

London Borough of Havering
COUNCIL MEETING

**7.30pm WEDNESDAY, 8 FEBRUARY 2006
AT HAVERING TOWN HALL
MAIN ROAD, ROMFORD**

Members of the Council of the London Borough of Havering are hereby summoned to attend a meeting of the Council at the time and place indicated for the transaction of the following business



Chief Executive

For information about the meeting please contact:

Ian Buckmaster (01708) 432431

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NOTES ABOUT THE MEETING

1. HEALTH AND SAFETY

The Council is committed to protecting the health and safety of everyone who attends its meetings.

At the beginning of the meeting, there will be an announcement about what you should do if there is an emergency during its course. For your own safety and that of others at the meeting, please comply with any instructions given to you about evacuation of the building, or any other safety related matters.

2. MOBILE COMMUNICATIONS DEVICES

Although mobile phones, pagers and other such devices are an essential part of many people's lives, their use during a meeting of the Council can be disruptive and a nuisance. Everyone attending is asked therefore to ensure that any device is switched to silent operation or switched off completely.

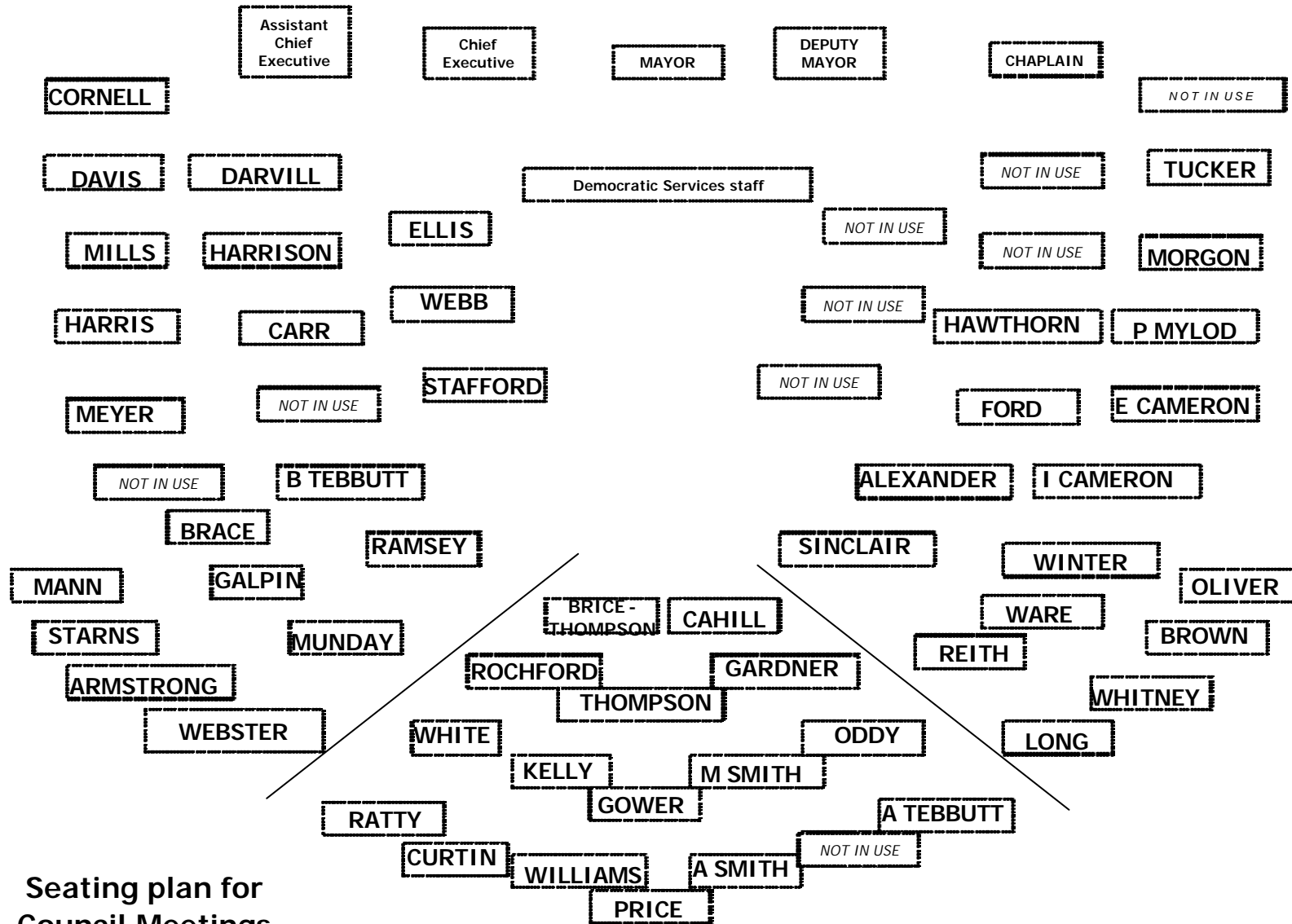
3. CONDUCT AT THE MEETING

Although members of the public are welcome to attend meetings of the Council, they have no right to speak at them. Seating for the public is, however, limited and the Council cannot guarantee that everyone who wants to be present in the public areas of the Council Chamber can be accommodated. When it is known in advance that there is likely to be particular public interest in an item the Council will endeavour to provide an overspill room in which, by use of television links, members of the public will be able to see and hear most of the proceedings.

PLEASE REMEMBER THAT THE MAYOR MAY REQUIRE ANYONE WHO ACTS IN A DISRUPTIVE MANNER TO LEAVE THE MEETING AND THAT THE MEETING MAY BE ADJOURNED IF NECESSARY WHILE THAT IS ARRANGED.

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If you need to leave the meeting before its end, please remember that others present have the right to listen to the proceedings without disruption. Please leave quietly and do not engage others in conversation until you have left the Council Chamber.



Seating plan for Council Meetings

INFORMATION FOR MEMBERS

Commencement of Meeting

As an aid to Members, a single ring of the division bell will sound 5 minutes before the meeting is due to begin, followed by a double ring at 2 minutes before, at which time Members are asked please to take their seats for the commencement of the meeting.

Control of microphones

Members are reminded that, at Council meetings, the microphones are controlled centrally under the direction of the Mayor. Consequently, Members do not need to press the **MIC ON** button in order to speak, nor to turn off the microphone when they have finished.

The Mayor would find it helpful, however if Members would press the **MIC ON** button to indicate that they wish:

- to speak in the course of debate on any motion (including movers and seconders)
- to rise to a point of order, of information or in personal explanation

Voting

When the Mayor calls a division, the division bell will sound briefly. In order to ensure that votes are recorded correctly, Members are asked to wait until the division bell has finished ringing before pressing the appropriate voting button.

Members are, of course, free to change their vote as they choose at any time until the Mayor directs that the votes be counted. Once a count has been called, however, no further change is possible. In the event that a Member's vote appears not to have been recorded, the clerks should be informed immediately, before the result is declared, so that account can be taken of the vote.

AGENDA

1 PRAYERS

Led by Captain Richard Borrett of the Salvation Army

2 To receive apologies for absence (if any)

3 MINUTES

To sign as a true record the minutes of the Meeting of the Council held on 7 December 2005

4 DECLARATION OF INTERESTS

Members are invited to declare any interests in any of the items on the agenda at this point of the meeting.

Members may still declare an interest in an item at any time prior to the consideration of the matter.

5 ANNOUNCEMENTS BY THE MAYOR, BY THE LEADER OF THE COUNCIL OR BY THE CHIEF EXECUTIVE

6 LOCAL DEVELOPMENT FRAMEWORK: ADOPTION OF STATEMENT OF COMMUNITY INVOLVEMENT

7 MEMBERS' QUESTIONS

MOTIONS FOR DEBATE

8 STANDARDS COMMITTEE

Motion on behalf of the Labour Group

This Council believes that it is important that the Standards Committee of the Council is seen to be impartial and not open to accusations of political bias. It therefore agrees that the independent membership of the Committee should be strengthened and should represent a majority of the voting membership of the Committee.

9 RESPECT CAMPAIGN

Motion on behalf of the Labour Group

This Council welcomes the government's £50,000 additional funding for a Respect Campaign in Romford. It notes the actions being taken by the Community Safety Partnership during January to March to give effect to the campaign. The Council recognises that this is a matter for the whole community and agrees to utilise the opportunity which this initiative brings to launch a borough wide Respect campaign involving the whole Council and the wider community.

9A Amendment by the Administration

Amend to read:

This Council welcomes the Government's recognition of Havering's success in relation to the Respect Campaign by granting £50,000 additional funding for the Campaign in Romford. It notes the actions being taken by the Community Safety Partnership, which build on the borough-wide campaign launched by the Leader in June 2005

10 LOCAL GOVERNMENT PENSIONS

Motion on behalf of the Labour Group

This Council supports its staff in seeking to protect their pension rights. It notes the settlement reached in respect of civil servants, police, teachers, health workers, etc in current membership of schemes and believes that local government staff should be treated equitably. It recognises that there are financial savings to be made from the

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overall proposed changes to local government pensions. Accordingly the Council agrees to respond to the present consultation on draft regulations calling on the LGA and other parties involved to seek a compromise, offering similar protection of pension benefits for existing staff, within the overall financial package.

10A Amendment by the Administration

After the words "It notes..." **insert** the words "that the Government proposes to issue a discussion paper in June 2006 and awaits this with interest." - **delete** the remainder

[Note: the motion would then read:

This Council supports its staff in seeking to protect their pension rights. It notes the Government proposes to issue a discussion paper in June 2006 and awaits this with interest.]

11 CARE PACKAGES: IMPROVING CUSTOMER SERVICE

Motion on behalf of the Residents' Group

In the interest of improved Customer Service for those dealing with a range of providers through their care packages, this Council will explore with its partners a method whereby our clients have a one telephone number, or one name, to contact whenever they have a problem or query.

12 REMOVAL OF FOOTWAY OBSTRUCTIONS

Motion on behalf of the Residents' Group

This Council will adopt a more proactive role in the removal of advertising boards, goods and other such items placed on the public footways around the Borough.

12A Amendment by the Administration

Amend to read:

This Council notes that its enforcement plan provides a proactive approach to the removal of illegal advertising boards, goods and other such items placed on the public footways around the borough

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13 TACKLING GRAFFITI

Motion on behalf of the Residents' Group

This Council reinforces pride in our communities by challenging service providers within Havering, including BT, Network Rail and Cable TV to deal with graffiti and fly posting with sympathy for the local environment; their boxes blight our streets being covered in graffiti and fly posters, and our railway bridges (many of which form part of our heritage) are having graffiti dealt with by Network Rail by painting out in a matt tan colour, which provides a fresh 'canvas' for more vandalism.

Note: The Mayor has agreed pursuant to Council Procedure Rule 11.4(ii) that the motion on Elderly Care Homes, of which notice was previously given in the Revised Agenda, should not be included on this agenda as, in the particular circumstances, it is considered to be inappropriate.



**MINUTES OF THE MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HAVERING
Havering Town Hall, Romford
7 December 2005 (7.30 p.m. – 9.30 p.m.)**

Present: The Mayor (Councillor John Mylod) in the Chair.

Councillors June Alexander, Mike Armstrong, Jeffrey Brace, *Wendy Brice-Thompson, Malvin Brown. Edward Cahill, Eileen Cameron, Ivor Cameron, Graham Carr, Yve Cornell, Andrew Curtin, Keith Darvill, Jan Davis, Tony Ellis, Gillian Ford, Georgina Galpin, Peter Gardner, Jean Gower, Ray Harris, Bill Harrison, Linda Hawthorn, Steven Kelly, Len Long, Andrew Mann, Nigel Meyer, Wilf Mills, Raymond Morgon, Eric Munday, Pat Mylod, Barry Oddy, Denis O'Flynn, Chris Oliver, Graham Price, Roger Ramsey, Natasha Ratty, Barbara Reith, Paul Rochford, Louise Sinclair, Alex Smith, Martin Smith, Geoffrey Starns, Jeff Stafford, Alby Tebbutt, Barry Tebbutt, *Frederick Thompson, Jeffrey Tucker, Owen Ware, Harry Webb, Joseph Webster, Michael White, Reg Whitney, Daryl Williams and Mike Winter

There were no apologies for absence.
* for part of the meeting

6 guests, members of public and press also attended.

The Mayor advised Members and the public of action to be taken in the event of emergency evacuation of the Town Hall becoming necessary.

The Mayor introduced a music group from the Methodist Church in Main Road, Gidea Park who opened the meeting with a hymn. Members were invited to join in.

The Revd Hugh Dibben led those present in an opening prayer.

The music group then sang a further worship song, again accompanied by Members.

48 MINUTES (Agenda Item 3)

It was **RESOLVED** –

That the minutes of the meetings of the Council held on 12 October 2005 be signed as a true record.

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The Mayor thanked the music group from Main Road Methodist Church for their uplifting contribution and invited them to stay if they wished.

The Mayor's announcements are set out at **Appendix 1 to these minutes**.

There were no announcements by the Leader of the Council.

51 PETITIONS (Agenda Item 6)

Under Paragraph 22 of the Council Procedure Rules Councillor Graham Carr presented a petition on behalf of people in Elm Park welcoming proposals to rebuild the library in Elm Park and opposing the redevelopment of the library and assembly hall site and car park and to build a number of flats.

It was noted that the petition would be passed on to the appropriate Head of Service for attention or report to members.

52 REVIEW OF APPOINTMENTS AND ESTABLISHMENTS (Agenda Item 7)

The Council had before them the recommendation of the Governance Committee meeting of 15th October 2005 reporting that the Committee had considered various issues to be taken into consideration in dealing with a proposal in respect of appointments and the Council's establishment. Having considered the report the Governance Committee recommended changes to the Constitution to Council.

On the proposal of the Mayor it was agreed to deal with this item by vote only. The recommendations in the report were adopted and it was **AGREED** by 47 votes to 4 (see Division 1) -

RESOLVED:

- 1 That the following amendments be made to Part 3 Section 3.3.2 of the Constitution:**

Amend paragraph 3.3.2 as follows

- (ii) within all appointments to permanent posts must be the approved establishment and be appointments to an identifiable vacant post and all appointments to temporary posts must be within existing budgetary provision.**

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Take in a new (iii) as follows and renumber original (iii) to (xiv) as (iv) to (xv):

- (iii) **the creation of a new post outside of the corporate planning process or the appointment to a permanent vacant post requires the agreement in writing or by e-mail of**
(a) the Cabinet Member for a post up to PO7
(b) the Cabinet Member and the Leader of the Council for a post above PO7
such agreement to be given or withheld within seven working days of being sought (the Cabinet Member for Resources may act in the absence of either the Leader of the Council or of the Cabinet Member)

- 2 That all posts within the Council's service shall be assigned an individual and unique identifying establishment number.

53 ADJUSTMENTS TO OVERVIEW AND SCRUTINY ARRANGEMENTS (Agenda Item 8)

Council had before them a recommendation of the Governance Committee meeting of 15th November 2005 in respect of new arrangements needed for the Overview and Scrutiny of Children's Services and with Adult Services and Health.

The recommendations in the report were **AGREED** without going to a vote and it was -

RESOLVED

That the following amendments to Article 6, paragraph 6.01 of the Constitution be agreed:

- (a) The reference to "Education Overview and Scrutiny Committee" be replaced with "Children's Services Overview and Scrutiny Committee"
- (b) The areas of responsibility for this Committee be as follows:
- School Improvement
 - Pupil and Student Services (including the Youth Service)
 - Strategy and Commissioning
 - Children's Social Services
 - Children's Health Services
 - Social Inclusion

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- (c) The reference in paragraph 6.01 of the Constitution to “Social Care and Health Overview and Scrutiny Committee” be replaced with “Adult Services and Health Overview and Scrutiny Committee”.
- (d) The reference in the areas of responsibility of this Committee to “Social Care” be replaced with “Adult Services”.
- (e) The first line of Article 6, paragraph 6.05 of the Constitution (Joint scrutiny of health service development proposals) now read as follows:

“This article applies when either the Children’s Services Overview and Scrutiny Committee or the Adult Services and Health Overview and Scrutiny Committee are consulted....”

54 AREA COMMITTEE REVIEW – proposals (Agenda Item 9)

The Council had before them a recommendation of the Governance Committee meeting of 15 November 2005 making proposals in respect of the review of the Council’s area committee arrangements.

Amendment on behalf of the Labour Group (Agenda Item 9A)

1. That the recommendations of the Governance Committee be not adopted for the following reasons:
 - (a) the Administration's proposals do not reflect the constructive work done in the cross-Party working party;
 - (b) the working party were not afforded the courtesy of being allowed to consider the Administration's response to the many months of constructive and positive outcomes of the working party before constitutional amendments are recommended for adoption;
 - (c) the Administration's proposals presented to the Governance Committee meet neither the aspirations of the working party nor the stated intentions of the report to Council "to increase the (Area) Committees' closeness and relevance to the communities they represented...." and
 - (d) the failure of the Administration to consult the public as to the adequacy (or otherwise) of their proposals in meeting community aspirations.
2. That this Council considers that the proposed boundaries of 9 Area Committees have been ill-thought out and in some cases are no more relevant to natural community boundaries than the present Area Committees.
3. That the proposal to deny staffing resources, remove any provision for development of Area Action Plans and unsatisfactory budget arrangements

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will do little or nothing to assist or promote community development in any meaningful way.

4. That the Council regrets that the Administration has taken three and a half years to come forward with half baked proposals which will satisfy no one and agrees that the matter should be referred back to the cross-Party working party to put proposals to the February Council meeting for adoption immediately thereafter.

After debate the amendment was **LOST** by 37 votes to 15 (see Division 2). The substantive motion, the recommendations of the Governance Committee as set out in the report, were **CARRIED** without going to a vote and it was –

RESOLVED

That the Constitution be amended, with effect from the Borough elections in 2006, so as:

- (a) **To replace the current six area committees with nine area committees each covering two wards, as set out in the following table:**

Name	Wards
North Romford	Havering Park and Mawneys
Harold Hill	Heaton and Gooshays
Romford	Brooklands and Romford Town
Gidea Park	Pettits and Squirrels Heath
Emerson Park and Harold Wood	Harold Wood and Emerson Park
Upminster	Upminster and Cranham
Hornchurch	Hylands and St Andrews
Elm Park and Hacton	Elm Park and Hacton
South Hornchurch and Rainham	Rainham & Wennington and South Hornchurch

- (b) **To empower the area committees to undertake the following responsibilities:**

- **To consider local issues, consult with local people, and make recommendations to the Council or Cabinet;**

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- To be responsible for local highway management decisions, subject to certain limitations within the policies and practices set by the Regulatory Services Committee; and
 - To be responsible for any budgets allocated to them
- and that these responsibilities be exercised in accordance with the principles of the Rules and Conventions for Area Committees (set out in Appendix 2 to these minutes)
- (c) To delegate to Area Committees decision making powers incorporating:
- local highway management matters
 - local environmental improvement budgets – expenditure on capital projects, for the well being of the local community, of any budget that Council may make available for this purpose
- (d) That the future process for approving highway schemes be that:
1. Where only one Area is concerned, the Area Committee shall receive a report on initial design of scheme and
 - a. approve it in principle for public consultation or, if changes are required to the scheme before it goes to consultation, delegate approval of them to the Head of Strategic Planning and Technical Services in consultation with the Chairman of the Area Committee; and
 - b. delegate approval of the final scheme in the light of the results of the public consultation to the Head of Strategic Planning and Technical Services in consultation with the Chairman of the Area Committee.
 2. Where a scheme is set within more than one Area:
 - a. the views of the relevant Area Committees shall be sought on the initial design for public consultation;
 - b. the Head of Strategic Planning and Technical Services in consultation with the Chairman of the Regulatory Services Committee and in the light of the views of the Area Committees may approve the scheme for public consultation; and
 - c. the Head of Strategic Planning and Technical Services shall approve the final scheme in the light of results of the consultation and in consultation with the Chairman of the Regulatory Services Committee and the Chairmen of the relevant Area Committees.
- (e) That the Monitoring Officer be authorised to make the detailed changes to the Constitution required to give effect to these decisions.

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55 CONTRIBUTION TO THE ALG GRANTS SCHEME – 2006/07 Budget (Agenda Item 10)

The Mayor announced that he had agreed to accept this report as an urgent matter, pursuant to Section 100B(4) of the Local Government Act 1972 as Council had taken a decision on this budget now rather than await the next Council meeting.

Council had before them a report of the Chief Executive on the requirement to make a contribution to this scheme. The report sought approval to the budget.

The recommendation in the report was adopted without going to the vote and it was –

RESOLVED

- 1. That the total budget of £28,204,895 for the ALG Grants Committee for 2006/07 be agreed.**
- 2. That the Council's contribution of £803,192 to the ALG Grants Committee for 2006/07 be agreed.**

56 MEMBERS' QUESTIONS (Agenda Item 11)

Five questions were listed and asked under the Council Procedure Rules. The questions and answers are set out in **Appendix 3 to these minutes.**

57 NOTIFICATION OF LICENSING APPLICATIONS (Agenda Item 12)

Motion on behalf of the Residents' Group

In furtherance of our determination to keep the citizens of Havering informed of matters that directly impact upon them, the Council will in future give advance written notice to residents and occupiers of property in near proximity to a site which is the subject of a Licensing application. Such notice will be in addition to any other action already initiated in response to motion 11 at the 12 October 2005 Council meeting.

The motion was **AGREED** without going to a vote and it was –

RESOLVED

In furtherance of our determination to keep the citizens of Havering informed of matters that directly impact upon them, the Council will in

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future give advance written notice to residents and occupiers of property in near proximity to a site which is the subject of a Licensing application. Such notice will be in addition to any other action already initiated in response to motion 11 at the 12 October 2005 Council meeting.

58 CASINOS IN RAINHAM (Agenda Item 13)

Motion by Councillors Michael White, Barbara Reith and Ray Harris – the Mayor indicated that the Independent Member for Rainham & Wennington, Councillor Jeffrey Tucker also supported the proposal

This Council resolves to support the development of a regional casino as part of a multi-faceted entertainment complex in Ferry Lane, Rainham, to act as the catalyst for the regeneration of London Riverside and the Thames Gateway, diversifying and strengthening the economy, upgrading the environment and image of the site and its surroundings, and generating a wide range of community and transport improvements, while minimising the risk of any adverse social effects. Accordingly the Council instructs officers to facilitate the formulation of proposals for a regional casino and entertainment complex in Rainham, together with studies of the likely economic, environmental, and social effects; to ensure there is widespread consultation with the community and interested parties; and to submit a strong expression of interest in a regional casino to the independent Casino Advisory Panel appointed to advise the Government on new casino locations, highlighting the very great regeneration and social advantages of developing a regional casino and entertainment complex in Rainham.

The motion was **AGREED** without going to vote and it was –

RESOLVED

This Council resolves to support the development of a regional casino as part of a multi-faceted entertainment complex in Ferry Lane, Rainham, to act as the catalyst for the regeneration of London Riverside and the Thames Gateway, diversifying and strengthening the economy, upgrading the environment and image of the site and its surroundings, and generating a wide range of community and transport improvements, while minimising the risk of any adverse social effects. Accordingly the Council instructs officers to facilitate the formulation of proposals for a regional casino and entertainment complex in Rainham, together with studies of the likely economic, environmental, and social effects; to ensure there is widespread consultation with the community and interested parties; and to submit a strong expression of interest in a regional casino to the independent Casino Advisory Panel appointed to advise the Government on new casino locations, highlighting the very great regeneration and social advantages of developing a regional casino and entertainment complex in Rainham.

(Note – voting divisions are set out in Appendix 4 to these minutes)

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**APPENDIX 1
(See minute 50)**

MAYOR'S ANNOUNCEMENTS

Good evening everyone and welcome.

There are a number of announcements I am both pleased and proud to be making tonight.

First, I would like to say well done to all our councillors who took part in the Get me out of here, I'm a councillor competition, held as part of Local Democracy Week. And I hope you will also join me in congratulating Cllr Andrew Mann on winning the competition's Youth Champion 2005 title as I present him with this certificate. (Councillor Mann thanked fellow contestants and those who participated in the event.)

Congratulations also go to everyone involved in organising events during this season of celebration, which have been enjoyed and appreciated throughout the borough.

Christmas, Black History Month, held to highlight the history of black people through various aspects of black culture, and Diwali, the Hindu festival of light are among the events we celebrate this season.

The Christmas lights switch on at Romford Town Centre, Elm Park, Hornchurch Town Centre and Rainham Village Fayre kicked off the Christmas festivities with great style and were very much enjoyed.

Santa's arrival at Romford Town Centre was just magical. It was incredible to see the market place packed with thousands upon thousands of people.

The Christmas shopping event for people with a disability, at Romford Town Centre, also deserves a special mention. It was lovely to see the joy on their faces.

I hope the council's Older Persons' annual event is also a great success. This year, as part of Havering's 40th anniversary celebrations, we have invited more than 100 elderly and vulnerable people to attend the pantomime Cinderella at the Queen's Theatre, which will be followed by a Christmas tea on Friday 16 December. I hope Members will join me there and help our guests enjoy this special event.

This really is a time to celebrate. The council is continuing to improve and its efforts are being recognised nationally, especially in initiatives regarding the welfare and development of our staff.

Leading the way is our Leadership Programme. The programme was highly commended and won a National Training Award for its third and fourth tier Management Training.

Our Transport section has also put us on the map as the first local authority to receive a Prince Michael International Road Safety Award for the Management of Fleet Safety.

To add to this, the Positive About Disabled People symbol has been awarded to the council for ensuring that people with a disability are supported and treated fairly during their selection and employment.

Legal Services has also received a quality mark, having been re-accredited for Lexcel, the Quality standard of the Law Society, for the sixth year running.

And it's top marks for education as The National Key Stage 2 League tables for 11 year olds, puts Havering's performance in the top six of all 150 national Local Education Authorities.

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I have attended many school events in the borough and I am extremely proud and pleased to be able to report on the excellent behaviour and great ability of the students, especially in performing arts. They really are a credit to the borough.

You will be pleased to know that Education and Children's Social Care Services have received excellent grades in Ofsted's Annual Performance Assessments. Our Education Service was given a four-star rating in maintaining and improving outcomes for children and young people, which is the highest grade that can be achieved, and Social Care Services received a grade three judgement for maintaining and improving outcomes for children and young people.

Finally, last but certainly not least, Social Services has been awarded a two star rating by the Commission for Social Care Inspection and judged to have a promising capacity for improvement.

And now before we go to the business of the day, may I wish our staff a very happy Christmas and New Year.

Council, 7 December 2005**Appendix 2
(See Minute 54(b))****AREA COMMITTEE REVIEW
RULES AND CONVENTIONS FOR AREA COMMITTEES**

1. Area Committee meetings be treated as just one element of community engagement and be used as a means by which community engagement can be promoted.
2. Area Committees will be constituted under the Local Government Act 1972 and will have the purpose set out in Article 10 of Part 2 of the Constitution (as revised).
3. There will be nine Area Committees, each covering two electoral wards as set out in Article 10 of Part 2 of the Constitution (as revised).
4. Each Area Committee will decide the fixed venue where it will hold its meetings except in exceptional circumstances as determined by the Chairman. Additional meetings would ordinarily be held at the same venue.
5. Ordinary Area Committee meetings will start at 7.30pm.
6. Area Committees will meet four times a year, but will have the facility for holding special meetings. The Chairman may also arrange informal meetings of the Area Committee, alone or jointly with others, where to do so is conducive to dealing with particular items of business.
7. Area Committees should and can –
 - (b) consult the public to inform the decision makers;
 - (c) be used for the Council to inform the public;
 - (d) be used for non-Council agencies to inform or consult;
 - (e) be entitled to specifically invite appropriate people or organisations to meetings.
8. Area Committee Chairmen –
 - (a) operate under the Job Description, as agreed from time to time by the Governance Committee;
 - (b) take the role of steering committee and collective Member activity, and
 - (c) be required to report to each area committee meeting on their activities since the last meeting as well as an annual report to be submitted to the last ordinary meeting of the Committee of the Municipal Year.
9. In respect of Public Question Time -
 - (a) 30 minutes be allocated for questions from the public at each ordinary meeting, with the Chairman having discretion to modify that length of time, as the first part of the Agenda;
 - (b) Area Committee Chairman be responsible for dealing with questions and co-ordinate their replies.
10. Area Committee Members appointed to area-specific bodies on behalf of the Area Committee by the Governance Committee be required to report to the Area Committee at least once a year on their activities.
11. Area Committees shall –
 - (a) make decisions in respect of traffic matters or (the parameters to be defined) from time to time by the Governance Committee to be recommendation-makers to those taking the decisions;
 - (b) be allocated a budget of £5,000 and be delegated authority to spend on minor locally-focused environmental initiatives (on the basis of criteria established by the Governance Committee from time to time).
 - (c) be entitled to bid for an allocation from a £45,000 budget held on behalf of Cabinet, such bid to be accompanied by a business case

Council, 7 December 2005**APPENDIX 3
(See Minute 56)****QUESTIONS AND ANSWERS****1. VIEWING PLANNING APPLICATION ON THE COUNCIL'S WEBSITE****To the Leader of the Council (Councillor Michael White)**

By Councillor Jeff Stafford

Are there any plans to update the Council website by the end of this year to enable plans associated with planning applications to be viewed on line, enabling the receipt of maximum Pendleton Survey points which will bring financial benefits to the Planning Delivery Grant in 2006/7?

Response

Yes Mr Mayor. I am pleased to report that a new service is to be introduced later this month which will enable plans and drawings from planning applications to be viewed on the Council's website. Improvements have already been made to the website including the on-line submission of applications, on-line payments of fees by debit cards and the monitoring of progress of applications. There are, Mr Mayor, I can assure you, twenty criteria that I could go through but I think I will write to the Member about that. I would just like to make one point Mr Mayor, that our planning service is a top quality service and in that respect I can announce that we have just been recognised as the second best planning service in the whole country and that is something that we should all be proud of. It has enabled us to receive one of the highest planning grants that there is possible and it is that planning grant that's enabling us to improve our planning service.

2. ABUSE OF DISABLED PERSONS' PARKING BAYS AT THE TOWN HALL**To the Cabinet Member for StreetCare (Councillor Andrew Mann)**

By Councillor Gillian Ford

Can you advise us what actions are being taken to prevent the abuse of disabled parking bays within the Council's control, including those in the Town Hall car park, by individuals who either do not have nor display a blue badge or those who use a one illegally?

Response

Parking Attendants carry out regular enforcement patrols daily both on street and in car parks (including the Town Hall) and it necessarily follows that during these patrols disabled parking bays are appropriately enforced.

Vehicles parked in a disabled parking bay without either displaying or not correctly displaying a valid Blue Badge will be issued with a Penalty Charge Notice.

It is virtually impossible for a Parking Attendant whilst on the street to be aware of whether or not a displayed Blue Badge is being used properly or has been illegally appropriated and used by a non-disabled person. We do what we can however. Recently a Parking Attendant became aware that a Blue Badge was out of date and that the driver was not the person pictured on the Blue Badge and therefore confiscated the Badge. Clearly such action is only possible when the Parking Attendant actually meets the driver either entering or leaving their vehicle.

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3. FUTURE OF ELM PARK LIBRARY

To Cabinet Member for 2012 Olympics & Client Services (Councillor Andrew Curtin)

By Councillor Mike Winter

As Elm Park Library is within St Andrew's Ward, can we, the local Members, have an assurance from the Administration that

- a) we will be fully consulted on the results of the public consultation on the library's future and
- b) all the users of the library, its halls and outbuildings interests will be taken into consideration if a total rebuild or refurbishment is decided upon?

Response

I am happy to assure Councillor Winter that both St Andrew's Ward and Elm Park Ward Members will be fully consulted on the results of the public consultation on plans to improve library services for Elm Park residents.

I am also glad to confirm that the interests of all the users of the library, its halls and outbuildings will be taken into consideration as part of the current consultation on various options for the site and am grateful to all those who have taken part in that consultation so far and to the borough's library staff for the excellent and highly professional way in which they are conducting it.

4. TREATMENT FOR RAT INFESTATION

To Cabinet Member for Crime & Safety (Councillor Georgina Galpin)

By Councillor Owen Ware

As I understand the situation, the Council does not provide a treatment service for rat infestation if the problem occurs in a resident's garden although it does offer a free service if the infestation is within their home. Is this likely to continue or are there plans to expand the service?

Response

I thank Councillor Ware for the question as it gives me an opportunity to explain to members our policy and practice in an area that comes often in Members' postbags.

It is the responsibility of an owner or occupier to deal with a rat infestation on their land.

Our duty as a local authority is to secure, so far as is practical, that our Borough is kept free from rats and mice.

The way we tackle that duty is as follows : -

- 1) Council – owned land, including Council Housing. Each directorate within the Council has to deal with any rodent infestation on its own land.
- 2) Other private land. If private land or non-domestic buildings have a rat problem which is reported to staff within the Housing & Health service then action is taken. This could be giving advice or it could be taking legal action against the owner or occupier to ensure the problem is eradicated.
- 3) Occupiers of private homes – Until March 2005 a free service was provided to home owners/occupiers. However the Council reluctantly had to agree to reduce this service to two days per week due to financial pressures. The original plan was that the reduction would be implemented from the beginning of last month but this reduction had to be brought forward due to staff sickness/retirement.

Council, 7 December 2005

The service is now provided by a local company. Officers within Housing & Health are looking at ways in which the service could be returned to former levels. This may include an innovatory partnership with a neighbouring local authority.

However, I cannot make a commitment at this stage that an enhanced service can be delivered.

5. RECYCLING OF PLASTIC BAGS

To Cabinet Member for StreetCare (Councillor Andrew Mann)

By Councillor Gillian Ford

With a movement towards promoting and increasing our 15.51% recycling rate, can you advise us why the Council is now asking our residents to reduce the recycling of plastic bags, contrary to the printed image on the orange sacks and a backward step when trying to achieve our recycling targets?

Response

Shanks East London were advised by Cleanaway who operate the Materials Reclamation Facility that large quantities of plastic bags could contaminate other recyclable materials. For example the quality of paper could be affected and this could result in it being rejected at the paper mill.

The weight of plastic bags is relatively insignificant in terms of tonnage and when balanced against the risk of this material impacting on the quality of recycled paper, which adds significant tonnage, it was decided that the collection of plastic bags should be discouraged.

From spring 2006 our recycled material will be delivered and sorted at the new Shanks BIOMRF at Frog Island. This facility has a dedicated plastics and film sorting bay and will be able to accommodate plastic bags without risk of contaminating other materials.

The current stock of orange sacks held by Shanks which make reference to plastic bags will not be exhausted until April 2006 when the new facility should be operational and will therefore continue to be used. We will however be removing any reference to plastic bags from any publicity information we produce over the coming weeks to comply with the Cleanaway request and minimise any short term risk of contaminating other materials.

We will then re- promote the recycling of plastic bags.

This is therefore a short term problem which will be overcome when the Frog Island Facility is operational.

VOTING RECORD

	<i>DIVISION NUMBER:</i>	
	1	2
The Mayor [Cllr. John Mylod]	✓	✗
The Deputy Mayor [Cllr. Denis O'Flynn]	✓	✓
<u>CONSERVATIVE GROUP</u>		
Cllr. Michael White	✓	✗
Cllr. Mike Armstrong	✓	✗
Cllr. Jeff Brace	✓	✗
Cllr. Wendy Brice-Thompson	✓	✗
Cllr. Eddy Cahill	✓	✗
Cllr. Andrew Curtin	✓	✗
Cllr. Georgina Galpin	✓	✗
Cllr. Peter Gardner	✓	✗
Cllr. Jean Gower	✓	✗
Cllr. Steven Kelly	✓	✗
Cllr. Andrew Mann	✓	✗
Cllr. Eric Munday	✓	✗
Cllr. Barry Oddy	✓	✗
Cllr. Graham Price	✓	✗
Cllr. Roger Ramsey	✓	✗
Cllr. Natasha Ratty	✓	✗
Cllr. Paul Rochford	✓	✗
Cllr. Alex Smith	✓	✗
Cllr. Martin Smith	✓	✗
Cllr. Geoffrey Starns	✓	✗
Cllr. Alby Tebbutt	✓	✗
Cllr. Barry Tebbutt	✓	✗
Cllr. Frederick Thompson	✓	✗
Cllr. Joe Webster	✓	✗
Cllr. Daryl Williams	✓	✗
<u>RESIDENTS' GROUP</u>		
Cllr. Barbara Reith	✓	✗
Cllr. June Alexander	✓	✗
Cllr. Malvin Brown	✓	✓
Cllr. Eileen Cameron	✓	✗
Cllr. Ivor Cameron	✓	✗
Cllr. Gillian Ford	✓	✗
Cllr. Linda Hawthorn	✓	✗
Cllr. Len Long	✗	0
Cllr. Nigel Meyer	✓	✓
Cllr. Raymond Morgon	0	✗
Cllr. Patricia Mylod	0	✗
Cllr. Chris Oliver	✗	✓
Cllr. Louise Sinclair	✓	✗
Cllr. Owen Ware	✓	✗
Cllr. Reg Whitney	✗	✗
Cllr. Mike Winter	✗	✓
<u>LABOUR GROUP</u>		
Cllr. Ray Harris	✓	✓
Cllr. Graham Carr	✓	✓
Cllr. Yve Cornell	✓	✓
Cllr. Keith Darvill	✓	✓
Cllr. Jan Davis	✓	✓
Cllr. Tony Ellis	✓	✓
Cllr. Bill Harrison	✓	✓
Cllr. Wilf Mills	✓	✓
Cllr. Jeff Stafford	✓	✓
Cllr. Harry Webb	✓	✓
<u>Independent Members</u>		
Cllr. Jeffrey Tucker	0	0
TOTALS		
YES	47	15
NO	4	37
ABSTAIN/NO VOTE	3	2
DECLARATION OF INTEREST/NO VOTE	0	0
ABSENT FROM MEETING	0	0
	54	54

IN FAVOUR ✓

AGAINST ✗

NOT VOTING 0

ABSENT A

INTEREST DECLARED ID



COUNCIL

6

8 February 2006

REPORT OF THE CHIEF EXECUTIVE

SUBJECT: Local Development Framework: Adoption of Statement of Community Involvement

SUMMARY

This report details the outcome of an Independent Examination into Havering's Submission Statement of Community Involvement. The purpose of the examination is for an Inspector appointed by the Secretary of State to test the 'soundness' of Havering's Statement of Community Involvement and determine whether it is suitable for adoption. The soundness tests are included in Appendix 2. The Planning and Compulsory Purchase Act 2004 requires that local planning authorities must incorporate any changes required by the Inspector as published in his report, and then adopt the Statement of Community Involvement.

Staff have reviewed the Inspector's Report (included as Appendix 2) which requires a number of changes to the Havering Submission document to make it 'sound'. These changes have been incorporated in the final Statement of Community Involvement attached as Appendix 1 and it is recommended that this be adopted.

RECOMMENDATION

That the final Statement of Community Involvement attached as Appendix 1 be adopted.

REPORT DETAIL

Background

1. The Planning and Compulsory Purchase Act 2004 requires Local Planning Authorities to produce a Statement of Community Involvement (SCI). The purpose of this is to set out Havering's preferred approach for involving the community and other stakeholders in the preparation, alteration and continuing review of all the planning documents which make up the Local Development Framework and on major planning applications over and above the minimum requirements set by Government.
2. The process of adopting an SCI is set out in the Town and Country Planning Regulations 2004, and is as follows:
 - Consultation on the development of the draft SCI
 - Consultation on draft SCI
 - Consultation on the submission SCI (the document to be submitted to the Secretary of State)
 - Independent examination
 - Adoption

The results of the Independent Examination

3. Full Council at its meeting on the 23 March 2005 agreed that the Submission SCI be approved for submission to the Secretary of State for independent examination, and for consultation prior to that examination. Consultation has been undertaken and the Independent Examination has now finished. The purpose of the Independent Examination was to assess the soundness of Havering's Submission SCI against the nine soundness tests which are set out in Appendix 2. The Inspector in his recently published report concludes that Havering's SCI is sound subject to a number of binding recommended changes being made. During the examination the Inspector sought clarification from the Council on various matters and the Inspector has taken these into account in his report. The Inspector's report is included as Appendix 2. The recommended changes are shown in bold italic text in Appendix 1 and are as follows

Soundness test	Inspector's binding recommendation	Changes made to Statement of Community Involvement
Test 3	Set out the specific consultation bodies.	Specific consultation bodies added at paragraph 34
Test 6	Include additional information, (as previously clarified by the Council), on how Local Development Framework consultation initiatives are	Relevant information added to last column of the tables at paragraphs 43, 44, 47, 49 and 61.

	to be resourced.	
Test 9	Provide extra detail on notification of consultees on planning applications with associated footnote	Recommended text added at paragraph 77. ¹
	Add the text to paragraph 83, 'The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of the Council.	Recommended text added to paragraph 83
	Add new paragraph (as previously clarified by the Council) on how the Council differentiates between different types and scales of applications and what consultation procedures will apply to them.	Recommended text provided in new paragraph 75
	Add new paragraph on the Council's policy towards the pre-application consultation including the expected role of applicants (as previously clarified by the Council).	Recommended text provided in new paragraph 76

4. As required by the Planning and Compulsory Purchase Act 2004, these binding changes have been made and the final SCI for adoption is attached at Appendix 1.

Next steps

5. Once adopted, the Council must comply with its SCI when preparing Local Development Documents under the Local Development Framework umbrella. Inspectors, in testing planning documents will determine whether the local planning authority has done so. If the Council fail to comply with its Statement of Community Involvement, this could result in the Inspector recommending that the respective Local Development Document be withdrawn.
6. Once the SCI has been adopted the Council must satisfy regulations 35 and 36 of the Town and Country Planning Regulations 2004 with regard to the publication of the adopted SCI and Inspector's Report. These include making both documents available for inspection at libraries and principal Council

¹ Please note that due to the formatting effects of making the other recommended changes, this paragraph number differs to that set out in the Inspectors Report.

buildings and available to view on the Council's website. A copy of the adopted SCI must also be sent to the Secretary of State. The Council must also advertise in a local newspaper where and when the adopted SCI is available for Inspection.

Financial Implications and risks:

7. The minor printing and postage costs of publishing the SCI will be met by the Development and Transportation Planning budget.

Legal Implications and risks:

8. The Statement of Community Involvement is a requirement of the Planning and Compulsory Purchase Act 2004. Once adopted the Council must comply with their SCI when preparing their Local Development Documents. Inspectors, in testing planning documents will determine whether the local planning authority has done so. If the Council fail to comply with its Statement of Community Involvement, this could result in the Inspector recommending that the respective Local Development Document is withdrawn.

Human Resources Implications and risks:

9. The methods for involving the community and other stakeholders in the preparation of the Local Development Framework as set out in the SCI have been considered with regard to staff resources. Most of the methods are already tried and tested within the Council's Development Planning function and, therefore, will not have significant human resource implications beyond what is current practice. However the SCI commits staff to holding a number of specially convened Focus Groups where existing forums do not exist. Staff consider that the number and timing of these Focus Groups are deliverable within existing staff resources.

Equalities and Social Inclusion implications:

10. Havering's Statement of Community Involvement (SCI) will be important in delivering the Community Strategy theme of 'increasing community participation'. In particular it will help deliver the key community strategy actions:
 - promote a more inclusive community, where all people are valued and cared for without discrimination or prejudice
 - involve all sections of the community in the decisions that affect them, and strengthen local democracy.
11. The SCI also sets out how the Council intends to engage 'hard to reach groups' in the preparation of Havering's Local Development Framework.

Council, 8 February 2006

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Email address: daniel.pope@haverling.gov.uk

STEPHEN EVANS
Chief Executive

Background Papers:

- Inspectors Report

Appendix 1

Final Havering Statement of Community Involvement

For adoption

February 2006



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1. Introduction

What do you want Havering to be like and look like in 2020?

1. The Vision of Havering's Community Strategy is:

'...creating the best opportunities (and) the best environment that we can, for everyone who lives, works or visits here'.
2. To do this the strategy identifies six key themes:
 - increased community participation
 - better health and welfare
 - a more prosperous community
 - improved lifelong learning
 - a safer community
 - a quality environment
3. It is the purpose of Havering's Local Development Framework (LDF) to help deliver this vision and your input is vital to this. Only by working together will we make Havering an even better place to live.
4. Havering is committed to securing the effective involvement of the community and other stakeholders in the development of Havering's Local Development Framework, and in making decisions on major planning applications. The purpose of this document is to set out Havering's preferred approach for involving the community and other stakeholders in the preparation, alteration and continuing review of all the planning documents which make up the Local Development Framework and on major planning applications over and above the minimum requirements set by Government.
5. Therefore Havering's Statement of Community Involvement (SCI) will be important in delivering the Community Strategy theme of 'increasing community participation'. In particular it will help deliver the key community strategy actions:
 - promote a more inclusive community, where all people are valued and cared for without discrimination or prejudice.
 - involve all sections of the community in the decisions that affect them, and strengthen local democracy.
6. The Havering Strategic Partnership is responsible for implementing the Community Strategy. It is a multi-agency partnership and includes community organisations, public agencies and local businesses. A Havering Strategic Partnership Liaison Group will be formed to help identify the priorities and aspirations of these agencies in the development of Havering's Local Development Framework.
7. Havering has a Draft Consultation Strategy and we propose that the Statement of Community Involvement will comply with the guidelines within it, therefore it should:
 - observe best practice standards to ensure a maximum degree of consistency and adherence to common standards

Council, 8 February 2006

- endeavour wherever possible to co-ordinate consultation exercises
- identify and maintain good relations with stakeholder organisations active in the borough and manage consultation exercises so that they feel valued and listened to.
- use e-consultation as a valuable additional method of involving citizens and other stakeholders in key policies and decisions.
- recognise the key role of Councillors in dialogue with citizens and other stakeholders

Want to find out more?

8. Please visit www.hspnetwork.org.uk for more information on Havering's Community Strategy and the Havering Strategic Partnership, or email info@haveringstrategicpartnership.org.uk.
9. Please pick up a copy of 'Creating Better Places to Live A Guide to the Planning System in England', from our Planning Service reception on Floor 7 of Mercury House, or direct from the Office of the Deputy Prime Minister:

Download from www.opdm.gov.uk
Tel: 0870 1226 236
Email: odpm@twoten.press.net

2. Havering's Local Development Framework

10. A Local Development Framework is a development plan and will replace our existing development plan, the Havering Unitary Development Plan. It will contain a collection of documents called Local Development Documents (LDDs) which will contain policies and proposals to guide development in the borough up to 2020. Which Local Development Documents we intend to produce and our timetable for producing them is set out in Havering's Local Development Scheme.
11. All planning applications received by the Council will be determined primarily with regard to the policies and proposals within Local Development Documents, but also where appropriate with reference to the Mayor of London's London Plan and National Planning Policy advice produced by National Government.
12. The main policies and proposals in the various Local Development Documents which make up the LDF will therefore deal with a wide range of issues including:
 - The number of houses needed and generally where they should be located
 - How much land is needed for different employment uses such as offices, business premises and warehouses
 - The relationship between how people travel and the places they visit most frequently
 - Protecting areas of historic, archaeological, wildlife or scenic importance
 - The provision of recreational facilities
 - The Green Belt
 - The location of shops services and community facilities

13. Some areas may require dedicated Area Action Plans for example, Romford Town Centre.

Havering's Local Development Scheme

14. Havering's Local Development Scheme (LDS) is the starting point for the community and stakeholders to find out which LDDs are being prepared and when they can be involved in their production.
15. Haverings LDS will be reviewed annually in order to evaluate the need to review existing LDDs or bring forward new ones. Havering's LDS is available at www.havering.gov.uk and available for inspection in each of the borough's libraries and at Mercury House and Whitworth Centre Council Offices.

Local Development Documents

16. There are two types of Local Development Documents, Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). Development Plan Documents are the more important as they are subject to an independent examination by a Planning Inspector before they are adopted. Supplementary Planning Documents do not need to be subject to an independent examination.
17. There are four types of Development Plan Documents.

Compulsory DPDs	Optional DPDs
• Core Strategy	• Action Plans
• Site Specific Allocations	
• Proposals Map	

Compulsory Development Plan Documents

- Core Strategy
18. This will set out our vision and objectives for the planning of the borough and provide the framework for all the other LDDs. It will also include a limited number of development control policies which apply across the whole borough. These set out the planning criteria against which planning applications for the development and use of land and buildings will be considered.
 - Proposals Map
 19. Shows the boundary of action plans, and site specific allocations, and the boundary of development control policy designations. In line with Government regulations the proposals map will not be consulted on until it is submitted for Independent Examination. However where appropriate plans will be included to support the Preferred Options Report.
 - Site Specific Allocations
 20. A schedule of site allocations covering uses such as housing, jobs and community facilities.

Optional Development Plan Documents

21. In addition the Local Development Framework may include Area Action Plans for areas within Havering where significant change or conservation is needed.

Supplementary Planning Documents

22. Havering's LDF may include Supplementary Planning Documents (SPD). These provide additional guidance to policies in Development Plan Documents. For example we may have a general planning policy on affordable housing within the 'Generic Policies for Development Control DPD' and a related SPD which provides detailed guidance on how we will aim to secure affordable housing in new housing developments.

Want to find out more?

23. Please visit www.odpm.gov.uk where you can download free of charge:
 - Planning Policy Statement 12 Local Development Frameworks
 - PPS12 Companion Guide Creating Local Development Frameworks
24. Together these two documents provide comprehensive guidance on the new system of Local Development Frameworks.

3. Sustainability Appraisal

25. We are required to subject all Local Development Documents to a process known as Sustainability Appraisal to enable their potential economic, social and environmental effects to be assessed, to ensure they reflect sustainable development principles. Page 12 onwards sets out the process for producing LDDs and how the SA process fits into this.

Want to find out more?

26. Please visit www.odpm.gov.uk where you can download free of charge the Government's guide to Sustainability Appraisal.

4. Developing Havering's Statement of Community Involvement

27. The Council has found from experience that its existing consultation mechanisms have been useful in receiving input from stakeholders in the development of planning policy. Methods used in the past include press releases, questionnaires, mobile displays in libraries and other public buildings and making literature available on the internet. However producing this document has enabled Havering Council to review its approach to ensure we engage all sections of the local community and other stakeholders in the most effective manner.

Step 1 SCI Questionnaire

28. In July 2004 we sent a questionnaire to all our LDF contacts asking them which was their preferred approach for participating in the preparation of the LDF. The questionnaire was also available online. The consultation period ran for six weeks until August 20. The questionnaire was accompanied by a sheet introducing the questionnaire in the five most common non-English languages in the borough and also enabling people to request the questionnaire in tape, Braille or large print.
29. 59 responses were received. The results of the questionnaire revealed that different stakeholders preferred to participate in different ways. For example organisations tended to prefer Focus Groups whilst residents preferred Road Shows, a mixture of stakeholders preferred One to One meetings. What the questionnaire revealed was that none of the options could be discounted and this is reflected in the approach set out in this SCI.

Step 2 Consultation on Draft SCI

30. The results of the questionnaire helped develop approaches set out in the draft Statement of Community Involvement which was approved by Cabinet in October 2004. This was consulted on during November and December 2004. In December 2004 the Government published 'Creating Local Development Frameworks-A Companion Guide to PPS12'. This included detailed recommendations on the content and format of a Statement of Community Involvement. It states that:

'Statements should be concise and not overly prescriptive. They should be written in plain English and be no longer than 25 pages. Where appropriate tables and diagrams should be used. Authorities should avoid over-specifying what they will do in respect of each local development document or each type of planning application. Instead statements should set out in broad terms how and when they will involve local communities, together with a general description of the types of involvement they intend to use.'

31. The draft Statement of Community Involvement ran to 54 pages and with regard to this advice was too prescriptive. The opportunity was therefore taken to slim down the document and follow the advice of the companion guide to PPS12.

5. Types of community involvements

32. The following table lists various methods of community involvement techniques, and considers their benefits and resource implications. The following section then looks at who are 'the community and other stakeholders' before mapping out which methods we intend to use to engage them.

Council, 8 February 2006

Ref	Method	How	Benefits v Resources
A	Documents available for inspection (see narrative for details of which documents will be made available for inspection at each stage)	Documents and related publicity material available in libraries, Public Advice and Service Centre, and principal Council offices. Dial 01708 432389 for locations and opening times of libraries	Simple to carry out, but only targets local community, success depends on awareness generated by publicity in local press. Libraries and Council offices not always convenient.
B	Letters/email to LDF database	LDF consultees notified on opportunities to participate in preparation of LDF. Wherever possible email used for efficiency. LDF database covers all Specific and General Consultees.	Haverling has a comprehensive database, which is updated with regard to library services list of local organisations. Database has also been checked by Haverling Association of Voluntary and Community Organisations and Community Initiatives Team.
C	Media (local press, TV, radio. display boards)	Local newspapers, magazines, radio broadcasts and display boards can raise awareness about opportunities to become involved in preparation of LDF. For example Yellow Advertiser, Living in Haverling, Time FM/Essex Radio, Haverling Business Focus Magazine, Haverling Association for Voluntary and Community Organisations Newsletter (HAVCO).	Yellow Advertiser regarded as good way of raising awareness amongst Haverling residents. However local radio stations cover either whole of Essex or East London. Equally there is no guarantee press releases will be published by local press, and advertisements can be expensive. Articles in Living in Haverling, and other local publications such as Haverling Business Focus Magazine are less expensive and also distributed widely. Display boards include JC Decaux boards and boards outside libraries and community centres, as well as electronic sign outside Romford Station. These provide a good platform to spread the message about consultation exercises. However need to be booked well in advance.

Council, 8 February 2006

D	Internet	Documents available to download from www.havering.gov.uk Possibility of online feedback Online forum/bulletin board	Many households may not have internet access. Online feedback is simple to administer and more convenient than paper based feedback for those with internet access. Online forum requires constant maintenance to ensure inappropriate material is edited and content remains relevant. No way of verifying who has submitted feedback therefore open to abuse.
E	Leaflets/brochures	Can present bitesized summary consultation documents and offer opportunity for feedback, and distributed in libraries, other public buildings and participating retail outlets.	Leaflets and brochures can be expensive to produce, due to production and printing process, and work best with Freepost option. Can be published in formats suitable for hard to reach groups. Widespread circulation possible but this can take time and depends on agreement of outlets.
F	Public exhibitions	An exhibition held in libraries and other public buildings across the borough. Visual displays of maps and text.	Can be expensive to produce, due to production and printing process. Success depends on awareness through publicity in local media. Best if exhibitions are staffed but this is resource intensive. Difficult to find convenient locations.
G	One to one meetings with selected stakeholders	Individual meetings with Council staff	Good way to receive quality feedback, however can only be done for a limited number of stakeholders.
H	Area Committees	Six area committees review the operation of services locally, allow representatives and recommendations to be made to the executive and Council. They provide a platform for local people to express their views.	Adequate time not always possible due to other agenda items, and difficult to engender quality debate. However area committees already exist and so limited resources required.
I	Focus Groups	A group of usually no more than 10 individuals facilitated by Council staff	Good for engendering quality debate amongst target groups on particular issues. Requires time to consider who best to invite and requires facilitation.
K	Existing forums	Use of existing panels and forums to generate feedback on LDF issues.	Similar to focus groups, however not always possible to ensure whole of forum or panel is dedicated to the issue(s) under discussion. Less flexible than focus groups, but require less resources to set up.

L	Questionnaires	Structured questionnaires available in libraries and public buildings, internet	Mechanistic approach to feedback, however does ensure that feedback is structured making feedback less resource intensive, however difficult to ensure that feedback is informed unless supplemented by supporting documentation.
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6. The local community and other stakeholders

33. In order to ensure we successfully engage community and stakeholder groups we need to know who they are, and then with regard to the methods already detailed consider how best to receive quality input from them.
34. We are required to consult what are called 'Specific Consultation Bodies' and 'General Consultation Bodies' at the various stages of preparing a DPD. Havering's LDF database covers these as set out in Government Guidance including:

Specific Consultation Bodies

- (b) The Mayor of London
- (c) A relevant authority any part of whose area is in or adjoins the Borough of Havering:
- Essex County Council
 - London Borough of Barking and Dagenham
 - London Borough of Redbridge
 - London Borough of Bexley
 - Brentwood Borough Council
 - Thurrock Council
 - Epping Forest District Council
 - Navestock Parish Council
 - Lambourne Parish Council
 - Stapleford Abbots Parish Council
- (d) The Countryside Agency
- (e) The Environment Agency
- (f) Highways Agency
- (g) The Historic Buildings and Monuments Commission for England
- (h) English Nature
- (i) The Strategic Rail Authority
- (j) A Regional Development Agency whose area is in or adjoins the Borough of Havering:
- London Development Agency
 - East of England Development Agency
- (k) Any person to whom the electronic communications code applies by virtue of a direction given under Section 106(3)(a) of the Communications Act 2003
- (l) Any person who owns or controls electronic communications apparatus situated in any part of the Borough of Havering
- (m) Any of the bodies from the following list who are exercising functions in any part of the Borough of Havering
- i. Strategic Health Authority (North East London Strategic Health Authority)

- ii. Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986
- iii. Sewage undertaker; and
- iv. Water undertaker.

General Consultation Bodies

- Adjoining Local Authorities
- Voluntary Bodies
- Residents Associations
- Elderly groups
- Womens Groups
- Youth Groups
- Community Associations
- Black and minority ethnic groups
- Religious groups covering Christian, Muslim and Jewish faiths
- Disabled groups
- Business groups
- Shopkeepers
- Market Traders
- Industry
- Trade
- Health Groups
- Regeneration Partnerships
- Commercial interests
- Education
- Emergency Services
- Environment groups
- Greater London Authority Family
- Government Bodies
- Heritage groups
- House Builders
- Housing Associations
- Minerals interests
- Waste interests
- Planning/Property Consultants
- Regeneration Partnerships
- Retailers
- Transport groups and companies
- Travellers groups
- Utility companies

35. The most important stakeholder is the local community as they know the borough of Havering better than anyone. With regard to census 2001 data and information compiled for Havering's Community Strategy we have attempted to profile the local community. We need to know this in order to consider which of the methods of community involvement as previously listed are most relevant.

Havering's Community

Profile	Most relevant involvement methods
Age	
<i>Elderly</i>	
23% of the Borough's population is over 60. This was the highest in London where the average was 16%. 15.6% of households are single pensioner, against 12.7% in London.	Representative groups on LDF Database Elderly Focus Group/Existing Forum
<i>Young people/youth</i>	
14% of residents are aged 5-15 against a London average of 14%	Representative groups on LDF Database Youth Council Forum
<i>Adults</i>	
58% of residents are aged 16-59 the lowest percentage in London	Exhibitions, media, internet, leaflet circulation.

Ethnicity	
5% of residents define themselves as non-white, the lowest in London where the average is 29%. Since 1991 Havering's ethnic minority population has grown in line with London overall.	Asian or Asian British (1.8%) groups on LDF database but not Black or Black British (1.4%) groups or Chinese and other (0.6%) Ethnic Groups. Figures in brackets show percentage of Havering population as at 2001. BME Focus Group with representatives from Asian, Black and other local Ethnic Groups.
Health	
17% of Havering's 224,248 residents said they suffer from a long term illness, health problem or disability which limited daily activity. 7 th highest figure in London where average is 15%.	Accessibility and Health Organisations on LDF database. Havering Access Forum Health Focus Group
Local businesses	
7300 business with 73900 employees	Representative groups on LDF database Articles in Havering Business Focus Magazine Business Forum through Havering Chamber of Business and Commerce

(All data from key statistics compiled by Havering Strategic Partnership derived from 2001 census)

36. The profile of Havering has revealed that a high proportion of the population is elderly, that the boroughs black and minority ethnic population is increasing, and that a high percentage of residents say they suffer from a long term illness. It is therefore very important that we publish information in accessible formats, and that the venues where we hold meetings and exhibitions are accessible too.
37. All consultation material will therefore be made available upon request in following formats:
- braille-provided through Havering Central Library
 - textphone
 - spoken word-through Havering Talking Newspaper
 - large print
 - Albanian, Turkish, Chinese, Urdu, and Somali (the five most requested non-English languages in Havering)-through London Borough of Waltham Forest Interpreting and Translation Service.

7. Involving the community and other stakeholders in preparing Local Development Documents

38. This section of the SCI now looks in detail at the process of preparing the two types of Local Development Documents; Development Plan Documents and Supplementary Planning Documents. Then it identifies when and how we intend to involve the community and stakeholders groups in this process with regard to the community involvement methods and profiles previously detailed.

Frontloading the involvement of community and stakeholders in the preparation of Local Development Documents

39. We are committed to ensuring that the community and other stakeholders are successfully engaged at the very beginning of the process of preparing Local Development Documents to try and reduce conflict later. This is particularly important for Development Plan Documents. However we are aware that there is a danger of consultation overload with the new system and were possible we will try and ensure that the consultation requirements for Local Development Documents are merged with the consultation requirements for the Sustainability Appraisal.

Development Plan Documents

Stages in preparation of DPD

40. Typically a Development Plan Document will take two and a half years to prepare. This process is split into four stages. These are called pre-production, production, examination and adoption. These are explained briefly below. Throughout these four stages there are five main stages to become involved in LDF preparation:

Pre-production

1. Building the evidence base

Production

2. Developing issues and options
3. Consultation on Preferred Options Report
4. Consultation on Submission Development Plan Document

Adoption

5. Submitting written or oral evidence at the Independent Examination

Pre-production

41. This involves surveying and gathering evidence to ensure we have a sound understanding of current and future local issues. This may be borough wide for the Core Strategy or in the case of an Action Plan for a particular area. We will involve the local community and stakeholders in this process.
42. For the Site Specific Allocations document at this stage we will write to all known landowners and agents requesting details of sites they want to include.

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43. Parallel to this process we must start the Sustainability Appraisal (SA). At this stage this involves identifying the environmental, social and economic character of the borough so that we can identify the most significant sustainability issues. We then need to develop a framework to enable us to assess the sustainability impact of Development Plan Documents throughout their preparation, (issues and options, preferred options and the submission document). This work needs to be presented in a Scoping Report which we must consult on. This Scoping Report will also contain draft objectives for the respective Development Plan Document. By law we must consult the four statutory SA bodies (English Nature, English Heritage, Countryside Agency, Environment Agency). We will also consult other appropriate social and economic consultees as listed on Havering's Local Development Framework stakeholder database.

How we will involve the community in developing the evidence base

Method	What	Who	CS	SSA	APs	Cost
B) Letters/ email to LDF database	Notifying LDF contacts of our intention to prepare DPD and help in building evidence base	To all consultees on LDF database	✓	✓	✓	Minor printing and postage costs
	Sustainability Appraisal Scoping Report	Four statutory SEA bodies and appropriate social and economic consultees on LDF database	✓	✓	✓	Minor printing and postage costs
B) Letters/ email to LDF database	Asking landowners/agents to submit sites for inclusion	Landowners on LDF database	✗	✓	✗	Minor printing and postage costs
D) Internet	Content explaining our intention to prepare DPD and request for help in building evidence base.	All stakeholders	✓	✓	✓	Nil
	Sustainability Appraisal Scoping Report	All stakeholders	✓	✓	✓	Nil
G) One to one meetings with selected stakeholders	To help build evidence base and identify sites	Those stakeholders who request them	✓	✓	✓	Held in Council offices. Minor costs.

CS=Core Strategy

SSA=Site Specific Allocations

APs=Action Plans

Production

44. The pre-production process will have revealed the issues that the Development Plan Document needs to address. At this stage we intend to involve the community and stakeholders in identifying possible alternative options needed to address these issues to deliver the draft DPD objectives as included in the Scoping Report. To do this we will produce an issues paper, this will set out the national and regional planning policy context for each issue, and identify key issues that have emerged from the analysis of the evidence base. Following this we will then produce alternative realistic options in the light of the feedback received. The sustainability impact on these options will be assessed and the results presented in an 'Initial Sustainability Report'. This will reveal impacts of the options on the local environment the economy and on society. An options paper and the Initial

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Sustainability Appraisal Report will then be consulted on in parallel. This process will help inform the identification of preferred options. How we intend to do this is set out in the following table.

How we will involve the community and stakeholders through continuous consultation in developing issues and options

Method	What	Who	CS	SAs	APs	Cost
A) Documents available for inspection	Issues Paper	Residents	✓	✓	✓	For Core Strategy 20,000 issues papers printed at a cost of £3796.00. Also translation sheet at £250.00
	Options paper and Initial Sustainability Appraisal Report	Residents	✓	✓	✓	For Core Strategy 2,000 options papers cost around £2000.00. Also translation sheet at £250.00
B) Letters/ email to LDF database	Notifying release of issues paper and how to get hold of it.	All consultees on LDF database	✓	✓	✓	Minor printing and postage costs.
	Options paper and Initial Sustainability Appraisal Report. Notifying start of consultation and how to get hold of these documents.	All consultees on LDF database including English Nature English Heritage Countryside Agency Environment Agency	✓	✓	✓	Minor printing and postage costs
C) Media (local press, TV, radio. display boards)	Notifying start of consultation on issues paper and how to get hold of it	Residents	✓	✓	✓	Minor printing and postage costs
	Notifying start of consultation on options paper and Initial Sustainability Appraisal Report and how to get hold of these documents.	Residents	✓	✓	✓	Minor printing and postage costs
D) Internet	Issues Paper	All stakeholders	✓	✓	✓	Nil
	Options paper and Initial Sustainability Report	All stakeholders	✓	✓	✓	Nil
F) Public exhibitions	Options paper and Initial Sustainability Appraisal Report	Residents	✓	✓	✓	Exhibition boards cost £600. Two sets of graphics typically cost £1000
G) One to one meetings with selected stakeholders		Those stakeholders who request it	✓	✓	✓	Held in Council offices. Minor costs.
H) Area Committees	Options Paper and Initial Sustainability Appraisal	Residents	✗	✗	✓	Nil

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	Report						
I+J) Focus Groups/Existing forums			✓	?	?	These are either existing Forums or specially convened Focus Groups. The existing Forums have minor fiscal implications. The Focus Groups will be (and have been) facilitated by Council staff in Council premises and therefore require minor fiscal resources.	
People based							
	Issues Paper	HSP Liaison Group	✓	✓	✓		
	Issues Paper	Youth	✓	?	?		
	Issues Paper	BME	✓	?	?		
	Issues Paper	Elderly	✓	?	?		
Topic Based							
	Housing issues	Housebuilders					
	Housing issues	Housing Association	✓	?	?		
	Design and access issues	Access	✓	?	?		
	Health, Liveability, Recreation issues	Health	✓	?	?		
	Green Belt, Biodiversity issues	Environmental	✓	?	?		
	Heritage, Design issues	Heritage	✓	?	?		
	Transport and land use issues	Transport	✓	?	?		
	Issues Paper	Business	✓	?	?		

45. Please note that the methods of community involvement used for Action Plans will depend on the area they cover and their purpose. Similarly the methods of community involvement used for the Site Specific Allocations DPD will depend on the number of sites and their proposed use. For this reason we cannot say whether focus groups will be used for all Action Plans and Site Specific Allocation DPDs. Please also note that Development Plan Documents may be produced in parallel. Where they are of the same spatial scale this may enable consultation processes to be merged.

Feedback

46. We will:

- Acknowledge all feedback received
- All respondents will be added to LDF database if they are not already.

Consultation on Preferred Options

47. The preferred options will then be subject to a comprehensive sustainability appraisal. The product of this exercise will be a Preferred Options Report accompanied by a Formal Sustainability Report. We will consult on this for eight weeks.

How will we consult the community on preferred option reports

Method	What	Who	CS	SA	AP	Cost
A) Documents available for inspection for eight weeks	The Preferred Options Report Formal sustainability report	Residents	✓	✓	✓	Minor printing and postage costs
B) Letters/email to LDF database	Notifying start of consultation, a flavour of the Preferred Options, and availability and how to get hold of above documents	All consultees on LDF database	✓	✓	✓	Minor printing and postage costs
C) Media (local press, TV, radio and display boards)	Notifying start of consultation, a flavour of the Preferred Options, and availability and how to get hold of above documents	All consultees on LDF database	✓	✓	✓	Minor printing and postage costs. Advert in local paper typically costs £500 (Preferred Options advert for Core Strategy was £462 + vat). 50 posters for Council notice boards typically cost £200 (actual cost for Core Strategy Preferred Options posters was £189.20).
D) Internet	All published documents	Internet users	✓	✓	✓	Nil
E) Leaflets/brochures	Bitesized Summary of Preferred Options Report	Residents through circulation to public buildings and participating retail outlets LDF contacts	✓	✓	✓	3000 Preferred Option questionnaire were printed for Core Strategy at a cost of £2196.70 and will be distributed by Council staff. Translation sheet costs £250.00
F) Public exhibitions	Summary of Preferred Options Report	Residents	✓	✓	✓	Boards already purchased. Two sets of graphics typically cost £1000. (actually cost for Core Strategy Preferred Options display was £1056).
G) One to one meetings with selected stakeholders	Those stakeholders who request it and those stakeholders who submit significant objections	Those who request it	✓	✓	✓	Held in Council officers. Minor costs.
H) Area Committees	Preferred Options Report Formal Sustainability Appraisal Report	Residents	✗	✓	✓	Nil

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I+J) Focus Groups/Existing forums							
People based						These are either existing Forums of specially convened Focus Groups. The existing Forums have minor fiscal implications. The Focus Groups will be (and have been) facilitated by Council staff in Council premises and therefore require minor fiscal resources.	
	All issues	HSP Liaison Group	✓	✓	✓		
	All issues	Youth	✓	?	?		
	All issues	BME	✓	?	?		
	All issues	Elderly	✓	?	?		
Topic Based							
	Housing Preferred Options	Housebuilders	✓	?	?		
	Affordable Housing Preferred Options	Housing Association	✓	?	?		
	Design and access Preferred Options	Access	✓	?	?		
	Health, Liveability, Recreation etc Preferred Options	Health	✓	?	?		
	Green Belt, Biodiversity Preferred Options	Environmental	✓	?	?		
	Heritage, Design Preferred Options	Heritage	✓	?	?		
	Transport and land use Preferred Options	Transport	✓	?	?		
	All preferred options	Business	✓	?	?		

Feedback

48. We will:

- Acknowledge and analyse all the comments we receive
- Produce a Consultation Report explaining how we have dealt with these comments and how these have been considered in progressing from the Preferred Options Report to the final Development Plan Documents. This will identify unresolved issues which are likely to resurface at the next stage of consultation. It is important to note however that comments received at this stage will not be carried forward as formal representations on the submitted final Development Plan Document.
- Present the consultation report to Council Members
- Make available with the submission Development Plan Document the consultation report to respondents in paper and electronic formats to allow stakeholders and the community to understand the authority's position.
- Wherever possible endeavour to ensure that issues are resolved at this stage. We will meet with individual objectors (before reporting to Cabinet) where necessary. Building consensus at this stage, should help reduce the number of objections which are made when the DPD is subject to independent examination.
- Keep a record of non-LDF issues raised to help build a wider picture of the communities' needs aspirations and priorities for use by other services subject to the provisions of the Data Protection Act.

The submission Development Plan Document

49. Once we have analysed the nature of the responses received on the Preferred Options Report and their implications for policy development we will begin drafting the respective individual Development Plan Documents. After the preferred options stage we will produce a 'final' version of the DPD called the 'submission DPD' so called because this is the version of the DPD which will be submitted to the Planning Inspectorate for Independent Examination. We must submit a Development Plan Document for Independent Examination to the Secretary of State, publish a notice and invite representations to be made within a specified period of six weeks. Only those who make their representations within the specified six week period will have the right to have their representations considered at the examination. There will be little or no scope for changes to the Development Plan Document between submission and examination. Therefore in comparison to previous stages consultation will be less wideranging as shown in the table on the next page. Representations received will be considered by an Inspector at an Independent Examination. We will be bound by the Inspectors decisions.

How we will consult the community on submission Development Plan Documents

Method	What	Who	CS	SSA	AP	Cost
A) Documents available for inspection	Consultation statements covering responses received during consultation on issues and options and on preferred options and how these issues have been addressed in submission DPD Submission DPD Final sustainability report	Residents	✓	✓	✓	Minor printing and postage costs. Translation sheet costs £250
B) Letters/ email to LDF database	Notifying start of consultation and how to get hold of above documents	LDF contacts	✓	✓	✓	Minor printing and postage costs.
C) Media (local press, TV, radio and display boards)	Notifying start of consultation and availability and how to get hold of above documents	Residents	✓	✓	✓	Minor printing and postage costs. Advert in local paper typically costs £500.
D) Internet	All published documents	Internet users	✓	✓	✓	Nil
G) One to one meetings with selected stakeholders		Those stakeholders who request it and those stakeholders who submit significant objections,	✓	✓	✓	Held in Council offices. Minor costs.

Feedback

50. Once the consultation period on the submission document has finished we will

- Consider all the representations that have been made.
- Prepare a statement, called the DPD Representations Statement, summarising the main issues raised in the representations
- As soon as is practicably possible we will then submit to the Secretary of State the DPD Representation Statements.

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- Produce a separate Representations Statement for Site Specific Allocations and consult for a further six weeks once the original consultation period is over on this.

Examination

51. The Government hopes that by 'front loading' the process of adopting the DPDs that there will be few objections to the DPD at this stage. Nevertheless we must arrange for an independent examination of the submitted Development Plan Document whether or not representations have been received. The reason for this is that the purpose of the independent examination is to consider the soundness of the plan. In assessing its soundness the inspector will consider all the representations made on the submitted development plan document and the changes which have been suggested by those making representations. The criteria the Inspector will use for assessing soundness are included with the form which those making representations should use when submitting comments.
52. The most efficient way to conduct the examination is wholly by written representations. However you also have a right to make your representation orally, either at a Round table discussion or a hearing, or exceptionally a formal inquiry session. The inspector will decide which procedure to use.

Pre examination

53. Where a person requests the opportunity to appear before and be heard by the person carrying out the examination we will:
- 6 weeks before the opening of the examination publish the time and place at which the examination is to be held and the name of the person appointed to carry out the examination
 - Notify any person who has made a representation on the submission DPD or on a Site Allocation representation of these details
 - Publish these details in a local advertisement in the Yellow Advertiser.

Post examination

54. After the examination the Inspector will produce a report that is binding upon Havering Council. The report will give precise recommendations as to how the DPD and the Proposals Map must be changed. The Inspector may also report upon matters that need further considerations and should be brought forward as a review to the DPD or as a separate DPD. More advice is provided in Planning Policy Statement 12 which is available from the website of the Office of the Deputy Prime Minister (www.odpm.gov.uk).
55. After the examination we will:
- Make the inspectors recommendations available for inspection in the borough's libraries, the Public Advice and Service Centre, the Whitworth Centre and Mercury House.
 - Publish these recommendations on www.havering.gov.uk
 - Notify those persons who requested to be notified of the publication of the recommendations of the Inspector.

Adoption

56. Once we adopt a DPD we will:

- Make available for inspection the DPD the Sustainability Appraisal Report and Adoption Statement in Borough libraries, the Public Advice and Service Centre, Mercury House and Whitworth Centre, on www.havering.gov.uk,
- Advertise the adoption statement and the fact that the DPD is available for inspection and the places and times at which the document can be inspected.
- Send the adoption statement to any person who has asked to be notified of the adoption of the DPD

Supplementary Planning Documents

Stages in preparation of a Supplementary Planning Document

57. Typically a Supplementary Planning Document (SPD) will take 9-12 months to prepare. This process is split into three stages, pre-production, production, adoption.

Pre-production

58. A lot of the necessary evidence will have been gathered in the process of preparing the parent Development Plan Document. As we will have consulted widely on the parent DPD, and because SPD cannot introduce new policy, we do not intend to consult during the pre-production stage, however we will engage stakeholders where there are gaps in the evidence base.

Production

Identifying issues and options

59. Again the process of preparing the parent DPD should have revealed many of the issues that the Supplementary Planning Document needs to address. Both in terms of the associated policy and sustainability impacts. Therefore in most cases we should be able to move straight to preparing a draft Supplementary Planning Document. However in instances where the SPD covers significant new planning guidance we may need to identify issues and options and present these along with their Sustainability Impacts in an Initial Sustainability Report which we will consult on.

Feedback on comments made on consultation on the Initial Sustainability Report

60. We will:

- acknowledge and analyse all the comments we receive
- produce a 'Consultation Statement' explaining how we have dealt with these comments and how these have been considered in the Draft Supplementary Planning Document
- Make available the consultation statement to respondents in paper and electronic formats with the consultation on the draft SPD

Consulting on Draft Supplementary Planning Document

61. In most instances the first consultation stage in preparing a SPD will be the consultation on the draft SPD. We will consult on the Draft Supplementary Planning Document for six weeks.

How we intend to consult the community on the draft SPD

Method	What	Who	SPD	Cost
A) Documents available for inspection	The Draft SPD Consultation statement The SPD Sustainability Appraisal Report	Residents	✓	Minor printing and postage costs.
B) Letters/ email to LDF database	Notifying start of consultation and how to get hold of above documents	LDF contacts	✓	Minor printing and postage costs.
C) Media (local press, TV, radio and display boards)	Notifying start of consultation and availability and how to get hold of above documents	Residents	✓	Minor printing and postage costs.
D) Internet	All published documents	Internet users	✓	Nil
E) Leaflets/ brochures	Where necessary Bitesized Summary of SPD	Residents LDF contacts	✓	Summary leaflets for SPDs will be produced within the Development Planning Team rather than being subject to formal design and print processes for DPDs, so this will have minor fiscal implications. Translation sheet costs £250.00.

Feedback and adoption

62. We will

- Acknowledge and consider all the representation that have been made
- Prepare a representation statements summarising the main issues received during consultation on the draft SPD and how these have been addressed in the final SPD.
- Make available the final SPD along with a statement setting out that the SPD has been adopted and the representations statement at the same locations where the draft SPD was made available for inspection, and at www.havering.gov.uk
- Send the adoption statement to any person who has asked to be notified of the adoption of the SPD

8. Members

63. Havering's Draft Consultation Strategy recognises the key role of Councillors in dialogue with citizens and other stakeholders. Elected local authority councillors play a pivotal role in the strategic planning process, principally through the Cabinet and through Lead Member decisions.

The Cabinet

64. Officers will report to Cabinet/seek Lead Member Approval a number of times during the development of Development Plan and Supplementary Planning Documents.
65. We intend to report to Cabinet/seek Lead Member Approval for
- Sustainability Appraisal Scoping Report and approval to consult on this
 - Issues Paper and approval to consult on this
 - Options paper and Initial Sustainability Report and approval to consult on these
 - Preferred Options Report and Formal Sustainability Appraisal and approval to consult on these:
 - Approval of draft SPD and approval to consult on this
 - Adoption of SPD

We intend to seek Full Council Approval for

- Submission of Development Plan Document and approval to consult on this
 - Adoption of DPD
66. In addition there are six area committees whose purpose is to review the operation of services locally, allow representatives and recommendations to be made to the executive and Council and take certain important decisions, including some traffic management. They provide a platform for local people to express their views. These committees will not make any decisions on planning matters, this will remain the remit of the Cabinet. However staff will attend them during the consultation on the development of Preferred Options and consultation on Preferred Options Reports to raise awareness amongst Councillors and the local community about the Area Action Plans we may be developing which affect their areas, and also to identify their aspirations and issues for these to address.

9. Resource Implications

67. The London Borough of Havering's Development and Transportation Unit is responsible for producing the Local Development Framework.
68. This comprises the following staff:
- Development and Transportation Planning Manager
 - Development Planning Team Leader
 - Part time Principal Planner
 - Senior Planner x 2
 - Planning Assistant (until March 2006)
 - Transport Planning Team Leader
 - Assistant Transport Planner
 - Administrator
69. We will look to utilise staff resources from other Council departments to help conduct LDF consultation exercises. For example the Council's Community Regeneration Team and colleagues in the Youth Service have valuable knowledge and expertise in doing this. In addition the Council's regeneration team may take the lead on consultation exercises for Action Plans as these may be in key regeneration areas within the Borough.
70. The unit has other duties apart from producing the Local Development Framework it also has responsibility for:
- other strategic and local planning issues
 - processing certain major planning applications
 - production and submission of the Borough Spending Plan and monitoring spend
 - producing the Local Implementation Plan
 - producing the Road Safety Plan
 - project managing the Road Safety Public Service Agreement

Review

71. We intend to keep the SCI under review and make revisions where necessary following the same procedures as for its first preparation. However this SCI has been written so that it sets out how we intend to involve the community and stakeholders in the preparation of all Local Development Documents the Council may prepare now and in the future, not only those included within the Council's first Local Development Scheme. Therefore we are only likely to revise it where significant changes have occurred in the types of groups which we need to engage, or different techniques for engagement are to be employed. It should not need to be reviewed because the Council's Local Development Scheme has revised. It is for this reason that it has proven difficult to provide precise guidance on how we intend to consult on Action Plans and Site Specific Allocation Development Plan Documents as by their very nature it is difficult to anticipate what issues or areas these documents will cover.

10. Planning Applications

Planning Applications

72. Havering Council is very keen that citizens take an active part in decisions affecting them and their communities. Personal involvement in planning requires access to information and willingness to contribute an opinion, either as an individual or in a group. Planning applications and appeals run to timetables, so it is important to make views (sometimes called 'representations') known in good time. It is also useful to know how to obtain expert help to represent a personal position effectively. This is all explained below.

How do we involve the community before a planning application is submitted?

73. Formal advance notice is not given for the vast majority of planning applications that they are going to be submitted to the Council. They are first notified to the public once the application has been made. Time is then given for the public to respond to the proposals in the normal way.
74. For some major proposals planning briefs are sometimes prepared. Previously these have been published in draft form and consulted on for six weeks. In future they will be published as SPD, and therefore follow the procedures set out previously.

How we differentiate between different types and scales of applications and what consultation procedures will be applied to them.

75. The Council generally encourages prospective applicants to engage with parties affected by their intended developments before submitting an application. This may involve, for example, a householder informally notifying their neighbour of an intended extension. At the other end of the development range, major developers are encouraged to communicate with the local community before putting their applications into the Council.

The authority's policy towards the pre-application consultation including the expected roles of applicants.

76. Currently there is no formal policy or mechanism through which the Council insists on the above. However, future changes to pre-application consultation are envisaged by the Government and will be taken on board by the Council. The Council also actively encourages pre-application discussions with applicants. For more significant proposals the Council has introduced a formal pre-application discussion regime which should assist applicants to address significant issues in their future application including how matters of concern to the local authority are to be dealt with.

How do we involve the community when we first receive a planning application?

77. After the planning application has been submitted then depending on its nature the Council will notify by letter those properties directly abutting the site. We will notify

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consultees by letter giving them 21 days, or 28 days in the case of a planning application potentially affecting a Site of Specific Scientific Interest (SSSI) or in a SSSI consultation area¹, in which to comment. This may be extended dependent on how wide the effects of the application are spread for example in terms of traffic and visual impact. Applications, particularly large ones may also be advertised in the local press and at the site. In addition on receipt of an application the Council notifies a range of external consultees. Details of the proposals, including architects' drawings, will be available to look at in the Planning Offices at Mercury House.

78. The Council also publishes a weekly list of applications received and decisions made. This is available at Mercury House Romford, on the internet at www.havering.gov.uk and in libraries.
79. For certain major developments the Council will publicise these at www.havering.gov.uk, and will encourage developers to engage the public by carrying articles on their proposals in the local media and also through public exhibitions.
80. If you wish to make any comments on a proposal, please write to: David Lawn, Planning Control Manager (Applications), London Borough of Havering, Mercury House, Mercury Gardens, Romford, Essex RM1 3SL **within 3 weeks of the date of publication**, quoting the application number and the location. Members of the public are entitled to see and to take copies of any comments you make. Comments must be made in writing, via letter, email or fax.
81. If you wish to look at the applications and plans, please visit the reception desk on the 7th floor, Mercury House, Mercury Gardens, Romford between 9.00am and 5.00pm Mondays to Fridays.
82. If you wish to discuss an application with the officer who is dealing with it, please phone 01708 432637 to make an appointment. Please note that Planning Staff dealing with applications are only available for appointments between 9.30am and 4.00pm.

How do we involve the community during the processing of a planning application?

83. Applications will only be determined after the date for receipt of comments has expired. All comments will be taken into consideration and will be assessed against local policies and government guidance for planning. The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council. The majority of applications will be decided by the Head of Planning but if an application is to be decided by Regulatory Services Committee, everyone who made individual written comments on the application will be invited to attend the meeting.

How do we involve the Community when the application goes to Committee?

¹ In accordance with Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000.

84. Where the application does go to Committee the Council will notify those who made individual written representations of the date of the Committee. It is possible for members of the public to attend committee meetings dealing with planning applications. The Council operates a system enabling members of the public to speak briefly to ensure that the committee is aware of their views. This is normally limited to one person per application on a first come first serve basis and must be arranged beforehand with the Planning Office. Only elected members of the Council can vote on the decision itself. More detailed guidance on speaking at Committee is available at www.haverling.gov.uk.

How do we involve the community after a decision is taken on a planning application?

85. The target for notification of the decision to be sent to everyone who made comments is within 5 working days of the decision being made. Staff are available to discuss with those who made representations the outcome of a planning application.

How do we involve the community if an appeal is received on a planning application?

86. In the case of appeals, members of the public who made representations at the application stage will be informed about the appeal. The Council will send copies of their original representations to the Planning Inspectorate and they can make additional representations. It may also be possible (at the Inspector's discretion) for them to give evidence personally at hearings and inquiries.

How can the community access General advice and information on planning?

87. The Council's website www.haverling.gov.uk and links to the Planning Portal have large amounts on information on how the Planning System works, what needs permission, how to make representations online, details of Havering Council's and other policies, and gives details of previous decisions and updates on current applications.
88. The Council is continuing to improve Havering's planning website to provide a convenient and informative way of accessing services to avoid customers having to make phone calls or visits to the Planning Office.
89. If you wish to speak to someone generally about a proposal then the Customer Relations staff in the planning service will happily help to the best of their knowledge. However, if you require more technical advice or you know that your scheme requires planning permission it may be advisable to contact a Planning Officer and set up a meeting by telephone as planning staff are not normally available to see you on a "drop-in" basis. This also applies should you require information on a particular application. In either of these instances, please contact the Case Officer. The telephone numbers of the relevant Planning Officers can be obtained from Customer Relations on (01708) 432816/432637/432638 between the hours of 9am-5pm, Monday-Friday.
90. Please note that the Customer Relations Department is open between the hours of 9am-5pm, Monday-Friday.

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91. For help from professional planners, turn to the register of planning consultants produced by the Royal Town Planning Institute. Fees are usually payable for this service. For low-cost or free assistance, contact should be made with the large group of professional planners who offer voluntary assistance to members of the public through the Planning Aid network run by the Royal Town Planning Institute.
92. Planning Aid is a voluntary service offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ 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

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Appendix 2

INSPECTOR'S REPORT

LONDON BOROUGH of HAVERING

STATEMENT OF COMMUNITY INVOLVEMENT

Inspector: Keith Holland BA(Hons) Dip TP MRTPI ARICS

Date: 15th December 2005

**London Borough of Havering- Statement of Community Involvement
(March 2005)**

INSPECTOR'S REPORT

Introduction

- 1.1 An independent examination of the London Borough of Havering has been carried out in accordance with section 20 of the Planning and Compulsory Purchase Act. Following paragraph 3.10 of Planning Policy Statement 12: Local Development Frameworks the examination has been based on the 9 tests set out in (see Appendix A). The starting point for the assessment is that the SCI is sound. Accordingly changes are made in this binding report only where there is a clear need in the light of tests in PPS12.
- 1.2 A total of 59 responses were received all of which have been considered. Clarification was sought from the Council on various matters and the response received has been taken into account in preparing this report (see Appendix B)

Test 1

- 2.1 The Council has undertaken the consultation required under Regulations 25, 26 and 28 of the Town and Country Planning (Local Development) (England) Regulations 2004. Although Parish Councils had not been consulted at the initial draft stage, a separate 6 week consultation was carried out to rectify this mistake.
- 2.2 This test is thus met.

Test 2

- 3.1 Paragraphs 5 to 7 emphasise the importance of linking the Havering SCI with the Community Strategy. The Havering Strategic Partnership which is responsible for implementing the community strategy will form a Havering Strategic Partnership Liaison Group to identify the priorities and aspirations of the agencies involved in the development of Havering's LDF.
- 3.2 This test is thus met.

Test 3

- 4.1 Sections 6 and 7 provide information on the general consultees and any additional bodies to be consulted, but do not contain any information on the specific consultation bodies

Recommendation:

The SCI should set out the 'specific consultation bodies' as listed in Annex E of PPS12.

Test 4

- 5.1 Section 7 under the heading 'Involving the community and other stakeholders in preparing Local Development Document' provides detailed information on how the authority will engage the stakeholders at every stage of the DPD and SPD production.
- 5.2 This test is thus met.

Test 5

- 6.1 Section 5 lists the consultation methods which will be used to consult different types of stakeholders. Section 5 illustrates the profile of the community in Havering. Paragraphs 36 and 37 recognise the needs of elderly and ethnic groups and measures have been taken to involve them in the decision making process. Section 7 also lists in detail the different consultation methods to be employed at different stages of DPD and SPD production.
- 6.2 This test is thus met.

Test 6

- 7.1 Section 9 provides information on the staff resources to be used in the preparation of the LDF. Further information was requested in relation to the resource implications and I recommend accordingly.
- 7.2 Subject to the following recommendation this test is met.

Recommendation:

The additional information on resources provided by the Council (see Appendix B) should be inserted in the relevant tables on pages 12, 13, 14, 16 and 19 of the SCI.

Test 7

- 8.1 Section 7 mentions the process of feedback and explains how the comments received will be fed into the DPD and SPD production.
- 8.2 This test is thus met.

Test 8

- 9.1 Paragraph 71 states that the SCI will be kept under review and changes will be made to it if any significant changes occur in the other documents relating to the SCI.
- 9.2 This test is thus met.

Test 9

- 10.1 Section 10 sets out clearly how the Council intends to carry out consultation with the public on planning applications. Paragraph 83 and 84 provide information on how the results of consultation exercises will be disseminated to the public.

In the case of SSSI's the Wildlife & Countryside Act 1981 (as amended by the Countryside & Rights of Way Act 2000) provides for English Nature to have 28 days to respond to applications for development potentially affecting a SSSI.

- 10.2 The SCI does not adequately deal with the question of how the results of consultation will be reported and how the results will be used to inform the decision making process.
- 10.3 In order to meet this test fully the Council was asked to provide information on how they will differentiate between types and scales of applications, and their policy for pre-application consultation.
- 10.4 Section 10 under the heading "Planning Applications" should include the following information obtained from the Council and which is provided also as Appendix B to this report.

Recommendations:

R1). Add to paragraph 78 "Notify consultees by letter giving them 21 days, or 28 days in the case of a planning application potentially affecting a SSSI or in a SSSI consultation area¹, in which to comment."

R2). Add the following as a footnote to paragraph 78 : ¹ "in accordance with Section 28 of the Wildlife and Countryside Act 1981 as amended by Section 75 and Schedule 9 of the Countryside and Rights of Way Act 2000."

R3). Add to Paragraph 83 “ The results of any such consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.”

R4). “How we differentiate between different types and scales of applications and what consultation procedures will be applied to them

The Council generally encourages prospective applicants to engage with parties affected by their intended developments before submitting an application. This may involve, for example, a householder informally notifying their neighbour of an intended extension. At the other end of the development range, major developers are encouraged to communicate with the local community before putting their application into the Council.

The authority’s policy towards the pre-application consultation including the expected role of applications

Currently there is no formal policy on mechanism through which the Council insists on the above. However, future changes to pre-application consultation are envisaged by the Government and will be taken on board by the Council. The Council also actively encourages pre-application discussions with applicants. For more significant proposals we have introduced a formal pre-application discussion regime which should assist applications to address significant issues in their future application including how matters of concern to the local authority are to be dealt with.”

Conclusions

- 11.1 Subject to the recommendations set out in this report, the Havering Borough Council SCI (March 2005) is sound.

Keith Holland BA(Hons) Dip TP MRTPI ARICS
Inspector.

APPENDIX A
TESTS OF SOUNDNESS

Examination of the soundness of the statement of community involvement

The purpose of the examination is to consider the soundness of the statement of community involvement. The presumption will be that the statement of community involvement is sound unless it is shown to be otherwise as a result of evidence considered at the examination. A hearing will only be necessary where one or more of those making representations wish to be heard (see Annex D). In assessing whether the statement of community involvement is sound, the inspector will determine whether the:

- i. local planning authority has complied with the minimum requirements for consultation as set out in Regulations;¹
- ii. local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the community strategy;
- iii. statement identifies in general terms which local community groups and other bodies will be consulted;
- iv. statement identifies how the community and other bodies can be involved in a timely and accessible manner;
- v. methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents;
- vi. resources are available to manage community involvement effectively;
- vii. statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents;
- viii. authority has mechanisms for reviewing the statement of community involvement; and
- ix. statement clearly describes the planning authority's policy for consultation on planning applications.

From: Planning Policy Statement 12: Local Development Frameworks

¹ The Town and Country Planning (Local Development) (England) Regulations, 2004.

INSPECTOR'S REPORT
LONDON BOROUGH of HAVERING
APPENDIX B – RESPONSE TO QUERIES

Inspector: Keith Holland BA(Hons) Dip TP MRTPI ARICS

Date: 15th December 2005



Mr Carnaby
Room 3/25 Hawk Wing
Temple Quay House
2 The Square
Temple Quay
Bristol
BS1 6PN

Daniel Pope
Development Planning Team Leader

Sustainable Communities
9th Floor
London Borough of Havering
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Romford RM1 3SL

Telephone: 01708 433051
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(for the deaf & hard of hearing)

Date: 1 December 2005

Your ref: PINS/B5480/429/2
Our ref: DP/LDF/SCI/IPI/LET/PINS1

Dear Mr Carnaby

London Borough of Havering-Statement of Community Involvement

There follow comments from Havering Council on the three points raised by the Inspector with regard to their assessment of the soundness of Havering's Statement of Community Involvement.

1. The fiscal resource implications which might be required to carry out the consultation exercises.

Havering Council has made good progress with its Local Development Framework. Core Strategy and Site Specific Allocation Preferred Options are currently out for 12 weeks of consultation until February 24. (You should receive notification early next week). Therefore the Council has already undertaken consultation at the evidence base, issues and options stages, and has commenced preferred options consultation, all comfortably within budget. In the process all Core Strategy and Site Specific Allocation Development Plan Document (DPD) milestones have been met, and consultation exercises undertaken as intended.

The following tables set out the consultation methods included in the SCI for each DPD and SPD stage and the fiscal resource implication of each with reference to actual costs where that stage has been completed for a DPD, which in this case is the Core Strategy and Site Specific Allocation DPDs.

The overall budget for the LDF is £180K but this includes the cost of the inquiry (historically this was always seen as potentially very expensive under the old system hence the 'generous' provision). As the information presented

below demonstrates, consultation costs form a minor component of LDF fiscal spend.

How we will involve the community in developing the evidence base

Method	What	Who	Cost
B) Letters/ email to LDF database	Notifying LDF contacts of our intention to prepare DPD and help in building evidence base	To all consultees on LDF database	Minor printing and postage costs
	Sustainability Appraisal Scoping Report	Four statutory SEA bodies and appropriate social and economic consultees on LDF database	Minor printing and postage costs
B) Letters/ email to LDF database	Asking landowners/agents to submit sites for inclusion	Landowners on LDF database	Minor printing and postage costs
D) Internet	Content explaining our intention to prepare DPD and request for help in building evidence base.	All stakeholders	Nil
	Sustainability Appraisal Scoping Report	All stakeholders	Nil
G) One to one meetings with selected stakeholders	To help build evidence base and identify sites	Those stakeholders who request them	Held in Council offices. Minor costs

How we will involve the community and stakeholders through continuous consultation in developing issues and options

Method	What	Who	Cost
A) Documents available for inspection	Issues Paper	Residents	20,000 issues papers printed at a cost of £3796.00. Also translation sheet at £250.00
	Options paper and Initial Sustainability Appraisal Report	Residents	2,000 options papers cost around £2000.00. Also translation sheet at £250.00
B) Letters/ email to LDF database	Notifying release of issues paper and how to get hold of it.	All consultees on LDF database	Minor printing and postage costs
	Options paper and Initial Sustainability Appraisal Report. Notifying start of consultation and how to get hold of these documents.	All consultees on LDF database including English Nature English Heritage Countryside Agency Environment Agency	Minor printing and postage costs
C) Media (local press, TV, radio. display boards)	Notifying start of consultation on issues paper and how to get hold of it	Residents	Minor printing and postage costs
	Notifying start of consultation on options paper and Initial Sustainability Appraisal Report and how to get hold of these documents.	Residents	Minor printing and postage costs
D) Internet	Issues Paper	All stakeholders	Nil
	Options paper and Initial Sustainability Report	All stakeholders	Nil
F) Public exhibitions	Options paper and Initial Sustainability Appraisal Report	Residents	Exhibition boards cost £600. Two sets of graphics typically cost £1000.
G) One to one meetings with selected		Those stakeholders who request it	Held in Council offices. Minor costs

Council, 8 February 2006

stakeholders			
H) Area Committees	Options Paper and Initial Sustainability Appraisal Report	Residents	×
I+J) Focus Groups/Existing forums			✓
	Issues Paper	HSP Liaison Group	These are either existing Forums or specially convened Focus Groups. The existing Forums have minor fiscal implications. The Focus Groups will be (and have been) facilitated by Council staff in Council premises and therefore require minor fiscal resources.
	Issues Paper	Youth	
	Issues Paper	BME	
	Issues Paper	Elderly	
	Housing issues	Housebuilders	
	Housing issues	Housing Association	
	Design and access issues	Access	
	Health, Liveability, Recreation issues	Health	
	Green Belt, Biodiversity issues	Environmental	
	Heritage, Design issues	Heritage	
	Transport and land use issues	Transport	
	Issues Paper	Business	

How will we consult the community on preferred option reports

Method	What	Who	CS
A) Documents available for inspection for eight weeks	The Preferred Options Report Formal sustainability report	Residents	Minor printing and postage costs.
B) Letters/email to LDF database	Notifying start of consultation, a flavour of the Preferred Options, and availability and how to get hold of above documents	All consultees on LDF database	Minor printing and postage costs.
C) Media (local press, TV, radio and display boards)	Notifying start of consultation, a flavour of the Preferred Options, and availability and how to get hold of above documents	All consultees on LDF database	Minor printing and postage costs. Advert in local paper typically costs £500 (Preferred Options advert was £462 + vat) 50 Posters for Council

			notice boards typically cost £200 (actual cost for Preferred Options posters was £189.20).
D) Internet	All published documents	Internet users	Nil
E) Leaflets/ brochures	Bitesized Summary of Preferred Options Report	Residents through circulation to public buildings and participating retail outlets LDF contacts	3,000 Preferred Option Questionnaires where printed for Core Strategy a cost of £2196.70 and will be distributed by Council staff. Translation sheet costs £250.00.
F) Public exhibitions	Summary of Preferred Options Report	Residents	Boards already purchased two sets of graphics typically cost £1000. (actual cost for Preferred Options display was £1056).
G) One to one meetings with selected stakeholders	Those stakeholders who request it and those stakeholders who submit significant objections	Those who request it	Held in Council offices. Minor costs
H) Area Committees	Preferred Options Report Formal Sustainability Appraisal Report	Residents	×
I+J) Focus Groups/Existing forums			
	All issues	HSP Liaison Group	These are either existing Forums or specially convened Focus Groups. The existing Forums have minor fiscal implications. The Focus Groups will be (and have been) facilitated by Council staff in Council premises and therefore require minor fiscal resources.
	All issues	Youth	
	All issues	BME	
	All issues	Elderly	
	Housing Preferred Options	Housebuilders	
	Affordable Housing Preferred Options	Housing Association	
	Design and access Preferred Options	Access	
	Health, Liveability, Recreation etc Preferred Options	Health	

	Green Belt, Biodiversity Preferred Options	Environmental	
	Heritage, Design Preferred Options	Heritage	
	Transport and land use Preferred Options	Transport	
	All preferred options	Business	

How we will consult the community on submission Development Plan Documents

Method	What	Who	CS
A) Documents available for inspection	Consultation statements covering responses received during consultation on issues and options and on preferred options and how these issues have been addressed in submission DPD Submission DPD Final sustainability report	Residents	Minor printing and postage costs. Translation sheet costs £250.00.
B) Letters/ email to LDF database	Notifying start of consultation and how to get hold of above documents	LDF contacts	Minor printing and postage costs.
C) Media (local press, TV, radio and display boards)	Notifying start of consultation and availability and how to get hold of above documents	Residents	Minor printing and postage costs. Advert in local paper typically costs £500
D) Internet	All published documents	Internet users	Nil
G) One to one meetings with selected stakeholders		Those stakeholders who request it and those stakeholders who submit significant objections,	Held in Council offices. Minor costs

How we intend to consult the community on the draft SPD

Method	What	Who	SPD
A) Documents available for inspection	The Draft SPD Consultation statement The SPD Sustainability Appraisal Report	Residents	Minor printing and postage costs.
B) Letters/ email to LDF database	Notifying start of consultation and how to get hold of above documents	LDF contacts	Minor printing and postage costs.
C) Media (local press, TV, radio and display boards)	Notifying start of consultation and availability and how to get hold of above documents	Residents	Minor printing and postage costs.
D) Internet	All published documents	Internet users	Nil
E) Leaflets/ brochures	Where necessary Bitesized Summary of SPD	Residents LDF contacts	Summary leaflets for SPDs will be produced within the Development Planning Team rather than being subject to formal design and print processes for DPDs, so this will have minor fiscal implications. Translation sheet costs £250.00.

2. How we will differentiate between different types and scales of applications and what consultation procedures will be applied to them

The Council generally encourages prospective applicants to engage with parties affected by their intended developments before submitting an application. This may involve, for example, a householder informally notifying their neighbour of an intended extension. At the other end of the development range, major developers are encouraged to communicate with the local community before putting their application into the Council.

3. The authority's policy towards the pre-application consultation including the expected role of applicants.

Currently there is no formal policy or mechanism through which the Council insists on the above. However, future changes to pre-application consultation are envisaged by the Government and will be taken on board by the Council. The Council also actively encourages pre-application discussions with applicants. For more significant proposals we have introduced a formal pre-application discussion regime which should assist applicants to address significant issues in their future application including how matters of concern to the local community are to be dealt with.

Council, 8 February 2006

I hope this information is satisfactory, if not we will of course be happy to clarify as necessary.

Yours sincerely

A handwritten signature in black ink, appearing to be 'DP', followed by a vertical line.

Daniel Pope



COUNCIL

7

8 FEBRUARY 2006

QUESTIONS

1 LICENSING APPLICATIONS – NOTICE TO RESIDENTS

To the Cabinet Member for Resources
(Councillor Roger Ramsey)

By Councillor Malvin Brown

Motions were passed by this Council in October & December 2005 to ensure that residents are kept informed of pending Licensing applications.

The 7 December 2005 Council meeting instructed officers to 'give advance written notice to residents and occupiers of property in near proximity to a site which is the subject of a Licensing application'.

How many applications will have been adjudicated on by the Licensing Committee since the last full Council?

Were residents and occupiers of property in near proximity to a site which was/is the subject of Licensing application, written to in all cases since 7 December 2005, in advance of consideration of the subject application?

If not, why not?

How much advance written warning are residents given to enable them to register their support or otherwise, for an application, should they wish to do so?

The motion of the 7 December 2005 did not specify how many neighbours should be written to, but it was envisaged by the proposer of the motion that it would mean perhaps six properties north, south, east and west of the subject site.

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In terms of how many neighbours are informed, how has that been interpreted by officers? In the absence of a specific instruction from Council what is the guideline number of residents and/or occupiers that have been given advance written notice, in each case?

2 UPMINSTER LIBRARY: PASC OPENING TIMES

To the Cabinet Member for 2012 Olympics & Client Services **(Councillor Andrew Curtin)**

By Councillor Malvin Brown

The Library at Upminster is open during specified times. The Library does not close for lunch. It is therefore surprising to find that the PASC at the Library does close for one hour during the busy period. There at least two staff on duty at any one time and so staggering their lunch break should pose no problem.

In view of the inconvenience that the current arrangement has caused to some, will the lead member consider staggering the lunch break so that in future we offer a smooth unbroken service during the overall opening times?

3 BOYD HALL, UPMINSTER

To the Champion for the Historic Environment **(Councillor Andrew Curtin)**

By Councillor Linda Hawthorn

As the Historic Champion, you have doubtless heard of the listed building in Cranham known as 'Boyd Hall' is approx 130 years old, and was listed in Dec 2000 because, in the words of English Heritage 'It is a good virtually unaltered example of an 1870 primary school'. I understand that there are plans for the Hall to be de-listed. What is your opinion about this?

4 USE OF RESIDENTS' PARKING BAYS

To the Cabinet Member for StreetCare **(Councillor Georgina Galpin)**

By Councillor Mike Winter

Given the current increase of companies looking into purchasing business voucher parking bays for their employees, or where voucher bays have to be taken out to provide access to a new development's off street parking facility, can you give an assurance that no residents

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parking bays will be given over to either business voucher holders or commuters?

5 HOUSING FOR TEACHERS**To the Cabinet Member for Housing
(Councillor Michael Armstrong)**

By Councillor Tony Ellis

I understand that in the past the Council has in appropriate cases provided rented accommodation for teaching staff working in the borough's schools. Can the member confirm this understanding and advise me whether there has been any change in policy on this and when such change occurred?

6 WALKING FOR HEALTH INITIATIVE (WHI)**To the Cabinet Member for Adult Services
(Councillor Steven Kelly)**

By Councillor Jeff Stafford

This scheme was introduced in Havering in 2003, funded by the Countryside Agency and Havering Primary Care Trust. It has been an enormous success in the rehabilitation of people suffering from heart complaints but now the funding from the Countryside Agency is due to cease. Has the lead member considered funding this very important initiative?



COUNCIL
8 FEBRUARY 2006

7

QUESTIONS

SECOND CORRECTION

3 BOYD HALL, UPMINSTER

To the Champion for the Historic Environment
(Councillor Andrew Curtin)

By Councillor Linda Hawthorn

The word at the end of the penultimate sentence should be “de-listed”, not “demolished”. Thus the question should read:

As the Historic Champion, you have doubtless heard of the listed building in Cranham known as ‘Boyd Hall’ is approx 130 years old, and was listed in Dec 2000 because, in the words of English Heritage ‘It is a good virtually unaltered example of an 1870 primary school’. I understand that there are plans for the Hall to be de-listed. What is your opinion about this?