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## **Appendix A**

## **Statement of Community Involvement: tests of soundness**

## **Statement of Community Involvement: tests of soundness**

This document sets out how Dartford Borough Council has prepared the Statement of Community Involvement (SCI) in order to meet the requirements of the Town and Country Planning (Local Development) (England) Regulations 2004 and PPS12. It takes into account the draft guidance in paragraphs 4.4 – 4.8 contained in the Planning Inspectorate document called ‘Assessing the Soundness of Statements of Community Involvement’ which was published in February 2005.

The tests of soundness in PPS12 are that:

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

The following sections deal with the tests of soundness.

Test of Soundness	Response
<p><b>i) Local Planning Authority has complied with the minimum requirements for consultation as set out in the Regulations</b></p>	<p>The relevant regulations for the preparation of the Statement of Community Involvement are contained within the Town and Country Planning (Local Development) (England) Regulations 2004, at regulations 25, 26 and 28. The following sections set out what is required and how the Council has met these requirements:</p>
<p><b>Pre-submission consultation – Regulation 25</b></p> <p>25. – (1) Subject to paragraph (2), before a local planning authority comply with regulation 26 they must consult –</p> <p>(a) each of the specific consultation bodies to the extent that the local planning authority thinks that the proposed subject matter of the DPD affects the body; and</p> <p>(b) such of the general consultation bodies as the local planning authority consider appropriate.</p> <p>(2) If the document is the local planning authority’s statement of community involvement, the requirement referred to in paragraph (1)(a) is satisfied –</p> <p>(a) by an authority whose area is in a region other than London, if the authority consult –</p> <p>(i) the regional planning body;</p> <p>(ii) each relevant authority any part of whose area is in or adjoins the area of the local planning authority; and</p> <p>(iii) the Highways Agency</p>	<p>A questionnaire survey was sent to 501 organisations and individuals in February 2005. This included the bodies referred to at Regulation 25 (2) (a) (i), (ii) and (iii). The results of the survey helped shape the draft SCI.</p>
<p><b>Pre-submission public participation – Regulation 26</b></p> <p>26. Before a local planning authority prepare and submit a DPD to the Secretary of State they must –</p>	<p>The consultation period ran from 17 March – 28 April 2005.</p>

<ul style="list-style-type: none"> <li>(a) make copies of the pre-submission proposals documents and a statement of the proposals matters available for inspection during normal office hours – <ul style="list-style-type: none"> <li>(i) at their principal office, and</li> <li>(ii) at such other places within their area as the authority consider appropriate;</li> </ul> </li> <li>(b) publish on their website- <ul style="list-style-type: none"> <li>(i) the pre-submission proposals documents,</li> <li>(ii) the proposals matters,</li> <li>(iii) a statement of the fact that the pre-submission proposals documents are available for inspection and the places and times at which they can be inspected;</li> </ul> </li> <li>(c) send to the DPD bodies- <ul style="list-style-type: none"> <li>(i) the authority’s proposals for a DPD,</li> <li>(ii) such supporting documents as are relevant to the body to which the documents are being sent,</li> <li>(iii) notice of the proposals matters,</li> <li>(iv) the statement in paragraph (b)(iii); and</li> </ul> </li> <li>(d) give notice by local advertisement of- <ul style="list-style-type: none"> <li>(i) the proposals matters’</li> <li>(ii) the fact that the pre-submission proposals documents are available for inspection and the places and times at which they can be inspected.</li> </ul> </li> </ul>	<p>The draft SCI was available for public inspection at the Civic Centre, Town and Parish Council offices and all public libraries in the Borough. Additional reference copies were left at Connections, Dartford, Swanscombe Cyber Place and North West Kent CVS offices in Swanscombe and the Temple Hill Living Well Centre, Dartford.</p> <p>An advert was placed in the Dartford and Swanley Express and the Kentish Times advertising the fact that the draft SCI was available for inspection and the places and times at which they could be inspected.</p> <p>A press release was prepared and included on the Council’s website. This was also reproduced in the News Shopper. Reference was made to the consultation in the Community News roundabout section of the Dartford Messenger.</p> <p>The draft SCI was available to download from the Council’s website at <a href="http://www.dartford.gov.uk">www.dartford.gov.uk</a>.</p> <p>A letter and copy of the draft SCI and comment form was sent to all contacts on the Council’s LDF database (327 in all) which includes the DPD bodies referred to in regulation 26(c) of the Town and Country Planning Regulations 2004 notifying them of the consultation process on the draft SCI and how they can respond.</p> <p>A comment form was made available for response with the printed copies of the draft SCI and on-line.</p>
<p><b>Submission of documents and information to the Secretary of State – Regulation 28</b></p>	

**28.** – (1) The documents prescribed for the purposes of section 20(3) are –

- (a) the sustainability appraisal report;
- (b) if the authority have adopted their statement of community involvement, that statement;
- (c) a statement setting out-
  - (i) which of the bodies they have consulted pursuant to regulation 25(1),
  - (ii) how these bodies, and any other persons whom the authority have consulted, were consulted,
  - (iii) a summary of the main issues raised in those consultations, and
  - (iv) how those main issues have been addressed in the DPD;
- (d) a statement setting out-
  - (i) if representations were made under regulation 27(2) –
    - (aa) the number of representations made,
    - (bb) a summary of the main issues raised in those representations, and
    - (cc) how those main issues have been addressed in the DPD; or
  - (ii) that no such representations were made;
- (e) such supporting documents as in the opinion of the authority are relevant to the preparation of the DPD.

(2) Of the documents and statements mentioned or referred to in paragraph (1)-

- (a) 4 copies of each shall be sent in paper form,
- (b) 1 copy of those mentioned or referred to in paragraphs (1)(a) to (d) and, if practicable, of those referred to in paragraph (1)(e), shall be sent electronically.

(3) As soon as reasonably practicable after the authority submit a DPD to the Secretary of State they must –

This is the current stage.

Whilst the SCI should be treated as a DPD, there is not a requirement in the regulations to submit a sustainability report.

4 hard copies and one electronic copy of the SCI will be sent to the Secretary of State along with the SCI submission statement.

The SCI will be made available for inspection and comment at the Civic Centre and be posted on the Council's website. The Council will contact consultees and organisations and bodies and private individuals who have asked to be kept involved.

The SCI will also be made available for inspection and comment at local libraries and at Parish and Town Council offices.

<p>(a) make copies of the DPD documents and a statement of the DPD matters available for inspection during normal office hours at the places at which the pre-submission proposals documents were made available under regulation 26(a);</p> <p>(b) publish on their website-</p> <ul style="list-style-type: none"> <li>(i) the DPD documents,</li> <li>(ii) the DPD matters, and</li> <li>(iii) a statement of the fact that the DPD documents are available for inspection and of the places and times at which they can be inspected;</li> </ul> <p>(c) send to each of the DPD bodies copies of-</p> <ul style="list-style-type: none"> <li>(i) the DPD,</li> <li>(ii) the sustainability appraisal report,</li> <li>(iii) the pre-submission consultation statement,</li> <li>(iv) such of the supporting documents sent to the Secretary of State pursuant to paragraph (1)(e) as are relevant to that body,</li> <li>(v) notice of the DPD matters, and</li> <li>(vi) the statement referred to in paragraph (b)(iii);</li> </ul> <p>(d) give notice by local advertisement of-</p> <ul style="list-style-type: none"> <li>(i) the DPD matters, and</li> <li>(ii) the fact that the DPD documents are available for inspection and of the places and times at which they can be inspected; and</li> </ul> <p>(e) give notice to those persons who requested to be notified of the submission of the DPD to the Secretary of State that it has been so submitted.</p>	
<p><b>ii) Local planning authority's strategy for community involvement links with other community involvement initiatives e.g. the</b></p>	<p>The way that the Council's strategy for community engagement on the Local Development Framework can link in with other</p>

**community strategy**

community involvement initiatives is referred to primarily within paragraph 3.1. The Council intends to:

- Link consultation exercises on different Development Plan Document where this would be appropriate.
- Link in with other suitable consultation activities being undertaken in the area.
- Work through our existing relationships with partners and bodies representing local communities, such as Town and Parish Councils and recognised Residents' Associations;
- Learn from and, where possible, make use of the skills of other organisations such as the Local Strategic Partnership, Health Trusts, Kent Thameside Delivery Board, Groundwork Kent Thameside and Kent Thameside Planning Aid.
- Choose the most appropriate, efficient and effective method. The methods we will use at any particular time will depend on the resources we have available and the effectiveness of that method in achieving the commitments set out in this SCI

Appendix 2 reinforces this with “dove-tailing” remaining an important ingredient for consultation. Section Three emphasises resources and achieving economies of scale, but there is an important underlying desire to prevent “over-consultation” of the borough’s local stakeholders. It is acknowledged that these aims refer to the wide range of related initiatives within the Borough and do not make explicit reference to the Community Strategy.

With specific reference to the Community Strategy - The Dartford and Gravesham Local Strategic Partnership is responsible for producing and reviewing the Dartford and Gravesham Community

	<p>Strategy (formerly known as the Kent Thameside Community Strategy). Review of the 2003 version is progressing slowly and a close watching brief is being maintained. Officers from the Planning Policy Teams of both Dartford and Gravesham have already made a presentation to the Local Strategic Partnership on the Local Development Framework process with particular emphasis on its front-loading consultation aspects.</p>
<p><b>iii) Statement identifies in general terms which community groups and bodies will be consulted</b></p>	<p>The Council will take account of the list of organisations that must be consulted and those that the authority may consider consulting set out in Annex A of Planning Policy Statement 12 “Local Development Frameworks”. The Council has established a list of people and groups who which to be involved in the process. This list is intended as a general list giving an indication of the types of organisation that will be involved in the preparation of the Local Development Framework. Dartford is a growth area and the list is always open for revision to ensure that it remains relevant.</p>
<p><b>iv) Statement identifies how the community and other bodies can be involved in a timely and accessible manner</b></p>	<p>The Council aims to keep documents free from unnecessary jargon to encourage people to participate and comment. Paragraphs 2.14-2.18 (Encouraging discussion and debate) and paragraphs 2.31-2.37 (‘Hard to Reach’ groups) of the SCI set out how the Council will engage with people.</p>
<p><b>v) Methods of consultation to be employed are suitable for the intended audience and for the different stages in the preparation of local development documents</b></p>	<p>The method of consultation will be dependent upon the type of Local Development Document, the stage in the process and the particular issues of concern. Appendix 2 of the SCI sets out a matrix of the consultations methods that will be used where and when appropriate for the various components of the Local Development Framework process. The methods of consultation identified were guided by the responses to the February 2005 Questionnaire (see Appendix D of this submission statement).</p>

<p><b>vi) Resources are available to manage community involvement effectively</b></p>	<p>The Council is aware that greater community involvement is likely to require additional resources and time. Section Three of the SCI sets out how the Council will use resources efficiently.</p>
<p><b>vii) Statement shows how the results of community involvement will be fed into the preparation of development plan documents and supplementary planning documents</b></p>	<p>After each consultation stage the Council will produce a report outlining how the comments received have influenced the next stage and these will be made available to everyone who comments (see section on Reporting Back: paragraphs 2.28 – 2.30)</p>
<p><b>viii) Authority has mechanisms for reviewing the statement of community involvement</b></p>	<p>Paragraphs 2.38 – 2.41 (Reviewing the Statement of Community Involvement) set out how the SCI will be reviewed. After consulting on each Local Development Document we will review the consultation methods(s) used. The Council's Annual Monitoring Report will include conclusions from these reviews and where experience shows that changes are required will set out what improvements will be made.</p>
<p><b>ix) Statement clearly describes the planning authority's policy for consultation on planning applications.</b></p>	<p>Section 4 and Appendix 3 of the SCI deal with consultation on planning applications. This describes what the Council will do or requires/encourages applicants to do throughout the planning application process. The Council's Development Control Team has been involved with the preparation of these sections and is fully committed to ensure that the aims and objectives of the Council's approach to consultation on planning applications are met.</p>



## **Appendix B**

### **Regulation 25 Consultees**

Age Concern  
Airwave MM02 Ltd  
Alice Soundtech Ltd  
Allied London Management  
Allied London Properties  
Amicus Group  
Aquila Networks  
Arriva Southern Counties  
Asian Women's Group  
Atis Real Weatheralls  
Axton Chase School  
Barratt Eastern Counties  
Barton Willmore (London)  
Bean Parish Council  
Bean Residents Association  
Bellway Homes Urban Renewal  
Bengoli Association  
Berwin Leighton  
BIDCORP Plc  
Blueco  
British Gas Connections Ltd  
BT Cellnet  
BT plc  
C G Property  
Campaign to Protect Rural England  
Campaign to Protect Rural England Historic Buildings Committee  
Capitec  
Carter Commercial Developments  
Caxtons Surveyors  
CDS Cooperative Housing Society  
Central Park Athletics Limited  
Chainbow  
Chambers Voluntary Settlement / Edward Stenhouse Limited  
Chancellors  
Chris Blandford Associates  
Citizens Advice Bureau  
Cophorn Homes Ltd  
Council For Voluntary Service  
Countryside Agency  
Courtley Consultants Limited  
CPRE Kent  
Crest Strategic Projects  
CTRL  
CWS Property  
D.P.9  
Dalton Warner & Davis  
Darenth Parish Council  
Dartford & Gravesham Chinese Community Association  
Dartford And Gravesham NHS Trust  
Dartford Black Minority Ethnic Community Group  
Dartford Cambria Sea Scouts  
Dartford Chinese Association  
Dartford Friends Of The Earth  
Dartford Grammar For Girls  
Dartford Grammar School  
Dartford Harriers Athletics Club  
Dartford Historical And Antiquarian Society  
Dartford Youth Council  
Dartford, Gravesham & Swanley PCT  
Defence Estates  
Dialogue  
Dolphin Communications  
East Midlands Electricity  
EDAW

English Churches Housing Group	Highways Agency
English Heritage	Holy Trinity, Dartford
English Nature	Home Builders Federation
Enterprise Agency Of North Kent	Horns Cross And Stone Village Residents Association
ES Pipelines Ltd	Horns Cross Residents Association
Essex County Council	Howard Sharp And Partners
Everards	Hyde Housing Association
Evison And Co	Independent Pipelines
Fairview New Homes Ltd	Indigo Planning on behalf of SEER Projects Ltd
Fire Safety Office	Innogy plc
Forestry Commission	J Clubb Limited
Freight Transport Association	J. Sainsbury Plc
Fuller Peiser	Jameson And Hill
Future Energy Solutions (DTI)	John Lewis Plc
G L Hearn	Jones Day
G Simpkin	Joydens Wood Neighbourhood Watch
General Aviation Awareness Council	Jugna Bhangra Group
George Wimpey Strategic Land	Kent County Council
GlaxoSmithKline	Kent Ambulance NHS Trust
GOSE	Kent Energy Centre
Gravesham & Dartford Muslim Women's Group	Kent Industrial Mission
Gravesend Churches Housing Association	Kent Rural Community Council
Gravesham Borough Council	Kent Thameside Delivery Board
Greenhithe Community Centre	Kent Thameside Economic Board
Groundwork Kent Thames-side	Kent Wildlife Trust
GTC Pipelines	Kitewood Estates
Haig Homes	Lafarge Aggregates Limited
Hanson Aggregates Ltd	Lafarge Cement UK
Hartley Parish Council	Lambert & Foster
Hastoe Housing Association	Land Securities
Hawkspare Limited	Le Crossing Co. Ltd
Hexagon Housing Association	Lend Lease

Lend Lease Europe Limited	North British Housing Association
Level Consulting Ltd	North Kent Chamber Of Commerce
LIDL UK GmbH	North Kent Churches Planning Forum
Littlebrook Power Station	North Kent Council For Interfaith Relations
Littman Robeson	North West Kent College Of Technology
London & Continental Railways Stations & Property Ltd	Northern Electric Distribution/Yorkshire Electric Distribution
London And Quadrant Housing Trust	OfCom
London Borough Of Bexley	Oldfield King Planning
London Borough Of Bromley	One To One
London Borough of Havering	Orange Personal Communications
London Development Agency	PAAD
London Energy	PCC Of Sutton At Hone
Longfield And New Barn Parish Council	Peacock & Smith
Longfield County Market	Peter Brett Associates
Malcolm Judd & Partners	Places for People
Malcolm Scott Consultants	Port Of London Authority
Manor Gospel Trust	Presentation Housing Association
Marks and Spencer plc	Prologis Kingspark
Martin Grant Homes	Queen Elizabeth Foundation Resource Centre
Matthews And Son	Questor
Mauritian League of Friends	Railtrack PLC
McCarthy And Stone	Ram Mobile Data Ltd
MFI Ltd	Redbourn Group PLC
Moat Housing Group	Redrow Homes (Eastern) Ltd
Mobile Operators Association	RMC (UK) Estates and Development Dept
Mono Consultants Limited	Rochester Diocesan Society
Mowlem Energy Ltd	Roger Etchells And Co
N W Kent Racial Equality Commission	Roger Tym And Partners
National Farmers Union	Royal Mail
National Farmers Union SE Region	Royal Society For Protection Of Birds
National Grid	RPS
National Gypsy Council	Rydon Homes Limited
National Playing Fields Association	

Salvation Army Housing Association  
Scooners Reach Residents Association  
Scottish Hydro Electric  
Scottish Powergas Ltd  
Secondsite Property  
Secretary of State for Health  
SEEDA  
Sevenoaks District Council  
Smith Stuart Reynolds  
South Darenth & Horton Kirby Parish Council  
South Darenth Farms  
South East England Regional Assembly (SEERA)  
South East Planning Aid, RTPi  
South East Tourist Board  
South Eastern Trains Ltd  
Southern Electric  
Southern Water  
Southern Water Services  
Southfleet Parish Council  
Southfleet Parish Residents' Association  
SP Distribution  
SP Manweb  
Sport England South East  
SSE Pipelines  
SSR  
St James's Investment  
St Mary Stone PCC  
St Mary's Greenhithe  
Stone Parish Council  
Storefast Limited  
Strategic Network Development  
Strategic Rail Authority  
Sustrans South East  
Sutton At Hone And Hawley Parish Council  
Swanscombe & Greenhithe Town Council  
Swanscombe Elders' Forum  
T Mobile  
Taywood Homes  
Team Darenth Cycling  
Telecom Securicor Cellular Radio Ltd  
Tetlow King Planning  
Thames Gateway NHS Trust  
Thames Waste Management  
Thames Water Property Services Ltd  
Thames Water Utilities  
The Commission For Architecture & the Built Environment  
The Cooperative Development Society  
The Environment Agency  
The Greater London Authority  
The Gypsy Council  
The London Green Belt Council  
The National Trust, South East Region  
The Planning Bureau Limited  
The Post Office  
The Ramblers Association  
The Romany Guild  
The Samuel Lewis Housing Trust  
Thomas Colyer Greenhithe Trust  
Thurrock Borough Council  
Tower Homes Limited  
Tower Housing Association  
TRANSCO  
Transport for London  
Trinidad & Tobago Nurses Association  
United Utilities

Utility Grid Installations	Wrott And Hill Charity
Vodafone Limited	YMCA
Ward Homes Limited	GTC Pipelines
West Kent NHS & Social Care Trust	Independent Pipelines
Western Power Distribution	02 Airwave
Wilmington Grammar For Girls	02 Retail Head Office
Wilmington Grammar School For Boys	3 Customer Service
Wilmington High School	
Wilmington Parish Council	
Wilmington Society	
Wilson Connolly Home Counties	

## **Appendix C**

### **Copy of Letter and Questionnaire for Pre-submission consultation**

**Regeneration Directorate**  
Rob Scott *Director*

Please ask for: Katie Gill  
Direct Line: (01322) 343213  
Direct Fax: (01322) 343047  
E-mail: Katie.gill@dartford.gov.uk  
DX: 31908

Your Ref:

Our Ref:

Date:

To Whom It May Concern,

**Dartford's Local Development Framework – Statement of Community Involvement - Regulation 25 Consultation**

The new planning system requires the Council to engage with those organisations that provide electricity, gas and water and deal with sewerage in the Borough, as well as owners and controllers of telecommunications apparatus within the Borough. Some such organisations have already been engaging with us throughout the Local Plan Review process but we now need to check whether others need to be involved.

As a result, we are asking two things. First, we need to know if your organisation has any current activity or interests in the Borough of Dartford or foresee the possibility of any in the short term (3 years).

**If not**, we need you to confirm this with us - ticking the first box on the accompanying questionnaire and returning it to us will achieve this.

**If you do** we need you to complete the accompanying form and return it to us so that your views on how we can involve you in the process of preparing elements of our Local Development Framework are known.

Thank you for your time in helping us, and if you have any queries, please contact me.

Yours sincerely,


Katie Gill

Enc.

Dear Consultee

**Help Us Plan for the future of Dartford Borough  
Local Development Framework – Statement of Community Involvement**

This survey is the first step in preparing the Council's Statement of Community Involvement. This will guide community and stakeholder involvement in the preparation of Dartford's new Local Development Framework which will replace its old-style Local Plan. You have been sent this information as you are registered on our Local Plan consultation database as having previously had some involvement with the Council's evolving Local Plan Review. We now need to review our consultation database in terms of your future involvement in the process and the requirement to review the database under the Data Protection Act 1998.

<p><b>Section 1: Please tick only one box below*:</b></p> <p><b>I DO NOT want to be included on the Council's Local Development Framework database.</b> If this is the case, please tick here*:  <input type="checkbox"/></p> <p>Please return the questionnaire to us in the pre-paid envelope provided. <b>Please ensure the address label is still attached so that your contact details can be removed from the database</b> - this will prevent you from receiving any further correspondence on this matter.</p> <p>(Please Note: If you choose not to return the questionnaire we will assume that you no longer want to be involved.)</p>		 <p><b>Data Protection Statement</b></p> <p>The information you provide will be held and used by Dartford Borough Council, in accordance with the Data Protection Act 1998, to help in the preparation of the Dartford Local Development Framework and related planning policy issues. Please note that all responses received will be available for public inspection and you may be consulted at further stages.</p>
<p><b>I want to be included on the Council's Local Development Framework database but ONLY informed of the various stages of Dartford's Local Development Framework process.</b> If this is the case, please tick here*:  <input type="checkbox"/></p> <p>Please return the questionnaire to us in the pre-paid envelope provided. Your contact details will be retained on the database and you will receive updates as the Council progresses its Local Development Framework.</p>		
<p><b>I want to be included on the Council's Local Development Framework database and consulted on ALL components of the Local Development Framework.</b> If this is the case, please tick here*:  <input type="checkbox"/></p> <p>Please return the questionnaire to us in the pre-paid envelope provided. Your contact details will be retained on the database and you will be consulted on the Council's emerging Local Development Framework.</p>		
<p><b>Section 2: Please delete as appropriate below*:</b></p> <p>In some circumstances, other organisations in the County or sub-region may find it helpful to use the Council's contacts to consult on related planning policy issues. <b>I object*</b> / <b>I do not object*</b> to the Council sharing my details with other organisations.</p>		

Please respond, using the enclosed pre-paid envelope, by **Friday 18 February 2004**. If you have any queries then please contact Siân Phillips. Contact details are at the end of the form.

### Getting Involved in the future planning of Dartford

Completing the rest of the questionnaire indicates that you want a more active involvement in the process and will help us to decide how best to engage with you.

The Council believes that community and stakeholder involvement in the process of preparing the new Local Development Framework is critical to its success and we would very much welcome your

participation in this process. Getting involved can occur in a number of different ways which are listed opposite. Please look at them carefully and tick those that best suit you or your organisation, acknowledging that different methods will have different implications in terms of your time and level of commitment. You may also feel that different approaches will be suitable for different components of the Local Development Framework process. The Statement of Community Involvement will also set out consultation standards for planning applications, and any Supplementary Planning Documents that may be produced.

### The Proposed Local Development Framework Components

The Council is currently finalising its Local Development Scheme – the 3 year project plan that will guide production of the Council’s first Local Development Framework. The Council foresees the production of 3 key components for the first Local Development Framework (see below). In addition, there will be a Proposals Map which will identify where policies and proposals apply, an integral Sustainability Appraisal process which will be used to test and improve the policy approach as it evolves, and a Statement of Community Involvement. This important document will set the standards for involving the local community and stakeholders in the preparation of these documents as well as consultation on planning applications.

Document or Process	Description of Document or Process
Statement of Community Involvement	Sets out the overall approach for achieving community engagement with the process of preparing the Borough’s Local Development Framework – acts as a type of service level agreement or charter.
Core Strategy	Sets out the overall vision and spatial strategy for the development of the borough and provides the framework for development control. Includes key diagram. Also incorporates a set of generic development control policies designed to facilitate development that complies with the strategic objectives contained in the Core Strategy.
Site Specific Allocations	Sets site specific allocations for the borough. Its primary focus is to allocate sites to accommodate the borough’s housing provision in line with regional guidance. Also allocates mixed use sites.
Dartford Town Centre Action Plan	Provides the planning framework for a significant area of change ie for the Dartford Town Centre area. The Action Plan will have a clear focus on implementation.
Proposals Map	Depicts the borough’s spatial development strategy. In conformity with the content of all Development Plan Documents
Sustainability Appraisal	A technical process which will test the evolution of the Borough’s planning policies in terms of economic, environmental and social objectives.

Consultation Methods	Local Development Framework Components					
	Core Strategy	Site Specific Allocations	Dartford Town Centre Area Action Plan	Sustainability Appraisal Process	Planning Applications	Supplementary Planning Documents
Internet (website, e-mailshots) – should be user-friendly and include all relevant documents in accessible formats						
Focus Groups – stakeholder sessions						

designed to discuss a specific area or theme						
Media / Leaflets / brochures summarising current debate and inviting written views						
Surveys to discover views and opinions						
Staffed exhibition with chance for face-to-face participation and follow-up written inputs.						
Consultation drafts where documents are made available for comment at Libraries, Council offices, Council website etc. Written views sought						
'Dovetailing' or 'Piggy-backing' as agenda item at existing meetings eg Parish Council meetings						
'Planning for Real' type exercises using site based information to guide debate						
Other methods? Please specify against the relevant column						

An important element of the new policy planning process is the need to engage with 'hard to reach' groups. These groups include those who may suffer social, health or economic disadvantage, religious and cultural minorities or other traditionally excluded individuals and communities, such as young people. They may also include those who are, for example, 'time poor' such as commuters and those who are not represented in traditional social networks such as interest based clubs and societies.

Who do you think are the most hard to reach groups that it is important for the Council to engage with on planning policy issues?	
This type of group will be important to the preparation of all Local Development Framework components.	Please list:
This type of group will be important to the preparation of the _____ component of the Local Development Framework (see list in table above).	Please list:

Finally, your address label for this survey shows the current contact details we hold for you or your organisation. If there are any changes we need to make to this information, please indicate below. Additionally, the engagement process for the Local Development Framework is expected to make extensive use of the internet to engage and communicate with stakeholders and make the whole process open and transparent. If you are happy to use the internet as a means of engagement, please ensure your e-mail address is included below:

Title _____ Initials _____ Last Name _____
Organisation _____
(where applicable) Address _____

_____
_____
_____
_____
Postcode _____
Telephone _____
Email _____

Do you consider yourself or your organisation to be part of a 'hard to reach' group?

N	<input type="checkbox"/>
O	<input type="checkbox"/>

If YES, please indicate which category:

Category:	Please tick:
'Hard to reach' in terms of social, health or economic circumstances'	<input type="checkbox"/>
'Hard to reach' in terms of religious and / or cultural circumstances	<input type="checkbox"/>
'Hard to reach' in terms of being a traditionally excluded individual or part of a traditionally excluded community	<input type="checkbox"/>
'Hard to reach' in terms of being 'time poor'	<input type="checkbox"/>
'Hard to reach' in terms of not being represented in traditional social networks such as interest based clubs and societies.	<input type="checkbox"/>
'Hard to reach' in terms of being:	<input type="checkbox"/>

For further information or any queries, please contact Siân Phillips on 01322 343631 or by e-mail [sian.phillips@dartford.gov.uk](mailto:sian.phillips@dartford.gov.uk)

<p><b>Thank you for taking part in this survey.</b></p> <p><b>Please return your completed questionnaire in the reply paid envelope by 18<sup>th</sup> February 2005.</b></p>
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## Appendix D

### Summary of preferred methods of community involvement identified through Regulation 25 pre-submission consultation

## February 2005 Questionnaire Results

501 questionnaires were sent out and 154 were returned. The table below shows how many respondents supported each of the nine consultation methods suggested for the six components of the LDF.

**Table 1**

Consultation Methods	Local Development Framework Components					
	Core Strategy	Site Specific Allocations	Dartford Town Centre Area	Sustainability Appraisal	Planning Applications	Supplementary Planning

			Action Plan	Process		Documents
1 Internet (website, e-mailshots) – should be user-friendly and include all relevant documents in accessible formats	<b>52</b>	<b>44</b>	<b>45</b>	<b>39</b>	<b>51</b>	<b>51</b>
2 Focus Groups – stakeholder sessions designed to discuss a specific area or theme	<b>29</b>	<b>18</b>	<b>20</b>	<b>14</b>	<b>10</b>	<b>15</b>
3 Media / Leaflets / brochures summarising current debate and inviting written views	<b>36</b>	<b>30</b>	<b>31</b>	<b>26</b>	<b>20</b>	<b>24</b>
4 Surveys to discover views and opinions	<b>29</b>	<b>21</b>	<b>21</b>	<b>17</b>	<b>15</b>	<b>13</b>
5 Staffed exhibition with chance for face-to-face participation and follow-up written inputs.	<b>15</b>	<b>20</b>	<b>21</b>	<b>10</b>	<b>13</b>	<b>9</b>
6 Consultation drafts where documents are made available for comment at Libraries, Council offices, Council website etc. Written views sought	<b>49</b>	<b>47</b>	<b>40</b>	<b>39</b>	<b>32</b>	<b>39</b>
7 'Dovetailing' or 'Piggy-backing' as agenda item at existing meetings eg Parish Council meetings	<b>8</b>	<b>10</b>	<b>6</b>	<b>5</b>	<b>8</b>	<b>5</b>
8 'Planning for Real' type exercises using site based information to guide debate	<b>13</b>	<b>16</b>	<b>14</b>	<b>8</b>	<b>13</b>	<b>8</b>
9 Other methods? Please specify against the relevant column	<b>7</b>	<b>5</b>	<b>6</b>	<b>4</b>	<b>8</b>	<b>6</b>

Respondents suggested the following consultation methods:

1. Meetings with existing groups eg. Chamber of Commerce, Rotary Club, Branches etc.
2. Hard copy of major planning applications.
3. Notification by letter.
4. Exchange of letters relating to planning applications.
5. The London Green Belt Council would like to be informed by letter where there is a green belt dimension for core strategy, site specific allocations, planning applications and supplementary planning documents.
6. Under 'Core Strategy' Column, 'visits to large employers – ie. D.B.C. Roadshow'.
7. In 'Core Strategy' column – One-to-one meetings to discuss impacts on new tasks and in site specific column – one-to-one meetings.

Suggestions 1 and 7 are covered by 'One-to-one' meetings which are a valuable source of discussion and debate. Suggestion 2 is already included in the way the Council currently deals with planning applications. Suggestions 3, 4 and 5 are already covered by "targeted correspondence" – relating to either planning applications or policy development. Suggestion 6 falls within option 5 although its description should make it clear that it can be either a static or road-show style' exhibition.

Other comments not requiring amendments to the draft SCI included an invitation to an existing group's meetings; the fact that safeguarding directions would be covered by Proposals Map preparation; and that undertaking 'Planning for real' type exercises should be based on site size.

## **Conclusions**

It is clear from the survey results that a mix of consultation methods would be appropriate, and that none of the options should be discarded. There is considerable support for electronic means of communication, and this medium has the advantages of being widely accessible at all times of the day and night, and being capable of presenting large amounts of information in an organised and accessible manner. However it is also necessary to make adequate provision for those who do not have access to electronic communications media. It is also important to recognise the need to create opportunities for dialogue and discussion, not just for dissemination of information and receipt of comment. The SCI proposals reflect these considerations.

## **Appendix E**

Council's Cabinet Report and Summary of Representations on the draft Statement of Community Involvement with the Council's response

**CABINET/GAC**  
**24 May 2005/13 JUNE 2005**

**ITEM 12**

# **PREPARATION OF THE LOCAL DEVELOPMENT FRAMEWORK FOR DARTFORD: FINAL DRAFT STATEMENT OF COMMUNITY INVOLVEMENT**

## 1. Summary

- 1.1 **This is a Key Decision as it is of such significance to the locality, the Council, or the services which it provides that the Managing Director is of the opinion that it should be treated as a Key Decision.**
- 1.2 A Statement of Community Involvement is one of a suite of documents which the Council is obliged to prepare as part of the statutory process leading towards the adoption of a new-style Local Development Framework. It outlines the steps which the Council proposes to take in order to involve the public in the planning process.
- 1.3 This report informs Members of the results of consultation on the draft Statement of Community Involvement and recommend minor revisions.

## 2. RECOMMENDATION(S)

To the Cabinet

- 2.1. That Members agree the content of the Submission Statement of Community Involvement as set out in [Appendix 2](#) and recommend its content to the General Assembly of the Council for approval.

To the General Assembly of the Council

- 2.2. That the Council approves the Submission Statement of Community Involvement as set out at [Appendix 2](#), for submission to Government, and for public consultation, in accordance with Regulation 28 of the Town and Country Planning (Local Development) (England) Regulations 2004.
- 2.3. That the Director of Regeneration be authorised to sign-off the technical information statement required to accompany the Submission Statement of Community Involvement in accordance with Regulation 28.
- 2.4. That respondents be thanked for commenting and be advised of the changes made.

## 3. Background and Discussion

- 3.1. On 31 January 2005, the General Assembly of the Council approved a revised Local Development Scheme for submission to Government (Minute 101 refers). The Local Development Scheme is the foundation document which sets out the timetable for preparation of the Council's new-style Local

Development Framework. The draft Statement of Community Involvement is identified as the first document to be prepared.

- 3.2. On 10 March Cabinet approved a draft Statement of Community Involvement for public consultation (Minute 356 refers).
  - 3.3. The Statement was published on 17 March for a six week consultation period that ended on 28 April. It was sent to over 320 organisations and private individuals. It was also placed on the Council's website. Representations have been received from 30 people/organisations within the deadline and 1 after the deadline. Summaries of the responses to the draft Statement of Community Involvement and suggested textual changes are summarised in [Appendix 1](#).
  - 3.4. A Submission Statement of Community Involvement is attached to this report at [Appendix 2](#). The draft Statement has been amended taking account of comments received, along with changes set out in paragraphs 3.6 and 3.7 below. Deletions are struck through and proposed new text is in italics. All changes are in grey tone.
  - 3.5. Statements of Community Involvement will be examined independently by the Planning Inspectorate to determine whether they are sound. The Planning Inspectorate has recently published a guide on assessing their soundness. The draft Statement of Community Involvement has been assessed by Council officers against this guidance.
  - 3.6. The Statement's text has been revised to reflect its status as a formal submission document for approval by Government – for example the consultation questions embedded in the text have been removed, as has the original [Appendix 2](#), which referred to the February/March survey.
  - 3.7. Subject to Members' approval, the Submission Statement of Community Involvement will be submitted to Government, along with a technical statement setting out who has been consulted, how they were consulted, and including a summary of the main issues raised and how those issues have been addressed in accordance with Regulation 28. The Submission SCI will also be published and representations invited over a six week period, also in accordance with Regulation 28.
  - 3.8. Responses to the consultation draft indicate that organisations are generally supportive for the Council to use their websites, newsletters, and notice boards to publicise the Local Development Documents. To aid the process, it is suggested that schedules are established of websites, the location of notice boards, newsletters and venues that may be used and organisations that wish to receive or be prepared to host presentations. It will be important that these schedules are kept up-to-date.
4. Relationship to the Corporate Plan

Citizenship and Community – Key Actions 1 and 2.

5. Financial, legal, staffing and other administrative implications and risk assessments

Financial Implications	Guidance in the field especially mentions the need to manage expectations in terms of community engagement, to make sure that authorities can actually resource the various elements of their community involvement process. Individual components will have financial implications, but these will be contained within the overall Planning Policy budget and augmented by its share of Planning Delivery Grant monies.
Legal Implications	The Statement of Community Involvement will guide community and stakeholder engagement as the Council progresses its Local Development Framework and will be reviewed and monitored as part of the Local Planning Authority's Annual Monitoring Report. The preparation of the Statement of Community Involvement will accord with The Town and Country Planning (Local Development) (England) Regulation 28.
Staffing Implications	These can be contained within the current staff resources. The Statement of Community Involvement examination may require a Programme Officer to be provided by the Council.
Administrative Implications	None.
Risk Assessment	The main risk is that the Statement of Community Involvement is found to be unsound and the Inspector issues a binding report setting out how the statement must be changed.

6. Appendices

[Appendix 1](#) Summary of responses received and suggested textual changes to the Statement of Community Involvement

[Appendix 2](#) Submission Statement of Community Involvement

BACKGROUND PAPERS

Documents  
consulted

Date

File Ref

Report  
Author

Section and  
Directorate

Exempt  
Information

Comments received on Draft Statement of Community Involvement	Paul Buckley 01322-343202	Planning Policy Regeneration	<u>Category</u> N/A
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### **Appendix 1: Summary of Responses received and suggested textual changes to the SCI**

The Statement of Community Involvement was sent to over 320 organisations and private individuals. It was also placed on the Council's website. Representations were received from 30 people and organisations within the deadline and 1 after the deadline. Summaries of the 31 responses are set out at Annex 1 attached. The late response is annotated with an (L) after the name of the respondent.

The respondents fall into 7 categories, namely:

Private individuals	2
Interest Groups	6
Faith Community	3
Local Government	7
Residents Associations	2
Statutory Consultees	5
Development Industry	5

The main points arising from these responses and suggested changes to the text of the Statement of Community Involvement are set out below.

## **Section 2: The Council's Proposals for Community Involvement**

### **How documents will be made available for comment**

#### ***Q1: Can you suggest other locations where documents could be available?***

There were 12 responses and these included:

- The use of email alerts/SMS text alerts to inform people that documents had been published.
- The following venues were suggested:
  - Post Offices
  - Surgeries
  - Town and Parish Council Offices
  - Citizen's Advice Bureau
  - Cyber places
  - Bluewater

*Include the following text on page 3:*

*"We will investigate the possibility of using other venues."*

*See proposed text change for question 4 below.*

#### ***Q2: Would a drop-off point for comments be helpful?***

There were 8 responses and all considered drop-off points to be helpful.

*Include the following text in the fourth paragraph on page 3:*

*"... where the owners of these venues are willing arrangements will be made ..."*

#### ***Q3: Would loan copies of documents be helpful?***

There were 14 responses and all considered loan copies to be helpful. Some organisations specifically asked for their own copy. It will be important to make people aware that that loan copies are available and where they can be obtained. The provision of reference copies at libraries was also suggested.

*Include the following text on page 3:*

*"Reference and loan copies will be made available at libraries and organisations will be able to obtain loan copies on request from the Council."*

### **Keeping you up to date**

#### ***Q4: Does your organisation have a website or regular newsletter that we could contribute to?***

There were 13 responses. Those that had newsletters or websites were willing to let the Council contribute to them.

*It will be useful to establish a schedule of organisations that have websites, newsletters and notice boards that can be used.*

*Include the following text on page 4:*

*“We will establish and keep up-to-date a list of venues, notice boards and websites where posters can be displayed and information/leaflets made available.”*

**Q5: Does your group have a notice board that is accessible to the public and where we could display information?**

There were 11 responses. Those that had notice boards were willing to let the Council use them.

*See proposed text change for question 4 above.*

**Q6: Is there anything else that we could do to keep people up to date about the LDF?**

There were 14 responses. There were three main means suggested:

- The use of local papers, including ‘free’ papers
- Use of leaflets for Churches to display
- Brief people by email
- Publicity ‘caravan’ circulating throughout the Borough on pre-advertised dates
- Use local radio

One response encouraged the Council to be proactive in explaining the LDF process to the public.

*See proposed text change for question 4 above.*

*Include the following text in the fifth paragraph on page 4:*

*“There will also be public exhibitions, including the Council’s caravan where appropriate, where you can find out more .....*”

**Encouraging discussion and debate**

**Q7: Would your organisation be interested in receiving a presentation from the Council?**

**Q8: If so, do you have regular meetings where this could be arranged?**

There were 11 responses most of whom were interested in a presentation.

*It will be useful to establish a register of organisations who are interested in receiving a presentation.*

*Include the following text at the end of the seventh paragraph on page 4:*

*“Please let us know if your organisation would be interested in receiving a presentation from the Council.”*

**Q9: Where do you think exhibitions and public meetings should be held?**

There were 11 responses which in the main favoured local venues. The importance of accessible venues for people without access to a car, particularly young people was mentioned.

*It will be useful to establish a register of suitable venues.*

*Include the following text in the fifth paragraph on page 4:*

*“A register of venues that are suitable for public meetings will be established.”*

**Q10: Would you watch a webcast of the Council debate?**

There were 12 responses. There was some interest. There was concern that the broadcast could be politically orientated.

*These responses suggest that it would be helpful to webcast debates that are likely to generate a significant amount of public interest.*

**Q11: Can you think of any other ways to involve Dartford’s citizens in discussions about planning?**

There were 9 responses and the following were suggested:

- Bluewater at the weekend
- A stand in the High Street
- A stall in the Market
- A desk at the hospital or local supermarket
- Leaflets and newsletters

*The draft Statement of Community Involvement makes reference to the use of articles in the Borough News to provide information and to stimulate discussion and debate. Responses to question 4 indicate that some organisations are willing to include articles in their newsletters. Include the following text to the end of the first paragraph on page 4:*

*“With the consent of other organisations we will include articles and information in their newsletters.”*

*A number of interesting suggestions are put forward that are worthy of investigation. Include the following text in the fifth paragraph on page 4:*

*“We will investigate the potential of venues and locations such as supermarkets or a market stall.”*

**Supplementary Planning Documents**

**Q12: Do you belong to an interest group which is likely to have an interest in particular types of planning policy?**

There were 20 responses.

*It will be important to continue to update this list. To aid the process the following text will be included at the end of the first paragraph on page 6:*

*“Please let us know if you belong to an interest group which is likely to have an interest in particular types of planning policy.”*

**Q13: If you have participated in design workshops previously, have you found it a useful way to get your ideas across? Do you think there are other ways of involving people in site-specific planning?**

There were 9 responses few of whom had experienced a design workshop. There is a need to ensure that people’s ideas and suggestions are listened to. There was concern from younger people that their views might be ignored by ‘older’ people and asked for a session aimed solely at young people.

*There may be occasions when it would be helpful arrange meetings that are targeted at a particular age or interest group.*

*Include the following text at the end of the second paragraph on page 6:*

*“Where appropriate the Council will arrange meetings aimed at specific age or interest groups, such as the Dartford Youth Council*

## **Hard to Reach Groups**

**Q14: Have we identified the right sort of communication networks to focus on as a priority?**

There were 10 responses. There was concern from one group on how to reach people who did not have access to the internet and suggested door-to-door news drops. The Race Equality Council and North Kent Council for Inter Faith Relations was identified.

*See proposed text change for question 15 below.*

**Q15: Are there other networks that you know about, that could be used to convey information and stimulate interest?**

There were 13 responses and the following were suggested:

- The use of local radio
- The use of Community Development Officers
- The Race Equality Council and North Kent Council for Inter Faith Relations
- Involving schools and youth groups

*Include the following to the list of ‘hard to reach’ groups on page 8:*

*Community Development Officers*

*Racial Equality Council*

*North Kent Council for Inter Faith Relations*

*Schools and Youth Groups”*

**Q16: What would commuters find most useful?**

There were 7 responses. Leaflets and brochures handed out at the stations with drop-off points at the stations and late sessions at the Civic Centre were mentioned.

*The draft Statement of Community Involvement considers special leaflet drops at stations. The responses confirm this approach.*

*Include the following text at the end of the third paragraph on page 7:*

*“We will consider special leaflet drops at stations and investigate the potential for drop-off points at stations. We will also consider early morning and late sessions at venues close to stations, such as the Civic Centre.”*

**Q17: What would small businesses find most useful?**

There were 8 responses. Mail shots and drops, and questionnaires were mentioned.

**Q18: Is there anything else the Council should be doing to publicise planning applications?**

There were 16 responses. There was a wide spectrum of views. A number felt that the Council is doing all that it can or that the present approach was “a very full list”. One the other hand there were some who felt that the Council could do more and suggested the following:

- Provide more feedback to people who make representation:
  - When the application will be reported to DC Board
  - That comments made have been raised with the applicant
- Do more to find out who owns unoccupied sites adjacent to or close to application sites
- Set up a news board at the Civic Centre
- Keep the Dartford internet home page up to date
- Regular circulation of planning list to local papers
- The use of press releases to local papers on major developments
- Display weekly list in libraries

*The Council informs people who comment on planning applications when it will be reported to DC Board. Resident’s concerns often reflect the Council’s concerns. Where land ownership is unknown a site notice is used.*

*The Council circulates the weekly planning list to local papers and libraries. It is at the discretion of the papers and libraries to publish or display the information.*

*There is a Development Control notice board at the Civic Centre on ‘C’ floor. This is used to display information on applications.*

*The Council will consider the use of press releases to local papers on major developments.*

**Q19: Is there anything else that developers could be asked to do to publicise their proposals?**

There were 17 responses. There was a wide spectrum of views. Some felt that developers were doing all that they could. Others felt that developers could do more and better. The following were suggested:

- To go public early about their proposals
- Be helpful to get involved with the local community and take on board local knowledge and feelings
- Feedback from developers of their reaction to local concerns would be appreciated
- Need for clear and precise information
- Twin track applications can cause confusion
- Developers should make available to the Council all comments submitted by the public

*Whilst the Council cannot insist that developers carry out consultation it will encourage them to undertake pre-consultation with local people. Some helpful ideas have been provided and it is proposed that the text in the first paragraph on page 11 be amended to read:*

*“Whilst the Council cannot insist that developers carry out consultation it will encourage them to undertake pre-consultation with local people, Parish and Town Councils and the utility providers as early as possible.*

*That the following bullet be added to the list on page 11:*

*“The developers should make available to the Council all comments submitted by the public.”*

**General Comments**

There were 21 comments.

Three felt that the report was well written and clear. Another group on the other hand felt that it was hard to read for young people and suggested ‘splitting up’ the sections to make it clearer and the inclusion of more illustrations to convey messages.

One utility company expresses concern that it is difficult to ascertain to what extent the Council intends to involve the company beyond the statutory requirements.

*The method of consultation will be dependent upon the type of Local Development Document, the stage in the process and the particular issues of concern. To help provide greater clarity a matrix of consultations methods that will be used is included as an Appendix to the Statement of Community Involvement.*

One utility company suggests that the SCI includes a list of 'specific consultation bodies'.

*Planning Policy Statement 12: Local Development Frameworks at Annex E sets out the bodies that local planning authorities must consult. This includes water and sewerage undertakers. There is no reason to repeat the list as an annex to the SCI. For clarity it would be helpful to include the following text in the section on 'Encouraging Discussion and Debate' on page 4:*

*"Annex E of Planning Policy Statement 12 "Local Development Frameworks" sets out a list of organisations that must be consulted and those that the authority may consider consulting. The Council will take account of this list when consulting. The Council is aware that this list does not include local businesses or groups or private individuals. To address this matter the Council has established a list of people and groups who wish to be involved in the process. This list will always be open for revision. Please contact the Planning Policy Team if you wish to be included."*

The Council's Policy and Performance Officer suggests that it would be helpful for the text on page 7 relating to minority languages to be changed to read:  
"The Council does not intend to produce the LDF documents in any language other than English in the first instance."

*This is a helpful clarification that will be incorporated into the text.*

## ANNEX 1

### Section 2: The Council's Proposals for Community Involvement

#### Q1: Can you suggest other locations where documents could be available?

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	No
Kitewood Estates Ltd	No comment
Rev M Henwood	Via email alerts with web addresses to sources of information
Central Park Athletics	Libraries seem an obvious choice.
Southfleet Parish Residents Association	If the internet is to be used emails must be sent notifying people that further information is on the website. The Council should not assume everybody will look at the website daily, weekly or monthly.
Dartford Youth Council	Has the council tried asking local shops/stores to help display the document for free?  Is there an address you can write to or phone so that DBC can send a printed copy to a resident's home?!
Bean Residents Association	Bean Post Office and Bluewater Management Centre
Southern Water	Receipt of consultation documents would be appropriate for statutory consultees (specific consultation bodies).
Cllr Penny Friend	Post Offices, Doctors Surgeries and also would have been nice to see Darenth Parish Council on your list.
Cllr Iris Gutteridge	Darenth Parish Council
James Burke – Planning Aid	This seems adequately covered, although perhaps CAB and Cyber Places may be worth considering, or even somewhere located within Bluewater.
Kent County Council Dick Feasey	Publishing all the documents on the internet and enabling comments to be submitted via email is the most appropriate means of communication. However for those without access to the internet then distributing hard copies at all public places should provide sufficient opportunity to comment. It may also be useful to have copies at Kent County Council as well as neighbouring authorities particularly Gravesham.

#### Q2 Would a drop-off point for comments be helpful?

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	Yes. Unlikely people will take the trouble fill out their responses if they have to post them themselves in the royal mail.
Dartford Youth Council	A 'drop off point' for comments would be very useful. It should be somewhere central for residents- i.e. near the central town centre. This would enable Dartfordians to give their own views but would not feel intimidated by sending it to the Civic Centre!
Bean Residents Association	Possibly; Bean Post Office
Cllr Penny Friend	Definitely and well signed too.
Cllr Iris Gutteridge	Yes
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	Yes
Peter Welsh Ebbsfleet Community Minister	A drop of point could be Asda at Greenhithe. They have been used in the past. Other Supermarkets could also be used.
Kent County Council Dick Feasey	Drop-off points are a good idea as residents may be more inclined to comment, as they won't have to pay postage.

## Section 2: The Council's Proposals for Community Involvement

### Q3 Would loan copies of documents be helpful?

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	Yes – for people to go over them at their leisure.
London Green Belt Council	Yes (only interested in any Green Belt content).
Central Park Athletics	Maybe loan copies could be arranged from libraries.
Southfleet Parish Residents Association	Loan copies should be made available or given to organisations who are constantly commenting on Planning issues eg. Parish Council's and Resident Associations.
Dartford Youth Council	Although young people can access libraries, generally the opening times do not fit in well for those who are at school. Are there other places that can be accessed easily so the document can be found?
Bean Residents Association	Yes, but we prefer a set we can retain for future reference.
Manor Gospel Trust	Would like to receive a loan copy for consultations.
Cllr Penny Friend	Yes
Cllr Iris Gutteridge	Yes
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	Yes – as long as the community know they are available.
Peter Welsh Ebbsfleet Community Minister	Loan copies could be beneficial. The problem would be picking up and return. It would need to be tried out as I do not know how many people who do not have electronic means would wish to read major documents.
Kent County Council Dick Feasey	Having a duplicate set of documents at the public buildings will enable residents to take them away and make copies.
Ronald Kipps	Loan copies of LDF documents would be useful. Multiple copies at libraries (at least two) would be useful for reference.
Howard Sharp & Partners (L)	Loan

### Q4 Does your organisation have a website or regular newsletter that we could contribute to?

NAME	COMMENT
London Green Belt Council	Not in this "regular/widely publicised sense.
Kitewood Estates Ltd	No
Rev M Henwood	You can use our Parish Magazine
Central Park Athletics	Central park Athletics has no website
Southfleet Parish Residents Association	Yes our organisation does have a regular newsletter which we do already put in articles about Planning Policies.
Dartford Youth Council	Yes, website given. A notice could be put up saying about the document on it with a link to Dartford's website.
Bean Residents Association	a) Yes, website given. A link would be welcome and possibly a page, but space is limited. b) We have our 'Beanstalk' Newsletter (now in its 40 <sup>th</sup> Year) published quarterly. There is usually a small charge for 'advertisements'. We would consider short newsworthy contributions.
Manor Gospel Trust	No
Cllr Penny Friend	As yet the Parish has no newsletter or website but both are being worked on for the future
Cllr Iris Gutteridge	At this moment No, but we hope to produce a village newsletter occasionally.
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	Yes
Peter Welsh Ebbsfleet Community Minister	No, but Churches in the area could publicise major information.

Kent County Council Dick Feasey	Yes, website given. Regular newsletters include Around Kent and INK (In Kent).
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**Q5 Does your group have a notice board that is accessible to the public and where we could display information?**

NAME	COMMENT
Central Park Athletics	As the main building in Dartford Park, the Council could put a notice board up as members of the public do call in.
Southfleet Parish Residents Association	We do not have a notice board.
Dartford Youth Council	We do not have a notice board or any available means of communicating to the public physically.
Bean Residents Association	No, but the Parish Notice Board is outside of the Bean Post Office.
Manor Gospel Trust	No
Cllr Penny Friend	The Parish has three within its boundaries.
Cllr Iris Gutteridge	Yes, several
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	Yes
Peter Welsh Ebbsfleet Community Minister	No
Kent County Council Dick Feasey	Notice boards are available in all reception areas at County Hall.
Howard Sharp & Partners (L)	Local Church board by agreement with incumbent.

**Q6 Is there anything else we could do to keep people up to date up to date about the Local Development Framework?**

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	Publish notices (not just important dates) in the local newspapers.
National Playing Fields Association	Would like to be kept informed by way of a letter or email, enclosing a draft document or link to a website respectively.
Kitewood Estates Ltd	Asked that information be sent to their email address.
Central Park Athletics	As much relevant info and asap.
Southfleet Parish Residents Association	Ensure any new developments are clearly given in the Council newsletter and in newspapers
Dartford Youth Council	Would it be possible to put more information about the LDF in 'Dartford News'- the paper produced by the council? It could also be put in the other news papers- the Dartford Messenger and the Newshopper for example.
Bean Residents Association	Asked that information be sent to their email address, or be posted on your web site or sent by post.
Manor Gospel Trust	Ensure copies sent to their address.
Cllr Penny Friend	By using the local 'freebie' newspaper at the same time making the information user friendly and not too official.
Cllr Iris Gutteridge	Publish in local FREE newspapers
James Burke – Planning Aid	Would like to be kept briefed by email.
Peter Welsh Ebbsfleet Community Minister	Leaflets could be sent to churches who have halls that are well used.
Kent County Council Dick Feasey	Leaflet/newsletter to be circulated with local paper to keep people updated.
Ronald Kipps	It is not enough just to 'keep people up to date about LDF' - council should be proactive in explaining LDF process and encouraging involvement widely throughout community. <ul style="list-style-type: none"> <li>Use empty shops in town (on s/t lease?) with information, plans</li> </ul>

	<p>and officer(s) present for consultation.</p> <ul style="list-style-type: none"> <li>• Inserts/adverts in and press releases to local papers/free sheets.</li> <li>• Publicity 'caravan' circulating throughout borough on pre-advertised dates.</li> <li>• Publicity on Radio Kent.</li> <li>• Leaflet explaining LDF process mailed to all homes in the borough.</li> </ul>
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**Q7 Would your organisation be interested in receiving a presentation from the Council & Q8 If so, do you have regular meeting where this could be arranged?**

NAME	COMMENT
Rev M Henwood	Yes at our PCC meetings held in an evening – 7.30pm by prior arrangement to suit.
Central Park Athletics	no & n/a
Southfleet Parish Residents Association	Yes – 3 meetings a year – Sept. Jan & May.
Dartford Youth Council	We would be interested in receiving a presentation from the council. DYC has one meeting at the end of every month from 4.30-6.30.
Bean Residents Association	We welcome Officer presentations. Meetings on 1 <sup>st</sup> Monday of 'every' month starting at 8:15pm
Manor Gospel Trust	No & No
Cllr Penny Friend	I cannot speak for rest of council but I do not think so. Monthly Parish Council meetings.
Cllr Iris Gutteridge	Yes, if specific local topic or major town centre.  Parish meetings or could arrange hall to be available
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	Yes and Yes
Kent County Council Dick Feasey	Through meetings such as the Kent Planning Officers Group, Dartford BC and KCC are in regular contact and keep up to date with the LDF progress. Meetings on specific issues may also be necessary. It is important that Dartford continue to keep us up to date via e-mail as well so we can forward it on to our LDF review group and other relevant officers in the County Council to keep them informed.
Howard Sharp & Partners (L)	Yes – we could meet your offer.

**Q9 Where do you think exhibitions and public meetings should be held?**

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	Church Hall?
Central Park Athletics	Main town – Council building. More rural areas – local libraries.
Southfleet Parish Residents Association	Local venues.
Dartford Youth Council	Public Meetings and Exhibitions should always be held in central locations that are accessible by public transport and not too far away from public transport stops. The locations need to be accessible- the civic chambers, school halls and family planning centres. Accessibility is important, especially for young people who cannot drive and have to rely on public buses!
Bean Residents Association	Bean Youth & Community Centre, Bean High Street or Bean School
Manor Gospel Trust	Exhibitions and Public Meetings should be held in Council owned premises including schools and libraries.
Cllr Penny Friend	Village Halls would be ideal as many find travelling to Civic Centre 'off putting'.
Cllr Iris Gutteridge	Locally
Cllrs Mrs T Richards & Mrs S East on behalf of Stone	As locally as possible to the relevant development.

Parish Council	
Peter Welsh Ebbsfleet Community Minister	Exhibitions could be held in places where the public pass. If people passing see something is happening there is a chance they will pop in. Facilities used should be accessible to those using public transport.
Kent County Council Dick Feasey	Public meetings should be held at the Civic Centre or any nearby venue in Dartford Town Centre, which is easily accessible for local residents. Unless the topic being discussed is relevant to a particular area in which case the meeting should be held as close to that as possible.

**Q10 Would you watch a webcast of the Council debate?**

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	Yes if it was guaranteed to be in the public interest.
Kitewood Estates Ltd	Yes
Central Park Athletics	No.
Southfleet Parish Residents Association	Depends on time of day/evening.
Dartford Youth Council	Generally we would prefer to see the debate at the meeting, rather than watching it over webcam.
Bean Residents Association	Possibly. Prefer to be advised in advance of the meeting.
Manor Gospel Trust	No. Concerned that webcast for broadcasting could be politically orientated
Cllr Penny Friend	Not personally.
Cllr Iris Gutteridge	No
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	No – but perhaps in the future.
Peter Welsh Ebbsfleet Community Minister	Possibly
Kent County Council Dick Feasey	This is a very useful means for residents who can not travel to the meetings, although they will not be able to have input into the debate unless a chat room can be set up on the internet.

**Q11 Can you think of any other ways to involve Dartford's citizens in discussions about planning in addition to those described, and in Appendix 2?**

NAME	COMMENT
Kitewood Estates Ltd	No
Central Park Athletics	Bluewater on a weekend – offer free coffee while they read or fill in form.
Dartford Youth Council	Has the Council considered having a stand in the high street on various days to communicate with shoppers and people who may not be aware of the LDF?
Bean Residents Association	<p>Involve us earlier, rather than issue a Brief/Scope that fails to safeguard community interests. Revive useful discussion groups such as Kent Thameside Transport Forum.</p> <p>Ensure documents are available in 'hardcopy' for discussion at our meetings. Do this without charge so as not to discriminate against non-profit making associations.</p> <p>If you decide to make more use of 'electronic' consultation and information provision be smarter with file sizes. For example, this consultation has a one page covering letter with a larger file size (677k) than the 26 page attachment (356k). This wastes download time and money.</p>

Manor Gospel Trust	No
Cllr Penny Friend	Leaflet drops; a stall in one of Dartford's Markets. Possibly a 'desk' at local hospital or even supermarkets.
Cllr Iris Gutteridge	Stall in Dartford Market
Peter Welsh Ebbsfleet Community Minister	No
Kent County Council Dick Feasey	Leaflets/newsletters

**Q12 Do you belong to an interest group which is likely to have an interest in particular types of planning policy?**

<b>NAME</b>	<b>COMMENT</b>
National Playing Fields Association	The NPFA would like to be involved in the preparation of Local Development Documents (ie. the core strategy and generic development control policies). The NPFA would like to be consulted on the Core Strategy and Generic Development Control Policies, and Supplementary Planning Documents on the Provision for Outdoor Sport and the Provision for Children's Play
London Green Belt Council	As indicated in title: London Green Belt Council
Kitewood Estates Ltd	Yes, housing
Central Park Athletics	Yes
Southfleet Parish Residents Association	Yes
Dartford Youth Council	The Dartford Youth Council would be very interested in any type of planning. We would be interested in helping with plans for areas we know about- for instance the town centre.
Bean Residents Association	Our Constitution requires us to look after the interests of all Bean residents. Borough, County and Government decisions may impact.
Southern Water	Southern Water would be interested in SPD's that would impact directly or indirectly on waste water service provision.
Manor Gospel Trust	Main interests: House of Worship, Schools, Burial Grounds, disabled and transportation
Cllr Penny Friend	I belong to CPRE, The Woodland Trust and am in touch with 'Hands of Kent' but purely on personal basis.
Cllr Iris Gutteridge	No
Highways Agency	The Highways Agency is a statutory consultee on the Statement of Community Involvement. [The Town and Country Planning (Local Development) (England) Regulations 2004 section 25 (2)]  The Highway Agency's interest relates to the motorway and all-purpose trunk road network that it manages on the Secretary of State's behalf.  The Highway Agency has been asked to work with local planning authorities to promote more sustainable transport and therefore look to the LDF to promote strategies, policies and land allocations that will support alternatives to the private car.
Tetlow-King	Our concern is that opportunities for the provision of social/affordable housing are optimised over the Plan period.  We would wish to be consulted at all stages of the production of the Local Development Framework. We would like to establish a meaningful dialogue with the Council as the LDF progresses. Registered Social Landlords are the main providers of affordable housing and it is important that their views are heard on affordable housing and planning issues.
Rapleys on behalf on WM Morrisons Supermarket Ltd	Their client wishes to be involved in the LDF process and would be grateful to be included on your list of consultees, and notified of any consultation period, or publication of a document. In addition our client is interested in one-to-one meetings to discuss opportunities for new retail development. Should this arise in the future, and in the interim, we would be grateful if we could be kept informed (by letter or email).
Cllrs Mrs T Richards & Mrs	Yes

S East on behalf of Stone Parish Council	
Mick Anson for Sport England	Sport England has a particular interest in all proposals/sites related to sport and recreation including playing fields. In addition we would wish to be consulted on major development proposals/dev briefs where developer contribution should be sought towards sport and recreation facilities.
Peter Welsh Ebbsfleet Community Minister	The Church is interested in the provision of community facilities and how the new developments affect the established communities
RPS Planning	Yes – Housing Policy
Malcolm Judd & Partners on behalf of National Grid Transco (NGT)	National Grid Transco prefer to be involved at the outset of establishing a policy that can be used by the authority to guide development. They are prepared to assist in providing informal comments in confidence during the policy development period.
Kent County Council Dick Feasey	As the County Planning Authority we have an interest in all areas of planning policy particularly in relation to the Kent and Medway Structure Plan Deposit Plan 2003.  In addition there will be interest from our colleagues in KCC Property, Social Services and Education departments.

**Q13 If you have participated design workshops previously, have you found it a useful way to get your ideas across? Do you think there are other ways of involving people in site – specific planning?**

NAME	COMMENT
Central Park Athletics	Make them feel as if they are part of the process.
Southfleet Parish Residents Association	As an organisation we have never been informed or involved in a design workshop.
Dartford Youth Council	None of us have participated in design workshops from the Borough Council. If the youth council or young people were to participate in one, it might be better just having a workshop aimed at young people. Sometimes we fear 'elder' generations might shout us down for our imaginative or highly contrasting ideas about decoration!
Bean Residents Association	Question not understood, so we probably haven't been asked to participate in any "design workshops".  We participate in the Bluewater Forum.
Cllr Penny Friend	Didn't know of their existence so cannot comment.
James Burke – Planning Aid	Design Workshops are a useful forum for ideas to be discussed and I do have experience of such involvement.
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	Yes
Peter Welsh Ebbsfleet Community Minister	I am interested in Planning for real exercises. My fear is that people are encouraged to think that they are making a difference and if suggestions are not listened to by professionals they will no longer trust the process.
Kent County Council Dick Feasey	Design workshops can be useful - especially in the masterplanning stage particularly if there is an impact on KCC property or services. A number of KCC officers have been involved in recent workshops and have found them very useful. Have the public had the opportunity to be involved in such events?

**Q14 Have we identified the right sort of communication networks to focus on as a priority?**

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	Yes

Central Park Athletics	Yes
Southfleet Parish Residents Association	The network appears to depend a lot on the website. More should be done by door to door news drops.
Dartford Youth Council	The communication methods seem to be appropriate in aiming for young people.
Manor Gospel Trust	Targeted leaflet drops.
Cllr Penny Friend	Feel there are other groups that you could contact.
Cllr Iris Gutteridge	Probably
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	Yes
Peter Welsh Ebbsfleet Community Minister	The Race Equality Council and North Kent Council for Inter Faith Relations are two groups who could help with their constituents.
Kent County Council Dick Feasey	Recognition of the problem of engaging with commuters is welcomed, as it is a particular issue in Dartford.

**Q15 Are there other networks that you know about, that could be used to convey information and stimulate interest?**

NAME	COMMENT
Rev M Henwood	No reference is made of using community development workers: Tree Estate and Temple Hill etc.
Central Park Athletics	Local radio
Bean Residents Association	Use the free (to readers) newspapers to publish or distribute planning lists. Don't forget Radio Kent.
Swanscombe & Greenhithe Town Council	Swanscombe Neighbourhood Co-ordinator in consultation with the Town Council.
Cllr Penny Friend	Not really other than those mentioned in question 12 (CPRE and The Woodland Trust).
Cllr Iris Gutteridge	People don't seem interested in Planning unless a scheme turns up that they disagree with.
James Burke – Planning Aid	I wonder to what extent schools should be involved in the process?
Tetlow-King	It is important to recognise Registered Social Landlord's as key stakeholders throughout the Local Development process as they are the main providers of affordable housing. We suggest that Registered Social Landlords be added to the list of key stakeholders so that their view may be heard at all stages of the Local Development Framework.
Mick Anson for Sport England	The 'Kent Sports Development Unit' - they have responsibility for grass roots sports.
Peter Welsh Ebbsfleet Community Minister	The Race Equality Council and North Kent Council for Inter Faith Relations are two groups who could help with their constituents.
Kent County Council Dick Feasey	Has any thought be given to involving schools or youth groups during the consultation exercise?

**Q16 What would commuters find most useful?**

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	Leaflets available at train stations would be very useful to reach commuters as they are waiting for trains etc.
Southfleet Parish Residents Association	Short details of the main issues know that it provides the major points which can be discussed or looked up later.
Dartford Youth Council	To reach commuters, we feel that a stall should be put up in the high street or near Dartford train station to help intercept people who do not know about LDF.
Cllr Penny Friend	Leaflets; brochures handed out at stations
Cllr Iris Gutteridge	News sheets and leaflets at station
Kent County Council Dick Feasey	Leaflets should be handed out at the main stations in the District with drop points at the station as well as at the destination stations.
Ronald Kipps	Important to engage working population/commuters – suggest late sessions at Civic Centre featuring LDF info. Tied to leafleting sessions at station.

**Q17 What would small businesses find most useful?**

<b>NAME</b>	<b>COMMENT</b>
Central Park Athletics	Maybe someone walking the streets, calling in, so they have a fact to relate to, often works.
Dartford Youth Council	To reach small businesses, perhaps a questionnaire or small document to send to them. Large documents might put them off because of the large amounts of time it takes to write a response!
Bean Residents Association	The Bean Post Office has shown that, despite its limited space, it will assist in hosting a library of documents for a Public Inquiry such as that in 2004 on the A2/M25 Widening. What it might welcome is further recognition as an indispensable resource for Bean and other local residents.
Manor Gospel Trust	Define the Planning Aid Worker and advise small/medium businesses of contact details.
Cllr Penny Friend	Mailshots as not all belong to associations.
Cllr Iris Gutteridge	Mail drops
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	Improved infrastructure and information.
Kent County Council Dick Feasey	Not all small businesses will have access to the internet, although it is becoming more widespread, so again perhaps a leaflet drop is required.

#### Section 4: The Council's Proposals for Community Involvement

#### Q18 Is there anything else the Council should be doing to publicise planning applications?

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	Site notices where proposed development is to be carried out.
London Green Belt Council	Several (Kent) Councils post me their weekly planning lists. Ask to be included on Dartford's mailing list.
Kitewood Estates Ltd	No
Thames Water	<p>Thames Water expect to be consulted on most major planning applications. PPS23 states that the following should be considered in the preparation of development plans and can be material in the consideration of individual planning applications:</p> <ul style="list-style-type: none"> <li>• The provision of sewerage and sewage treatment and the availability of the existing sewerage infrastructure</li> <li>• The need to make suitable provision for the drainage of surface water</li> <li>• Compliance with water quality objectives</li> </ul> <p>Thames Water has published a "<b>Guide for LPAs on Planning Application &amp; Development Plan Consultation with Thames Water Utilities as Statutory Water and Sewerage Undertaker</b>" and encourages the authority to take this into consideration when determining which planning applications to consult Thames Water on and when finalising your SCI.</p>
Central Park Athletics	I think the publicity is ok. It's the response to genuine concerns that worry me, especially when letters are not replied to.
Southfleet Parish Residents Association	It should ensure that all interested parties are informed of applications, this has not been happening. It should also ensure that applications are correctly applied for and ensure that construction complies.
Dartford Youth Council	We feel that the council is doing all it can to help publicize this document.
Bean Residents Association	<p>You may have identified ways of communicating, but not got the circulation or timing correct. The impacts of each planning issue/application needs to be carefully considered and not rely on a single rule. Both small and large applications may be equally sensitive. Only informing adjoining residents is unsatisfactory and could be seen as 'pre-judging' the outcome.</p> <p>Final comment: Having made representations on applications, no feed back is provided (such as that the comments have been incorporated in a response to the applicant by the Council), dates of meeting where decisions are to be made by Members or Cabinet are rarely advised and the decisions are not routinely provided.</p>
Southern Water	<p>Southern Water welcomes the authority's policy of engaging a range of stakeholders in planning applications. Southern Water needs to be notified of and given the opportunity to comment on all planning applications that increase the demand for wastewater services within its operational area. E-mailing the weekly list of planning applications would be helpful.</p> <p>It is also important that Southern Water is consulted on applications that may impact on the provision of wastewater services to existing customers. These include underground sewers.</p> <p>Notification and early involvement in planning applications can help to ensure that negative impacts of new development are avoided or reduced. Applicants should therefore be encouraged to consult utility providers, as well as residents, at the pre-application stage.</p>
Manor Gospel Trust	Ensure more thorough neighbour consultation by obtaining details of ownership of unoccupied sites/properties from the Land Registry etc.

Cllr Penny Friend	Make more use of local papers. Currently Sevenoaks and Gravesham seem to have more planning applications and such in local papers. Details could also be shown in Doctors surgeries and Post Offices - in fact anywhere that is local to the application.
Cllr Iris Gutteridge	Plenty of opportunity for people to find out if they are interested
Highways Agency	As a 'specific consultation body', we would expect to be consulted on any developments that may impact on the motorway and all-purpose trunk road network. We welcome the opportunity to be involved at an early stage in discussions concerning such development. The Agency's preferred method of contact is by e-mail or letter. Where a meeting is considered appropriate, we would prefer a one to one meeting on issues relating to the trunk road network.  The Agency should continue to be consulted on planning applications in accordance with guidance.
Peter Welsh Ebbsfleet Community Minister	This seems to be a very full list.
Kent County Council Dick Feasey	Set up a news board in the reception area at the Civic Centre and keep the Dartford internet home page up to date.
Ronald Kipps	<ul style="list-style-type: none"> <li>• Regular circulation of planning lists to local newspapers/freesheets.</li> <li>• Press releases to local papers/freesheets on major development applications.</li> <li>• Planning application lists to all libraries for display.</li> </ul>

**Q19 Is there anything else that developers could be asked to do to publicise their proposals?**

NAME	COMMENT
K Hopkins Private Individual Dartford Resident	No
London Green Belt Council	I would only reiterate that it is only Green Belt matters in which we are interested and would wish to be consulted/involved-and then probably only in correspondence.
Kitewood Estates Ltd	No
Rev M Henwood	It would be good to encourage developers to go public early about their proposals.
Central Park Athletics	I think it's a good idea to hire somewhere close to location of development.
Southfleet Parish Residents Association	Feedback from developers of their reaction to 'Local Concerns' would always be helpful and also the Council take note and support local communities on their concerns.
Dartford Youth Council	We feel developers are doing all they can to help publicize their proposals.
Bean Residents Association	We have shown the way on this by inviting 2ndSite to discuss their proposed Northfleet West housing application, month before submission.
Southern Water	Applicants should be encouraged to consult utility providers, as well as residents, at the pre-application stage.
Manor Gospel Trust	Target leaflet drops including consultation venue details.
Cllr Penny Friend	Get involved with the local community and take on board local knowledge and feelings.
Cllr Iris Gutteridge	As you can't insist on consultation by developers question seems pointless.
David Lock Ass on behalf of Land Securities	It is pleasing to see, and appropriate, that the references to consultation by developers on planning applications reflect the approach that has been adopted by Land Securities in discussion with yourselves, in respect of recent major development proposals in Dartford.
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	Developers should be more responsible for their own advertising with clear and precise information.
Peter Welsh Ebbsfleet Community	I think that developers do need to communicate better. At one level they do have their consultations, but at another they allow a certain amount

Minister	<p>of confusion. Land Securities putting two proposals in for Eastern Quarry is fine for those of us who follow what is happening, but for others there can be confusion.</p> <p>I live opposite Waterstone Park and I did not understand that there were two applications put in, so that when I got a letter to say that the application had been withdrawn, I assumed it had, only to discover the work starting under another application.</p> <p>Developers need to be clearer</p>
Kent County Council Dick Feasey	As mentioned exhibitions should be held over several days and at different times of the day but it would be useful if they could be displayed for a longer period of time either in a local library or at the civic centre.
Ronald Kipps	Copy of all comments submitted by public should be sent to Council by developers.

**General**

**Please tell us any *general* comments you have to make on the draft Statement of Community Involvement/Other**

<b>NAME</b>	<b>COMMENT</b>
K Hopkins Private Individual Dartford Resident	It would appear that great effort is being put in to allow the public to be involved in planning issues and that material is being put across in an easy to understand way.
Richard James (IT Manager at DBC)	The document was very good and clear
David Lock Ass on behalf of Land Securities	Thank you for the opportunity to comment on the Draft SCI (on behalf of Land Securities). The report is comprehensive and well-written, although of course much of the subject matter is of greater relevance to the local community than our client.
Dartford Youth Council	<p>The front cover really does not capture the ethos of the local development- why not make it more appealing by adding pictures of Dartford and the areas that will be redeveloped to give 'a feel' for what the reader is contributing to.</p> <p>The documents were very hard to read for younger members- there seems no 'splitting up' of the sections to make the reading easier. However members did like the diagrams on page 2 for example, which helps convey to the reader the same ideas, just not in a block of text.</p> <p>Overall the document did not appear 'young people' friendly because of the large amounts of text and few illustrations to help convey the messages.</p>
Cllr Iris Gutteridge	Very good attempt to involve whole community. There is a limit to amount of publicity Council can do. You can't make people read notices or take an interest.
Tetlow-King	We support the draft Statement of Community Involvement in principle.
Peter Welsh Ebbsfleet Community Minister	<p>I think that the Draft Statement covers the main areas and look forward to the process outlined being carried out.</p> <p>There needs to be as wide a discussion as possible for all to benefit from what is happening in the area.</p>
Kent County Council Dick Feasey	<p>The County Council welcomes the production of this document and as one of the 'specific consultation bodies', expresses a wish to be involved at all stages of the consultation process.</p> <p>With the specific emphasis in the new plan preparation process on 'front-loading' and building up an evidence base, the County Council would be pleased to engage in early dialogue outside the formal consultation stages.</p>
English Nature	We have no comments to make on the document
Southern Water	<p>Whilst Dartford's draft SCI broadly meets the objectives of PPS12 the statement is too general to provide the guidance we would like to see. As a result it is difficult to ascertain to what extent the planning authority intends to involve Southern water beyond the statutory requirements.</p> <p>We would anticipate participation at the pre-production stage of the Core Strategy and the Development Control Policies document., but would not expect involvement in the Site Allocations and Area Action Plans until initial decisions have been made with regard to the likely capacity of development.</p> <p>The appropriate method of involvement depends on the stage of preparation. Topic-based workshops and one-to-one meetings with Planning Officers are appropriate at early stages of preparation. This will ensure effective and efficient communication. At later stages receipt of consultation documents and written response would be more appropriate.</p>

	<p>A table showing the methods of involvement at various stages of preparation for individual LDDs would be helpful. The method of involvement needs to be defined for individual groups, and linked to the stage of preparation.</p>
Thames Water	<p>We consider that the SCI should include an Appendix which lists all of the "specific consultation bodies" such as Thames Water.</p> <p>When carrying out the necessary early consultations with Thames Water regarding the capacity of water and sewerage systems in accordance with the new Regulations, adequate time should be allowed to consider development options and proposals so that an informed response can be formulated. It is not always possible to provide detailed responses within a matter of weeks for example, the modelling of water and sewerage infrastructure systems will be important to many consultation responses and this can take a long time to carry out (for example modelling of sewerage systems can be dependant on waiting for storm periods when the sewers are at peak flows).</p> <p>We also have to consult with the Environment Agency to obtain a clear picture as to possible water abstraction and waste water discharge consent limits prior to undertaking modeling from a treatment perspective. This process itself can take a considerable period of time especially if it depends on the EA undertaking its own evaluation exercise. Therefore, realistic consultation periods with water and sewerage undertakers will need to be taken account of in the preparation of the LDDs.</p>
Rev M Henwood	<p>I would like to emphasise the opportunities afforded by using the community development workers employed by CUS, Groundwork and Holy Trinity Church.</p> <p>There is also an opportunity to involve the community in the Social Capital Bid put in by the Primary Care Trust. I endorse keeping face to face stakeholders consultation meetings.</p>
Central Park Athletics	<p>Seems a nice idea but I think that in many peoples minds, anything to do with politics, whether local or national, should be treated with suspicion, ie. the road through Dartford Park. A leopard cannot change its spots just by changing its name.</p>
Manor Gospel Trust	<p>It is essential that Members of the Community who do not own a computer or are not literate are reached through targeted leaflet drops or the Planning Aid Worker.</p> <p>Is the Monitoring Officer involved in Local Development consultations?</p>
Swanscombe & Greenhithe Town Council	<p>Swanscombe and Greenhithe Town Council emphasise the role of local members in commenting on behalf of their community. Include the Town Council in any consultations.</p>
Cllr Penny Friend	<p>I feel that input to any such Community Involvement does just that. Know the area involved and if not, then get to know it. Involve Local Parish Councils more, the Council Members know what makes their area tick and what impact any development would have. Listen to the word on the ground.</p>
Cllrs Mrs T Richards & Mrs S East on behalf of Stone Parish Council	<p>To produce a quarterly news sheet which includes all proposed developments for that period possibly to be distributed with the Dartford News.</p>
Dartford Borough Council Policy and Performance Officer	<p>The text on page 7 states:  <i>"The Council does not intend to produce the LDF documents in minority languages in the first instance."</i>  It would be helpful to change this to read <i>"The Council does not intend to produce the LDF documents in any language other than English in the first instance."</i></p>
Richard James (IT Manager at DBC)	<p>One of the ODPM priority outcomes for e-government is:  <i>"G3 Citizen participation and response to forthcoming consultations and decisions on matters of public interest (e-consultation), including facility for citizens to sign up for email and/or SMS text alerts on nominated topics."</i></p> <p>To fulfil this requirement councils will have to operate online facilities to allow and electronic response to a formal consultation procedure.</p>

	Email or SMS text notifications on nominated topics is a requirement.
Ronald Kipps	I would suggest that emphasis should be on involving the wider community as well as special interest groups. Approach should be proactive and involve every type of publicity to ensure that as many residents as possible understand LDF process and the importance of participation. Participation should be made easy by allowing for various methods of expressing views and simplification of presentation. Council should accept that consultation process could result in major changes to LDF plans presented.

## **APPENDIX 2: Submission Statement of Community Involvement**



## Dartford's Local Development Framework

### ***Submission*** ~~Draft~~ **Statement of Community Involvement**

**This document is also available in large print**

**~~March~~ *June* 2005**



Updated notice to be provided to comply with:

*Planning and Compulsory Purchase Act 2004*

*Statutory Instrument No. 2204 The Town and Country Planning (Local Development) (England) Regulations 2004  
– Regulation 28*

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STAGES IN THE PROCESS OF APPROVING THE SCI

Stage 1 – February 2005  
Early Comments – over 100 people and organisations were involved  
in completing our recent questionnaire  
(see Appendix 2)



Stage 2 – March to April 2005  
Commenting on the Draft SCI – you have 6 weeks to  
give us your views on the proposals in this document



Stage 3 – June to July 2005 (this is where we are now)  
Submission ~~draft~~ SCI published – you will have a further 6 weeks to  
give us your views, which will be considered by an independent Inspector



Stage 4 – November 2005  
Elaborating on your comments made  
at Stage 3 to help the Inspector decide whether the SCI should be changed  
before it is adopted by the Council



Stage 5 – December 2005  
Inspector recommends any changes, which the Council must include in the  
final document

## SECTION 1: INTRODUCTION

### ABOUT THE STATEMENT OF COMMUNITY INVOLVEMENT

The Council has started work on a Local Development Framework for its area. This is a new type of document which explains the Council's proposals for planning and development. You can read more about the Local Development Framework and why it is important in Appendix 1.

The Council wishes to involve the community at all stages in the preparation of the Local Development Framework. This document, the *Submission Statement of Community Involvement (SCI)*, sets out how the Council proposes to involve people in the process. It also sets out proposals for greater community involvement in certain types of planning applications.

~~The SCI has been published in draft form because the Council wishes to receive comments on its proposals for involving the community in the preparation of the Local Development Framework before finalising them and moving on to the Local Development Framework itself.~~

The Statement of Community Involvement is a statutory document – the law requires the Council to prepare one. However the Council is committed to involving the community in important decisions, and would in any event be working to ensure that community involvement in planning is effective.

~~Please read this document, and let us know what you think of our proposals. You will find a form to use on the back pages if you have comments to make, complete the formal representation form at the end of the document.~~  
Comments should be sent to:

Planning Policy Team, Dartford Borough Council, Civic Centre – Room C3, Home Gardens, Dartford, Kent, DA1 1DR or please e-mail them to [LDF@dartford.gov.uk](mailto:LDF@dartford.gov.uk) .

~~Comments~~ *Formal representations* need to arrive **before 5 PM Thursday 28 April insert new date 2005**

### PROCESS – HOW YOU CAN INFLUENCE THE WAY THE COUNCIL PROPOSES TO INVOLVE THE COMMUNITY IN PLANNING

The flow diagram ~~over the page~~ *on the page opposite* sets out the process which the Council will go through to prepare, and consult on its Statement of Community Involvement.

From the diagram you will see that there has already been some consultation. The Council sent a questionnaire survey to people and organisations who have been involved in previous consultation exercises about planning, to gauge their views on different methods of community involvement. Their responses, ~~which are set out in Appendix 2 of this document, have been~~ were helpful in preparing ~~this~~ *the draft Statement of Community Involvement. This*

*was placed on public consultation for 6 weeks on 17 March 2005. 31 people and organisations commented on the draft and these comments along with guidance on assessing the soundness of Statements of Community Involvement have helped shaped this Final Draft version of the Statement.*

*There are two further opportunities to comment — one now, in response to this draft, and another in the Summer of 2005, when the Council publishes its final draft Statement of Community Involvement. There is an opportunity to comment on this Final Submission document. If necessary, your views will be referred to an independent Inspector who will decide whether the Statement of Community Involvement needs to be changed.*

**STAGES IN THE PROCESS OF APPROVING THE SCI Process Diagram updated and moped to the front of the document.**

## **SECTION 2: THE COUNCIL'S PROPOSALS FOR COMMUNITY INVOLVEMENT**

### **HOW DOCUMENTS WILL BE MADE AVAILABLE FOR COMMENT**

We will publish all of the draft Local Development Framework documents on the Council's website ([www.dartford.gov.uk](http://www.dartford.gov.uk)) and provide a facility for you to comment online. In this way, you will be able to view the documents and comment on them when it is most convenient for you. Correspondence by e-mail will be used more widely in future consultations.

*The Council is improving its planning policy webpage. This is at the 'trial' stage. As soon as it is finalised it will be included in all documentation.*

If you do not have access to the internet, you may be interested to know that there are terminals available for public use at all local libraries<sup>1</sup>, the Swanscombe Cyber Place in the Parade, Swanscombe, and the '1stbyte Centre' at St Edmund's, Temple Hill. Public access specifically for young people is also available at the Connexions centre in Hythe Street in Dartford. *There may be other community-based internet access points — please let us know so that we can publicise them in the final document. We aim to keep this list up-to-date, so please let us know of any other community-based internet access points that we have overlooked, or which are established in the coming years.*

We will also place copies of all the draft Local Development Framework documents in public buildings throughout the Borough, including the Civic Centre, Parish and Town Council offices and local libraries. *We will investigate the possibility of using other venues.*

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<sup>1</sup> in Ashen Drive, at Central Park Dartford, Fleetdown, Greenhithe, Longfield, Summerhouse Drive, Sutton-at-Hone, Swan Valley *Discovery Centre* and Temple Hill *Square*

Comment forms will be available at each of these locations, and *where the owners of these venues are willing* arrangements *may will* be made for completed forms to be left at these locations so that you do not have to post them or take them to the Civic Centre.

*Reference and loan copies will be made available at libraries and organisations will be able to obtain loan copies on request from the Council.*

We expect to publish all of the draft Local Development Framework documents for comment in October 2005, except for the draft Town Centre Action Plan, which will be published in December 2005. If these dates are likely to change, we will let you know, *through the website, the Council's newsletter, the Borough News, or by letter to those who asked to be kept in touch this way.*

- ~~Q1 Can you suggest other locations where documents could be available?~~
- ~~Q2 Would a drop-off point for comments be helpful?~~
- ~~Q3 Would loan copies of documents be helpful?~~

## KEEPING YOU UP TO DATE

The Council's website will also include a page about the Local Development Framework. This will be kept up to date with "What's New" bulletins, giving details of events, meetings, exhibitions and other important information. Any new background information, such as survey results, will also be posted on the website.

We will also publish regular articles in the Council's newspaper, the *Borough News*, both to provide information and to stimulate discussion and debate. *With the consent of other organisations we will include articles and information in their newsletters.*

Important dates will be publicised in the local newspapers.

We intend to produce leaflets and posters about the Local Development Framework and how to become involved in it, which will be made available in public buildings. *We will establish and keep up to date a list of venues, noticeboards and websites where posters can be displayed and information/leaflets made available.* We would like to hear from groups and organisations who would be willing to display posters and have leaflets available in reception areas.

- ~~Q4 Does your organisation have a website or regular newsletter that we could contribute to?~~
- ~~Q5 Does your group have a notice board that is accessible to the public, and where we could display information?~~
- ~~Q6 Is there anything else we could do to keep people up to date about the Local Development Framework?~~

## ENCOURAGING DISCUSSION AND DEBATE

The Council wants to involve you in important discussions about the future of Dartford. We will try to keep documents free of unnecessary jargon to encourage people to comment.

*Annex E of Planning Policy Statement 12 "Local Development Frameworks" sets out a list of organisations that must be consulted and those that the authority may consider consulting. The Council will take account of this list when consulting. The Council is aware that this list does not include local businesses or groups or private individuals. To address this matter the Council has established a list of people and groups who wish to be involved in the process. This list will always be open for revision. Please contact the Planning Policy Team if you wish to be included.*

Throughout the summer of 2005 there will be a series of public meetings and topic-based workshops where you can have your say about the Local Development Framework. There will also be public exhibitions, *including the Council's caravan where appropriate*, where you can find out more, and discuss issues with Council officers and with elected members. Dates, times and venues will be publicised as described in the previous section. *We will investigate the potential of venues and locations such as supermarkets or a market stall. A register of venues that are suitable for public meetings will be established.*

Major local consultees such as the Parish and Town Councils and the Dartford Youth Council will have an important role to play in highlighting local concerns and wishes for debate and discussion.

In some cases, Council officers may be able to attend your organisation's own meeting to discuss the Local Development Framework. Obviously we will need to keep these meetings to a manageable number, and so we cannot guarantee all organisations and groups their own meeting. *Please let us know if your organisation would be interested in receiving a presentation from the Council.*

We are considering setting up a *Chat Room* for the Local Development Framework on the Council's website. This would enable you to see what other citizens and organisations are saying about Dartford's key planning issues, and exchange views and ideas with them.

When the Council considers the draft Local Development Framework documents shortly before they are published for final comment, there will be a formal debate by the General Assembly of the Council. The public are welcome to sit in the public gallery and hear what the Council's elected members think about the Local Development Framework. The Council will consider webcasting the debate, if it appears that there will be a significant amount of public interest.

- ~~Q7 Would your organisation be interested in receiving a presentation from the Council?~~
- ~~Q8 If so, do you have regular meetings where this could be arranged?~~
- ~~Q9 Where do you think exhibitions and public meetings should be held?~~
- ~~Q10 Would you watch a webcast of the Council debate?~~
- ~~Q11 Can you think of any other ways to involve Dartford's citizens in discussions about planning in addition to those described, and in Appendix 2?~~

## FORMAL OBJECTIONS AND REPRESENTATIONS

After you have had the opportunity to comment on the draft Local Development Framework documents toward the end of 2005, the *Cabinet and General Assembly of the Council* will consider all the comments received and decide what changes need to be made. Then, in February 2006, it will publish a revised Local Development Framework (the revised Town Centre Action Plan will be published in March 2006).

You will have six weeks from the date of publication to make formal comments either objecting to the documents or making other representations about them. You will then be entitled to have these comments considered by an independent Inspector at a Public Inquiry or Examination. If new sites are suggested, or further changes, these will be publicised and the opportunity will be given for further comment.

The Public Examination period has been scheduled to start in September 2006. We will keep you informed of any changes in the programme.

## SUPPLEMENTARY PLANNING DOCUMENTS

Supplementary Planning Documents provide additional policy guidance when the LDF policies are not detailed enough to deal with specific issues. Supplementary Planning Documents can be site specific, such as a design brief, or theme based such as setting out standards for public open space. SPDs are taken into account when determining planning applications.

At present, the work programme for the LDF does not envisage any Supplementary Planning Documents being prepared at least until the draft LDF documents are published in draft towards the end of the year. However, it is possible that SPDs may be needed if sites come forward for development. If so, we will publicise our intention to prepare an SPD, and make arrangements for involving the community in the process. *Please let us know if you belong to an interest group which is likely to have an interest in particular types of planning policy.*

These arrangements will depend on the type of SPD being prepared. In the case of a site-specific SPD such as a design brief for a development site, it is likely that we will arrange planning workshops where local residents can play an active part in planning the site – a recent example of this approach was the Greenhithe Planning Workshop, which led to the adoption of a development and design brief for two waterfront sites in Greenhithe. *Where appropriate the Council will arrange meetings aimed at specific age or interest groups, such as the Dartford Youth Council.*

Where SPD is needed for a borough-wide theme we will consider whether there are any interest groups which are likely to have a particular view or need to be involved in drafting guidance. It may be appropriate to have one-to-one meetings with such groups, or to arrange special focus group discussions. We may use the website to enable groups and individuals to identify themselves.

The Council will publicise the publication of the draft SPD via the website and local newspapers, and place it on reference in selected locations. Site notice(s) will also be displayed on-site if it is a site based brief.

- ~~• Q12 Do you belong to an interest group which is likely to have an interest in particular types of planning policy?~~
- ~~• Q13 If you have participated design workshops previously, have you found it a useful way to get your ideas across? Do you think there are other ways of involving people in site – specific planning?~~

## **REPORTING BACK**

Once we have heard what you have to say about the LDF, we will consider what changes to the plan are needed, and include these before the next draft is published.

After each consultation stage we will produce a report outlining how the comments received have influenced the next stage, and make this available to you.

We will also prepare a statement of compliance for each Local Development Framework document. This will provide a record of what steps the Council has taken to involve the community in the plan-making process, how this fits with the Statement of Community Involvement, and how community involvement has shaped the document.

## **'HARD TO REACH' GROUPS**

There are a number of reasons why certain groups in the community do not become involved in the Council's planning and other activities. We are very keen to identify different ways of involving these people.

Some groups and individuals simply do not find planning sufficiently interesting, even though it affects the future of Dartford in important ways. We will use the website, our printed literature and press articles to emphasise the importance of planning, and try to set these out in an attractive, accessible way (there is a statement about the Local Development Framework included in this document at Appendix 1).

Many people live busy lives and cannot spare the time to attend daytime meetings or come to the Civic Centre during working hours to read lengthy documents. Commuters may have particular problems in finding the time to participate in traditional consultation exercises. We hope that the Council's website will give many of these people a new way of accessing information and making their views known at a time which is convenient to them. We will also ensure there are short, clear summaries of the documents, and when leaflets are used to publicise aspects of the Local Development Framework or to conduct surveys, ~~w~~ We will consider special leaflet drops at stations *and investigate the potential for drop-off points at stations. We will also consider early morning and late sessions at venues close to stations, such as the Civic Centre.*

The Council does not intend to produce the LDF documents in *minority languages any language other than English* in the first instance. If a member of the public requests a translation, one will be provided. However it may be more helpful to first offer the services of an interpreter. The Council can provide this service on request, although reasonable notice is required. We can also produce documents in Braille.

We will ensure that any public meetings are held in buildings which are compliant with the requirements of the Disability Discrimination Act.

The Royal Town Planning Institute has set up a new "Planning Aid" service, the purpose of which is to help local individuals and communities understand and get involved in planning. A Planning Aid worker has been assigned to the Kent Thameside area (Dartford and Gravesham) because of its focus as a growth area. The Council will involve the Planning Aid worker in all of its community involvement proposals, in the expectation that he will then help to forge links with "hard to reach" groups.

We will also seek the involvement of the following organisations, in an effort to extend the network of consultation to "hard to reach" groups:

- any Primary Care focus groups that may exist, the Red Cross, Age Concern, Queen Elizabeth Foundation
- other community outreach workers such as schools' family liaison officers
- Planning Aid's Community Planner
- Swanscombe Neighbourhood Co-ordinator
- North Kent Chamber of Commerce
- Dartford Town Centre Partnership

- *Community Development Officers*
- *Racial Equality Council*
- *North Kent Council for Inter Faith Relations*
- *Schools and Youth Groups*

~~We would particularly value feedback on our proposals for engaging with “hard to reach” groups~~

- ~~Q14 Have we identified the right sort of communication networks to focus on as a priority?~~
- ~~Q15 Are there other networks that you know about, that could be used to convey information and stimulate interest?~~
- ~~Q16 What would commuters find most useful?~~
- ~~Q17 What would small businesses find most useful?~~

## REVIEWING THE STATEMENT OF COMMUNITY INVOLVEMENT

This Statement of Community Involvement sets out our ideas and proposals for involving people in the preparation of the Local Development Framework. By the time it is adopted, we hope to have received a range of comments and suggestions which will have helped to shape its proposals.

However that is not the end of the story. Once community involvement is under way, we will review how effective our efforts have been, learning what has worked and what could work better. Changes will be made when and where necessary to improve our communication with you as well as your involvement.

We will review each consultation method to find out if it:

- Gave you the information you needed
- Gave us the type of feedback we needed
- Actively encouraged more people to be involved
- Involved different types of people and organisations
- Allowed participants the opportunity to have their views heard and recorded
- Resulted in participants feeling their involvement was worthwhile.

*The Annual Monitoring Report (AMR) is prepared at the end of each calendar year and will include a section on consultation. This will include conclusions from the review(s) of consultations undertaken that year and ‘best practice’. If this experience shows that changes are required the AMR will set out what improvements will be made.*

~~We will then use any conclusions drawn to improve our approaches for future activities or processes and, if necessary, to further develop the SGI.~~

### SECTION THREE: RESOURCE IMPLICATIONS

Greater community involvement is likely to require additional resources and time. We will use resources efficiently by:

- *Making use of the skills of staff.*
- *Linking consultation exercises on different Development Plan Document where this would be appropriate.*
- Linking in with other suitable consultation activities being undertaken in the area.
- working through our existing relationships with partners and bodies representing local communities, such as Town and Parish Councils and recognised Residents' Associations;
- Learning from and, where possible, making use of the skills of other organisations such as the Local Strategic Partnership, Health Trusts, Kent Thameside Delivery Board, Groundwork Kent Thameside and Kent Thameside Planning Aid.
- Choosing the most appropriate, efficient and effective method. The methods we will use at any particular time will depend on the resources we have available and the effectiveness of that method in achieving the commitments set out in this SCI

## SECTION 4: PLANNING APPLICATIONS AND DEVELOPMENT PROPOSALS

### PLANNING APPLICATIONS

Appendix 3 shows how the Council currently consults with the local community and other interested parties when a planning application is received. *This approach generally exceeds the minimum requirements of the planning legislation.* This will be our normal approach.

When it appears likely that planning applications will generate significant public interest, for example if the proposals are large in scale, or are likely to affect a local community, or perhaps do not comply with the Council's planning policies, the Council will consider some or all of the following additional measures:

- **Posting news items on the Council's website** – these can be used to describe the proposals, alert the public to any amendments which might be submitted, remind consultees about the closing date for comments, publicise the date when the decision is due to be made, and publicise the decision itself. If public meetings or exhibitions are to be held, the website can also be used to publicise these details.
- **Public meetings** – occasionally the Chairman of the Development Control Board will decide that a public meeting would be the best way of publicising proposals and allowing Members to hear the views of the public. When a public meeting is arranged, the Chairman of the Development Control Board will decide who is to chair it, and where it will be held. This will be a venue close to the application site wherever feasible.

*(Sometimes members of the public or local groups hold their own public meetings, and invite the Council. We cannot promise always to attend such meetings; it will depend on the circumstances, and on whether the Council judges that a public meeting will be of genuine value)*

- **Parish Council and Town Council meetings** – sometimes the Council will attend the scheduled meetings of Parish Councils and Town Councils to explain proposals and hear the views of these bodies.

• **Q18 Is there anything else the Council should be doing to publicise planning applications?**

### CONSULTATION BY DEVELOPERS

The best time to influence development proposals can be before a planning application has been submitted and ideas have become fixed. The Council encourages developers to discuss their proposals with the Council at an early stage, and in certain cases we will also encourage developers to arrange public exhibitions so that members of the public can discuss their proposals with them. Some developers also provide websites for their developments. In these cases, we will provide links from the Council's own website.

*Whilst the Council cannot insist that developers carry out any consultation it will encourage them to undertake pre-application consultation with local people, Town and Parish Councils and utility undertakers as early as possible.*

Where developers do propose to consult, we will aim to ensure as follows:

- Developers should liaise with the Council with regard to any planned exhibitions, and the Council will provide advice on venues, important local contacts, etc.
  - When organising a public exhibition, developers need to ensure that the chosen venue is accessible for the less mobile, and is close to the site of the proposed development.
  - Exhibitions should be well publicised in the locality.
  - Exhibitions need to be held over several days at different times, allowing different groups to attend.
  - Exhibitions should be supported by written material that can be taken away and referred to.
  - Visitors should be able to register their attendance (the Council *can assess the extent of consultation* and then use the list for any follow – up contact)
  - Visitors should be able to record their opinions / feedback – preferably in an interactive way that allows subsequent visitors to react to views expressed.
  - *The developers should make available to the Council all comments submitted by the public.*
  - The developers should prepare a report summarising the process, identifying local concerns and showing how these have influenced the resulting application proposals. This report should be submitted to the Council at the time of application.
- 
- **~~Q19 Is there anything else that developers could be asked to do to publicise their proposals?~~**

## **Appendix 1**

### **The Local Development Framework – Part of the Modern Planning Policy System**

Planning plays a vital role in creating places and communities where people can feel satisfied with their quality of life. It also has to deal with difficult choices, for example finding the right balance between meeting the demand for more homes, and protecting the character of local towns, villages and countryside.

Some of these aspects are dealt with at regional or national level – for example Dartford has been designated by the Government as part of the Thames Gateway growth area, one of four such areas in the South East which are expected to absorb much of the region's growth.

The Council has little say in whether Dartford is in a growth area, but it makes its voice heard through the new regional planning process (the South East Plan) on issues such as the amount of new development which it believes the area can absorb, and the infrastructure which is needed to support this. The outcome of this will be a housing target which will be set by the South East Regional Planning Board.

There are many other important planning decisions which are made locally by the Council: these include deciding which sites will be selected for development, the mix of uses on these sites, the design and development principles for them, which areas should be protected from development, and so on.

These matters are included in a Local Development Framework, which sets out all of the Council's planning policies and proposals for the next ten to fifteen years. The Local Development Framework is part of a new planning system recently introduced by the Government. It is similar in many respects to the Local Plan which used to detail the Council's planning policies and proposals, but with two important differences.

First, there will be a greater connection between the Council's land use objectives and the spatial requirements of related strategies, including those of the Local Strategic Partnership, which is responsible for producing a Community Strategy for its area. Community involvement on the Local Development Framework needs to proceed alongside the review of the Community Strategy. In this way, the Local Development Framework is more likely to reflect the planning requirements of the Council's partners such as the Primary Care Trust.

Secondly, the format of the Local Development Framework will be different. It will comprise a loose-leaf folder containing a series of interrelated documents that will build up over the years to give complete policy guidance. This means that some parts of the framework – for example the Core Strategy – can be quickly put in place while other more detailed components are being

prepared. It also allows parts of the framework to be reviewed independently of the others. This makes the Local Development Framework a more flexible document than the old – style Local Plan which it will replace.

## **Dartford Borough Council’s Local Development Framework Components**

The Council is currently finalising its Local Development Scheme – the three year project plan that will guide production of the Council’s first Local Development Framework. The Council foresees the production of three **key components** for the first Local Development Framework (see below). In addition, there will be a Proposals Map which will identify where policies and proposals apply, an integral Sustainability Appraisal process which will be used to test and improve the policy approach as it evolves, and a Statement of Community Involvement – the subject of this present consultation.

Document or Process	Description of Document or Process
Statement of Community Involvement	Sets out the overall approach for achieving local community and stakeholder engagement with the process of preparing the Borough’s Local Development Framework, as well as consultation on planning applications – it acts as a type of service level agreement or charter.
Core Strategy	Sets out the overall vision and spatial strategy for the development of the borough and provides the framework for development control. Includes key diagram. Also incorporates a set of generic development control policies designed to facilitate development that complies with the strategic objectives contained in the Core Strategy.
Site Specific Allocations	Sets site specific allocations for the borough. Its primary focus is to allocate sites to accommodate the borough’s housing provision in line with regional guidance. Also allocates mixed use sites.
Dartford Town Centre Action Plan	Action Plans provide the planning framework for a significant area of change such as for the Dartford Town Centre area. The Action Plan will have a clear focus on implementation.
Proposals Map	Depicts the borough’s spatial development strategy. It will conform with the content of all Development Plan Documents
Sustainability Appraisal	A technical process which will test the evolution of the Borough’s planning policies in terms of economic, environmental and social objectives.



## Appendix 2 – February 2005 Questionnaire Interim Results

501 questionnaires were sent out, and 121 had been returned by 22 February 2005 (the questionnaire results will be updated as part of the consultation on this draft SCI). The table below shows how many respondents supported each of the nine consultation methods suggested for the six components of the LDF.

With the highest level of support generated being 41, 18 of the possible 54 options attracted a reasonable level of support (20 and above) — these are shown shaded in grey. A further 16 options attracted a medium level of support (10 to 19) and are shown in bold type. The remaining 20 options attracted less support (9 or below).

**Table 1**

Consultation Methods	Local Development Framework Components					
	Core Strategy	Site Specific Allocations	Dartford Town Centre Area Action Plan	Sustainability Appraisal Process	Planning Applications	Supplementary Planning Documents
1 Internet (website, e-mailshots) — should be user-friendly and include all relevant documents in accessible formats	<b>40</b>	<b>34</b>	<b>34</b>	<b>31</b>	<b>41</b>	<b>40</b>
2 Focus Groups — stakeholder sessions designed to discuss a specific area or theme	<b>19</b>	<b>13</b>	<b>13</b>	8	7	<b>10</b>
3 Media / Leaflets / brochures summarising current debate and inviting written views	<b>31</b>	<b>25</b>	<b>26</b>	<b>20</b>	<b>18</b>	<b>20</b>
4 Surveys to discover views and opinions	<b>24</b>	<b>18</b>	<b>17</b>	<b>13</b>	<b>11</b>	<b>13</b>
5 Staffed exhibition with chance for face-to-face participation and follow-up written inputs.	<b>10</b>	<b>13</b>	<b>14</b>	4	<b>10</b>	7
6 Consultation drafts where documents are made available for comment at Libraries, Council offices, Council website etc. Written views sought	<b>38</b>	<b>37</b>	<b>32</b>	<b>28</b>	<b>24</b>	<b>29</b>
7 'Dovetailing' or 'Piggy-backing' as agenda item at existing meetings eg Parish Council meetings	5	7	4	4	6	4
8 'Planning for Real' type exercises using site based information to guide debate	8	<b>12</b>	<b>10</b>	4	7	4
9 Other methods? Please specify against the relevant column	6	5	5	3	6	6

### **Other methods suggested, and proposed responses:**

8. Meetings with existing groups eg. Chamber of Commerce, Rotary Club, Branches etc.
9. Hard copy of major planning applications.
10. Notification by letter.
11. Exchange of letters relating to planning applications.
12. The London Green Belt Council would like to be informed by letter where there is a green belt dimension for core strategy, site specific allocations, planning applications and supplementary planning documents.
13. Under 'Core Strategy' Column, 'visits to large employers — ie. D.B.C. Roadshow'.
14. In 'Core Strategy' column — One-to-one meetings to discuss impacts on new tasks and in site specific column — one to one meetings.

Suggestions 1 and 7 are covered by 'One-to-one' meetings which are a valuable source of discussion and debate. Suggestion 2 is already included in the way the Council currently deals with planning applications. Suggestions 3, 4 and 5 are already covered by "targeted correspondence" — relating to either planning applications or policy development. Suggestion 6 falls within option 5 although its description should make it clear that it can be either a static or road-show style' exhibition.

Other comments not requiring amendments to the draft SCI included an invitation to an existing group's meetings; the fact that safeguarding directions would be covered by Proposals Map preparation; and that undertaking 'Planning for real' type exercises should be based on site size.

### **Conclusions**

It is clear from the survey results that a mix of consultation methods would be appropriate, and that none of the options should be discarded. There is considerable support for electronic means of communication, and this medium has the advantages of being widely accessible at all times of the day and night, and being capable of presenting large amounts of information in an organised and accessible manner. However it is also necessary to make adequate provision for those who do not have access to electronic communications media. It is also important to recognise the need to create opportunities for dialogue and discussion, not just for dissemination of information and receipt of comment. The SCI proposals reflect these considerations.

## APPENDIX 2

### Matrix of consultation methods that will be used where and when appropriate for the various components of the Local Development Framework process

Consultation Methods	Local Development Framework Components				
	Core Strategy	Site Specific Allocations	Dartford Town Centre Area Action Plan	Sustainability Appraisal Process	Supplementary Planning Documents
<b>1 Internet</b> (website, e-mailshots, sms text alerts) – should be user-friendly and include all relevant documents in accessible formats	Y	Y	Y	Y	Y
<b>2 Letter</b> to people who have asked to be contacted in this way	Y	Y	Y	Y	Y
<b>3 Focus Groups</b> – stakeholder sessions designed to discuss a specific area or theme	Y	N	Y	Y	Y
<b>4 Media / Leaflets / brochures</b> summarising current debate and inviting written views	Y	Y	Y	Y	Y
<b>5 Surveys</b> to discover views and opinions	Y	Y	Y	N	Y
<b>6 Staffed exhibition</b> static or 'roadshow' style' with chance for face-to-face participation and follow-up written inputs.	Y	Y	Y	N	Y
<b>7 Consultation drafts</b> where documents are made available for comment at Libraries, Council offices, Council website etc. Written views sought	Y	Y	Y	Y	Y
<b>8 'Dovetailing'</b> or as agenda item at existing meetings eg Parish Council meetings	Y	Y	Y	Y	Y
<b>9 'Planning for Real'</b> type exercises using site based information to guide debate	N	Y	Y	N	Y
<b>10 'One-to-one'</b> meetings with existing groups such as the Chamber of Commerce or land owner	Y	Y	Y	N	Y

## Appendix 3

### How the Council currently publicises Planning Applications

The Council deals with a variety of applications for planning permission and other applications. The number of applications submitted over the last three years were:

2002	1239
2003	1181
2004	1243

Of these 111 were classified as major applications and the remainder were minor and other applications, mostly from homeowners.

The Council carries out consultation, publicity and notification in accordance with the relevant Statutory requirements as specified in legislation in force at the time. For neighbours, the requirements are to notify occupiers of properties which adjoin the application site. On larger or more controversial applications, the Council will often consult much more widely than this. The Council will also notify anybody who made comments on previous applications relating to the same site. For complex applications, the Council prepares briefing notes giving further information to help consultees. The Council's website also highlights major planning applications.

The Council uses a variety of ways of informing people when we receive a planning application. These are:

**Weekly list** – This is a list of all applications received within any given week and it sets out the details of the applications submitted, such as the applicant's name, site location, ward, description of the application and the name of the planning officer that will be dealing with the application. The list is sent to Parish Councils and Residents Associations. It is also posted on the Council's website.

**Advertisements** – The Council formally advertises applications for major developments, *applications accompanied by an Environmental Impact Assessment*, departures from the Local Plan, listed buildings as well as applications within Conservations areas or which would affect a public right of way. The adverts are placed in a local newspaper.

**Site Notices** – Site notices provide information for people in the vicinity of a site subject to a planning application and includes information on the nature of the application and details of how to contact the Council, and how to view plans and the deadline for making comments (usually 21 days from the date of the notice). *The Statutory requirements for site notices are similar to those for advertisements (see above). Site notices are displayed for the same types of applications which are advertised (see above).*

Where the owner or occupier of neighbouring land cannot readily be identified, the Council will put up a site notice nearby.

**Notification of Neighbours** – Neighbours with a common boundary with the application site are notified individually by letter that an application has been received and are invited to inspect the application and make written observations within 21 days. If the occupier is disabled or elderly and unable to get to the Council offices, copies of the plans can be posted free of charge or delivered by staff.

In the case of major applications or uses such as hot food takeaways it will be for the planning officer dealing with the application to determine the geographical extent of the notification.

*For complex applications, the Council prepares briefing notes giving further information to help consultees. These are sent with notification letters.*

**Availability of Plans** – Plans are available to view at the Council's reception at the Civic Centre during office hours, copies are available for a charge. Plans are also posted on the Council's website. Planning advice is available to provide people with assistance.

Town and Parish Council's are sent copies of the plans for all applications within their area and are able to request copies of applications in other Parishes on request.

**Statutory Consultees** – The Council seeks to engage a whole range of stakeholders in the planning process. We consult a whole range of statutory consultees, but not all bodies are consulted on each application. Who to consult will vary with the nature of the proposal and location and according to the requirements set out in the Town and Country Planning General Development Procedure Order 1995. Consultees are notified in writing and have 21 days in which to respond.

If an application is amended during its consideration, the Council will send a further round of consultation letters to nearby residents and to any additional people who have already written in with comments. A copy of the revised plans will also be sent to the relevant Town or Parish Council.

The Council receives and handles comments received by conventional post, fax, email or the Council's website.

Planning applications are determined by the Council's Development Control Board (DC Board).

~~Depending on funding the Council will continue developing its website to allow Applicants to~~ *can presently check on the progress of their application using the Council's website. Consideration will be given to enhancing this facility.*

The Council allows public speaking at DC Board in respect of applications that the Council itself is determining. Under current arrangements people can speak for or against an application. Speakers have to register prior to the meeting, and due to time constraints this is normally limited to one person speaking in favour of the application and one against. These arrangements have been extended in the case of large and controversial applications.

A letter is sent to everyone who writes in advising of the decision on the planning application (whether or not it was determined by officers under delegated powers or at Committee). The County Council, Town and Parish Councils are also informed. The decision, if taken at Committee is also publicised in the committee minutes on the Council's website.

If an applicant has an application refused or disagrees with conditions attached to the granting of permission they have a right of appeal. This right of appeal does not extend to a third party.

If and when an appeal is received anyone who wrote in on the application is notified in writing of the appeal and information is provided on how to make their views known (either in writing, if a written representations appeal or in person at an informal hearing or public inquiry). There is no need to re-submit previous information sent in on the planning application as all this information will be copied and sent to the Planning Inspectorate. Ward Councillors are also individually notified.

Where an informal hearing or public inquiry is to be held to consider an appeal a site notice is erected and the appeal is publicised in the press the date/time with the location of the hearing/inquiry. Third parties are able to attend both informal hearings and inquiries if they wish to, providing the Inspectorate is notified beforehand. Third parties can have an important role as it is often their view that reinforces the Council's decision to refuse planning permission or impose specific conditions.

The Inspectorate encourages many appeals to be dealt with by way of Written Representations and where this is the case the appeal is determined on the basis of the statements submitted by the appellant, the Council and any third parties.

*Formal Representation Form to replace original Comment Form*