

# Statement of Community Involvement Planning Policy and Development Management

**July 2025**

Draft for consultation



# Consultation on the Statement of Community Involvement 4 July to 29 August 2025

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This consultation is an opportunity for you to have your say on how the council consult the community affected by planning matters across the administrative area of Slough Borough Council.

We are looking for your comments and views on the content and scope of this Statement of Community Involvement (SCI). You may wish to consider the following questions:

- Do you agree with our approach?
- Are there opportunities we have missed?

As planning is a regulatory process many elements of when and how we consult are set out in legislation, and the SCI cannot change these aspects.

**The consultation on this draft SCI runs from 9am on 4 July to 11.59pm on 29 August 2025.**

This SCI can be viewed and downloaded from Slough's consultation portal. Paper copies are available to view during at the council's opening hours at reception at Observatory House, 25 Windsor Road, Slough, SL1 2EL.

It saves the council resources (such as staff time and money) if you can submit comments via the councils online platform using the link or QR code below:

- Consultation portal [The new local plan for Slough - Slough Borough Council](#)



You can provide comments to us in one of the following ways too:

- By email: [planningpolicy@slough.gov.uk](mailto:planningpolicy@slough.gov.uk)
- By post: Planning Policy (Draft Statement of Community Involvement Consultation), Slough Borough Council, Observatory House, 25 Windsor Road, Slough, SL1 2EL.

## Accessibility

If you need this document in an alternative or accessible format, please contact Planning Policy at [PlanningPolicy@slough.gov.uk](mailto:PlanningPolicy@slough.gov.uk), or by post/in person request to Planning Policy, Slough Borough Council, Observatory House, Slough, SL1 2EL, or via our call centre on 01753 475111.

## Equalities impact assessment [EqIA]

An EqIA screening has been carried out for this document which concluded that a full EqIA was not required as it identified that the SCI document does not appear to have any disproportionate negative impacts on people who share a protected characteristic, or anticipated impacts will be either positive or neutral.



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# 1. Introduction

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- 1.1.1. Planning helps define the places where people live, work and play. Everyone should have the chance to be involved in the planning process and make a difference in shaping the environment around us.
- 1.1.2. This document explains what the council will do to promote proportionate, clear, active, and meaningful consultation with the community on planning processes in Slough. This includes ensuring statutory requirements to consult are met as minimum, and that the community has a better understanding of what planning can (and can't) control or influence, and when and how to get involved.
- 1.1.3. Section 18 of the Planning and Compulsory Purchase Act 2004 requires the council to have an up-to-date Statement of Community Involvement (SCI) setting out how it will involve the community in plan-making and when considering planning applications. Our current SCI was adopted in 2006. This draft SCI once adopted will replace the existing 2006 version.
- 1.1.4. The SCI is a statutory requirement and sets out how we can involve the community in plan making. It has been produced in line with guidance, including the National Planning Policy Framework (NPPF) and Planning Practice Guidance (PPG).
- 1.1.5. The National Planning Policy Framework (NPPF) 2024 sets out the Government's planning policies that local authorities like Slough must consider when preparing development plans and determining planning and other applications for development. The NPPF states that the planning system should be easy to understand, and is accessible to all, with a commitment to involving everyone who is interested in their local planning issues.
- 1.1.6. The SCI also supports the wider goals and aims of Slough Borough Council, as detailed in our **Corporate Plan** and the emerging resident engagement strategy.
- 1.1.7. The SCI has the following sections:
  - **Application of the Equalities Act 2010**
  - **Planning Policy**
  - *What we will consult on*
  - *How we consult*
  - *Making a valid representation*
  - *How we take your comments into account*
  - **Development Management**
  - *Development Management in Slough*
  - *Different types of planning applications*
  - *Consulting the community*
  - *Pre-apps, planning applications, appeals and enforcement*

## 2. Slough's Communities and Compliance with the Equalities Act 2010

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- 2.1.1. Slough has an unusually diverse community. The consultation processes committed to in this SCI seek to include a cross section of the community in relation to a wide range of factors. This will include those recognised as having 'protected characteristics' including age, disability, gender reassignment, marriage and civil partnership, race, religion or belief, sex, and sexual orientation in accordance with the Equalities Act 2010.
- 2.1.2. To assess the impact of adopted guidance and planning policies on the protected characteristics the council is required to undertake an Equalities Impact Assessment screening. This is undertaken as part of the preparation of planning documents and will be published with consultation versions of documents.
- 2.1.3. The Equalities Act is a material consideration when making planning applications and is considered on a case-by-case basis.
- 2.1.4. The Equalities Act will also be considered when designing and implementing consultations.
- 2.1.5. The Equalities impact assessment of this draft identified the following impacts and approaches the SCI will have to addressing them.
- **Language barriers for written communication:** the council will provide translations of consultation documents upon request.
  - **Slough's diverse cultural mix:** consultation methods will take into account cultural differences (that may include race, religion and belief).
  - **The effectiveness of different methods of consultation for reaching different groups:** we will need a mix of methods to reach a wider community. For example, different consultation methods may be effective at engaging young and elderly residents.
  - **The importance of including our economic partners:** key economic stakeholders and landowners will need to be consulted. If we are to build a local economy that works for Slough's residents, we will have to work in partnership with key economic partners within the borough.
- 2.1.6. In summary, a full Equalities Impact Assessment is not required as the initial assessment showed that there would be no negative impacts on protected characteristics and the identified impacts were positive or neutral.

## 3. Planning Policy

### 3.1. Plan making in Slough

- 3.1.1. The Local Plan and other planning documents affect where you live, work, shop and socialise. They guide where new housing, employment, retail, green spaces and community and transport infrastructure are provided across the Borough. The Plan and planning documents are important as planning applications must be determined in accordance with the Development Plan unless material considerations indicate otherwise.
- 3.1.2. The council has a statutory duty to have an up-to-date Development Plan. Slough's local plan will have a 15-year vision for Slough with a spatial strategy, sites and strategic policies to set out how land use and new development can be accommodated in the most sustainable way in the Borough.
- 3.1.3. The statutory processes for preparing all these documents and when consultation must take place are set out in the Town and Country Planning (Local Planning) (England) Regulations (2012). These regulations set out the minimum requirements for public participation during statutory consultations on planning policy documents, which at the time of publishing this SCI, was four weeks for SPDs and six weeks for Local Plans.
- 3.1.4. A short explanation of the documents we will consult on and when is set out in the Local Development Scheme (LDS). That is published on the council's website. **The new local plan for Slough - Slough Borough Council.**

### 3.2. What will we consult on

#### **The Development Plan**

- 3.2.1. At least one consultation on the full draft plan will take place before it presented for an independent examination. Additional consultations may take place if the council thinks this is needed, because for example the plan needs to change as a result of Government plans or new evidence. The proposed plan will then be sent to the Planning Inspectorate for an independent examination. That process has its own rules about when and how the public can participate that Slough have to follow.
- 3.2.2. Information on consultation on the plan to date is available online. Details of closed consultations are on the councils consultation Portal under "closed consultations". Reports on consultations and are also presented for information to Planning Committee, with decisions made by Cabinet or Full Council.
- 3.2.3. Table 1 explains the full process that the Local Plan is being prepared under. The best way to know when consultations are happening is to be added to our consultation database (see how we consult), but we will also advertise in local newspaper and via the council's communication team, on twitter for example.



Table 1: The legal requirements for consultation on Development Plan documents.

Table 1: Regulatory Requirements		
Regulation stage	Stage outline	Consultation
<b>Preparation (Regulation 18)</b>	<ul style="list-style-type: none"> <li>• Notify stakeholders of the intention to start a plan.</li> <li>• Collect information on what Local Plan should contain (These are not considered by the Inspector).</li> <li>• Identify issue, options, and approaches.</li> </ul>	Yes - completed
<b>Draft Plan Consultation (Regulation 18)</b>	<ul style="list-style-type: none"> <li>• Invite stakeholders to make comments on the draft plan.</li> <li>• Consultation documents are made available for six weeks or the legal requirements at the time.</li> <li>• Consider any representations received.</li> </ul>	Yes
<b>Publication (Regulation 19)</b>	<ul style="list-style-type: none"> <li>• Consultation on the Plan that the council intends to submit to the government for examination.</li> <li>• Consultation documents are made available for six weeks or the legal requirements at the time.</li> <li>• Include a statement setting out how comments can be made.</li> </ul>	Yes - Preparatory work underway
<b>Submission for examination (Regulation 22)</b>	<ul style="list-style-type: none"> <li>• Submission of the plan and supporting information, including consultation responses to the government.</li> <li>• Include a statement setting out who was invited to comment, how they were invited, and summary of the issues raised and how these were taken into account.</li> <li>• An independent planning Inspector is appointed to examine the plan.</li> </ul>	No
<b>Examination in public (Regulation 24)</b>	<ul style="list-style-type: none"> <li>• Public hearing session held by Planning Inspector.</li> <li>• People who made comments at Regulation 19 are asked if would like to explain their views at the hearing.</li> <li>• If main modifications are needed to make the plan sound, then a six-week public consultation is held.</li> </ul>	<p>Limited - Not unless main modifications proposed by the Inspector</p> <p>The EiP will be open to the public and advertised in local papers and the London Gazette</p>
<b>Adoption (Regulation 26)</b>	<ul style="list-style-type: none"> <li>• Following receipt of the Inspector's report, if the plan is found sound and legally compliant, the plan is adopted by the council and used in decision making.</li> <li>• Notification of the adoption is published on our website with the final version of the Local Plan.</li> </ul>	No

### 3.2.4. Other planning documents

- 3.2.5. The council may prepare other statutory or non-statutory planning documents to help implement the plan through additional guidance, or support policy making.

#### Supplementary Planning Documents

- 3.2.6. A Supplementary Planning Document (SPD) adds greater level of detail or guidance as to how policies in the Local Plan are expected to be implemented. They require a policy connection as an SPD cannot be used to introduce new policy. Examples of SPDs include design guidance and masterplans. The council may produce a design guide for residential extensions to update the current adopted version.
- 3.2.7. SPDs are subject to consultation. However, they do not go through an independent public examination. They are adopted by the council and then they become a material consideration when deciding on planning applications.

#### Supporting documents

- 3.2.8. Other Planning documents we produce could include non-statutory guidance such as Developer Guides or supplementary evidence to support the Local plan such as the 'Call for Sites' that are preliminary part of plan making.

#### Sustainability Appraisal (SA) or Environmental Outcomes Report

- 3.2.9. SA is a parallel requirement of the Local Plan process. A SA considers the environmental, social, and economic effects of the plan. It looks at all reasonable alternatives to ensure the most appropriate approach is taken. The SA could be replaced with the **Environmental Outcomes Report** in future.
- 3.2.10. The SA Scoping Report is the first stage in the SA process and considers the context and scope of an SA for the new local plan. Consultation at this stage may be restricted to technical experts and statutory partners such as Natural England, the Environment Agency, and Historic England.

- 3.2.11. The SA provides the evidence to inform, and the framework to test and develop options helping to deliver a more sustainable strategy. The SA is a legal requirement, and it is important to demonstrate to the Inspector that your plan is "justified" at Examination in Public. The SA is consulted on alongside the plan in accordance with the relevant regulations.

#### Monitoring

- 3.2.12. It is also important to monitor the progress and success of the Local Plan. To do this, the **Annual Monitoring Report** (AMR) is prepared and published annually. The AMR is not consulted on it is for information purposes only.

#### Neighbourhood Plans

- 3.2.13. There is a statutory requirement under Section 18 of the Planning and Compulsory Purchase Act 2004 (as amended by the Neighbourhood Planning Act 2017) for Statements of Community Involvement to include how the local planning authority will support neighbourhood development plans and orders. Neighbourhood plans are community or parish council led, and there are none being progressed in Slough at present. Should this change a partial update to the SCI can be made if needed.

## 3.3. Who we will consult

- 3.3.1. The council is required to meet its statutory requirements but will in addition, consult anyone who has requested to be added to our consultation list. We will contact you directly by email (from an address that ends @slough.gov.uk) unless there is an equalities or other reason you require engagement by post. We may also contact you approximately every 5-7 years for data protection to ensure your details are correct and you wish to remain on the list. If we don't hear from you, we will delete your contact details.

- 3.3.2. The regulations place a statutory duty on the council to consult certain 'general' and 'specific' consultation bodies. Specific bodies are those that we are required to consult, which are prescribed by regulations and listed in Appendix 1. There is no definitive list of general bodies with whom the council must consult but a summary is provided in Appendix 2.
- 3.3.3. General consultation bodies mean voluntary bodies, some or all of whose activities benefit any part of the local planning authority's area, and which represent the interests of:
- Different racial, ethnic, or national groups in the local planning authority's area
  - Different religious groups in the local planning authority's area
  - Disabled persons in the local planning authority's area
  - Persons carrying on business in the local planning authority's area.
- 3.3.4. The council also has a legal 'duty to co-operate' with other local councils and infrastructure providers on strategic cross boundary issues, such as planning effectively for strategic infrastructure, use of land and sustainable development.
- 3.3.5. The Duty requires the Council's Local Plan process to take into account neighbouring councils' policies and proposals when addressing strategic matters. Legal duties may change in the future, and we will follow the latest legislation and guidance. Nevertheless, Slough will still engage with its neighbours due to the importance of strategic cross boundary issues.

## 3.4. How we consult and engage

- 3.4.1. The process of plan-making is set out in statutory rules, regulations and guidance. How we consult and engage has changed over the years due to advances in technology, ready access to the internet and for digital engagement. However not everyone can engage online. A mix of methods will enable inclusive consultation.

### 3.4.2. Consultation methods include:

- **Emails:** We will email everyone on our Local Plan consultation list. If you wish to be notified by letter, please contact [planningpolicy@slough.gov.uk](mailto:planningpolicy@slough.gov.uk).
- **Website/consultation portal:** A link from the Slough Borough Council's website will take you to the consultation portal **The new local plan for Slough - Slough Borough Council**.
- **Displays:** We may set up displays in the council offices or local libraries.
- **Summaries and Leaflets:** We may also provide paper summaries and leaflets to allow people access to the fundamental issues addressed in these documents. These will be made available on the council website, council offices and possibly other selected community buildings.
- **Meetings:** We may attend group and special interest meetings.
- **Social media:** When resources allow, we will ask questions and create a forum for discussion on the Local Plan through the council's social media platforms such as Facebook and Twitter. Although we will not be able to respond to individual messages on these platforms, we may take into account the issues and concerns raised by people as part of our consultation.
- **Bulletins/press releases:** These may be used to publicise the consultations.
- **Video or interactive mapping:** This could include other digital consultation methods.

## 3.5. Accessibility

- 3.5.1. We may need to take a proactive approach to engage some groups and provide methods of consultation accessible to a broad range of people. This is to help us meet our requirements in the Equalities act (explained above) and do our best to give everyone an equal access to participate.

- 3.5.2. We welcome contact details for relevant groups so they can be added to our consultation database. Anyone can request to be added or removed from our consultation database by email at: [planningpolicy@slough.gov.uk](mailto:planningpolicy@slough.gov.uk) or post: Planning Policy, Slough Borough Council, Observatory House, 25 Windsor Road Slough SL1 2EL.
- 3.5.3. Consultees will be encouraged to respond to the consultations via our consultation portal via our website.
- 3.5.4. Paper copies of documents will be available at Slough Borough Council's head office at Observatory House in Slough town Centre. If you need a paper copy you can contact the planning policy department, and the council will endeavour to provide one.
- 3.5.5. Consultation materials will include a clear section informing how those needing additional support or adaptations to participate in consultations can access support. These pathways will be monitored with a reply provided within 5 days, or 10 days if resources are not available.
- 3.5.6. All our documents are tested so they comply with assistive (audio transcribe) technology that will allow documents to be listened to rather than read.

### 3.6. Making a valid representation

- 3.6.1. There are a range of ways you can give your views on the plans. For them to be valid and formally taken into account they must follow the statutory rules to be considered 'duly made'. Each consultation will explain what is required to do that, but it usually includes your name, address, what part of the plan you are making a comment on, and what you think.
- 3.6.2. We can only take account of representations that are related to the document we are consulting on, and within the scope of what we can change. Preparation of the Local Plan is a public process so the council cannot treat any 'duly made' representations as confidential.

- 3.6.3. We will also take into account what we learn from our other engagement methods with Slough communities and will explain if/how this has influenced the plan.
- 3.6.4. Consultation periods will generally last for 6 weeks but may be shorter if essential (as per the 2012 Regulations), although the council recognises that this may have to be extended in certain circumstances, such as if the consultation period overlaps with public holidays. To be considered valid representations must be made within the consultation period.
- 3.6.5. The Government makes changes to legislation from time to time, and this may affect the consultation methods or processes.
- 3.6.6. There may be occasions where we do not consult the public on documents that are specialist or commercially sensitive. This is important to manage expectations and not over consult the public where their opinions cannot be taken into account. Examples of these may be grant funded research, methodologies, viability reports or development briefs. In this case we will engage Members, subject experts or other representatives of the community to ensure community interests are represented.

### 3.7. How we take your comments into account

- 3.7.1. We welcome comments on our planning document. The changes we make in response to comments received will depend on what is said, where we are in the process, and the weight we can give to the information or opinions shared.
- 3.7.2. All comments received that are considered valid and 'duly made' (i.e. received within the consultation period, relevant to the consultation) will be read and logged and used to develop the next version of the development plan or planning document.

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- 3.7.3. Data is stored and used in accordance with the Data Protection Act 2018. We may ask for information about you to help us understand if we have comments from a representative section of the community. When reporting responses, we will not publish personal details such as your personal details, postal and email addresses. However, for comments to be formally taken into account they must include a name and address as comments cannot be anonymous. We also reserve the right not to publish any comments, or parts of comments, that are not considered suitable for public view.
- 3.7.4. For Development Plans and Supplementary Planning Documents there are rules about how we show we have listened to the results of consultations that we follow. These are set out in a consultation statement that will be available on the council's website.

## 4. Development Management

### 4.1. What is development management

4.1.1. Development Management is responsible for determining planning applications.

4.1.2. This includes:

- Changes/alterations or extensions to your home
- New houses and businesses
- Changing a building from one use to another
- New schools and public buildings.

4.1.3. Development Management is also responsible for processing other types of applications related to look and feel of the town. This includes:

- Works to protected trees
- Work to listed buildings
- Advertisements
- Prior approval consents - these are permissions which the Government have given to allow certain types of development without the need for a planning application.

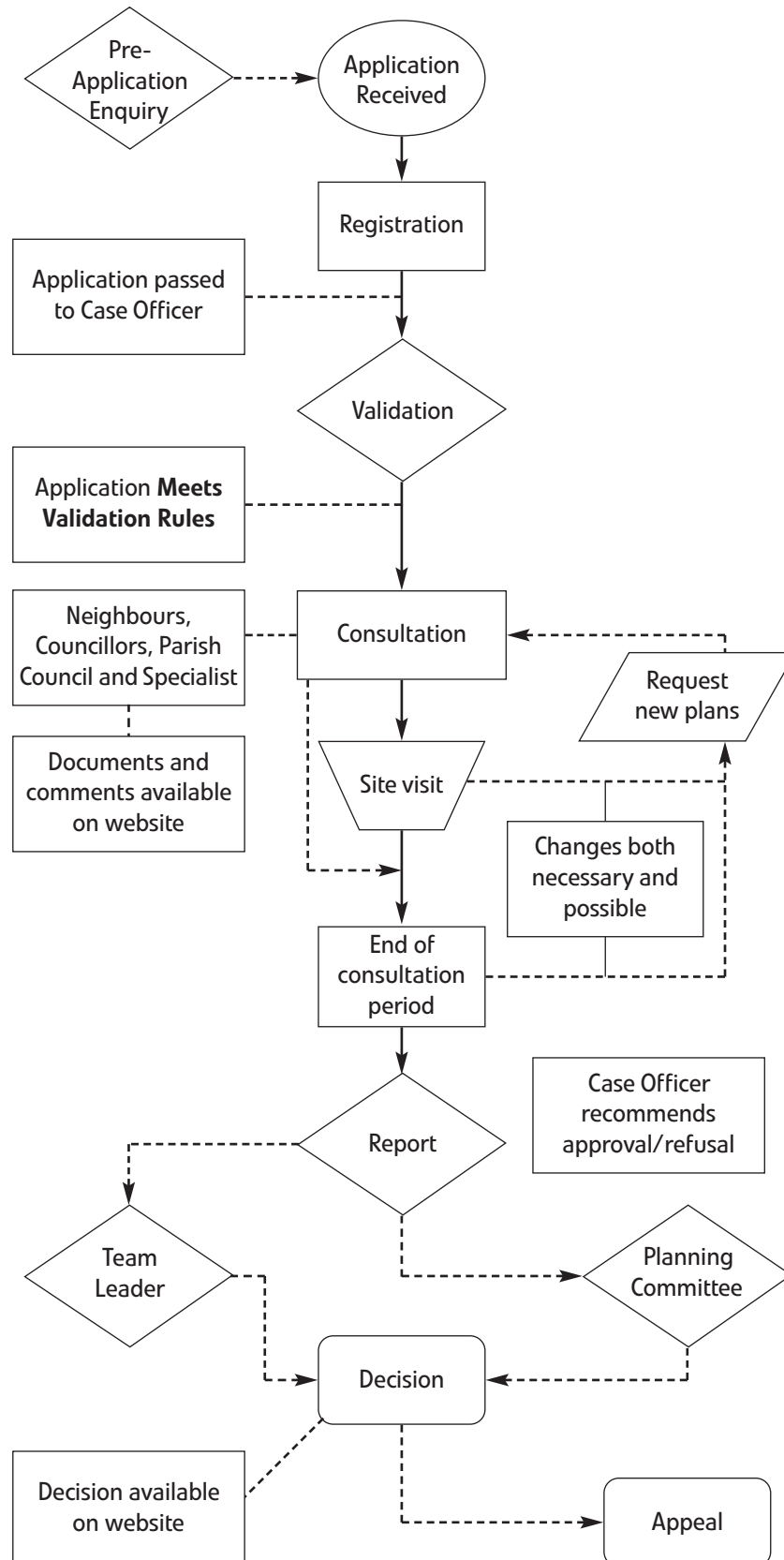
The development management team are also responsible for reviewing applications for works which have already been permitted by the Government. For these applications, the development management team may only consider national policy and guidance, and may not need to consult with the public.

4.1.4. Development Management are not responsible for **Nationally Significant Infrastructure Projects** (NSIPs), such as changes to the motorway or major expansions to national rail networks or airports. More information on these can be found on the **GOV.UK website**.

4.1.5. There are four main aspects to the Development Management process:

- Pre-application advice: we provide advice on what information a planning application needs to have for it to be determined. More information on our pre-application advice service can be found on **our website**.
- Determining planning and other applications: we decide on whether the proposal can be given permission to go ahead. More information on how we work with applicants when we consider and determine planning applications can be found on **our website**.
- Appeals: there is an appeals process for when an applicant does not agree with our decision. This process is overseen by the Planning Inspectorate, who are a government department. More information on how we participate in the appeals process can be found on **our website**.
- Enforcement: we investigate and serve legal notices to ensure that development within the town meets the planning rules. More information on how we investigate, and control unpermitted development can be found on **our website**.

4.1.6. A flow chart of the Development Management Process can be seen over the page.





## 4.2. How we make decisions on planning applications

- 4.2.1. Development management is a process of decision making where we determine whether a proposal for development should be granted or refused planning permission. We consider:
- the development plan,
  - national policy and guidance,
  - comments received during the consultation with the public and key stakeholders,
  - expert and specialist advice, and
  - any other planning **material considerations**.
- 4.2.2. Material considerations can include but are not limited to:
- parking
  - traffic
  - noise
  - design
  - appearance and materials
  - effects on listed buildings or conservation areas
  - policies in the Development Plan and National Planning Policy Framework.
- 4.2.3. Anything relevant to making the decision can be a material planning consideration, however in general it relates to matters in the public interest rather than private matters (for example the value of an adjoining property would not be a material consideration).

### How the Local Planning Authority (LPA) make decisions

- 4.2.4. Applications can be determined by three mechanisms:
- by our Development Management officers under delegated powers (these applications are not referred to planning committee) **Scheme of delegation**
  - by our elected Councillors on the Planning Committee
  - by our Development Management officers under delegated powers. These applications are not referred to planning committee. More information on this can be found on **our website**

- by the Government. This can either be by
  - o The Planning Inspectorate for appeals on the grounds of non-determination or refusal of planning permission or
  - o The Secretary of State can call in any application, although this is rare and generally confined to high profile applications of national significance.

4.2.5. The time periods for determination of planning applications are set out in law.

4.2.6. The time limit is usually:

- 8 weeks for most planning applications
- 13 weeks for 'major' (larger) developments
- 16 weeks for applications that need an **Environmental Impact Assessment**.

4.2.7. If more time is needed to determine an application, an 'extension of time' can be privately agreed between the planning officer and the applicant.

4.2.8. If we fail to determine the application in time, the applicant can appeal to the Secretary of State against 'non-determination'.

4.2.9. More information on how applications are determined is set out on the **GOV.UK** website.

## 4.3. How and when we will involve you in the planning application process

4.3.1. There are national requirements for consultation on planning applications. This is to ensure that the public can participate in the development management process.

4.3.2. How we consult and during which stage of the planning process we will tell you about development will depend on the type of application we are considering. This is because there are different rules for different types of application. There are also some types of application which we are not required to consult upon.

## 4.4. Before an application is submitted

We will:

- encourage applicants to consult the community for Major Applications (please note this is not mandatory but is recommended).



- work with applicants via our pre-application advice service, to help people understand whether they need planning permission, and what information they need to provide.

4.4.1. We strongly recommend that applicants seek pre-application advice from us prior to making a planning application. The pre-application advice aims to provide the following benefits:

- Establish whether the 'principle of a particular development' is acceptable prior to submitting a formal planning application
- Understand planning policy requirements and constraints (including the relevant planning history) that apply to your site
- Avoid costly mistakes and saving time
- Identify key planning issues or potential problems early
- Find general advice on the necessary information (including technical reports) to accompany your planning application for validation purposes.

- It should be noted that pre-application advice is confidential and is only for the applicant to share details with the residents and local community.

## 4.5. Once the application is submitted

We will:

- Validate the planning application against the national validation requirements and the council's local validation list. For more information on the local validation list, visit our website (web page being created and consulted on)
- Make planning applications and the supporting documentation available to view on our website
- Consult upon applications as set out in law.

4.5.1. The minimum requirements for how people are notified of planning applications are set down in legislation (The Town and Country Planning (Development Management Procedure) (England) Order 2015 (DMPO 2015) and explained in Table 2.

**Table 2: Requirements for public consultation for different planning applications**

Planning Application type	Site Notice	Press Notice
Major Applications	Yes	Yes
Reserved Matters (for outline permission)	Yes	No except for major applications
Minor development	Yes	No
Applications subject to an Environmental Impact Assessment	Yes	Yes
Minor material amendments	Yes	No except for major applications
Householder	Yes	No
Listed building consent	Yes	Yes
Applications for development which would affect the setting of a listed building or affect the character or appearance of a conservation area	Yes	Yes
Retrospective applications	Yes	Yes, if major and if site is in conservation area

- 4.5.2. We may also consult people on applications listed in the General Permitted Development Order Regulations 1995 (referred to as the 'GPDO').
- 4.5.3. The statutory requirements for consultation on these types of application are set out in the Town and Country Planning (General Permitted Development) (England) Order 2015 (as amended) and can vary depending on the type of prior approval sought.
- 4.5.4. Public consultation will always be carried out in accordance with the latest version of the relevant legislation. This means that there will be occasions when we will be required to consult in a different way or at a different stage of the process, or to cease to consult if no longer required to do so by law.
- 4.5.5. There is no statutory requirement to consult on the following types of applications.
- 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 consent
  - approval of details
  - non-material amendments (NMAs).
- 4.5.6. This means that there is no requirement within the planning legislation for Development Management to consider public comments for these types of applications when making their decision.
- 4.5.7. You can choose to be notified of these applications if you sign up at the Citizen Portal Planning Demo Alternatively, more information can be found here: **[Search, comment and track planning applications - Slough Borough Council.](#)**

## 4.6. During the determination process

We will:

- publish relevant documents on **[our website](#)** as soon as practicable
- invite **[comments on applications](#)**
- Where applicable consider the issues raised in response to the application.

- 4.6.1. If the application is considered at Planning Committee, provide applicants, Ward Members, and those who have commented on a planning application, an opportunity to register to speak at Planning Committee. More information about the responsibilities of the planning committee can be found at **[our website](#)**.
- 4.6.2. Guidance on how you can comment on planning applications is set out on our website: **[Search, comment and track planning applications - Slough Borough Council.](#)**
- 4.6.3. All and any comments will be considered during the application decision-making process but, due to the volume of representations that are received, we are not able to individually respond to all questions or issues raised.
- 4.6.4. You will have 21 days from when the consultation starts to comment on planning applications. If you have responded to the developer's consultation and you want your comment to be taken into account, you must still respond to the council.
- 4.6.5. In most cases, the council will publish public comments on planning applications on its website. More information on how we process the information contained with your comments can be found on **[our website](#)**.
- 4.6.6. Any public comments received will be summarised in the officer's report and considered in the decision-making process.

4.6.7. While determining planning applications, advice will be sought from appropriate statutory consultees, such as Highways, Parish Council's, the Environment Agency, etc. These consultees expect that their comments will be subject to scrutiny, and as such they will be published on the council website through our public access Citizen Portal" (subject to GDPR).

4.6.8. Planning decisions are made in accordance with current legislation, development plan policy, and all material considerations identified, and not on the number of representations in support or against a development.

#### 4.7. After we have made a decision

We will:

- publish the decision notice and officer report on our website
- Inform the applicant/agent of the decision, usually by email.

#### 4.8. If the planning decision has been appealed

4.8.1. If the applicant does not agree with our decision, they have the right to appeal to the Planning Inspectorate.

4.8.2. Once an appeal has been received, we notify the parties who commented on the planning application. You can then make further comments to the Planning inspectorate directly.

4.8.3. More information about the process of planning appeals can be found here: **What to expect from the planning process in Slough - Slough Borough Council.**

#### 4.9. Enforcement

4.9.1. Planning Enforcement team is responsible for tackling alleged breaches of planning control. This includes building work that does not have the appropriate planning permission, changes of the use of sites without planning permission, the display of unauthorised advertisements and unapproved works to protected trees and listed buildings.

4.9.2. The team follow the National Planning Policy Framework (NPPF) which sets out the government's national planning policies for England and how these are expected to be applied, as well as Slough's Local Enforcement Plan and Slough's Local Planning policies.

4.9.3. The council published its **Local Enforcement Plan** in March 2020. This explains how we will investigate alleged cases of unauthorised development, the basis on which our decisions are made, and our approach to reactive monitoring. More serious breaches will be investigated immediately. Examples of serious breaches include unauthorised works to a listed building and the felling of protected trees.

4.9.4. Information about planning enforcement is available on our website: **Reporting a breach in planning - Slough Borough Council.**

# Appendix 1: List of Specific Consultation Bodies

In preparing the Local Plan, the council has statutory duty to engage with the following bodies listed in Part 2 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

- The Environment Agency
- Historic England
- Natural England
- Network Rail Infrastructure Limited
- National Highways
- A relevant authority any part of whose area is in or adjoins the local planning authority's area. For Slough this is Buckinghamshire Council, Royal Borough Windsor and Maidenhead, Spelthorne District Council and the London Borough of Hillingdon.
- Any person:
  - o To whom the electronic communications code applies by virtue of a direction given under section 106(3)(a) of the Communications Act 2003, and
  - o Who owns or controls electronic communications apparatus situated in any part of the local planning authority's area;
  - o If it exercises functions in any part of the local planning authority's area:  
A Primary Care Trust established under section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
  - o (ii) A person to whom a licence has been granted under section 6(1)(b) or (c) of the Electricity Act 1989;
  - o a person to whom a licence has been granted under section 7(2) of the Gas Act 1986;
  - o a sewerage undertaker; and
  - o a water undertaker;
- Homes England
- Berkshire Archaeology.

## Appendix 2: General Consultation Bodies

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The following is a sample of other stakeholders, businesses, and organisations that we engage as they represent communities and community interests in Slough that the Local Plan may affect:

- Berks Bucks & Oxon Wildlife Trust
- Berkshire Local Nature Partnership
- Bracknell Forest Council
- Britwell Parish Council
- Civil Aviation Authority
- Colnbrook with Poyle Parish Council
- Great Western Railway
- Greater London Authority (GLA)
- NHS Frimley
- Heathrow Airport Limited
- National Energy System Operator
- National Gas Transmission
- Office of Rail and Road
- Reading Borough Council
- Royal Berkshire Fire and Rescue Service
- Runnymede Borough Council
- Slough Council for Voluntary Service (SCVS)
- Southwestern Railway
- Sport England
- Surrey County Council
- SSE (Electricity)
- Thames Valley Environmental Record Centre
- Transport for London (TfL)
- (Water supply) Affinity Water
- (Water supply) Thames Water
- West Berkshire Council
- Wexham Parish Council
- Wokingham Borough Council.

## Appendix 3: Glossary

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**Development Plan:** The Development Plan is a statutory part of the planning framework the council must operate within. The Development Plan is made up of multiple Development Plan Documents (DPDs). These set out the council's vision for future development on any land within the Borough boundary.

**Development Plan Document (DPD):** DPDs are planning policy documents which make up the Local Plan. They help guide development within the Borough by setting out the detailed planning policies, which are used to make planning decisions.

**Examination:** The Local Planning Authority must arrange for an independent examination of a submitted Development Plan Document whether or not representations have been received. The procedure involves discussions and informal hearings raised by an inspector appointed by the Secretary of State, to test the 'soundness' of the policies and proposals. Anyone who has made a response at the submission stage has a right to present their case at the independent examination.

**Inspector's report:** A report issued by the Inspector or Panel who conducted the Examination in Public, setting out their conclusions on the matters raised and detailing amendments which they propose to make the DPD sound.

**Local Plan:** A Local Plan contains policies to guide future development in the Borough. It also provides a vision and framework for future developments. It allocates land for different uses such as:

- housing
- employment
- retail
- infrastructure
- open space.

Local Plans contain policies which are used when assessing and determining planning applications.

**Local Development Scheme (LDS):** The LDS is a document which provides the timetable for the preparation of planning documents.

**Representations:** The preparation of a Local Plan is a vital part of the process that a council carries out to seek the views of the public and the development community on development and site proposals. The comments the council get back are called representations.

**Supplementary Planning document (SPD):** adds greater detail or guidance to policies featured in an adopted Local Plan. It provides further guidance for development relating to a particular site or issue. They are a material consideration but do not form part of the Development Plan.



## Statement of Community Involvement - Planning Policy and Development Management