



**BOROUGH OF
BROXBOURNE**
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Statement of Community Involvement

December 2023

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1. What is the SCI?

- 1.1 The Statement of Community Involvement (SCI) sets out how Broxbourne Borough Council will involve all sections of the local community, businesses and key stakeholders, throughout the process of preparing, altering and reviewing planning policy documents.
- 1.2 The current adopted SCI needs to be updated to account for the changes made in national planning guidance and to help shape the consultation of the upcoming planning policy documents.
- 1.3 The SCI has been reviewed in accordance with updated national planning guidance published on 4 October 2021 available at the following link <https://www.gov.uk/guidance/plan-making>.
- 1.3 The SCI will apply to the proposed Partial Review of the Local Plan, which will be undertaken to amend the following policies:
 - *Policy PP2: Park Plaza North* will be modified to better reflect the economic development strategy set out in the adopted Local Plan, and to provide a masterplan for the site; and
 - *Policy INF5: Rail Stations* will be modified to allocate station sites and safeguard access routes.
- 1.4 It will also apply to the next full Local Plan review.

2. Introduction

- 2.1 Planning has an impact on everyone – it helps to shape the communities that we live in, the facilities that we use, the places where we work and our choice of movement. Therefore, it is essential that early and effective community involvement with stakeholders, prescribed bodies and the local community occurs. The importance of community engagement is reflected in the town and country planning system, which seeks to ensure that stakeholders and the community are incorporated in planning and development matters.
- 2.2 In order to achieve this and comply with planning legislation, Broxbourne Borough Council has produced this Statement of Community Involvement (SCI). The SCI sets out how Broxbourne Borough Council will involve all sections of the local community and key stakeholders in the planning process. It provides guidance on how and when community involvement will take place and what organisations and individuals will be consulted on the specified documents.
- 2.3 The SCI is a statutory planning document that all Councils are required to prepare.

What is community involvement?

- 2.4 Community involvement is present in a variety of disciplines and sectors, which has resulted in the term having a variety of definitions. The Royal Town Planning Institute defines community involvement in planning as “*effective interaction between planners, decision-makers, individual and representative stakeholders to identify issues and exchange views on a continuous basis*”.¹
- 2.5 Community involvement is a very important aspect of planning; obtaining local opinions will allow the Council to make decisions in the most informed way. To help achieve this, the following principles will be applied to the Council’s planning consultations:
 - The objective of the consultation will be clear in order to obtain the required information and improve the usefulness of responses;
 - Consultation documents will be made widely available: electronic copies can be accessed on the Council’s website and hard copies can be shared upon request;
 - Involvement in consultations will be open to all regardless of age, gender, race, faith, disability as well as knowledge and experience;
 - Consultation documents are clear and concise with planning jargon only used when necessary;
 - Appropriate consultation methods will be used to ensure the opportunities for community involvement are maximised;

¹ Guidelines on effective community involvement and consultation (RTPI Good Practice Note 1)

- The time frame of the consultation will be proportionate and realistic to allow the local community and stakeholders sufficient time to provide a considered response; and
- All responses to consultations will be handled in accordance with the Council's Privacy Policy and the Data Protection Act 2018.

2.6 It is important to note that the Council cannot accept anonymous comments. In addition, the Council reserves the right to not consider any inappropriate comments received during consultations. These can include, but are not limited to:

- Abusive content and offensive language;
- Discriminatory comments relating to gender, race, age, sexual orientation, religious beliefs and disability.

2.7 The Council will use different levels of community involvement within the planning system. The different levels are:

- Information - Providing information through a variety of methods to inform the community;
- Consultation - Requesting the community to provide their views about particular planning proposals; and
- Participation - Enabling the community to get involved (i.e. workshops, meetings) to help identify needs and priorities.

2.8. Table 1 below consists of a menu of options from which the Council will select in engaging the community, business, and stakeholders, as appropriate to the consultation and as resources allow.

Table 1: Menu of options for involvement

INFORMATION			
INFORMATION	Method	This is useful for...	Resource implications
	Media e.g. Publicity in local newspapers, Broxbourne Life (magazine distributed to all households).	Raising awareness. Reaching wide audience. Publicising how to get involved.	Low. Staff time to prepare material.
	Internet: Broxbourne website, email newsletter, social media accounts.	Up to date information about progress and how to get involved. Access to documents to meet minimum requirement.	Low. Posting information online is low cost once established.
	Leaflets and posters.	Raising awareness. Reaching wide audience. Publicising how to get involved.	Medium. Production of material can involve significant costs. Staff time to prepare and distribute material.
	Letters to statutory bodies.	To meet minimum requirement.	Low. Staff time to write and mail out.
	Mailing list of persons and companies wishing to be notified.	Keeping people up to date on key stages and how to get involved.	Low. Staff time to write and mail out.

Method	This is useful for...	Resource implications	
Documents available to view and comment on via the Council's website.	Meeting minimum requirements in allowing everyone the opportunity to comments on draft documents.	Low/medium: staff time to prepare the documents for the on-line consultation period.	
Questionnaires Paper and electronic format.	Early input into policy documents. However this is most effective if carefully targeted at specific bodies rather than a blanket approach.	High. Takes time to produce questionnaires and collate responses.	
PARTICIPATION	Method	This is useful for...	Resource implications
	Citizens Panel The Panel is open to any resident living in the Borough of Broxbourne who is aged over 16, and to any Broxbourne-based business or organisation. Signing up is easy. Those interested in taking part can visit www.broxbourne.gov.uk/citizenspanel . The information collected will be used to select individuals or businesses to consult with, and to analyse differences in responses.	Recruitment of local residents, businesses and organisations as 'critical friends' on policy and decision making	Medium The Panel is administered by the Communications Team at the Council.
	Workshops	Involving key stakeholders in the preparation of technical studies.	Medium/High. Specialist skills may be required. Considerable preparation time.

3. Community Involvement in Planning Policy

- 3.1 Planning Policy Documents should reflect a collective vision and a set of agreed priorities for the sustainable development of an area. To achieve this, early and effective community engagement with stakeholders, prescribed bodies and the local community is essential.
- 3.2 In the preparation of these documents, the Council will be consulting and involving stakeholders and the local community at various stages. These methods of involvement will vary dependent on the planning document being prepared and the stage that the document is at.
- 3.3 All new or updated documents will be prepared in line with legislation and national policy.
- 3.5 **Development Plan Documents** set out the opportunities for the future development of an area and clear policies on what will or will not be permitted. The Council adopted its new Local Plan in June 2020, it is a DPD which covers the entirety of the borough and outlines core strategy, site allocations and a proposal maps.

Who will we consult?

- 3.10 Local Planning Authorities including Broxbourne Borough Council have a legal duty to engage with specific and general consultation bodies during the preparation of the Local Plan. This is referred to as the 'Duty to Cooperate', which was created in the Localism Act 2011, and amends Section 33a of the Planning and Compulsory Purchase Act 2004. This means that the Council has to engage with these authorities and bodies '*constructively, actively and on an on-going basis*' on *strategic issues* (i.e. housing, retail, employment) that have an impact on at least two planning areas. The planning authorities and prescribed bodies which the Council is required to engage with can be found in Appendix 1.
- 3.11 The Duty to Cooperate is not a duty to agree. However, Local Planning Authorities must ensure that every effort has been made to secure necessary cooperation of cross boundary matters. The Council's compliance with the Duty to Cooperate will form part of the Inspectors decision in determining whether planning documents are sound.
- 3.12 In addition to meeting its statutory obligations, the Council will also seek to ensure that a wide range of stakeholders, community groups and individuals are provided with the opportunities to become involved at any stage of the plan-making process.
- 3.13 The Council maintains a database of people and organisations that have registered an interest in the Local Plan and have responded to consultation documents. This database will be used to inform those registered about the

production of future planning policy documents. Anyone who wishes to be added to this database can do so by contacting the planning policy team.

- 3.14 The Council recognises that some parts of the community are difficult to reach and therefore may be under represented in the planning process. Examples of such groups would include young people, people with disabilities and minority groups. The Council will make a focus effort to ensure that these groups and individuals have the opportunity to be involved.

How and when will we consult?

- 3.15 National Planning Policy sets clear expectations as to how DPD's must be developed in order to be justified, effective and consistent with national policy and positively prepared to deliver sustainable development that meets local needs and national priorities. The key stages in the production of DPD's documents are identified in Table 1 alongside the formal requirement for sustainability appraisal, and stages in the production of Supplementary Planning Documents are in Table 2. There is no requirement for sustainability appraisal of SPDs.
- 3.16 The principal opportunity for public participation in the preparation of DPD's is set out under Regulation 18 of the Local Planning Regulations 2012. The Council will consult on an initial draft DPD's and alternative (rejected) options.
- 3.17 Following consultation, a revised 'submission' version of the DPD will be available for comment for six weeks under Regulation 19. However this is not a full public consultation and there will not be significant publicity or public participation opportunities at this stage, beyond the regulatory requirements.
- 3.18 **Tables 2 and 3 below** show the process for DPDs and for SPDs. The differences relate to the regulatory requirements for each stage in the process.

Table 2: The DPD Process

	Actions to be taken	How and when?	Member Involvement
Stage 1 – Development of Evidence Base	<ul style="list-style-type: none"> The Council will develop a wide range of evidence to support the DPD . Informal consultation with appropriate stakeholders and statutory consultees (as identified in Appendix 1) to develop the evidence base and gain early indication of issues. 	<p>Statutory Consultees and key stakeholders will be informed by e-mail about upcoming studies (of interest to them) and how they can get involved.</p> <p>Progress on studies will be reported to the Cabinet and published on the Council’s website.</p> <p>The technical reports and evidence studies will be published on the Council’s website.</p>	Portfolio Member Appraised.
Stage 2 – Production	<ul style="list-style-type: none"> Initiate talks with the Council’s Duty to Cooperate partners to identify areas of disagreement or areas where more information is required. 	<p>The Council will produce a Duty to Cooperate document. This will be circulated to statutory consultees and key stakeholders via e-mail.</p> <p>Meetings (either by telephone/person) with key bodies will be offered to discuss strategic issues identified in the Duty to Cooperate document.</p>	<p>The Cabinet will approve the document prior to publication.</p> <p>Planning Portfolio Holder.</p>
	<ul style="list-style-type: none"> The Council will publish its emerging options plan (Regulation 18) to give everyone a chance to express their views. 	<p>Key stakeholders, statutory consultees and all who registered their interest on the planning policy database will be notified by e-mail about the publication of the document. The letter will include information about where the document can be viewed, how comments can be made and the deadline for their submission.</p>	<p>The Cabinet will approve the document prior to the consultation period.</p>

	Actions to be taken	How and when?	Member Involvement
	<ul style="list-style-type: none"> A formal consultation on this document will be held. The consultation period will last at least six weeks. 	<p>Meetings with statutory consultees and key stakeholders will be arranged to discuss the contents of the DPD. Where necessary, these meetings will inform the production of Statements of Common Ground which will be signed by appropriate portfolio members as well as senior officers.</p> <p>This stage will be advertised in the local press and on the Council's website in order to inform the wider community. Hard copies of the consultation document will be made available upon request.</p> <p>Appropriate options for information, consultation, and engagement will be selected from Table 1 above (see page 6).</p> <p>The Council will consider all responses made during the consultation period. These comments will be summarised within a report, which will be published as soon as practicable.</p>	
Stage 3 - Submission	<ul style="list-style-type: none"> The Council will produce its plan for submission to the Secretary of State (SoS). Relevant supporting information will also be submitted. 	Key Stakeholders, statutory consultees and all who registered an interest on the Local Plan database will be notified that this stage has been reached. The e-mail will provide information on where it can be viewed, the different ways in which comments can be made and the deadline for their submission.	The Cabinet will approve the submission document.

	Actions to be taken	How and when?	Member Involvement
	<ul style="list-style-type: none"> A Formal consultation on this document will be held. The consultation period will last at least six weeks. 	This stage will also be advertised in the local press and on the Council's website in order to inform the wider community. Hard copies of the consultation document will be made available upon request.	
Stage 4 - Examination -	<p>An independent planning inspector will carry out an examination to assess whether the plan is 'sound' and fulfils legal, procedural and Duty to Cooperate requirements.</p> <p>The Council will inform key stakeholders, statutory consultees and all who registered interest on the planning policy database about the examination dates and procedures.</p>	Publicity relating to the examination will be published in the local press, on the Council's website and social media channels.	n/a
Stage 5 - Adoption	The Council will receive the Inspector's report which may recommend modifications. The Inspector's report is binding on the Council.	The Inspectors Report will be made available to view on the Council's website. Hard copies will also be available upon request. The adoption statement of the plan will be sent to key stakeholders, statutory consultees and all who asked to be notified on the Local Plan database.	The Cabinet will formally adopt the DPD.

	Actions to be taken	How and when?	Member Involvement
		A copy of the DPD will be sent to the Secretary of State as required by legislation.	

Responses to Consultations – What the Council will do

- 3.19 The Council recognises the importance of feeding back information and consultation results to the public and stakeholders so that they may be kept informed of the process and to help build links between the Council and the community. All written comments received on consultation documents will be analysed by the Council at the end of each consultation period and published in the report that will be made available to the public on the Council's website.
- 3.20 Representations made during formal consultations cannot be treated as confidential. This is because in making objections to a Plan document it is important that all parties know what has been said and have an opportunity to respond. Consultation documents and response forms will always make clear, and state where responses can be inspected.
- 3.21 As part of the DPD process, the Council is legally obliged to demonstrate how they complied with the duty to cooperate. As part of the submission to the examiner, the Council will submit a statement of compliance with the Duty to Cooperate'. This document will outline which bodies/organisations were consulted as part of the local plan process, how they have been consulted, the main issues that were raised and how they were addressed.

4. Contacting the Council

Contact the Planning Policy Team

Phone: 01992 785510 and ask for Planning Policy.

Email: planningpolicy@broxbourne.gov.uk

Post: Broxbourne Borough Council. Bishop's College, Churchgate,
Cheshunt, EN8 9XB

Appendix 1: Consultation Bodies

Town and Country Planning (Local Planning (England) Regulations 2012			Localism Act 2011
Regulation 2: Interpretation	Regulation 2: Interpretation	Regulation 4: Duty to Co-Operate	Section 33A: Duty to co-operate in relation to planning of sustainable development
Specific Consultation Bodies	General Consultation bodies	Duty to Co-Operate Bodies	
<ul style="list-style-type: none"> • The Coal Authority • The Environment Agency • Historic England • Natural England • Network Rail Infrastructure Limited • Highways Agency • Lee Valley Regional Park Authority • North and East Herts Clinical Commissioning Group • Telecommunication companies • Thames Water • UK Power Networks? • Local Policing Body (Hertfordshire Constabulary) • Hertfordshire LEP 	<p>a) Voluntary bodies some or all of whose activities benefit any part of the local planning authority's area</p> <p>b) Bodies which represent the interests of different racial, ethnic or national groups in the local planning authority's area</p> <p>c) Bodies which represent the interest of different religious groups in the local planning authority's area</p> <p>d) Bodies which represent the interests of disabled persons in the local authority's area</p> <p>e) Bodies which represent the interests of persons carrying on business in the</p>	<p>1) The bodies prescribed for the purposes of section 33A(1)(c) of the Act are—</p> <p>(a) the Environment Agency;</p> <p>(b) the Historic Buildings and Monuments Commission for England (known as Historic England);</p> <p>(c) Natural England;</p> <p>(d) the Mayor of London;</p> <p>(e) the Civil Aviation Authority (1);</p> <p>(f) the Homes and Communities Agency;</p> <p>(g) each Primary Care Trust established under section 18 of the National Health Service Act 2006 (2) or continued in existence by virtue of that section;</p> <p>(h) the Office of Rail Regulation (3);</p> <p>(i) Transport for London (4);</p>	<p>(1) Each person who is—</p> <p>(a) a local planning authority,</p> <p>(b) a county council in England that is not a local planning authority, or</p> <p>(c) a body, or other person, that is prescribed or of a prescribed description,</p> <p>must co-operate with every other person who is within paragraph (a), (b) or (c) or subsection (9) in maximising the effectiveness with which activities within subsection (3) are undertaken.</p>

Town and Country Planning (Local Planning (England) Regulations 2012			Localism Act 2011
<ul style="list-style-type: none"> • Relevant Authority; for Broxbourne these are as follows: <p>Welwyn Hatfield Council, London Borough of Enfield, Harlow Council, St Albans District Council, Watford Borough Council, Three Rivers Council, North Hertfordshire District Council, Stevenage Borough Council, Hertsmere Borough Council, East Herts District Council, Greater London Authority, Dacorum Borough Council, Epping Forest District Council, Hertfordshire County Council, Essex County Council</p>	<p>local planning authority's area</p>	<p>(j) each Integrated Transport Authority(5); (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); and (l) the Marine Management Organisation.</p> <p>(2) The bodies prescribed for the purposes of section 33A(9) of the Act are each local enterprise partnership.</p> <p>(3) In this regulation "local enterprise partnership" means a body, designated by the Secretary of State, which is established for the purpose of creating or improving the conditions for economic growth in an area.</p>	

