DEVELOPMENT CONSULTATION CHARTER

APPENDIX B

Contents

- Why – The need for a development consultation charter
- Why - Why should you engage?
- Who – Will be consulted and engaged?
- How - How will the charter be used?
- How – Stages of planning
- How - Scale and nature of the proposed development
- Evidence-based audit of the development area
- When & Where – Minimum requirements for pre-application
- Engagement Plan Template
- When & Where – Minimum requirements for planning application
- Engagement Summary Template
- When & Where - Minimum requirements for post-application and construction
- Charter's relation to the emerging Statement of Community Involvement
- Monitoring - development consultation success

WHY - The need for a Development Consultation Charter

Southwark Council recognises regeneration is not just about changes to the buildings and environment around us but improving the lives of people in the borough. It is important that everyone has a voice and is able to influence change and our approach to the way we invest in the borough.

The Development Consultation Charter is our promise to ~~you~~ the community to deliver *'Regeneration that works for all'.* This charter forms part of the **Statement of Community Involvement (SCI).** The SCI is a *legal requirement* this means that we have to adopt a *fair and effective consultation approach* and have an agreed way of working with developers and the community.

This way of working together requires providing ~~you~~ the community with:
- Clear guidelines for consultation and a better understanding of the planning process
- More timely and accessible information online
- Accessible, online information on how the engagement and feedback has shaped discussions and proposals

This will help developers to present a proposal that has been influenced by working closely with ~~you~~ the community. We can then make informed, open decisions on development

WHY - Why should you engage?

Successful engagement has the benefits of new planning applications that:

- Ensure developers understand local concerns from an early stage
- Inspire innovative ideas and solutions with people who understand local issues
- Gain more support from and empower the community as they have been listened to, valued and respected
- Shaped by and , reflect and consider feedback to the proposed development from the diverse local community impacted by the proposals

WHO - Who are consulted and engaged?

- It varies site by site depending on the context as informed by the evidence-based audit of the development area. In accordance with the principles set out in the charter, the council will require developers to set out and implement engagement activities in the engagement plan and summary, where the council do not think that the engagement has met the requirements we will ask them to do more work.

- The introduction of the charter aims to bring forward effective and meaningful conversations between the community and the developer. In particular, it sets out our expectations about reaching people that reflect the diversity of Southwark and the location of the site. The engagement plan and engagement summary will have to demonstrate how those people with a protected characteristic have been considered within the proposed development. As part of the SCI, the council will also set out an **Equalities Statement** to accompany the charter.

HOW - How will the consultation charter be used?

| Stages of a planning application | **+** | Scale and nature of the proposed development | ➡ | Community engagement |
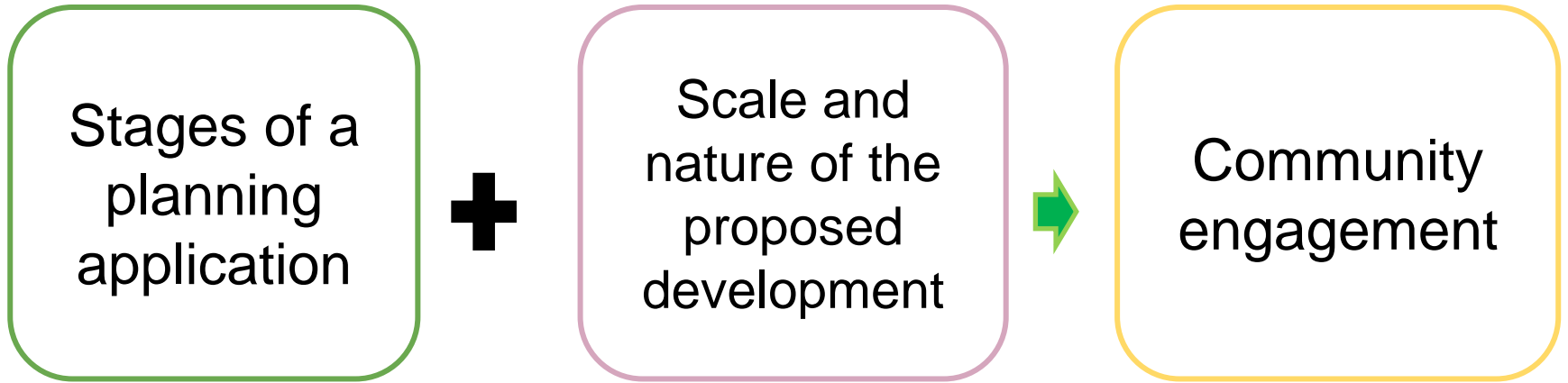
Engagement activities will be different depending on the stages of the application.

Engagement activities will be different depending on the scale and nature of the development.

Engagement activities required.

HOW

Stages of planning

Pre-planning

⬇

Pre-application

⬇

Planning application

⬇

Post-application and construction
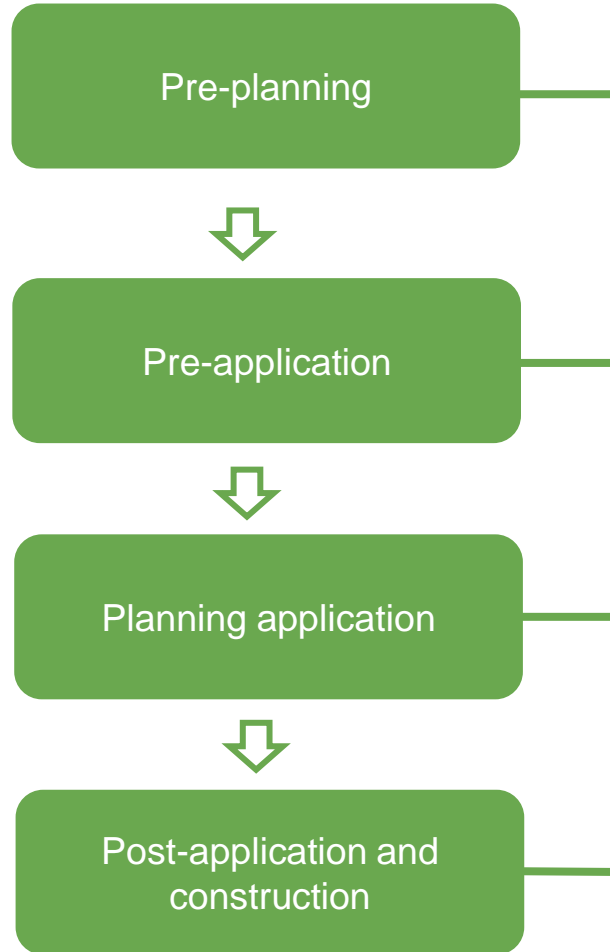
Engagement will take place from the earliest possible stages in the process of developing our proposals. When ~~we the council~~ prepare our Development Plan including the **Local Plan**, **Area Action Plans** and **Supplementary Planning Guidance,** everyone's ideas and feedback shape this stage and involves widespread consultation and engagement.

The type of engagement should be agreed with the council at this stage. This is then presented as an **engagement plan**.

An **engagement summary** will need to be submitted as part of the planning application. The engagement approach will be considered as part of the planning decision.

From the beginning to the end the community will be updated at key stages. There will be ongoing opportunities for members of the public to receive updates on the construction of the development and raise any concerns.

6

HOW

Scale and nature of the proposed development

Smaller private scheme requirements are detailed in the **Statement of Community Involvement.**

Public Sector

Council schemes

- Developments that propose any new homes

Private Sector

Major applications

- 10-49 residential units.
- 1,000-3,499sqm commercial floorspace

Strategic applications- lower range

- 50-199 residential units
- 3,500-10,000sqm commercial floorspace

Strategic applications- higher range

- 200+ residential units
- over 10,000sqm commercial floorspace

Evidence-based audit of the area

About you

- Who occupies the site?
- Will they need to be relocated? On what basis? Will they be expected to return?
- Due regard to how the development might impact people differently depending on their race, age, gender reassignment, disability, sexual orientation, religion or belief, or sex.
- How the development fosters good relations between different groups in the community.
- Are there neighbours in close proximity?
- Wider community – including employment and business in the area

Cultural setting

- Is the site in a **conservation area**?
- Is the **building listed**?
- Is the site/building a **place of community interest**

Highways

- How is the site accessed?
- Will there be an increase in traffic during construction?
- Will there be an increase in traffic in the new development?

Community infrastructure

- Existing health care and education provision

8

WHEN

WHERE

Major applications	Strategic applications - lower range	Strategic applications - higher range

Minimum requirements for pre-application

*for strategic applications the engagement plan will be issued to ward councillors for consideration.

- Dates for consultation events and information about the developers website must be provided to the Council to be sent to the community via MySouthwark.
- All notes recorded at consultation events as well as notes of pre-app meetings with the Council will also be sent to MySouthwark users.

Engagement plan for **validation** including when pre-application meetings are taking place*, a **fact based audit** of the area such as what and who is there now

Site notice/board is displayed (including images and contact details of the developer)

Leaflet drop with a follow-up door-knock (including images, contact details of the developer and how to make comments on the proposal)

Computer Generated Images and **3D modelling**

Design Review Panel meeting (as required)

Statutory and non-statutory consultees are contacted

Consider the **Movement Plan**

Public consultation workshops as agreed in **engagement plan**

Meetings with local residents, relevant groups, including community / resident groups, businesses and stakeholders

Developers set up website providing details of development

9

WHEN and WHERE

*for strategic applications the engagement plan will be issued to ward councillors for consideration.

Minimum requirements for pre-application	Major applications	Strategic applications - lower range	Strategic applications - higher range
Engagement plan for **validation** including **fact based audit**	√	√	√
Site notice/board is displayed (including images and contact details of the developer)	√	√	√
Leaflet drop with a follow-up door-knock (including images, contact details of the developer and how to make comments on the proposal)	√	√	√
Computer Generated Images and **3D modelling**	√	√	√
Statutory and non-statutory consultees are contacted	√	√	√
Design Review Panel meeting (as required)	√	√	√
Consider the **Movement Plan**	√	√	√
Public consultation workshops as agreed in **engagement plan**	√	√	√
Meetings with local residents, relevant groups, including community / resident groups, businesses and stakeholders		√	√
Developers set up website providing details of development		√	√

ENGAGEMENT PLAN

<u>**Engagement Plan Template for the Development Consultation Charter (validation requirement)**</u>

Before your pre-application request is validated, the template needs to be completed and submitted. It should set out what public consultation has been undertaken to date and what is planned during the pre-application and planning application stages.

Site: XXX

Address: XXX

List of meetings undertaken to date and planned:

Meetings	Date	Attendees	Summary of discussions
Pre-application meeting	XXX	Council officers	Extent of public consultation agreed XXX
Councillor meeting	XXX	Ward Councillors XX	XXX
Resident group meeting	XXX	XXX	XXX
Local business meeting	XXX	XXX	XXX
Meeting with occupier of the site	XXX	XXX	XXX
Design Review Panel	XXX	XXX	XXX

List of public consultation events carried out to date and planned:

Public consultation events	Date	Attendees	Summary of feedback
Public meeting	XXX	Number of attendees and the diversity – were the attendees representative of the area?	XXX
Public exhibition	XXX	XXX	XXX
Open workshop 1	XXX	XXX	XXX
Open workshop 2	XXX	XXX	XXX
XXX	XXX	XXX	XXX

Refer to checklist in the development consultation charter for consultation requirements dependent on the scale of the proposed development.

Evidence of consideration of the following (this list is not exhaustive):

Demographic context:

- Who occupies the site?
- Will they need to be relocated? On what basis? Will they be expected to return?
- Due regard to how the development might impact people differently depending on their race, age, gender reassignment, disability, sexual orientation, religion or belief, or sex.

Cultural context:

- Is the site in conservation area? Is the building listed?
- Is the site/building a place of community interest?

Highways context:

- How is the site accessed?
- Will there be an increase in traffic during construction and once the new development is completed?

Other engagement:

- Leaflet drop...
- Website

Ways to feedback responses were:

- Stamped addressed envelopes
- Feedback forms at public consultation events
- Website - online form and email
- XXXX

Support - public consultation summary (provide statistics)

XXX

Concerns - public consultation summary (provide statistics)

You said, we did...

How have objections been addressed? (Provide statistics) Where objections have not been addressed, provide justification.

Summary of how the relevant Social Regeneration Charter, Place Action Plan and Community Investment Plan have been considered.
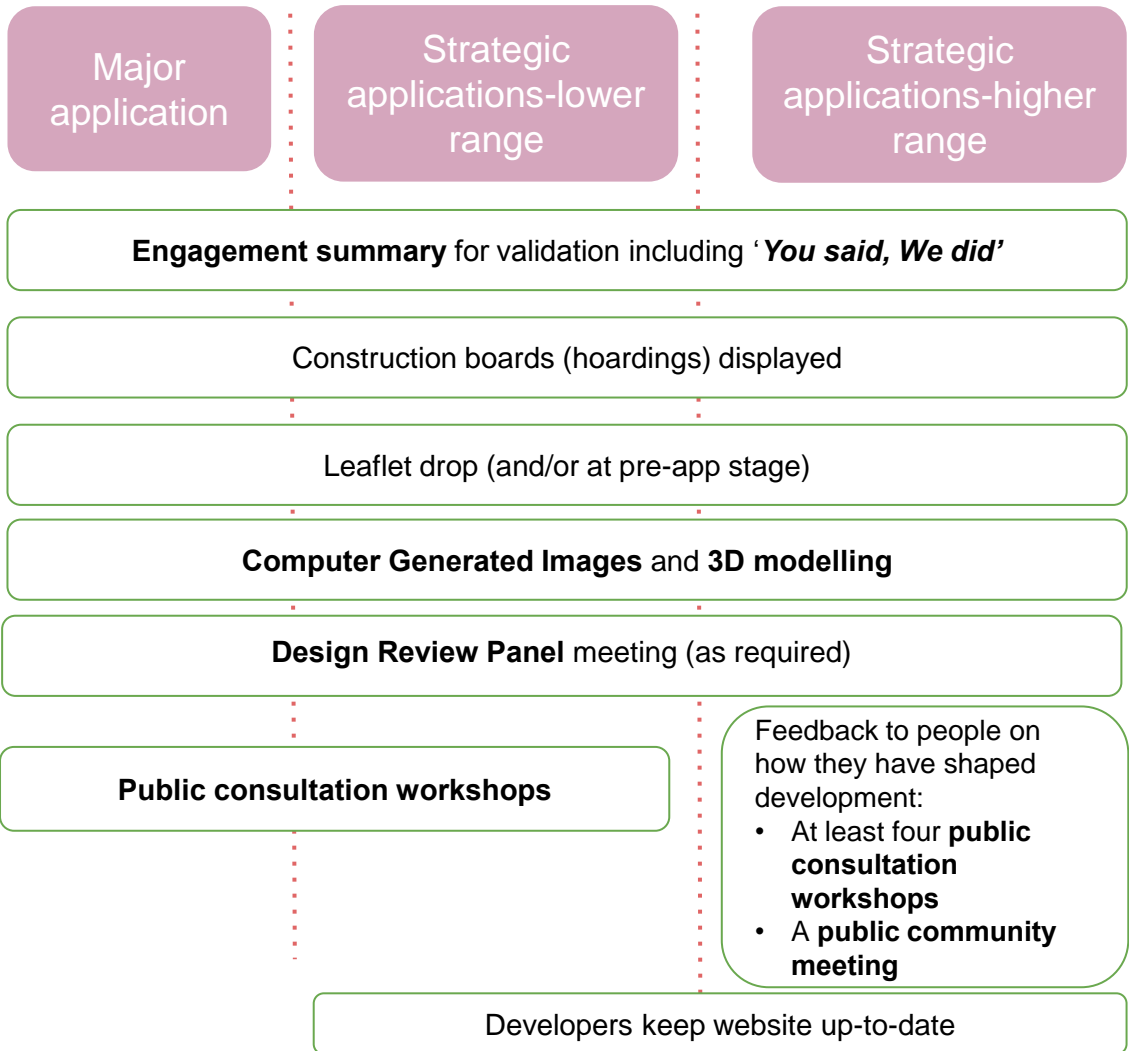
Key themes: XXX

Provide examples of all consultation materials

The engagement summary will be a validation requirement for any planning application. It should clearly set out how the feedback received has been addressed and how the community has shaped the proposed development. Where comments have not been addressed, this should be detailed and justified. This will be used to inform officer and committee reports.

WHEN

WHERE

Minimum requirements for planning applications

Major application	Strategic applications-lower range	Strategic applications-higher range

Engagement summary for validation including '*You said, We did'*

Construction boards (hoardings) displayed

Leaflet drop (and/or at pre-app stage)

Computer Generated Images and **3D modelling**

Design Review Panel meeting (as required)

Public consultation workshops

Feedback to people on how they have shaped development:
- At least four **public consultation workshops**
- A **public community meeting**

Developers keep website up-to-date

12

WHEN and WHERE

Minimum requirements for planning applications	Major applications	Strategic applications - lower range	Strategic applications - higher range
Engagement summary for validation including '***You said, We did'***	√	√	√
Construction boards (hoardings) displayed	√	√	√
Leaflet drop (and/or at pre-app stage)	√	√	√
Computer Generated Images and **3D modelling**	√	√	√
Design Review Panel meeting (as required)	√	√	√
Public consultation workshops	√		
Feedback to people on how they have shaped development: • At least four **public consultation workshops** • A **public community meeting**		√	√
Developers keep website up-to-date		√	√

ENGAGEMENT SUMMARY

<u>Engagement Summary Template for the Development Consultation Charter (validation requirement)</u>

Before your application goes live and is validated the template needs to be completed and submitted.

Site: XXX

Address: XXX

Application reference: XXX

List of meetings:

Meetings	Date	Attendees	Summary of discussions
Pre-application meeting	XXX	Council officers	Extent of public consultation agreed XXX
Councillor meeting	XXX	Ward Councillors XX	XXX
Resident group meeting	XXX	XXX	XXX
Local business meeting	XXX	XXX	XXX
Meeting with occupier of the site	XXX	XXX	XXX
Design Review Panel	XXX	XXX	XXX

List of public consultation events carried out to date or planned:

Public consultation events	Date	Attendees	Summary of feedback
Public meeting	XXX	Number of attendees and the diversity – were the attendees representative of the area?	XXX
Public exhibition	XXX	XXX	XXX
Open workshop 1	XXX	XXX	XXX
Open workshop 2	XXX	XXX	XXX
XXX	XXX	XXX	XXX

Refer to checklist in the development consultation charter for pre-application consultation requirements dependent on the scale of the proposed development.

Evidence of consideration of the following (this list is not exhaustive):

Demographic context:

- Who occupies the site?
- Will they need to be relocated? On what basis? Will they be expected to return?
- Due regard to how the development might impact people differently depending on their race, age, gender reassignment, disability, sexual orientation, religion or belief, or sex.
- How the development fosters good relations between different groups in the community.

- Are there neighbours in close proximity?

Cultural setting:

- Is the site in conservation area?
- Is the building listed?
- Is the site/building a place of community interest?

Highways:

- How is the site accessed?
- Will there be an increase in traffic during construction and once the new development is completed?

Other engagement:

- Leaflet drop...
- Website

Ways to feedback responses were:

- Stamped addressed envelopes
- Feedback forms at public consultation events
- Website - online form and email
- XXXX

Support - public consultation summary (provide statistics)

XXX

Objection - public consultation summary (provide statistics)

You said, we did....

How have objections been addressed? (Provide statistics) Where objections have not been addressed, provide justification.

Summary of how the relevant Social Regeneration Charter, Place Action Plan and Community Investment Plan have been considered.

Key themes: XXX

Provide examples of all consultation materials

> The **engagement summary** will be a validation requirement for any planning application. It should clearly set out how the feedback received has been addressed and how the community has shaped the proposed development. Where comments have not been addressed, this should be detailed and justified. This will be used to inform officer and committee reports.

14

WHEN

WHERE

Minimum requirements for post-application and construction

Major application	Strategic applications-lower range	Strategic applications-higher range

Construction boards (hoardings) displayed on site with updates on progress and contact details for site manager

Confirmation of engagement undertaken – through the inclusion of a compliance condition

Website with progress updates by developer

WHEN and WHERE

Minimum requirements for planning applications	Major applications	Strategic applications - lower range	Strategic applications - higher range
Construction boards (hoardings) displayed on site with updates on progress and contact details for site manager	√	√	√
Confirmation of engagement undertaken – through the inclusion of a compliance condition	√	√	√
Website with progress updates by developer		√	√

SOME REQUIREMENTS MAY BE IN THE SCI

Statement of Community Involvement (SCI)

The SCI is being updated and a draft will be out to consultation in the Autumn. The purpose of the SCI is to contain detailed information regarding the consultation required during the planning application and development plan-making process. Relevant information that may be set out in the SCI that will not be repeated in the Development Consultation Charter is:

- Who to engage: residents, businesses, neighbourhood forums, community councils, councillors, cabinet members.
- List of statutory and local consultees.
- Consultation requirements of schemes under 10 units and 1,000sqm commercial floorspace.
- Other ways to engage – online tools (surveys, social media, virtual reality), offline (letters, leaflets, posters), community street surveys, focus groups, planning by design.
- Consultation materials - clear, plain English, visuals.
- Equalities – advice to reach all target groups. Due regard to how the development might impact people differently depending on their race, age, gender reassignment, disability, sexual orientation, religion or belief, or sex and how the development fosters good relations between different groups in the community
- Reference to the **Charter of Principles** which sets our standards for working with the community in the direct delivery of homes in the borough through six pledges.
- Reference to development management policies which will address some site specific considerations.
- Good practice examples will be in the SCI.

MONITORING - Development consultation success?

- Before your **pre-application request** is validated, the **engagement plan** template needs to be completed online and submitted. This will be made public.
- Before your **planning application** goes live and is validated the **engagement summary** template needs to be completed online and submitted. This will be made public.
- **Engagement summaries** will be placed on our website (validation requirement) for comparison purposes.
- A **monitoring report** on our website will provide updates on the **public consultation** through feedback from the public and development partners.
- A **monitoring report** on our website of whether objections have been taken into account by developers.
- Ongoing reviews of the development consultation process including updating best practice guidance.