

Runnymede Borough Council
Statement of Community Involvement
May 2020



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Runnymede Statement of Community Involvement (SCI)

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1. Introduction

The Council's existing Statement of Community Involvement (SCI) was adopted in 2014 and requires updating to reflect the Government's latest Planning Policy guidance and legislation as set out in Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended), and including the revised National Planning Policy Framework (NPPF 2019).

What is the Statement of Community Involvement?

1. Planning affects everyone in some way as its role is to shape where people live, work and take recreation. Therefore, people should be able to have an active role in the planning process from start to finish in order to shape the environment in which they live.
2. The Statement of Community Involvement (SCI) is a document that sets out how Runnymede Borough Council will engage with the community; including residents, businesses, community groups and other stakeholders on Local Plan matters and on planning applications.
3. All Local Planning Authorities (LPAs) are required to produce a SCI. This requirement is set out in the Planning and Compulsory Purchase Act (2004), which defines the SCI. In addition, this SCI has been produced to take account of changes to the planning system as set out in the Localism Act 2011, for example the introduction of Neighbourhood Planning and the Duty to Co-operate.
4. The following sections of this SCI will set out the consultation requirements for a number of elements in the planning process including: Local Plan formulation, Neighbourhood Planning, supplementary guidance and the Community Infrastructure Levy (CIL) (all place-making), as well as planning applications (decision-taking).
5. Temporary amendments have been made to the Council's Statement of Community Involvement in order to amend the Council's consultation procedures which are inconsistent with current Government guidance relating to COVID-19 which requires people to stay at home and observe Government rules regarding social distancing. The changes made to this document are in line with Planning Practice Guidance relating to Statements of Community Involvement which was published by the Government on 13th May 2020 in response to the COVID-19 pandemic. All temporary amendments are shown in red text and come into force on Friday 29th May. No other amendments have been made to the document at this stage. A comprehensive update of the Council's Statement of Community Involvement is currently being progressed and will be subject to public consultation in Autumn 2020.

2 Planning Context

6. Runnymede Borough Council's Runnymede 2035 Local Plan will set out planning policies for its area. The Local Plan must be examined by an Independent planning inspector before it can be adopted. Examination is the final stage before adoption. Prior to this, the Council must consult on the draft Local Plan and everyone should have the chance to comment on its content.
7. When determining a planning application, LPAs must have regard to the statutory development plans for the area, including their adopted Local Plan. Local Plans are defined by The Town and Country Planning (Local Planning) (England) Regulations 2012 as being documents that contain statements about development and use of land and allocation of sites and are therefore an important tool in helping to determine planning applications.
8. Most new buildings, significant changes to existing buildings or significant changes to the local environment need planning consent and for this, obtaining planning permission is necessary. As the Local Planning Authority for its area, Runnymede Borough Council assesses planning applications and other types of applications submitted for development and other types of work. These applications relate to house extensions, building new houses, change of use of a building from a shop to a house, works to trees, display of advertisements and much more.
9. The Council is a second-tier Authority. Surrey County Council is responsible for considering planning applications in relation to minerals and waste management. The County Council is responsible for providing a range of strategic infrastructure and services. It is both the local highway and transport authority and also the local education authority for Surrey. It is also responsible for a wide range of service and infrastructure provision including social services, community facilities and a number of public health functions.

Legislation and Guidance

10. The following section provides an overview of legislation and guidance that is relevant to the production of plan-making documents and the consideration of planning applications.
11. In terms of the relevant legislation that applies to the preparation of place-making documents, the **Planning and Compulsory Purchase Act 2004** is a key element of the Government's agenda for speeding up the planning system. The provisions introduce powers which allow for the reform and speeding up of the plans system and an increase in the predictability of planning decisions.
12. **The Community Infrastructure Levy Regulations 2010 (as amended)**. The Community Infrastructure Levy (CIL) was introduced by the Planning Act 2008. The CIL Regulations set out the requirements of whom to consult and at what stages.
13. As part of the planning application process, the **Development Management Procedure Order 2010 (as amended)** contains a statutory requirement for notifying the local community either by letter, site notice or press advertisement of planning applications submitted to the Council for consideration. The Council only advertises applications in the press where there is a statutory requirement to do so. However, it does notify neighbours by letter and in some instances, site

notices are displayed. Information on planning applications is also available electronically via the Council's online Planning Search facility or at the Council offices (chapter 4 of this SCI contains more information on how the Council consults on different types of application).

14. **The Town and Country Planning (General Permitted Development) (Amendment) (England) Order 2013** sets out the requirements for statutory notices to be served on certain adjacent premises in respect of householder extension prior approvals.
15. **The Localism Act** sets out a series of measures designed to facilitate a shift in power away from central government and towards local people. These measures include changes to the planning system, both in relation to the preparation of local plans and consultation on planning applications.
16. The Localism Act introduces the need for greater involvement of local people in planning for their areas, particularly in the context of neighbourhood planning. The Act introduces a new right for communities to draw up a neighbourhood plan, allowing communities, including residents, employees and businesses, to come together through a local parish council or neighbourhood forum and prepare a Neighbourhood Development Plan for all or part of their area.
17. Provided a neighbourhood development plan or order is in line with national planning policy and with the strategic vision for the wider area set by the local authority, local people will be able to vote on it in a referendum. If the plan is approved by a majority of those who vote, the local authority will bring it into force. The Local Planning Authority has a duty to provide technical advice and support for such a Plan including the appointment of a person to examine the document and hold the referendum.
18. The Localism Act also introduces a new requirement for developers to consult local communities before submitting planning applications for certain developments. The Localism Act also sets out the 'Duty to Co-operate'. This applies to all local planning authorities, national park authorities and county councils in England (and to a number of other public bodies). The duty:
 - relates to sustainable development or use of land that would have a significant impact on at least two local planning areas or on a planning matter that falls within the remit of a county council;
 - requires that councils set out planning policies to address such issues;
 - requires that councils and public bodies 'engage constructively, actively and on an ongoing basis' to develop strategic policies;
 - requires councils to consider joint approaches to plan making.
19. The National Planning Policy Framework sets out the strategic issues where co-operation might be appropriate, and guidance on 'planning strategically across local boundaries'.
20. The Localism Act also makes changes to the Community Infrastructure Levy, to make it more flexible. Local Authorities require the levy to be paid by developers to support new

infrastructure, and the changes in the Localism Act require that some of the levy goes directly to the neighbourhoods where development takes place.

21. The **National Planning Policy Framework (NPPF)** identifies the purpose of the planning system as contributing to the achievement of sustainable development, which has three dimensions; economic, social and environmental. The planning system therefore has to perform a number of mutually dependent roles:
- an economic role – to help build a strong and competitive economy, by ensuring that sufficient land of the right type is available in the right places and at the right time to support growth and innovation, and by identifying and coordinating development requirements, including the provision of infrastructure;
 - a social role – supporting strong, vibrant and healthy communities, by providing the supply of housing required to meet the needs of present and future generations; and by creating a high quality built environment, with accessible local services that reflect the community’s needs and support its health, social and cultural well-being; and
 - an environmental role – contributing to protecting and enhancing our natural, built and historic environment, improving biodiversity, using natural resources prudently, minimising waste and pollution, and mitigating and adapting to climate change.
22. The NPPF highlights the important role that the planning system can play in facilitating social interaction and creating healthy, inclusive communities. Local planning authorities are tasked to create a shared vision with communities of the residential environment and facilities they wish to see. To support this, local planning authorities should aim to involve all sections of the community in the development of Local Plans and in planning decisions, and should facilitate neighbourhood planning.
23. The NPPF requires each local planning authority to produce a Local Plan for its area. Local Plans must be prepared with the objective of contributing to the achievement of sustainable development, whilst reflecting the vision and aspirations of local communities. It is essential therefore for early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses to take place. A wide section of the community should be proactively engaged, so that a Local Plan, as far as possible, reflects a collective vision and a set of agreed priorities for the sustainable development of the area, including those contained in any neighbourhood plans that have been made. Resultant policies should address the spatial implications of economic, social and environmental change, with clear policies that will guide how the presumption in favour of sustainable development should be applied locally.
24. The NPPF requires local planning authorities to approach decision-taking in a positive way to foster the delivery of sustainable development. The relationship between decision-taking and plan-making should be seamless, translating plans into high quality development on the ground.
25. Local planning authorities should work proactively with applicants to secure developments that improve the economic, social and environmental conditions of the area. Early engagement can improve the efficiency and effectiveness of the planning application system, and good quality pre-application discussion enables better coordination between public and private resources and improved outcomes for the community.
26. The NPPF reiterates that public bodies have a duty to co-operate on planning issues that cross administrative boundaries, particularly those which relate to the strategic priorities such as

homes and jobs needed in an area, the provision of commercial development and the provision of infrastructure. Joint working on areas of common interest should be undertaken for the mutual benefit of neighbouring authorities.

27. **The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)** set out the procedural arrangements for the preparation and submission of a local plan or supplementary planning document. The regulations specify which bodies local planning authorities must notify and engage with during the process, and identifies at what stages this engagement should take place. The SCI builds upon the requirements of the Regulations as a minimum to set the standards to be met by a local authority in terms of community involvement.
28. The **Neighbourhood Planning Regulations** came into force on 6th April 2012 and provide the provisions for the neighbourhood planning regime which was introduced by the Localism Act. The regulations include procedures for the setting up of neighbourhood areas and forums, for the preparation of neighbourhood plans, neighbourhood development orders and community right to build orders. These procedures include the requirements for the publicity and consultation required during an application for or the designation of such an area, forum plan or order, including a prescribed list of consultation bodies and required pre-submission consultation and publicity on the part of the group involved.

Planning Practice Guidance (PPG)

29. The Planning Practice Guidance was launched as a web-based resource on 6 March 2014, to replace much of the previously issued planning practice guidance. The Guidance brings together all aspects of planning and therefore covers many aspects of the consultation process.
30. The guidance sets out the process and expectations for **pre-application discussions**. This is a collaborative process between a prospective applicant and other parties which may include the local planning authority, statutory and non-statutory consultees, elected members and local people. The level of involvement by these parties will vary on a case by case basis, and the level of engagement needs to be proportionate to the nature and scale of the development proposed. Pre-application engagement with the community is encouraged where it will add value to the process and the outcome.
31. The PPG gives guidance on local authority consultation on **planning applications**. The main types of local planning authority consultation are:
- Public consultation (including consultation with neighbouring residents and community groups)
 - Statutory (where there is a requirement set out in law to consult a specific body, which is then under a duty to respond)
 - Consultation required by a direction (where there are further, locally specific, statutory consultation requirements)
 - Non statutory (where there are planning policy reasons to engage other consultees who are likely to have an interest in a proposed development).
32. Statutory publicity requirements, statutory consultees and non-statutory consultees for planning and heritage applications are identified in the PPG, and minimum requirements for the different aspects of consultation as set out in relevant Articles of the Development Management Procedure Order are identified.

33. The PPG sets out the requirements of the **Duty to Co-operate** as introduced in the Localism Act 2011. It places a legal duty on local planning authorities, county councils in England and public bodies engaged in Local Plan preparation to engage constructively, actively and on an ongoing basis on strategic cross-boundary issues.
34. With regard to **Local Plan preparation** the PPG identifies the requirements of the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The Regulations require local planning authorities to identify and engage at an early stage with all those that may be interested in the development or content of the Local Plan, including those groups who may be affected by its proposals but who do not play an active part in most consultations. This will include communities contemplating or pursuing a Neighbourhood Plan. The Regulations set out specific bodies or persons that a local planning authority must notify and invite representations from during the Local Plan process.
35. The PPG provides advice on the **neighbourhood planning system** introduced by the Localism Act including the requirements for consulting on and publicising a neighbourhood plan or order and refers to The Neighbourhood Planning (General) Regulations 2012 (as amended).
36. On 13th May 2020, new [paragraphs 076-078](#) were added into the PPG section on Plan Making which set out changes to Plan-making guidance in response to the coronavirus (COVID-19) pandemic. This new guidance confirms that, *'Where any of the policies in the Statement of Community Involvement cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue'*. Where inconsistencies are identified, *'The local planning authority should then make any temporary amendments that are necessary to allow plan-making to progress, and that continue to promote effective community engagement by means which are reasonably practicable'*. Local planning authorities are strongly encouraged to use online engagement methods to their full potential and to take reasonable steps to ensure sections of the community that don't have internet access are involved. The guidance advises that, *'Authorities may wish to consider engaging sections of the community, that do not have internet access, through representative groups rather than directly, targeting only people in areas most affected by proposals, and allowing individuals to nominate an advocate to share views on their behalf. Consulting by telephone or in writing can also be used where this is feasible and alternatives can't be identified'*.
37. The PPG advises that there is no requirement in legislation for local planning authorities to consult when reviewing and updating their Statement of Community Involvement, although it is good practice for authorities to inform the public of their intentions to update the SCI and the changes that have been made.
38. In addition, the Regulations require that the Council produces a Local Development Scheme (LDS). The proposed LDS was ratified at Full Council on 23rd October 2014 and sets out a timetable and milestones for the Local Development Documents that the Borough Council intends to prepare over a three-year period (between August 2014 and August 2017). The key documents are the Local Plan, Policies Map, the Community Infrastructure Levy Charging Schedule and the Statement of Community Involvement. The LDS also identifies, amongst other things, periods of consultation on each document and the resources required to prepare the documents.

39. In relation to the consideration of planning applications, there are a number of waste policies that are considered relevant, including **Guidance for Local Planning Authorities on Implementing Planning Requirements of the European Union Waste Framework Directive (2008/98/EC)** (December 2012), **National Planning Policy for Waste** (October 2014) and **Planning Guidance: Waste** (October 2014). This latter guidance has been inserted into the PPG.

3 Who will be consulted

40. Who the Council consults depends on the type of document that is being consulted upon. In the case of policy, there are two main types of document that set out and explain policy. Firstly, Local Development Documents (LDD), which includes Local Plans, set out policies that will be used to guide development in the Borough. LDDs are consulted on and examined by a Planning Inspector through a public examination.
41. Secondly, Supplementary Planning Documents (SPD) provide additional guidance on policies in the adopted Local Plan. Although they are consulted on, they are not examined by a Planning Inspector.
42. In addition, the Community Infrastructure Levy Regulations require the Council as a charging Authority to consult certain groups at various stages of its development. This will be set out in more detail in the CIL section in this chapter.
43. As will be discussed in the Neighbourhood Planning section of this chapter, how Neighbourhood Plans are consulted upon will depend on the format any Neighbourhood Plan forum that comes forward takes in its approach, but the forum will be assisted by the Council.
44. How Local Plans are consulted upon is set out in The Town and Country Planning (Local Development) (England) (Amendment) Regulations 2009, which defines certain organisations that the Council is required to consult. The Regulations state the types of groups who should be consulted and at what times during the development of the Local Plan. The groups are classified as Specific, General and Other Consultation Bodies (see Appendix A). Which bodies are included in the groups may vary, dependent upon amendments being made to the Regulations or the Council updating its list of consultees.
45. Included within the list of specific consultees are neighbouring Local Planning Authorities to Runnymede borough. It is a requirement that the Council fulfils its Duty to Co-operate with neighbouring Authorities and other public bodies, as established by the Localism Act 2011, on strategic cross-boundary issues. In addition to consulting other Authorities, officers in the planning department at Runnymede Borough Council work closely with neighbouring boroughs and districts and the County Council with regard to strategic issues and infrastructure provision, in some instances working in partnership on cross-boundary issues, which helps the Council to meet its Duty to Co-operate responsibilities. For example, the Local Authorities that are influenced by the Thames Basin Heaths Special Protection Area (SPA), along with the Regional Assembly (now disbanded) and other partners have established the Thames Basin Heaths Joint Strategic Partnership (JSP) 1 to plan for the long term protection of the SPA in a consistent and co-ordinated way. There are also forums in place that allow Runnymede and its neighbours to co-operate including Surrey Planning Officers Association (SPOA), comprising the Surrey Heads of Planning. This group meets monthly to agree joint working opportunities and arrangements and consider matters of cross-boundary significance. There are a number of sub groups that meet regularly to discuss cross-boundary issues.
46. In addition, over recent months work has been progressing on a County-wide basis on the development of a formal framework centred on a **Local Strategic Statement (LSS)**. This sets out common priorities across the Surrey Boroughs and Districts (as well as the County Council) that can be used to demonstrate at Local Plan Examinations – in Runnymede and elsewhere – that

¹ See more at: <http://www.surreyheath.gov.uk/planning/planningpolicyandconservation/JSP.htm#sthash.houMXJK2.dpuf>

the local authority has satisfied the Duty to Co-operate. The LSS itself, as well as the governance arrangements to agree the LSS (a Memorandum of Understanding and Terms of Reference), were agreed by Surrey Chief Executives in June 2014, and by Surrey Leaders the following month.

47. The bodies that comprise General consultees are set out in the relevant Regulations. In summary, these are voluntary bodies, some or all of whose activities benefit any part of the authority's area. They include bodies that represent the interests of different racial, ethnic, religious or national groups; disabled persons and business in the local planning authority's area.
48. In addition to the Specific and General consultees, there are many businesses, residents associations and individuals in and around the borough who request to be consulted or who the Council feel should be consulted, as well as interested parties including hard to reach groups. The latter are those groups that are difficult to engage with from an organisational perspective, either because they do not feel empowered to get involved or there are other barriers to their involvement that need to be overcome. These fall under the umbrella of 'Other' consultation bodies. **During the COVID-19 pandemic, the Council will continue to consult with representative groups registered on the Planning Policy database and encourage them where possible to disseminate information as appropriate to try and ensure that hard to reach groups are made aware of public consultations and other important notifications (for example, in relation to the publication of the Inspector's recommendations on the Runnymede 2030 Local Plan).** It is important for the Council to consult as widely as possible **under the current COVID-19 restrictions** and understanding who the local community is will be essential to ensure that the Council engages in the most effective way, and that the views received are representative of the community as a whole.
49. Residents' Associations (RA's) are important groups for Local Authorities to consult with regard to formulating Plans and policies. They are formed of individuals from specific communities. The RA's meet regularly to discuss local issues, acting as a voice for their local community. There are a number of RA's within Runnymede that the Council has consulted – and will continue to do so – in formulating its Local Plan. Rather than meet with RA's individually, the Council has preferred to meet with them collectively through the Planning Liaison Group, which meets from time to time, normally at the Civic Centre. This approach is of particular benefit to the RA's themselves, as it facilitates contact between their various representatives and encourages experiences to be shared. A list of Residents' Associations that the LPA consult upon can be found at appendix C. **During the current COVID-19 lockdown measures, the Council will continue to consult with Residents Associations who are registered on the Council's Planning Policy database, encouraging them to disseminate information to their members as appropriate.**
50. **The Council will also seek to increase its use of social media, especially through Facebook to publicise planning policy consultations and notifications to local residents groups, interest groups and local amenity groups, as well as to other local people and interested parties. The Council will also continue to use Twitter to share information relating to planning policy updates and consultations.**
51. **Relevant hard copy documentation relating to all planning policy notifications and consultations undertaken during the period of the COVID-19 lockdown measures will be made available on request to all groups and individuals where they do not have ready access to the internet.**

52. Overall, the Council's aim is to use its best endeavours during the COVID-19 pandemic to ensure that public consultations and other important notifications (for example, in relation to the publication of the Inspector's recommendations on the Runnymede 2030 Local Plan) are publicised as widely as possible.
53. All Development Plan Documents require a Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA), which are produced to assess plan/policy impacts on the environmental, economic and social settings. The findings of the appraisals feed in to the production of DPDs.
54. As a consequence, the Council recognises there is no one way to engage with the community. For the duration of the COVID-19 lockdown measures, at times it may be necessary to tailor the consultation methods from what is normally expected to maximise engagement with the development of Local Plan policy, whilst recognising the restrictions placed on the Local Authority and local communities by the Government's lockdown measures. These methods may include sending letters, placing local adverts, placing information in local Council owned noticeboards, using digital consultations, use of video conferencing, use of social media, providing documents for inspection on the Council's website and providing hard copies of documents on request to those who do not have ready access to the internet ~~making displays or giving presentations~~.
55. The Council holds an electronic database of approximately 1500 organisations and individuals who would like to be kept informed about the progress of LDDs. The database is continually updated. Any resident, business or interested party can add their details by using the Policy and Strategy Consultation database-sign up form at <http://www.runnymede.gov.uk/planningpolicy> or emailing planning@runnymede.gov.uk

Local Plans/Development Plan Documents

56. Local Plans (or Development Plan Documents [DPDs]) are documents containing policies that guide how the borough will develop.
57. With regards to consultation on the preparation of these documents, the minimum level of consultation on DPDs (and Supplementary Planning Documents) are determined by the Town and Country Planning (Local Development) (England) Regulations 2012.
58. There are different requirements for DPD and SPD production. DPD documents contain core policies so require additional consultation. The type of consultation undertaken for DPDs should be proportionate to the scale of issues involved.
59. Councillors are involved at every stage in producing a DPD to ensure that the documents are delivering the appropriate needs of the local community without ignoring its statutory duties. To ensure this, there is a Local Plan Members' Working Group comprising Councillors, whose members are decided at Planning Committee and who represent the political make-up of the Council. This group will read drafted documents that require a political steer and discuss with officers any queries they might have. Any agreed amendments will be made prior to the

document being put before Planning Committee, and where necessary, a recommendation will then be made to Full Council.

60. The Council will aim to consult with as many people as practicable, including hard-to-reach groups. Various methods will be used. ~~Usually this will~~ This may include specific meetings with particular groups; visiting places where those hard-to-reach groups tend to go and holding workshops to target as many people as practicable. For example, in relation to consultation on the development of Local Plans, the LPA will engage with older people through the Older People's forum; with younger people through the Youth Council and with travellers through the Surrey Gypsy Traveller Communities Forum and the Showmen's Guild. ~~However, for the duration of the COVID-19 lockdown measures, some of these consultation methods will need to be amended. For example, video conferencing may need to be utilised where practicable to hold specific meetings with particular groups instead of holding face to face meetings. Other methods of consultation may not be possible at all. The remainder of this document confirms the Council's amended methods of consultation for the duration of the COVID-19 lockdown measures.~~
61. Consultees will be encouraged to respond to Council consultations in a variety of ways (as set out in the table1 and for the [Community Infrastructure Levy](#), table 3). As a minimum for all public consultation on a draft document, the Council will normally email or write (depending on stakeholder preference) to the relevant consultees in the consultation database, issue a press release and place all consultation material on the relevant webpages of the Council's website. ~~This remains unaffected by the COVID-19 lockdown measures. However, for development plan documents, whilst the Council has always made documents available as well as making the documents available on the website, hard copies will also be made available in hard copy form at the Council Offices and local libraries, this is not currently possible during the lockdown measures. Instead, as a temporary measure, as well as continuing to display relevant documentation on the Council's website, hard copy documentation for those without ready access to the internet will be made available on request. When the restrictions are lifted to the extent that all members of the public are able to visit libraries and the Council offices, making documentation available in these locations will be re-introduced and the temporary measures outlined in the tracked changes throughout this document will cease.~~ The Council also has a Twitter and Facebook accounts ~~and~~ which it will use this to communicate with the public as appropriate. With regard to the types of consultation methods that Officers may employ, see Appendix B.
62. As the preparation of policy documents is a public process, no representations can be treated as confidential; however, the Council is obliged to omit publishing certain details under the provisions of the Data Protection Act.
63. A summary of all representations will be recorded in a consultation database. Emails will be printed and filed, and electronic copies stored. It is a requirement that an Inspector receives a hard and electronic copy of all representations received to the pre-submission consultations held. In addition, the Council will place redacted copies of all responses on the planning policy web pages. The Council will not provide individual responses and may not take into account representations received after the consultation period has ended.
64. Where a meeting is held with consultees, minutes of the meeting will be circulated to those who attended. This will also satisfy the requirements of the Duty to Co-operate, as set out in the

Localism Act. If any workshops are held, the outcomes will be summarised and published on the policy pages of the website and/or circulated to those who attended.

65. Comments are welcomed from everyone and the Council will give full consideration to all comments made in response to consultations and engage in further discussion where this would be helpful in developing the policy document. However, it will not always be possible to provide solutions that are satisfactory to everyone.
66. Following each period of consultation on any Local Development Document (LDD), the Council will prepare a report which will set out a summary of the representations received, the Council's consideration of these representations, and whether any change to the document is required as a result of the comments contained in the representations. This will be put on the Council's website on the planning policy pages. The Council will not accept any responses that are considered to be offensive or prejudiced towards individuals or groups.
67. The Council is also required by the Local Planning Regulations 2012 to produce a Statement of Consultation for a Local Plan, which it proposes to submit to the Secretary of State for independent examination. This requirement is set out in Regulation 22(1)(c) of the Local Planning Regulations. In summary, the Regulations set out that the Statement of Consultation should contain details of how the Council carried out consultation on the stages of the Plan preparation and submission and should identify the forms of consultation used to reach all parts of the community. In addition, the issues that were raised during these consultations should be identified and, where relevant, how the Council responded to the representations received. This Statement should be made available on the planning policy pages of the Council's website.
68. All DPDs (including the Local Plan) are subject to Independent Examination by an Inspector appointed by the Secretary of State. Anyone who made comments of support or objection to any part of the DPD during its consultations has the right to be heard at the hearing sessions should they wish it. After the Inspector has considered all the evidence and made a recommendation that the DPD is both legally compliant and sound, the Council can formally adopt it through the Committee process.
69. Once approved by the relevant committees, the adopted document will be published on the Council's Planning Policy web pages.
70. The table below summarises the stages of consultation for the Local Plan process and will apply to other DPDs.

Table 1: Stages of consultation for Local Plans/ DPDS

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
<p>Sustainability Appraisal report</p> <p>The Sustainability Appraisal Scoping sets out the appraisal methodology and collates the information needed to carry out the SA Scoping. The scoping stage contains the framework for assessing DPDs as being sustainable against social, environmental economic and social objectives, as required by Section 19 of the Planning and Compulsory Purchase Act 2004</p>	<p>The Council is required to consult the statutory bodies of Natural England, Environment Agency and English Heritage as required by Regulation 12(5) and 12(6) of the Environmental Assessment of Plans and Programmes Regulations 2004 within the required timeframe.</p>	<p>Natural England, Environment Agency and English Heritage.</p> <p>The Council will also seek to consult neighbouring planning authorities as well as other relevant stakeholders'</p>	<p>Possible methods include Letter; email; website</p>
<p>Evidence gathering-to produce appropriate evidence base to support DPD</p>	<p>A requirement of the Duty to Co-operate as inserted into the PCPA 2004 by the Localism Act is for the Council to engage with neighbouring Authorities and other public bodies on a number of cross-boundary issues (see appendix D for list of public bodies).</p> <p>It is relevant to engage with neighbouring Planning Authorities in the production of local evidence.</p>	<p>Although the Council will not generally consult the wider population when producing evidence to support Plans, during the production of its evidence base, it will continue to consult and engage with neighbouring Planning Authorities and interest groups.</p> <p>The evidence supports the Plan and will be used to</p>	<p>Possible methods include letter, email, website, formal and informal meetings and workshops with Surrey Planning Authorities as a minimum and others if appropriate dependent upon the scope of the specific evidence base being produced. This could take the form of presentation about assumptions and conclusions of evidence; question and answer sessions and group discussion on potential issues arising (such meetings would normally be held face to face but would need to</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
		write the proposed submission document, which the Council will need to make available. In this regard, anyone who may wish to comment on the content of the evidence will have the opportunity to do so at a later stage in the Plan process.	be held by videoconference during COVID-19 lockdown restrictions).
<p>Issues and Options</p> <p>(Ongoing (as part of the Duty to Co-operate) & minimum of 4 weeks for Public consultation)</p> <p>Once evidence has been gathered, the Council will identify the main issues relating to the DPD. This stage also involves considered options and alternatives, leading to the development of the plan that is published.</p> <p>The process of engaging with residents, businesses, service providers, utilities and all other stakeholders begins at the Issues & Options stage.</p>	<p>Regulation 18(b) The Town and Country Planning (Local Planning) (England) Regulations 2012 (the Local Planning Regulations (2012)) requires the Council to consult everyone whom it deems appropriate to notify them of the subject of a Local Plan they propose to prepare and ask them what they think a Local Plan with that subject should contain.</p> <p>The Council will consult on and seek views on the emerging options before decisions are taken on the publication version of the Plan.</p> <p>Consultation on the Sustainability Appraisal will be undertaken in line with the requirements of the Environmental</p>	<p>Specific, General and Other consultees as set out in the Council’s consultation database, including neighbouring Authorities in accordance with the Duty to Co-operate.</p>	<p>Possible methods include letter and email; website; social media (including increased promotion via Facebook to local interest groups, community groups and other interested parties); public meetings (for example with the Planning Liaison Group; Runnymede Business Partnership Breakfast Forum), or specifically where the Council sets up a Duty to Co-operate meeting, which all neighbouring Authorities to attend, which would likely be held at the Civic Centre.</p> <p>The Council will also hold public meetings for the general public where question and answer sessions</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
<p>Sustainability Appraisal will be undertaken on the Issues and Options</p>	<p>Assessment of Plan and Programmes Regulations (2004)</p>		<p>can take place about the issues and options proposed.</p> <p>During the period of COVID-19 lockdown measures, the methods highlighted in yellow may not be possible depending on the types of restriction imposed by the Government. Videoconferencing facilities would be utilised where appropriate.</p> <p>As a temporary measure, hard copy consultation material will be made available on request to individuals without ready access to the internet.</p>
<p>Publication of a DPD (and SEA/SA) (pre-submission document)</p> <p>(Statutory 6 week consultation)</p> <p>At this stage, the Council will publish the draft Plan and, if necessary, any changes to the adopted policies map. Following consideration of any comments made during this consultation, the Council may make minor changes to the draft Plan prior to submission.</p>	<p>Regulation 19 of Local Planning Regulations 2012 relates to the publication of a Local Plan.</p> <p>Regulation 20 relates to the representations received on Local Plans.</p> <p>The statement of inspection procedure and statement of representation procedure required by Regulation 19 of the Local Planning Regulations 2012 will be sent out with any correspondence so people know</p>	<p>Specific and General consultees as a statutory minimum, including neighbouring Authorities in accordance with the Duty to Co-operate.</p>	<p>Possible methods include letter; email; website; social media (including increased promotion via Facebook to local interest groups, community groups and other interested parties); exhibitions in defined locations around the Borough in the libraries or other prominent locations at Egham, Chertsey, Virginia Water, Addlestone and Woodham; social media; press releases and local advertisements.</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
<p>In the case of a Supplementary Planning Document, a final version will be produced and presented to the Council for adoption.</p>	<p>where they can view the documents, how they should respond and when.</p> <p>Representations should only relate to whether the Plan has been prepared in accordance with the Duty to Co-operate and the relevant legal and procedural requirements and whether it is considered to be sound.</p> <p>When making representations, individuals should indicate if they would like to attend and give evidence at the Examination in Public.</p> <p>Consultation on the Sustainability Appraisal will be undertaken in line with the requirements of the Environmental Assessment of Plan and Programmes Regulations (2004)</p>		<p>During the period of COVID 19 lockdown measures, the methods highlighted in yellow may not be possible depending on the types of restriction imposed by the Government.</p> <p>As a temporary measure, hard copy consultation material will be made available on request to individuals without ready access to the internet.</p>
<p>Submission of documents and information to the Secretary of State</p>	<p>Regulation 22 of the Local Planning Regulations 2012 relates to the submission of documents to the Secretary of State.</p> <p>All representations made to the Publication consultation are submitted to the appointed Inspector in addition to the document and all supporting evidence used in its preparation.</p>	<p>Specific and General consultees and those who have responded to earlier consultations/asked to be notified of submission, including neighbouring Authorities as part of the Duty to Co-operate.</p>	<p>Advise of submission by Letter; email; website; social media (including increased promotion via Facebook to local interest groups, community groups and other interested parties).</p> <p>The documents submitted for examination will be published on the</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
	<p>Written representations carry equal weight to those presented orally at a hearing. However, if someone has requested to be heard at a hearing, the Council will advertise in the local press and on its website who the Inspector is and where and when the hearing will take place. This will be at least 6 weeks prior to the hearing sessions commencing.</p>	<p>No formal consultation occurs at this stage.</p>	<p>Council’s website. Hard copies will be made available at local libraries and at the Civic Centre.</p> <p>During the period of COVID-19 lockdown measures, the methods highlighted in yellow may not be possible depending on the types of restriction imposed by the Government.</p> <p>As a temporary measure, hard copy documentation will be made available on request to individuals without ready access to the internet.</p>
<p>Independent Examination</p> <p>The independent Inspector will consider whether the document meets the tests of soundness set out in the <u>National Planning Policy Framework</u>.</p>	<p>The requirements of examination are set out in Regulation 24 of the Local Planning Regulations 2012.</p>	<p>Anyone wishing to observe the hearing sessions held at the Civic Centre may do so.</p> <p>No formal consultation occurs at this stage.</p>	<p>The advertising of the examination hearing sessions will be made through press notice and on the Council’s website and social media.</p> <p>Those who made representations and requested to be informed of the hearing may be informed by letter or email.</p>
<p>Proposed modifications</p> <p>Following examination of a Local Plan, the inspector will produce a report with their</p>	<p>Regulation 25 of the Local Planning Regulations 2012 relates to the publication of the recommendations of the Inspector.</p>	<p>All those who requested to be informed of the publication of the Inspector’s</p>	<p>Letter; email; website; press releases; social media (including increased promotion via Facebook to</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
<p>recommendations. The Council should make a copy publicly available and inform those persons who asked to be notified of its publication as soon as practicable.</p> <p>The Inspector may make modifications to the document. Where necessary, the document (including the Sustainability Appraisal if required) will be amended to reflect the Inspector’s recommendations prior to being formally presented to Full Council for adoption.</p>		<p>recommendations as a statutory minimum.</p> <p>No formal consultation occurs at this stage.</p>	<p>local interest groups, community groups and other interested parties).</p> <p>The Inspector’s report relating to the Local Plan will be published on the Council’s website and a notice confirming that the Inspector’s report has been published and how it can be inspected will be displayed in the front window of the Council Offices.</p> <p>As a temporary measure, a hard copy of the Inspector’s report will be made available on request to individuals without ready access to the internet.</p> <p>The fact that the Inspector’s recommendations have been published will also be advertised in the Council owned noticeboards across the Borough.</p>
<p>Adoption</p> <p>Both Local Plans and Supplementary Planning Documents need to be formally</p>	<p>Regulation 26 of the Local Planning Regulations 2012 relates to the adoption of the Plan by the Local Planning Authority.</p>	<p>All those who requested to be informed of the adoption of the Inspector’s recommendations as a statutory minimum.</p>	<p>Letter; email; website; press releases deposit locations; social media (including increased promotion via Facebook to local interest groups, community groups and other</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
<p>adopted by the Council before they carry full weight.</p>	<p>This stage applies to Local Plans and Supplementary Planning Documents in accordance with Regulation 26 and 14 of the Local Planning Regulations 2012.</p> <p>The statutory requirements set out in Regulation 35 and 36 of the Local Planning Regulations 2012 relates to the availability of documents after they are adopted.</p> <p>Regulations 16 & 17 of the Environmental Assessment of Plans and Programmes Regulations (2004) set out the post-adoption requirements of the Local Planning Authority.</p>	<p>No formal consultation occurs at this stage.</p>	<p>interested parties). A copy of the adopted document and supporting documents will be made available at local libraries, as well as at the Civic Centre and also on the Council's website.</p> <p>During the period of the COVID 19 lockdown measures, the methods highlighted in yellow may not be possible depending on the types of restriction imposed by the Government.</p> <p>The adopted Local Plan, Sustainability Appraisal, statement of inspection procedure and adoption statement will be published on the Council's website. The adoption statement and statement of inspection procedure will be displayed in the front window of the Council Offices.</p> <p>As a temporary measure, hard copy documentation will be made available on request to individuals without ready access to the internet.</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
			The fact that a new Local Plan has been adopted will also be advertised in the Council owned noticeboards across the Borough.

Neighbourhood Planning

71. The Localism Act 2011 introduced the ability for some communities to draw up their own neighbourhood plans which can add detail and local objectives to the Council's Local Plan. Runnymede Borough Council is required to support neighbourhoods in the preparation of their plans where this is appropriate.
72. Neighbourhood planning can be taken forward by two types of body - town and parish councils (please note that there are no town or parish councils in the Borough of Runnymede) or 'neighbourhood forums'. Neighbourhood forums are community groups that are designated to take forward neighbourhood planning in areas without parishes. It is the role of the local planning authority to agree who should be the neighbourhood forum for the neighbourhood area.
73. Neighbourhood forums (and parish councils) can use new neighbourhood planning powers to establish general planning policies for the development and use of land in a neighbourhood. These are described legally as 'Neighbourhood Development Plans'.
74. The approach to consultation during the preparation for a Neighbourhood Development Plan will be a matter for the individual neighbourhood planning bodies in preparing their plans and is therefore outside the scope of this SCI. Notwithstanding this, Runnymede Borough Council will publicise consultation on Neighbourhood Development Plans where appropriate, primarily by using the Council's website.
75. More information on Neighbourhood Planning can be found in the [Planning Practice Guidance](#).
76. The table below summarises the stages in the Neighbourhood Planning process and highlights the opportunities for engagement.

Table 2: Neighbourhood Plans-Stages of preparation and consultation requirements.

Neighbourhood Plan Stage	Outline of requirements	Consultation requirements
Step 1: Designating neighbourhood area and neighbourhood forum	The prospective neighbourhood forum or community organisation submits an application to the local planning authority (LPA) to designate a neighbourhood area.	The LPA publicises and consults on the area application for minimum 6 weeks before designating the neighbourhood area.
	The prospective neighbourhood forum submits an application to be the designated neighbourhood forum for a neighbourhood area to the LPA.	LPA publicises and consults on the forum application for minimum of 6 weeks before deciding whether to designate the neighbourhood forum.
Step 2: Preparing a draft neighbourhood plan or Order	The neighbourhood forum develops proposals (advised or assisted by the LPA) following the gathering of evidence, consideration of options etc.	In developing their proposals, the neighbourhood forum is required to engage and consult those living and working in the neighbourhood area and those with an interest in or affected

Neighbourhood Plan Stage	Outline of requirements	Consultation requirements
		<p>by the proposals (e.g. service providers).</p> <p>The neighbourhood forum should also engage with land owners in the neighbourhood area and the development industry.</p> <p>If public consultation and engagement with landowners takes place during the period of the COVID—19 lockdown measures, Neighbourhood Plan groups will need to demonstrate in their statements of consultation what methods they have employed throughout that period to ensure that no group or individual has been unable to access consultation material prepared for the neighbourhood plan or order during that period.</p>
<p>Step 3: Pre-submission publicity & consultation</p>	<p>The Neighbourhood Forum publicises its draft plan and invites representations. Consultation responses are then considered and the Plan amended if appropriate.</p> <p>At this stage the Neighbourhood Forum must produce a consultation statement.</p>	<p>During this stage, the Neighbourhood Forum is required to consult the people who live, work or carry on a business in the neighbourhood area and consult specific bodies listed in the Regulations.</p> <p>If public consultation and engagement with landowners takes place during the period of the COVID—19 lockdown measures, Neighbourhood Plan groups will need to demonstrate in their statements of consultation what methods they have employed throughout that period to ensure that no group or individual has been unable to access consultation material prepared for the</p>

Neighbourhood Plan Stage	Outline of requirements	Consultation requirements
		neighbourhood plan or order during that period.
Step 4: Submission of a neighbourhood plan or Order proposal to the local planning authority.	The Neighbourhood Forum submits its Plan to the LPA who checks that the Plan complies with all relevant legislation. If the Plan does meet the legal requirements, the LPA publicises the proposal for a minimum of 6 weeks.	<p>At the publication stage the Regulations require the LPA to publish certain information on their website, including details of where information can be viewed, and how comments can be made during the consultation period, and notify relevant consultation bodies listed in the Regulations.</p> <p>If public consultation and engagement with landowners takes place during the period of the COVID—19 lockdown measures, Neighbourhood Plan groups will need to demonstrate in their statements of consultation what methods they have employed throughout that period to ensure that no group or individual has been unable to access consultation material prepared for the neighbourhood plan or order during that period.</p>
Step 5: Independent Examination	The Plan is sent to an independently appointed Examiner for examination. The Inspector considers merits of the Plan and then issues a report to the LPA and Neighbourhood Forum. The LPA considers the Plan and reaches its own view and then makes the decision on whether to send the Plan to referendum.	<p>Information submitted for Independent Examination is published on the Council’s website at this stage as well as details of where the information can be viewed (Borough’s libraries for example-During the period of the COVID-19 lockdown measures this may not be possible, depending on the types of restriction imposed by the Government).</p> <p>The relevant material will continue to be displayed on the Council’s website. Hard copy documentation will be made</p>

Neighbourhood Plan Stage	Outline of requirements	Consultation requirements
		<p>available on request to individuals without ready access to the internet). Whilst the Examination is usually undertaken using the written representations procedure, the Examiner may invite further representations during the course of the Examination, which may be through a hearing session (which would be held in public). During the period of the COVID-19 lockdown measures this (see yellow highlighting) may not be possible, depending on the types of restriction imposed by the Government. However, conducting a hearing via video conferencing with public access may be explored. Advice to be taken at the appropriate time from the appointed Examiner.</p>
<p>Step 6: Referendum</p>	<p>The LPA has to publish the Examiner's report on their website. If the LPA decide to follow the Examiner's recommendations (for approval of the Plan), the LPA has to make arrangements for a referendum to take place in the relevant neighbourhood area.</p>	<p>Use of the website to display relevant information allows the public to keep up to date with the process although no public consultation occurs at this stage.</p> <p>It should be noted that the Government has confirmed that due to the current COVID-19 pandemic, all neighbourhood planning referendums that have been recently cancelled, or are scheduled to take place, between 16 March 2020 and 5 May 2021 are postponed. This is in line with the Local Government and Police and Crime Commissioner (Coronavirus) (Postponement of Elections and Referendums) (England and Wales) Regulations 2020.</p>

Neighbourhood Plan Stage	Outline of requirements	Consultation requirements
Step 7: Adoption	Following the referendum, if the majority vote is in favour of the Neighbourhood Plan, the LPA must publish the Plan on their website.	If the Plan is adopted, the LPA must notify any persons who asked to be notified of the decision.

Supplementary Planning Documents

77. A Supplementary Planning Document (or SPD) is a document which adds further detail to policies in a Local Plan. They can be used to provide additional guidance on the development of a specific site or on a particular issue such as parking or design. Adopted SPDs are a material consideration in determining planning applications, but do not form part of the development plan.

78. The Regulations² set out two stages of SPD production where some public consultation is required, these are:

- **Publication stage (Regulation 12):** Where public consultation takes place for a minimum 4 week period. The Council is likely to use the following methods to consult:
 - Sending emails and letters to people and organisations who have added themselves to the Council's planning policy consultation database
 - Advertising the consultation on the Council's website
 - Making consultation material available to view in the Borough's libraries

79. Sometimes, the following methods of consultation are also used by the Council during the preparation of planning policy documents:

- Holding of meetings and/or workshops
- Placing a press advert in the local newspaper
- Issuing a press release
- Producing and circulating summary leaflets for groups of people/organisations/people living in a specific area as relevant

80. The suitability of using these additional methods of consultation is considered on a case by case basis. During the period of COVID-19 lockdown measures, the methods highlighted in yellow in paragraphs 78 and 79 may not be possible depending on the types of restriction imposed by the Government. During this time, as a temporary measure, hard copy consultation material will be made available on request to individuals without ready access to the internet.

81. **Adoption (Regulation 14):** A copy of the adoption statement is sent to any person who has asked to be notified of the adoption of a SPD. The Council will also confirm the adoption of the SPD on its website and make the SPD available for the public to view electronically.

Community Infrastructure Levy

82. The CIL Regulations came into force in April 2010 and is introducing a levy that provides Borough and District Councils as 'charging authorities', with a new mechanism to raise money from development. If it is shown that a Local Authority is capable of introducing CIL and chooses to do so, the money raised can be used to fund infrastructure to support growth.

² Part 5 of the Town and Country Planning (Local Planning) (England) Regulations 2012

83. The Council is unable to introduce CIL until it has an up-to-date Local Plan in place. The Council has produced a Local Development Scheme, which sets out the timetable for producing the Plan and supporting documents.
84. It is likely that the Council will introduce CIL in its area, which will be subject to public consultation, in accordance with the CIL Regulations. The table below sets out the preparation stages of adopting a CIL charging schedule and consultation methods that will be used to engage with the public.

Table 3: Stages of consultation for CIL (see next page)

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
<p>Evidence base to support introduction of CIL</p>	<p>The Local Planning Authority (LPA) determines through this initial stage of work whether CIL can be introduced by preparing evidence (an Infrastructure Delivery Plan).</p> <p>If CIL can be introduced, the LPA must prepare an assessment of viability to determine reasonable CIL charges across its area</p>	<p>In the production of evidence, various infrastructure and service providers will be consulted to obtain information on infrastructure capacity and requirements in the borough.</p> <p>It is likely that specialised viability consultants will refresh the Council’s viability evidence.</p>	<p>Possible methods include:</p> <p>Email/letter</p> <p>One-to-one/group meetings</p> <p>During the period of COVID-19 lockdown measures, the method highlighted in yellow may not be possible depending on the types of restriction imposed by the Government. The use of videoconferencing will be explored where appropriate as an alternative method of engagement.</p>
<p>Preliminary Draft Charging Schedule (PDCS) consultation</p>	<p>Regulation 15</p> <p>The CIL Regulations require the LPA to consult on an initial draft of the charging schedule for a period of six weeks. Certain</p>	<p>Part 15 of the Regulations requires that the following be consulted:</p> <ul style="list-style-type: none"> -County Council -Responsible regional authority (the South East regional authority was abolished in May 2014) 	<p>Possible consultation notification methods include:</p> <p>Email/letter</p> <p>Notification on the Council’s website</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
	<p>bodies are required to be consulted</p>	<ul style="list-style-type: none"> -Parish Councils whose area falls within the charging Authority's area (does not apply to Runnymede) -the Mayor if the charging Authority is a London Borough Council (does not apply to Runnymede) -any other person exercising the functions of a Local Planning Authority (within the meaning of the TCPA 1990) for an area within or adjoining the charging Authority's area <p>In addition, the Council must also invite representations on the PDCS from:</p> <ul style="list-style-type: none"> -anyone who lives in the borough or carries out business in the borough -voluntary bodies whose activities in whole or in part are of benefit to the borough -bodies that represent the interests of people who carry out business in Runnymede 	<p>Summary leaflet</p> <p>Press release/advert</p> <p>Social media (including increased promotion via Facebook to local interest groups, community groups and other interested parties).</p> <p>Hard copies/CD of documentation to be placed at local libraries and at the civic centre</p> <p>Response forms</p> <p>Meetings/presentations to explain the purpose of the consultation</p> <p>During the period of COVID-19 lockdown measures, the methods highlighted in yellow may not be possible depending on the types of restriction imposed by the Government.</p> <p>As a temporary measure, hard copy consultation material will be made available on request to individuals without ready access to the internet.</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
<p>Draft Charging Schedule (DCS) Publication</p>	<p>Regulation 16 and 17</p> <p>The Regulations require that a Draft Charging Schedule is published for consultation and states where relevant documents should be made available to view.</p> <p>The Regulations set out how an individual should make representations and how long they have to do so (4 weeks minimum). Anyone making representations can request the right to be heard by an Examiner</p>	<p>Those consulted are the same as the above</p>	<p>As above</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
<p>Statement of Modifications</p>	<p>Regulation 19(4)</p> <p>If the Council makes any modifications to the Draft Charging Schedule, it must invite representations from those who were invited to comment on the Preliminary Draft Charging Schedule.</p> <p>Under Regulations 21(3), 21(4) and 21(5), representors have the right to be heard by an Examiner in relation to the modifications.</p>	<ul style="list-style-type: none"> -County Council -Responsible regional authority (does not apply to Runnymede borough) -Parish Councils whose area falls within the charging Authority's area (does not apply to Runnymede) -the Mayor if the charging authority for a London Borough Council (does not apply to Runnymede) -any other person exercising the functions of a Local Planning Authority (within the meaning of the TCPA 1990) for an area within or adjoining the charging Authority's area <p>In addition, the Council must also invite representations on the PDCS from:</p> <ul style="list-style-type: none"> -Anyone who lives in the borough or carries out business in the borough -Voluntary bodies whose activities in whole or in part are of benefit to the borough -Bodies that represent the interests of people who carry out business in Runnymede. 	<p>The way in which the Council will communicate with consultees at this stage will include:</p> <p>Email/letter</p> <p>Notification on the Council's website</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
Submission	Regulation 19	<p>The Council is required to send the DCS and all supporting documentation to an independent examiner for examination. This includes all consultation responses to the Publication consultation.</p> <p>In addition, the Council is also required under Regulation 19(b) of the CIL Regulations to submit a statement setting out</p> <ul style="list-style-type: none"> -the number of representations received -a summary of the main issues raised 	<p>The documents submitted for examination will be published on the Council's website. Hard copies will be made available at local libraries and at the Civic Centre.</p> <p><i>During the period of COVID-19 lockdown measures, the method highlighted in yellow may not be possible depending on the types of restriction imposed by the Government.</i></p> <p><i>As a temporary measure, hard copy consultation material will be made available on request to individuals without ready access to the internet.</i></p>
Examination	Regulation 20 and 21	<p>Issues raised will be considered in a public hearing or through written representations, following which the Examiner will make a set of recommendations.</p> <p>If someone who makes a representation about the DCS wishes to speak at the Examination, regulation 21(1) of the CIL Regulations requires them to be heard by the Examiner</p>	<p>The Examiner may invite further written representations or attendance at a hearing session. The notification of examination will be advertised locally and placed on the Council's website.</p> <p><i>The methods employed to advertise the Examination locally during the period of</i></p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
		<p>If someone wishes to speak at an Examination, the Council will advertise in the local press who the Examiner is and where and when the Examination will be heard</p>	<p>the COVID 19 lockdown measures will include one or more of the following:</p> <ul style="list-style-type: none"> -advertisement in local newspaper -use of social media (including increased promotion via Facebook to local interest groups, community groups and other interested parties). -email/letter to all those on the Council's Planning Policy Database -Issuing of a press release
<p>Publication and Adoption of Final Charging Schedule</p>	<p>Regulation 23 and 25</p>	<p>When the Examiner has published their findings, the Council needs to approve the Charging Schedule.</p> <p>After the schedule is approved, the charging schedule will be published on the Council's website and made available to view locally, in the Civic Centre and at the local libraries.</p>	<p>When the Council adopts a Charging Schedule, the Council will advertise this fact locally.</p> <p>In addition, a copy will be made available on the Council's website and at the local libraries, as well as the Civic Centre.</p> <p>Anyone who notified the Council that they wanted to be informed of the adoption of the schedule will be contacted via letter or email.</p>

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
			<p>During the period of COVID-19 lockdown measures, the method highlighted in yellow may not be possible depending on the types of restriction imposed by the Government.</p> <p>As a temporary measure, hard copy documentation will be made available on request to individuals without ready access to the internet.</p> <p>The methods employed to advertise the adoption locally during the period of COVID 19 lockdown measures will include one or more of the following:</p> <ul style="list-style-type: none"> -advertisement in local newspaper -use of social media (including increased promotion via Facebook to local interest groups, community groups and other interested parties). -email/letter to all those on the Council's Planning Policy database

Stage of preparation	Consultation requirements	Who will be consulted	How will they be consulted
			<p>-placing information in the Council owned noticeboards across the Borough</p> <p>-Issuing of a press release</p>

In addition to the guidance set out in table three, appropriate consultation will also take place with appropriate consultees whenever the Council makes amendments to the Regulation 123 list as required by the Community Infrastructure Levy Regulations.

4 Community Involvement in Development Management process

Community Involvement in the Development Management Process

Overview of the Development Management Process

85. Runnymede Borough Council deals with approximately 1500 planning applications each year. The nature of planning applications submitted is wide ranging from householder and minor applications to large scale mixed use proposals including new housing, employment, retail and other developments. The nature, scale and type of planning application will determine how the Council will engage with the community.
86. However, whatever the size of the application, the Council considers it is vital that the community and stakeholders are involved in making decisions on planning applications. Applications are normally determined in accordance with the policies contained in the statutory development plan for the area (at present this comprises the saved policies in the Runnymede Borough Local Plan, 2001, retained Policy NRM6 from the South East Plan, the Surrey Waste Plan 2008, the Surrey Minerals Plan Core Strategy and Primary Aggregates Development Plan Documents (2011) and the Aggregates Recycling Joint Development Plan Document for the Minerals and Waste Plans (2013)).
87. Whenever an application is determined contrary to the provisions of the development plan, there should be specific and justified material considerations for doing so. Community involvement in considering planning applications can be an important means of identifying such reasons. Community involvement can also help shape proposals so that they are more acceptable and appropriate.
88. There are four main procedures that could be utilised in the Development Management process:
- The provision of pre-application advice
 - Determination of planning applications
 - Processing of planning appeals
 - Planning enforcement
89. This SCI primarily considers the methods of community engagement during the determination of planning applications; however in this chapter an overview of the remaining elements of the Development Management process are also considered and the way in which the community is engaged/involved. It should be noted that the Council adopted a Development Management Charter on 1st October 2013. This confirms that the overall aim of the Development Management function is to provide a reliable, efficient, accessible and high quality Development Management service in a fair, equitable and consistent manner. The Development Management Charter should be read in conjunction with this chapter.
90. **The statutory requirements for publicity in relation to applications are set out in various planning orders and acts, primarily the Development Management Procedure Order (DMPO). The Council currently significantly exceeds the minimum publicity requirements for planning applications/other application types and intends to continue to do so in normal circumstances.**

91. Should continued or heightened COVID-19 lockdown measures restrict the Council's Development Management service's ability to continue to consult or engage upon applications in the way it currently does, authority will be sought by the Corporate Head of Development Management and Building Control to fall back from the higher standards set out in this SCI to minimum statutory requirements as set out in the Development Management Procedure Order for the duration of the relevant lockdown measures, providing at least the statutory minimum publicity requirement is met.
92. In such a scenario this would be required to ensure that planning applications could continue to be processed, to protect the health and safety of staff and to ensure that legally sound decisions are made.

The pre-application process

93. An applicant can discuss the suitability of a scheme and possible improvements that could be made before a planning application is submitted. This process can be used to discuss all sizes of scheme from householder proposals to major developments. The Council encourages and offers a pre-application advice service and further information, including the Council's charging schedule can be found [here](#). It should be noted that in Runnymede such pre-application discussions are confidential and not displayed on the website or made available for comment from third parties. In addition, applicants will also be encouraged to contact relevant statutory consultees for paid advice on any proposals.
94. The NPPF emphasises in paragraphs 188 to 192 the importance of pre-application discussions between an applicant and the Council. In line with the NPPF, the Council encourages applicants to engage with the local community during the pre-application stage wherever possible.
95. For larger and/or more complicated sites, entering into a Planning Performance Agreement with the Council provides an opportunity for identifying the preferred approach to community engagement. More information on Planning Performance Agreements can be found in the [Planning Practice Guidance](#).

Determination of planning (and other types of) applications

96. Certain types of development or works require permission from the Council before works can commence.
97. The consideration of these applications follows a regulatory process, and regulations require certain types of consultation to take place; and certain bodies to be consulted. Whether formally consulted or not, anyone can submit comments on an application and all comments from statutory consultees, neighbours and other interested parties are published on the website. Information on how to comment on a planning application can be found on the Council's website.
98. The statutory requirements for publicity in relation to applications are set out in various planning orders and acts, primarily the Development Management Procedure Order (DMPO). The DMPO explains what publicity and consultation requirements there are for specific types of applications, and can include notifying neighbours by letter, placing a notice in a newspaper, displaying a site notice and making information available on the Council's website.

99. Table 4 below outlines the types of applications that the Development Management team considers and summarises the methods of consultation for each.

Table 4: Consultation on planning (and other) applications

Type of application	Site Notice	Neighbour notification letter	Newspaper advertisement	Website
For applications accompanied by an Environmental Statement (EA schedule 1 or 2), proposals that depart from the local plan or development that affects a public right of way to which Part III of the Wildlife and Countryside Act 1981 applies.	●		●	●
Major development (10 or more dwellings, 1,000 sq. m of floorspace or 0.5 hectares site area).	●	●	●	●
Listed Building Consent	●	●	●	●
Other full, outline and householder development		●		●
Lawful development certificates (existing)		●		●
Lawful development certificates (proposed)		●		●
Advertisement consent applications		●		●
Tree Preservation Orders (TPOs) / works to trees protected by TPOs or Works to trees in a Conservation Area		●		●
Prior notification applications *consultation where legally required	●	●		●
Discharge of conditions				●
Minor amendments to approved schemes		●		●

Type of application	Site Notice	Neighbour notification letter	Newspaper advertisement	Website
Non material amendments to approved schemes				●

100. More information about these types of applications can be found on the [planning portal website](#).

101. The general stages in the planning application process are summarised in table 5 below:

Table 5: Summary of the stages in the planning application process

Stage	Explanation
Application received by the Council, checked and registered	At this stage, the Council will check the information that has been submitted. If all the required information has been received the application is valid and can be registered.
Application publicised/consultation	<p>Following registration, neighbour notifications and consultations are undertaken. If a press notice is required it will be placed in the local paper at this stage.</p> <p>At this stage, the application details are made available on the Planning Register which is available to view on the Council's website.</p> <p>Public consultation and consultation with consultees (including statutory consultees) takes place for a 21 day period.</p>
Consideration of the planning application	<p>The case officer will visit the site, consider the comments received during the consultation process and consider the merits of the proposal against the policies in the Development Plan and other policy documents including the NPPF.</p> <p>It may be that, during the course of the application, revised drawings are received to correct inaccuracies in the original drawings or to help overcome concerns relating to the scheme. Depending on the scale of the changes, further public consultation may be required before the planning application is determined.</p>
Decision Making Stage	A decision can be taken in two ways:

Stage	Explanation
	<ol style="list-style-type: none"> 1. Delegated decision (where the Planning Business Centre Manager is delegated responsibility for decision making) 2. Planning Committee where the final decisions on planning applications are made by the Council's elected Members (officer reports are available to view on the Council's website one week prior to the date of the relevant committee meeting). <p>The Council's Constitution includes the Scheme of Delegation which outlines when the decision making process will be delegated to the Planning Business Centre Manager and when the decision will be made by the Planning Committee.</p> <p>In both cases any representations received during the application process prior to the decision are taken into consideration. If the application is determined by the Planning Committee, there may be further opportunities for public participation via public speaking.</p>
Decision Issued	The decision notice is made available to view on the Council's website.
Discharge of conditions and post decision amendments	<p>In many cases, planning permission is granted subject to conditions. In some cases such conditions require specific details to be agreed with the Council either prior to commencement of development or prior to the occupation of a building.</p> <p>In some instances, amendments to the details or plans approved under an existing planning permission will require a fresh application. In other cases, amendments can be considered as part of a non-material amendment or minor material amendment application. There will be fresh consultation for new applications with the exception of those where a non-material amendment is sought.</p>

Appeals

102. Anyone who has submitted a planning application has a right of appeal to the Secretary of State if an application is refused, not determined, or contains conditions that are considered to be unacceptable. Appeals are examined by an independent Planning Inspector. Runnymede Borough Council advises people who have previously objected to a planning application when an appeal has been submitted. There is no third party right of appeal (i.e. for those who objected to a planning application). Further information about planning appeals and the appeals process is available on the Planning Portal website at: <http://www.planningportal.gov.uk/planning/appeals/appeals>.

103. To summarise, the following procedures are used to determine appeals:

-The written representations procedure: Generally for more minor developments including minor commercial appeals, appeals relating to advertisements or householder appeals (for which a fast track process is used). The appointed Inspector considers the written information submitted by all parties and carries out a site visit before setting out his conclusions in a letter. The majority of appeals are determined via written representations.

Hearings: More complex cases are often heard in an informal hearing meeting which is led by the Inspector who identifies the issues for discussion based on the evidence received and any representations made. The hearing may include a discussion at the site. Hearings are open to members of the public to attend and take part in.

Inquiries: Provide an opportunity for evidence to be tested in the most complex cases. Inquiries are open to the public and provide for the formal testing of evidence, usually through questioning by barristers (cross examination) of expert witnesses and other witnesses.

104. A small percentage of appeals are determined by the Secretary of State: these tend to be very large or contentious proposals. These are called in for determination following completion of the appeal process and when the Inspector has made a recommendation. There is no further opportunity to comment at this stage.

Planning Enforcement

105. Complaints/concerns about breaches of planning control are investigated in line with the Council's Planning Enforcement Charter which was adopted in 2013. Further information is available on the Council's website at: <http://www.runnymede.gov.uk/planningenforcement>.

106. The Council has a statutory duty to investigate planning enforcement complaints, but has sole discretion as to whether to instigate formal enforcement action in each case. Enforcement complaints remain confidential. However if a matter continues to the issue of an Enforcement Notice, this is placed on the Enforcement Register which is available to view on the Council's website. If a Notice is appealed, the complainant will be notified, giving an opportunity to provide comments to the Inspector. If a matter goes further, to prosecution, details of the Council's case of evidence cannot be published in advance of a court hearing.

5 Monitoring and Review of the SCI

107. The SCI will be kept under review and updated where necessary if significant changes occur, such as changes to:

- Legislation (incorporating changes in who we should consult);
- Council protocol and Committee Structure;
- Consultation methods (including the effectiveness of consultation methods in engaging particular groups).

108. Annual monitoring of the SCI will ensure that the Council has consulted appropriate people at the appropriate times in appropriate ways, as set out in the SCI and conforming to the relevant planning Regulations. Annual review will confirm whether a high level of public involvement has been maintained in the production of the relevant documents. This will minimise the risk of legal challenge by ensuring robust procedures continue to be fit for purpose. The review will cover the period from 1 April to 31 March and the review process will be conducted during May and June of each year.

109. The review will be considered by the Local Plan Working Group which consists of a number of members of the Planning Committee, who will review the evidence and stages of consultation at each stage of the LDD process and report back to the Planning Committee.

Glossary of Terms

Adoption: the formal approval or acceptance of documents by the Council

Annual Monitoring Report (AMR): a report produced annually that monitors progress against the Local Development Scheme (project plan for Local Development Documents) and policy targets

Community Infrastructure Levy (CIL): standard charge decided by local authorities and levied on certain types of new development on a per square metre basis to provide funds to pay for infrastructure needed to support new development set out in the Local Plan. It would be a standard charge on all chargeable development, informed by an assessment of viability. Although not a DPD, the CIL Draft Charging Schedule must undergo independent examination to ensure it is fit for purpose

Community: usually refers to those living within a specific area but can be any group with shared needs or interests living in the Borough

Community Strategy: our long-term vision for improving the quality of people's lives, with the aim of improving the economic, social and environmental well-being of the Borough

Consultation Statement/Statement of Consultation: a report or statement issued by the Council explaining how they have complied with the Statement of Community Involvement during consultation on local development documents

Development Plan Document (DPD): Local Plan documents containing strategic planning policies, detailed development management policies and proposals. These are subject to independent examination. The Council's Local Plan, Runnymede 2035 is currently being prepared and will include land use allocations

Duty to Co-operate: This is a requirement introduced by the Localism Act. It requires local authorities and other public bodies to work together on planning issues

Examination: formal examination of Local Plan documents by an independent inspector appointed by the Secretary of State

Examiner: Impartial person qualified to lead the examination of a CIL Draft Charging Schedule. Does not need to be a representative of the Planning Inspectorate (PINS)

Inspector: representative from the Planning Inspectorate (PINS), which is an impartial government agency. Leads the examination of DPDs

Local Development Documents (LDD): Comprises of **Development Plan Documents, Supplementary Planning Documents** and **Statement of Community Involvement** (both statutory and non-statutory documents)

Local Development Scheme (LDS): project plan for the production of Local Development Documents

Local Enterprise Partnerships: voluntary partnerships between local authorities and businesses set up in 2011 by the Department for Business, Innovation and Skills to help determine local economic priorities and lead economic growth and job creation within the local area

Local Plan Members' Working Group: a group of councillors representing the political make-up of the Council, with a special interest in Local Development Documents. Officers discuss draft documents with Members at this group, which require a political steer. Items may then be taken to the Council's Planning Committee for approval, and these in turn may be ratified at Full Council meetings

Local Strategic Statement: Formally agreed by Surrey Leaders of Local Planning Authorities in July 2014, the Local Strategic Statement (LSS) sets out common priorities on strategic matters across Surrey, which can be used in Local Plans and the associated examinations to demonstrate the LPA has met its Duty to Co-operate responsibilities.

Material consideration: a material consideration is any planning matter which is relevant to a particular case

Minority groups: An ethnic, racial, religious, or other group having a distinctive presence within a society or a group having little power or representation relative to other groups within a society

National Planning Policy Framework (NPPF): This is a single document which contains national planning policies. Local authorities must take into account the contents when preparing their development plans and when decisions are made on individual planning applications and appeals. The NPPF replaced numerous Planning Policy Statements and Planning Policy Guidance when it was published on 27 March 2012

Planning Inspectorate (PINS): The Planning Inspectorate holds independent examinations to determine whether or not DPDs are 'sound'. The Planning Inspectorate also handles planning and enforcement appeals

Planning Practice Guidance (PPG): The PPG is an online resource, which replaces and streamlines a high volume of previous national guidance. The advice contained within the PPG should be read in conjunction with the policies contained within the NPPF.

Policies Map: ordnance survey base map showing the location of proposals and policy designations in all current development plan documents.

Representations: General comments or responses to a consultation which may support or object to proposals

Residents' Associations: Comprising individuals from specific communities who are usually formed to discuss local issues and sometimes representing the wider community.

Site specific allocations: Allocation of sites for specific or mixed-use development

Sound/soundness: Describes where a DPD is considered to 'show good judgement' and also fulfils the expectations of legislation, as well as conforming to national planning policy

Spatial planning: An approach to planning that uses land in the most effective way to promote 'sustainable development', which is the golden thread running through the NPPF

Stakeholder: Person or organisation with an interest either because they will be affected by a proposal/plan or may have some influence

Statement of Community Involvement (SCI): Sets out the Council's standards for involving the community in the preparation, alteration and review of Local Development Documents and the consideration of planning applications

Supplementary Planning Documents (SPD): Non-statutory documents that expand upon policies and proposals in Development Plan Documents

Sustainability Appraisal (SA): A process involving the identification, consideration and reporting of the likely impacts of planning proposals on social, environmental and economic interests. The findings of the sustainability appraisal are used to inform the production of Local Development Documents at each stage of their preparation. The **Sustainability Appraisal Report (SAR)** is a set of documents that are produced that incorporate SA and SEA and will form part of the evidence base that seeks to inform the Local Plan with regard to sustainability.

Sustainable Development: The core principle underpinning the planning system. This means meeting the needs of the present without compromising the ability of future generations to meet theirs

Strategic Environment Assessment (SEA): A system of incorporating environmental considerations into policies, plans and programmes. SEA assesses potential significant environmental impacts of LDDs being prepared and in some cases may recommend mitigation measures. SEA is incorporated in to SA.

Appendices

Appendix A: List of Local Development Document consultees

Specific Consultation bodies

The Council must involve the following statutory organisations in the Local Plan process. These along with the government departments listed below form the specific consultation bodies as defined in the Town and Country Planning (Local Planning) (England) Regulations 2012. These are:

Affinity Water
 Basingstoke and Deane Borough Council
 British Gas Trading Ltd
 BT Group PLC
 Centrica Plc (British Gas)
 Chobham Parish Council
 East Hampshire District Council
 EDF Energy Networks Branch
 Elmbridge Borough Council
 English Heritage
 Environment Agency
 Hart District Council
 Highways Agency
 Mobile Operators Association
 National Grid
 National Grid UK Transmission
 Natural England
 Network Rail
 North West Local Education Office (Surrey County Council)
 Old Windsor Parish Council
 Royal Borough of Windsor and Maidenhead
 Rushmoor Borough Council
 Seeboard Energy
 South East Coast Ambulance Service NHS Foundation Trust
 Southern Electric
 Spelthorne Borough Council
 Sunningdale Parish Council
 Surrey & Borders Partnership NHS Foundation Trust
 Surrey and Sussex Healthcare NHS Trust
 Surrey County Council
 Surrey Heath Borough Council
 Surrey Police
 Surrey Police - Crime Reduction
 Sussex and Surrey Police
 Thames Water

Thames Water Property Services
The Coal Authority
TV Energy
Windlesham Parish Council
Woking Borough Council
Wraysbury Parish Council

Some of these consultees may fall outside of the Council's jurisdiction but cross-boundary issues mean the Council tries to consult as widely as possible.

General consultation bodies

- Voluntary bodies some or all of whose activities benefit any part of Runnymede Borough Council's area.
- Bodies that represent the interests of different racial, ethnic or national groups in Runnymede Borough Council's area
- Bodies that represent the interests of different religious groups in Runnymede Borough Council's area
- Bodies, which represent the interests of disabled persons in Runnymede Borough Council's area.
- Bodies, which represent the interests of persons carrying on business in Runnymede Borough Council's area

Addlestone and Ottershaw Good Neighbours
Addlestone Baptist Church
Addlestone Chamber of Commerce
Addlestone Methodist Church
Alzheimer Society
Association for the Improvement of Runnymede (AIR)
Barratt Southern Counties
Beacon Church
Brethren Assembly
Campaign to Protect Rural England
Chertsey and Egham Chambers of Commerce
Chertsey Chamber of Commerce
Chertsey Combined Charity
Chertsey Good Neighbours
Children's Society (Chertsey & District Committee)
Christ Church Virginia Water
Christchurch (Guildford Road, Ottershaw)
Christian Science Church
Church of the Assumption
Citizens' Advice Bureau
Civic Voice
Countryside Alliance
Disabled Persons Transport
Egham Chamber of Commerce

Egham Round Table
Egham United Charity
Elmbridge and Runnymede Talking Newspaper
Equality and Human Rights Commission
Forum for People With Physical & Cognitive Disabilities
Friends of the Elderly
Friends, Families & Travellers and Traveller Reform Project
Guildford Diocese
Heathervale Baptist Church
Holy Family RC Church
Holy Trinity Church (Lyne & Longcross)
Home Builders Federation
Home-Start Runnymede
Jubilee Church
Learning Disabilities Forum
LEP-Enterprise M3
MENCAP
MIND
National Federation of Gypsy Liaison Groups
National Romani Rights Association
North West Mental Health Partnership Trust
North West Surrey Synagogue
NSPCC
Parish of Addlestone
Parish of St Jude Englefield Green
Religious Society of Friends (Quakers)
Rotary Club of Chertsey
Rotary Club of Egham
Royal Association for Disability and Rehabilitation (RADAR)
Runnymede & Spelthorne Ladies Probus Club
Runnymede Access Liaison Group
Runnymede CAB
Runnymede Christian Fellowship
Runnymede Community Transport
Runnymede Forum for Older People
Runnymede Mental Health Association
Runnymede Scout Fellowship
Runnymede Social Care Team
Runnymede Sports Council
Runnymede Support North Surrey
Salvation Army, Addlestone Branch
Save the Children (Runnymede Branch)
Showmen's Guild of Great Britain
Skills Funding Agency
Sport England (South East)

St Anne's Catholic Church
St John Ambulance Runnymede Division
St John's Church Centre
St Peter's Shared Church
St. Paul's Church Addlestone
Staines & District Synagogue
Surrey Association for the Visual Impaired (SAVI)
Surrey Chambers of Commerce
Surrey Deaf Services Team
Surrey Family Information Service
Surrey Muslim Centre
The Disabled Persons Transport Advisory Committee Secretariat
The Eikon Charity
The Gypsy Council
The King's Church
The Runnymede Trust
Virginia Water Methodist Church
Transform Housing and Support
Traveller Law Reform Project
United Church of Egham
Wendover Methodist church
White Lodge Centre
World Wide Fund for Nature (WWF) North West Surrey Supporters Group

Other Consultation bodies

Some 1500 bodies and individuals are registered on Runnymede Policy and Strategy Consultation database. As well as Specific and General Consultation bodies, these include:

- Individual residents, residents associations (see appendix C), local strategic partnership, parish councils, community groups, societies, political parties
- Councillors- Local and County
- Local businesses, business associations, chamber of commerce, commercial companies
- Adjoining local authorities, developers, agents, planning consultants, architects, surveyors, landscape architects, housing associations
- Landowners, Estate agents (residential and commercial)
- Disabled groups, public agencies, charity organisations, voluntary organisations, care providers, health providers, leisure groups, minority groups, religious groups, sports bodies, young people, older people, faith groups, equalities, community support.
- Environment and nature, historic groups, Conservation Area Advisory Committees
- Infrastructure providers, schools and education institutes, transport groups
- Members of Parliament
- Government Departments

In addition, sustainability appraisal work will be advertised on the Council's website and a hard copy will be made available in the reception of the Runnymede Civic Centre.

Appendix B: Suggested consultation methods

Email: can be used as a cheap and effective way to communicate, especially as the consultation database for email consultees updates itself and is therefore up-to-date. Emails can also contain hyperlinks to documents on the website

Focus group: small groups of people with shared or different characteristics who discuss a specific issue, which may be guided by a facilitator

Leaflet: To ensure the whole community is kept informed during plan preparation the distribution of leaflets or postcards can be an effective way to raise awareness. Leaflets can be delivered to households alone or with other Council mail outs to save postage costs. They can also be left in key places around the Borough such as libraries.

Meeting: hosted by the Council or others but Officers can attend. Meetings can take place with selected stakeholders who may have specific interest/ knowledge in a topic. Meetings allow for targeted engagement as a Council representative can go out to stakeholders

Press release/advertisement: formal advertisements, such as statutory notices in local newspapers will be used when necessary during the production of a DPD and SPD or for relevant planning applications to inform the community of various key consultation dates and the publication of documents. Press releases and news articles can also help to publicise the production of the Local Plan

Public meeting: these are traditional methods for informing the public. They can allow any number of interested people to attend and learn about a topic. Meetings can be an interactive method of engagement when questions are asked. These may be hosted by the Council, developers, or other interest groups in relation to the development of a LDD or site

Public viewing of documents: Runnymede's libraries and the Civic Offices are beneficial places to provide copies of Local Development Documents (LDDs) for viewing. For cross-boundary issues that concern other boroughs, information will be placed in libraries outside of Runnymede. These locations will help to increase public awareness of current Local Plan issues.

Social Media: The Council's Facebook and Twitter accounts will be used to publicise planning policy consultations and notifications to a range of local community and amenity groups, as well as other interested parties.

Website: the use of the website to publish documents is one of the methods to be used as per the Regulations. The Planning Policy website is updated regularly. Paper versions of documents can be produced for those without access to the internet

Workshop: format where small groups, perhaps aided by a facilitator, explore issues and develop ideas.

Appendix C: List of Residents' Associations

(please note that this is the list of Residents Associations which existed in the Borough when the SCI was published in 2014. Following the introduction of the GDPR in 2018, the Council is now only about to write to the Residents Associations who asked the Council to retain them on the Planning Policy database/ signed up themselves after the GDPR came into force).

Brox End Nursery Residents' Association
Chertsey Society
Clarence Lodge Residents' Association
Egham Residents' Association
Egham Riverside Residents' Association
Englefield Green Village Residents' Association
Friends of the Hythe
Greenways Residents' Association
Hamm Court Residents' Association
Heather Drive Residents' Association
Hurst Lane Residents' Association
Laleham Reach Residents' Association
Lyne Village Hall Management Committee
Mead Park Residents' Association
Ottershaw Society
Riverside Drive Residents' Association
Runnymede Council Residents' Association
Ruxbury Residents' Association
Scotland Bridge Canal Residents' Association
Southwood Avenue Residents' Association
Stroude Residents' Association
Sumner Place Residents' Association
The Glen Residents' Association
Thorpe Ward Residents' Association
Tudor Court Residents' Association
Virginia Beeches Residents' Association
Virginia Water Community Association
Wentworth Residents' Association
West Addlestone Residents' Association
Whitehall Lane Residents' Association
Woodham Park Way Residents' Association

Appendix D: Duty to Cooperate prescribed bodies

(Excerpt from The Town and Country Planning (Local Planning) (England) Regulations 2012)

Duty to co-operate

4.—(1) The bodies prescribed for the purposes of section 33A(1)(c) of the Act are—

- (a) the Environment Agency;
 - (b) the Historic Buildings and Monuments Commission for England (known as English Heritage);
 - (c) Natural England;
 - (d) the Mayor of London;
 - (e) the Civil Aviation Authority(a);
 - (f) the Homes and Communities Agency;
 - (g) each Primary Care Trust established under section 18 of the National Health Service Act 2006(b) or continued in existence by virtue of that section;
 - (h) the Office of Rail Regulation(c);
 - (i) Transport for London(d);
 - (j) each Integrated Transport Authority(e);
 - (k) each highway authority within the meaning of section 1 of the Highways Act 1980(f) (including the Secretary of State, where the Secretary of State is the highways authority);
- and
- (l) the Marine Management Organisation.

(2) The bodies prescribed for the purposes of section 33A(9) of the Act are each local enterprise partnership.

(3) In this regulation “local enterprise partnership” means a body, designated by the Secretary of State, which is established for the purpose of creating or improving the conditions for economic growth in an area.