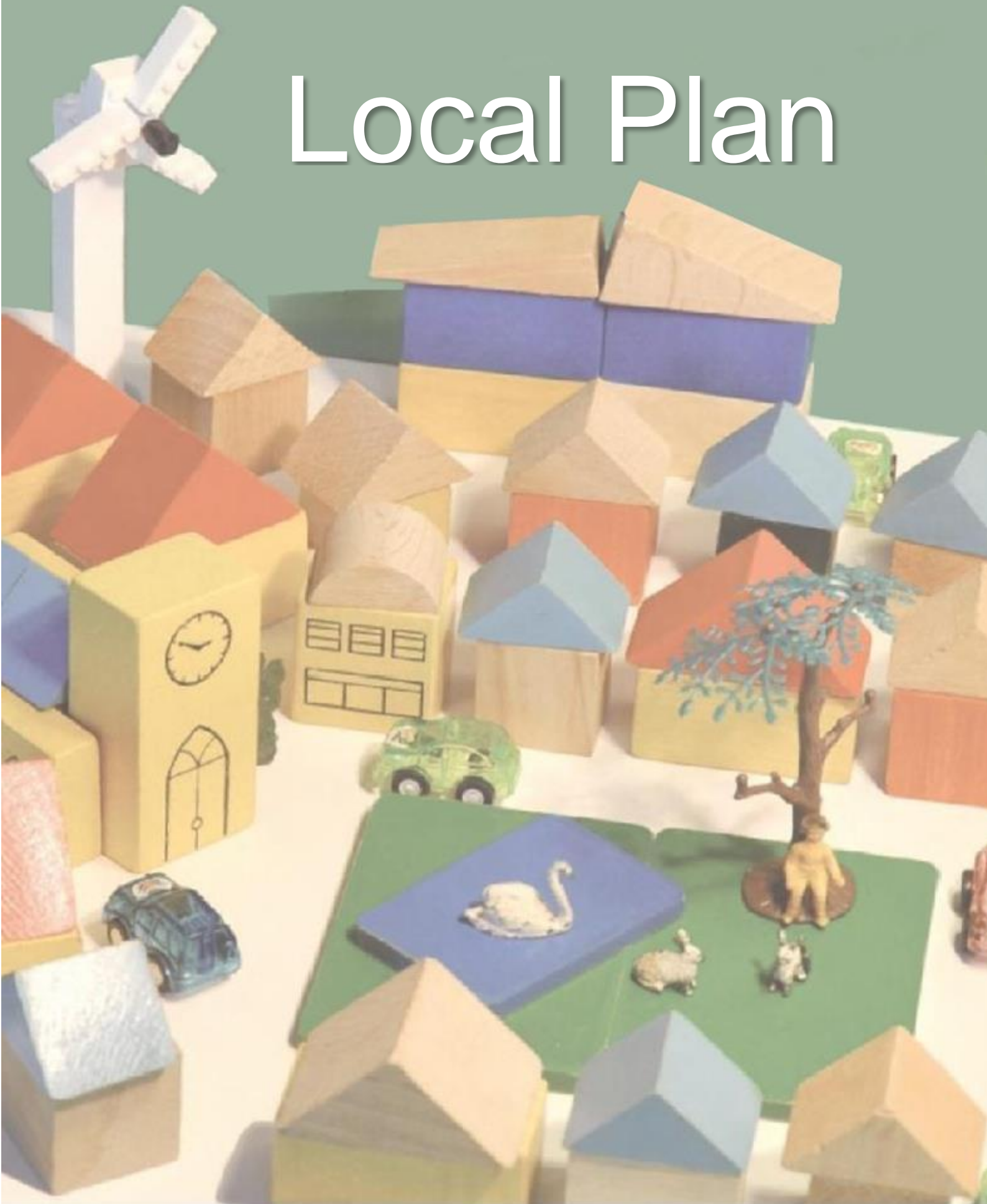


Local Plan



Statement of Community Involvement

June 2020

Three Rivers District Council
Statement of Community Involvement

Adopted, June 2020

Planning Policy & Projects
Three Rivers District Council
Three Rivers House
Northway
Rickmansworth
Hertfordshire
WD3 1RL

Tel: 01923 776611
Email: trldf@threerivers.gov.uk

Table of Contents

1.0	Introduction	4
2.0	Outline of Community Engagement	5
	Local Plan Consultation Requirement.....	5
	Duty to Co-operate	5
	Neighbourhood Plans	5
	Table 1: Consultation Programme and Methods for the Review of a Local Plan	7
	Consultation Techniques	8
	Public Participation after Submission to the Secretary of State for Examination	8
3.0	Consultation Groups	9
	Table 2: Engaging Particular Groups	9
4.0	Reporting Back	11
	Monitoring and Mechanisms for Review of the Statement of Community Involvement	11
5.0	Planning Applications	12
	Pre-Application Process	12
	Table 3: Consultation on Planning Applications	13
	Consultation on Planning Applications	14
	Appendix 1: Duty to Co-operate Bodies	17
	Appendix 2: Other Consultation Bodies	18
	Appendix 3: List of Libraries within Three Rivers District	20
	Appendix 4: Glossary of Terms Used	21

1.0 Introduction

1.1 This Statement of Community Involvement (SCI) sets out the District Council's guiding principle for the involvement of communities in relation to the planning process. Currently, this consists of the following:

- A review of the District's Local Plan;
- Consultations with regard to Neighbourhood Plans, once these have been submitted to the Council, including a referendum;
- The procedure in which the Council consults on planning applications.

1.2 The minimum consultation requirements for Local Plan making and neighbourhood planning are set out in the two separate regulations:

- The Town and Country Planning (Local Planning) (England) Regulations 2012;
- The Neighbourhood Planning (General) Regulations 2012

1.3 This SCI outlines how the Council will meet the minimum requirements that are stipulated within these regulations for Local Plan making and neighbourhood planning, along with the following:

- The Council's vision and standards for community involvement;
- Recognise and express the need for front loading (seeking consensus on essential issues early during a Local Plan review, in order to avoid late changes being made);
- Show that the authority understands how communities can be involved in a timely and accessible way;
- identify suitable involvement techniques that are appropriate to the level of planning;
- Be clear about the different stages of involvement-information, consultation, participation, feedback etc. and demonstrate that these will be done in different ways at different stages for different communities;
- Show how the results of the community involvement will be fed into a Local Plan review;
- The authority's policy for community involvement on planning applications.

1.4 For further information on this document, please contact the Council:

In writing: Economic & Sustainable Development
Three Rivers District Council
Three Rivers House
Northway
Rickmansworth
Herts WD3 1RL

By email: trldf@threerivers.gov.uk

By telephone: 01923 776611

1.5 This SCI is also publicly available via the Council's website:
<http://www.threerivers.gov.uk/eqcl-page/statement-of-community-involvement>.

2.0 Outline of Community Engagement

- 2.1 The SCI needs to show that the Council will comply with the legal requirements for community involvement in a Local Plan review making and for when dealing with planning applications. These requirements also include making documents available at local planning authority offices during set consultation periods and sending letters/emails to identified statutory bodies and organisations.

Local Plan Consultation Requirement

- 2.2 The legal requirements for consultation and public participation for Local Plan making, is currently set out in the Town and Country Planning (Local Planning) (England) Regulations 2012 (the 2012 Regulations). This sets out the requirements for community involvement including consultation on the preparation of a Local Plan (Regulation 18) and public participation on a final Publication version of the Local Plan (Regulation 19), prior to the plan's submission to the Secretary of State for independent examination. These stages are elaborated below:

- Preparation of a Local Plan (Regulation 18). The LPA must consult with specific consultation bodies, which include adjoining local authorities, bodies/organisations outlined in the Duty to Co-operate and general consultation bodies that include voluntary bodies and groups representing minority, religious, disabled and business interests in the authority's area. A Regulation 18 public consultation period typically lasts for six weeks. These requirements can also be viewed by clicking on the following weblink: <http://www.legislation.gov.uk/ukxi/2012/767/regulation/18/made>.
- Publication of a Local Plan (Regulation 19). This is the final opportunity for public participation on a Local Plan, prior to its submission to the Secretary of State. Representations are only invited on the soundness of the plan and whether it is considered to be legally compliant with the Council's Local Development Scheme (LDS), SCI and if it has been prepared in accordance with the 2012 Regulations. The LPA must consult the same specific consultation bodies that were consulted during the previous Regulation 18 consultation. A Regulation 19 public participation period typically lasts for six weeks. These requirements can also be viewed by clicking on the following weblink: <http://www.legislation.gov.uk/ukxi/2012/767/regulation/19/made>.

- 2.3 Table 1 on p.7 lists the key consultees/stakeholders that the Council intends to engage with during the regulation 18 and 19 consultation stages. The consultation techniques that will be used are also mentioned in table 1 and these are elaborated further in paragraphs 2.12-2.16.

Duty to Co-operate

- 2.4 The Council also has a legal obligation to fulfil the 'Duty to Co-operate' which was introduced under the provisions of the Localism Act 2011. The Duty to Co-operate requires early engagement during the plan making process with specific bodies/organisations that are listed in Section 4, Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012, which are replicated in Appendix 1 of this SCI. This SCI outlines how these bodies/organisations will be engaged with.

Neighbourhood Plans

- 2.5 The Localism Act 2011 also introduced neighbourhood planning, whereby Parish/Town Councils and Neighbourhood Forums (in areas that are un-parished)

have been given the opportunity to produce a Neighbourhood Plan. Local Planning Authorities are not responsible for the production of Neighbourhood Plans, as this is the responsibility of Parish/Town Councils.

- 2.6 There is no statutory requirement for Parish/Town Councils to produce a Neighbourhood Plan, but if they choose to do so, they must follow the procedures outlined in The Neighbourhood Planning (General) Regulations 2012. The Council can provide guidance and assistance to the District's Parish Councils when formulating a Neighbourhood Plan and has done so with Croxley Green Parish Council and continues to do so with Abbots Langley, Batchworth, Chorleywood and Sarratt Parish Council who are at varying stages in their Neighbourhood Plan preparation. Initial consultation on a draft Neighbourhood Plan is the responsibility of a Parish Council and must be in accordance with The Neighbourhood Planning (General) Regulations 2012.
- 2.7 Once a Parish Council has conducted a consultation under the above regulations, it must be submitted to the Council. The Council is then responsible for publicising its submission along with conducting a six week public consultation exercise under Regulation 16. The Council is then responsible for organising an Independent Examination, once the Inspector's Report has been received and if adoption of the plan is recommended, a referendum must be held within the relevant Parish area. It is the Council's responsibility to hold a referendum.
- 2.8 This SCI only stipulates how the Council will consult on a Neighbourhood Plan under Regulation 16 once it has been submitted to us by a Parish Council. Regulation 16 is elaborated below:
 - Publicising a Neighbourhood Plan (Regulation 16). The LPA must consult with specific consultation bodies, which are referred to in the Consultation Statement that has been submitted to the Council by a Parish Council. The plan must be and publicised on the Council's website A Regulation 16 public consultation period typically lasts for six weeks. These requirements can also be viewed by clicking on the following weblink:
<http://www.legislation.gov.uk/ukxi/2012/637/regulation/16/made>.
- 2.9 Once a Neighbourhood Plan is adopted by a Parish Council, it will then form part of the statutory Development Plan for the area.¹

¹ This currently consists of the District's Local Plan and minerals and waste plans produced by Hertfordshire County Council. Please see the glossary in Appendix 4 for a full list.

2.10 Table 1: Consultation Programme and Methods for the Review of a Local Plan

Town & Country Planning (Local Planning) (England) Regulations 2012	Key Consultees/ Stakeholders	Consultation Techniques
Preparation of a Local Plan (Regulation 18)	<p>The formal public consultation period lasting for six weeks will involve the following groups:</p> <ul style="list-style-type: none"> • Duty to Co-operate Bodies/Statutory Consultees • General Public • Hard to Reach Groups • Amenity/Resident/Business groups • Local Strategic Partnership 	<p>The Council will use the following consultation techniques to encourage participation with the bodies/organisations outlined in the previous column:</p> <ul style="list-style-type: none"> • Written/email consultation • Documents available for inspection • Details on the Council's website • Details in press • Meetings with stakeholders (where applicable)
Publication of a Local Plan (Regulation 19)	<p>The formal period of public participation into the 'soundness' and legal compliance of a Local Plan will involve the following groups:</p> <ul style="list-style-type: none"> • Duty to Co-operate Bodies/Statutory Consultees • General Public • Hard to Reach Groups • Amenity/Resident/Business groups • Local Strategic Partnership 	<p>The Council will use the following consultation techniques to encourage participation with the bodies/organisations outlined in the previous column:</p> <ul style="list-style-type: none"> • Written/email consultation • Documents available for inspection • Details on the Council's website • Details in press • Meetings with stakeholders (where applicable)

Consultation Techniques

- 2.11 Further information on the Consultation Techniques listed in table 1 are set out below.
- 2.12 Written/email consultation. Formal written consultation will be used as a means of consulting the Duty to Co-operate bodies that are listed in Appendix 1 and other consultees in Appendix 2 as appropriate. This will be done by means of a notification letter and or email, which will briefly outline the purpose of the public consultation, which documents are being consulted upon, how and when representations need to be submitted and how any further information can be obtained.
- 2.13 Documents available for inspection. All documents in connection with a Local Plan review including any Sustainability Appraisals will be made available at Three Rivers House and all local libraries throughout the District during opening hours. Libraries within the District are listed in Appendix 3.
- 2.14 Details on the Council's website. All documents for public consultation, including supporting information will be posted on the Council's website. This will include details of when and where documents can be inspected. It will be possible to download the documents in pdf (portable document format). Copies of documents may also be produced on CD Rom if there is a demand for this format.
- 2.15 Details in press. Formal notices giving details of documents and consultation exercises will normally be included in the 'Public Notices' section in the Watford Observer, which is a weekly newspaper serving the area, whose circulation includes Three Rivers District. The Watford Observer is published every Friday. Where possible, details of the consultation will also be issued to the Three Rivers Times, which is a magazine published by the Council and delivered to every household in the District, twice per year.
- 2.16 Meetings with Stakeholders. Meetings with stakeholders will take place where appropriate with both Duty to Co-operate bodies that are listed in Appendix 1 and representatives from other consultation bodies drawn from the groups in Appendix 2. Meetings will be held either at the Council offices or other suitable venues in the community. The Council will seek to ensure that all venues are accessible to those with mobility disabilities and to those using public transport. The timing of meetings during the day will vary according to the stakeholders involved; the Council will consult with stakeholders, where possible, to arrange the most convenient times. Further details relating to engaging with particular groups are given in Section 3.

Public Participation after Submission to the Secretary of State for Examination

- 2.17 There are no further formal stages of public consultation once a Local Plan has been submitted to the Secretary of State for examination. However, the key consultees/stakeholders who have participated in the review of a Local Plan will be formally notified (if requested) of its submission to the Secretary of State. A Programme Officer who is independent of the Council will be appointed.
- 2.18 The Programme Officer will then notify all consultees/stakeholders of the examination process and how they can either participate through written representations or by appearing during the hearing sessions. This is normally at least six weeks prior to the opening of a hearing session. Once the hearing sessions have been completed, the Programme Officer will notify all consultees/stakeholders when the final report has been published by the Inspector. Once the Council adopts a revised Local Plan, all consultees/stakeholders (if requested) will be notified.

3.0 Consultation Groups

3.1 The Council is committed to involving as many people and groups as possible during a Local Plan review and in dealing with planning applications. Any person or organisation that is interested in the planning of the District can get involved and make comments. Everyone is encouraged to do so.

3.2 In order to achieve its aim of wider involvement, the Council intends to work with its existing partners in the community and develop new partnerships where possible. In particular a Local Plan review will link to the work carried out in connection with the Community Strategy and specifically aim to involve the ‘hard to reach groups’.

3.3 In addition to the Duty to Co-operate bodies that are listed in Appendix 1, the Council has identified a number of other consultation groups which have a local connection. These are referred to in the ‘Key Consultee/Stakeholder’ column in table 1 and listed in Appendix 2. They fall into four broad categories:

1. Duty to Co-operate/Statutory Consultees
2. Hard to Reach Groups
3. Amenity/Resident/Business Groups
4. Local Strategic Partnership (LSP)

3.4 In order for consultation with these groups to be effective it is necessary to identify specific engagement techniques for each:

3.5 Table 2: Engaging Particular Groups

Group	Technique
1. <u>Duty to Co-operate</u> (Listed in Appendix 1)	<ul style="list-style-type: none"> • Meetings where necessary with representatives. • Discussion of issues at meetings at an Officer and where necessary seek co-operation on strategic cross boundary matters. • Formal written consultation during the proposed periods of public consultation.
2. <u>Hard to Reach Groups</u> Ethnic minorities and religious groups Local Disability Groups	<ul style="list-style-type: none"> • Meetings where necessary with representatives. • Formal written consultation during the proposed periods of public consultation and ensuring that documents or extracts of documents produced by the Council are available on request in different languages. • Meetings where necessary with representatives and ensuring that venues are accessible for people with mobility disabilities. • Formal written consultation during the proposed periods of public consultation and ensuring that documents or extracts

<p>Older Persons Group</p> <p>Youth Groups and Schools</p> <p>Gypsy and Traveller Group</p>	<p>of documents available in alternative formats e.g. in Braille, large print.</p> <ul style="list-style-type: none"> • Meetings where necessary with representatives (e.g. Three Rivers Pensioners' Forum). • Formal written consultation during the proposed periods of public consultation. <ul style="list-style-type: none"> • Meetings where necessary with representatives • Formal written consultation during the proposed periods of public consultation. <ul style="list-style-type: none"> • Meetings with representatives and/or other appropriate technique to be arranged with the Gypsy Liaison officer at Hertfordshire County Council.
<p>3. <u>Amenity/Resident/Business Groups</u> (Amenity, Countryside/ Conservation, Housing Interest, Local Business, Planning Agents, Health Care Groups and Local Resident Associations)</p>	<ul style="list-style-type: none"> • Targeted written consultation on matters of direct relevance to particular groups.
<p>4. <u>LSP</u> (Partnership of the Council, Police, Health and Voluntary sector representatives)</p>	<ul style="list-style-type: none"> • Formal written consultation during the proposed periods of public consultation. • Discussion of issues at meetings of the LSP at Officer and Member level where necessary.

3.6 The Council maintains a database of individuals and groups who wish to be consulted and/or kept informed during a Local Plan review. The Council continually updates this database where necessary, which contains specific organisations and groups, based on the broad types set out in Appendix 2 that have an interest in the area and who are currently known to the Council. Anyone wishing to be added to the list can contact the Council by one of the methods shown at the front of this document.

4.0 Reporting Back

- 4.1 The Council will report back on any representations that have been received during the periods of public consultation that are outlined in table 1 in Section 2. The Council will do this by preparing a statement setting out:
- Who has been consulted and by what method;
 - The number of representations that have been received;
 - A summary of the main issues raised and how they have been addressed by the Council;
 - Details of the next phase of the process and how all consultees can be involved further;
 - Make the statement publicly available on the Council's website: www.threerivers.gov.uk and in hard copy upon request.
- 4.2 The report on the representations received will be considered by the Council's Policy & Resources Committee as part of the review of the Local Plan. Subject to prior notice with the Council's Committee Services team, members of the public will be entitled to speak at the Policy & Resources Committee either in favour or against any parts of a Local Plan review. Where the Council considers it to be appropriate, the substance of the representations will be reflected in the proposed policies and proposals.
- 4.3 The Council feels it is important to demonstrate to the community how their views and comments have been taken on board during a Local Plan review. Where the Council feels that these cannot be taken forward, it will explain the reasons for not doing so. The Council hopes that through this transparent and inclusive approach, and by demonstrating that all views are valued, as many people as possible will be encouraged to take part in the consultation process.

Monitoring and Mechanisms for Review of the Statement of Community Involvement

- 4.4 The SCI will be periodically reviewed and if it is considered that any changes are needed to the SCI, this will be done through a formal amendment process which will then be incorporated into the SCI. The Council is keen to learn from experience and will seek to continuously improve the way it interacts with the community.

5.0 Planning Applications

- 5.1 In addition to the opportunities for community engagement as part of the Neighbourhood Plan process and a Local Plan review, the community can also express their views on planning applications determined by the Council. The Council strongly encourages applicants to discuss proposals prior to submission through the pre application process.

Pre-Application Process

- 5.2 Duty Officer. The Council's Planning Department provides a free duty planning service to provide general planning advice for householders in the Council's reception and on the telephone. This service operates between 10:00am-1:00pm on Mondays, Wednesdays and Thursdays. No appointment is necessary but enquiries are limited to a maximum of 15 minutes and no site visits or written responses are available from this service.
- 5.3 Pre-application discussions. Responding to development proposals, in the form of pre-application advice, is a service offered and encouraged by the Development Management section. Whilst there is no legal requirement for pre-application discussions, the Council will welcome such discussions with developers for all applications but particularly for 'major' applications or applications that are likely to be sensitive or controversial. Pre application discussions can provide many benefits in contributing to quality outcomes and avoiding delay, including through:
- Early identification of key issues
 - Opportunity to give early guidance on policies
 - Potential for better quality submissions
 - Dealing with issues upfront leading to quicker and more straightforward processing of applications
 - Identify proposals which are unlikely to be given planning permission and avoid subsequent appeals
 - Potential to save time and money on all sides (in long run)
- 5.4 Local Planning Authorities do have the power to charge for services provided in the form of pre-application discussions. Although such powers are discretionary, a majority of Local Planning Authorities within Hertfordshire and elsewhere in England have introduced charges for the service. On 4 April 2011 the Development Management Section introduced charges for pre-application advice. The charges for pre-application advice have been based on the amount of time and resource involved in responding to pre-application requests. Details of the service and charges applicable are available at <http://www.threerivers.gov.uk/eqcl-page/pre-application-stage>.
- 5.5 Pre-application community consultation. Again whilst there is no legal requirement for pre-application consultation with the community, the Council will encourage developers to undertake this, particularly for large scale developments which are likely to have wider public interest.
- 5.6 Pre application community engagement events must be organised by the applicant and should be held in a suitable place near to the development site or in a neutral area, and the applicant must pay all costs. It is important that as many people as possible have the opportunity to discuss schemes, and consultation should be held at a stage in the design process where the results of discussion can influence decisions on the development proposed.

5.7 The findings of this consultation should then be summarised by the developer, setting out details of whom they have consulted, the responses received and how the consultation has informed the development scheme. This consultation summary should be submitted as part of the planning application.

5.8 Pre-application community consultation may take various forms depending on the nature of the proposal, and may include methods summarised in Table 3 including area forums or public exhibitions. It should be noted that Table 3 is an indicative summary of the consultation methods that may be applicable to broad type of applications. It will not always be necessary to carry out all the consultation methods identified for a particular type of application.

5.9 Table 3: Consultation on Planning Applications

Type of Development	Other Consultation Methods where appropriate
<p>‘Major’ Applications:</p> <ul style="list-style-type: none"> • Homes - 10 or more or more than 0.5 hectare • Offices/ research and development /light industry; heavy industry/ storage/ warehousing; retail, distribution and servicing; agricultural, leisure, clinics, parking, education (including changes of use); all where the floorspace created is 1,000 square metres or more 	<ul style="list-style-type: none"> • Engage in pre-application discussions with the Council • Prepare circular information on the intention to make an application and distribute widely • Online information of relevant information to proposals • Public meeting • Public Exhibition • Development/Planning Briefs • Workshops - Enquiry by Design/Planning for Real
<p>‘Minor’ Applications:</p> <ul style="list-style-type: none"> • Homes – fewer than 10 • Offices/ research and development /light industry; heavy industry/ storage/ warehousing; retail, distribution and servicing; agricultural, leisure, clinics, parking, education, telecommunications (including changes of use); all where the floorspace created is less than 1,000 square metres 	<ul style="list-style-type: none"> • Engage in pre application discussions with the Council • Development/Planning Briefs
<p>‘Other’ Applications:</p> <ul style="list-style-type: none"> • Minerals and waste • Demolition/Alterations/Extensions to Listed Buildings • Advertisements • Conservation Area Consent • Householder developments • Changes of Use 	<ul style="list-style-type: none"> • Engage in pre-application discussions with the Council

5.10 For the most significant or sensitive proposals where wide community interest is anticipated, it would be advisable to discuss community involvement arrangements with the community at the initial stage to invite suggestions on how involvement should best take place to meet the needs of the community.

- 5.11 For such proposals, there should be at least one interactive involvement event designed to enable all interested parties to attend, receive information, participate and feedback information on the area and its communities and views on possible development.
- 5.12 Such an event might take the form of a place check, enquiry by design event, exhibition and workshop, a planning for real exercise, public meeting or similar, facilitated interactive event. More explanation of these terms is included in the glossary.

Consultation on Planning Applications

- 5.13 The Council has a number of procedures in place to involve the community in the planning application decision process. All planning applications are normally publicised as soon as possible after receipt by methods which will depend on the nature of an application but which may include:
- Display of a site notice
 - Consultation letters to the occupiers of adjoining neighbouring properties
 - Details of planning applications placed on the Council's website
 - Publication of a notice in the local press
 - Notification sent to relevant Parish Councils and other interested parties
 - Consultation with relevant statutory consultees e.g. the Environment Agency and Hertfordshire County Council Highways; and relevant non statutory consultees.
- 5.14 The Council takes a proportionate approach to consultation and publicity arrangements to suit the application and may consider additional or different approaches to consultation where this is considered necessary. An individual or organisation does not need to be individually consulted on an application and may submit their views for consideration if they wish to do so.
- 5.15 Neighbour notification letters. All neighbours who adjoin a site will be notified of received planning applications by letter. Wider consultation will take place for large-scale development or development with potentially wide-ranging impacts. This letter will contain details of the proposals, where plans can be viewed and how to make comments on the applications. The Council will allow at least 21 days for interested parties to respond. The results of any such consultation will be reported and taken into account in decisions made by, and or on behalf of, the Council.
- 5.16 Site Notices. Some types of applications require the display of a site notice in or around the application site. This will contain information on the proposal, where the plans can be viewed and how, and by when, to comment. The Council will ensure that the notices are as visible as possible. More than one notice may be required for major applications or large sites.
- 5.17 Advertisements. Certain applications require the Council to put advertisements in a local newspaper (Watford Observer). These include applications within a conservation area, applications affecting or adjacent to a listed building and where an application is contrary to the development plan. All residential development involving 10 or more dwellings or on sites of over 0.5 hectares needs to be advertised. Smaller residential schemes having a significant impact on adjoining amenities may also need to be advertised.
- 5.18 Website. The Council will place details of all applications received on the Council's web site. You can view and comment on applications through the Planning Online service which is available at <http://www.threerivers.gov.uk/eqcl-page/search-for-a-planning->

application. Planning Online allows access to view details of applications including associated plans and documents, to submit comments electronically and to monitor progress on applications.

- 5.19 It is also possible to search and view details of historic applications, and to be notified of new applications received within an area. Further guidance on using the system is available online at <http://www.threerivers.gov.uk/egcl-page/search-for-a-planning-application>.
- 5.20 Revised submissions. On revised submissions (i.e. plans that have changed since they were originally submitted), the Council may seek to notify interested parties of amended plans, particularly if an amendment to a development scheme is considered 'material' in terms of its potential impact upon neighbouring properties. It will seek to allow at least 10 days for responses on re-submissions, although this will not always be possible due to the need to meet statutory and committee deadlines for determining some applications. Where changes made are minor and/or would reduce the impact of a proposal, the Council will not generally carry out further consultation on these amended plans.
- 5.21 Parish Councils. There are currently six Parish Councils operating within the Three Rivers area. These are Abbots Langley, Batchworth (covering Moor Park & Eastbury and Rickmansworth Town), Chorleywood, Croxley Green, Sarratt and Watford Rural (covering South Oxhey and Carpenders Park area).
- 5.22 Parish Councils are able to advise the District Council of local views on any planning application. The District Council will notify Parish Councils of planning applications received within their area and will take into account views expressed on them. The Parish Councils are also able to 'call in' applications to be determined by the Planning Committee. In unparished areas of the District the Council will consult on planning applications with representative groups such as local resident associations or amenity groups as listed in the Council's consultation database and will take into account their views.
- 5.23 Decision-making. The majority of planning applications are dealt with under delegated powers by professional officers. However the Planning Committee, which is made up of elected councillors, determines applications which in the opinion of the Council raise significant issues of public interest are 'called in' by a parish council or by members of the Committee. The Committee meets on a monthly basis; the agenda for the meetings are available to the public about a week before the meeting. A calendar of meetings is available on the Council's website. The committee meetings are held in public so that you can attend to hear the discussion. You can also register to request to speak at the meeting either in support or objection to the proposals.
- 5.24 Information for the layperson. The Council recognises that the planning application process can often be complex both for those wishing to make planning applications and those wishing to comment upon them. The Council will provide general advice to all parties through pre-application advice (5.3) and the duty officer system (5.2). In addition, through the Council's website information is available on a range of planning related issues including:
- Government guidance on planning permission, making an appeal and the planning system generally
 - Local planning policy and supplementary guidance
 - Guidance on making comments on planning applications

- Information on how to contact your local Councillor

Appendix 1: Duty to Co-operate Bodies

Section 4(1), Part 2 of The Town and Country Planning (Local Planning) (England) Regulations 2012, lists the specific bodies/organisations that must be consulted in line with the Duty to Co-operate. The Council is therefore required to engage with these bodies/organisations that are listed below:

<u>Bodies Listed under Section 4(1), Part 2 of the 2012 Regulations</u>	<u>Equivalent to Three Rivers District</u>
(a) the Environment Agency	The Environment Agency
(b) the Historic Buildings and Monuments Commission for England (known as English Heritage)	Historic England
(c) Natural England	Natural England
(d) the Mayor of London	The Greater London Authority
(e) the Civil Aviation Authority	The Civil Aviation Authority
(f) the Homes and Communities Agency	The Homes and Communities Agency
(g) each clinical commissioning group established under section 14D of the National Health Service Act 2006	Herts Valley Clinical Commissioning Group
(ga) the National Health Service Commissioning Board	NHS England
(h) the Office of Rail and Road	The Office of Rail and Road
(i) Transport for London	Transport for London
(j) each Integrated Transport Authority	Hertfordshire Highways Operations and Strategy
(k) each highway authority within the meaning of section 1 of the Highways Act 1980(6) (including the Secretary of State, where the Secretary of State is the highways authority)	Highways England
(l) The Marine Management Organisation	The Marine Management Organisation

The Council is also required to consult the following bodies under the Duty to Co-operate:

(a) each local enterprise partnership	Hertfordshire Local Enterprise Partnership
(b) each local nature partnership	Local Nature Partnership for Hertfordshire

Appendix 2: Other Consultation Bodies

The Council considers it appropriate to consult the following bodies, in addition to the Duty to Co-operate bodies that are listed in Appendix 1.

1. Local Planning Authorities

The following Local Planning Authorities are adjacent to Three Rivers District and will automatically be consulted:

Buckinghamshire: Buckinghamshire Council

Hertfordshire: Dacorum Borough Council
Hertsmere Borough Council
St Albans City & District Council
Watford Borough Council

London: London Borough of Harrow
London Borough of Hillingdon

2. Town/Parish Councils:

Within the District: Abbots Langley Parish Council, Batchworth Parish Council, Chorleywood Parish Council, Croxley Green Parish Council, Sarratt Parish Council and Watford Rural Parish Council.

Bordering the District: Denham Parish Council, Gerrards Cross Parish Council, Chalfont St Giles Parish Council, Chalfont St Peter Parish Council, Chenies Parish Council, Chipperfield Parish Council, Flaunden Parish Council, Kings Langley Parish Council, St Stephen Parish Council, St. Michael Parish Council, Nash Mills Parish Council and Bovingdon Parish Council.

3. Other Relevant Bodies:

- Hertfordshire County Council
- The Countryside Agency
- Natural England
- Utility Operators (gas and water)
- Electronic communications apparatus
- Any government agency having large land holdings in the area
- Airport operators (Heathrow, Gatwick, Stansted and Luton)
- British Waterways
- Watford & West Herts Chamber of Commerce
- The Design Council (formerly the Commission for Architecture and Built Environment)
- Network Rail
- Equal Opportunities Commission
- Environmental Groups

The Council will maintain a separate consultation database with specific details of individuals, groups or organisations that wish to be involved in the review of a Local Plan, some of whom may form focus groups. These may include:

- Three Rivers Local Strategic Partnership
- Denham Aerodrome
- Amenity Groups/ Local, Regional and National
- Countryside/Conservation Groups
- Ethnic Minority Groups
- Housing Interest Groups
- Local Businesses/Business Groups
- Local Disability Groups
- Local Residents Associations
- Older Persons Groups
- Planning Agents Groups
- Religious Groups
- Youth Groups, Schools and Colleges
- Health Care Groups
- Other Miscellaneous Groups

To be added to the database, please contact the Council.

Appendix 3: List of Libraries within Three Rivers District

There are currently six libraries within Three Rivers District, which are currently managed and maintained by Hertfordshire County Council. These are listed below. The County Council's website: www.hertfordshire.gov.uk lists details of their opening times.

1. Abbots Langley Library
High Street, Abbots Langley, Herts WD5 0AP
2. Chorleywood Library
Lower Road, Chorleywood, Herts WD3 5LB
3. Croxley Green Library
Barton Way, Croxley Green, Herts WD3 3HB
4. Oxhey Library
Bridlington Road, South Oxhey, Herts WD19 7AG
5. Rickmansworth Library
High Street, Rickmansworth, Herts WD3 1EH

Appendix 4: Glossary of Terms Used

Annual Monitoring Report (AMR): A document that is produced at least annually showing progress in achieving the timetable set out in the Local Development Scheme (LDS) and setting out revisions to the LDS.

Chilterns Area of Outstanding Natural Beauty (AONB): A national designation of countryside which is of high landscape quality. Stringent controls on development apply. Three Rivers District Council is a member of the Chilterns Conservation Board which ensures implementation of the Management Plan for the AONB.

Core Strategy: Provides the overarching strategy, policies and the long-term vision for Three Rivers District. The council's Core Strategy was adopted in October 2011.

Development Management Policies Local Development Document: Sets out the policies against which planning applications will be assessed against. The council's Development Management Policies Local Development Document was adopted in July 2013.

Development Plan: These are the adopted local plans and neighbourhood plans that form the statutory plan for the area. The Development Plan currently includes the following:

- The Core Strategy, adopted in October 2011
- The Development Management Policies Local Development Document, adopted in July 2013
- The Site Allocations Local Development Document, adopted in November 2014,
- The Waste Core Strategy & Development Management Policies Development Plan Document (adopted in November 2012 by Hertfordshire County Council)
- The Waste Site Allocations Development Plan Document (adopted in July 2014 by Hertfordshire County Council)
- The Minerals Local Plan (adopted in March 2007 by Hertfordshire County Council)

Examination in Public (EiP): An examination chaired by an independent inspector into objections to the LDDs and into LDDs as a whole.

Local Development Document (LDD): The individual documents that set out planning policies for specific topics or for geographical areas.

Local Development Scheme (LDS): A project management document that sets out a timetable for the review of a Local Plan, typically over a three year period. It contains key dates when stakeholders, statutory consultees, the general public and other interested parties can expect to be consulted upon an emerging local plan. The timetable also sets out dates when the emerging local plan is expected to be submitted to the Secretary of State for examination, along with its expected adoption by the council.

Local Plan: The plan for the future development of the local area, which a local planning authority is required to produce. The Three Rivers Local Plan currently covers a 15 year plan period (2011-2026) and consists of the Core Strategy (adopted in October 2011), the Development Management Policies Local Development Document (adopted July 2013) and the Site Allocations Local Development Document (adopted November 2014).

Neighbourhood Plan: A plan prepared by a Parish Council or Neighbourhood Forum for a particular neighbourhood area.

Site Allocations Local Development Document: Allocates sites for housing, employment, retail, open space and community use. The council's Site Allocations Local Development Document was adopted in November 2014.

"Soundness of the Plan": Local Development Documents will be tested thoroughly by independent examination to ensure they have followed correct procedures, conform to national and regional policy and the Council's community strategy, and the policies they contain are coherent, consistent and effective.

Statement of Community Involvement (SCI): The document that sets out how the Local Planning Authority will involve and consult the public in the production of the LDF and on major development control matters.

Sustainability Appraisal (SA): An appraisal of the impacts of policies and proposals on economic, social and environmental issues.