

Table 1: Summary of all Comments Received on the Draft SCI (and associated FTA) during consultation in August/September 2019, Councils Response and Proposed Change to Document

Comment Number & response method	Organisation	Policy Section/ Paragraph Number	Summary of comment	Councils response	Proposed change to document
1 (Email)	Personal	All	Personal comments based upon involvement in the preparation of the Knowle, Dorridge and Bentley Heath Neighbourhood Plan and as part of Knowle Society Planning Committee. Welcome references to inclusion of community in all planning matters however the Council should be wary of raising expectations to a level of engagement that cannot be met. (Comment based on experience of previous inconsistencies in Council engagement with local residents).	The revised SCI sets out the current practice of community engagement to ensure transparency. In doing so, it is hoped that this would improve the processes in practice. This should hopefully help to meet and manage expectations accordingly.	Amend Introduction to SCI to ensure intentions of the document are clear.
		Chapter 2 (Paragraph 46)	Would like to see better, active engagement with Parish Councils and Neighbourhood Forums.	The Council is aware of the benefits of active engagement with Parish Councils and Neighbourhood Forums. Engagement is carried out differently depending on the nature of planning/development involved and it is considered that the SCI covers these areas sufficiently. However, reference should also be included to the Parish and Town Council's Charter. Comments are also noted.	Make reference to the Council's constitution and Parish and Town Council's Charter in the Introduction.
			The Council should make it clear what is meant by 'active engagement', 'meaningful engagement' and 'fully involved' and what can be expected by such terms. A definition should be set out of what engagement means – when is it participation, collaboration, consultation or information to avoid any disappointment.	The terms used to describe engagement are not definitive and are used to highlight the importance of engagement within the text. However, the text should be amended where the meaning of a phrase is not considered clear.	Where use of phrases such as 'active engagement' are used within the text, ensure that the meaning is clear or amend text.
			The section, 'How we will involve Communities and Stakeholders in Document production' (Paragraph 46) needs to be considerably strengthened and not just focus on what is required by law. It should explain what is meant by high, medium and low levels of engagement. No indication of other 'active' methods of engagement which may be relevant for Planning Documents.	The Council considers that the section 'How we will involve stakeholders in Document Production' could be improved to set out the range of methods of community involvement available.	Amend the section 'How we will involve stakeholders in Document production' to ensure it sets out the range of methods of community involvement available.
	Chapter 5 (Paragraph 100) (Paragraph 114)	The section 'Determining Planning Applications' (Paragraph 100) needs to be clarified. The thresholds for determining which applications can be delegated should be clearly stated. The terms of delegation agreement could be appended for clarity.	Paragraph 100 should be made clearer. Reference is made at paragraph 105 to the 'Planning Committee Handbook'. This sets out the requirements for planning functions to be delegated to the Head	Amend paragraph 100 to include reference to the Planning Committee Handbook.	

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			Regarding amendments to proposals after a decision has been made, (paragraph 114): Concern that amendments are approved under delegated powers which may backtrack to an original proposal that has been amended in consultation with the Council to gain planning permission. Minor amendments should be carefully scrutinised to ensure this does not happen.	of Development Management from the Planning Committee. This should be made clearer in the text at paragraph 100. The Planning Committee Handbook (page 6 and 7) set out the requirements for delegated powers and minor amendments. These and the professional capacity of planning officers should ensure that approvals to such minor amendments do not occur. However, comment is noted.	
2 (Email)	Personal	All	Please do not make the existing process any more complicated than it already is. The Committee and the planning officer will surely concur.	Comments noted.	No amendments required.
3 (Email)	The Ramblers, Warwickshire Area	Chapter 5 (Paragraph 119)	Warwickshire Ramblers value being consulted by SMBC on Local Plans but are concerned that they are not regarded as consultees on planning applications affecting public rights of way (PROWs). The Ramblers are statutory consultees on Highway Act 1980 Path Orders, but are not statutory consultees under the Town and Country Planning Act 1990 and therefore SMBC is not obliged to consult them. However, the other eight planning authorities in the old County of Warwickshire do consult them since, as a registered National Charity, they will act in the public interest. Consider that consultation of the Ramblers at the planning application stage would allow viable alternatives to be suggested to benefit all parties concerned. This would apply even more so with consultation at the scoping stage. Suggest that at Chapter 5 (paragraph 119) regarding 'Development affecting Public Rights of Way' and 'Methods of Community Involvement (Minimum Statutory Requirements)', Warwickshire Ramblers should be added to this list.	Development Management currently consult the SMBC Public rights of Way Officer and the Open Space Society on planning applications that may affect a PROW. Warwickshire Ramblers can already access the weekly list published for all new applications that are made valid in any particular week and therefore can comment on applications in that way. For these reasons, in this case, the Council do wish to accept this proposed change. Any change in this regard would not affect the wording of the SCI in any case since the table referred to in the SCI sets out 'Minimum Statutory Requirements'.	No amendments required.
4 (Email)	Highways England	Chapter 5	No necessary changes needed on how Highways England is consulted. Highways England is incorrectly addressed as Highways Agency. This needs to be corrected. The role of a Statutory Undertaker seems to have been confused with that of a Statutory Consultee.	Comments Noted. There are inconsistencies within the document as to how Highways England and Statutory Consultees/Undertakers are referred to.	Amend document to ensure Highways England and Statutory Consultees /Statutory undertaker correctly referred to. (page 25 – 28)
5 (Email)	Historic England	All	The document is not clear when Historic England should be consulted.	Due to the wide ranging nature of the document and its focus on community involvement, it is not intended to set out specifically when statutory consultees will be consulted. (The requirements of the Town and	Addition of paragraphs in Chapter 5 in 'Background' and 'Summary of types of Planning Applications and Methods of Involving Stakeholders and the Community' to reference the

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		Chapter 5 (paragraph 87)	<p>The table on page 21 refers to a section 2.3 which is not evident in the document. Recommended that this is amended and made clear within document.</p> <p>Email address for all planning consultations given.</p>	<p>Country Planning (Development Management Procedure) (England) Order 2015 should be consulted as the basis for all engagement). On reflection, it is considered this is not fully explained within the document.</p> <p>Comments noted regarding the table on page 21. Considered that rather than 2.3, reference would be better made to Development Management Procedure Order as referred to above.</p> <p>Correct email address noted and circulated internally.</p>	<p>Town and Country Planning (Development Management Procedure) (England) Order 2015.</p> <p>Amend table on page 21. Remove reference to section 2.3 and refer instead to the Town and Country Planning (Development Management Procedure) (England) Order 2015.</p>
6 (Email)	Knowle, Dorridge & Bentley Heath Neighbourhood Forum	All Chapter 2 (Paragraph 46)	<p>Strongly supports the move to step beyond the traditional consultation process towards a more active participation system. However, aspirations in the introduction are not followed through in the detail of the processes that follow which follows a more traditional form of consultation.</p> <p>The Council should make it clear in practical terms what is meant by 'Community Involvement' and defining in practical terms what participation, collaboration, consultation or information means and ensure this is reflected consistently in the detail of all processes.</p> <p>The Council can take pride in areas where individuals are making a difference to community involvement/engagement. However, culture yet to be consistently applied across all areas of planning.</p> <p>A lack of transparency and early proactive community involvement in planning activities at the highest profile (the Draft Local Plan and planning applications) is giving rise to a level of distrust in the Council and disillusionment in the efficiency of the planning process. The section, 'How we will involve Communities and Stakeholders in Document production' (Paragraph 46) needs to be considerably strengthened and not just focus on what is required by law. It should</p>	<p>The focus of the SCI is to set out how the Council will involve local communities, businesses and other stakeholders in the preparation and review of planning policy and the consideration of planning applications rather than the detail of how applications are determined.</p> <p>The terms used to describe engagement are not definitive and are used to highlight the importance of engagement within the text. The text should be amended where the meaning of a phrase is not considered clear.</p> <p>Comments noted.</p> <p>The Council considers that the section 'How we will involve stakeholders in Document Production' could be improved to set out the range of methods of community involvement available.</p> <p>Paragraph 100 should be made</p>	<p>Amend Introduction to SCI to ensure intentions of the document are clearer to avoid any misunderstanding.</p> <p>Amend text to ensure meaning of phrases is clearer.</p> <p>Improve section 'How we will involve stakeholders in Document Production' to set out the range of methods of community involvement available.</p>

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		Chapter 5 (Paragraph 100) (Paragraph 114)	<p>explain what is meant by high, medium and low levels of engagement. No indication of other 'active' methods of engagement which may be relevant for Planning Documents.</p> <p>The section 'Determining Planning Applications' (Paragraph 100) needs to be clarified. The thresholds for determining which applications can be delegated should be clearly stated. The terms of delegation agreement could be appended for clarity.</p> <p>Regarding amendments to proposals after a decision has been made, (paragraph 114): Concern that amendments are approved under delegated powers which may backtrack to an original proposal that has been amended in consultation with the Council to gain planning permission. Minor amendments should be carefully scrutinised to ensure this does not happen.</p> <p>There is a real opportunity for the Council to work more collaboratively with community groups. The KDBH Neighbourhood Forum and the areas two residents associations are ready to play a more active part in the planning process.</p>	<p>clearer. Reference is made at paragraph 105 to the 'Planning Committee Handbook'. This sets out the requirements for planning functions to be delegated to the Head of Development Management from the Planning Committee. This should be made clearer in the text at paragraph 100.</p> <p>The Planning Committee Handbook (page 6 and 7) set out the requirements for delegated powers and minor amendments. These and the professional capacity of planning officers should ensure that approvals to such minor amendments, as described, do not occur. However, comment noted and reported to Development Management.</p> <p>Comments noted.</p>	<p>Amend paragraph 100 to make clearer with better reference to the Planning Committee Handbook.</p> <p>No amendments required.</p> <p>No amendments required.</p>
7 (Email)	Councillor Buxton-Sait	Chapter 5	Would like to reinforce comments by the Warwickshire Ramblers. It would be great if SMBC could proactively consult with the Ramblers about anything that would be likely to affect Public Rights of Way.	Please see Council's response to Warwickshire Ramblers representation. (Comment number 3 above)	No amendments required.
8 (Email)	Hampton-in-Arden Society	All Chapter 2 Chapter 5	<p>Provide a definition of 'community'</p> <p>Page 8 (para 37): There should be consultation at stage 3, the 'Submission' stage of document production.</p> <p>Page 11 (paragraph 47) Definition of 'interested parties' should be given and there should be a register of such parties.</p> <p>Page 21 - Suggest a sliding scale of charges for the pre-app consultation, starting with free period.</p>	<p>'Community' is included in the Glossary of the draft SCI. This should be updated to reference the definition in the Planning and Compulsory Purchase Act 2004 (section 18).</p> <p>Consultation is carried out at stage 3.</p> <p>The section 'How Communities and Stakeholders Views will be used' should be amended to ensure it is clearer.</p> <p>There is a sliding scale of charges for non- householder pre-application</p>	<p>Update the definition of 'community' in the glossary.</p> <p>No amendments required.</p> <p>Amend section 'How Communities and Stakeholders Views will be used'</p> <p>No amendments required.</p>

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			<p>Page 23 (para 97) Consider extending consider extending the commenting period from 21 to 28 days.</p> <p>Page 23 (para 100) If an application meets the agreed criteria for determination it should not require the Chairman's decision. Also in the context of "may meet thresholds for determination" the thresholds should be clear, unambiguous and transparent.</p> <p>Page 24 (para 102) No mention of when the agenda will be published. Ideally the agenda should be published 2 weeks prior to the scheduled meeting.</p> <p>Page 24 (para 104) Suggested the number of speakers and the time limited for speaking be included.</p> <p>Streaming of Planning Committee meetings on the internet and archiving is not mentioned.</p> <p>Page 25 - Change column 3 to read 'Additional methods that 'will' be used', instead of 'may' be used.</p> <p>Page 27 Para 121) Regarding works to protected trees: There is no mention of referral to Parish or Town Councils as per general and major applications.</p>	<p>advice. A link in the SCI is given for this on page 21. However, comments are noted.</p> <p>Consultation period is in accordance with the Town and County Planning (Development Management Procedure) (England) Order 2015. However, comments are noted.</p> <p>Paragraph 100 should be made clearer and reference made to the 'Planning Committee Handbook' which sets out the requirements for planning functions to be delegated to the Head of Development Management from the Planning Committee.</p> <p>The text refers to the 'Planning Committee Handbook' for further information regarding Planning Committee at paragraph 105. Considered this could be made clearer within the chapter as a whole.</p> <p>This could be included within the text</p> <p>The additional methods of consultation included in this section will not be relevant to all planning applications so the term 'may' should remain.</p> <p>The current stated methods of consultation goes beyond statutory requirements. Parish and Town Councils can already access the weekly list published for all new applications that are made valid in any particular week and therefore can comment on applications in that way.</p>	<p>No amendments required.</p> <p>Amend paragraph 100.</p> <p>Amend 'Determining Planning Applications' section to ensure the reference to the 'Planning Committee Handbook' is clear.</p> <p>Amend text to include reference to streaming.</p> <p>No amendments required.</p> <p>No amendments required.</p>
	All	Document does not make reference to the Parish and Town Council's Charter which sets out arrangements for better communication.	Agreed that this should be included within the text and better reference made to the Council's constitution. (The Parish and Town Council's Charter is within Part 5 of the Councils constitution).	Add a paragraph into Chapter 1 giving reference to the Council's constitution and particular reference to Parish and Town Council's Charter.	

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9 (Email)	Hampton-in-Arden Parish Council	All Chapter 2 Chapter 5	Comments are identical to Hampton-in-Arden Society (see above).	As response to Hampton –in-Arden Society comments. (See above).	As response to Hampton –in-Arden Society comments. (See above).
10 (Email)	HS2 Ltd	All	HS2 Ltd has no comments to make.	Comments noted	No amendments required.
11 (On-line Survey)	Personal	All	The importance of supporting a healthy community should be included – in section 14 ‘Building for Life’. Important that physical and mental health concerns are included.	Section 14 ‘Building for Life’ is in the draft Local Validation Criteria (LVC) that was consulted on at the same time as the consultation on the SCI. These comments appear to be relevant to the LVC and so have been forwarded to be included in that consultation. The scope of the SCI would not address these issues in any greater detail. However, the comments are noted. The importance of health and planning will be addressed in the current Local Plan Review.	No amendments required.
12 (On-line Survey)	Personal	All	The Council has a duty to fully involve the community.	Comments noted. It is hoped that the amended SCI will ensure transparency of the process.	No amendments required.
13 (On-line Survey)	Personal	All	For context, a borough wide map with granted planning permissions should exist. (On-line and on paper).	All information regarding existing planning permissions is available online via the SMBC website. This is referenced in the SCI at the section with the title ‘Access to Information’ (paragraph 94). The volume of information means that this is not available on paper. However, help is available at the Solihull Connect centres to access this information online.	No amendments required.
14 (On-line Survey)	Personal	Chapter 5	Information re delegated powers are contradictory between paragraphs 104, 100 and 102. Regarding paragraph 112, If planning decision is a refusal and it is ignored, needs some form of redress.	Paragraph 100 should be made clearer. Reference is made at paragraph 105 to the ‘Planning Committee Handbook’. This sets out the requirements for planning functions to be delegated to the Head of Development Management from the Planning Committee. This should be made clearer in the text at paragraph 100. Local planning authorities have responsibility for taking whatever enforcement action may be necessary and have a range of enforcement powers.	Amend paragraph 100 and amend ‘Determining Planning Applications’ section to ensure the reference to the ‘Planning Committee Handbook’ is clear. Reference to the Town and Country planning (Development Management Procedure) (England) Order 2015 in Chapter 5.
15	Personal	Chapter 2	Paragraph 27 should read the planning system ‘demands’ not ‘seeks’	It is considered the word ‘encourage’	Amend the word ‘seek’ in

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(Written Survey)		Chapter 5	<p>early community involvement.</p> <p>Paragraph 93: Notification to neighbours should be on a wider basis because more impact is made on a wider basis than specified.</p>	<p>would fit better in this context. This is in keeping with guidance in the NPPF.</p> <p>Major planning applications or those which it is considered may have a wider impact would be further advertised through site notices and/or press notices.</p>	<p>paragraph 27 to 'encourage'.</p> <p>No amendments required.</p>
16 (Written Survey)	Personal	All	<p>There seems to be discrimination against elderly who don't have computer access. All information should be written for me.</p>	<p>The Council is committed to ensuring services are accessible to all. Consequently, notifications are made by various methods including email and letter, to ensure those without computer access are consulted. When consulting on planning documents, a printed version is provided in Solihull Connect Centres and libraries. (Survey responses to this consultation indicate that having a printed version available in all Solihull Connect centres and libraries is strongly supported). As set out in Chapter 2 of the SCI in the section 'Access to Information', printed versions can also be made available to individuals (subject to availability and/or charges). Planning applications can be viewed electronically at Solihull Connect centres and via the public internet access at all Solihull libraries.</p>	<p>No amendments required to SCI.</p>

Table 2: Results of the Survey Consultation on the Draft SCI (and associated FTA) during consultation in August/September 2019, Councils Response and Proposed Change to Document

Question Number	Question	Response (Numbers of responses)						Council's Response	Proposed Change to Document
		Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	Total Number of Responses		
1	Do you agree with the proposed approach to community and stakeholder involvement in planning document production, (as set out in Chapter 2 of the draft SCI)? If not, what would you change?	3	6	1	0	1 (All information should be written for me. I have no access to a computer).	11	All respondents to the survey either strongly agreed or agreed with the approach to community involvement in the SCI. 1 out of 11 respondents disagreed on the basis that all information should be in written format for those without a computer. This is addressed in response to comment number 16 in table 1 above.	No amendments required.
2	Do you agree that a printed version of all planning consultation documents should be available in all Solihull Connect Centres and libraries?	8	3	0	0	0	11	All respondents to the survey agreed that documents should continue to be available at Solihull Connect centres and libraries.	No amendments required.
3	Do you agree with the proposed approach to the Council's role in Neighbourhood Planning, (as set out in Chapter 3 of the draft SCI)? If not, what would you change?	2	7	1	0	1 All information should be written for me. I have no access to a computer.	11	All respondents to the survey either strongly agreed or agreed (or had no comment) with the approach to the Council's role in Neighbourhood Planning. 1 out of 11 respondents disagreed on the basis that all information should be in written format for those without a computer. This is addressed in response to comment number 16 in table 1 above.	No amendments required.
4	Do you agree with the proposed approach to community and stakeholder involvement in the preparation of the CIL Charging Schedule, (as set out in Chapter 4 of the draft SCI)? If not, what would you change?	2	7	1	0	1 All information should be written for me. I have no access to a computer.	11	All respondents to the survey either strongly agreed or agreed (or had no comment) with the approach to community involvement in the preparation of the CIL charging schedule. 1 out of 11 respondents disagreed on the basis that all information should be in written format for those without a computer. This is addressed in response to comment number 16 in table 1 above.	No amendments required.
5	Do you agree with the proposed approach to community and stakeholder involvement in the determination of planning applications, (as set out in Chapter 5 of the draft SCI)? If not, what would you change?	4	4	1	1	1 All information should be written for me. I have no access to a computer.	11	All respondents to the survey either strongly agreed or agreed (or had no comment) with the Council's approach to community involvement in the determination of planning applications. 1 out of 11 respondents disagreed on the basis that all information should be in written format for those without a computer. This is addressed in response to comment number 16 in table 1 above.	No amendments required.
6	Are there any other comments you wish to make on the Draft Statement of Community Involvement Consultation?	All comments received (and the Council's response) are included as comment numbers 11-16 in the Comments Summary table above.							
7	Solihull Council wants to ensure that people from different backgrounds are able to fully	4	3	3	0	1	11	All respondents to the survey either strongly agreed or agreed (or had no comment) with the draft FTA of the draft SCI. 1 out of 11	No amendments required to SCI. FTA

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	<p>participate in consultation and involvement and influence our policies and practices. A Fair Treatment Assessment of the draft SCI has been done. Do you agree with the draft FTA? If not, what additional measures should the Council put in place?</p>					<p>Print all information for those without a computer.</p>		<p>respondents disagreed on the basis that all information should be in written format for those without a computer. This is addressed in response to comment number 16 in table 1 above.</p>	<p>amended accordingly.</p>
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