Relevant extracts from the adopted 2021 Statement of Community Involvement (SCI)

Please note that in the extracts below, proposed new text is shown **bold and underlined**. Text for deletion is shown ~~struck through~~.

How will the Council consult? (extract taken from pages 11-13 of the adopted Statement of Community Involvement

1.29 Runnymede Borough Council will look to involve people as early as possible in drafting local documents and will invite feedback on draft documents. The Council recognises there is no one way to engage with the community. Depending on what the council is consulting on, the number and type of methods which are employed to engage with the community are likely to vary. The methods shown in bold in the box below will be utilised, as a minimum for all consultations. The Council may also use one or more of the additional methods listed:

• **Make consultation material clearly available on our website;**

• **Notify everyone registered on the Planning Policy and Strategy consultation database (email or postal);**

• Publish news/press releases to local media;

• **Use social media (e.g. Facebook and Twitter);**

• Utilise public exhibitions/displays and stalls - (hosted by staff and un-staffed);

• Publish leaflets and bulletins (paper and/or email);

• Publish formal notices in local newspapers distributed across the Borough;

• Place notices/posters on the Council owned notice boards;

• Hold public meetings;

• Hold one-to-one workshops/meetings (which could be facilitated by consultants, held by Neighbourhood Forums, with stakeholders etc.);

• Carry out targeted workshops with specific interest groups for example children, the elderly, the travelling community;

• Carry out targeted work with community groups, voluntary organisations, residents' associations etc.;

• Hold meetings of the Community Planning Panel and Developers Forum;

• Circulate articles and advertisements in internal publications/the intranet (aimed at informing staff and local councillors);

• **Send letters to statutory bodies;**

• Hold on-line interactive workshops via zoom/teams or other video conferencing software (particularly during periods of lockdown associated with the COVID-19 pandemic);

• **Make documents available for public inspection at the council offices and local libraries (unless this is unachievable due to lockdown restrictions associated with COVID-19).**

1.30 For the duration of any COVID-19 lockdown measures, at times it may be necessary to tailor the consultation methods from what is normally expected to maximise engagement during the development of planning policy documents, whilst recognising the restrictions placed on the Local Authority and local communities by the Government's lockdown measures. These methods are likely to be limited to one or more of the following: sending letters, placing local adverts, placing information in local Council owned noticeboards, using digital consultations, use of video conferencing, use of social media, providing documents for inspection on the Council's website and providing hard copies of documents on request to those who do not have ready access to the internet.

1.31 The Council will also work to ensure that people are kept informed throughout the document production process. The Council reviews and summarises the key points raised at each stage of consultation during the preparation of all planning policy documents and confirms where changes are to be made in response to consultation feedback. Whilst individuals will not receive individual responses to their comments, they can review the summary of comments received and the Council's responses on the Council's Planning Policy webpages. https://www.runnymede.gov.uk/planning-policy

1.32 Consultation events, where utilised, will be arranged with advance notice and held in accessible venues and, where appropriate, at a range of times.

1.33 The Council will continue to utilise social media, especially through Facebook to publicise planning policy consultations and notifications to local residents' groups, interest groups and local amenity groups, as well as to other local people and interested parties. The Council will also continue to use Twitter to share information relating to planning policy updates and consultations.

1.34 Anyone who wishes to respond to a planning policy consultation will need to make their comments in writing direct to the Council through the Planning Representations Comments Form which can be accessed on the Council's website. This form provides the facility to attach further supporting documentation. We will also accept comments made by postal letter.

~~1.34~~ **1.35** In regards to planning applications, the Council is unable to respond individually to all questions and comments made, however, all the comments that are submitted on a planning application are taken into account by the planning officer in their assessment of the proposal within their case report. Reference should be made to Section 4 on Development Management for further information.

4.9 Certain types of development or works require permission from the Council before works can commence. It is at this point when the majority of residents first become involved in the planning system, especially if they consider that the proposed development affects them directly.

4.10 Opportunities for formal community involvement occur when applications are lodged, regardless of any pre application process that has occurred. These may be planning applications and other applications types such as listed building applications or tree works applications.

4.11 There are also statutory consultees that need to be notified on specific planning applications before a decision is made. Consultation depends on the application type and location of the proposed development.

4.12 The consideration of these applications follows a regulatory process, and regulations require certain types of consultation to take place; and certain bodies to be consulted. Whether formally consulted or not, anyone can submit comments on an application and all comments from statutory consultees, neighbours and other interested parties are published on the website. Information on how to comment on a planning application can be found on the Council's website.

4.13 The requirements for advertising and notification on planning applications are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended). As well as meeting these statutory requirements, the Council has well-established processes for publicising planning applications. These include:

- Letters to residents/businesses/properties immediately adjacent to the red line of the application site for most types of applications

- Letters to statutory organisations and interest groups

- Site notices (under certain circumstances)

- Newspaper adverts, where required

- Providing planning alerts via sign up on the Council website

- Access to the councils online planning register/website

- The interactive map on the Council's website.

4.14 In circumstances outside its control or in an emergency the Council may need to amend its standard consultation processes, however any consultation will still meet the minimum requirements set out in Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended).

4.15 Applications, including all of their supporting information, are made available on the Council's website. Comments **and supporting information** can be **submitted** ~~made~~ in writing direct to the Council through the **Planning Representations Comments Form which can be accessed on the Council's website** ~~online consultation option or via e-mail~~. We will also accept comments made **by postal** ~~in~~ letter ~~format~~.

4.16 More information about these types of applications can be found on the national Planning Portal website at:

https://www.planningportal.co.uk/planning/planning-applications/consent-types/introduction