

Basildon Borough Council

**Draft Statement of Community
Involvement: Third Revision**

Statement of Consultation

January 2020

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BACKGROUND

- 1.1 Local Planning Authorities are required to produce a Statement of Community Involvement (SCI) under Part 2 (section 18) of the Planning and Compulsory Purchase Act 2004 (as amended). The SCI seeks to ensure active, meaningful and continued involvement of local communities and stakeholders in planning.
- 1.2 Due to a number of changes to planning legislation and policy since the last SCI was adopted, the Council has deemed it necessary to update its SCI to take account of these changes and requirements, where relevant. Recent changes in legislation include the publication of the revised National Planning Policy Framework (NPPF), and the enactment of new legislation and changes to legislation through the Town & Country Planning (Local Planning) (England) Amendment Regulations 2017, the Neighbourhood Planning Act 2017 (Commencement No. 1) Regulations 2017, the Planning and Compulsory Purchase Act 2004, and the General Data Protection Regulation (GDPR).
- 1.3 An updated SCI also provides the opportunity for the Council to improve its consultation approaches in order to reflect 'best practice' and demonstrate the experience gained through previous consultation work.
- 1.4 Basildon Borough Council has prepared a draft Statement of Community Involvement, which updates the current document adopted by the Council in July 2016. The latest draft of the SCI outlines the Council's standards for community involvement in the planning process and identifies ways it will achieve these standards. It sets out how the Council intends to involve and consult the public, stakeholders and other interest groups in determining planning applications, enforcing planning rules and preparing planning policy documents.
- 1.5 The draft SCI was informed by informal discussions with stakeholders including other departments within the Council. The document was discussed at the Council's Strategic Planning and Infrastructure Committee on 22 November 2018, where it was approved for public consultation.
- 1.6 This Statement of Consultation therefore sets out how Basildon Borough Council carried out its consultation process on the Statement of Community Involvement: Third Revision, July 2019. The report explains how the consultation was promoted, how people were engaged and how information was made available for residents and other stakeholders. It also summarises the results of the consultation and identifies the main issues that were raised.

CONSULTATION PROCEDURE

- 1.7 The 'Basildon Borough Statement of Community Involvement: Third Revision – Consultation Draft July 2019' (hereinafter referred to as SCI consultation document) was subject to a six week public consultation which launched on 01 August 2019, and closed at 5pm on 12 September 2019.
- 1.8 Although there are no minimum statutory requirements for undertaking consultation on the SCI, a six week public consultation was undertaken in accordance with best practice. This provided residents, businesses and stakeholders an opportunity to have their say on how they can be involved in planning processes across the Borough.

Communication and Engagement

- 1.9 The Council adhered to publicity requirements of the adopted SCI, in order to ensure the best possible engagement was achieved. This included:

Direct Notification

- 1.10 The Council sent out emails to all consultees and agents registered on its Local Plan consultation database. This included statutory consultees; a range of non-statutory interest groups; other stakeholders with an interest in the borough such as developers and employers, infrastructure and service providers; and also residents that had provided responses to earlier consultations or had registered to be kept informed.
- 1.11 Over 5,700 emails were sent to registered consultees and agents, notifying them of the consultation; identifying where copies of the consultation documents could be found and how additional information could be gained; and advising how comments could be made and what would happen after the consultation closed.
- 1.12 Given the scale of this consultation, a decision was taken not to send out letters to consultees/agents who had not provided an email address (with the exception of statutory consultees), as it was not considered cost-effective in this instance. Rather, the Council used other channels of communication to generate wider interest, including information leaflets/posters, social media etc.

Formal Media Engagement Work

- 1.13 Media liaison and promotion was undertaken to promote the consultation as widely as possible through the printed medium. The Council published two press releases – at the beginning and towards the end of the consultation - to promote the consultation and advise people how they could get involved. The press releases were sent to local media and published on the news section of the council's website. Copies of these are provided in Appendix A.
- 1.14 Two news stories were communicated across local media groups during the 6 week consultation, which would have also helped raise the profile of the consultation.

Social Media Activity

- 1.15 The consultation was promoted via seven tweets on the @BasildonCouncil Twitter account reaching more than 5,000 people, as well as seven Basildon Council Facebook posts reaching more than 6,000 people.

Consultation Material

- 1.16 The SCI consultation document was the main document prepared for the purposes of public consultation.
- 1.17 In response to a letter by the Billericay District Residents' Association expressing concerns about the length and complexity of the SCI consultation document, the Council published an additional version of the SCI consultation document with tracked changes on 13 August, 2019. This highlighted where changes had been made to the current document adopted by the Council in July 2016.
- 1.18 The Council also produced a 'Comment Form' as shown in Appendix B, to assist those wishing to make a representation. This approach has proven successful in previous consultations, as having a more targeted outcome, whilst still enabling people to freely comment on the proposals. The forms were freely available in both electronic and paper copies.
- 1.19 The comment form was structured to draw out which part of the SCI that consultees' responses related to, and where relevant, to provide suggestions on how the SCI could be improved. To comply with the General Data Protection Regulations (GDPR) 2018, the form also contained information about the Council's privacy notice and required responders to read and agree with it.
- 1.20 In addition to the comment form, the Council produced information leaflets and posters (see Appendix C) which provided an overview of what the SCI is, how to participate in the consultation, and information on how to get assistance.

Availability of Information

- 1.21 Printed copies of all documentation including the SCI consultation documents, comment forms, information leaflets and posters were made available at static information points within the Basildon Centre and at all Basildon Borough libraries. While the SCI consultation documents were only available as reference copies, members of the public were allowed to take away the comment forms, information leaflets and posters, should they wish to.
- 1.22 The consultation documents were also available online via the council's dedicated webpage www.basildon.gov.uk/sci.

Making Representations

- 1.23 There were a number of ways that people could make comments and these were documented in the consultation materials, notification letters, and on the Council's website. These included:

- Online, via the consultation portal;
 - By email; or
 - On paper.
- 1.24 The Council encouraged use of the comment form and consultation portal, as these provided guidance on the consultation and helped ensure compliance with GDPR. However, comments received in free form letters and emails were also accepted.
- 1.25 Whilst only written representations could legally be accepted, representatives from the Planning Policy Team were available throughout the consultation period to answer questions regarding the SCI consultation, over the telephone and in person at the Basildon Centre. The consultation aimed to be as inclusive as possible.
- 1.26 Where information was missing from representations received by email or in a paper format, or the person had not given consent for the Council to process their personal information, the Planning Policy Team contacted the individual directly to request the missing information. Information that was requested and received after the close of the consultation was accepted providing the initial representation was received within the consultation period.

Focus Group Discussions (FGDs)

- 1.27 Although the consultation was open to everyone, the council held several targeted workshops, aimed at local councils and other community groups within the borough.

'Seldom Heard' Groups

- 1.28 As part of its consultation and engagement exercises, the Council recognises that there are particular groups and communities in the borough, who in the past have not been very involved in the consultation process. Research identifies particular groups and communities who have not been very involved in consultation processes. These include:

Young people
Older people
Disabled people
Black, Asian and Minority ethnic groups
People with caring responsibilities
The gay, lesbian, bisexual and trans-gender community
Socially-excluded groups
Asylum seekers / refugees
Homeless people
The Gypsy and Traveller community
People from deprived areas
Non-users of council services
Commuters

- 1.29 It was therefore a priority to ensure that the Council worked with these community groups where possible, to ensure an inclusive approach to the development of the borough. The SCI consultation provided an opportunity to check whether the council is getting it right, when engaging with these 'seldom heard' groups.
- 1.30 Basildon Council is already involved with a number of community forums including the Basildon Community Diversity Council, which provides a great opportunity for members of the local community to voice their opinions and ask questions. Communities represented in this group include Essex Indians, South Essex Islamic Trust, Women Together (Muslim Women), New Woman (Black Women's Group) etc.
- 1.31 Working with the council's Inclusion & Diversity team, a representative from the Planning Policy Team attended the Community Diversity Council meeting held on 26 April, 2019, where the purpose and content of the SCI was presented to the group. Given a low turn-out at the 26 April meeting, another meeting was attended on 28 June, 2019, in order to capture a more varied representation of the group.
- 1.32 In addition, a representative from the Planning Policy Team attended the Gypsy/Traveller Health & Wellbeing Group on 21 May, 2019. The group is aimed at influencing the social determinants on health and wellbeing outcomes of the travelling community. This was therefore another targeted effort to better understand ways of engaging with people/groups whose voices are 'seldom heard' in planning matters.
- 1.33 The feedback received from these meetings are detailed in Section 3.

Local Councils

- 1.34 One of the main amendments to the Council's adopted SCI relates specifically to neighbourhood planning. The SCI has been amended to incorporate an updated neighbourhood planning element, as well as a revised Neighbourhood Planning Support Policy, to reflect new legislative requirements.
- 1.35 The decision to prepare a neighbourhood plan is one that only a Local Council (including town, parish and village councils) or a community group or an organisation proposing to form a Neighbourhood Forum can make. Given that all the local councils in the borough are members of the Association of Basildon Local Councils, a representative from the Planning Policy Team attended a meeting of the Basildon Local Councils Liaison Group on 12 November, 2019, for a focused discussion on the SCI.
- 1.36 The purpose of this targeted consultation was to receive stakeholder feedback on specific updates within the revised SCI in relation to neighbourhood planning, alongside updates to the Neighbourhood Planning Support Policy. This would ensure that the council captures any concerns by these groups, and the SCI remains relevant for its intended users.

SUMMARY OF RESPONSES

1.37 All comments received during this consultation have been processed and reviewed by the Council. This section summarises the main issues raised in response to the consultation, and makes recommendations as to how the Council could progress the SCI to the next stage in light of these issues. A summary of all comments received during the consultation along with the Council's responses are included within Appendix D.

Key Consultation Statistics

1.38 A total of 19 contributing consultees submitted responses on various sections of the SCI, which form the basis of this statistical analysis. A schedule of all consultees is reported in Appendix E.

1.39 As the graph below shows, the majority of representations were made electronically either by emailing planningpolicy@basildon.gov.uk or by submitting them on the Council's consultation portal.

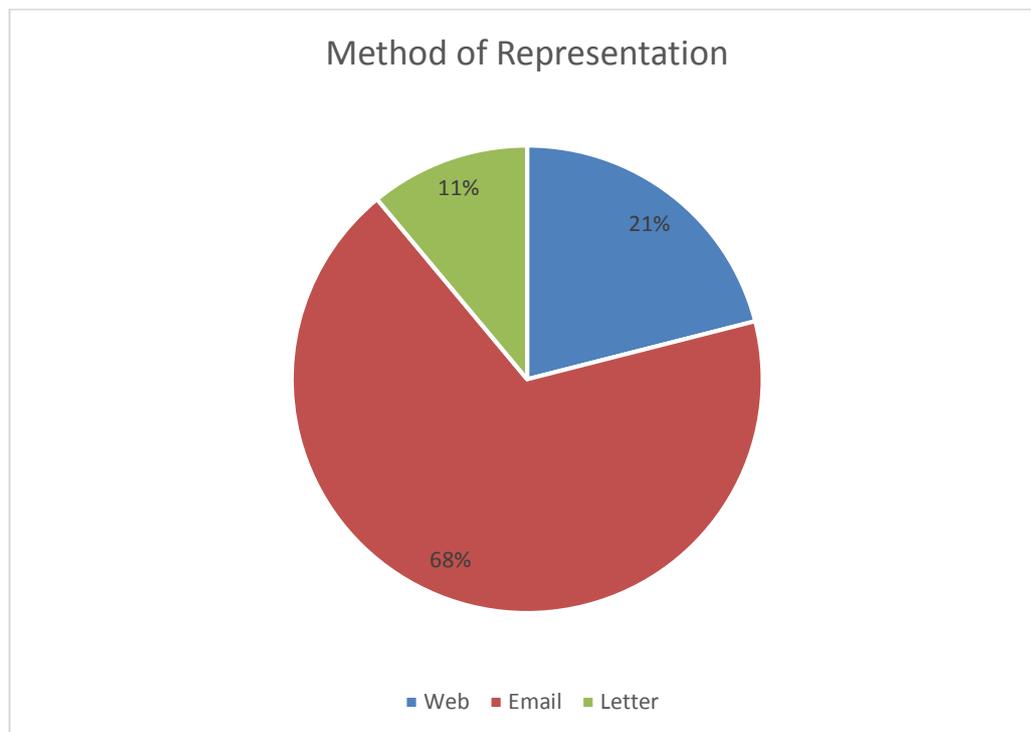


Figure 3-1: Method of Representation

1.40 10 contributing consultees (53%) indicated that they found out about the consultation via the Council's email notifications, while only one consultee (5%) found out about the consultation via the Council's website. When asked for their preference for future notifications, majority again indicated a preference for email notifications (33%), and 21% for letter notifications.

1.41 It is also noted that some residents indicated a preference for email notifications; adverts in public places; the 'together' magazine (formerly Borough Diary); and posters in the library. Appendix 2 of the SCI will therefore

be updated with these methods of consultation, acknowledging the advantages and disadvantages of each.

1.42 The responses for 'Q1: How did you find out about this consultation?' and 'Q2: How would you prefer to be consulted in the future?' are shown in Figures 3-2 and 3-3 respectively.

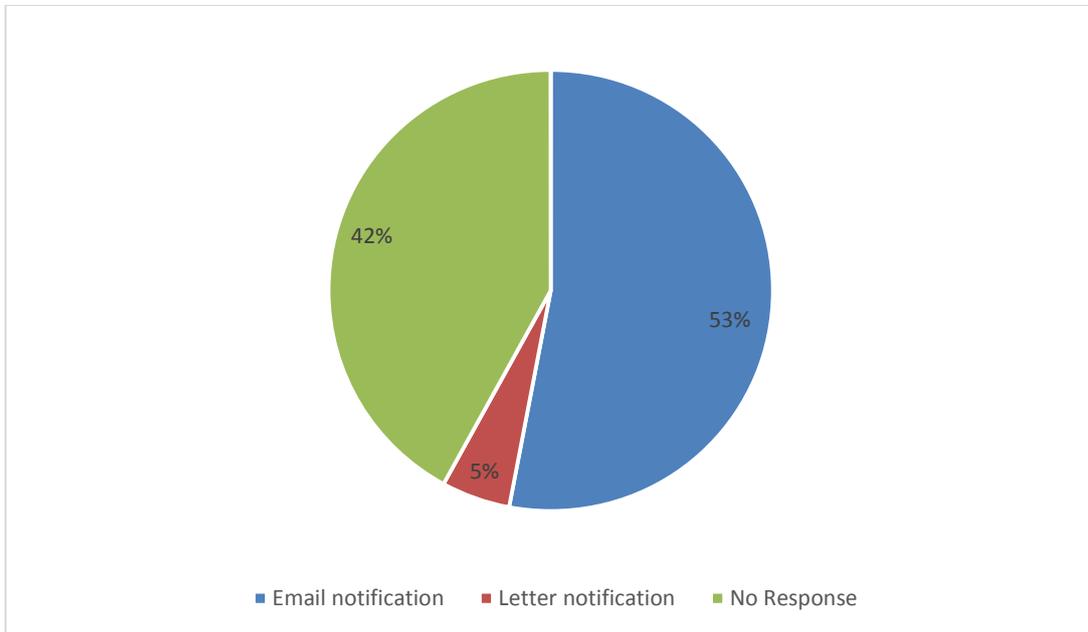


Figure 3-2: How did you find out about this consultation?

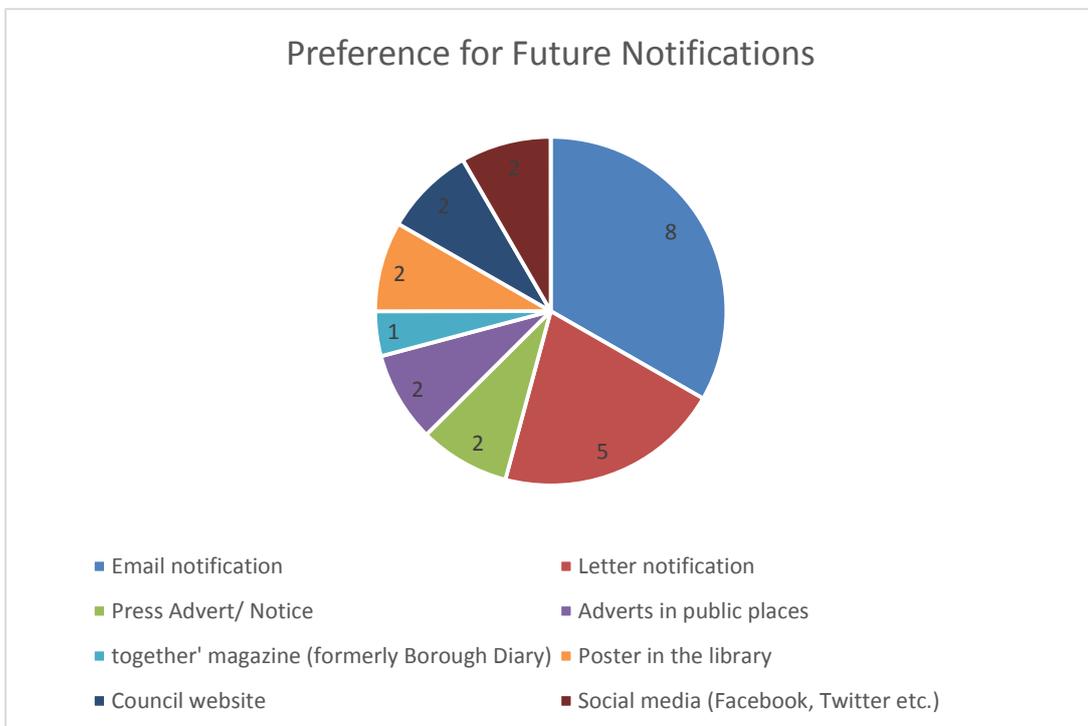


Figure 3-3: How would you prefer to be consulted in the future?

1.43 Figure 3-4 below shows that 42% of the consultation responses were received from residents, while the remaining 58% were made by organisations including statutory consultees, non-statutory interest groups and developers. Post towns were also analysed to identify where the proportion of residents who commented on the SCI lived. This revealed that representations were only received from residents from Billericay and Basildon as shown in Figure 3-5.

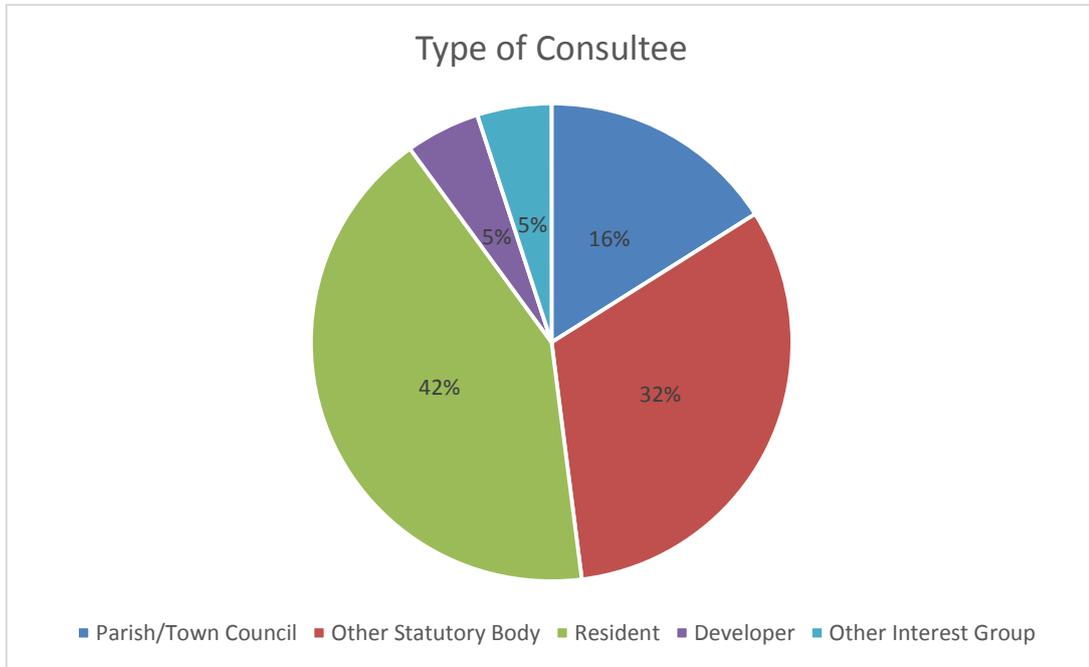


Figure 3-4: Types of Consultees

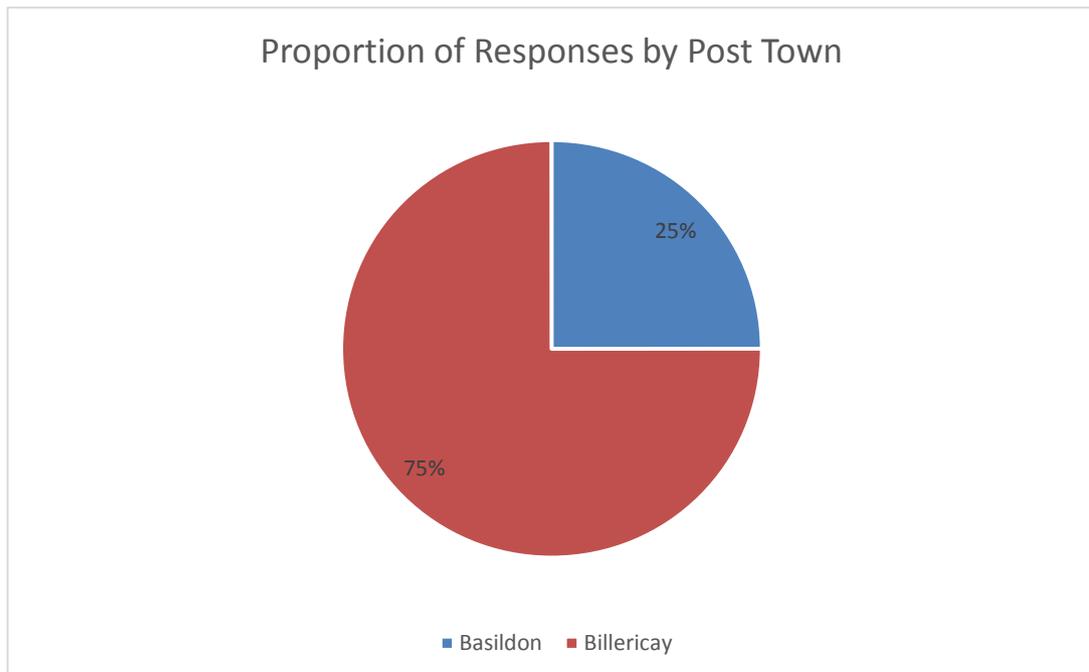


Figure 3-5: Proportion of Responses from Residents according to Post Town

Inadmissible Comments

- 1.44 In line with legislation the Council must consider whether all representations have been 'duly made' in that they were submitted in accordance with the consultation procedures. In discharging this duty, the Council must also consider whether any representations are 'inadmissible' and therefore invalid as they either contained inappropriate comments, were submitted late, were presented anonymously, were not compliant with GDPR or were illegible.
- 1.45 Representations were received from Bowers Gifford and North Benfleet Parish Council shortly after the close of the consultation. As the parish council is a statutory consultation body for the purposes of this consultation, the Council has used its discretion to accept their representations and include them within the summary of comments and the main issues.
- 1.46 No responses were deemed inadmissible. All comments received into the consultation have therefore been included in the summary of main issues and comment summaries, and have been considered by the Council.

Summary of Main Issues

- 1.47 Appendix D of this report provides details of all the representations received, and categorises them under the chapter to which they relate. Summaries of comments have been prepared. Each summary is accompanied by a recommended response, and identifies any specific action that the Council should take. Many summaries apply to more than one comment. The reference number of each comment to which it applies is listed alongside each summary.
- 1.48 This section of the report identifies the key issues arising from the consultation. Where appropriate, the responses received have been used to illustrate the overarching views of consultees in relation to key matters.

Chapter One

- 1.49 Many of the comments made to the introductory chapter indicate that the information provided in this chapter of the draft SCI is generally helpful and appropriate for its purpose.
- 1.50 A number of comments expressed concerns about the frequency of the 'together' magazine and the information it contained on the previous Local Plan consultation. The council uses a variety of media to encourage public participation in the planning system, details of which can be viewed in Appendix 2 of the SCI. The council is therefore satisfied that no further actions are required in this instance.
- 1.51 It was requested that further clarity is given on how the Council has incorporated the Revised Best Value Statutory Guidance and Duty to Consult, in preparing the SCI. It is considered that the clarity sought would be achieved with some wording amendments.

Chapter Two

- 1.52 A number of consultees agreed that this chapter of the draft SCI clearly sets out the steps for consulting and involving the community in decision making on planning applications. Where material issues have been raised, these can be resolved through minor wording changes to improve the clarity and effectiveness of the chapter.
- 1.53 It was also suggested that the SCI should list all the statutory bodies that should be notified of planning applications. While it is considered that the list of statutory requirements to consult particular bodies or persons on applications for planning permission in prescribed circumstances are set out in relevant legislation and guidance, the Planning Practice Guidance does encourage local planning authorities to produce and publish a locally specific list of non-statutory consultees. It is therefore recommended that the Council produces a locally specific list to reflect best practice guidance. This will be prepared as a separate document following adoption of the SCI, and will be available on the Council's website alongside other planning applications advice articles.

Chapter Three

- 1.54 There was a general consensus that this chapter of the draft SCI clearly explains the planning enforcement process and how complainants will be kept informed. Where material issues have been raised, these can be resolved through minor wording changes to improve the clarity and effectiveness of the chapter.

Chapter Four

- 1.55 Again, majority of the consultees that commented on this chapter of the draft SCI agreed that the chapter clearly identifies in general terms, the local community groups and organisations that will be consulted in the Local Plan preparation, as well as setting out the steps for consulting and involving the community in preparation of Local Development Documents.
- 1.56 Several comments also raised queries and suggestions on how this chapter could be improved. Where appropriate, recommendations have been made on minor wording changes that would improve the clarity and effectiveness of the document.

Chapter Five

- 1.57 No objections or concerns were raised regarding this chapter of the draft SCI.

Chapter Six

- 1.58 No objections were raised regarding this chapter of the draft SCI.

Appendix 2

- 1.59 It was suggested that the Council should consider text messaging as a method of consultation. Although the methods of communication in Appendix 2 are

based on the Information Technology available to the Council, the Council acknowledges the importance of digital consultation in reaching an increasingly wide user base. The Council will therefore keep the methods of communication in Appendix 2 under review, in the event any evidence or priorities change.

- 1.60 Some residents also indicated preferences for adverts in public places; the 'together' magazine (formerly Borough Diary); and posters in the library for future consultations. It is recommended that Appendix 2 is updated as appropriate to reflect these changes.

Appendix 3

- 1.61 No objections or concerns were raised regarding the content of the Planning Support Policy.

General Comments

- 1.62 Following comments about the length and complexity of the SCI document, it is recommended that a summary version of, or FAQs on the SCI: Third Revision is published after its adoption.
- 1.63 It was also pointed out that the SCI consultation made reference to the abandoned Borough Diary, instead of 'together' magazine. The Council acknowledges that there was an error on the SCI comment form in 'Q2 - How would you prefer to be consulted in the future?', by listing the Borough Diary as one of the options instead of 'together' magazine. There is however no reference to the Borough Diary within the main SCI consultation document itself. The Council has since amended any references to the Borough Diary within the comment form.
- 1.64 Comments were received indicating that residents did not feel that consultation on the SCI had been adequate. The Statement of Community Involvement consultation ran for a period of six weeks. There is no legal requirement to consult on a Statement of Community Involvement, however the Council has done so, consistent with best practice. The period of time allowed for this consultation is consistent with other consultations the Council has run on planning matters, such as the Local Plan. The Council is therefore satisfied that it can robustly defend its position in this respect.
- 1.65 A number of comments were received from statutory consultees and neighbouring authorities indicating general support for the SCI and continuous, ongoing engagement where their interests are considered to be affected. As stated within the SCI, the Council will continue to work with adjoining authorities and prescribed bodies on the preparation of Local Plan documents and other activities relating to the sustainable development and use of land in the borough.

Key Findings of the Focus Group Discussions

- 1.66 The main findings from data generated by the focus group discussions are summarised below.

- 1.67 At all of the FGD meetings held, essentially positive feedback was received on the idea of targeting local groups in order to help them overcome any barriers experienced while trying to get involved in the planning consultation process.
- 1.68 At the Community Diversity Council (CDC) meetings, members expressed concerns about the inadequacy of community facilities in the borough, including places of worship. The group therefore requested to be consulted on planning proposals relating to new and existing community facilities within the Borough, or other proposals that might impact the group. Preference was indicated for face-to-face meetings to be arranged with the group rather than written notifications, when such planning proposals come forward.
- 1.69 Consequently, representative groups within the CDC were encouraged to register for a Local Plan consultation database account, in order to get up-to-date information on planning policy documents being prepared in the borough. In addition and should a locally specific list of non-statutory consultees be prepared for planning applications, it is recommended that that the CDC be included on such a list.
- 1.70 Similarly, the Gypsy/Traveller Health & Wellbeing Group advocated for the input of the travelling community on matters relating to their accommodation needs. While it was acknowledged that the conventional methods of consultation may not appeal to the travelling community, the general consensus was that meetings can be arranged with the Health & Wellbeing Group in the future when feedback is required on planning proposals relating to Gypsies and Travellers in order to help bridge the existing gap in communication. As such, it is also recommended that the Gypsy/Traveller Health & Wellbeing Group is included on the locally specific list of non-statutory consultees in the borough.
- 1.71 No concerns were raised regarding the revised Neighbourhood Planning Support Policy, at the meeting of the Basildon Local Councils Liaison Group.

Next Steps

- 1.72 Assuming that the recommended amendments are agreed, these will be acted upon accordingly as detailed in the 'Schedule of Summary Responses' in Appendix D.
- 1.73 The final Statement of Community Involvement: Third Revision will be presented to the Infrastructure and Inclusive Growth Committee and Full Council respectively in early 2020 for approval.

In the news: Get involved in major planning proposals and decisions in your area

A consultation has been launched to give communities and businesses the opportunity to shape how the council deals with planning decisions in the borough.

A six week consultation launched today (Thursday 1 August), and will close at 5pm on Thursday 12 September.

All local planning authorities are legally required to prepare a Statement of Community Involvement (SCI). The SCI provides information on how the council will involve local communities, businesses and other stakeholders in the preparation of planning policy documents, the determination of planning applications and in carrying out enforcement activities.

It also sets out how and when the council will support local communities in preparing Neighbourhood Plans.

This latest version will update the current SCI adopted by the council in July 2016.

Chairman of the Infrastructure and Inclusive Growth Committee Cllr Adele Brown said: "We want to hear what our residents and businesses think about how we engage with them and how we can improve that process. By updating the SCI we can take account of changes and requirements in legislation and also make the most of the opportunity to improve our consultation approaches."

Visit www.basildon.gov.uk/sci for more information, and to submit your comments.

Reference copies of the consultation document will also be available to view during the consultation period at the Basildon Centre, and all Basildon borough libraries.

Ends.

Published on Thursday 01 August 2019

In the news: Still time to get involved in major planning proposals and decisions in your area

A consultation to give communities and businesses the opportunity to shape how the council deals with planning decisions in the borough closes soon and people are encouraged to have their say before the closing date.

The six week consultation which launched last month will close at 5pm on Thursday 12 September.

All local planning authorities are legally required to prepare a Statement of Community Involvement (SCI). The SCI provides information on how the council will involve local communities, businesses and other stakeholders in the preparation of planning policy documents, the determination of planning applications and in carrying out enforcement activities.

It also sets out how and when the council will support local communities in preparing Neighbourhood Plans.

This latest version will update the current SCI adopted by the council in July 2016.

Chairman of the Infrastructure and Inclusive Growth Committee, Councillor Adele Brown said: "We want to hear what our residents and businesses think about how we engage with them and how we can improve that process. By updating the SCI we can take account of changes and requirements in legislation and also make the most of the opportunity to improve our consultation approaches."

For more information and to submit your comments please visit [Public Consultation - Draft Statement of Community Involvement - Third Revision 2019](#)

ENDS

Published on Friday 6 September 2019

Appendix B: Comment Form

Basildon Borough Council
Draft Statement of Community Involvement (SCI) Review 2019
Consultation Questionnaire

Please complete this form to let us know your views on the Basildon Borough Council Draft SCI: Third Revision, 2019. Completed questionnaires can be returned to the following addresses:

- By email to: planningpolicy@basildon.gov.uk
- By post to: Statement of Community Involvement 2019, Planning Policy, Basildon Borough Council, The Basildon Centre, St Martin's Square, Basildon, Essex, SS14 1DL

Comments must be received by the Council no later than 5pm on Thursday 12 September, 2019.

This questionnaire can be downloaded online at: www.basildon.gov.uk/sci. When completing this questionnaire, it is advisable to refer to the main document – ‘*Basildon Borough Statement of Community Involvement: Third Revision - Consultation Draft July 2019*’, which is also available to read at: www.basildon.gov.uk/sci.

Hard copies of the consultation document are available at:

- All Basildon Borough libraries, and
- The Basildon Centre, St Martin's Square, Basildon, Essex, SS14 1DL

We encourage online feedback via our consultation portal at <http://basildon-consult.limehouse.co.uk/portal/>.

Contact Details

Please complete the questionnaire with your details provided below. Anonymous comments are not valid. After the consultation period, all responses with names of respondent/organisation will be available for public inspection on the Council's website and our consultation portal (no other personal details will be published).

	Personal Details	Organisation's Details (if applicable)
Full Name		
Address		
Postcode		
Email Address		
Telephone No. (Optional)		

General Advice

- You **must** provide your contact details above, and signature below.
- Please avoid including any personal information within your written representation.
- Comments which are deemed to be unlawful or discriminatory will be inadmissible and will not be accepted. We would ask that you avoid the use of such comments when making your representations. Unlawful comments may be passed on to other authorities.
- Responses must be received by the Council no later than **5pm on Thursday 12 September, 2019**. Late responses will not be accepted.

Data Protection

The data you submit with this form will be used by Basildon Borough Council in accordance with our privacy policy.

Please note that at the end of the consultation period, all comments will be made public. Your comments and name will be published, but other personal information will remain confidential.

We would like to keep your data to be able to keep you informed of other future planning policy consultations. **Please indicate if you would like to be added to our database?**

Yes No

If you would like to receive this information, please indicate below which methods of contact you agree to us using:

E-mail Post

To change these permissions, or to ask us to remove your data from the planning policy consultations circulation list, please contact us at: planningpolicy@basildon.gov.uk

Further details about how Basildon Borough Council use your personal data can be found at <http://www.basildon.gov.uk/privacy-strategic-planning>. For more information, please contact our Data Protection Officer on 01268 533333 or dataprotectionofficer@basildon.gov.uk

Please confirm that you have read and accepted the Council's privacy notice. This is required to enable the Council to meet its obligations under GDPR and accept your representation.

*Signature: Date:

For enquiries, email planningpolicy@basildon.gov.uk; or contact the Planning Policy Team on 01268 533333; or write to the address provided above.

Thank you for taking the time to complete this form.

PART A: QUESTIONNAIRE FOR THE BASILDON BOROUGH COUNCIL DRAFT SCI

Q1. How did you find out about this consultation?

(please select all that apply)

- Email notification
- Letter notification
- Advert in the newspaper
- Newspaper article
- Poster in the library
- Council website
- Social media (Facebook, Twitter etc.)
- Other (please specify)

Q2. How would you prefer to be consulted in the future?

(please select all that would apply)

- Email notification
- Letter notification
- Press Advert/ Notice
- Adverts in public places
- In the Borough Diary
- Poster in the library
- Council website
- Social media (Facebook, Twitter etc.)
- Leaflets
- Other (please specify)

Q3. Is Chapter 1 helpful, and should further information be included?

(please select one answer)

Yes No Technical Comment

Can you suggest how this chapter could be improved?

Q4. Does Chapter 2 of the draft SCI Review clearly set out the steps for consulting and involving the community in decision making on planning applications?

(please select one answer)

Yes

No

Technical Comment

Can you suggest how this chapter could be improved?

Q5. Does Chapter 3 of the draft SCI Review clearly explain the planning enforcement process and how complainants will be kept informed?

(please select one answer)

Yes

No

Technical Comment

Can you suggest how this chapter could be improved?

Q6. Does Chapter 4 of the draft SCI Review clearly identify in general terms which local community groups and other bodies will be consulted in Local Plan preparation?
(please select one answer)

Yes No Technical Comment

Can you suggest how this chapter could be improved?

Q7. Does Chapter 4 of the draft SCI Review clearly set out the steps for consulting and involving the community in preparation of Local Development Documents (including the Local Plan, Supplementary Planning Documents, Neighbourhood Plans, etc.)?
(please select one answer)

Yes No Technical Comment

Can you suggest how this chapter could be improved?

Q8. Does Chapter 5 of the draft SCI Review clearly outline how we may hold and process your personal data, and inform you of your rights concerning this information?

(please select one answer)

Yes

No

Technical Comment

Can you suggest how this chapter could be improved?

Q9. Does Chapter 6 of the draft SCI Review clearly outline the ways for monitoring and review?

(please select one answer)

Yes

No

Technical Comment

Can you suggest how this chapter could be improved?

Q10. Are the consultation methods and techniques set out in Appendix 2 of the draft SCI Review, the most appropriate to use?

(please select one answer)

Yes

No

Technical Comment

What additional methods and techniques should we consider using?

Q11. Does Appendix 3 clearly set out the level of ‘advice and assistance’ the Council will provide to Local Councils and Neighbourhood Forums at the various stages of the neighbourhood planning process?

(please select one answer)

Yes

No

Technical Comment

Can you suggest how this section could be improved?

Q12. Do you have any other comments on the draft SCI Review? (Please indicate which section you are commenting on, and use additional sheets if you wish)

Page/ Chapter/ Paragraph number	Support/ Objection/ Technical Comment	Please explain your reasons for supporting or objecting to this part of the SCI. Where relevant, please explain what changes would be needed to address your concerns.

Page/ Chapter/ Paragraph number	Support/ Objection/ Technical Comment	Please explain your reasons for supporting or objecting to this part of the SCI. Where relevant, please explain what changes would be needed to address your concerns.

Appendix C: Advertisement Leaflet and Poster

CONSULTATION ON THE DRAFT STATEMENT OF COMMUNITY (SCI) 2019

Basildon Council has launched a new public consultation on proposed amendments to its 'Statement of Community Involvement'. This consultation is your opportunity to comment and set out your views on how best to inform you and collect your views about planning proposals and decisions in the Borough.

The consultation begins on **Thursday 01 August 2019**, and closes at **5pm on Thursday 12 September 2019**.

Where to view the consultation documents

Reference copies of the consultation documents are available to view during the consultation period at the main Basildon Council Offices, and all Basildon Borough Libraries. They can also be viewed online at: www.basildon.gov.uk/sci

How to participate in the consultation

We encourage online feedback via our consultation portal at:

<http://basildonconsult.limehouse.co.uk/portal/>

Alternatively, you can comment by completing our consultation questionnaire, which has been produced as a guide to assist residents, businesses, and other stakeholders to formulate their responses. Completed questionnaires can be returned to the following addresses:

- By email to: planningpolicy@basildon.gov.uk
- By post to: Statement of Community Involvement 2019,
Planning Policy,
Basildon Borough Council,
The Basildon Centre,
St Martin's Square,
Basildon, Essex,
SS14 1DL

If you wish to comment by email or post, please ensure that you include your name, email address, and your postal address including postcode. Anonymous comments are not valid.

If you choose to make representations, your representations and details will be stored and processed in accordance with the Council's Privacy Notice, which can be found at <http://www.basildon.gov.uk/privacy-strategic-planning>. All representations once accepted as duly made will be displayed on the Council's consultation website, along with the name and organisation of any respondents.

Need more information?

For enquiries, email planningpolicy@basildon.gov.uk; or contact the Planning Policy Team on 01268 533333 Option 5; or write to the address provided above.

What will our Borough look like in the future?

.....

Here's how you can get involved!

Let us know how you would like to be engaged in major planning proposals, and in decisions on where new homes, jobs and facilities should be.

See the Statement of Community Involvement and have your say at: www.basildon.gov.uk/sci; visit your library; or call 01268 533 333 (Option 5) for more details.

01 August 2019 – 12 September 2019

Appendix D: Schedule of Summary Responses

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
CHAPTER 1				
The information provided in Chapter 1 of the draft SCI is generally helpful and appropriate for its purpose.	CH1.1	Noted.	None required.	SCI2019/2; SCI2019/4; SCI2019/16; SCI2019/18; SCI2019/1; SCI2019/3; SCI2019/5; SCI2019/13; SCI2019/15; SCI2019/17
The 'together' magazine (formerly Borough Diary) should be brought back and published more often.	CH1.2	The Council has taken a decision to replace the Borough Diary with 'together' magazine, which offers more stories about the borough and residents. 'together' magazine is published three times a year and delivered free to 78,000 households in Basildon, Pitsea, Laindon, Billericay and Wickford.	None required.	SCI2019/4
The 'together' magazine does not reach every household in the borough.	CH1.3	'together' magazine is published three times a year and delivered free to 78,000 households in Basildon, Pitsea, Laindon, Billericay and Wickford. A limited number of copies are also available at the Basildon Centre, as well as from local libraries and sports centres across the borough. It is also available to view and download on the Council's website. Residents who don't receive the 'together' magazine are encouraged to notify the Council of a missed delivery.	None required.	SCI2019/4; SCI2019/9
'Together' magazine gave incorrect information about the Regulation 19 Local Plan consultation.	CH1.4	The Revised Publication Local Plan Statement of Consultation March 2019 sets out how the Council carried out its consultation process on the Revised Publication Local Plan, and summarises the results of the consultation.	None required.	SCI2019/4; SCI2019/9
CHAPTER 2				
Chapter 2 of the draft SCI clearly sets out the steps for consulting and involving the community in decision making on planning applications.	CH2.1	Noted.	None required.	SCI2019/2; SCI2019/4; SCI2019/6; SCI2019/5; SCI2019/7; SCI2019/13
The Council should offer free advice sessions to residents wishing to discuss the merits of different types of development proposals on a particular land, prior to requesting a pre-application advice service.	CH2.2	Development proposals for the use of land and buildings, mineral deposits and waste sites are informed by the Council's Development Plan, which is available to the public. The Town and Country (Local Planning) (England) Regulations 2012 set out the requirements for public participation and consultation on the Council's Development Plan. Chapter 4 of the SCI provides further details on this. While the pre-application advice service offered by the Council is useful in helping applicants understand how planning policies and other requirements affect their proposals, this is a discretionary service not a statutory requirement. The Council resolved to implement a system of charging as it believed that it was unreasonable for all local residents to continue to fund this service. These costs will now be met by the developer/applicant. Local authorities have been allowed to implement these changes by virtue of the provisions contained in the Local Government Act	None required.	SCI2019/2

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
		2003. From experience, developers and potential applicants generally welcome and benefit from such a service.		
Request for further clarification on how applicants for small-scale development proposals are expected to 'speak to' neighbours about their plans.	CH2.3	As detailed within paragraph 2.4 of the SCI, the Planning Case Officer will advise the developer of the Council's expectations in terms of the level and scale of consultation expected for individual schemes, on the basis of site-specific circumstances.	None required.	SCI2019/4
Request for more detailed explanation on how the Council would use its discretion in deciding what information can be published or released to the public.	CH2.4	Noted. Basildon Council has an Information Management Policy which outlines the Council's approach to information management and data handling. The policy provides the guiding principles and assurances necessary to govern the activity of information management, as well as the promotion of the positive use of information that the Council collects and stores. Supporting codes of practice, procedures and guidelines provide further details and establish the Information Management framework, which sits beneath this policy document.	Consider wording changes to paragraphs 2.9 and 2.38, to include reference to the Information Management Policy.	SCI2019/4; SCI2019/13
Request for clarification on what local newspaper the Council uses to advertise planning applications.	CH2.5	In accordance with the statutory publicity requirements for planning and heritage applications, the Council will publish a notice in a newspaper circulating in the locality in which the land to which the application relates is situated.	None required.	SCI2019/4; SCI2019/13
The SCI does not describe how the Council would ensure that developers consult with the wider community and relevant stakeholders prior to submitting an application.	CH2.6	As stated in paragraph 2.5, developers will be asked to provide information on all community engagement they have undertaken on the proposal, along with an explanation of how issues raised have been taken into account. The decision for a developer to consult prior to making an application does not necessarily affect the planning merits of a proposal, but may have helped them inform their proposal. Whilst encouraged by the Council, it is not a legal requirement.	None required.	SCI2019/16
The SCI should list all the statutory bodies that should be notified of planning applications.	CH2.7	Noted. Paragraphs 2.61 - 2.64 detail how the Council will engage with Statutory and Non Statutory Consultees for planning applications. It is however acknowledged that the Planning Practice Guidance (PPG) encourages local planning authorities to produce and publish a locally specific list of non-statutory consultees, to help applicants develop their proposals.	Consider producing a locally specific list of non-statutory consultees, following adoption of the SCI.	SCI2019/1; SCI2019/13
It would be clearer to use 'page' instead of 'chapter'.	CH2.8	The pages within the SCI document are clearly numbered.	None required.	SCI2019/5
The consultation methods outlined for planning applications is supported by Chelmsford City Council.	CH2.9	Support noted.	None required.	SCI2019/7
Chelmsford City Council notes the particular reference and consultation with	CH2.10	Noted.	None required.	SCI2019/7

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
adjoining authorities in paragraph 2.63 and 2.64.				
Supplementary Planning Documents should be specifically referenced in chapter 2, or included in an appropriate list.	CH2.11	This request is considered to be outside the scope of the SCI, which is intended to outline the Council's standards for community involvement in the planning process. Development proposals for the use of land and buildings, mineral deposits and waste sites are informed by the Council's Development Plan, which is available to both officers and the public.	None required.	SCI2019/13
Third party comments are not always recorded in officers' reports, and could be recorded as an Appendix to the officer's report.	CH2.12	As stated within paragraph 2.30, all comments relating to planning matters will be addressed in the Officer's Report. While it is not feasible to record the entire content of all submitted comments within the officer's report, comments made on a planning application are a matter of public record and are available to anyone who wishes to view them.	None required.	SCI2019/13
The matters listed in paragraph 2.26, particularly negative effect on property values, and developers' morals, should be considered material when making a decision on a planning application.	CH2.13	Although the scope of what can constitute a material consideration is very wide, in general the courts have taken the view that planning is concerned with land use in the public interest, so that the protection of purely private interests such as the impact of a development on the value of a neighbouring property, or personal morals or views about an application could not be material considerations.	None required.	SCI2019/15
The SCI should provide greater certainty over when the Council would confirm the level and scale of consultation required with developers.	CH2.14	Such expectations are covered under Planning Performance Agreements (PPA), as detailed in paragraphs 2.17 - 2.19. PPAs provide a project management framework, and set out the level of service the applicant will receive from the Council, who they will deal with and how that person will coordinate all of the Council's and partners' activities.	None required.	SCI2019/17
The Council should use a tracking system to manage and monitor notifications sent to statutory consultees.	CH2.15	The Council uses appropriate sector-specific technology to manage the planning application process.	None required.	SCI2019/19
The SCI should provide further clarity to applicants on the principles of 'permitted development'.	CH2.16	This request is considered to be outside the scope of the SCI, which is intended to outline the Council's standards for community involvement in the planning process. The Planning Portal offers a wide range of services and guidance on the planning system in England, including a general guide in respect of 'permitted development'. The Planning Portal is referenced within the 'Planning and environment' page on the Council's website, and is available to the public.	None required.	SCI2019/19
Officer reports should be published, and planning conditions should remain in the public domain.	CH2.17	As stated in paragraph 2.38, the Council will endeavour to put as much information as possible on its online e-Planning system except where these are confidential, sensitive or cause technical problems.	None required.	SCI2019/19

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
Further discussion should be undertaken with all parties on changes to the current process regarding decisions under delegated authority.	CH2.18	As stated in footnote 15, the governance rules of the way planning applications are decided by the local planning authority fall under the remit of the Council's Constitution "The Way We Work", Basildon Borough Council, August 2018, or any subsequent update.	None required.	SCI2019/19
The Council should clarify how it will consult with neighbouring parish councils.	CH2.19	Noted. There is no statutory requirement to consult neighbouring parish councils on applications for planning permission. However, as stated in paragraph 2.63, the Council is required, under the Duty to Cooperate, to consult adjoining authorities and prescribed bodies on the preparation of Local Plan documents and other activities relating to the sustainable development and use of land, in particular in connection with strategic matters, defined as matters affecting more than one planning area. It is therefore acknowledged that there are benefits to clarifying how such notifications will be made for planning applications. Chapter 4 provides more details on how the Council will involve the local community and statutory consultees during the preparation of a Development Plan for its area.	Consider wording changes to paragraph 2.64 to clarify how notifications will be made to Statutory and Non Statutory Consultees for planning applications.	SCI2019/3
Stock Parish Council requests for correspondence to be issued to its Parish Clerk, and digital copies of consultation documents made available upon request.	CH2.20	The Council's consultation portal enables correspondence to be sent to registered consultees about all of Basildon's Local Plan consultations. As stated in paragraph 4.25, the Council will where possible, work with Local Councils to make reference copies of planning policy consultation documents available. For planning applications however, these will be available to view as hard copies at The Basildon Centre, or online via the Council's website.	None required.	SCI2019/3
Stock Parish Council requests the attendance of Basildon Council officers at a parish meeting, to provide clarity on future proposals.	CH2.21	Additional support beyond what is specified within the SCI may be available to consultees and other stakeholders, subject to resources. Requests should be submitted in writing to the Council.	None required.	SCI2019/3
No comments on chapter 2.	CH2.22	No comment noted.	None required.	SCI2019/18
CHAPTER 3				
Chapter 3 of the draft SCI clearly explains the planning enforcement process and how complainants will be kept informed.	CH3.1	Noted.	None required.	SCI2019/2; SCI2019/4; SCI2019/16; SCI2019/18; SCI2019/3; SCI2019/5; SCI2019/13; SCI2019/15
Officers should realise the importance of providing updates on reported breaches, as detailed in paragraph 3.15.	CH3.2	Noted. The SCI sets out the Council's standards for community involvement in the planning process. Further details relating to the enforcement of planning controls are set out in the Council's Regulatory Services Enforcement Policy 2015. Individuals and businesses are encouraged to seek advice/information from the Council. Depending on the circumstances and in the event that progress of an investigation is yet to be communicated, officers will always provide an update upon request.	Consider wording changes to paragraph 3.15, to provide further clarity.	SCI2019/4; SCI2019/13

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
The Council should take prompt and effective action on reported planning breaches.	CH3.3	The SCI sets out the Council's standards for community involvement in the planning process. Further details relating to the enforcement of planning controls are set out in the Council's Regulatory Services Enforcement Policy 2015, which clearly explains the Council's Regulatory Services approach towards enforcement and dealing with non-compliance and provides guidance on the range of options that are available to achieve compliance with the legislation that the Council enforces.	None required.	SCI2019/16; SCI2019/19
The Council should consider sending text messages to those who don't have access to a computer.	CH3.4	Noted. As stated in paragraph 3.15, both the complainant and the contravener will, as appropriate, be kept informed about the progress of the investigation into the complaint. The method of communication will be based on the contact details provided, as well as the Information Technology available to the Council.	Consider wording changes to paragraph 3.15, to provide further clarity.	SCI2019/5
Supplementary Planning Documents should be specifically referenced in chapter 3, or included in an appropriate list.	CH3.5	This request is considered to be outside the scope of the SCI, which is intended to outline the Council's standards for community involvement in the planning process. Development proposals for the use of land and buildings, mineral deposits and waste sites are informed by the Council's Development Plan, which is available to both officers and the public.	None required.	SCI2019/13
CHAPTER 4				
Chapter 4 of the draft SCI clearly identifies in general terms, the local community groups and organisations that will be consulted in the Local Plan preparation.	CH4.1	Noted.	None required.	SCI2019/5; SCI2019/7; SCI2019/13; SCI2019/15; SCI2019/2; SCI2019/4; SCI2019/16; SCI2019/18
Chapter 4 of the draft SCI clearly sets out the steps for consulting and involving the community in preparation of Local Development Documents (including the Local Plan, Supplementary Planning Documents, Neighbourhood Plans, etc.).	CH4.2	Noted.	None required.	SCI2019/2; SCI2019/4; SCI2019/18; SCI2019/5; SCI2019/15
Residents do not trust not trust Essex County Council.	CH4.3	Noted. Essex County Council is a statutory consultee under Paragraph 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012, and are required to be consulted.	None required.	SCI2019/5
Chelmsford City Council notes and supports the reference to the Duty to Cooperate in paragraph 4.7, and the commitment in paragraph 4.10 and 4.11.	CH4.4	Support noted.	None required.	SCI2019/7
Specific community groups should be mentioned as examples of general consultation bodies.	CH4.5	Community groups are covered under 'voluntary bodies who have an interest or whose activities benefit any part of the local planning authority's area'. As stated in paragraph 4.25, the consultation portal enables anyone with an interest to participate in planning policy consultations. People interested in the	None required.	SCI2019/13; SCI2019/16

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
		Local Plan and other documents are encouraged to register for a Local Plan Consultation Database account.		
The Confederation of Passenger Transport (CPT) should be consulted in the Local Plan preparation.	CH4.6	Noted. The Confederation of Passenger Transport will be added to the planning policy consultation database.	Update the planning policy consultation database to include the Confederation of Passenger Transport.	SCI2019/2
The SCI should outline specific conditions the Council would use in determining the method and scale of consultation.	CH4.7	Noted. As stated in paragraphs 4.20 and 4.21, the type of planning policy document being produced would determine the method and scale of consultation. The specific method and scale of consultation will be determined on a case by case basis, having regard to minimum statutory requirements and available resources. Planning policy consultations are pre-approved for public consultation by the relevant Committee with delegated authority to exercise the Council's functions relating to planning policy.	Consider wording changes to paragraphs 4.20 - 4.22, to provide further clarity.	SCI2019/4; SCI2019/16; SCI2019/13
Council representatives do not provide appropriate answers to questions during council meetings.	CH4.8	Committees conduct their proceedings in accordance with the relevant Committee and Sub-Committee Procedure Rules set out in the Council's Constitution "The Way We Work". This sets out how questions by members of the public will be addressed.	None required.	SCI2019/2
Requests whether all general consultation bodies are equal.	CH4.9	General consultation bodies are specified under Paragraph 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012. Taking into account their interests and skills, the categories provided within the SCI are for the purposes of illustration rather than hierarchy.	None required.	SCI2019/4
The advantages/disadvantages listed in Appendix 2 (A Selection of Consultation Methods) is open to challenge.	CH4.10	As stated in chapter 6, the SCI will be monitored regularly to ensure methods are kept up to date and remain fit for purpose.	None required.	SCI2019/16; SCI2019/13
Basildon Council should separate from Essex County Council.	CH4.11	The political structure of the Council is not the subject of this consultation. The SCI sets out the Council's standards for community involvement in the planning process.	None required.	SCI2019/5
Chelmsford City Council notes the reference to the Part II SCI for the South Essex Plan, and welcomes the opportunity to comment on this consultation at a later date.	CH4.12	Noted. The Council will continue to engage with Duty to Co-operate Bodies in its plan preparation.	The Council will continue to work with its partners and stakeholders.	SCI2019/7
Chelmsford City Council notes the updated section referencing Neighbourhood Plans and support offered in preparing new neighbourhood plans.	CH4.13	Noted.	None required.	SCI2019/7

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
Paragraph 4.22 should be amended to be inclusive of all persons with mobility issues.	CH4.14	Noted. The Council will consider the suggested wording changes.	Consider wording changes to paragraph 4.22, to include reference to all persons with mobility issues.	SCI2019/13
Engagement with the local community should be done at the outset of major planning activities, and the Council should take account of organisational principles and residents' views.	CH4.15	Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning matters. The SCI sets out how the Council will meet these requirements as a minimum, however it will strive to exceed them where possible, as stated in paragraphs 4.20 - 4.22. Appendix 2 sets out the different consultation methods the Council will use to engage with groups or communities in the borough, including pre-existing panels/area forums where appropriate. Paragraphs 4.31 and 4.32 also set out how views made on consultation documents are considered by the Council.	The Council will continue to work with its partners and stakeholders.	SCI2019/13
There is no evidence of the engagement with communities on the allocation and governance of end CIL receipts.	CH4.16	Basildon Council does not currently have a Community Infrastructure Levy (CIL) charging schedule in place. The CIL Preliminary Draft Charging Schedule was the subject of consultation from the 1 November 2018 until 17 December 2018. The final CIL Draft Charging Schedule will be subjected to a further consultation prior to submission and examination.	None required.	SCI2019/13
No comments on chapter 4.	CH4.17	No comment noted.	None required.	SCI2019/3
The phrase 'who provide important channels of communication to and advocate on behalf of their local communities' within paragraph 4.13 is not factual and should be deleted.	CH4.18	Noted. The Council will consider the suggested wording changes.	Consider wording changes to paragraph 4.13.	SCI2019/13
CHAPTER 5				
Chapter 5 of the draft SCI clearly outlines how the Council may hold and process personal data, and inform consultees of their rights concerning such information.	CH5.1	Noted.	None required.	SCI2019/5; SCI2019/13; SCI2019/15; SCI2019/2; SCI2019/18; SCI2019/16; SCI2019/4
No comments on chapter 5.	CH5.2	No comment noted.	None required.	SCI2019/7; SCI2019/3
The range of professional and legal advice available to the Council would suggest adherence to its obligations under the Data Protection and GDPR.	CH5.3	Noted.	None required.	SCI2019/13; SCI2019/16
CHAPTER 6				

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
Chapter 6 of the draft SCI clearly outlines the ways for monitoring and review.	CH6.1	Noted.	None required.	SCI2019/5; SCI2019/13; SCI2019/15; SCI2019/2; SCI2019/4; SCI2019/16; SCI2019/18
No comments on chapter 6.	CH6.2	No comment noted.	None required.	SCI2019/3
There are benefits to engaging with local community groups and other interested parties with local knowledge.	CH6.3	As stated in paragraph 6.2 of the SCI document, changes to the SCI will be made where in the light of experience and feedback from community involvement exercises, changes are necessary to improve arrangements.	None required.	SCI2019/13; SCI2019/16
APPENDIX 2				
The consultation methods and techniques set out in Appendix 2 of the draft SCI Review are appropriate to use.	AP2.1	Noted.	None required.	SCI2019/2; SCI2019/18; SCI2019/5; SCI2019/15
It is difficult for the general public and small business owners to join public bodies that consult with the local councils.	AP2.2	The SCI sets out Basildon Council's standards for community involvement in the planning process and anyone may comment or get involved.	None required.	SCI2019/2
Costs should not be viewed as a barrier to consultation when considered against long-term impacts of development.	AP2.3	The specific method and scale of consultation will be determined on a case by case basis, having regard to minimum statutory requirements and available resources. Planning policy consultations are pre-approved for public consultation by the relevant Committee/Officer with delegated authority to exercise the Council's functions relating to planning policy.	None required.	SCI2019/16; SCI2019/13
Suggests text messaging as a method of consultation.	AP2.4	Noted. It is acknowledged that digital consultation has become increasingly valuable in enabling participation in public consultation, reaching an increasingly wide user base. The methods of communication in Appendix 2 are based on the Information Technology available to the Council. The Council will keep however keep this situation under review in the development of the SCI.	The Council will keep this situation under review in the development of the SCI in the event any evidence or priorities change.	SCI2019/5
Neighbourhood planning procedures should be reviewed promptly to avoid disagreements.	AP2.5	As stated in chapter 6, the SCI will be monitored regularly to ensure methods are kept up to date and remain fit for purpose.	None required.	SCI2019/19
APPENDIX 3				
Appendix 3 clearly sets out the level of advice and assistance the Council will provide to Local Councils and Neighbourhood Forums at the various stages of the neighbourhood planning process.	AP3.1	Noted.	None required.	SCI2019/15; SCI2019/4

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
No comments on Appendix 3.	AP3.2	No comment noted.	None required.	SCI2019/3
The Neighbourhood Support Policy is consistent with current practices.	AP3.3	Noted.	None required.	SCI2019/19
The time given to comment on the Neighbourhood Planning Support Policy was insufficient.	AP3.4	The Statement of Community Involvement consultation ran for a period of six weeks. There is no legal requirement to consult on a Statement of Community Involvement, however the Council has done so, consistent with best practice. The period of time allowed for this consultation is consistent with other consultations the Council has run on planning matters, such as the Local Plan. The Council is therefore satisfied that sufficient time has been allowed for this consultation.	None required.	SCI2019/16
Objects to the Neighbourhood Planning Support Policy.	AP3.5	Objection noted.	None required.	SCI2019/18
GENERAL COMMENTS				
Some residents indicated preferences for email notifications; adverts in public places; the 'together' magazine (formerly Borough Diary); and posters in the library for future consultations.	GC1.1	Noted. The Council will consider wording changes and will keep this situation under review in the development of the SCI.	Consider updating Appendix 2 as appropriate.	SCI2019/4; SCI2019/16
Chelmsford City Council will continue to engage with Basildon Borough Council on planning policy matters.	GC1.2	Noted.	The Council will continue to work with its partners and stakeholders.	SCI2019/7
The SCI document is lengthy and difficult for residents to understand.	GC1.3	Noted. The reason the Council is unable to produce a shortened version of the SCI document is that it stands the risk of losing some content that others might otherwise consider relevant. The Council will however keep this situation under review in the development of the SCI.	Consider producing a summary version of the SCI after its adoption.	SCI2019/9
The Council's engagement with residents in the planning process is inadequate.	GC1.4	Planning legislation sets out the minimum requirements for publicising and consulting the community and stakeholders on planning matters. The SCI sets out how the Council will meet these requirements as a minimum, however it will strive to exceed them where possible, as stated in paragraphs 4.20 - 4.22.	None required.	SCI2019/9
Local resident groups should be more involved.	GC1.5	Appendix 2 sets out the different consultation methods the Council will use to engage with groups or communities in the borough, including pre-existing panels/area forums where appropriate.	The Council will continue to work with its partners and stakeholders.	SCI2019/9
The SCI consultation made reference to the abandoned Borough Diary, instead of 'together' magazine.	GC1.6	The Council acknowledges that there was an error on the SCI comment form in 'Q2 - How would you prefer to be consulted in the future?', by listing the Borough Diary as one of the options instead of 'together' magazine. There is however no reference to the Borough Diary within the main SCI consultation	Amend references to the Borough Diary within template forms.	SCI2019/9

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
		document itself. The Council has since amended any references to the Borough Diary within template forms.		
Letters should be issued.	GC1.7	Appendix 2 sets out the different consultation methods the Council will use to engage with residents and other stakeholders in the borough, including letters where appropriate.	None required.	SCI2019/9
The Council doesn't want residents to be engaged in the consultation process.	GC1.8	The draft SCI has been prepared for the purposes of public consultation, to provide residents, businesses and stakeholders an opportunity to have their say in how they can be involved in planning services across the Borough. The Council will consider all responses received and where necessary, will make changes to the document to take into account the comments received. The Statement of Consultation sets out how the Council carried out its consultation process, and summarises the results of the consultation.	None required.	SCI2019/9
Highways England are satisfied that policies within the SCI will not materially affect the safety, reliability and/or operation of strategic road network (SRN).	GC1.9	Noted.	None required.	SCI2019/11
Highways England are pleased to be included in the list of statutory consultees.	GC1.10	Noted.	None required.	SCI2019/11
The SCI should clarify how it has incorporated the Revised Best Value Statutory Guidance and Duty to Consult.	GC1.11	Under the Duty of Best Value, authorities should consider overall value, including economic, environmental and social value, when reviewing service provision. As such, Risk Management Implications were completed by the Council prior to approving the SCI for public consultation at the Strategic Planning and Infrastructure Committee meeting on 22 November 2018 (Minute 2018:671). In addition, in line with its Duty to Consult, the Council has consulted with residents, those who use or are likely to use services provided by the Council, and those appearing to the Council to have an interest in any area within which the Council carries out functions, as summarised within the Statement of Consultation.	Consider wording changes to paragraph 1.15 to provide further clarity.	SCI2019/13; SCI2019/16
The time given to comment on the SCI consultation was insufficient.	GC1.12	The Statement of Community Involvement consultation ran for a period of six weeks. There is no legal requirement to consult on a Statement of Community Involvement, however the Council has done so, consistent with best practice. The period of time allowed for this consultation is consistent with other consultations the Council has run on planning matters, such as the Local Plan. The Council is therefore satisfied that sufficient time has been allowed for this consultation.	None required.	SCI2019/19

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
The final SCI document should be subject to consultation before it is approved by Full Council.	GC1.13	The draft SCI has been prepared for the purposes of public consultation, to provide residents, businesses and stakeholders an opportunity to have their say in how they can be involved in planning services across the Borough. The Council will consider all responses received and where necessary, will make changes to the document to take into account the comments received. The Statement of Consultation sets out how the Council carried out its consultation process, and summarises the results of the consultation. This approach is consistent with best practice guidance.	None required.	SCI2019/19
Southend Borough Council supports the main amendments to the SCI, relating to Data Protection and Neighbourhood Planning.	GC1.14	Support noted.	None required.	SCI2019/8
Southend Borough Council notes the reference to the South Essex Plan and a future consultation on a Part II SCI.	GC1.15	Noted.	None required.	SCI2019/8
Southend Borough Council welcomes the opportunity to continue to work with Basildon Council on cross boundary matters.	GC1.16	Noted. The Council will continue to engage with Duty to Co-operate Bodies in its plan preparation.	The Council will continue to work with its partners and stakeholders.	SCI2019/8
Transport for London has no comments on the proposed amendments to the SCI.	GC1.17	No comment noted.	None required.	SCI2019/10
Natural England is supportive of the principle of meaningful and early engagement in local planning matters, but unable to comment in detail, on individual SCIs.	GC1.18	Noted.	None required.	SCI2019/12
Historic England supports the general aims and approach of the draft SCI.	GC1.19	Support noted.	None required.	SCI2019/14
Historic England welcomes being acknowledged as a statutory consultee.	GC1.20	Noted.	None required.	SCI2019/14
Historic England would like to be notified of proposed neighbourhood planning areas, as well as consulted on draft neighbourhood plans, where their interests are considered to be affected.	GC1.21	Noted. As stated in paragraph 4.63, the Council will encourage early engagement with relevant stakeholders throughout a Neighbourhood Plan's preparation.	The Council will continue to work with its partners and stakeholders.	SCI2019/14
Historic England would welcome consultation both at an informal and	GC1.22	Noted.	The Council will continue to work with its partners and stakeholders.	SCI2019/14

Summary of Comment	Council Summary Reference	Council Response	Council Action	Comment IDs
statutory level, where issues may benefit early involvement.				

Appendix E: Schedules of Respondents

Company / Organisation	Family Name	Given Name	Title	Comment ID
	Victory	John L	Dr	SCI2019/1
	Hailstone	Tina	Mrs	SCI2019/2
Stock Parish Council	Porter	Daniel	Mr	SCI2019/3
	Kidner	Colin	Mr	SCI2019/4
	Smith	Jean	Mrs	SCI2019/5
Great Burstead & South Green Village Council	Linwood	Mylene	Mrs	SCI2019/6
Chelmsford City Council		Chelmsford City Council		SCI2019/7
Southend-on-Sea Borough Council		Southend-on-Sea Borough Council		SCI2019/8
	Amor	Sharron	Mrs	SCI2019/9
Transport for London (TfL)	Carr	Richard		SCI2019/10
Highways England		Highways England (SE)		SCI2019/11
Natural England		Natural England		SCI2019/12
Billericay District Residents' Association	Andrews	Michael	Mr	SCI2019/13
Historic England	Mack	Debbie	Ms	SCI2019/14
	Davey	Norman	Mr	SCI2019/15
	Bowles	Pauline	Mrs	SCI2019/16
Redrow Homes Ltd	Kirk	Sarah		SCI2019/17
	Kernaghan	Tracey	Ms	SCI2019/18
Bowers Gifford and North Benfleet Parish Council	Barlow	Christine	Mrs	SCI2019/19