

## 1. Topic of assessment

<b>EIA title:</b>	<b>Draft Statement of Community Involvement March 2015</b>
<b>EIA authors:</b>	Lee Smith – Planning Technician Maureen Prescott – Planning Technician

## 2. Approval

	<b>Name</b>	<b>Date approved</b>
<b>Approved by:</b>	Paul Sanderson	31 March 2015

## 3. Quality control

<b>Version number</b>	3	<b>EIA completed</b>	
<b>Date saved</b>	31 March 2015	<b>EIA published</b>	

## 4. EIA team

<b>Name</b>	<b>Job title (if applicable)</b>	<b>Organisation</b>	<b>Role</b>
Maureen Prescott		SCC	Author
Paul Sanderson		SCC	Sign off

## 5. Explaining the matter being assessed

<b>What policy, function or service is being introduced or reviewed?</b>	<p><b>Draft Statement of Community Involvement March 2015</b></p> <p>The Statement of Community Involvement (SCI) sets out how and when individuals, groups and organisations can influence new Surrey County Council planning documents and the ways in which they can comment on planning applications.</p> <p>Surrey County Council is the Minerals Planning Authority and the Waste Planning Authority for Surrey. It is also the planning authority for determining planning applications for the Council's own developments such as schools and roads. All other planning matters are dealt with by Surrey's district and borough councils.</p> <p>The SCI affects everyone who may be directly or indirectly affected by the County Council's planning decisions.</p> <p>The SCI is a statutory requirement. We have updated the previous SCI to comply with current legislation and reflect current planning practice.</p>
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<p><b>What proposals are you assessing?</b></p>	<p><b>Planning Applications – outline processes</b></p> <ul style="list-style-type: none"> <li>➤ Encourage developers to enter into pre-application discussions with the county council and the local community.</li> <li>➤ Handle applications electronically. Use email and the internet as our main methods of publicising and consulting.</li> <li>➤ Publish applications, supporting documents and an online comments form on our website.</li> <li>➤ Use Neighbour Notification letters, site notices and newspaper adverts in line with regulations and best practice.</li> <li>➤ Publish an online register of applications, proposed amendments, decisions and appeals. Include key dates.</li> <li>➤ Make applications available to view at County Hall and the offices of the relevant borough or district council.</li> <li>➤ Publish a report for all applications on our website, including an outline of the consultation, the publicity carried out and a summary of the comments we have received.</li> <li>➤ Submit reports to Committee for decision or, if we are using delegated powers, submit the report to a designated officer</li> <li>➤ Issue decision notices and publish them on our online register.</li> </ul> <p><b>Development Plan Documents (DPDs) (Local Plans) Supplementary Planning Documents (SPDs) - outline processes</b></p> <ul style="list-style-type: none"> <li>➤ Consult at the key stages of plan making using Public Consultation and other processes in line with statutory requirements and government planning practice guidance.</li> <li>➤ Use email and the internet as our main methods of publicising and consulting on documents. We may also use other methods such as newspapers, radio, social media and workshops/meetings.</li> <li>➤ It will not be possible to respond in detail to every representation; publish on our website a summary of representations received and how we have considered them.</li> </ul>
<p><b>Who is affected by the proposals outlined above?</b></p>	<ul style="list-style-type: none"> <li>• Residents</li> <li>• Statutory consultees</li> <li>• Other organisations and groups</li> <li>• Surrey County Council (SCC) staff</li> <li>• Planning Agents and Applicants</li> </ul>

## 6. Sources of information

Engagement carried out
<p>We carried out an extensive Public Consultation of more than twelve weeks. Consultees included:</p> <ul style="list-style-type: none"> <li>➤ statutory consultees</li> <li>➤ resident and amenity groups</li> <li>➤ parish councils</li> <li>➤ Surrey district and borough councils and neighbouring authorities</li> <li>➤ planning agents and applicants</li> <li>➤ organisations that represent residents and service users with protected characteristics.</li> </ul>
Data used
<p>We used the updated minerals and waste database of consultees.</p> <p>We received seventeen responses to the Public Consultation and a number of comments from SCC officers.</p>

**7a. Impact of the proposals on residents and service users with protected characteristics**

Protected characteristic <sup>1</sup>	Potential positive impacts	Potential negative impacts
<b>Age</b>	<p>We will publish all our planning documents on our website and provide an online form for commenting on plans and planning applications. We will communicate primarily by email.</p> <p>This could improve access to planning decisions for less mobile people.</p> <p>On request we can produce documents in large print for people with sight problems.</p> <p>For consultation events we use premises with access and facilities for people with limited mobility, impaired sight or hearing difficulties.</p> <p>Using social media and electronic communication may make our engagement with younger people more effective.</p>	<p>Some people may not have access to the internet or email.</p> <p>They will be able to view planning documents at County Hall or at local borough and district council offices.</p> <p>They will be able to make representations by letter.</p>
<b>Disability</b>	See comments for 'Age'	See comments for 'Age'
<b>Pregnancy and maternity</b>		<p>Some pregnant women and mothers who find it more difficult to travel to County Hall or district and borough council offices.</p> <p>They will be able to view planning documents on our website and communicate with us using our online comments form, by email or by letter</p>
<b>Race</b>	<p>We use plain English in our documents. This may benefit people whose first language is not English.</p> <p>We can provide documents in other languages for people with little or no English.</p>	

Protected characteristic	Potential positive impacts	Potential negative impacts
<b>Carers</b>		See comments for 'Pregnancy and Maternity'
<b>Religion and belief</b> <b>Sex and gender reassignment</b> <b>Sexual orientation</b> <b>Marriage and civil partnerships</b>	None	None

**7b. Impact of the proposals on staff with protected characteristics**

Protected characteristic	Potential positive impacts	Potential negative impacts
<b>All staff with protected characteristics</b>	Clear/transparent processes improve efficiency and release time for other tasks.  Engaging stakeholders early in the plan making process helps to manage their expectations and reduce complaints.	None

**8. Amendments to the proposals**

Change	Reason for change
None	Not applicable

**9. Action plan**

Potential impact (positive or negative)	Action needed to maximise positive impact or mitigate negative impact	By when	Owner
Set out in table at 7a above	Set out in table at 7a above	Ongoing	Paul Sanderson

**10. Potential negative impacts that cannot be mitigated**

None

## 11. Summary of key impacts and actions

<p><b>Information and engagement underpinning equalities analysis</b></p>	<p>Public Consultation and responses received.</p> <p>Consultation with affected staff and their comments.</p>
<p><b>Key impacts (positive and/or negative) on people with protected characteristics</b></p>	<p><b>Positive Impacts for Service Users</b>                  Improved access to planning decisions for older people, younger people and people with disabilities, carers, and women who are pregnant or looking after children. We will achieve this by:</p> <ol style="list-style-type: none"> <li>1. Communicating electronically whenever possible</li> <li>2. Publishing plans, planning applications and other documents on our website together with an online comments form</li> <li>3. Making use of social media</li> <li>4. Using plain English in our documents</li> <li>5. Using premises with access and facilities for people with limited mobility, impaired sight or hearing difficulties</li> <li>6. On request making documents available in large print or in languages other than English</li> </ol> <p><b>Negative Impacts for Service Users</b>                  People without access to the internet or email. They will be able to:</p> <ul style="list-style-type: none"> <li>❖ view planning documents at County Hall or at local borough and district council offices</li> <li>❖ make representations by letter</li> </ul> <p><b>Positive Impacts for Staff</b></p> <ul style="list-style-type: none"> <li>➤ Clear/transparent processes improve efficiency &amp; release time for other tasks</li> <li>➤ Engaging stakeholders early in the plan making process helps to manage their expectations &amp; reduce complaints</li> </ul>
<p><b>Changes you have made to the proposal as a result of the EIA</b></p>	<p>None</p>
<p><b>Key mitigating actions planned to address any outstanding negative impacts</b></p>	<p>None</p>
<p><b>Potential negative impacts that cannot be mitigated</b></p>	<p>None</p>