



Date: 20 January 2021
Our ref: Cabinet/Agenda
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CABINET

28 JANUARY 2021

A meeting of the Cabinet will be held at **5.30 pm on Thursday, 28 January 2021** by Video Conference in this link, <https://youtu.be/wyjWksMSOIk>.

Membership:

Councillor Cllr Everitt (Chairman); Councillors: Whitehead, Albon, Duckworth and Yates

AGENDA

Item
No

Subject

1. **APOLOGIES FOR ABSENCE**

2. **DECLARATIONS OF INTEREST** (Pages 3 - 4)

To receive any declarations of interest. Members are advised to consider the advice contained within the Declaration of Interest advice attached to this Agenda. If a Member declares an interest, they should complete the [Declaration of Interest Form](#)

3. **MINUTES OF PREVIOUS MEETING**

To approve the summary of recommendations and decisions of the Cabinet meeting held on 14 January 2021, copy to follow.

4. **CAPITAL WORKS PROGRAMME - 51-57 HIGH STREET, MARGATE** (Pages 5 - 8)

5. **STATEMENT OF COMMUNITY INVOLVEMENT - REVIEW AND PUBLIC CONSULTATION** (Pages 9 - 34)

6. **YOUR LEISURE**

Report to follow.

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Do I have a Disclosable Pecuniary Interest and if so what action should I take?

Your Disclosable Pecuniary Interests (DPI) are those interests that are, or should be, listed on your Register of Interest Form.

If you are at a meeting and the subject relating to one of your DPIs is to be discussed, in so far as you are aware of the DPI, you **must** declare the existence **and** explain the nature of the DPI during the declarations of interest agenda item, at the commencement of the item under discussion, or when the interest has become apparent

Once you have declared that you have a DPI (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must**:-

1. Not speak or vote on the matter;
2. Withdraw from the meeting room during the consideration of the matter;
3. Not seek to improperly influence the decision on the matter.

Do I have a significant interest and if so what action should I take?

A significant interest is an interest (other than a DPI or an interest in an Authority Function) which:

1. Affects the financial position of yourself and/or an associated person; or
Relates to the determination of your application for any approval, consent, licence, permission or registration made by, or on your behalf of, you and/or an associated person;
2. And which, in either case, a member of the public with knowledge of the relevant facts would reasonably regard as being so significant that it is likely to prejudice your judgment of the public interest.

An associated person is defined as:

- A family member or any other person with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- Any person or body who employs or has appointed such persons, any firm in which they are a partner, or any company of which they are directors; or
- Any person or body in whom such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000;
- Any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- any body in respect of which you are in a position of general control or management and which:
 - exercises functions of a public nature; or
 - is directed to charitable purposes; or
 - has as its principal purpose or one of its principal purposes the influence of public opinion or policy (including any political party or trade union)

An Authority Function is defined as: -

- Housing - where you are a tenant of the Council provided that those functions do not relate particularly to your tenancy or lease; or
- Any allowance, payment or indemnity given to members of the Council;
- Any ceremonial honour given to members of the Council
- Setting the Council Tax or a precept under the Local Government Finance Act 1992



If you are at a meeting and you think that you have a significant interest then you **must** declare the existence **and** nature of the significant interest at the commencement of the matter, or when the interest has become apparent, or the declarations of interest agenda item.

Once you have declared that you have a significant interest (unless you have been granted a dispensation by the Standards Committee or the Monitoring Officer, for which you will have applied to the Monitoring Officer prior to the meeting) you **must:-**

1. Not speak or vote (unless the public have speaking rights, or you are present to make representations, answer questions or to give evidence relating to the business being discussed in which case you can speak only)
2. Withdraw from the meeting during consideration of the matter or immediately after speaking.
3. Not seek to improperly influence the decision.

Gifts, Benefits and Hospitality

Councillors must declare at meetings any gift, benefit or hospitality with an estimated value (or cumulative value if a series of gifts etc.) of £25 or more. You **must**, at the commencement of the meeting or when the interest becomes apparent, disclose the existence and nature of the gift, benefit or hospitality, the identity of the donor and how the business under consideration relates to that person or body. However you can stay in the meeting unless it constitutes a significant interest, in which case it should be declared as outlined above.

What if I am unsure?

If you are in any doubt, Members are strongly advised to seek advice from the Monitoring Officer or the Committee Services Manager well in advance of the meeting.

If you need to declare an interest then please complete the declaration of [interest form](#).

Capital Project - Repairs and Renovations to 51-57 High Street, Margate

Cabinet	28 January 2021
Report Author	Natalie Glover - Project Manager
Portfolio Holder	Cllr Ruth Duckworth
Status	For Decision
Classification:	Unrestricted
Key Decision	Expenditure
Reasons for Key	Capital Project - value of the external funding exceeding £250,000
Ward:	Margate Central

Executive Summary:

This report provides background information in order to seek Cabinet's approval to commit £750,000 of external funding to deliver a capital renovation project for 51-57 High Street Margate via an open (competitive) tender process. This project is externally funded by the Ministry of Housing, Communities and Local Government and is required to be delivered within the set criteria and restrictions of the Towns Fund programme.

The £750,000 is allocated within the capital programme and this report seeks Cabinet's approval to commit these funds and deliver the project.

Recommendation(s):

1. That Cabinet permit the expenditure of the allocated budgets for the agreed capital project to renovate 51-57 High Street, Margate;
2. That Cabinet give delegated authority to the Director of Regeneration to negotiate and agree the contract documents;
3. That Cabinet gives delegated authority to the Director of Law and Democracy, in consultation with the Director of Regeneration, to sign the contract documents and any other necessary documents to give effect to this decision.

Corporate Implications

Financial and Value for Money

A budget of £750,000 has been added to the Capital Programme by virtue of the Members Decision Notice approved on 6 January, 2021. This report seeks approval to spend against the allocated budget in line with the Council's procurement rules.

Legal

The buildings involved are included in a Joint Venture with Homes England. This Decision Notice will be subject to a side letter being received by Homes England permitting the capital works in accordance with the terms and conditions within the Joint Venture agreement.

Corporate

The capital works to 51-57 High Street are required to enable the buildings to be safely brought back into use. These works will ensure that the site is safe and secure and will reduce the risks the asset poses to the Council.

This project delivers against the Council's priority for Growth. Enabling the buildings to be brought back into use specifically delivers against:

- Encourage the rejuvenation of our high streets by supporting the growth of our creative industries.
- We will further support the regeneration of our High Streets by working with partners.

The potential opportunity that 53-57 High Street provides is identified in the recently submitted [Margate Town Investment Plan](#) as part of the Town Deal submission. These works will help to unlock its potential to support workspace in the high street and a place for engagement and skills development.

Equality Act 2010 & Public Sector Equality Duty

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

Due to the limited relevance to the Public Sector Equality Duty it is not possible to further this aim of the duty. However, the proposal is non-discriminatory and does not contravene equality legislation.

CORPORATE PRIORITIES

This report relates to the following corporate priorities: -

- Growth

1.0 Introduction and Background

- 1.1 In the Prime Minister's speech 'Build Build Build' on 30 June 2020, it was announced that the Government would be bringing forward £5 billion of capital investment projects including £96m to accelerate investment in town centres and high streets. This aimed to provide all the towns selected for Town Deals with £500k-£1m to spend on projects such as improvements to parks, high streets, and transport. The funding was allocated on a population size basis, with Margate receiving £750,000.
- 1.2 The Government was encouraging projects that support towns in responding to immediate challenges, including capital schemes that would provide improvements to town centres including repurposing empty commercial properties.
- 1.3 Following a recent decision to include this £750,000 grant funding from the Ministry of Housing Communities and Local Government (MHCLG) in the Capital Works Programme, a further decision is now required for the spending of these grant monies on a capital renovation project for 51-57 High Street Margate. The project is to align with the Towns Fund Further Guidance provided by MHCLG in June 2020.

2.0 Capital works

- 2.1 It was identified that 53-57 High Street provided a significant opportunity to provide improvements to the town centre by bringing back into use and repurposing an empty commercial property. The site is an oversized retail unit for which there is no retail demand for and the aim is to bring it back into use, whilst creating footfall in the Lower High Street and creating greater linkages between the Old Town, High Street and the reestablishment of a commercial frontage onto Cecil Square.
- 2.2 The capital works being proposed as part of the project include;
 1. replacing the roof, ensuring the building is watertight, protecting it from further deterioration;
 2. the stripping out of the internal materials and fittings which will enable access to the Asbestos Containing Materials that require removal
- 2.3 Delivering the capital works will enable the vision for the building to be more clearly defined in line with any repurposing of the high street and town centre. It is proposed that the building could form part of a portfolio of assets in a new Creative Land Trust that is proposed within the Margate Town Deal Town Investment Plan submitted to the Government on 11 December, 2020.
- 2.4 The buildings involved are included in a Joint Venture with Homes England. If these works are not undertaken, the building will continue to deteriorate. This Decision will be subject to a side letter being received by Homes England permitting the capital works in accordance with the terms and conditions within the Joint Venture agreement.

- 2.5 This capital project fits strategically with the Council's corporate priorities and values by:
- Supporting inward investment;
 - Promoting sustainability and growth of local enterprise;
 - These works will help to sustain and grow the creative sector in Thanet, providing opportunity for economic recovery and contributing to the delivery of the Margate Town Deal and the levelling up agenda.
- 2.6 Delivery of this capital project will lead to reduced repairs bills due to water ingress to the structure and mitigating Asbestos Containing Material' management, representing potential revenue savings for the Council.

3.0 Options

- 3.1 To agree to commit £750,000 of external funding to deliver a capital renovation project for 51-57 High Street Margate via an open (competitive) tender process.
- 3.2 To not commit £750,000 of external funding deliver a capital renovation project for 51-57 High Street Margate via an open (competitive) tender process. If this option is chosen there may be a requirement to return the funding (as this funding is project specific and is undertaken through a letter of agreement between the council and MHLG).
- 3.3 The project being taken forward has to deliver against the [Towns Fund Further Guidance](#), which means that the £750,000 funding could not be spent on other existing schemes within the programme.

Contact Officer: Natalie Glover (Project Manager)

Reporting to: Louise Askew (Director of Regeneration)

Background Papers

Towns Fund Further Guidance:

<https://www.gov.uk/government/publications/towns-fund-further-guidance>

Corporate Consultation

Finance: Clive Bowen (Finance Manager)

Legal: Estelle Culligan (Director of Law and Democracy)

STATEMENT OF COMMUNITY INVOLVEMENT - REVIEW AND PUBLIC CONSULTATION

Cabinet	28th January 2021
Report Author	Tim Willis, Deputy Chief Executive
Portfolio Holder	Cllr Rick Everitt, Leader of the Council
Status	For Decision
Classification:	Unrestricted
Key Decision	No
Reasons for Key	N/A
Previously Considered by	Full Council - 12 July 2012
Ward:	Thanet Wide

Executive Summary:

The Statement of Community Involvement (SCI) sets out how the Council will consult on planning policy issues, planning applications and neighbourhood plans. The SCI was originally adopted by Council in 2007. A reviewed and updated SCI was adopted by Council in 2012.

It is considered appropriate that the SCI should be reviewed now in line with the forthcoming Local Plan review, and to reflect changes in methods of communication and engagement. There is also a requirement under the Town and Country Planning Regulations that SCIs are reviewed every 5 years.

The Council will carry out a 6 week public consultation on the revised SCI. Responses to that consultation will be considered and any appropriate amendments made. It will then be reported to Cabinet and Full Council for adoption.

Recommendation(s):

That Cabinet agree the revised Statement of Community Involvement to progress for a consultation period of 6 weeks.

Corporate Implications

Financial and Value for Money

There are no costs directly associated with this report. However there will be costs associated with some methods of consultation and engagement to be funded through the Local Plan Reserve budget and operational budgets.

Legal

The Statement of Community Involvement should be reviewed every 5 years to meet the requirements of the Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 and in accordance with the Planning & Compulsory Purchase Act 2004 (Section 23)

Corporate

The engagement and consultation requirements that apply to the Council's planning activity are extensive. However, it is important to reflect the Council's corporate commitment to community engagement, which the SCI seeks to do.

Equality Act 2010 & Public Sector Equality Duty

Members are reminded of the requirement, under the Public Sector Equality Duty (section 149 of the Equality Act 2010) to have due regard to the aims of the Duty at the time the decision is taken. The aims of the Duty are: (i) eliminate unlawful discrimination, harassment, victimisation and other conduct prohibited by the Act, (ii) advance equality of opportunity between people who share a protected characteristic and people who do not share it, and (iii) foster good relations between people who share a protected characteristic and people who do not share it.

Protected characteristics: age, sex, disability, race, sexual orientation, gender reassignment, religion or belief and pregnancy & maternity. Only aim (i) of the Duty applies to Marriage & civil partnership.

This report relates to the following aim of the equality duty: -

- *To advance equality of opportunity between people who share a protected characteristic and people who do not share it*

The SCI topic engages the PSED. The primary purpose and principal aim of the SCI is to provide everyone in the district, and elsewhere, with a better opportunity to become involved in the planning process, whether planning policy or planning applications, or other activity.

The draft SCI sets out how the Council will engage with different groups within the community, and seeks to provide a flexible response to the different needs of different groups, even on an individual basis, where this is appropriate. This consultation is a key part of ensuring that groups with protected characteristics can tell the Council how they wish to be engaged in the planning process, so that we can meet the PSED.

The SCI process is therefore designed in part to address the PSED. The SCI, when adopted, will help the Council fulfil its duties in relation to the PSED; and all consultation on planning issues will be in accordance with the SCI, thus ensuring an equal opportunity for everyone to become involved.

CORPORATE PRIORITIES

This report relates to the following corporate priorities: *Communities*

1.0 Introduction and Background

- 1.1 The Statement of Community Involvement (SCI) sets out how the Council will involve people in the planning process. It explains how people can become involved when the Council is preparing planning policies, deciding planning applications and consulting on Neighbourhood Plans.
- 1.2 The SCI is a statutory document, required under the Planning and Compulsory Purchase Act 2004.
- 1.3 The Council has to review its Statement of Community Involvement every 5 years (Town & Country (Amendment) Planning Regulations 2017, 10A). It was originally adopted by the Council in 2007 and was reviewed in 2012. It was considered that the 2012 version was still fit for purpose for the Local Plan Examination which took place in 2019. The Inspectors' report concluded that 'the Plan meets the relevant legal requirements...' in relation to consultation. The consultations carried out during the Local Plan process were prepared in conjunction with the 2012 SCI. However it is now necessary to review the SCI, in line with the forthcoming Local Plan Review.
- 1.4 Since the last review of the SCI, communication methods have dramatically changed, allowing easier, more direct and more digitally focussed methods in addition to traditional methods of engagement. The updated SCI will reflect the Council's current practices, and will replace the 2012 version once adopted

2.0 The Current Situation

- 2.1 The methods of consultation the Council uses for planning policy consultations have been reviewed and are still considered appropriate. A combination of the methods were used during the process for the 2020 Local Plan and were appropriate for the various stages of consultation throughout the process. The methods of consultation have not been changed significantly in the SCI Review but have been updated as necessary.
- 2.2 The main changes in the SCI Review are as follows:
 - The structure of the document has been changed to make it more comprehensive
 - The new web address for our consultation portal (www.thanetcouncilplan.inconsult.uk) has been updated in Section 3
 - The SCI has been updated to reflect how registration on our consultation portal has changed so that communication from us is only about issues relevant to the user
 - The availability of paper copies of documents has been changed from the Gateway and Libraries to Council Offices and some public places as necessary/appropriate to allow more flexibility (particularly relevant when many libraries have not been open due to the current pandemic)

- Comments we receive either by letter or email have to be entered onto the consultation portal by Council officers, and this can be very time-consuming and cause delay to the Local Plan process. The SCI now states that an administration fee may be charged where these are long or complex responses. Based on previous experience, it is anticipated that the vast majority of representations would not be affected by fee charges
- Table 1 - Methods of Consultation has been updated and also includes Council Social Media and Online Engagement.
- The Strategic Planning Privacy Statement has been updated and will be included as an Appendix to the main document
- The section on Neighbourhood Plans has been moved from an Appendix into the main document
- The section on Planning Applications has been updated to reflect current practice
- The Review section has been updated to say that the SCI will be reviewed every 5 years and that the next review will incorporate any changes that have come into force from the Government's Planning White Paper proposing significant changes to the planning system and a stronger focus on digital methods of engagement
- Appendix 1 has been deleted as it is out of date and is not considered necessary for the purposes of the SCI.
- Appendix 2 has been renamed as Appendix 1. The list of 'General Consultation Bodies' has been deleted as they are suggestions rather than a definitive list
- Appendix 2 now contains the Strategic Planning Privacy Statement

2.3 The changes proposed to the SCI do not materially affect the way the Council will consult on planning issues, so the following process is considered appropriate:

- Formal Consultation stage for 6 weeks - expected February/March 2021
- Assessment of comments received and amend document as appropriate. Provide feedback on the results of the consultation
- Report to Cabinet and Council for Adoption

3.0 Options

3.1 Option 1 - To agree the contents of the reviewed SCI and give authority for public consultation to take place

3.2 Option 2 - To require changes to be made to the document and that public consultation can take place with those changes incorporated

3.3 Option 3 - Not to proceed with a review of the SCI

3.4 Option 1 is the recommended Option. The SCI has been reviewed taking into consideration the most recent legislative requirements and government guidance, and is considered appropriate for progressing to public consultation.

4.0 Next Steps

- 4.1 The draft SCI Review will be subject to a 6 week public consultation. Responses received will be considered and the SCI amended as appropriate. A summary of the responses received, any resulting changes made to the SCI and an amended version of the SCI will be reported back to Cabinet, and then to full Council for adoption.

Contact Officer: Adrian Verrall, Strategic Planning Manager
Reporting to: Bob Porter, Director of Housing and Planning

Annex List

Annex 1: *Statement of Community Involvement - draft review for Public Consultation*

Background Papers

N/A.

Corporate Consultation

Finance: *Chris Blundell (Director of Finance)*

Legal: *Estelle Culligan (Director of Law & Democracy)*

Equality: *Estelle Culligan (Director of Law & Democracy)*

Comms: *Hannah Thorpe (Director of Communications)*

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ANNEX 1: Statement of Community Involvement (SCI) Review DRAFT

‘We will work with our communities to foster a shared responsibility and increase our community engagement’

(Corporate Statement - Thanet District Council's Core Business Objectives 2019 - 2023)

1 What is a Statement of Community Involvement?

1.1 The Council is committed to involve the community as much as possible in the planning process as local knowledge helps contribute towards meaningful and appropriate planning policy. The more the community is involved in the planning process, the greater the ownership is of the planning decisions that shape the future of the area.

1.2 The Statement of Community Involvement (SCI) sets out how the Council will involve people in the planning process. It explains how people can become involved when the Council is preparing planning policies, deciding planning applications and consulting on Neighbourhood Plans.

1.3 The Council has to produce an SCI as set out in the Planning and Compulsory Purchase Act 2004.

1.4 Appendix 1 of this document lists the Statutory Consultees we have to consult and Appendix 2 sets out the Strategic Planning Privacy Statement.

Why is the Statement of Community Involvement being reviewed?

1.5 The Council has to review its Statement of Community Involvement every five years¹. We have prepared this SCI review in accordance with the most recent national guidelines.

1.6 The SCI was last reviewed in 2012. Since then, communication methods have dramatically changed, allowing easier, more direct and more digitally focussed methods in addition to traditional methods of engagement. The updated SCI will reflect the Council's current practices, and will replace the 2012 version once adopted.

2 - What we will consult on

Local Plans

2.1 Every Council has to have an up to date Local Plan - it is a statutory requirement. A Local Plan is a blueprint for housing, roads, business and infrastructure. Thanet's Local Plan sets a clear development strategy for Thanet, providing certainty for local people, agents and developers as to where development can happen and where it should not, and the types of development that would be supported. The Local Plan is the starting point for making decisions on planning applications, and helps to guide investment and can help support bids for infrastructure funding.

2.2 The Council can also produce 'Development Plan Documents' (DPD) to include planning policies that sit alongside Local Plan policies (e.g. the Cliftonville DPD).

2.3 The Council has to carry out informal and formal consultations in the process of preparing a Local Plan, a DPD or a review of an existing Local Plan. The Local Plan, DPD, or reviewed Local Plan will have to be formally adopted by the Council.

Supplementary Planning Documents (SPDs)

2.4 Supplementary Planning Documents are not statutory documents, and can be used to provide more detail to policies included in the Local Plan (e.g. the Landscape Character Assessment SPD). The Council has to carry out a formal consultation in the process of preparing a SPD. The SPD will also have to be formally adopted by the Council.

Neighbourhood Plans, Neighbourhood Development Orders and Community Right to Build Orders

2.5 Neighbourhood Plans are prepared by Town or Parish Councils, or a Neighbourhood Forum in any areas where there is no Town or Parish Council. There are various stages in the Neighbourhood Planning process where the Council has to carry out formal consultations. The Neighbourhood Plan will have to be formally adopted (or 'made') by the Council.

¹ Town & Country Planning Regulations, 10A

2.6 A Neighbourhood Development Order means that town and parish councils can grant permission for certain types of development without the need for people to apply to the Council. These could include, for example, all house extensions in a defined area, changes of use, or development on a particular site. Certain types of development are excluded, such as minerals and waste developments, certain public and private environmental projects, and nationally significant infrastructure projects.

2.7 A Community Right to Build Order enables small-scale development in neighbourhoods, such as housing or community facilities, but can be prepared by any local community organisation rather than just town and parish councils. As above, certain types of development are excluded.

Other Documents

2.8 The Council may from time to time consult on other planning related documents (for example the Transport Strategy and Conservation Area Appraisals). The consultations carried out will depend on the nature of the document the Council is consulting on.

Planning Applications

2.9 The Council consults in a number of ways on planning applications to ensure that anyone likely to be directly affected by a proposed development has the chance to comment on the application.

3 - Who we will consult

3.1 We will consult with people who have registered on the Strategic Planning consultation portal when we carry out a consultation. Anyone can register on our consultation portal at www.thanetcouncilplan.inconsult.uk.

3.2 When people register, they are asked to indicate their area of interest, i.e. district wide (so would include the Local Plan/Review and some SPDs) or only certain towns/villages (e.g. Neighbourhood Plans and more specific DPDs/SPDs). This is to ensure that people only receive communication from us on topics that are relevant and of interest to them.

3.3 Statutory Consultees are people we are required under Planning Legislation to contact in every consultation. They include government organisations such as Natural England, Historic England and the Environment Agency. The full list can be found in Appendix 1. It will be necessary to hold more in-depth discussions with some bodies and agencies, both as part of the consultation process and as part of the Duty to Cooperate.

3.4 We want to ensure that everybody has the opportunity to get involved with planning decisions to get a good balance of views. In particular, the Council is keen to involve under-represented groups of people (or external agencies and organisations who represent them), often referred to as hard to reach, hard to hear or seldom heard groups. We will also seek to ensure that people/groups with protected characteristics are able to participate and give their views. We will look at different ways to engage with different sections of the community and encourage everyone to have their say. We will consider methods such as sending

packs/leaflets or doing presentations at schools, wider distribution of leaflets/publicity material, evening/weekend consultation events and ensuring consultation events are accessible to all. On request, documents can also be made available in different formats (e.g. Braille, audiotape, large print, colour of font or page or a different language).

4 - How we will consult

4.1 The Council will let people know about new planning policies in a number of ways:



Mail-Outs - we will write to or email anyone who has asked to be kept informed. People can register on our online consultation portal to receive updates at: <https://www.thanetcouncilplan.inconsult.uk>



Online - we will put information on our website and use Social Media to keep people up to date



Local Press - we will advertise consultations in a local newspaper

4.2 Whenever there is a formal consultation stage, the Council will publicise this through press releases and the website. The Council will seek to maximise its use of email and the website to advise the public of consultation documents and encourage the use of online consultations. Paper copies will be available for inspection at Council Offices and, where necessary, other appropriate locations (e.g. relevant libraries). Anyone who is unable to access the internet can request a paper copy to be made available in their local library. The Council will receive comments via its online consultation portal, email or by post. At some formal stages of the process, those making representations will be encouraged to use the official forms (provided by the Planning Inspectorate) for making comments, although all comments submitted, where appropriate, will still be registered. Representations made by telephone cannot be registered as formal representations - any comments made verbally must be confirmed in writing. We are unable to accept anonymous comments.

4.3 The Council uses its online consultation portal for all public consultations on planning policy issues. People can register, select their areas of interest, then simply log on to use the portal to view or comment on consultations, view responses to closed consultations or update their contact details. People making comments using the portal can start their comments and come back to them later - the portal will save them and will send an automatic acknowledgement once comments have been finalised and submitted. The consultation document and any other relevant documents will be available on the portal. Once a consultation has closed, all comments received will be made available on the portal. Those who have registered on the portal will receive email updates about the documents they are interested in. The Council also actively encourages people to use our online consultation portal to reduce costs and paper use, save taxpayers money and help protect the environment.

4.4 Council officers will enter all comments received by email or post into the online consultation portal to make it easier for us to assess responses, publish the results of a

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public consultation, and send comments to Inspectors/Examiners at the independent assessment stage. Inputting comments into the online portal relies on the interpretation of them by Council officers. This can be very time-consuming and cause delay to the Local Plan process. Where long and complex representations are submitted on paper or by email, an administration fee may be charged when they have to be entered manually by officers. Based on previous experience, it is anticipated that the vast majority of representations would not be affected by fee charges. In order to avoid any mis-interpretation or mis-understanding of your representations, or administrative charges, we would encourage people to use the online consultation portal themselves.

4.5 Unless an email address is provided in postal responses, the Council’s online consultation portal will generate letters for any further communications. The Council may receive more than one letter from one household, but each letter is treated as an individual response. This will mean that individual letters will be sent to people from the same household who have all replied by post to a consultation.

4.6 The consultation and participation carried out for different documents will vary depending on the nature of the documents being prepared. Table 1 shows the methods of consultation that could be used. The Council will use one or more of the methods identified as being appropriate, depending on the type, nature, context and stage in the process of the consultation concerned. In the event that face-to-face consultation methods are not possible for whatever reason, the Council will seek to make fuller use of alternative methods of consultation and engagement.

4.7 Formal and informal consultations will be carried out by staff from the Strategic Planning team, in conjunction with the Council’s Communications team who have relevant expertise and resources in delivering public consultation and involvement.

Table 1: Methods of consultation to consider

Method	Useful for:	For us to consider:	Resources:
Advert/leaflet in Local Paper	Raising levels of awareness and publicising specific opportunities to get involved. Reaching a wider audience	The timescale needed to ensure availability at the beginning of a consultation period	Costs of advertising/printing/delivery
Council Website – online consultation	Allowing access to latest information and provide opportunities to contribute electronically	How to coordinate and work together with TDC Communications team, inputting resources	Once information is available online, it is low cost. Will need GIS expertise for any maps to be made available – time implication
Council Social Media	Raising levels of awareness and reaching a wider audience Signposting people to the relevant documents and information online	We must make it clear how people should comment on a consultation document - comments under social media posts would not be considered as responses to a consultation	Staff time and availability in the Communications team in both posting content and responding to comments/questions if necessary/appropriate

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Documents available for inspection	Allowing everyone the opportunity to comment on draft documents. Documents will be made available at Council Offices and local libraries on request	It must be clear how and when people should respond. Information should be accessible to all in terms of mobility, understanding and time available	Staff time may be needed to answer questions and collate any responses. Cost of printing
Exhibitions/Drop in Sessions	Provides an opportunity for two way dialogue. Accessible to broad audience	Information should be accessible to all in terms of mobility, understanding and times available	Preparation costs, display materials and time needed can be significant. Additional staff time needed if exhibition is manned. Venue costs for hire.
Questionnaires	Determining attitudes and identifying needs for improvement. Gaining views from people who may not otherwise express an opinion	Surveys can reap a greater number of responses	Specialist software needed to assist with analysis and reporting of responses. Manual inputting of paper/emailed responses can be time consuming
Public Meetings	Gaining first hand views regarding a specific area	The audience, audience availability (e.g. daytime or evening) and any restrictions, time available for consultation Can be less inclusive as not everyone gets chance to speak, so don't always get a wide representation of views	Costs of venue hire can be significant, staff time needed to prepare any material
Workshops	Bringing together representatives from different sectors of the community to be more actively involved in scoping documents and identifying priorities	Events require significant preparation and organisation. However they can be very useful for discussing important and/or difficult issues	Time is needed for preparation – specialist skills may be required. High staffing levels likely for facilitating. Costs of venue hire can be considerable
Online engagement	Provides an opportunity for two way dialogue. Sessions can be organised at various times of day to maximise participation	The number of people attending an online session for it to be meaningful. Whether to hold several general sessions and/or sessions covering a particular topic	Staff availability - may need one or two to host/present/answer questions and a third to monitor 'chat'

5 - What happens to comments that the Council receives?

5.1 Once a formal consultation has ended, the Council will analyse all comments received and identify any changes to be made as a result. (This does not apply to a proposed 'submission' document as these responses are considered by the Planning Inspector). The Council recognises that it is important to report back to the community and other stakeholders on how their comments and suggestions have been taken on board. The Council does not respond to each individual comment, but does respond to common issues that are raised. The Council will publish feedback to all consultations on its website and in document format (eg committee reports). Anyone who has submitted comments will be contacted by email or by post to advise them when feedback is available.

5.2 Comments submitted to us cannot be made anonymously and will be made public alongside the person's name, and if relevant the name of the organisation, body or person being represented. In accordance with the General Data Protection Regulation (GDPR), no contact or other personal information will be published and will only be used for the purposes of planning consultations. More information on how people's information is stored and used can be found in the Council's [Privacy Statement](#) (link to be added here and at Appendix 2). The Council is not able to acknowledge receipt of comments, other than through automated responses to emails or comments submitted through the online Consultation Portal.

5.3 Each planning policy document requires a 'Statement of Consultation' which will outline how the SCI has been followed and how the main issues raised during consultations have been addressed.

6 - Local Plan/DPDs/SPDs

6.1 There are two types of planning policy document – Local Plan Documents and Supplementary Planning Documents. The diagram below shows the key stages in the production of a Local Plan Document and how the community can become involved at each stage. At stage 1, the Council will provide an outline of the anticipated timetable for the following stages.

Stage 1	Stage 2	Stage 3	Stage 4
Informal Involvement	Statutory Involvement	Statutory Involvement	No Involvement

STAGE 1: Evidence gathering and early community involvement -

'front-loading':

Who? Targeted consultation with some or all of the following: Statutory Agencies, Town and Parish Councils, Mayors Offices, Business Community, Developers, Community Groups, Residents Associations, Traders Associations

How? Workshops, Focus Groups, Discussions/Meetings, Online Events

STAGE 2: Public participation in preparation of a Local Plan (Regulation 18)

Draft planning document produced - people will have an opportunity to comment on the Council's preferred strategy or consider possible alternatives

Who? General invitation for people to make representations giving at least 6 weeks for people to comment

How? Statutory adverts in newspapers and press releases. Documents and comments forms online and at Council Offices. The Council may also hold exhibitions, workshops or meetings and online events.

STAGE 3: Publication of a Local Plan (Regulation 19)

Revised planning document produced having considered comments from the previous stage. This will be the version the Council intends to submit to the Secretary of State for Examination in Public.

Who? General invitation to comment on whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements and whether it is sound, giving at least six weeks for people to comment.

How? Statutory adverts in newspapers and press releases – formal consultation for six weeks. Documents and comments forms online and at Council Offices.

Representations on proposed submission document (Regulation 20)

The Council will summarise the main issues raised in the consultation, but all comments received at the Regulation 19 stage will be considered by the Planning Inspector appointed on behalf of the Secretary of State.

STAGE 4: Submission to Secretary of State

The document will be sent to the Secretary of State who will examine the document

on its preparation in accordance with the Duty to Cooperate, legal and procedural requirements and whether it is sound. People who commented on the consultation will be advised that the document has been submitted, either by email or by post. The submission document and other associated documents/papers will be available at the Council Offices and on the Council website. The website will be kept up to date with the progress of the examination.

Independent Examination

The Planning Inspector appointed on behalf of the Secretary of State will arrange hearings and consider written representations. The Inspector will normally give people who commented at Stage 3 the opportunity to attend the Examination Hearings.

Inspector's Report

The Planning Inspector will submit a report to the Council containing recommendations for changes to be made to the document. This report is not binding and the Council will decide whether or not the changes should be made.

Consultation on Proposed Modifications

Modifications proposed by the Inspector in order to make the plan sound are consulted on.

Who? General invitation and all those who submitted representations at the Publication (reg 19) stage, giving at least six weeks for people to comment.

How? Advertises in newspapers and press releases – formal consultation for six weeks. Documents and comments forms online and at the Council Offices.

Adoption

The document will be reported to Full Council for adoption.

Monitoring and Review

Adopted planning policies are reviewed regularly in the Councils Monitoring Report and may be amended as necessary depending on the findings of that report.

6.2 There are fewer stages in the process for producing Supplementary Planning Documents as there is only one formal stage of consultation, and there is no public examination. At the formal consultation stage, a draft document will be published and advertised in accordance with the Regulations. It will be made available for inspection at the Council Offices and on the website, and sent to relevant specific consultation bodies for comment.

7 - Neighbourhood Plans

7.1 The Localism Act gives communities powers to make their own planning proposals and decisions. This can be done by Town or Parish Councils or Community Groups, by preparing Neighbourhood Plans or Neighbourhood Development Orders.

7.2 Neighbourhood Plans can establish planning policies for the development and use of land, for example, where new homes and offices should be built, and what they should look like.

7.3 Neighbourhood Development Orders can grant planning permission for new buildings the community would like to see built, without the developer having to apply for separate planning permission.

7.4 Neighbourhood Plans or Development Orders must:

- Be generally in line with local and national planning policies
- Be in line with other laws
- Cannot be used to block the building of new homes and businesses.

7.5 The council is required to publicise neighbourhood planning documents at various stages in the process, and to carry out consultations. It will use the Council website, online consultation portal and make copies available at the Council Offices and relevant libraries (depending on the area of the document under consultation).

The Key Stages in producing a Neighbourhood Plan

Council responsibility	Town/Parish Council/Forum responsibility

Stage 1 - Neighbourhood Area Designation

The Town or Parish Council apply to the Council for a specific geographic area to be designated to which the Neighbourhood Plan will apply. In Thanet the Neighbourhood Area is usually the Parish or Town boundary. The Council will consult for a minimum of six weeks to ensure that people who live, work or carry on business in the area have the chance to comment. The Neighbourhood Area is then either approved or refused by the Council and the outcome publicised as required under the legislation. In areas where there is not a Town or Parish Council, those wishing to prepare a Neighbourhood Plan can

establish a Neighbourhood Forum which must have a minimum of 21 Members. They must apply to the Council to designate a forum and the Council must consult on this. Where possible, the Council will carry out consultations for a Neighbourhood Forum and a Neighbourhood Plan Area at the same time.

Stage 2 - Preparing the Plan

Following the acceptance of a Neighbourhood Area, the Town or Parish Council undertakes evidence gathering and public engagement activities. This should allow as many people as possible, who will be impacted by the plan, to engage in the process. The Town or Parish Council then prepare, and consult on, a draft plan to reflect the outcomes of their local engagement (Regulation 14)

Stage 3 - Plan Submission

Under Regulation 15, the Neighbourhood Plan is submitted to the Council by the Town/Parish Council.

The Plan is then publicised for a minimum of six weeks by the Council and representations are invited (Regulation 16). The Council will publish the consultation on the draft Neighbourhood Plan on its website and will publicise it within the plan area.

Stage 4 - Examination

The Council appoints an independent Examiner to undertake an examination of the proposed Neighbourhood Plan to assess whether the plan meets the basic conditions and other tests within the legislation, and to consider any comments which have been received. The Examiner may then recommend modifications to the Plan if required. The Examiner then provides their report to the Council who publish the report and take the decision on whether the Neighbourhood Plan meets the Basic Conditions and should proceed to referendum. The Council will publish its decision in a Decision Statement.

Stage 5 - Referendum

The community within the Neighbourhood Area (unless the Examiner considers it necessary to extend the referendum to other areas) are asked to vote for the Neighbourhood Plan in a Neighbourhood Planning Referendum organised by the Council. The Neighbourhood Plan must be considered favourably by over 50% of those who vote in order for the Council to adopt it.

Stage 6 - Adoption

Following a positive result at Referendum, the Neighbourhood Plan is then 'made' by the Council at a full Council meeting. The Neighbourhood Plan is then part of the District's Development Plan and used by the Council in determining planning applications.

8 - Where to get help with a planning issue

8.1 Communities can choose to take up free advice and guidance, depending on their needs, through Locality, The Royal Town Planning Institute (Planning Aid) the National Association of Local Councils and the Campaign to Protect Rural England (Planning Help). Each organisation will use its expertise, skills and track record advising on development to empower communities to reach the full potential of producing a neighbourhood plan from start to finish. Advice is available on issues such as understanding the planning process and finding local solutions to developing clear documents and building community support.

Locality

<https://locality.org.uk/>

Email: info@locality.org.uk

Phone: 0345 458 8336

Assistance available: Supports local community organisations offering specialist advice, peer learning and Neighbourhood Plan support.

The Royal Town Planning Institute (Planning Advice)

<https://www.rtpi.org.uk/planning-advice/>

Phone: 020 7929 8338

Email: info@planningaid.rtpi.org.uk

Assistance available: Understanding and taking part in the planning system, commenting on planning applications, applying for planning permission, appealing against a decision, getting involved in the preparation of a Local Plan or Neighbourhood Plan

The National Association of Local Councils

<https://www.nalc.gov.uk/>

(Contact via Kent Association of Local Councils)

Phone: 01304 820173

Email: kalc@kentalc.gov.uk

Assistance available: Provide a national voice for Town and Parish Councils and services such as campaigning, legal, accounts and audit service

Planning Help (Campaign to Protect Rural England)

<https://planninghelp.cpre.org.uk>

National contact (for issues relating to national planning policy):

Phone: 020 7981 2800

Email: info@cpre.org.uk

Regional contact:

Phone: 01233 714540

Email: info@cprekent.org.uk

Assistance available: Advice on how to comment on a planning application, how to challenge a planning decision, local plans and neighbourhood plans.

9 - Planning Applications and Submissions

9.1 The Council deals with a variety of applications for planning approval. It carries out notification and publicity in accordance with the relevant statutory requirements as specified in legislation in force at the time using some or all of the following:

- Site notices
- Letters to adjacent local residents/businesses
- Press advertisements – including adverts for applications which are a departure from the development plan, require an Environmental Impact Assessment or involve listed buildings or conservation areas
- Weekly list of applications and details of planning applications on the Council's website
- Applications and plans published on the website
- Specific consultation or notification with statutory and non-statutory consultees
- Notification to Parish and Town Councils

9.2 To consult neighbouring residents and businesses, the Council is required to either send letters, or display site notices detailing the proposed development. However, as the Council places a high priority on getting people's views, it uses both of these methods. Letters are sent to the adjacent neighbours and, for larger proposals, a wider area depending on the scale of the proposed development. Consultation letters invite responses to be made within 21 days of the date of the letter. Site notices are displayed near the application site inviting comments within 21 days of the date of the site notice being put up. The results of any such

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consultation will be reported and taken into account in decisions made by, and on behalf of, the Council.

9.3 Where a press notice is required, the Council will place this in one of the local newspapers.

9.4 Further detailed information on consultation for different type of applications are provided in the table below:

Table 2 - Consultation methods for different types of proposed development

Nature of proposed development	Relevant legislation	Statutory publicity	Publicity carried out by TDC
Application accompanied by an EIA (Environmental Impact Assessment) Departure from the development plan	The Town and Country Planning (General Development Procedure) Order 2015	LPA to advertise in local press Site notice to be displayed for 21 days Website	Press notice Website Site notice Neighbour notification to those who physically adjoin the site or wider area as appropriate
Major development:(Development of more than ten dwellings, or more than 1000m ² of floorspace or on a site larger than 0.5ha)	The Town and Country Planning (General Development Procedure) Order 2015	Press notice Site notice to be displayed for 21 days or neighbour notification Site notice if application affects the character or appearance of a conservation area or listed building Website	Press notice Website Site notice Neighbour notification to those who physically adjoin the site or wider area as appropriate
Minor development:(Development of ten or less dwellings, less than 1000m ² floorspace or on a site less than 0.5ha)	The Town and Country Planning (General Development Procedure) Order 2015	Site notice to be displayed for 21 days or neighbour notification Site notice and press notice if application affects the character or appearance of a conservation area or listed building	Press notice if application affects the character or appearance of a conservation area or listed building or if a departure from the local plan Website Site notice

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		Website	Neighbour notification to those who physically adjoin the site
Householder development	The Town and Country Planning (General Development Procedure) Order 2015	<p>Site notice to be displayed for 21 days or neighbour notification</p> <p>Site notice and press notice if application affects the character or appearance of a conservation area or listed building</p> <p>Website</p>	<p>Press notice if application affects the character or appearance of a conservation area or listed building</p> <p>Website</p> <p>Site notice</p> <p>Neighbour notification to those who physically adjoin the site</p>
Change of use	The Town and Country Planning (General Development Procedure) Order 2015	<p>Site notice to be displayed for 21 days or neighbour notification</p> <p>Site notice and press notice if application affects the character or appearance of a conservation area or listed building</p> <p>Website</p>	<p>Press notice if application affects the character or appearance of a conservation area or listed building</p> <p>Website</p> <p>Site notice</p> <p>Neighbour notification to those who physically adjoin the site</p>
Variation or removal of condition(s) attached to a previous approval	The Town and Country Planning (General Development Procedure) Order 2015	<p>Site notice to be displayed for 21 days or neighbour notification</p> <p>Site notice and press notice if application affects the character or appearance of a conservation area or listed building</p> <p>Website</p>	<p>Press notice if application affects the character or appearance of a conservation area or listed building or if a departure from the local plan</p> <p>Website</p> <p>Site notice</p> <p>Neighbour notification to those who physically adjoin the site and to those who</p>

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			commented on original application
Listed building consent	The Planning (Listed Buildings And Conservation Areas) Regulations 1990	Press notice Site notice Website	Press notice Website Site notice Neighbour notification to those who physically adjoin the site
Consent to display advertisements	The Town and Country Planning (Control of Advertisements) Regulations 2007	Nil	Website Site Notice if application affects the character or appearance of a conservation area or listed building
Applications for works to trees covered by tree preservation orders	The Town and Country Planning (Tree Preservation)(England) Regulations 2012	Register of applications made available	Website with register of applications Site Notice
Notification of works to trees in a Conservation area	The Town and Country Planning Act 1990 Section 214	Register of applications made available	Website with register of applications Site Notice
Telecommunications prior approval	The Town and Country Planning (General Permitted Development) Order 2015 Part 16	Site notice to be displayed by LPA for 21 days or neighbour notification	Website Site notice Neighbour notification Press notice if proposal affects the character or appearance of a conservation area or proposal affects a listed building

9.5 If an application is significantly amended during its consideration, the Council will send a further round of consultation letters to adjacent neighbours and to any additional people who have already written in with comments. A copy of the revised plans will also be made available on the website.

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9.6 Copies of applications and accompanying plans available to view electronically at Thanet's Gateway Plus in Cecil Street, Margate and online at <https://planning.thanet.gov.uk/online-applications>. Section 106 Agreements will be made available to the public on the website.

9.7 The Council receives and handles comments sent electronically via public access on the Council's website and also post and e-mail. The Council actively encourages the use of public access for the submission of comments from all interested parties and will continue to work to increase the submission of comments electronically. The main issues arising from any comments received are summarised in planning reports. Comments received are published on the Council's website within ten working days of submission, with only personal contact details (including house number, telephone number, email addresses), signatures and special category data redacted. The Council's policy for publishing representations can be found on the council's website at www.thanet.gov.uk

9.8 Members of the public and consultees can register to track the progress of an application on our website at <https://planning.thanet.gov.uk/online-applications/>. Once a decision has been made, interested parties are able to view the decision notice on the council's website, receiving email alerts when a planning application has been decided.

9.9 The Council's Planning Committee determines some planning applications (in specific circumstances as defined by the Council's constitution) and allows public speaking in respect of those applications. Further information on how people can apply to speak at the planning committee can be found on the council's website at www.thanet.gov.uk.

9.10 The Council will provide advice before a planning application is submitted – this helps people understand how a proposal is affected by planning law and policies, what information will be required when a planning application is submitted and identify any specialist surveys/reports that will be needed (eg about listed buildings, trees, noise etc). Advice will be given in writing, and a meeting can be arranged if required, and should be provided within 30 working days. Costs for pre-application advice are available on the Council's website at www.thanet.gov.uk.

10 - Review of the SCI

10.1 The consultation procedures used by the Council detailed in this SCI will be kept under review and monitored to determine where procedures have proven unsuccessful or where revisions may be necessary to meet new circumstances. Some of this information will become apparent via the Statement of Consultation. In addition, we will assess each method of consultation we have used to see if it:

- Gave you the information you needed
- Gave us the type of feedback we needed
- Actively encouraged more people to be involved
- Involved different and appropriate types of people and organisations
- Allowed participants the opportunity to have their views heard and recorded

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10.2 The Town and Country Planning (Local Planning) (England) (Amendment) Regulations 2017 require us to update the SCI every five years starting from the date of adoption.

10.3 The Government has recently published the Planning White Paper - 'Planning for the Future' which proposes significant changes to the planning system and how consultations are carried out. The next review of the SCI will reflect any changes to the planning system that have been brought into force.

Appendix 1 – Consultation Bodies

Under the Town and Country Planning (Local Planning) (England) Regulations 2012, the Council will contact the following Statutory Consultees who are known as ‘Specific Consultation Bodies’ who **must** be consulted:

- the Coal Authority
- the Environment Agency
- the Historic Buildings and Monuments Commission for England (known as Heritage England)
- the Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited (company number 2904587)
- the Highways Agency
- a relevant authority any part of whose area is in or adjoins the local planning authority’s area (ie Canterbury City and Dover District Councils, Kent County Council, Town and Parish Councils, Kent Police/police and crime commissioner)
- any person—
 - (i) to whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
 - (ii) who owns or controls electronic communications apparatus situated in any part of the local planning authority’s area,
- if it exercises functions in any part of the local planning authority’s area—
 - (i) a Primary Care Trust established under section 18 of the National Health Service Act 2006(g) or continued in existence by virtue of that section (now the Clinical Commissioning Group);
 - (ii) a person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989
 - (iii) a person to whom a licence has been granted under section 7(2) of the Gas Act 1986);
 - (iv) a sewerage undertaker; and
 - (v) a water undertaker;
- the Homes and Communities Agency

As well as the Statutory Consultees, the Council will consult with a range of community groups and individuals (‘General Consultation Bodies’) with interests in the area. The Council maintains a database of contacts who have registered their interest in planning policy documents and who are contacted each time a new document is being consulted upon. If you wish to register your interest please register at www.thanetcouncilplan.inconsult.uk.

Appendix 2 - Privacy Statement

(To be added)