

# Draft Statement of Community Involvement 2018

Report of Cabinet Member for Economic Growth, Environment and Development Services:  
Councillor I. Pritchard



Date: 4<sup>th</sup> December, 2018  
Agenda Item: 6  
Contact Officers: Ashley Baldwin  
Tel Number: 01543 308147  
Email: Ashley.baldwin@lichfielddc.gov.uk  
Key Decision? YES  
Local Ward ALL  
Members

**Cabinet**

## 1. Executive Summary

- 1.1 Due to legislative changes there is a need to review the Council's existing Statement of Community Involvement (SCI). The document has been reviewed and found to be largely up to date however a number of changes are proposed to accord with the latest Regulations. A Draft SCI has been prepared at **Appendix A** and it is necessary to undertake consultation on the draft. There is a requirement to consult on the draft for a minimum of four weeks.

## 2. Recommendations

- 2.1 The Draft Statement of Community Involvement attached at **APPENDIX A** is agreed and consulted upon from 2<sup>nd</sup> January to 1<sup>st</sup> February 2019.

## 3. Background

- 3.1 The SCI sets out the standards that can be expected by the public, statutory consultees, developers, agents, land owners etc. when engaging with the planning process. Legislative changes have provided the necessity and opportunity to review the existing SCI which was adopted in 2016. The Economic Growth, Environment and and Development (Overview and Scrutiny) Committee in September 2018 noted the proposal to update the document.
- 3.2 The SCI has been reviewed and found to need only minor updates. **APPENDIX A** represents the draft SCI which has been prepared in line with the latest Regulations. The document remains largely unchanged. The changes relate to:
- how we prepare the Local Development Scheme, evidence and supporting documents;
  - changes to the procedures when preparing Neighbourhood Plans;
  - changes in the timescales allowed for consultations on planning applications to include extra days where a bank holiday occurs;
  - how permission in principle and technical details consents will be processed;
  - how personal data will be safeguarded in accordance with the General Data Protection Regulation (GDPR)
  - how the SCI is monitored and when it will be reviewed.
- 3.3 As part of the process of preparing an SCI it is necessary to undertake consultation in accordance with the existing adopted SCI (2016) and current Regulations. These require publication of the draft

document on the Council’s website, making the document available at the District Council House reception, consultation for 4 weeks and the issuing of a press release.

3.4 Following the consultation period any representations which have been received will be summarised and considered to assess if any modifications to the draft SCI should be made prior to the document being formally adopted. The representations and SCI (with any recommendations to modify the document) will be reported back to Cabinet.

Alternative Options	<ol style="list-style-type: none"> <li>1. The document is not updated – this would not provide our customers with the knowledge on how we will engage with them when preparing planning documents and decisions and would not comply with current regulations potentially leaving the authority open to legal challenge.</li> </ol>
Consultation	<ol style="list-style-type: none"> <li>1. The Economic Growth, Environment and Development (Overview and Scrutiny) Committee was made aware of the need to update the document and the need for wider consultation.</li> <li>2. A press release will be issued in accordance with the existing adopted SCI.</li> <li>3. Consultation will be required on the Draft Statement on Community Involvement</li> </ol>
Financial Implications	<ol style="list-style-type: none"> <li>1. Costs in the preparation and consultation of the draft document can be met from existing budgets.</li> <li>2. Financial risks if the document is not reviewed due to potential legal challenge and non-compliance with Government requirements.</li> </ol>
Contribution to the Delivery of the Strategic Plan	<ol style="list-style-type: none"> <li>1. Supports the priority of a vibrant and prosperous economy as it assists in the delivery of the planning function of the Council.</li> </ol>
Equality, Diversity and Human Rights Implications	<ol style="list-style-type: none"> <li>1. An Equality Impact Assessment accompanies the SCI.</li> </ol>
Crime & Safety Issues	<ol style="list-style-type: none"> <li>1. None</li> </ol>
GDPR/Privacy Impact Assessment	<ol style="list-style-type: none"> <li>1. No privacy impact assessment undertaken.</li> </ol>

	Risk Description	How We Manage It	Severity of Risk (RYG)
A	Financial risk if the SCI is not up to date with current Regulations	Update the SCI	Yellow
B	Reputational Risk if the SCI is not up to date with current Regulations	Update the SCI	Yellow
C	Interested parties are not content with the proposed level of engagement	Consultation of the SCI will highlight this matter. Where appropriate changes to the final version of the SCI	Yellow

		will be proposed.	
D	Further legislative requirements result in the need to further update the SCI	Officers continue to monitor legislative changes. Where necessary changes will be proposed to the SCI to ensure the document is legally compliant	Yellow

**Background documents:**

[Statement of Community Involvement 2016](#)

**Relevant web links: Statement of Community Involvement 2016**