

Merton Council

Borough Plan Advisory Committee Agenda

Membership

Councillors:

Aidan Mundy (Chair)
Najeeb Latif
Linda Kirby
Dennis Pearce
Carl Quilliam
Geraldine Stanford

Co-opted members:

Substitute Members:

Stephen Crowe
Anthony Fairclough
Nick Draper

Date: Thursday 12 September 2019

Time: 7.15 pm

Venue:

This is a public meeting and attendance by the public is encouraged and welcomed.
For more information about the agenda please contact
future.merton@merton.gov.uk or telephone [020 8545 3837](tel:02085453837).

All Press contacts: communications@merton.gov.uk, 020 8545 3181

Borough Plan Advisory Committee Agenda

12 September 2019

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Note on declarations of interest

Members are advised to declare any Disclosable Pecuniary Interest in any matter to be considered at the meeting. If a pecuniary interest is declared they should withdraw from the meeting room during the whole of the consideration of that matter and must not participate in any vote on that matter. If members consider they should not participate because of a non-pecuniary interest which may give rise to a perception of bias, they should declare this, withdraw and not participate in consideration of the item. For further advice please speak with the Assistant Director of Corporate Governance.

Agenda Item 3

BOROUGH PLAN ADVISORY COMMITTEE

NOTES OF MEETING – 06 JUNE 2019

Attendees:

Cllrs: Aidan Mundy (Chair); Carl Quilliam; Linda Kirby; Geraldine Stanford; Dennis Pearce; Najeeb Latif.

Merton Council Officers: Tara Butler; Paul McGarry; Valerie Mowah; Katharine Thomas.

Meeting notes and action points

Agenda item 1: Apologies for absence - There were no apologies for absence.

Agenda item 2: Notes of previous meeting - Cllr Quilliam declared a pecuniary interest as an employee of Metropolitan Thames Valley (a registered housing provider).

Agenda item 3: Notes of previous meeting - notes of the previous meeting agreed as accurate;

Agenda item 4: Future Wimbledon masterplan consultation report - presentation given by Paul McGarry providing feedback and analysis on responses received from the Wimbledon Masterplan consultation. Councillors having considered the report and presentation asked questions.

Action: No specific actions.

Agenda Item 5: Houses in Multiple Occupation Briefing paper - Discussion and questions raised by councillors having noted the briefing paper.

Action: Preparation of a formal paper to support a healthy HMO stock for next BPAC meeting.

Agenda Item 6: Local Plan timetable – Local Development Scheme 2019-2022 - Councillors raised questions having noted the contents of this report.

Action: Recommend that LDS Report goes to Cabinet.

Future work plan ideas

Cllr Latif - 2 years ago approached by Campaign for the Protection of Real Ale (CAMRA). Wandsworth have produced Article 4 direction to protect pubs from conversion to residential. CAMRA came up with around 55 pubs in Merton of architectural merit worthy of protection.

Cllr Mundy - May be worth looking into.

Cllr Quilliam - Promoting neighbourhood planning in other areas of the borough. (Wimbledon Masterplan indicates a lot of appetite).

TB – Officers have conducted a neighbourhood planning presentation to the community forums. It is suggested that this could also be brought to a future BPAC meeting.

After the meeting closed, the Chair invited questions from the public, which were subsequently addressed by Council Officers.

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Committee: BPAC

Date: 12th September 2019

Wards: All

Subject: Consultation on Statement of Community Involvement (SCI)

Lead officer: Chris Lee, Director for Environment and Regeneration

Lead member: Councillor Martin Whelton, Cabinet Member for Regeneration, Environment and Housing;

Contact officer, Ann Maria Clarke, Strategic Planner, Future Merton

Recommendations:

- A. That the Borough Plan Advisory Committee advise on Merton's Draft Statement of Community Involvement (SCI) and to resolve to recommend that Cabinet and Council approve the six week consultation on the draft SCI, to run for six weeks in winter 2019/20.
 - B. That approval of the final consultation draft SCI be delegated to the Director of Environment and Regeneration in consultation with the Cabinet Member for Regeneration, Environment and Housing.
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1. Purpose of report and executive summary

- 1.1 Merton's local communities are those that are most likely affected by development in their local area and more importantly, know the most about their neighbourhood and how they would like it to grow and be shaped for the future. There are many benefits in involving local communities in the planning process for the Council, these include:
 - Benefiting from the detailed local knowledge and perspective of local people and community organisations/groups
 - Community commitment to the future development and growth of their area
 - Greater support for policies, strategies and decisions
 - Improving wellbeing and the environment (built and natural environment) within Merton
- 1.2 Merton's Statement of Community Involvement (SCI) sets out how the Council will involve local people, local businesses, stakeholders and other interested parties when preparing development planning documents and

submitted planning applications. SCI's are a legal requirement and form part of the evidence based documents that supports Local Plans.

- 1.3 In addition, the draft SCI also outlines some engagement principles for developers, who may need to consult with Merton residents regard their development proposals.

2. Details

- 2.1 In 2006 Merton Council adopted its Statement of Community Involvement (SCI). However, since its adoption there have been a number of changes to planning legislation, planning guidance and technological advances such as social media, which have changed the way public consultations and engagement takes place and are carried out. All this means Merton's SCI (2006) requires updating to have regard to these changes.

- 2.2 In accordance with planning legislation, the draft SCI outlines:
- How and when the Council will involve local communities, businesses, voluntary sector and other interested parties in the production of development planning documents for example Local Plans and Supplementary Planning Documents (SPDs) and on submitted planning applications;
 - The planning process;
 - The constraints imposed by regulations and planning policies (national and regional);
 - How the Council will provide feedback to comments made during consultations;
 - The consultation methods to be used.

3. Alternative options

- 3.1 The SCI is a legal (statutory) document that must be complied with by all planning processes including the process of agreeing planning documents and making decisions on planning applications. There are no alternatives.

4. Consultation undertaken or proposed

- 4.1 Subject to Cabinet and Council approval and in line with planning regulations a six week public consultation is proposed on the drafted SCI in winter 2019/20.

5. Timetable

- 5.1 A six week public consultation will be undertaken in winter 2019/20 with adoption to follow after the consultation.

6. Financial, resource and property implications

- 6.1 The costs of preparation of the SCI fall within existing Local Development Plan budget and existing Future Merton staff resource time.

7. Legal and statutory implications

- 7.1 This SCI has been produced under section 18 (1) of the Planning and Compulsory Purchase Act 2004, to prepare and maintain a SCI

8. Human rights, equalities and community cohesion implications

- 8.1 No implications.

9. Risk management and health and safety implications

- 9.1 No implications

10. Appendices – the following documents are to be published with this report and form part of the report

- 10.1 Appendix A: draft Statement of Community Involvement (SCI)

11. Background Papers – the following documents have been relied on in drawing up this report but do not form part of the report

- The Planning and Compulsory Purchase Act 2004 (as amended)
- The Localism Act 2011
- The Town and Country Planning (Local Planning) (England) Regulations 2012
- The Town and Country Planning (Development Management Procedure) (England) Order 2010 and
- The National Planning Policy Framework (NPPF 2019)

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Draft Statement of Community
Involvement (SCI)
Month 2019

Reviewing the Statement of Community Involvement.

The SCI will be kept under reviewed and updated when necessary to reflect current practice and changes to consultation methods and planning legislation requirements.

A consultation on this document will take place between **month to month 2019/20**. Comments on any aspect of the draft SCI are welcomed and should be submitted via:

Email futuremerton@merton.gov.uk

Post to: Future Merton, Merton Civic Centre, London Road. Morden SM4 5DX
Following consultation on the draft SCI, responses will be considered and any changes incorporated into the final version, providing they are in accordance with planning legislation.

DRAFT

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DRAFT

1. Introduction

1.1 Planning can help to shape how places, areas and spaces can look where people live, work and play. Therefore it is essential that the local communities, businesses, key stakeholders, neighbouring boroughs and other interested parties have an opportunity to take part in this process.

2. What is the Statement of Community Involvement?

2.1 Merton's Statement of Community Involvement (SCI) sets out how the council will involve local people, local businesses, other key organisations and stakeholders when preparing planning policies documents and on submitted planning applications. All local planning authorities (the council) are required under section 18 (1) of the Planning and Compulsory Purchase Act 2004, to prepare and maintain a SCI.

Merton's SCI background

2.2 In 2006 Merton Council adopted its SCI. However since its adoption there have been a number of changes to planning legislation, planning guidance and technological advances such as social media, which have changed the way public consultations and engagements are carried out which means Merton's SCI (2006) requires updating.

2.3 In accordance with the relevant legislation this SCI sets out how, when and who will be consulted throughout the preparation of a development planning document such as a Local Plan and other statutory development planning documents for example Supplementary Planning Documents (SPDs) prepared by the council. Furthermore, it also sets out how the council will consult on planning applications.

2.4 In addition to legislative requirements of what should be included in an SCI, this document also sets out the principles for consultation on Neighbourhood Plans/planning¹.

¹ Neighbourhood planning is a right for communities introduced through the Localism Act 2011. Communities can shape development in their areas through the production of Neighbourhood Development Plans, Neighbourhood Development Orders and Community Right to Build Orders <https://www.gov.uk/guidance/neighbourhood-planning--2>



- 2.5 This SCI has been prepared in accordance with:
- The Planning and Compulsory Purchase Act 2004 (as amended)
 - The Localism Act 2011,
 - The Town and Country Planning (Local Planning) (England) Regulations 2012
 - The Town and Country Planning (Development Management Procedure) (England) Order 2010 and
 - The National Planning Policy Framework (NPPF 2019).

3. The benefits of involving the local community

3.1 Merton's local communities are those that are most likely affected by development in their local area and more importantly, know the most about their neighbourhood and how they would like it to grow and be shaped for the future. There are many benefits in involving local communities in the planning process for the council, these include:

- Benefiting from the detailed local knowledge and perspective of local people and community organisations/groups
- Community commitment to the future development and growth of their area
- Greater support for policies, strategies and decisions
- Improving wellbeing and the environment (built and natural environment) within Merton

4. Accessible consultations and engagement

4.1 For consultations the following considerations should be considered when holding public consultation and/or events in Merton to ensure they are accessible. The points outlined below, should be considered when holding consultations/engagement whether held by applicants or the council or neighbourhood planning forums or any other event in the context of planning process:

- Building that is compliant to meet needs of those with disabilities i.e. with lift, ramps, disabled toilet, sensory sensitivity
- Time of meeting - consideration for those with caring responsibilities (e.g. school pickups and drop-offs), work patterns, safety (avoiding late night meetings)
- Signers for people who are either deaf or have impaired hearing



- Induction loops
- In a location with high footfall
- Accessible location that has good transport links
- Buildings that are located in a well-lit area if consultation is taking place at night
- Parking for the disabled
- If providing refreshments check dietary needs
- Always provide water
- Handouts and presentations in plain English and alternative formats such as braille.
- Ensure presentation slides do not have complicated backgrounds for those with visual impairments and dyslexia
- Use plain simple English language i.e. 'Plain English'² particularly when providing information about planning.
- Provide translated documents on request in accordance with the Ministry of Housing, Communities and Local Government – formerly the DCLG³): Guidance on translation into foreign languages
- Provide documents that are available in other formats such as Audiotape and CD's on request
- Communicate consultation as widely as possible and ensure that consultation is advertised in specialist press targeted at groups and use social media where appropriate.

5. Our approach to involving the local community in planning

5.1 We want to ensure local communities are better informed about planning, its role in shaping the development and growth in Merton. To achieve this we aim to follow these additional principles:

- Be transparent in the way planning decisions are carried out
- Be realistic about the opportunities for change in any consultation
- Promote the use of electronic methods of consultation including email and the council's website to make involvement



² <http://www.plainenglish.co.uk/>

³ www.parliament.uk/DCLG-guidance-on-Translation



easier, quicker and more cost effective

- Be clear and helpful in guiding people through the planning process
- Be inclusive in consultations so a broad range of views are heard from people living and working in the borough
- Be open about the constraints imposed by regulations and planning policies (national and regional)
- Seek views at the earliest possible stages and throughout the planning process.
- Give feedback to comments made during consultations
- Use consultation methods that are appropriate to the stage of the planning process and the issues being considered

6. Statutory development planning documents

6.1 Planning in England is policy-led and having local planning policies in place is important to ensure that the right development in Merton takes place.

6.2 Merton's Local Plan currently consists of the National Planning Policy Framework (NPPF), national Planning Policy Guidance (PPG), the London Plan and its supporting (for example supplementary planning documents/guidance) and:

- **Core Planning Strategy (2011):** sets out Merton's strategic objectives of the planning framework for the borough. It brings together strategies relating to land use in an integrated manner to provide a long term spatial vision and a means to deliver that vision.
- **Sites and Policies Plan (2014):** consist of policies and proposals from other local plan documents, namely the Core Planning Strategy, the Site and Policies plan, South London Waste Plan.
- **Policies Map (2014):** contains policies to help the council to implement its Core Planning Strategy policies to ensure all proposed development reflects the spatial vision for the borough and provides detailed policy to guide planning decisions

6.3 The above documents will be replaced with a new Local Plan for Merton, which will be one document. The document will still consist of strategic and development policies and; site designations for example for open space and development site allocations, as seen on the Policies Map. The

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new Local plan is expected to be adopted in 2021.

- **South London Waste Plan (2010)** (also known as *Joint Waste Development Plan Document*). Sets out the issues and objectives to be met in waste management for the next ten years. It is a joint Development Plan Document and covers the geographical area comprising the London Borough of Croydon, the Royal Borough of Kingston upon Thames, the London Borough of Merton and the London Borough of Sutton.

6.4 Merton and neighbouring boroughs (named above) will be producing a new South London Waste Plan, expected to be adopted in 2021.

- **Estates Local Plan (2018)**: sets out site specific development planning policies for three housing estate in the borough (this document is used in conjunction with other Local Plan documents)

6.5 The new Local Plan, together with new South London Waste Plan and the Estates Plan will be collectively known as Merton's Local Plan and collectively will determine all development proposals in Merton.

Who will we consult?

6.6 The Town and Country Planning (Local Planning) Regulations 2012⁴ set out the plan preparation process and minimum requirements for consultation (regulations 18 to 26).

6.7 As a minimum the council must consult and invite representations (comments) with '*specific consultation bodies*', '*general consultation bodies*' and residents or other persons such as local businesses in the Local Planning Authority's (LPA) area, namely Merton. A current list of specific and general consultees is provided in Appendix A.

⁴ <http://www.legislation.gov.uk/uksi/2012/767/contents/made>



Figure 1: Stages in the preparation of Development Plan Documents

Pre-production evidence gathering and stakeholder involvement	Research and evidence gathering to underpin the plan may involve consultation with relevant stakeholders
Public participation in the preparation of the plan (Regulation 18)	This is a widespread process which may involve more than one stage of consultation depending on the document and the nature and scale of issues involved. This is the key stage to get involved and shape the plan content. Formal consultations will run for a minimum of six weeks.
Publication and submission of plan to the government (Regulations 19, 20 and 21, 22)	We will consult on the 'submission' version of the plan for a minimum of six weeks. This stage is for parties to submit comments on the 'soundness' ⁵ of the plan prior to submission to the government. A summary of all the consultation, the main issues raised and how these were taken into account will be submitted alongside the plan to the government.
Examination of the plan by a Planning Inspector (Regulation 24)	Relevant consultees and those who made a representation at the <i>submission stage</i> will be notified of the examination. The examination includes consideration of the comments received during the previous stage and will involve public examination hearings. Those who responded may be invited to attend an examination hearing by the Inspector. The examination may result in the Inspector posing additional questions for the council and other bodies making representations. This information/correspondence will be made publically available.
Publication of the Inspector's recommendations (Regulation 25)	Following the Examination the Inspector will publish a report which assesses the 'soundness' of the planning document. This report will contain the Inspector's recommendations and any Modifications (if necessary) to the planning document. This report will be publicly available. If considered to be significant 'material changes' the Inspector can advise a further round of public consultation, usually for 6 weeks
Adoption of the plan by the council (Regulation 26)	This is the final stage where the plan is formally adopted by the council.

⁵ The preparation of the document needs to be legally compliant. The inspector will test how 'sound' the document is by assessing relevant evidence from both the local planning authority and any formal written comments. The inspector will only take into account the comments made on the 'published' plan before it is formally submitted to the Secretary of State



How we will involve the community in preparing policies

6.8 The ways that we may choose to involve the community and stakeholders in the production of development planning documents are set out in figure 2 below. The methods we use at any particular stage will depend on and be informed by:

- Statutory requirements
- Availability of resources e.g. officers, IT
- Appropriateness of the method for that particular consultation
- Nature of topic being considered
- Geographic coverage of the document
- Stage of the planning process reached
- The need for specialist knowledge

Figure 2: Consultation methods the council may use for planning documents

Website	All planning policy documents, consultations and supporting information will be available on our website. We may also use the website for online surveys, questionnaires and feedback or other consultation websites such as Survey Monkey
Social Media	We may use social media such as the council's twitter or Facebook pages when appropriate e.g. to post updates or notify of consultation events and publications. Please note that use of social media will be for notification purposes only and not used for the receipt of consultation responses or used as a discussion forum.
Email	We will use emails as our main method of communication. Emails may include information on consultations, responses and the stage of preparation reached, adoption and general updates.
Local Plan database <i>(This database is maintained by Future Merton team and is solely used by the future Merton team for development planning document consultations.</i> <i>Any requested changes or removal of details held on the Local Plan database will only be applicable to this database only. Changes for other council teams must be reported to the relevant council team directly.</i>	We may email updates from this database to keep people updated on all relevant planning policy matters. Although the main method used for this will be the webpage. If you would like to be added to this Local Plan database or need to change contact details or wish to be removed from this database please email: future.merton@merton.gov.uk
Local Press	We may advertise certain consultations and stages of a plan preparation in the borough local press called The Wimbleton

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	Times, which cover the whole of the borough. This will be determined by the council's statutory requirement to do so. These adverts/notices will let you know where more information can be found and how to get involved.
Meetings/ Community Forums	If we are invited we may meet with residents groups/organisations and other community groups relevant to the document being prepared.
Workshops	Workshops and facilitated events may be appropriate to discuss issues in detail and ensure that a range of people have a chance to express their concerns.
Targeted events	It may be necessary to arrange meetings with groups who do not normally respond to planning policy consultations to make sure their views are heard. This may be in partnership with community/community forums/religious groups or leaders.
My Merton (Merton Council borough wide magazine).	We may advertise consultations for development planning documents in My Merton. This may not always be possible as this is a quarterly publication and publishing dates time may not be the same as consultations timetables.

How we will use the results of consultation and engagement

- 6.9 When a consultation ends we will consider the comments we have received and if necessary make changes, it must be noted that all changes following a consultation is required to be in conformity with national/ regional planning legislation, policies and guidance. We will also produce a Statement of Consultation report which will set out:
- Who was consulted
 - How they were consulted
 - A summary of the main issues raised in the comments
 - Our response to the comments
 - How the comments have been taken into account.
- 6.10 This statement will be published on our website alongside the consultation documents in question.

Supplementary Planning Documents (SPDs)

- 6.11 The council may also produce other planning documents such as Supplementary Planning Documents (SPDs). They can be used to provide further guidance for development on specific sites, or on particular issues,

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such as design. They do not have as much weight in decisions as development planning documents but do play an important role in giving more information and detail on how our Local Plan policies will be applied.

- 6.12 SPDs are not subject to a public examination with a planning inspector, as they are prepared by the council to give further details to adopted Local Plan policies.

Figure 3: Stages in the preparation of Supplementary Planning Documents (SPDs)

Development of evidence base and preparation of draft SPD	This may involve a range of different consultation and engagement activities depending on the topics and coverage of the SPD.
Public consultation on the draft supplementary planning document (Regulation 12 and 13)	This is the key stage to shape the content of the plan. Statutory minimum “ <i>being not less than 4 weeks period</i> ” for parties to submit representations
Adoption of the supplementary planning document by the Council (Regulation 14)	This is the final stage where the plan is formally adopted by Merton Council and an adoption statement is published.

Figure 4: Merton Council commitment for SPD consultations

Stage	Our commitment
Preparation	At this stage, we will publish on the council’s website the intention to produce an SPD and ask for comments from interested people or organisations. We may also arrange other events or workshops to discuss the content of the SPD. A consultation statement will be prepared, setting out who was involved in this stage, the comments they made, and how these comments were addressed.
Consultation	A completed draft of the SPD will be published for formal consultation. We will make available copies of all consultation material (including the consultation statement) on our website, reference libraries and Merton Civic Centre, as well as contacting the specific and (where appropriate) general consultation bodies (as set out in Appendix B). We will consult for at least weeks and a further consultation statement will be prepared after the consultation is finished.
Adoption	Upon adopting the SPD, we will prepare an adoption statement and make it, the SPD, and the consultation statement available at the Merton Civic Centre, on our website and at reference libraries.

Neighbourhood Planning

- 6.13 The Localism Act 2011 allows for the preparation of Neighbourhood

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Development Plans (often referred to simply as Neighbourhood Plans). A Neighbourhood Plan is prepared by the community through designated neighbourhood forums and sets out policies on development and use of land in the defined neighbourhood area. Neighbourhood planning is not a legal requirement but a right which, communities in England can choose to use.

- 6.14 Communities may decide that they could achieve the outcomes they want to see through other planning routes, such as incorporating their proposals for the neighbourhood into the Local Plan or through other planning mechanisms such as Local Development Orders and SPDs or through pre-application consultation on development proposals.
- 6.15 Communities and local planning authorities should discuss the different choices communities have to achieve their ambitions for their neighbourhood. If brought forward by a community and when formally agreed by the council, the neighbourhood plan becomes a statutory planning document and must be taken into account when making decisions on planning applications in that neighbourhood. This means it has the same degree of weight in decision making as the Local Plan.
- 6.16 If the policies and proposals are to be implemented as the community intend, the neighbourhood plan must be deliverable. The National Planning Policy Framework (NPPF), requires that the sites and the scale of development identified in a plan should not be subject to such a scale of obligations and policy burdens that their ability to be developed viably is threatened.
- 6.17 The Neighbourhood Planning (General) Regulations 2012 ⁶ sets out the consultation requirements for neighbourhood planning, including the responsibilities of the local planning authority. The council will undertake its statutory duty with respect to these regulations. The council recommends that local people consider using the methods of community involvement set out in this SCI as the basis for their own sound and inclusive consultation on the preparation of their neighbourhood plan (including formation of the forum and neighbourhood area).
- 6.18 A Neighbourhood Plan become part of the Local Plan and the policies contained within them are then used in the determination of planning

⁶ <http://www.legislation.gov.uk/ukxi/2012/637/contents/made>



applications. The Ministry of Housing, Communities and Local Government (MHCLG) has made funding available to provide support and grants for communities looking to develop Neighbourhood Plans and Neighbourhood Development orders.

Figure 5: Stages in the preparation of Neighbourhood Plans

<p>Receipt of Neighbourhood Area / Neighbourhood Forum application (Regulation 6 and 9)</p>	<p>Merton Council shall consult for not less than six weeks, as soon as possible after receipt of a complete application. We will publish the applications on the website and bring the applications to the attention of people who live, work or carry on business in the area to which the application relates.</p>
<p>Publishing Designation of Neighbourhood Area and Neighbourhood Forum (Regulation 7 and 10)</p>	<p>If Merton Council approves the application, we will publicise the decision on the website and in such a manner to bring the designations to the attention of people who live, work or carry on business in the area to which the application relates. If refusing an area or forum application. The council will publish:</p> <ul style="list-style-type: none"> • a decision statement setting out the reasons for refusal • details of where the decision may be inspected
<p>Publicity by the Neighbourhood Forum of a Neighbourhood Development Plan prior to submitting to the Council (Regulation 14)</p>	<p>The Neighbourhood Forum leads on this stage. Before submitting a Neighbourhood Development Plan to the council, the Neighbourhood Forum should:</p> <ul style="list-style-type: none"> • Consult for a minimum of six weeks. • Ensure that they bring the plan to the attention of people who live, work or carry on business in the area to which the plan relates. • Consult the consultation body listed in Appendix C, whose interest the Neighbourhood Forum consider may be affected by the NDP • Send a copy of the NDP to the LPA. The Neighbourhood Forum can determine how to consult at this stage but they must draw up a Consultation Statement, setting out who and how they have consulted for the next stage of the process.
<p>Following submission to the Council of the Neighbourhood Development Plan (NDP) (Regulation 16)</p>	<p>Merton Council will:</p> <ul style="list-style-type: none"> • Consult for a minimum of six weeks • Publish the NDP on its website • Bring the NDP to the attention of people who live, work or carry on business in the area to which the plan relates.



	<ul style="list-style-type: none"> Consult the consultation bodies referred to in the Neighbourhood Forum's Consultation Statement.
Publicising the Examiner's Report <i>(1990 Act schedule 4B para12 (11 & 12) Regulations 18 and D & 19</i>	As soon as possible after considering the examiners recommendations and deciding to take forward a NDP the council must publish on the website and in such a manner to bring the report to the attention of people who live, work or carry on business in the area: <ul style="list-style-type: none"> The examiner's report. Its decisions and reasons in response to the examiner's report in a 'decision statement'. Merton Council will send a copy to the Neighbourhood Forum and anyone who asked to be notified of the decision.
Referendum on the NDP	Merton Council's responsibility to publicise the referendum in accordance with Neighbourhood Planning (Referendum) Regulations 2012 requirements.
Publishing the NDP <i>*subject to more than 50% people voting in favour of the NDP Regulation 20)</i>	As soon as possible after a successful referendum*, the council should publish the NDP, an adoption statement and notify any person that has asked to be notified that it has been made.

Community Infrastructure Levy (CIL)

- 6.1 CIL is a levy charged on most new development in Merton which contributes some of the funding towards new infrastructure in the borough. The current CIL charging schedule was adopted in April 2014.
- 6.2 When adopting a new or revised CIL charging schedule, consultation requirements are similar to those for a Local Plan. The level of consultation will be commensurate with the type and scale of changes proposed. For changes, affecting many areas we will prepare a preliminary draft and undertake engagement on this; then prepare a final draft for which we will undertake the statutory consultation required.
- 6.3 As well as consulting with local resident representatives and organisations, we will take care to consult closely with local developers and infrastructure providers in preparing a CIL charging schedule with wholesale changes.
- 6.4 For a small change affecting a small number of potential sites a more

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targeted approach may be followed when consulting on draft proposals focusing on stakeholders of the respective sites, in accordance with statutory requirements. After consulting, an independent examination of the charging schedule will take place before adoption. Future details on [Merton's CIL](#)

7. Development Management

- 7.1 Development Management (formerly known as Development Control) is an integral part of the planning process. It puts development plans and policies into action to achieve sustainable development. Development Management includes the process by which planning applications (including applications for planning permission, listed building consent, advertisement consent and prior approval) are decided.
- 7.2 Development Management includes: pre-application engagement, which aims to shape development and deal with key planning issues well in advance of an application being submitted. Pre-application consultation is not mandatory, but is strongly encouraged. Early engagement leads to better development proposals and increases the likelihood of a proposal complying with the Local Plan.
- 7.3 The council no longer accept any applications via post, except in exceptional circumstances.
- 7.4 All applications must be submitted through the [Planning Portal](#) website. The only exception being Prior Approvals which can be sent via email to prior.approvals@merton.gov.uk. The figure 6 below, sets out the stages a development proposal may go through in more detail (although this is indicative only and there will be exceptions to this standard pathway):

Figure 6: Stages of development proposals

<i>Pre-application stage</i>	The council provides pre-applications advice to applicants on a proposed application. Often including various options and simply seeking initial guidance.
	The applicant undertakes pre-application consultation with the local community. This is strongly encouraged for major and strategic applications (which includes residential applications with 10 or more dwellings or an area of 0.5 hectares or more; for other uses, those with over 1000m ² of floorspace or an overall area of 1 hectare or more).
	Locally elected members (councillors) may also have the opportunity to

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	comment at this stage.
<i>Application stage</i>	The council carries out statutory notification with the public and other stakeholders. This will always meet the minimum standards required by planning legislation and in some cases will be supplemented by additional consultation depending on the type of application.
	Development Management (DM) planning officers assess the application against planning policy (national, regional and local), taking into account the results of consultation.
	DM officers make recommendations on the application.
	A final decision is taken. Most applications are determined by senior planning officers. Larger applications and those where there is substantial public interest are decided by a Merton's Planning Application Committee (PAC) which, is made up of elected councillors.
<i>Post application stage</i>	If planning permission (or a related consent) is granted, it may be subject to conditions requiring further details to be submitted and approved.
	Sometimes amendments to permissions are requested. This may involve submission of material or non-material amendments. Applications for material amendments and Reserved Matters (following grant of outline permission) will be subject to consultation similar to the application stage above
	If permission is refused, an appeal to the Planning Inspectorate on behalf of the Secretary of State may follow. The procedures for notifying the local community are set out in national regulations.

Pre- application discussion with applicant(s)

7.5 This stage of consultation is optional and there is no statutory requirement for applicants to consult before submitting an application. However, we believe it can be very useful in identifying issues, responding to concerns and ensuring the views of those affected can help to improve the design of new development or influence the outcomes that will benefit there area. Discussions are confidential and any advice given is without prejudice to future decisions of the council

7.6 Obtaining pre-application advice provides applicants with the following benefits:

- Understanding how the council's policies will be applied to a proposal
- Input from the design and conservation, planning policy, and transport and highways teams, Lead Local Flood Authority (LLFA), Public Health Merton and other departments/teams where considered necessary



- Assisting in the preparation of proposals for formal submission, which, if the advice of planning officers is followed, should be handled more quickly and be more likely to result in a positive outcome
- Helping to reduce the time spent in preparing the proposal
- Indicating those proposals that are completely unacceptable and helping to improve the quality of the proposed development.
- Putting in place a Planning Performance Agreement where this would help with managing the process and agreeing any dedicated resources for progressing the application

7.7 A properly conducted pre- application process may result in applications more likely to be recommended for approval. The council strongly encourages those who hope to bring forward applications for development on complicated or sensitive sites to consult with the council and the local community at the pre-application stage.

7.8 The council can advise developers on good practice for community engagement, including the length and extent of any consultation, contact details for potentially interested stakeholders in the local area, engagement methods and when the consultation should be held.

7.9 For such consultation to be meaningful, it should be held towards the beginning of the pre-application process, while there is still a realistic opportunity for the local community to help shape proposals before they are submitted as a formal application. If consultation is held just before submitting the application, the designs are likely to be more fixed and there are fewer opportunities for community engagement to influence the proposals.

7.10 Engagement methods that can be used include:

- **Merton's Design Review Panel (DRP):** organised by the council, this involves a presentation of a proposal to a panel of independent built environment practitioners, who provide written feedback on any proposal. The Design Review Panel is made up of a group of independent professionals such as architects, urban designers and other professional working in the built environment field.
- **Exhibitions, Community Forums and workshops:** organised by the applicant to provide information about their proposals and an opportunity for feedback.
- **Letters, leaflets and questionnaires:** organised by the applicant, this involves sending a summary of the proposals and how to respond to properties which may be affected. This will focus on informing and

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getting the views of the properties most affected – this could be just a few streets, or whole neighbourhoods.

- **Dedicated website:** organised by the applicant and which could show the evolution of proposals and provide a facility for feedback to be recorded.
- **Presentation of the scheme to elected members:** organised by the council including presentations to local ward councillors and Cabinet Members.

7.11 Consultations on very large schemes can be discussed at community forums, which are facilitated by council officers. The forums can enable local residents to express their concerns on a particular development proposals.

Consultation on Planning Applications

7.12 There are many different types of application, based on the proposed development. For each of these different types of application, there are also different requirements for the council to notify residents and to consult stakeholders.

7.13 Merton Council's website is the key resource for finding out information about and commenting on planning applications. Notification of planning applications will be publicised to meet statutory requirements. All applications will be available to view on the council's webpage [planning permission website page](#)

7.14 Consultations on planning applications will last at least 21 days, unless exceptional circumstances apply. In the case of amendments to applications, consultation will last at least 14 days. In most cases, we will notify you through one or more of the following ways:

- A letter from Merton Council if you live close to the application site.
- A site notice near the application site – these will usually be attached to a lamppost or similar object. Notices will be displayed for a minimum of 21 days.
- A notice in a local newspaper.

7.15 The site notice, press notice or neighbour letter will explain where the planning application can be viewed, which will usually be on the Merton Council's planning permission website and how to make comments.

7.16 There is no statutory requirement to consult on the following types of applications.

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- Certificates of lawfulness of proposed use or development
- Certificates of lawfulness of existing use or development
- Internal alterations only to a Grade II listed building
- Advertisements
- Approval of details (exceptions are details for conservation area consents and external works to any listed building)
- Revisions to planning applications once valid
- Non-material amendments
- Discharge of conditions

7.17 Where required by legislation, in a Conservation Area the council will erect at least one site notice in a prominent location of the proposed development. Where the council is not required by legislation the council may ask developers to put up a site notice(s). In these circumstances, the council will provide a copy of the site notice.

7.18 The council may require photographic evidence which shows a sign has been erected during and at the end of the consultation period. Information on site notices will be as clear and engaging as possible (while meeting statutory requirements); this may include larger font size to attract attention.

Figure 7: Development Management consultation methods

Type of application	Site notice by the council	Neighbour notification letter	Local newspaper notice	Website
House holder		√		√
Permitted development				√
Applications for major development as defined in Article 2 of the Development Management Procedure Order.	√		√	√



Applications subject to Environmental Impact Assessments (EIA) which are accompanied by an environmental statement.			√	√
Applications which do not accord with the development plan in force in the area	√			√
Applications which would affect a right of way to which Part 3a of the Wildlife and Countryside Act 1981 applies				√
Applications for planning permission not covered in the entries above e.g. non-major development.				√
Applications for listed building consent where works to the exterior of the building are proposed	√		√	√
Applications to vary or discharge conditions attached to a listed building consent, or conservation area	√		√	√
Application to discharge				√
Prior approvals		√		
Applications for Listed Building Consent				√
Advertisement Consent				√
Prior Approval				√



Prior Approval larger household extensions		√		√
Applications for permission in principle				√
Applications for reserved matters after the granting of outline permission				√
Applications for variation or removal of planning conditions		√		√
Applications for minor material amendments				√
Applications for nonmaterial or technical	By definition no consultation would be necessary			
Lawful development certificates	Legal determinations and by definition no consultation would be necessary			

How to comment on a planning application

- 7.19 Once a planning application has been validated⁷ by the council, we are required to make a decision on the proposal within the statutory time limit unless a longer period is agreed in writing with the applicant.
- 7.20 The council assigns a development management planning officer known as a 'case officer' to deal with the application until the point a planning decision is made by the planning committee. The case officer will do a site visit, check plans and make a recommendations based on:
- National Planning Policy Framework (NPPF) and its associated guidance the national Planning Policy Guidance (PPG).
 - The London Plan and its associated strategies
 - Merton's Local Plan (all documents that make up Merton's Local Plan)
 - Any representations received
- 7.21 The statutory time limits are usually 13 weeks for applications for major development and 8 weeks for all other types of development (unless an application is subject to an Environmental Impact Assessment (EIA), in

⁷ Once an application has been deemed valid and the determination process commences, the application is placed on the planning register and given an application reference number



which case a 16 week limit applies).

- 7.22 Where a planning application takes longer than the statutory period to decide and an extended period has not been agreed with the applicant, the government's policy is that the decision should be made within 26 weeks at most in order to comply with the 'planning guarantee'.
- 7.23 Comments must be made in writing; verbal comments will not be accepted or considered by the council. Postings on social media will also not be considered. Comments received electronically via email or letter is acceptable. The council does not accept anonymous or confidential comments related to planning applications and any anonymous or confidential comments received will not be considered when evaluating the planning application.
- 7.24 When making a decision, the council can only take account of certain issues that are legally allowed to influence planning applications, these are known as 'material considerations'.
- 7.25 The council welcomes comments on planning applications on other aspects of an application, but to influence the planning process responders should try to consider and refer to these material considerations.
- 7.26 Material considerations include:
- Planning policies: including the NPPF, the London Plan, Merton's Local Plan and SPDs. This can also include emerging policy plans that have been through at least one round of public consultation.
 - Previous planning decisions: including appeal decisions
 - Loss of light or overshadowing
 - Loss of privacy or overlooking
 - Design, appearance and materials of a development
 - Layout and density of buildings
 - Traffic, highway safety and parking
 - Noise, smells and other disturbances resulting from the use of a new development
 - Loss of trees or other nature conservation effects
 - Effect on listed buildings or conservation areas
 - Capacity of physical infrastructure such as public drainage or water systems
 - Deficiencies in social facilities such as school places
 - Contaminated land
- 7.27 Merton Council cannot and will not, consider issues such as potential reduction in value of a property or of a private view but, the reason why these things might happen could potentially be material considerations.

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- 7.28 All comments received on a planning application must be open to public inspection so it is advisable to only include information that you are comfortable being made publically available. All comments will be passed on to the relevant case officer for consideration. If you send an email then you will receive an automated acknowledgement. If you send a written representation then you will not receive a confirmation letter.
- 7.29 Case officers will not generally respond to individual letters or objections, but will address the key issues and comments in their recommendation report. While case officers will take into account all comments, they will use their judgement to reach a final recommendation informed by planning policies which, may not reflect your own comments on the application. Personal information such as telephone numbers and addresses will not be displayed. The case officer's report, will set out how the application was assessed and how comments received following consultation were taken into account in the report.
- 7.30 You can check that your representation has been received by using the [Planning Explorer](#) to search for the application number and then checking for files called representations in the 'view related documents' link.
- 7.31 Emails are usually uploaded to the planning explorer within two working days; letters sent by post may take longer. Representations are kept on file with the application and form part of the public record which must be presented upon request. We publish all representations on our website.

How a decision is made on planning applications

- 7.32 After the consultation on a planning application is finished, the case officer will write a report setting out their recommendation. A final decision will then be taken by either a senior planning officer under delegated authority or a Merton's [Planning Application Committee \(PAC\)](#). PAC is made up of Merton's elected councillors. If an application is due to be determined at the PAC, this means that its members will make the final decision directly, on a planning application.
- 7.33 Anyone who wishes to speak at the Planning Applications Committee, although slots are limited should contact the case officer in the first instance or email to: planning.representation@merton.gov.uk
- 7.34 Where an application has been amended the council will decide whether further publicity and consultation is necessary, taking into account the public interest in the initial application and the nature and scale of the amendment relative to the initial application.



7.35 Where re-consultation is necessary the council will set a timeframe for responses, balancing the need for consultees to be given time to consider the issue that is being re-consulted upon and respond against the need for efficient decision making. The consultation timeframe can vary from 10 days to three weeks; depending on the nature and scale of the amendment and application.

Planning Application Committee (PAC)

7.36 The PAC is open to the public and meets almost every month. It is the PAC members who are responsible in deciding whether to grant or refuse planning permission, not the case officer or planning officers. PAC members represent the interests of the whole community and must maintain an open mind when considering planning applications.

7.37 Where members take decisions on planning applications they must do so in accordance with the planning policies (national, regional and local) unless, material considerations indicate otherwise. The meeting is recorded and the recording is available to view on the council's website.

7.38 Members must only take into account material planning considerations, which can include public views where they relate to relevant planning matters. Local opposition or support for a proposal is not in itself a ground for refusing or granting planning permission, unless it is founded upon valid 'material' planning reasons.

7.39 Members of the public can speak at the PAC meeting either in favour or in opposition to an application but, to do so, you must contact Development Management team by 12 Noon on the day before the meeting. Further details can be found at: www.merton.gov.uk/attending&speakingatBPAC

7.40 The agendas, minutes and reports for the PAC are made available on the council website 5 to 7 working days before an upcoming committee and the minutes are published online within 5 to 7 working days of agreement at a subsequent committee.

7.41 Once a decision has been made, a decision letter is sent by email (or letter if email is not possible) to the applicant. All decision made by the PAC can be viewed on the council's website at: www.merton.gov.uk/environment/planning/planningdecisionlist

7.42 An application may be granted subject to conditions. Such conditions may require further reports to be submitted prior to commencement of works. There is no requirement to consult the public on planning conditions. Also demonstrating compliance with conditions is not an opportunity for public comment. However, should an applicant apply to the council to vary



(change) a condition, then this may trigger the need for further public consultation.

- 7.43 All applications for certificates of lawfulness and tree work and most planning and advertisement applications are determined by the planning department. This is what is known as a 'Delegated' decision - one taken by officers of the council rather than elected councillors.

8. Where you can get more help

Planning handbook: A guide to planning in Merton

- 8.1 For more information our handbook provides an introduction to the planning system, advice about when you might need to apply for planning permission, the different types of application, and your options after a decision has been made.
www.planningguide.co.uk/merton



Planning Portal

- 8.2 The Planning Portal has a great, user-friendly, section dedicated to helping you understand if you need planning permission. The interactive house and interactive terrace are the major sources of information; but there are other, interactive, mini-guides on loft conversions, extensions, conservatories, outbuildings and porches.
www.planningportal.co.uk

Planning Aid Direct

- 8.3 Planning Aid Direct is a web resource operated by Planning Aid England (part of the Royal Town Planning Institute) which provides answers to questions people often ask about planning. It gives clear, simple explanations of how the planning system works. It also signposts you to further support and advice.
www.planningaid



Royal Town Planning Institute (RTPI)

- 8.4 The Royal Town Planning Institute is the principal body representing

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planning professionals in the United Kingdom and Ireland. It promotes and develops policy affecting planning and the built environment. Founded in 1914, the institute was granted a Royal Charter in 1959.

9. Principles of engagement

9.1 This section aims to assist developers who may need to engage and hold a public consultation with local residents/business/groups. The principles below are not an exhaustive list and should be used as a guide to assist.

Raise awareness

- Research the communities who may be affected.
- When hold a consultation consider the timing and if possible avoid public holidays/ religious dates - consider extending the consultation period if possible (planning legislation and regulation will need to be a consideration).
- Identify key individuals and groups who can spread the word such as religious/faith groups, environmental groups and disabled groups.
- Consider different levels of awareness raising depending on proximity and location.
- Explain what is proposed, how to find out more and why views are needed.
- Place adverts in public places for example community centres, libraries, in shop windows, bus stops, places of worship, GPs surgeries. Consider 'trade' journals, local publications.
- Consider developing an interactive website.

9.2 It is important during consultation to monitor responses and address weaknesses and issues as they happen if appropriate and/or possible.

Building understanding

- Consider timing of the exhibition, public transport accessibility, language /style used. Identify whether there is a need to produce material in different languages, braille and a sign language interpreter.
- Explain the relationship with other consultations.
- Provide clear information about the project, background.
- Explain what is 'fixed', what is '*up for discussion*' and/or Identify options – be transparent.

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- Consider providing a telephone hotline for those wanting more information
- Unstaffed/staffed exhibitions /drop in sessions
- Leaflets drops / Information sheets
- Dedicated and up to date website(s) and newsletters.

Consult and Communicate

- Consider establishing a residents / community steering group and work with them to identify locations for events and fine tune the content.
- Identify and connect with other community events e.g. community carnivals and festivals
- Consider holding staffed exhibitions. Interactive displays, where questions can be asked and answered
- Seek feedback and be clear what will happen to comments.
- Monitor attendance and consider additional venues / events to secure a balanced response from a board and representative community.
- Re-consult if significant changes have been made to the proposals.
- Consider using interactive websites to reach the 'silent' majority - then focus resources on the disadvantaged and hard to reach.
- Make questionnaires available for feedback and comments
- Offer presentations to local community groups/community forums/ward councilors.
- When appropriate consider requests for facilitated events Interactive websites

Discuss and Debate

- Level the playing field – facilitate the process to allow fair participation from all.
- Listen to views and share tensions between different communities.
- Invite new ideas and consider alternatives – provide responses.
- Focus sessions on key issues – capture local knowledge and ideas.
- Run visits to see similar developments elsewhere.
- Provide honest feedback and explain how comments have been included and if not, why not.
- Do what you say you will.
- Consider using independent mediators to find an agreed solution.
- Consider workshops with different groups (local residents and interest groups) to discuss development.
- Consider using and setting up a local focus groups

Effective Engagement

- Continue to support and involve groups which have contributed to the process.

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- Invite feedback on issues before they develop into a crisis.
- Use engagement to inform decisions on issues such as traffic routing.
- Invite participants to share knowledge and experiences with similarly affected groups in the future, acts as mentors for others.
- Keep the website up to date with responsive key contact information.
Provide electronic alerts at key stages.

Appendix A: Types of applications and permissions

Full planning permission

Normally required if you wish to make a change in the use of land or buildings and or you wish to carry out works or operations including the erection of buildings/extensions.

It may also be required if development has been carried out without permission and an application is being made to regularise the position.

Outline planning permission

Applications for outline planning permission seek to establish whether the scale and nature of a proposed development would be acceptable to the local planning authority, before a fully detailed proposal is put forward.

This type of planning application allows fewer details about the proposal to be submitted. Once outline permission has been granted, you will need to ask for approval of the details (“reserved matters”) before work can start. These details will be the subject of a “reserved matters” application at a later stage.

An application for outline planning permission is normally only appropriate in the case of larger or more complex developments. It is not normally appropriate in the case of householder applications, developments in conservation areas, or changes in the use of premises.

Approval of Reserved Matters

Where outline permission has been granted, you may, within three years of the outline approval, make an application for the outstanding reserved matters, i.e. the information excluded from the initial outline planning application. This will typically include information about the layout, access, scale and appearance of the development. In October 2009, the Government introduced an application to extend the time limits for planning permission, including outline permissions.

Conservation area consent

Is required if you wish to demolish a building or structure within a conservation area.

Listed building consent

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Normally required when you wish to carry out works to a listed building, this would include internal works to the building.

Advertisement consent

This is required if you wish to display advertisement including many types of shop fascia or signage. For more detailed guidance please check the central government leaflet about outdoor adverts and signs. www.gov.uk/government/advertisingguide

Tree work consent

Usually required to prune or fell a tree which is either within a conservation area or protected by a Tree Preservation Order (TPO). For more information on trees or tree applications, please telephone 020 8545 3815.

Certificate of Lawfulness for a Proposed Use or Development

Appropriate where you wish to seek formal confirmation from the council that proposed developments (including householder developments) fall within permitted development allowances or that a proposed use would constitute a lawful use of the premises and would not require planning permission.

Certificate of Lawfulness for an Existing Use or Development

Appropriate where you wish to regularise an existing use or development and can demonstrate that the use has been in operation for ten years, or a development (including householder extensions) in place for four years.



Appendix B: Duty to co-operate and specific consultees

The Town and Country Planning (Local Planning) (England) Regulations 2012 define the following bodies as 'specific consultation bodies':

The Environment Agency
Historic England
Natural England
The Mayor of London and the offices held by the Mayor
The Civil Aviation Authority
Clinical Commissioning Group (CCG)
NHS
The Office of Rail Regulation
Transport for London

The Coal Authority;
Network Rail Infrastructure Limited
Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003;
Any person who owns or controls electronic communications apparatus situated in any part of the area of the local authority;
Metropolitan Police Service

Other public bodies, in addition to local planning authorities, are subject to the duty to cooperate by being prescribed in the [Town and Country Planning \(Local Planning\) \(England\) Regulations 2012](#) as amended by the [National Treatment Agency \(Abolition\) and the Health and Social Care Act 2012 \(Consequential, Transitional and Saving Provisions\) Order 2013](#)

Specific consultation bodies -The Town and Country Planning (Local Planning) (England) Regulations 2012 define the following bodies as 'specific consultation bodies':

- The Coal Authority
- The Environment Agency
- Historic England (Historic Buildings and Monuments Commission for England)
- Marine Management Organisation
- Natural England
- Network Rail Infrastructure Limited
- Highways England
- A relevant authority any part of whose area is in or adjoins the local planning authority's area
- Any person to whom the electronic communications code applies by virtue of a direction given under section 106(3) (a) of the Communications Act 2003, and 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:

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- 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;
- A person to whom a licence has been granted under section 6(1) (b) or (c) of the Electricity Act 1989(h)
- A person to whom a license has been granted under section 7(2) of the Gas Act 1986(a)
- A sewerage undertaker; and
- A water undertaker
- The Homes and Communities Agency
- (b)
- The Mayor of London



General Consultation Bodies

The Government has defined through the Town and Country Planning (Local Planning) (England) Regulations 2012, General Consultation Bodies as voluntary bodies some or all of whose activities benefit any part of the authority's area and other bodies who represent, in the authority's area, the interests of different racial, ethnic or national groups, different religious groups, disabled persons, and business interests.

Merton's Local Plan database contains over 2,000 groups, organisations, companies and individuals from the following categories:

- Non-adjointing Local Planning Authorities
- Advice and information groups
- Architects
- Black and Minority Ethnic Groups
- Business groups/organisations
- Conservation and heritage groups
- Developers
- Disability groups
- Education
- Elderly groups
- Employment/business groups/organisations
- Environmental groups
- Faith groups
- Health organisations including NHS and Public Health
- House builders
- Landowners
- Planning consultants
- Police and other emergency services
- Political parties
- Regeneration groups and partnerships
- Registered social landlords
- Resident's groups/organisations
- Sport and leisure groups
- Statutory consultees
- Transport groups
- Utility companies
- Youth Groups



Appendix C: Consultees for Neighbourhood Development Plans

In accordance with the Neighbourhood Planning Regulations 2012, the consultation bodies that the Neighbourhood Forum and Council have to consult at the relevant consultation stages are the:

- Mayor of London (and offices held by the Mayor of London)
- A relevant authority, any part of whose area is in or adjoins the area of the local authority, such as:
 - local planning authority
 - a county council
 - a parish council
 - a police authority
- Coal Authority
- Homes and Communities Agency (responsibilities now fall under the GLA)
- Natural England
- Environment Agency
- Historic England
- Network Rail Infrastructure Limited
- Highways Agency
- Any person to whom the electronic communications code applies, or who owns or controls electronic communications apparatus situated in any part of the area of the LPA

- Where it exercises functions in any part of the neighbourhood area:
 - Primary Care Trust
 - Licensee under the Electricity Act 1989
 - Licensee of the Gas Act 1986
 - sewerage undertaker
 - water undertaker

- Voluntary bodies whose activities benefit all or part of the neighbourhood area
- Bodies representing the interests of different racial, ethnic or national groups in the neighbourhood area
- Bodies representing the interests of different religious groups in the neighbourhood area
- Bodies representing the interests of disabled people in the neighbourhood area

The Neighbourhood Forum is required to submit a Consultation Statement to the council formally submitting the Neighbourhood Development Plan. This statement must detail the bodies consulted in the preparation stage.

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Committee: Borough Plan Advisory Committee

Date: 12 September 2019

Wards: all

Subject:

Lead officer: Director for Environment and Regeneration, Chris Lee

Lead member: Councillor Martin Whelton, Cabinet Member for Regeneration, Environment and Housing

Contact officers: Valerie Mowah, Principal Policy Planner, Future Merton Team
Tara Butler, Deputy Future Merton Manager
Angela Chu, Housing Strategy Manager, Community and Housing

Recommendations:

- A. The Borough Plan Advisory Committee notes the key findings of Merton's Strategic Housing Need Study.
- B. The Borough Plan Advisory Committee notes that Merton's Strategic Housing Need Study, forms part of the evidence to inform and support preparation of Merton's new Local Development Plan.

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. The Council is preparing a new Local Development Plan for the whole borough, which will replace the current one, and cover the new plan period of 2020-2035. Evidence to support and inform the preparation, such as the Strategic Housing Need Study are being prepared in parallel.
- 1.2. This report details key findings of Merton's Strategic Housing Need Study¹, which forms part of the supporting evidence for the new Local Development Plan.

2 DETAILS

Background

- 2.1. National Planning Guidance requires that Local Development Plans should set out the minimum number of homes needed based upon local housing needs assessments conducted using a nationally prescribed methodology.
- 2.2. As required by National Planning Guidance, The Strategic Housing Needs Study was commissioned by officers in August 2018 and undertaken by appointed consultants GL Hearn Ltd.
- 2.3. The purpose of the Strategic Housing Need Study is to assess future development needs for housing (both market and affordable) across the

¹ Strategic Housing Need Studies are also more commonly referred to as Strategic Housing Market Assessments (SHMAs)

borough. The Strategic Housing Needs Study considers housing need over the period 2017- 2035.

- 2.4. The Study also considers the need for different types of housing and the housing needs of different groups within the borough. The Study findings have been provided for the whole borough and by borough sub-areas (i.e. Mitcham, Morden, Raynes Park, South Wimbledon/ Colliers Wood; Wimbledon).

Key Study findings

- 2.5. The Study provides a comprehensive analysis of housing needs in the borough, drawing on a number of data sources for the analysis e.g. 2011 Census data. The full Study is available on the Council's Local Development Plan research website at the following link:

<https://www.merton.gov.uk/assets/Documents/SHMA%20Report%20July%202019.pdf>

- 2.6. The following section summarises key findings of the Study.

Affordable Housing

- 2.7. Overall, the Study identifies a notable need for affordable housing, the provision of which is an important and pressing issue in Merton.

- 2.8. The Study sets out two categories of need namely:

- **'Traditional'** need which is mainly for social/affordable rented accommodation, and is based on households unable to buy or rent in the market;
- **'Additional'** need introduced by the revised National Planning Policy Framework /Planning Policy Guidance, which includes housing for those who can afford to rent privately but cannot afford to buy a home.

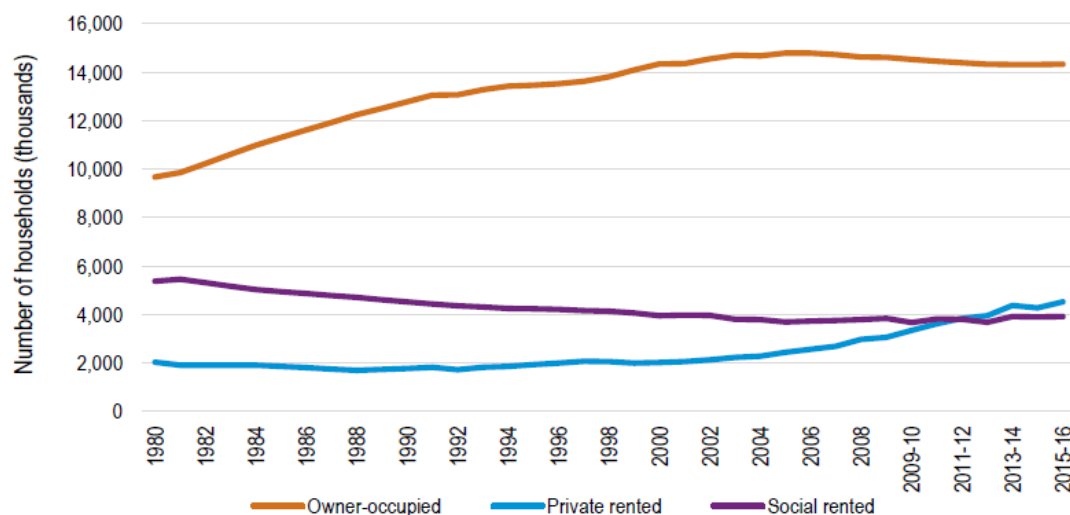
- 2.9. For traditional need, the Study identifies a need for 878 -1,084 affordable homes per annum. The Study suggests that the Council is justified in seeking to secure additional affordable housing in all parts of the Borough.

- 2.10. For additional need, a similar level of need is identified by the Study, for 786-933 dwellings per annum. However, it should be noted that all of these households in 'need' can actually afford market rent housing. On this basis, the analysis suggests that a 10% target for affordable home ownership may be appropriate (as stipulated in the NPPF) but a higher figure (than 10%) may lead to less provision for those with more acute needs.

- 2.11. In terms of setting housing costs in the affordable home ownership sector, the Study recommends that the Council considers setting prices at a level which (in income terms) are equivalent to the levels needed to access private rented housing. This would ensure that all households in need under the additional need definition could potentially access housing in the affordable home ownership sector This might mean a greater than 20% discount from Open Market Value in some instances.

Private Rented Sector (PRS)

- 2.12. The Study draws on data from the census and the English Household Survey for PRS analysis. The following figure below shows the main changes in housing tenure from 1980 to 2015-16 in England.



Trends in tenure 1980 -2015-16. Source: English Housing Survey

This indicates an increase in the number of households living in private rented accommodation from 2001. Since 2011, the data (sourced from the English Household Survey) shows that PRS has risen by a further 25%. If Merton has seen a similar level of increase, then this would imply that there are 4,900 additional households in the sector since 2011.

- 2.13. The private rented sector accounts for around 25% of households in Merton, which is comparable to the London average and notably higher than the national figure of 17%.
- 2.14. The Study has not attempted to estimate the need for additional private rented housing. It is likely that the decision of households as to whether to buy or rent a home in the open market is dependent on a number of factors, which mean that demand can fluctuate over time. The Study views that the general (national and local) shortage of housing is likely to have driven some of the growth in the private rented sector. This includes an increase in the number of younger people in private rented housing and increases in shared accommodation. If the supply of housing increases, then this may mean that more households would be able to buy a property, but who would otherwise be renting.

Future Housing mix

- 2.15. The Council should seek to provide around 50% of all homes as affordable housing, with a split of 80:20 in favour of low cost rented housing² versus intermediate housing³. The following table below indicates what this would mean in terms of the delivery of different tenures of housing needed in the borough.

Tenure Type	% Dwellings
Market	50%
Intermediate affordable housing	10%
Low cost rent affordable housing	40%
Total	100%

- 2.16. There are a range of factors that will influence demand for different sizes of homes, including demographic changes; future growth in real earnings and households' ability to save; economic performance and housing affordability. The analysis linked to the demographic change in the period to 2035 concludes that the following, set out in the table below, represents an appropriate size mix in Merton for affordable and market homes:

	1-bed	2-bed	3-bed	4+ bed
Market	5-10%	20-25%	45-50%	20-25%
Affordable home ownership	25-30%	30-35%	25-30%	10-15%
Affordable housing (rented)	25-30%	35-40%	25-30%	5-10%

- 2.17. The focus of new market housing provision in Merton will need to be on two and three bed properties. Continued demand for family housing can be expected from newly forming households. There may also be some demand for medium-sized properties (2 and 3-beds) from older households downsizing and looking to release equity in existing homes, but retain flexibility for friends and family to come and stay.

Older people, people with disabilities and other specific groups

- 2.18. Whilst Merton has a relatively low level of residents with disabilities, the ageing population means that the future need for housing for these specific groups is likely to increase.
- 2.19. It is projected that there will be a 45% increase in the population aged 65 years old and over between 2017-2035. This could potentially account for at least a third of total population growth in Merton.

² Low cost rented affordable housing includes rent for households on low income with the rent level based on social rent levels. It also includes the NPPF defined affordable rent at up to 80% of market rent.

³ Intermediate affordable housing is available for sale or rent at a cost above social rent, but below market levels. This can include shared equity (shared ownership and equity loans), other low cost homes for sale and intermediate rent, but not affordable rent.

- 2.20. In terms of housing need, this could result in:
- A need for additional sheltered/retirement housing (currently in the leasehold sector but also for rent in the future);
 - A current and future need for housing with care (enhanced sheltered and extra-care housing) in both the rented and leasehold sectors;
 - A need for additional care bedspaces and a need for up to 970 dwellings to be for wheelchair users.

Student accommodation

- 2.21. No notable demand for student accommodation in the Borough was identified but the Study recommends that the Council should be reactive to opportunities as they arise and seek to apply the emerging London Plan targets.

Self and custom build homes

- 2.22. There are currently just over 200 people on the self and custom build register. Evidence of a steady flow of developments of single dwellings, and applications for self-build exemption from Community Infrastructure Levy suggests that these needs are being met without the need for a specific policy.

3 ALTERNATIVE OPTIONS

- 3.1 There are no alternative options. The Study forms part of the suite of evidence that supports and informs Merton's new Local Development Plan, the absence of which would increase the risk of the new Local Development Plan being found unsound.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. Engagement with stakeholders (e.g. local estate agents) was undertaken as part of the Study preparation. No further specific consultation is proposed for the Study, however the Study will form part of the suite of evidence base documents that will be published and consulted on through the Local Development Plan process.

5 TIMETABLE

- 5.1. The Study forms part of the evidence to inform and support preparation of Merton's new Local Development Plan.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 6.1. The costs for the preparation of this Study fall within the existing Local Development Plan budget and existing Future Merton and Community and Housing staff resource time.

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. The Strategic Housing Needs Assessment is compliant and responds to government requirements set out in the revised National Planning Policy

Framework (July 2018) and National Planning Policy Guidance (revised September 2018 and minor update February 2019).

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

8.1. None

9 CRIME AND DISORDER IMPLICATIONS

9.1. None

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

10.1. None

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

11.1. No appendices

11.2. The Strategic Housing Needs Study is available on the Council's Local Development Plan research website at the following link:

<https://www.merton.gov.uk/assets/Documents/SHMA%20Report%20July%202019.pdf>

Committee: Borough Plan Advisory Committee

Date: 12 September 2019

Wards: all

Subject: Consultation on the Draft South London Waste Plan

Lead officer: Director for Environment and Regeneration Chris Lee

Lead member: Cabinet Member for Regeneration, Environment and Housing,
Councillor Martin Whelton.

Contact officers: Eben van der Westhuizen, planning policy, Future Merton
Tara Butler, Deputy Future Merton manager

Recommendations:

- A. That the Borough Plan Advisory Committee advise on the draft South London Waste Plan, including the proposed sites for safeguarding and to resolve to recommend that Cabinet approve the six week consultation on the draft South London Waste Plan, to run for six weeks between October and December 2019.
 - B. That approval for the final consultation documents be delegated to the Director of Environment and Regeneration in consultation with the Cabinet Member for Regeneration, Environment and Housing.
-

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. Following advice from the Borough Plan Advisory Committee on 6th June 2019, Cabinet (15th July) recommended that Council (18th September) approve the high level project plan for creating planning policy documents, known as Merton's Local Development Scheme (LDS). The above referred BPAC and Cabinet reports, made reference to the planned public consultation on the South London Waste Plan in October 2019.
- 1.2. In 2012 the four boroughs of Merton, Kingston, Sutton and Croydon adopted the 10-year South London Waste Plan, for the plan period 2011-2021, which allocated sites, created planning policies and designated areas suitable for waste management development. This existing South London Waste Plan will finish in 2021.
- 1.3. The partner boroughs jointly appointed consultants, Anthesis, to review all the relevant waste data within the four partner boroughs, such as, the features of the existing waste transfer and management sites, the origin, destination and quantity of each type of waste that is imported and exported, the projected amounts of waste to be generated within the area and the capacity to manage the amount of waste apportioned to the partner boroughs in the draft London Plan.
- 1.4. The findings of the Anthesis study (see Appendix B), together with new national and London-wide policy and research, has informed the new draft South London Waste Plan, which is attached to this report as Appendix A.

Importantly, officers are now recommending that large industrial areas are no longer designated as areas suitable for waste facilities, as is currently the case with policy WP4 'Industrial Areas with Sites Suitable for Waste Facilities', in the adopted South London Waste Plan (2012). Instead, officers propose the safeguarding of the existing waste transfer and management sites that are set out in Appendix A to this report.

- 1.5. The purpose of this report is to seek councillor's advice on the draft South London Waste Plan and recommend that Cabinet resolve to approve the consultation of 6 weeks, to take place between October and December 2019.

2 DETAILS

- 2.1. Waste treatment is a strategic planning issue across London and a challenge for all successful urban areas. As Waste Planning Authorities, all London Boroughs have a statutory duty to prepare a waste Local Development Plan in line with Article 28 of the Waste Framework Directive (2008).
- 2.2. The National Planning Policy for Waste states that waste planning authorities should have regard to their apportionments set out in the London Plan when preparing their plans and work collaboratively in groups with other waste planning authorities to provide a suitable network of facilities to deliver sustainable waste management.
- 2.3. In 2012 the four boroughs of Merton, Kingston, Sutton and Croydon adopted the 10-year South London Waste Plan, for the plan period 2011-2021, which allocated sites, created planning policies and designated areas for waste management development. This existing South London Waste Plan will finish in 2021.
- 2.4. The four boroughs have agreed to work together again and produce a new South London Waste Plan in line with government policy and guidance. The new South London Waste Plan will again cover the geographical area of the London boroughs of Croydon, Kingston, Merton and Sutton.
- 2.5. The London Plan sets the boroughs the target of managing 100% of London's waste within Greater London by 2026 and having zero biodegradable and recyclable waste going to landfill by 2026. It also sets targets for local authority-collected waste, commercial and industrial waste and construction, demolition and excavation waste.
- 2.6. With significant need for new homes and consequent commercial activity planned across London, the need to provide essential infrastructure such as waste facilities to meet this growth is therefore a regional strategic priority.
- 2.7. The new South London Waste Plan will give the opportunity for the four south London boroughs to ensure that they conform to the waste-related policies in the London Plan, the National Planning Policy Framework and the National Planning Policy for Waste. It will also help the four boroughs to work together to review the long-term vision and objectives to consider waste as a resource in South London, supporting the circular economy.

- 2.8. Since the current South London Waste Plan was adopted in 2012, the four boroughs have been working closely together on:
- Monitoring the South London Waste Plan annually
 - Fulfilling the legal Duty to Co-operate with other councils on waste management issues, responding to other Local Development Plans for waste management.
 - Preparing and submitting a successful bid for government funding to support a new South London Waste Plan 2021-2036 on the basis of joint working.
- 2.9. In 2018 the four boroughs successfully bid for government funding (Planning Delivery Fund – Joint Working) for £136,594 to support the project.

Relationship with the South London Waste Partnership

- 2.10. Although the South London Boroughs already work together as the South London Waste Partnership and have a shared contract for the municipal collection and disposal of waste, the South London Waste Plan relates to the waste planning functions and responsibilities of the South London Boroughs as Waste Planning Authorities.
- 2.11. As a Local Development Plan document, at a strategic level, the South London Waste Plan considers the local authority collected waste and the other forms of waste collected by private contractors, and accordingly safeguards sufficient sites to treat both the South London Waste Partnership's waste needs and that of other commercial waste operators.
- 2.12. At a more detailed level, the policies in the South London Waste Plan will be used to assess the merits of any planning application submitted by the South London Waste Partnership's contractor or any other commercial waste operator.

What's new?

- 2.13. The revised South London Waste Plan will cover:
- Strategic planning policies that set out how applications for each type of waste, e.g. Local Authority Collected Waste, Construction, Demolition and Excavation Waste, Hazardous Waste, Agricultural Waste, Clinical Waste, Radioactive Waste, Waste Water will be treated.
 - Detailed planning policies that set out how applications will be assessed with regards to matters such as sustainable construction, amenity impacts, sustainable energy recovery and planning obligations.
 - Sites safeguarded for waste facilities, with relevant issues highlighted for each site, if proposals were developed for intensification of the existing waste operations.
 - Sites to be retired for waste facilities.

- 2.14. The draft South London Waste Plan is attached as Appendix A to this report.

3 ALTERNATIVE OPTIONS

- 3.1. The alternative is for each borough to produce a waste related Local Development Plan independently, which would be far more resource intensive for each borough. The production of a 'sound' Development Plan Document would in any case require neighbouring boroughs to collaborate in order to develop consistent policies and proposals in line with the legal requirement of "duty to co-operate". Furthermore, independent working may trigger a requirement to reimburse the government funding that has been awarded to this project, for 'joint working'.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. Subject to Cabinet's approval, it is proposed that public consultation will take place from late October 2018 until early December 2018, not much beyond the second week, to try and avoid the clash with Christmas, although we will accept late responses.
- 4.2. Peer to peer promotion of the consultation is usually a more successful approach, as is focussing on the interests of particular neighbourhoods and groups. The consultation will be promoted by:
- Sending it to all +2,000 community groups, residents associations, nature conservation bodies, individuals, landowners, developers and others on Merton's Local Development Plan consultation database. We will be asking community groups and residents associations to help spread the word in their own newsletters, blogs and websites.
 - Promoting it on the Council's website, Twitter and Facebook.
 - Attending community meetings and encouraging people to respond.
- 4.3. Officers will also fulfil the legal Duty to Co-operate with other councils on waste management issues.

5 TIMETABLE

- 5.1. It is proposed that the consultation takes place for six weeks from around the end of October until early December 2018.
- 5.2. The next steps are:

Summer 2020	Publication of Submission version
Autumn 2020	Submission to Secretary of State
Early 2021	Examination in Public Hearing
Summer 2021	Adoption

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 6.1. Funding to support this work will mainly come from existing resources and officers will seek opportunities for funding bids and match funding wherever possible.
- 6.2. Officers have successfully bid for £136,594 from the Ministry of Housing Communities and Local Government Planning Delivery Fund for 'Joint Working'.

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. As waste planning authorities (WPAs), all four of the boroughs have a statutory duty to prepare a waste Local Development Plan in line with Article 28 of the Waste Framework Directive (2008).
- 7.2. With the aim of encouraging more local authorities to have a Local Development Plan in place, the Housing and Planning Act 2016, gives the Secretary of State greater powers to intervene in the Local Development Plan making process. Specifically it would allow the Secretary of State to intervene if a local authority was failing or omitting to do anything it is necessary for them to do in connection with the preparation, revision or adoption of a Local Development Plan.
- 7.3. The Government's 'Implementation of planning changes: technical consultation' proposes to prioritise government intervention where:
 - there is under delivery of housing in areas of high housing pressure;
 - the least progress in plan-making has been made;
 - plans have not been kept up-to-date.
- 7.4. The proposals in this report and the process described to progress the South London Waste Plan, are in accordance with the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) and the requirements set out in those regulations.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

- 8.1. Local Development Plans contain planning policies to help improve community cohesion and are subject to Sustainability Appraisal / Strategic Environmental Assessments and Equalities Impact Assessments. These appraisals will be published alongside the draft plan for consultation.

9 CRIME AND DISORDER IMPLICATIONS

- 9.1. Local Development Plans contain planning policies to improve community cohesion and are subject to Sustainability Appraisal / Strategic Environmental Assessments which also consider matters of crime and disorder. These appraisals will be published alongside the draft plan for consultation.

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

10.1. As set out in the body of this report.

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

- Appendix A - draft South London Waste Plan
- Appendix B - South London Waste Technical Paper by Anthesis, June 2019

12 BACKGROUND PAPERS

- 12.1. Planning and Compulsory Purchase Act 2004 as amended.
- 12.2. National Planning Policy Framework, National Planning Policy for Waste and National Planning Practice Guidance
- 12.3. Mayor's London Plan (published 2016, draft 2017) and associated guidance.
- 12.4. South London Waste Plan, adopted 2012

Committee: Borough Plan Advisory Committee

Date: 12 September 2019

Wards: all

Subject: Merton's Playing Pitch Strategy 2019

Lead officer: Director for Environment and Regeneration, Chris Lee

Lead members: Councillor Martin Whelton, Cabinet Member for Regeneration, Environment and Housing and Councillor

Councillor Caroline Cooper-Marbiah, Cabinet Member for Commerce, Leisure and Culture

Contact officers: Kate O'Donnell, planning policy, Future Merton

Ann Maria Clarke, strategic planner, Future Merton

Francis McParland, Leisure Service Manager

Recommendation:

That the Borough Plan Advisory Committee recommends that Cabinet adopt this Playing Pitch Strategy (2019), which will now form part of the evidence base for the Council's new Local Development Plan at the planning inspector examination.

1 PURPOSE OF REPORT AND EXECUTIVE SUMMARY

- 1.1. The Council's current Playing Pitch Strategy was published in June 2011. Since then there have been changes to the national planning policy; namely the National Planning Policy Framework (NPPF), planning legislation and changes to Merton's population and the predicted population growth since 2011.
- 1.2. An Outdoor Sports Facilities and Playing Pitch Strategy (known as the Playing Pitch Strategy (PPS), is required by the Council to ensure a planned approach to outdoor sport and physical activity facilities in the borough over the medium term and to ensure that residents continue to have access to high quality facilities. The PPS also sets out how the Council and its partners will secure access to high quality opportunities for sport and recreation.
- 1.3. Furthermore, the PPS enables the Council, its partners and developers to plan provision to meet the current and future demand for outdoor sport and recreation facilities and identify whether any pitches are surplus to requirements, whilst also recognising the financial pressures facing the Council and the need for a sustainable approach to revenue and capital spending on outdoor sports provision.

2 DETAILS

- 2.1. In January 2018, officers tendered for consultants via the London Tenders Portal to produce a new PPS on behalf of the Council. The winning bid was won by 4global Consulting. The strategy was developed in partnership with Sport England and the National Governing Bodies for Rugby, Cricket,

Hockey, Football and Tennis; and the Council's Leisure, Public Health and Future Merton teams.

2.2. The PPS:

- Acts as evidence for the new Local Development Plan, informs the development of planning policy and the protection of playing pitches.
- Assists with development management decisions for planning applications involving new, improvements to, or the loss of playing fields.
- Supports the need for financial contributions such as Section 106, from developers to meet infrastructure requirements relating to sport, recreation and open space.
- Identifies where improvements and enhancements need to be made to existing facilities across the borough.
- Identifies any social, physical and affordability barriers of existing and new pitches to enable increased activity and participation for all ages, groups and communities.
- Builds on the borough's priorities for community cohesion, accessibility and social inclusion.
- Supports the borough's Health and Wellbeing priorities as set out in Merton's Health and Wellbeing Strategy.
- Highlights the key priorities in the borough and provides up to date evidence to support funding bids to National Sports bodies like Sport England, the National Governing Bodies of sport and the Mayor of London.

2.3. The Sport England methodology identifies four primary stages to preparing a PPS, all of which have been carried out by 4global Consulting in the development of this strategy:

Stage A: Prepare and tailor the approach, agree timeline and set up the Steering Group;

Stage B: Gather supply and demand data for the sites and undertake detailed site quality assessments;

Stage C: Through analysis of the supply and demand information captured, identify the key issues; and

Stage D: Develop the action plan and recommendations to produce the Playing Pitch Strategy.

Once the PPS has been adopted, Sport England identify a further Stage E which is to deliver the strategy.

3 ALTERNATIVE OPTIONS

The alternative option would be to not adopt the PPS. This is not recommended as Sport England and other bodies responsible for grant funding would expect to see a strategic plan adopted to enable any funding bids or significant changes to facilities to move forward. As mentioned above, an adopted PPS is also key to future planning decisions in the borough and required as part of the Local Development Plan evidence base.

4 CONSULTATION UNDERTAKEN OR PROPOSED

- 4.1. As part of the Stage B process, 4global carried out stakeholder consultations with the relevant sport's National Governing Bodies and Sport England, through detailed individual conversations in addition to the regular Steering Group meetings. Sporting clubs, leagues and schools throughout the borough were also consulted during the site quality audits and demand data capture. The consultation methods that were used included face to face meetings, focus groups, phone conversations and use of the 4global playing pitch online platform.
- 4.2. No further specific consultations are proposed for this strategy, however the PPS will form part of the suite of evidence base documents that will be published and consulted on through the Local Development Plan process.

5 TIMETABLE

- 5.1. The PPS will be considered by Cabinet for adoption in 2019.
- 5.2. Once adopted, the PPS can be implemented and used to inform the draft Local Development Plan and future planning applications on applicable sites throughout the borough.

6 FINANCIAL, RESOURCE AND PROPERTY IMPLICATIONS

- 6.1. The costs for the preparation of this strategy fall within the existing Local Development Plan budget and existing Future Merton and Leisure staff resource time.

7 LEGAL AND STATUTORY IMPLICATIONS

- 7.1. There is no statutory requirement for the Council to have a PPS, however paragraph 96 of the National Planning Policy Framework (NPPF) 2019 states that:

“Planning policies should be based on robust and up-to-date assessments of the need for open space, sport and recreation facilities (including quantitative or qualitative deficits or surpluses) and opportunities for new provision. Information gained from the assessments should be used to determine what open space, sport and recreational provision is needed, which plans should then seek to accommodate”

- 7.2. The PPS is a key evidence document that informs the development of the Local Development Plan and key evidence document for the Planning Inspector at the Local Development Plan examination.

8 HUMAN RIGHTS, EQUALITIES AND COMMUNITY COHESION IMPLICATIONS

8.1. None

9 CRIME AND DISORDER IMPLICATIONS

9.1. None

10 RISK MANAGEMENT AND HEALTH AND SAFETY IMPLICATIONS

10.1. None

11 APPENDICES – THE FOLLOWING DOCUMENTS ARE TO BE PUBLISHED WITH THIS REPORT AND FORM PART OF THE REPORT

No appendices.

The Playing Pitch Strategy is available to view on the [Council's Local Development Plan Research webpage](#).