

Core Strategy

Legal Self-Assessment for Submission Draft



Stage 1: Inception

1. *Is the development plan document identified in the adopted local development scheme and have you recorded the timetable for its production?*

The adopted local development scheme at the time of: commencement of the development plan document; the published development plan document; the submitted development plan document/The relevant annual monitoring report (if changes need to be explained)

Local Development Schemes April 2005, March 2007 (now replaced)

Local Development Scheme Jan 2009

Annual Monitoring Report 2008/2009

Information on the Council's website (Appendix 1)

The most significant delay was prior to the Publication Draft which was scheduled for March – April 2009 in the Local Development Scheme Jan 2009. Unfortunately, letter was received from the Government Office for London in March questioning some aspects of the plan, which had been provided to them as an informal draft prior to publication. A decision was taken to post-phone publication to enable these issues to be considered and addressed. However, due to the summer break, consultation had to be delayed even further.

This information was set out on the Council's website and relayed to interested parties at meetings and through telephone contact.

Since the 28th May 2009, the website has advertised the submission of the Core Strategy taking place in March/April 2010. This timetable has been met. Between the 11th May 2009 and 27th May 2009 it was advertised as being at Christmas, however given the short period of time this was advertised it is not considered to have prejudiced anyone.

Between 11th May and 28th May 2009, the Publication Draft notification was advertised for September – October 2009. However, this information was then removed due to uncertainty about when the notification stage would be ready, due to the desire to reach agreement with the Government Office for London and the Greater London Authority on the plan prior to publication. The plan was published in November 2009, as reflected in the website information. A period of nine weeks notification was given rather than the statutory six weeks to take account of the Christmas break and ensure appropriate opportunity for responses. Again the council believes that no-one was prejudiced by the delay in notification.

2. *Have you considered how community engagement will be programmed into the preparation of the development plan document?*

The statement of community involvement/The project plan for the development plan document

Statement of Community Involvement

3. *Have you considered the appropriate bodies you should consult?*

The statement of community involvement/Reports and decisions setting out the approach to be taken to specific and general consultation bodies/Consultation statement

Statement of Community Involvement

Consultation Statements Regulation 27 and 30(1)(d)&(e)

4. *Is baseline information being collected and evidence being gathered to keep the matters which affect the development of the area under review?*

Documents dealing with collection of baseline information/Relevant technical studies/The annual monitoring report

Evidence Base

Annual Monitoring Reports

5. *Is baseline information being collected and evidence being gathered to set the framework for the sustainability appraisal?*

Sustainability report scoping document/Sustainability appraisal report

Sustainability Appraisal Scoping Report

Sustainability Appraisal Report

6. *Have you consulted the statutory environment consultation bodies for five weeks on the scope and level of detail of the environmental information to be included in the sustainability appraisal report?*

Copies of the consultation letters sent to the bodies

Consultation Statement Regulation 27 Appendices 4 and 16

Consultation Statement Regulation 30(1)(d)&(e) Appendices 2, 4 and 6

Stage 2: Plan Preparation – Front-loading

1. Have you notified the specific consultation bodies that have an interest in the subject of the development plan document and invited them to make representations about its contents?

Consultation statement/Copies of documents consulting these bodies/Record of discussions/Copies of representations made/A brief statement setting out the reasons why any bodies have been omitted from consultation

Consultation Statement Regulation 27 Appendices 4 and 16

Consultation Statement Regulation 30(1)(d)&(e) Appendix 6

2. Have you notified the general consultation bodies that you consider have an interest in the subject of the development plan document and invited them to make representations about its contents?

Consultation statement/Copies of documents consulting these bodies/Record of discussions/Copies of representations made/A brief statement setting out the reasons why any bodies were or were not included

Consultation Statement Regulation 27 Appendices 1, 2, 7-13 and 17-25

Consultation Statement Regulation 30(1)(d)&(e) Appendix 2

3. Are you inviting representations from people resident or carrying out business in your area about the content of the development plan document?

Consultation statement/Copies of documents consulting these persons/Record of discussions/Copies of representations made

See 2 above

4. Are you engaging with stakeholders responsible for delivery of the strategy?

Consultation statement/Copies of documents consulting these people/Record of discussions

See 2 above

5. Are you taking into account representations made?

Consultation statement/Any reports on the selection of alternatives and options for the development plan document

Core Strategy Preferred Options document

Consultation Statement Regulation 27 paras 2.1 and 3.3, Appendix 27 and Schedule 1

Consultation Statement Regulation 30(1)(d)&(e) Appendix 12

6. Does the consultation contribute to the development and sustainability appraisal of alternatives?

Consultation statement/Any reports on the selection of alternatives and options for the development plan document/Sustainability appraisal report

Core Strategy Preferred Options document

Consultation Statement Regulation 27

Consultation Statement Regulation 30(1)(d)&(e)

7. Is the participation:

- **following the principles set out in your statement of community involvement**
- **integrating involvement with the sustainable community strategy**
- **proportionate to the scale of issues involved in the development plan document?**

Consultation Statement/The statement of community involvement/The relevant sustainable community strategies

Statement of Community Involvement

Westminster City Plan

Current review of Westminster City Plan informed by Core Strategy and developed closely with Spatial Planning Manager (responsible for Local Development Framework).

8. Are you keeping a record of:

- **the individuals or bodies invited to make representations**
- **How this was done**
- **The main issues raised?**

Consultation statement/Reports by the council on the consultation/Copies of representations and relevant correspondence/Technical reports on the engagement process

Consultation Statement Regulation 27

Consultation Statement Regulation 30(1)(d)&(e)

9. Are you developing a framework for monitoring the effects of the development plan document?

Sustainability appraisal report/The annual monitoring report/Reports or documents setting out the appraisal and monitoring framework

Sustainability Appraisal Report

Annual Monitoring Report

Submission Draft Core Strategy Figure 57

Technical Paper 9: Monitoring

10. Have you arranged to send copies of documents used in consultation to the Government Office and Planning Inspectorate?

Copies of correspondence with the Government Office and Planning Inspectorate

Consultation Statement Regulation 30(1)(d)&(e) Appendix 8

The Inspector has copies

Stage 3: Plan Preparation – Formulation Phase

11. Are you preparing reasonable alternatives for evaluation during the preparation of the development plan document?

Documents supporting decisions on alternatives and any preferred strategy

Consultation Statement Regulation 27 Appendices 4 and 16

Consultation Statement Regulation 30(1)(d)&(e) Appendix X

12. Have you assessed alternatives against:

- **consistency with national policy**
- **general conformity with the regional spatial strategy?**

Supporting documents/Correspondence with Government Offices and regional planning body (or Mayor of London)

Consultation Statement Regulation 27 Appendices 4 and 16

Consultation Statement Regulation 30(1)(d)&(e) Appendices 8 and 9

Technical Paper 1: Waste

Technical Paper 2: Crossrail Contributions

Technical Paper 8: Draft Replacement London Plan

13. Are you having regard to:

- **adjoining regional spatial strategies, the spatial development strategy for London, or Welsh Spatial Plan (as appropriate)**
- **the National Planning Framework for Scotland?**

Supporting documents/Correspondence with the relevant bodies

Consultation Statement Regulation 27 Appendices 4 and 16

Consultation Statement Regulation 30(1)(d)&(e) Appendices 5 and 9

Technical Paper 8: Draft Replacement London Plan

14. Are you having regard to:

- **the sustainable community strategy of the authority or other authorities whose area comprises part of the area of the council**
- **any other local development documents adopted by the council?**

Supporting documents /The Sustainable community strategies/Relevant local development documents/Correspondence with the local strategic partners

Consultation Statement Regulation 27 Appendices 4 and 16

Consultation Statement Regulation 30(1)(d)&(e) Appendix 5

15. Do you have regard to other matters and strategies relating to:

- *resources*
- *the regional development agencies' regional economic strategy*
- *the local transport plan and transport facilities and services*
- *waste strategies*
- *hazardous substances and accidents?*

Supporting documents/Correspondence with the relevant bodies and the Government Office

Consultation Statement Regulation 27 Appendices 4 and 16

Consultation Statement Regulation 30(1)(d)&(e) Appendices 5, 8 and 9

16. Are you having regard to the need to include policies on mitigating and adapting to climate change?

Supporting documents

Submission Draft Core Strategy paragraphs 2.33 – 2.55 and box cross referencing to relevant policies

Consultation Statement Regulation 30(1)(d)&(e) Appendices 8 and 9

Sustainability Appraisal

17. Have you undertaken the necessary sustainability appraisal of alternatives, including consultation on the sustainability appraisal report?

Reports on the sustainability of alternatives/Record of work undertaken on sustainability appraisal/Supporting documents

Sustainability Appraisal

18. Are you setting out clear reasons for any preferences between alternatives?

Any reports setting out alternatives and choices considered /Supporting documents

Core Strategy Preferred Options

Sustainability Appraisal

19. Have you taken into account any representations made on the content of the development plan document and the sustainability appraisal?

20. Are you keeping a record?

Correspondence from those making representations/Any reports on issues raised/Consultation statement/sustainability appraisal report

Core Strategy Preferred Options

Consultation Statement Regulation 27 Sections 2.0, 3.0 and 4.0 and Schedule 1

Consultation Statement Regulation 30(1)(d)&(e) Appendices 12 and 13

21. Where sites are to be identified or areas for the application of policy in the development plan document, are you preparing sufficient illustrative material to:

- **enable you to amend the currently adopted proposals map**
- **inform the community about the location of proposals?**

The adopted proposals map/Any reports on proposals to amend the proposals map /Illustrative material that shows how the proposals map will be amended or replaced

Core Strategy Issues and Options

Core Strategy Preferred Options

Core Strategy Publication Draft Proposals Map

22. Are the participation arrangements compliant with the statement of community involvement?

The statement of community involvement/Consultation statement

Consultation Statement Regulation 27

Consultation Statement Regulation 30(1)(d)&(e)

23. Have you remained in close contact with the Government Office and discussed any emerging issues that might affect the soundness of the development plan document?

Copies of correspondence with the Government Office/Copies of the relevant documents

Consultation Statement Regulation 30(1)(d)&(e) Appendix 8

Stage 4: Publication

1. **Have you prepared the sustainability appraisal report?**

Sustainability appraisal report

Publication Draft Sustainability Appraisal Report

2. **Have you made clear where and within what period representations must be made?**

Report or record of decisions / The statement of community interest (*sic*)

Consultation Statement Regulation 27 Appendices 1, 4, 5, 8, 11, 12, 13, 15, 16, 17, 18, 20, 24 and 16

Consultation Statement Regulation 30(1)(d)&(e) Appendices 1, 2, 4, 5 and 7

Information on the Council's website (Appendix 1)

3. **Have you made copies of the following available for inspection:**

- **the proposed submission documents?**
- **the statement of the representations procedure?**

Copies of the relevant statements / Report on where and when made available / Record of where and when made available

Consultation Statement Regulation 30(1)(d)&(e) Appendix 1 (the same locations and times for each stage)

4. **Have you published on your website the following:**

- **the proposed submission documents?**
- **the statement of the representations procedure?**
- **statement and details of where and when documents can be inspected?**

Record of publication

<http://www.westminster.gov.uk/services/environment/planning/ldf/publication-draft/>

5. **Have you sent to each of the specific consultation bodies invited to make representations under Regulation 25(1):**

- **A copy of each of the proposed submission documents**
- **The statement of the representations procedure?**

Copies of correspondence / Record of sending

Consultation Statement Regulation 30(1)(d)&(e) Appendix 6

6. **Have you sent to each of the general consultation bodies invited to make representations under Regulation 25(1):**

- ***the statement of the representations procedure?***
- ***where and when the documents can be inspected?***

Copies of correspondence / Record of sending

Consultation Statement Regulation 30(1)(d)&(e) Appendix 2

7. Have you given notice by local advertisement setting out:

- ***the statement of the representations procedure***
- ***where and when the documents can be inspected?***

Copy of advertisement / Where and when placed

Consultation Statement Regulation 30(1)(d)&(e) Appendix 1

8. Have you requested the opinion of the regional planning body (or the Mayor in London) on the general conformity of the development plan document with the regional spatial strategy (or spatial development strategy)?

Copies of correspondence

Consultation Statement Regulation 30(1)(d)&(e) Appendices 5 and 9

Stage 5: Submission

- 1. Are you ready to submit the DPD?**
- 2. Are there any major issues revealed by the representations on publication?**
- 3. Are all the relevant documents in place?**

Report on issues resulting from Regulation 28 representations / Resolution to carry out more work on part of the development plan document or to withdraw plan / The development plan document / The documents prescribed at Regulation 30(1)

Submission Draft Core Strategy and Proposals Map

Consultation Statement Regulation 27

Consultation Statement Regulation 30(1)(d)&(e)

Consultation Statement Regulation 30(1)(f)

All other documents prescribed at 30(1)

- 4. Has the development plan document been prepared in accordance with the local development scheme?**
- 5. Does the development plan document's listing and description in the local development scheme match the document?**

The local development scheme / Explanation of any changes from the milestones set out in the local development scheme / Relevant annual monitoring reports / Correspondence with the Government Office on the local development scheme

See Question 1 above

- 6. Has the development plan document had regard to any sustainable community strategy for its area (like a county and district)?**

The sustainable community strategy(ies) / Reference to sections of the development plan document showing how regard has been had to them

Submission Draft Core Strategy paragraphs 6.1-6.4

Endorsement of Submission Draft Core Strategy by Westminster City Partnership 4th March 2010

- 7. Is the development plan document in compliance with the statement of community involvement (where one exists)?**
- 8. Has the council carried out consultation as described in the statement of community involvement?**

The statement of community involvement / The Regulation 32(1)(c) statement

Statement for Community Involvement

Consultation Statement Regulation 27

Consultation Statement Regulation 30(1)(d)&(e)

9. Has the development plan document been subject to sustainability appraisal?

10. Has the council provided a final report of the findings of the appraisal?

Sustainability appraisal report

Sustainability Appraisal Report

11. Is the development plan document to be submitted consistent with national policy?

Correspondence with Government Offices / Representations from Government Offices

Consultation Statement Regulation 30(1)(d)&(e) Appendix 8

12. Does the development plan document contain any policies or proposals that are not in general conformity with the regional spatial strategy?

13. If yes, is there local justification?

14. Has the council got confirmation from the regional planning body about the general conformity of the plan with the regional spatial strategy?

Correspondence with or representations from the regional planning body, or Mayor of London / Confirmation of conformity from the regional planning body, or Mayor

Consultation Statement Regulation 30(1)(d)&(e) Appendix 9

15. Does the development plan document comply with the 2004 regulations (as amended)?

16. Specifically, has the council published the prescribed documents, and made them available at their principal offices and their website?

17. Has the council placed local advertisements?

18. Has the council notified the development plan document bodies?

19. Does the development plan document contain a list of superseded saved policies?

The documents prescribed at Regulation 30(1) / Relevant annual monitoring reports / Records of the actions undertaken (see below)

Submission Draft Core Strategy Appendix 5

Consultation Statement Regulation 27

Consultation Statement Regulation 30(1)(d)&(e)

20. Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted proposals map?

21. If yes, have you prepared a submission proposals map?

Submission proposals map / Brief statement if a submission proposals map is not required

Submission Draft Core Strategy Proposals Map

22. If the development plan document is not a core strategy, is it in conformity with the core strategy?

The core strategy / Documents or reports demonstrating conformity

N/A

23. Have you prepared a statement setting out:

- **Which bodies and persons were invited to make representations under Regulation 25**
- **How they were invited**
- **A summary of the main issues raised**
- **How the representations have been taken into account?**

Consultation statement / The Statement as required in Regulation 30(1)(d)

Consultation Statement Regulation 27

24. Have you prepared a statement giving:

- **the number of representations made under Regulation 28(2)**
- **a summary of the main issues raised**

The Statement as required in Regulation 30(1)(e)

Consultation Statement Regulation 30(1)(d)&(e)

25. Have you collected together all the representations made under Regulation 28?

Copies of the representations

Consultation Statement Regulation 30(1)(f)

26. Have you assembled the relevant supporting documents?

All necessary evidence and records of decisions relevant to the development plan document

Yes

27. Has your council approved the development plan document for submission?

Report and resolution of the council

Approval of Submission Draft Core Strategy by Full Council 27th January 2010

28. Have you sent the Secretary of State (the Planning Inspectorate) a paper copy of the following:

- **the development plan document?**
- **the submission proposals map (unless there are no site allocation policies)?**
- **the documents prescribed in Regulation 30(1)?**

Copies of correspondence / Record of sending

Yes

29. Have you sent the Secretary of State (the Planning Inspectorate) an electronic copy of the:

- *development plan document?*
- *submission proposals map (unless there are no site allocation policies)?*
- *documents prescribed in Regulation 30(1)?*

Record of publication of information / Record of sending / Copies of correspondence / Copy of advertisement

Yes

Translation Information

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Albanian

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Arabic

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Bengali

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Chinese

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Polish

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