people want to live. Local people's knowledge and understanding about the past and features of the borough is an irreplaceable source of information that should inform the content of Enfield's LDF and influence decisions made on planning applications.

1.2.4 A consensus in opinion on planning issues may not always arise and any comments made will be considered in light of national, regional and local planning policies. The individual and collective views of the community will be carefully considered, having regard to these policies, and decisions will always be made in the public interest. The Council is committed to undertaking early and continuous community involvement and the techniques and approach set out in sections 3, 4 and 5 seek to minimise potential conflict.

### 1.3 **Links with Enfield's other Community Involvement Initiatives**

1.3.1 This SCI encourages a community led and consistent approach to community involvement that utilises existing initiatives and partnership networks, including the **Enfield Strategic Partnership (ESP)**. In 2003, the ESP produced the **Community Strategy**, *'Enfield's Future'*, which sets out a 10-year vision for improving the quality of life in Enfield and 15 three-year aims, based on the vision and concerns of local residents and organisations. The Community Strategy will inform the priorities of the LDF and the SCI directly works towards meeting two key aims of the Community Strategy:

- *To encourage local people to be more actively involved in their neighbourhoods and communities*
- *To improve the quality and accessibility of public services at a local level through sharing information, co-ordinating consultation, and delivering services together.*

1.3.2 The Council has developed a communications toolkit, a consultation strategy, *'Engaging Enfield'*, and a good practice guide, *'Consulting People'*, to enable a consistent approach to consultation. These documents have informed the content of this SCI. The preparation of the LDF will meet key objectives of Aims 1 and 6 of the Council's Corporate Strategy 2005-2008, *Putting Enfield First- "A Cleaner, Greener Enfield"* and "Economically Successful and Socially Inclusive" and the SCI will enable the Council to meet the objectives of Aim 5- "Supporting the Delivery of Excellent Services".

1.3.3 Within the Council's organisational structure, the Scrutiny Panels, the Green Belt Forum, Planning Committee and Conservation Advisory Group (CAG) will be key consultees on aspects of the LDF relevant to their terms of reference, to allow full consideration of all of the appropriate factors and to help ensure co-ordination of LDDs with other Council activities and plans.

1.3.4 The Council has signed up to the *'Enfield Compact'*, an agreed code of practice to develop effective ways of joint working across the voluntary, community and statutory sectors. The Compact aims to improve the community's access to the statutory decision making process by developing more effective communication and public participation opportunities. The consultation standards set out in sections 4 and 5 of the SCI comply with the Compact wherever possible. However, because of the new planning regulations it will sometimes not be possible to provide the voluntary and community sector with 12 weeks to comment on particular documents, as set out in the Compact. The Council will ensure that the sector is continuously involved from the start, to enable active participation in the preparation of documents and strengthen the capacity of organisations to comment within the formal consultation periods.



## 2 ENFIELD'S COMMUNITIES

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### 2.1 Enfield's Population

2.1.1 Enfield's population is made up of a number of overlapping communities of place, identity and interest. To ensure that planning is inclusive it is necessary to have a clear understanding of the make-up, interests and needs of the community, in this context.

2.1.2 The Council's 2004 report, '*Scoping the Future*' provides statistics about the make up of Enfield's population. It shows that Enfield's population is made up of a significant, above average, proportion of the young, elderly, disabled and deprived and has a large and diverse black and minority ethnic (bme) community. Based on these findings, the following groups and organisations have been identified to provide a comprehensive and overlapping coverage of all the people and groups of Enfield for the purposes of the LDF consultation.

- Voluntary and community organisations including:
  - Residents' and tenant associations
  - Community groups
  - Conservation groups
  - Environmental groups
  - Transportation groups
  - Arts and cultural groups
  - Sports and leisure groups
- Residents
- Children and young people
- BME communities
- Older people
- People with disabilities
- Business people and organisations
- Service providers including statutory bodies and groups
- Land interest bodies, such as developers, landowners and agents
- MPs/ Councillors

2.1.3 Enfield's LDF database has been reviewed and updated so that the groups and organisations included represent all of the communities identified in 2.1.2. The Council may also consult with additional bodies if appropriate. This will ensure that future consultation extends to the population as a whole. The freestanding LDF database will be regularly updated by a member of the planning policy team and will be annually reviewed alongside the SCI.

## 2.2 **Hard to Reach Groups**

2.2.1 In the past consultation has tended to exclude particular sections of the community. To ensure that consultation is inclusive, it is necessary to identify the needs of groups of the community who may find it difficult to engage with the planning system. These 'hard to reach' groups, can be any group within the community that is difficult to access for any reason. This could be due to barriers created by inaccessibility, language, cultural perceptions, traditions or social expectations. The following are considered to be Enfield's hard to reach groups:

- Children and young people
- Older people
- BME communities
- People with physical or learning disabilities

2.2.2 Traditional methods of consultation may not adequately engage the 'hard to reach' groups and a more targeted and innovative approach is often required. The approach to community involvement and emphasis on partnership working, set out in this SCI, works towards eliminating discrimination, promoting equality of opportunity and good race relations. The SCI will ensure that there is increased access to information, for all groups, relating to the preparation and review of LDDs and in the consideration of planning applications.

2.2.3 A key principle of the SCI is to ensure that documents are made available to everyone. All consultation documents will be made available in different languages, Braille, audio or large print format. The Council will seek to ensure that documents are: written in plain English, jargon free, provided in a format that is easy to read and are appropriate for the groups that need to be involved.

## 2.3 **The Role of the Voluntary and Community Sector**

2.3.1 The Council works in partnership with the voluntary and community sector and is a key partner in the ESP. The voluntary and community sector are represented on the ESP board and thematic action groups, Better Enfield, Children and Young People, Crime and Disorder, Education, Employment and Enterprise, Health Improvement and Leisure and Culture, through the Enfield Community Empowerment Network (ECEN) representatives. The ESP Partnership Board and thematic action groups will be involved in all relevant policy issues in the preparation of the LDF. The ESP magazine, distributed to every home, will provide information about the LDF to Enfield residents. The magazine will be used to ensure that vulnerable and housebound elderly or disabled people are informed. The Council will continue to draw upon the expertise and specialist knowledge of all relevant community and voluntary organisations, in particular to engage the hard to reach groups. Further details are set out Appendix C.

### 3 TYPES OF COMMUNITY INVOLVEMENT

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#### 3.1 **Background**

3.1.1 The Council aims to involve the community as a whole: to extend an open invitation to participate but at the same time ensure that consultation is representative of the population. To achieve this a variety of community involvement methods will need to be used. Targeted consultation of stakeholders and interest groups, depending upon their expertise and interest and the nature and content of the LDD, or type of planning application, will be undertaken. This section sets out the methods, benefits, limitations and resource implications for a variety of techniques that may be used in the preparation and revision of LDDs and planning applications.

#### 3.2 **Stages and Levels of Community Involvement**

3.2.1 The techniques used will involve different stages and levels of community involvement, identified by the Government and in the Council's corporate consultation strategy, '*Engaging Enfield*':

- 1) *Information*- methods of providing information to the public.
- 2) *Research*- techniques are used to gather factual information from the public and stakeholders to inform and develop policies.
- 3) *Consultation*- giving people a voice and asking for comments.
- 4) *Participation*- use of interactive techniques to enable people to participate and contribute ideas.
- 5) *Feedback*- providing information about the results of consultation and participation.

#### 3.3 **Methods of Community Involvement**

The following methods will be used to engage the community in the preparation and revision of LDDs and planning applications. Further information about these methods including details of their benefits, limitations and resource implications are set out in Appendix C.

- Information made available through direct mailing letters, Council buildings or on the Council's website/ other organisations' websites
- Information made available in newsletters
- Information made available to/ consultation with local community groups
- Media
- Questionnaires and Surveys
- Public Exhibitions
- Video or Audio Presentation
- Public Meetings/ Area Meetings
- Interest Forums, Groups, Committees and Panels
- Focus Groups or Workshops
- One-to-One meetings
- Planning for Real<sup>®</sup>
- Planning Panels

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## 4 COMMUNITY INVOLVEMENT: LOCAL DEVELOPMENT DOCUMENTS (LDDs)

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### 4.1 Background

4.1.1 This section sets out the Council's standards and approach for consulting the community in the preparation and revision of LDDs. A full list of the types of groups and organisations that the Council will consult are set out in Appendix D. Council departments will also be consulted in the preparation of LDDs and relevant Council services will be represented in the project teams preparing the documents.

4.1.2 Enfield's **Local Development Scheme (LDS)**, the project plan for the LDF, sets out the timetable and nature of each LDD that will be produced and the role of officers and members in decision making. There are two main types of LDD:

- **Development Plan Documents (DPDs)**
- **Supplementary Planning Documents (SPDs).**

4.1.3 Enfield's LDDs will have to contribute towards sustainable development:

*Development that ensures a better quality of life for everyone, now and for future generations.*

Sustainable development can be achieved if the following aims are met:

- High and stable levels of economic growth and employment
- Social progress
- Protection of the environment
- Prudent use of natural resources

Each LDD will be subject to a **Sustainability Appraisal (SA)** to assess the impact of strategies and policies, on the above economic, social and environmental aims, from the beginning and throughout preparation process. The Council is legally required to undertake a **Strategic Environmental Assessment (SEA)** of plans and programmes that are likely to have significant affects on the environment. This requirement will be met through each SA that is undertaken.

## 4.2 Development Plan Documents (DPDs)

4.2.1 DPDs are subject to independent examination, a statutory adoption process and have **development plan** status. Section 38 (6) of the Planning and Compulsory Purchase Act 2004 requires decisions on planning applications to be made in accordance with the development plan unless material considerations indicate otherwise. Development proposals will have to comply with Enfield's DPDs, and the **London Plan**, which is also given development plan status under the Act, unless there are **material considerations** to justify otherwise.

4.2.2 In the period up to March 2007, the Council will produce the following DPDs:

- **Core Strategy**  
The vision for future development of the Borough, with core policies to deliver the vision
- **Sites Schedule**  
Schedule of land allocated for specific types of development
- **North East Enfield Area Action Plan**
- **Central Leaside Business Area Area Action Plan**
- **Enfield Town Area Action Plan**  
A framework and strategy for the future planning of these areas.
- **Proposals Map**

4.2.3 The Proposals Map will identify the areas of the borough to which core policies relate, sites allocated for specific types of development in the sites schedule and the Area Action Plan boundaries. The initial Proposals Map will be submitted to the Government alongside the Core Strategy. Thereafter, as other DPDs are prepared, additions and amendments to the Proposals Map will be brought forward for consideration.

4.2.4 In accordance with the LDS, the Council may produce a Joint North London Waste DPD with the other member boroughs of the North London Waste Authority. The Joint North London Waste DPD would set out the planning policies relating to waste disposal facilities. Consultation on this document shall be in conformity with the approach set out in Table 4.1. Joint consultation on the DPD will be necessary and detailed arrangements for this will be developed through a separate Consultation Strategy, to be agreed by all member boroughs.

### 4.2.5 Process and stages of community Involvement for DPDs

There are four stages in the statutory process for the preparation and revision DPDs: pre-production, production, examination and adoption. The detailed process for preparing each DPD, the Council's approach and the techniques that will be used for involving the community are set out in Fig 4.1. The Government requires the Council to consult on the Proposals Map DPD once it is submitted to Independent Examination. However, plans or maps will accompany the early consultation on DPDs as appropriate.

Fig 4.1-Process and stages of community involvement for DPDs

STAGE 1: PRE-PRODUCTION

- Evidence gathering -The Council will collect evidence, information and survey material in consultation with stakeholders. An SA Scoping Report will be produced in consultation with the **consultation bodies** and any other relevant organisations, including those with social and economic responsibilities. The Scoping Report will set out the scope and level of detail and assessment criteria for the SA reports. The information gathered at this stage will enable the issues and options to be developed.



STAGE 2: PRODUCTION

- Issues and options- The Council will develop and appraise **issues and options**. There will be ongoing consultation with **specific consultation bodies**, **general consultation bodies** and any relevant **other consultee** or **Government department**.
- Preferred options- The Council will take into account the results of consultation on issues and option and will develop **preferred options**, appraise the preferred options and produce an SA report. The preferred options document will require approval of the Council's Cabinet or Cabinet sub Committee. This will be followed by a statutory six-week formal consultation period. The **DPD bodies** will be consulted and a notice published on the Council's website and in a local newspaper.
- Submission DPD- Comments raised on the preferred option document will be considered and taken into account in the preparation of the **Submission DPD**. It may be necessary to undertake an additional SA. The Submission DPD will require the approval of Council. The Council will submit to the Government the DPD, final SA report and supporting documents, including a Consultation Statement to explain how results of community involvement have informed the content of DPDs . At which time the final statutory six- week consultation period begins. All representations made at this stage will be sent to the Government for consideration.



STAGE 3: EXAMINATION AND REPORT

- An **independent examination** will be held and conducted by an Inspector appointed by the Government. After the examination the Inspector will produce a report with recommendations that will be binding upon the Council. The Council will provide copies of the recommendations on the website and at Council buildings.






STAGE 4: ADOPTION

- The DPD will be adopted following approval of Council. The Council will prepare an adoption statement, advertise that the DPD has been adopted and make it available for public inspection, at Council buildings and on the website.

Community involvement methods appropriate for different stages in the production of DPDs<sup>1</sup>

**Table 4.1: Core Strategy/ Site Schedule/ Non-Area Based DPDs**

Stage of production		Method of community involvement	Community/ Stakeholder	
<b>Pre-production</b>  <b>Production</b> 	<b>Evidence gathering/ SA scoping report</b>	Direct Mailing Letters One-to-One meetings Questionnaires/ surveys	<b>Consultation Bodies:</b> English Nature, English Heritage Countryside Agency Environment Agency <b>Other relevant consultees.</b>	
	<b>Issues and options</b>	Regulation 25 <sup>2</sup> Direct Mailing Letters One-to-One meetings <i>Topic based interest forums, groups, panels, committees (as appropriate depending upon the issues concerned)</i> <i>Topic based focus groups/ workshops (as appropriate depending upon the issues concerned)</i>	<b>General Consultation Bodies-</b> Appropriate community and business groups, including groups representing the interests of hard to reach sections of the community <b>Specific Consultation Bodies</b> <b>Other Consultees</b> <b>Government departments</b>	
		Regulation 26 <b>Preferred options/ Sustainability report</b>	Information provided at Council buildings, on Council website, Media (press notice) Direct mailing letters, Newsletters Public exhibitions <i>Public meetings (as necessary)</i>	All communities and stakeholders.
		Direct mailing letters One to One meetings	DPD bodies	
		Newsletters, Consultation through local community groups. <i>Focus groups/ workshops as necessary</i>	Hard to reach groups	
<b>Submission DPD/ SA Report</b>	Regulation 28 Information provided at Council buildings, on Council website, Media (press notice)	All communities and stakeholders		
	Direct mailing letters	DPD bodies Individuals/ organisations that requested notification of recommendation/ adoption		
<b>Examination and Report</b> 	Regulation 34 <b>Independent examination/ Inspectors Report.</b>	Information provided at Council buildings, on Council website, Media (press notice) Newsletter	All communities and stakeholders	
<b>Adoption</b>	Regulation 36 <b>Adoption of the DPD</b>	Direct mailing letters	DPD bodies Individuals and organisations that requested notification of the submission	

<sup>1</sup> Additional consultation techniques, detailed in Appendix C, may also be used as appropriate.

<sup>2</sup>Reference to 'Regulation' in this document refers to The Town and Country Planning (Local Development) (England) Regulations 2004.



**Table 4.2: Area Action Plans**

Stage of production		Method of community involvement	Community/ Stakeholder
<b>Pre-production</b> 	<b>Evidence gathering/ SA scoping report</b>	Direct mailing letters Questionnaires/ surveys	<b>Consultation Bodies:</b> English Nature, English Heritage Countryside Agency Environment Agency  Other relevant consultees.
	<b>Production</b> 	Regulation 25 <b>Issues and options</b>	Direct mailing letters One-to-one meetings  <i>Interest forums, groups, panels, committees (as appropriate)</i>  <i>Planning for Real© exercises as necessary.</i>
Regulation 26 <b>Preferred options/ Sustainability report</b>		Information provided at Council buildings, on Council website, Media (press notice) Direct mailing letters, Newsletters <i>Public meetings (as necessary)</i>	All communities and stakeholders.
		Direct mailing letters One to One meetings	DPD bodies
		Newsletters, Consultation through local community groups.	Hard to reach groups
Regulation 28 <b>Submission DPD/ SA Report</b>		Information provided at Council buildings, on Council website, Media (press notice)	All communities and stakeholders
		Direct mailing letters	DPD bodies Individuals and organisations that requested notification of the submission
<b>Examination and Report</b> 	Regulation 34 <b>Independent examination/ Inspectors Report.</b>	Information provided at Council buildings, on Council website, Media (press notice) Newsletter	All communities and stakeholders
<b>Adoption</b>	Regulation 36 <b>Adoption of the DPD</b>	Direct mailing letters	DPD bodies Individuals and organisations that requested notification of the submission

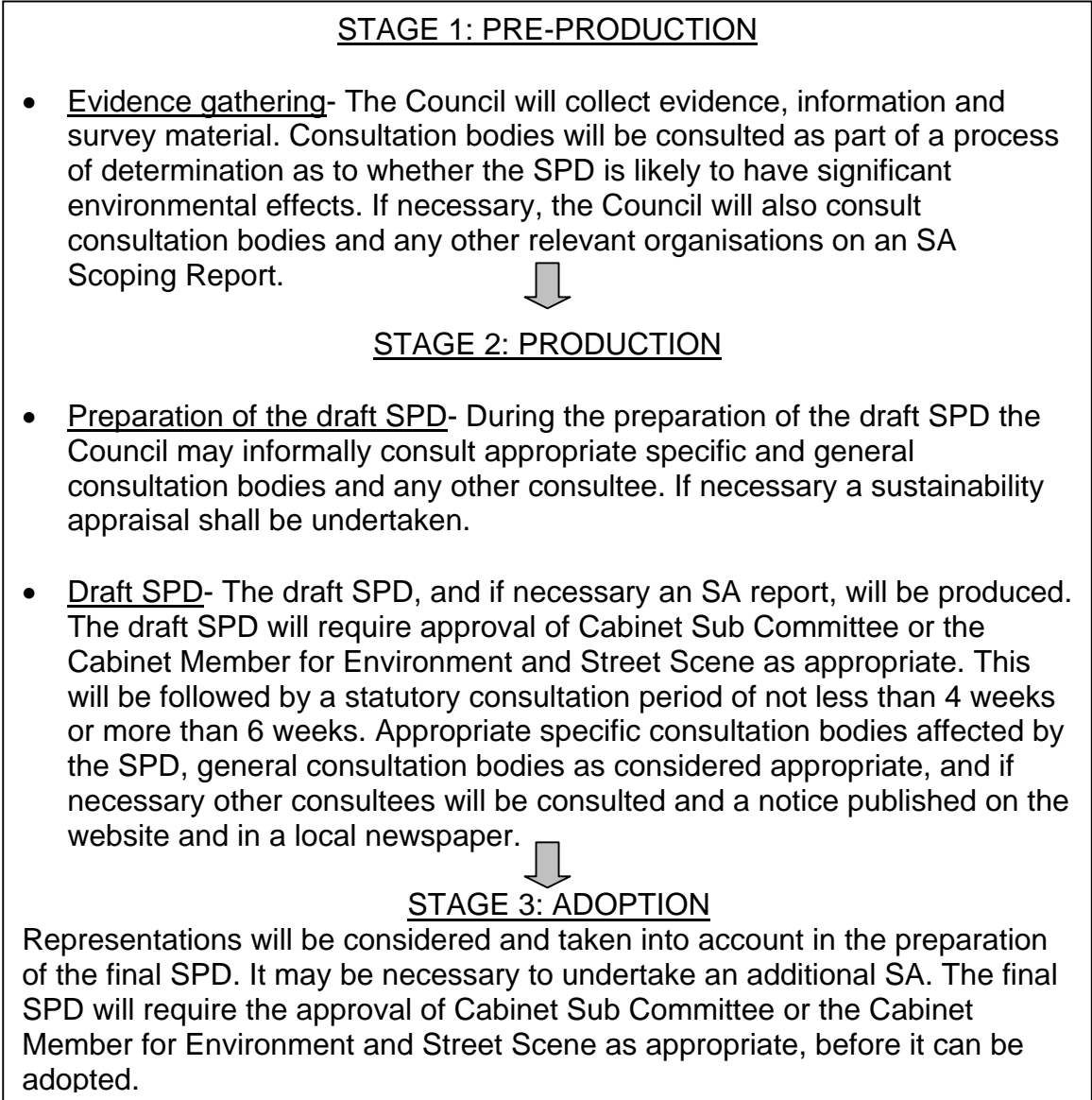
4.3 **Supplementary Planning Documents (SPDs)**

- 4.3.1 SPDs elaborate upon the policies and proposals in DPDs but do not have **development plan** status. They will be approved by the Council following consultation and include documents such as design guides, planning briefs or thematic documents. Enfield will produce the following SPDs in the period up to March 2007:
- **The Enfield Design Guide-** an urban and rural design framework
  - **The Development Standards-** standards to guide and control new development and land use change.

4.3.2 **Process and Community Involvement for SPDs**



The process for the preparation and revision of SPDs is similar to that for DPDs, except there is no requirement for an independent examination. There are three stages of preparation: pre-production, production and adoption. The detailed process for producing SPDs and the Council’s approach to community involvement is set out in Fig 4.2. In some cases it may not be necessary to undertake an SA.

Fig 4.2-Process and stages of community involvement for SPDs



Community involvement methods appropriate for different stages in the production of SPDs<sup>3</sup>

**Table 4.3: Supplementary Planning Documents**

Stage of production		Method of community involvement	Community/ Stakeholder
<b>Pre-production</b> 	<b>Evidence gathering/ SA scoping report</b>	Direct mailing letters Questionnaires/ surveys (if appropriate)	<b>Consultation Bodies:</b> English Nature, English Heritage, Countryside Agency Environment Agency (for the SA Scoping Report).  Other relevant consultees
	<b>Production</b> 	Regulation 17 <b>Preparation of SPD</b>	Direct Mailing Letters One-to-One meetings  <i>Interest forums, groups, panels, committees, including CAG (as appropriate)</i>  <i>Focus groups/ workshop (as appropriate)</i>  <i>Planning for Real© exercises as necessary for area specific SPDs</i>
Regulation 17 <b>Draft SPD/ SA report</b>		Information provided at Council buildings, on Council website, Media (press notice) Direct mailing letters, Newsletters  <i>Interest forums, groups, panels, committees (as appropriate)</i>	All communities and stakeholders, including Specific and General Consultation Bodies
		Newsletters, Consultation through local community groups.	Hard to reach groups
<b>Adoption</b>	Regulation 19 <b>Adoption of SPD</b>	Information provided at Council buildings, on Council website, Media (press notice)	All communities and stakeholders
		Direct mailing letters	DPD bodies Individuals and organisations that requested notification of the adoption

<sup>3</sup> Additional consultation techniques, detailed in Appendix C, may also be used as appropriate.

#### 4.4 **Co-ordinating Consultation**

- 4.4.1 The Council's corporate consultation strategy encourages co-ordinated cross-cutting consultation. The LDDs are complementary documents and consultation responses will therefore be used in a comprehensive manner. Where possible consultation activities for the Core Strategy and Site Allocations DPDs will be combined. If appropriate, consultation on LDDs will be linked with other corporate consultation and consultation undertaken by the Enfield Strategic Partnership (ESP) for the Community Strategy, through the use of the Council's Consultation and Engagement Officers' Group, its Register of Consultation and the ESP Engagement Group.

#### 4.5 **Reporting Back**

- 4.5.1 The Council is committed to providing the community with feedback on the results of consultation. Comments made at each of the stages of preparing the LDDs will be acknowledged and the Council will report back, by producing consultation statements to set out a summary of the comments made and how comments have influenced each LDD. Once the SCI is adopted, the Council will ensure that LDDs are prepared in a way that meets its community involvement standards. The Council will, thereafter, submit a Statement of Compliance with each DPD that is submitted to the Government, to set out how the Council has met the requirements of the SCI.

## 5 CONSULTATION ON PLANNING APPLICATIONS

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### 5.1 **Background**

5.1.1 This section sets out the methods and scale of involvement appropriate for each stage of the planning process: pre-application, application and post-application, for applications for the following:

- Planning Permission
- Listed Building Consent
- Conservation Area Consent
- Telecommunications development
- Certificate of Lawfulness
- Advertisement Consent
- Works to trees
- Agricultural development

5.1.2 The Council's approach towards consultation is to concentrate resources, by undertaking additional consultation on proposals that give rise to local controversy, involve sensitive sites or are significant in scale - 'significant applications'. The Council seeks to involve hard to reach groups in the planning application process, and section 2.2 applies to consultation on planning applications.

5.1.3 The types of community involvement techniques that are appropriate for different stages of the planning process vary. Developers will be encouraged to use participation techniques at the pre-application stage to enable the community to contribute towards developing proposals. Information will be provided and consultation methods will be used at the application stage, to encourage the community to comment on proposals, and feedback will be provided at the post application stage. Further information about these stages of consultation is set out in Section 3.2.

### 5.2 **Pre-application stage**

5.2.1 There is no statutory requirement to involve the community at the pre-application stage. Developers are encouraged to undertake pre-application consultation with the community on proposals for significant developments. Developers should contact the Council at an early stage of preparing a development proposal so that a development team, consisting of the developer and officers, can be established to discuss and develop proposals. The development team process will be used for the Council to agree the applicant's approach to pre-application consultation with the community. Consultation at the pre-application stage should involve appropriate community groups, if appropriate the Conservation Advisory Group (CAG) and statutory and non-statutory consultees, that would normally be consulted at the application stage.

5.2.2 Pre-application consultation undertaken by the developer should comply with the principles and approach to community involvement set out in sections 1 and 2. The developer will be advised to use different consultation techniques depending upon the type of proposal and the communities that need to be involved, and provide a pre-application consultation statement to set out who was consulted, how they were consulted, a summary of comments made and details of how the comments have informed the proposal.

### 5.3 **Application stage**

5.3.1 At the application stage, the minimum requirements for consultation are set out in the following legislation:

- Town and Country Planning (General Development Procedures) Order 1995
- Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2001- (*Telecommunications*)
- The Planning (Listed Buildings and Conservation Areas) Act 1990<sup>4</sup>
- The Planning (Listed Buildings and Conservation Areas) Regulations 1990

The statutory requirements and minimum consultation that will be undertaken by the Council for different types of application are set out in Appendix E.

5.3.2 Shortly after an application is submitted the Council will notify all adjoining properties, sharing a boundary with the application site, in writing providing 21 days for people to view the plans at the Civic Centre and comment on proposals. A duty officer service will be provided between 10am to 4pm Monday to Friday and 4pm to 7pm on Thursdays, by appointment, for people who are unable to get to the Civic Centre during normal working hours. If significant amendments to applications are received an additional letter will be sent out to all of those previously consulted, giving a further 14 days to view the amended plans and make additional comments.

5.3.3 For certain applications, such as those involving major developments or affecting listed buildings or conservation areas, the Council will also post site notices at or near the site and publish a press notice in the local paper. Further details of this are set out in Appendix E.

5.3.4 The Council will send copies of the application forms and plans to relevant statutory and non-statutory consultees and all planning applications submitted will be summarised in the Weekly List, which are made available by circulation to Councillors, Study Groups, Residents' Associations, Libraries and other subscribers and are also published on the Council's website- [www.enfield.gov.uk](http://www.enfield.gov.uk).

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<sup>4</sup> The publicity requirements for planning permission affecting the setting of a listed building or conservation area are currently laid out in the Planning (Listed Buildings and Conservation Areas) Act 1990 but these will be amended as the Planning and Compulsory Purchase Act 2004 introduces provisions to allow the publicity requirements to be put into secondary legislation.

5.3.5 In the case of 'significant applications', additional consultation will be carried out depending upon the proposal and site circumstances:

- Developers will be encouraged to provide the community with information and updates on large scale or phased developments using *websites, public exhibitions and newsletters*
- *CAG* will continue to have an important and direct role in advising the Planning Department on delegated and Committee decisions for planning applications that could affect conservation areas, listed buildings or ancient monuments.
- *Planning Panels* (see Appendix C) will be held for applications that involve complex issues or large scale public interest will be considered at a panel meeting. Press notices will be used to advertise panels.

5.3.6 The majority of planning applications are determined by Senior Planning Officers, with powers delegated by the Planning Committee. It is likely that 'significant applications' will be considered and determined at Planning Committee, where the public can attend and present their comments.

#### 5.4 **Post-application stage**

5.4.1 The Council will write to any person or community group that has commented on an application to tell them about the decision made and notify them if an appeal has been lodged. These details will also be published on the website within the weekly list.

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## 6 RESOURCING AND REVIEWING THE SCI

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### 6.1 Resources

- 6.1.1 The Council's Planning Policy Team will be responsible the majority of work involved in undertaking community involvement for the Local Development Framework. The Policy Team, within the Chief Executive's Office, and the Communications Team will continue to have an important role throughout the community involvement process. The Council's Development Control service will be responsible for community involvement on all planning applications.
- 6.1.2 The community involvement methods set out for LDDs and planning applications have been chosen having regard to the resource issues set out in Tables 1 and 2 and the time and financial resources available. External resources, including the use of consultants, temporary staff and voluntary and community organisations may be required to undertake certain community involvement activities for LDDs and contingency funding is in place for this.

### 6.2 Review

- 6.2.1 The success and effectiveness of the SCI will be reviewed through the Annual Monitoring Report (AMR). The success of the SCI will be measured by assessing whether the approach to community involvement meets the Council's vision and principles, set out in section 1. In particular the following indicators will be used to measure the success:
- Awareness of planning issues
  - Access to information
  - Consultation and participation levels
  - Involvement of the hard to reach groups

These indicators could be measured using the following methods, further details of which will be set out in the **Annual Monitoring Report (AMR)**:

- Survey to the Enfield Citizens' Panel (to be compared with the results of the survey carried out in November 2004)
- Number of hits on the planning webpages/ comments raised (to be compared with data collected before the SCI is implemented)
- Questions relating to community involvement included on the comments form for all LDDs
- Feedback from people participating in planning panels
- Information collected about the age, gender, race and disability of people making comments on LDD, compared with demographic statistics

6.2.2 The SCI sets out how the Council will involve the community during the preparation and revision of all LDDs, including LDDs that the Council may prepare in the future, therefore, revisions to the LDS will not trigger a review of the SCI. It will only be necessary to revise the SCI if there is a need to introduce additional methods of community involvement or if there are changes to the types of community groups that the Council needs to engage. The Planning Policy Team, in consultation with other departments and the ESP will research additional community involvement techniques in preparation of the review of the SCI.

## 7 APPENDICES

### Appendix A- Glossary of terms

(Those terms included in the Glossary are printed in bold italics.)

<b>The Act</b>	The Planning and Compulsory Purchase Act 2004
<b>Adoption</b>	The stage at which the Local Planning Authority can adopt, by resolution of the Council, the <b><i>Local Development Document</i></b> as Council policy.
<b>Annual Monitoring Report (AMR)</b>	Part of the <b><i>Local Development Framework</i></b> , the AMR will assess the implementation of the <b><i>Local Development Scheme</i></b> and the extent to which policies in <b><i>Local Development Documents</i></b> are being successfully implemented.
<b>Area Action Plan</b>	A <b><i>Local Development Document</i></b> (which is also a <b><i>Development Plan Document</i></b> ) which sets out a strategy for the future planning of areas with a concentration of proposals for change or where land uses and activities are particularly complex.
<b>Area Designations</b>	Areas identified on the <b><i>Proposals Map</i></b> within which certain <b><i>core policies</i></b> will apply.
<b>Central Leaside Business Area</b>	An <b><i>Area Action Plan</i></b> providing a planning framework for development and regeneration in the Central Leaside Business Area.
<b>Community Strategy</b>	Local Authorities are required by the Local Government Act 2000 to prepare these, with the aim of improving the social, environmental and economic well being of their areas. Through the Community Strategy, authorities are expected to co-ordinate the actions of local public, private, voluntary and community sectors.
<b>Consultation Bodies</b>	Defined in The Environmental Assessment of Plans and Programmes Regulations 2004.
<b>Core Policy</b>	A short clear statement of the matters which the Local Planning Authority will take into account when it receives an application for planning permission. If the proposed development is not in line with the policy, then the local planning authority is likely to refuse planning permission unless there are exceptional circumstances affecting the site which would make this particular development acceptable.

<b>Core Strategy</b>	A <b>Local Development Document</b> setting out the long-term spatial vision and strategic objectives for the Local Planning Authority area. It will also include a spatial strategy, <b>core policies</b> and a monitoring and implementation framework for achieving them. The Core Strategy will have the status of a <b>Development Plan Document</b> .
<b>Development Plan</b>	A document which sets out a local planning authority's policies and proposals for the development and other use of land and buildings within its area. As set out in Section 38(6) of the Planning and Compulsory Purchase Act 2004, an authority's development plan consists of the relevant <b>Regional Spatial Strategy</b> (or the Spatial Development Strategy in London) and the <b>Development Plan Documents</b> contained within its <b>Local Development Framework</b> .
<b>Development Plan Documents (DPDs)</b>	Spatial planning documents that are subject to independent examination, and together with the relevant <b>Regional Spatial Strategy</b> , will form the <b>development plan</b> for a local authority area for the purposes of the Act. They can include a <b>Core Strategy, Site Schedule, and Area Action Plans</b> (where needed). Other DPDs can be produced. They will all be shown geographically on a <b>Proposals Map</b> . Individual DPDs or parts of a document can be reviewed independently from other DPDs. Each authority must set out the programme for preparing its DPDs in the <b>Local Development Scheme</b> .
<b>DPD bodies</b>	Bodies consulted by a Local Planning Authority under Regulation 25 (issues and options stage).
<b>Development Standards</b>	An <b>SPD</b> setting out the Council's standards for new developments.
<b>Enfield Design Guide</b>	An <b>SPD</b> reinforcing the Council's commitment to good design. It will supplement the core policies, Area Action Plans and area designations on the Proposals Map, promoting an urban and rural design framework to raise standards and inspire good design.

<b>Enfield Town Area Action Plan</b>	An <b>Area Action Plan</b> providing a planning framework for development in Enfield Town.
<b>Enfield Strategic Partnership</b>	Partnership of stakeholders who develop ways of involving local people in shaping the future of their neighbourhood in how services are provided. Single non-statutory, multi-agency bodies that aim to bring together locally the public, private, community and voluntary sectors. The Enfield Strategic Partnership is responsible for producing the Enfield's <b>Community Strategy</b> .
<b>General Consultation Bodies</b>	Bodies defined by the Town and Country Planning (Local Development) (England) Regulations 2004- see appendix D.
<b>Government Departments</b>	Central Government Departments, which will be consulted via the Government Office for London
<b>Issues and Options</b>	Produced during the early production stage of the preparation of <b>Development Plan Documents</b> and may be issued for consultation to meet the requirements of Regulation 25.
<b>Independent Examination</b>	A formal hearing, presided over by an Inspector or a Panel of Inspectors appointed by the Secretary of State, to consider the soundness of the Local Planning Authority's <b>Local Development Documents</b> (which are also <b>Development Plan Documents</b> ). This is also known as an Examination-in-Public.
<b>Inspector's Report</b>	A report issued by the Inspector or Panel who conducted the <b>Independent Examination</b> , setting out their conclusions on the matters raised at the examination and detailing the amendments which they require the local planning authority to make to the <b>Local Development Document</b> before it adopts the document. The Inspector's Report is binding on the Local Planning Authority.
<b>Local Development Document</b>	A document which forms part of the <b>Local Development Framework</b> and which can be adopted and revised as a single entity. It is the collective term for <b>Development Plan Documents, Supplementary Planning Documents</b> and the <b>Statement of Community Involvement</b> .

<b>Local Development Framework</b>	A “folder” of <b>Local Development Documents</b> , drawn up by the Local Planning Authority, which together with the relevant Regional Spatial Strategy, form the <b>development plan</b> for its area.
<b>Local Development Scheme</b>	A document setting out the local planning authority’s intentions for its <b>Local Development Framework</b> ; in particular, the <b>Local Development Documents</b> it intends to produce and the timetable for their production and review.
<b>London Plan</b>	Also known as the Spatial Development Strategy, this document was published by the Mayor of London in February 2004 and provides a strategic framework for the boroughs’ <b>Unitary Development Plans</b> . It will now perform this function in respect of <b>Local Development Frameworks</b> . It has the status of a <b>development plan</b> under the Planning and Compulsory Purchase Act 2004.
<b>Material considerations</b>	The courts are the arbiters of what constitutes a material consideration. The Government document “The Planning System: General Principles” (2005) provides further information.
<b>North East Enfield Action Plan</b>	An Area Action Plan providing a planning framework for development and regeneration in North East Enfield.
<b>Preferred options document</b>	Produced as part of the preparation of <b>Development Plan Documents</b> , and is issued for formal public participation.
<b>Proposals Map</b>	A <b>Local Development Document</b> (which is also a <b>Development Plan Document</b> ) which comprises a map of the Local Planning Authority’s area, and shows: <ul style="list-style-type: none"> <li>• Existing and revised <b>designations</b> of areas of land.</li> <li>• Sites for particular future land uses or developments.</li> <li>• Locations of proposed or actual area plans.</li> </ul>
<b>Regional Spatial Strategy</b>	Sets out the region’s policies in relation to the development and use of land and forms part of the <b>development plan</b> for local planning authorities. In London this is known as the Spatial Development Strategy or <b>London Plan</b> , published by the Mayor of London in February 2004.

<b>Sites Schedule</b>	A <b>development plan document</b> setting out the allocations of sites for specific or mixed uses or development.
<b>Specific consultation bodies</b>	Bodies defined by the Town and Country Planning (Local Development) (England) Regulations 2004- see Appendix D.
<b>Statement of Community Involvement</b>	Sets out the standards which Authorities will achieve with regard to involving local communities in the preparation of <b>Local Development Documents</b> and development control decisions. The statement of community Involvement is not a <b>Development Plan Document</b> but is subject to <b>Independent Examination</b> .
<b>Strategic Environmental Assessment (SEA)</b>	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'. It is a tool for integrating environmental considerations into decision-making by ensuring that any significant environmental effects of the decision are taken into account. The SEA must form an integral part of the adoption process for <b>Local Development Documents</b> and must be taken into account right from the initial stages of plan preparation.
<b>Submission DPD</b>	A stage in the statutory process for the adoption of <b>Local Development Documents</b> , which are also <b>Development Plan Documents</b> . The local planning authority submits the draft DPD to the Secretary of State for independent examination.
<b>Supplementary Planning Document</b>	A <b>Local Development Document</b> providing supplementary information in respect of the policies in <b>Development Plan Documents</b> . It does not form part of the Development Plan and is not subject to independent examination. Instead the local planning authority can approve the document by formal resolution of the Council, but it must be subjected to full public consultation if it is to be accorded any weight in decisions on development proposals.
<b>Sustainability Appraisal (SA)</b>	The examination of a <b>Local Development Document</b> to ascertain whether its policies and proposals reflect sustainable development objectives (i.e. social, environmental and economic factors).
<b>Unitary Development Plan</b>	A type of <b>development plan</b> introduced in 1986 and replaced by <b>Local Development Frameworks in the Act</b> . Enfield's <b>Unitary Development Plan</b> was adopted in March 1994.

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## **Appendix B - Consultation on the SCI.**

### **Pre-production**

#### **Enfield's Citizens' Panel**

In November 2004, questionnaires were sent out to members of the Enfield citizens' panel, a panel of residents selected to reflect Enfield's population in terms of age, area, ethnicity, gender, disability and other socio-economic characteristics. The questionnaire sought to establish information about residents' knowledge on planning issues, attempted to identify barriers to community involvement and identify potential solutions.

There are three key issues that arise from the analysis. Firstly, there is a need to increase awareness of planning issues amongst Enfield residents in general. Secondly, and linked to this, is the need to provide clear and detailed information to the community. Finally, the use of direct mailing letters and local newspapers as a key method for providing information to the community should be considered.

### **Production stage**

#### **Consultation undertaken as part of the preparation of the draft**

In March 2005, as part of the preparation of the SCI and to meet Government regulations, the Council sent letters out to specific consultation bodies and general consultation bodies (see appendix D).

The specific consultation bodies that were consulted are the Mayor of London, the Highways Agency and authorities that adjoin the Borough. A number of general consultation bodies, representing the interests of voluntary and community groups, residents, businesses, young people and children, bme communities, older people and people with disabilities were consulted. An open invitation was also sent to over 1,000 organisations and individuals on the LDF database to ask them if they wanted to become involved in the preparation of the SCI.

The ESP received a presentation on the LDF in March 2005 and reports on scope of the SCI and consultation issues were presented at the Planning Committee and Conservation Advisory Group (CAG) in March and April 2005.

The results of this consultation and details of how the comments raised have informed the SCI are set out in the 'pre-submission consultation statement' that accompanies this document.

#### **Consultation on the draft SCI**

On 8<sup>th</sup> June 2005 the draft SCI was published for public consultation. In total 17 letters of representation were received from community groups, statutory bodies, private organisations, a neighbouring local authority and the Conservation Advisory Group. In addition, the Planning Committee at its meeting on 19<sup>th</sup> July 2005, resolved to support the draft SCI. Further information about the comments raised and the Council's response to these comments is set out in the Consultation Statement, submitted to the Government with the SCI.

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## Appendix C- Methods of Community Involvement

Types of Community Involvement	Benefits	Limitations	Resource implications
<p><b>Information made available through direct mailing letter.</b> Documents/ consultation letters are sent directly by post, email or fax to groups and individuals on Enfield's LDF database.</p>	<p>Enables wide and targeted consultation, representative of Enfield's population.</p>	<p>Excludes the wider general public and individuals or groups that are not already on the database.</p>	<p>Relatively inexpensive and targeted nature ensures a good response rate.</p>
<p><b>Information made available at Council buildings.</b> Consultation documents are made available at Council buildings including the Civic Centre and local libraries.</p>	<p>Easy to carry out, can be used to target the whole borough or areas of the local community subject to the location of Council buildings.</p>	<p>Council buildings may not be accessible for certain groups of the community.</p>	<p>Cost effective.</p>
<p><b>Information made available on the Council's website/ other organisations' websites.</b> Information and documents made available on the Council's website- <a href="http://www.enfield.gov.uk">www.enfield.gov.uk</a> or other websites. This can be accompanied with email notification to groups and individuals on the database.</p>	<p>Provides quick and easy access for part of the community that have access to the internet.</p>	<p>Many households may not have internet access or individuals may not have the required technology.</p> <p>The websites of other organisations/ groups can be used to target certain communities. For example, the Enfield Enterprise Agency website could be used provide information to the Small and Medium Size Enterprise sector.</p>	<p>Cost effective.</p>

Types of Community Involvement	Benefits	Limitations	Resource implications
<p><b>Information made available in newsletters.</b> Use of newsletters to provide information. The following existing newsletters could be used:</p> <ul style="list-style-type: none"> <li>• ESP magazine</li> <li>• Empower- ECEN members</li> <li>• Enfield Voluntary Action</li> <li>• Age Concern</li> <li>• Enfield Racial Equality Council</li> <li>• Enfield Disability Action</li> <li>• Town Centre and Business News</li> <li>• Enfield Enterprise Agency</li> </ul>	<p>Use of existing community newsletters, such as Age Concern or Enfield Racial Equality Council enables targeted approach to consultation. Can be used to engage hard-to-reach groups.</p>	<p>Space for article in existing newsletters may be limited. Cost limitations.</p>	<p>Creation and distribution of specific LDF/ planning application newsletters could be expensive.</p>
<p><b>Information made available to/ consultation with local community/ business groups.</b> Documents/ consultation letters are sent to area or interest based community groups, who will consult with the community and provide a collective response.</p>	<p>Enables a targeted approach to consultation Can be used to engage hard-to-reach groups.</p>	<p>Dependent upon the capacity of voluntary and community groups. Time limitations- voluntary and community groups should be given 12 weeks to consult service users, beneficiaries and stakeholders, in accordance with the Enfield Compact.</p>	<p>Voluntary and community sector may require support for consultation activities.</p>
<p><b>Media.</b> Local newspapers (press notices, press releases, adverts), radio, electronic notice boards and posters are used to provide information.</p>	<p>The distribution of newspapers enables a wide circulation across the borough. London Greek radio and London Turkish radio provide a mechanism for providing information in alternative languages to targeted bme communities.</p>	<p>Potential use is limited by cost or uncertainty that press releases will be printed.</p>	<p>Advertisements in local newspapers and on the radio can be expensive.  No cost for use of the Council's electronic notice boards.</p>

Types of community involvement	Benefits	Limitations	Resource implications
<p><b>Questionnaires and Surveys.</b> A set of pre-determined questions are asked to obtain information, through interview or self completion questionnaires. Questions and surveys could be presented to <b>Enfield's Citizens' Panel</b>- a panel of residents selected to reflect Enfield's population in terms of age, area, ethnicity, gender, disability and other socio economic characteristics.</p>	<p>A good way to gather relevant and statistically reliable quantitative information.</p>	<p>Not an effective way to obtain qualitative views and options.</p>	<p>Postal distribution is relatively cost effective. Greater costs involved in one to one or telephone surveys.</p>
<p><b>Public exhibitions.</b> An exhibition is held in Council/ public buildings. Visual displays are used, which may include maps and text. Written comments can be left in public buildings.</p>	<p>Visual displays can attract more interest and engage the wider community. Mobile exhibitions could be used to target geographical communities and address mobility issues.</p>	<p>Cost limitations and language barriers. Locations of exhibitions may not be accessible for certain groups of the community.</p>	<p>Significant extra costs involved compared to providing information only.</p>
<p><b>Video or audio presentation.</b> Information provided via video or tape.</p>	<p>Can attract more interest and engage the wider community including people with physical or learning difficulties. Can help to engage people that cannot read or write.</p>	<p>Large cost limitations.</p>	<p>Costly. Use of consultants would be needed.</p>
<p><b>Public meetings/ area meetings.</b> Open meetings are arranged for members of the public to find out about a particular topic and to express views on a particular issue. Established regular area based public meetings such as Area Forums or Community Housing Partnership Boards could be used.</p>	<p>Provide a platform for local people to express their views.</p>	<p>Attendance is often not representative of the population. There may not be adequate time for presentation or discussion at existing meetings due to other agenda items. If held during working hours people may not be able to attend.</p>	<p>Officer time resources required. Use of established meetings would be more cost effective and potentially more effective in securing responses.</p>

<b>Types of Community Involvement</b>	<b>Benefits</b>	<b>Limitations</b>	<b>Resource implications</b>
<p><b>Interest forums, groups, committees and panels.</b> Groups of people or organisations meeting on a regular basis, providing a consultation forum to discuss issues. The membership can consist of councillors or a specific community or interest group. Examples include:</p> <ul style="list-style-type: none"> <li>• Council scrutiny panels</li> <li>• Planning Committee</li> <li>• Conservation Advisory Group</li> <li>• Enfield Strategic Partnership board and thematic group meetings</li> <li>• Council Partnership Boards (for learning difficulties, older people, people with disabilities, and mental health)</li> <li>• ECEN steering group</li> <li>• Strategic Race Forum</li> </ul>	<p>Enables a focused debate on specific issues.</p> <p>Can be a good way to reach a representative sample of hard to reach groups.</p>	<p>There may not be adequate time to discuss matters in detail due to other agenda items. If held during working hours people may not be able to attend.</p>	<p>Officer time resources required.</p>
<p><b>Focus groups or workshops.</b> In-depth discussion groups of around 6-12 people focussed on a particular topic or set of issues.</p>	<p>Enables a focused debate on specific issues. Can be used to target hard to reach groups, particularly people with learning difficulties.</p>	<p>Requires Officer time to establish and facilitate.</p>	<p>Can be very costly and time resource intensive.</p>
<p><b>One-to- one meetings.</b> Individual meetings with Council staff.</p>	<p>Enables quality discussion and deliberation of specific issues.</p>	<p>Limited to a restricted number of stakeholders.</p>	<p>Requires significant officer time resources.</p>

<b>Types of Community Involvement</b>	<b>Benefits</b>	<b>Limitations</b>	<b>Resource implications</b>
<p><b>Planning for Real®.</b>            People are invited to arrive at solutions for improving their physical surroundings by using a model of their area. The process begins by using surveys or focus groups to identify the needs of the community. Model or options cards are used to suggest ideas for an area.</p>	<p>Consensus is easier to reach, as people focus on the model and options cards not each other. Enables ideas and options to be generated Can engage people who cannot read or write. Increases participation by 'hard to reach' groups.</p>	<p>Can only effectively be used for area based policies or area action plans.</p>	<p>Very costly. Use of approved consultants would be required.</p>
<p><b>Planning Panels.</b>            A public meeting held before planning applications are considered at the Planning Committee. The Planning Panel consists of three members from the Committee.</p>	<p>Enables the applicant to explain proposals/ clarify queries, local residents and organisations can put forward their views at an early stage and officers and members can listen to ideas, issues and concerns prior to consideration at Planning Committee.</p>	<p>Resource restrictions limit the frequency of panels. If held during working hours people may not be able to attend.</p>	<p>Venue costs. Requires officer and member time resources.</p>

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## **Appendix D- List of Consultees**

**Consultation bodies**- national organisations listed in Government environmental regulations (The Environmental Assessment of Plans and Programmes Regulations 2004). The Council must consult these bodies when preparing the SA Scoping Report(s).

- The Countryside Agency
- The Environment Agency
- English Heritage
- English Nature

**Specific consultation bodies**- national organisations and authorities listed in Government regulations (The Town and Country Planning (Local Development) (England) Regulations 2004). The Council must consult these bodies if they are affected by the subject matter of LDDs.

- Mayor of London
- The Countryside Agency
- The Environment Agency
- English Heritage
- English Nature
- The Highways Agency
- Adjoining Authorities:
  - Broxbourne District Council
  - Epping Forest District Council
  - Essex County Council
  - Hertsmere Borough Council
  - Hertfordshire County Council
  - London Borough of Barnet
  - London Borough of Waltham Forest
  - London Borough of Haringey
  - Welwyn Hatfield District Council
  - Adjoining Parish/ Town Council(s)
- London Development Agency
- East of England Development Agency
- Telecommunications operators
- Enfield, Haringey and Barnet Strategic Health Authority.
- Gas and electricity operators
- Sewerage and water undertakers:
  - Thames Water
  - Three Valleys Water plc.
- Network Rail

**General consultation bodies**- groups that represent the interests of local people (set out in the Town and Country Planning (Local Development) (England) Regulations 2004 as follows):

- (a) Voluntary bodies some or all of whose activities benefit any part of the Borough
- (b) Bodies which represent the interests of different racial, ethnic or national groups in the Borough
- (c) Bodies which represent the interests of different religious groups in the Borough
- (d) Bodies which represent the interests of disabled persons in the Borough
- (e) Bodies which represent the interests of persons carrying out business in the Borough.

## **Government Departments**

- Home Office
- Department of Education and Skills
- Department of Environment, Food and Rural Affairs
- Department of Transport
- Department of Health
- Department of Trade and Industry
- Ministry of Defence
- Department of Works and Pensions
- Department of Constitutional Affairs
- Department for Culture, Media and Sport
- Office of Government Commerce (Property Advisers to the Civil Estate)
- The Countryside Agency

## **Other Consultees**

- British Geological Survey
- British Waterways, canal owners and navigation authorities
- Centre for Ecology and Hydrology
- Church Commissioners
- Civil Aviation Authority
- Commission for Architecture and the Built Environment (CABE)
- Commission for New Towns and English Partnerships
- Commission for Racial Equality
- Crown Estate Office
- Developers, agents and landowners
- Diocesan Board of Finance
- Disability Rights Commission
- Environmental groups including CPRE, RSPB, and Friends of the Earth
- Equal Opportunities Commission
- Fire and Rescue Services
- Forestry Commission
- Health and Safety Executive (HSE)
- H M Prisons
- The House Builders Federation
- Housing Corporation
- Learning and Skills Councils
- Lee Valley Regional Park Authority
- Local Transport Operators, PTAs, PTEs, and Transport for London
- London Ambulance Service
- Metropolitan Police Authority
- National conservation groups
- National Playing Fields Association
- Primary Care Trust
- Rail Companies and the Rail Freight Group
- Regional Sport Forums for the English Regions
- Royal Mail Property Holdings Plc
- Sport England
- The Theatres Trust
- Women's National Commission

## **Appendix E- Statutory and minimum consultation on planning applications**

The table below sets out the minimum public consultation to be undertaken by the Council. Additional consultation may occur as appropriate having regard to the potential impact of the proposal. The Council will also consult a range of statutory and non-statutory consultees depending upon the scale of the development and site circumstances.

<b>Type of application</b>	<b>Statutory requirement</b>	<b>Minimum consultation undertaken by the Council</b>
<p><b>Householder</b> Applications involving household extensions and ancillary developments.</p>	<p>Site notice (to be displayed for not less than 21 days) <b>or</b> notice served on adjoining owner or owner.</p>	<p>Consultation letter sent to adjoining owner or occupier <b>and</b> in the case of side or front extensions- owner or occupier of properties directly opposite whose outlook could be affected by the proposed development.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, resident's associations, libraries and other subscribers.</p>
<p><b>Minor</b> Applications involving</p> <ul style="list-style-type: none"> <li>• Residential development of less than 10 dwellings (or if this is not known where the site is less than 0.5ha)</li> <li>• Provision of a building or buildings of less than 1000m<sup>2</sup> of floor space</li> <li>• Development on sites less than 1ha.</li> <li>• A change of use</li> </ul>	<p>Site notice (to be displayed for not less than 21 days) <b>or</b> notice served on adjoining owner or owner.</p>	<p>Consultation letter sent to adjoining owner or occupier.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>
<p><b>Major</b> Applications involving</p> <ul style="list-style-type: none"> <li>• Residential development of ten or more dwellings (or if this is not known where the site is 0.5ha or more)</li> <li>• Provision of building or buildings of 1000m<sup>2</sup> of floorspace or more</li> <li>• Development on a site of 1ha or more.</li> <li>• The winning and working of minerals or the use of land for mineral deposits</li> <li>• Waste development</li> </ul>	<p>Site notice (to be displayed for not less than 21 days) <b>or</b> notice served on adjoining owner or owner <b>and</b> press notice.</p>	<p>Site notice <b>and</b> consultation letter sent to adjoining owner or occupier <b>and</b> press notice.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>

<b>Type of application</b>	<b>Statutory requirement</b>	<b>Minimum consultation undertaken by the Council</b>
<p>Applications accompanied by an Environmental Statement.</p> <p>Applications for development that does not accord with the development plan.</p>	<p>Site notice (to be displayed for not less than 21 days) <b>and</b> press notice.</p>	<p>Site notice <b>and</b> consultation letter sent to adjoining owner or occupier <b>and</b> press notice.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>
<p>Applications for Listed Building Consent, Conservation Area Consent.</p> <p>Planning applications for development affecting listed buildings or conservation areas.</p>	<p>Site notice <b>and</b> press notice.</p>	<p>Site notice <b>and</b> consultation letter sent to adjoining owner or occupier <b>and</b> press notice.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p> <p>Consultation with local study groups.</p>
<p>Applications for telecommunications development.</p>	<p>Site notice (to be displayed for not less than 21 days) <b>or</b> notice served on adjoining owner or owner <b>and</b> press notice (in certain cases).</p>	<p>Consultation letter sent to adjoining owner or occupier <b>and</b> press notice (where required by the regulations).</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>

<b>Type of application</b>	<b>Statutory requirement</b>	<b>Minimum consultation undertaken by the Council</b>
Applications for a Lawful Development Certificate.	No statutory requirement.	<p>Notification letter sent to adjoining owner or occupier.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>
Applications for Advertisement Consent.	No statutory requirement.	<p>Consultation letter sent to adjoining owner or occupier.</p> <p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>
<p>Applications for works to trees protected by a Tree Preservation Order or located within a Conservation Area.</p> <p>Applications for a prior notification for agricultural development.</p>	No statutory requirement.	<p>Publication in weekly list- available on website, circulated to Councillors, study groups, residents' associations, libraries and other subscribers.</p>

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## **Appendix F- Background Documents and Contact Details**

### **Background documents**

- “Community Involvement, Diversity and New Planning System”, ODPM 2004.
- “Community Involvement in Planning: The Governments’ Objectives” ODPM 2004
- “Consulting People- the Council’s consultation good practice guide 2004-2007, LBE 2004.
- “Creating Better Places to live- A guide to the planning system in England”, ODPM 2005.
- “Creating Local Development Frameworks - a companion guide to PPS12”, ODPM 2004.
- “Diversity and Equality in Planning: a good practice guide”, ODPM 2005.
- “Engaging Enfield- the Council’s Consultation Strategy 2004-2007”, LBE 2004.
- “The Enfield Compact”
- “Enfield’s Local Development Scheme”, LBE 2005.
- “Enfield’s Future”- The Community Strategy 2003-2006.
- Environmental Protection- The Environmental Assessment of Plans and Programmes Regulations 2004.
- “Local Development Frameworks: Assessing the Soundness of Development Plan Documents and Statements of Community Involvement”, PINS 2005
- The Planning (Listed Buildings and Conservation Areas) Act 1990
- The Planning (Listed Buildings and Conservation Areas) Regulations 1990
- “The Planning System: General Principles” ODPM 2005.
- Planning and Compulsory Purchase Act 2004.
- Planning Policy Statement 1: “Creating Sustainable Communities”, ODPM 2005.
- Planning Policy Statement 12- “Local Development Frameworks”, ODPM 2004.
- “Putting Enfield First”- Corporate Strategy 2005-2008, LBE 2005.
- “Scoping the Future”, LBE 2004.
- “Statements of Community Involvement and Planning Applications”, ODPM 2004.
- “Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks” Consultation paper, ODPM 2004.
- “Sustainability Appraisal of Regional Spatial Strategies and Local Development Frameworks” Interim advice note on frequently asked questions, ODPM 2005.
- Town and Country Planning (General Development Procedures) Order 1995
- Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2001-
- Town and Country Planning (Local Development) (England) Regulations 2004.

## **Contact details**

### **Planning Policy Team**

Please contact the Planning Policy Team for advice and information about the LDF:

Planning Policy Team  
PO Box 53  
Civic Centre  
Silver Street  
Enfield  
Middlesex  
EN1 3XE  
Tel: 020 8379 1451            Fax: 020 8379 3887  
Email: [ldf@enfield.gov.uk](mailto:ldf@enfield.gov.uk)  
Website: [www.enfield.gov.uk](http://www.enfield.gov.uk)

### **Development Control**

Please contact the Council's Development Control department for any matters regarding planning applications:

Development Control  
PO Box 53  
Civic Centre  
Silver Street  
Enfield  
Middlesex  
EN1 3XE  
Tel: 020 8379 3821            Fax: 020 8379 3811  
Email: [development.control@enfield.gov.uk](mailto:development.control@enfield.gov.uk)  
Website: [www.enfield.gov.uk](http://www.enfield.gov.uk)

### **Independent help**

Planning Aid for London is a registered charity that provides free, independent and professional advice on town planning matters to individuals and community groups who cannot afford to pay fees to a planning consultant.

Planning Aid for London  
Unit 2, 11-29 Fashion Street  
London, E1 6PX  
Tel: 020 7247 4900            Fax: 020 7247 8005  
Email: [info@planningaidforlondon.org.uk](mailto:info@planningaidforlondon.org.uk)  
Website: [www.planningaidforlondon.org.uk](http://www.planningaidforlondon.org.uk)