

Legal Compliance Checklist Local Plan Publication (Regulation 19) Version

London Borough of Richmond

18 January 2024

TOOLKIT PART 3: LOCAL PLAN PROCESS REQUIREMENTS CHECKLIST

Why you should use this part of the toolkit

The aim of this part of the toolkit is to assist you in ensuring that the relevant process requirements of specific legislation and policy have been met to enable you to proceed towards adoption of a local plan policies update.

The part of the Toolkit deals only with the process requirements for plan preparation set out in legislation and the NPPF associated with reviewing policies and updating local plan policies. Toolkit Part 1 provides more detail on carrying out a local plan policy review assessment. Toolkit Part 2 highlights the content that should be included in the local plan policies update as prescribed in the NPPF. Soundness and quality issues are dealt with in Toolkit Part 4.

How to use this part of the toolkit

The table below sets out key plan making process questions that you must consider when undertaking the stages of reviewing policies and updating your local plan policies. The rows marked:

- 'L' set out legal requirements included in legislation relevant for that stage of plan making; and
- 'PM' highlight project management reminders arising from these requirements.

For each requirement the table also highlights, where relevant, the supporting documents in which this information is typically recorded.

For each of the requirements listed indicate whether you have met the requirement with a *Yes* or *No*. You should ensure you can answer each question relevant to that plan stage with a 'Yes' before moving to the next stage of updating your plan. You can use the 'comments' section in the table to confirm the title and date of relevant documents and include hyperlinks to where they are published on your website (or file paths for documents not yet published).

The following abbreviations in the table are used:

P&CA – [Planning and Compulsory Purchase Act 2004 \(as amended\)](#)

T&CP – [The Town and Country Planning \(Local Planning\) \(England\) Regulations 2012 \(as amended\)](#)

The table does not make any reference to specific national planning policy guidance, case law or Ministerial Statements on the basis that this is not static and the degree to which it is relevant will vary depending upon particular circumstances. There is case law relevant to most plan making authorities; for example at the time of publication, when undertaking a screening assessment for a Habitats Regulation Assessment, of particular relevance is the '[People Over Wind judgement](#)' (Court of Justice of the European Union, 12 April 2018), the '[Dutch Nitrogen](#)' case (Court of Justice of the European Union, 7 November 2018) and other recent relevant Court of Justice judgements. Therefore, when developing your local plan update, you need to work with your legal team to ensure that you are familiar with relevant case law and Ministerial Statements and take account of these as and when appropriate.

You should also be aware that any reference to specific legislation includes any amendments to those instruments that are in force at the time of publication. Legislation relevant to England, including amendment regulations, can be accessed online at www.legislation.gov.uk. It is important that you check for any future amendments that may be brought into force following publication of this toolkit.

How to use the results of this part of the toolkit

You can use the results of this tool throughout the plan making process to ensure that requirements are met. There is no requirement to publish or submit this table to the Planning Inspectorate as part of the independent examination, but you may find it (or some elements) helpful to include with your supporting documents or to help you answer any questions from the Planning Inspector related to plan process.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage A: Navigating the process of reviewing Local Plan policies				
1.	L	Have you consistently kept under review the matters which are likely to affect the development of your area and the planning of its development?	P&CPA Section 13 (<i>Survey of area</i>) T&CP Regulation 34 (<i>Authority Monitoring Reports</i>)	Y	<ul style="list-style-type: none"> ● Authority Monitoring Report ● Baseline technical data 	The Council produces a series of topic-based Authority Monitoring Reports. They are published on the Council’s website here . In addition, the Council has an Information and Monitoring team who carry out a range of exercises related to the boroughs statistical needs and reporting duties to other bodies, including the GLA. The Policy team ensures that evidence required to formulate and justify policy is up to date. The evidence base for the emerging plan is published on the Council’s website here .
2.	L	Have you prepared to undertake a review of your local plan policies and complete the review within 5 years of the date of adoption of the current local plan? (also see guidance within Part 1 of the Route Mapper and the ‘Local Plan Review Assessment’ within Part 1 of the Toolkit)	T&CP Regulation 10A (<i>Review of Local Development Documents</i>) NPPF para 33 (<i>Policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary</i>)	Y	<ul style="list-style-type: none"> ● Local Development Scheme 	The adopted Local Plan dates from July 2018 (and March 2020 in respect of two legal challenges). The review of the Local Plan began in 2020 and the timetable sets out the key stages, working towards submission and examination in winter 2023/2024 and adoption of the new Local Plan in winter 2024/2025. This latest timetable is set out in the updated Local Development Scheme (December 2023).
3.	L	Have you prepared to review your Statement of Community Involvement and complete the review within 5 years of the date of adoption of the current Statement of Community Involvement?	P&CPA Section 18 (<i>Statement of Community Involvement</i>) and 19(3) (<i>Authority must comply with SCI</i>)	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Statement of Community Involvement 	The current Statement of Community Involvement (SCI) was adopted in December 2019. The Local Plan timetable aims to adopt the Local Plan by winter 2024/2025, which would be within 5 years of the date of adoption of the SCI.

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			T&CP Regulation 10A <i>(Review of Local Development Documents)</i>			If the local plan is not adopted by early 2025 it would not be completed within 5 years of the SCI dated Dec 2019. However, As shown in the Council’s Statement of consultation the Council considers to have met both the requirements of the SCI and gone above and beyond those requirements by conducting additional consultation activities of that set out in the SCI. This has enabled the Council to evolve the SCI to fit the specific circumstances to maximise community involvement.
4.	PM	Have you checked your scheme of delegation and engaged with the relevant person(s) who will make decisions on the outcome of any review(s) of the Local Plan policies and the Statement of Community Involvement?	The Council’s scheme of delegation	Y	<ul style="list-style-type: none"> • The Council’s scheme of delegation 	<p>The Director and the Assistant Director for Environment and Community Services have delegated authority to make some decisions, generally in consultation with the Chair of the Environment, Sustainability, Culture and Sports Committee, over the Local Plan process in line with the Council’s constitution. Otherwise, the main decision body is the Environment, Sustainability, Culture and Sports Committee who have responsibility for the function of planning policy.</p> <p>The need to review the Local Plan was subject to a decision of the Environment, Sustainability, Culture and Sports Committee on 15 July 2019, that set out the process of updating the Council’s statutory planning policies, and they have approved the Plan at key milestones since.</p> <p>Full Council on 16 May 2023 approved:</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						<ul style="list-style-type: none"> ● Draft Richmond Local Plan for public consultation under Regulation 19 ● Delegation to the Assistant Director of Environment and Community Services (Planning and Transport): <ul style="list-style-type: none"> – Agreement of final version of the Plan for consultation – Preparation and submission of a schedule of proposed changes to the Regulation 19 Local Plan – To submit the Regulation 19 version of the Richmond Local Plan to the Secretary of State for independent Examination – To agree modifications recommended by the Planning Inspectorate and their public consultation – To exercise all Examination procedural matters – To agree the adoption and use of the Regulation 19 Local Plan for development management purposes and determining planning applications, with the exception of Policy 39 in relation to biodiversity net gain and Policy 4 in relation to the increase in the carbon offset rate.
5.	L	Have you prepared a report for the relevant person(s) deciding on the review of the local plan policies that takes into account the matters that are likely to affect the development of your area and the planning of its	T&CP Regulation 10A <i>(Review of Local Development Documents)</i> NPPF para 33	Y	<ul style="list-style-type: none"> ● Published report and decision ● 5 year plan review assessment (See Part 1 of this toolkit) 	The preparation of the new Local Plan is outlined on the Council's website together with a timetable. On 15 July 2019 the Environment, Sustainability, Culture and Sports Committee approved the Local Development Scheme (LDS) 2019-2022 which

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<p>development to enable them to make a decision on whether:</p> <ol style="list-style-type: none"> the policies do not need updating (publishing the reasons for this decision); and / or that one or more strategic policies do need updating (moving to Stage B to update your Local Development Scheme to set out the timetable for this revision)? 	<p><i>(Policies in local plans and spatial development strategies should be reviewed to assess whether they need updating at least once every five years, and should then be updated as necessary)</i></p>		<ul style="list-style-type: none"> Baseline technical data 	<p>identified the programme for the full review of the Local Plan. There were a number of drivers for the review set out at that time, including the climate emergency and changing context, and the emerging new London Plan.</p> <p>The Direction of Travel consultation was conducted between 24 Feb – 22 March 2020 to engage with stakeholders on the key challenges facing the borough and opportunities to address through development. This informed the preparation of the Pre-Publication (Regulation 18) Local Plan, and progress has continued in the milestones since to bring forward the relevant policy updates.</p>
		Stage B: Scoping and preparing for your policies update				
6.	L	<p>Where an update of the Statement of Community Involvement is required have you prepared, consulted and adopted a revised Statement in accordance with the procedures set out in Part 2 of the P&CPA? Have you ensured that the Statement is up to date and reflects who the relevant consultation bodies are - for all stages of the plan making process - and what actions will be undertaken to involve</p>	<p>P&CPA Part 2 (<i>Local development; section 18, Statement of Community Involvement</i>)</p> <p>T&CP Regulation 18 (<i>Preparation of a local plan; refers to consultation bodies in paras 1 and 2</i>)</p> <p>NPPF Para 16 (<i>Plan-making</i>)</p>	Y	<ul style="list-style-type: none"> Statement of Community Involvement 	<p>The latest Statement of Community Involvement (SCI) was drafted in spring 2019 and subject to a six week public consultation between 22 July and 30 August 2019. Responses to this consultation were taken into account and where appropriate changes incorporated into the final version, which the Council adopted on 2 December 2019, by the Environment, Sustainability, Culture and Sports Committee.</p> <p>Richmond Council’s first SCI was adopted in June 2006. It was revised in 2009 (to reflect the then</p>

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		the community in any updates to the local plan policies?				changes to Planning Policy Statement 12) and 2015 (to incorporate changes in relation to the production of Supplementary Planning Guidance).
7.	PM	<p>Have you prepared a report for the relevant person(s) who will make a decision on the outcome of the review of the Statement of Community Involvement including where relevant details and justification of proposed changes?</p> <p>This should also consider the any practicalities of making documents available for inspection at the submission stage.</p>	<p>P&CPA Section 18 <i>(Statement of Community Involvement)</i></p> <p>T&CP Regulation 10A <i>(Review of Local Development Documents)</i></p>	Y	<ul style="list-style-type: none"> ● Published report and decision ● Statement of Community Involvement 	The Statement of Community Involvement (SCI) was adopted by the Environment, Sustainability, Culture and Sports Committee on 2 December 2019, following reporting on the outcome of the public consultation between 22 July – 30 August 2019. This Committee delegated publication of the final version of the SCI to the Planning Policy and Design Team Manager. The SCI covers all stages of the Local Plan process. Each stage reported to the Environment, Sustainability, Culture and Sports Committee during the preparation of the Local Plan considered 'Consultation and Engagement' in line with the SCI, with further details set out in the Statement of Consultation.
8.	PM	Have you identified the proposed scope of the update of the local plan by setting out the principal policy areas that will be considered?		Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies 	The Council held a consultation on the Direction of travel from 24 February to 5 April 2020 to enable residents, stakeholders and businesses to comment on the scope and vision for the new Local Plan.

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					<ul style="list-style-type: none"> ● Baseline technical data 	Feedback from the Direction of Travel consultation informed the drafting of the Pre-Publication Draft Local Plan (Regulation 18). The draft Local plan went out to consultation from 10 December 2021 to 31 January 2022. A Schedule of Responses (regulation 18) was published in May 2022.
9.	PM	Have you drafted a project plan to manage and timetable the development and update of the local plan policies?		Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	The Local Development Scheme 2019-2022 was produced on 15 July 2019. This includes identification of areas of risk that could lead to a slippage in the programme. See point 10.
10.	L	Have you prepared a new Local Development Scheme which identifies the local plan policies update document(s) and the Sustainability Appraisal and timescales for their production?	P&CPA Section 15(2) <i>(Local development scheme)</i> Section 19(1) <i>(DPDs must be prepared in accordance with LDS)</i>	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Authority Monitoring Report 	The Local Development Scheme was updated in December 2023 to reflect changes to the timetable during the preparation of the Plan and the next steps towards adoption.
11.	L	Does your Statement of Community Involvement and project plan identify the legally prescribed bodies you will engage with under the duty to cooperate? This should also include each Local Enterprise Partnership and each Local Nature Partnership in the area.	P&CPA Section 20 and Section 33A <i>(Duty to cooperate in relation to planning of sustainable development)</i> T&CP Regulation 4 <i>(Duty to cooperate)</i>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground 	The Statement of Community Involvement (2019) lists relevant consultees in Appendix 1 – Who we will consult. The Duty to Cooperate Statement also lists the prescribed bodies. See point 12.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
12.	L	Have you identified the “strategic matters” that will be included in the updated local plan policies and which have / would have a significant impact on your area and at least one other planning area and on which you are required to engage constructively, actively and on an ongoing basis?	P&CPA Section 20 Section 33A <i>(Duty to cooperate in relation to planning of sustainable development)</i>	Y	<ul style="list-style-type: none"> ● Published report and decision on review of local plan policies ● 5 year plan review assessment (See Part 1 of this toolkit) ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	Strategic matters are defined in the NPPF at para. 20. These have been used as a starting point for Duty to Cooperate engagement that was held throughout the plan-making process. Each meeting with relevant duty-to-cooperate bodies has expanded upon these strategic matters to cover issues as they impact upon that specific relationship, to ensure their relevance. The extent and details of meetings held to date were set out in the Duty to Cooperate Statement June 2023 and updated statement to accompany submission (January 2024). There are Statements of Common Ground accompanying the submission Plan with Richmond’s neighbouring authorities and other bodies as appropriate. The main issues raised are also summarised in the Statement of Consultation (June 2023) and the updated version accompanying submission (January 2024).
13.	L	In addition to the legally prescribed bodies does your Statement of Community Involvement and project plan identify any additional bodies / person(s) who you will engage with on strategic cross-boundary matters and who will be party to your Statement(s) of common ground?	NPPF para 27 and para 35 <i>(cooperating; soundness)</i>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	The Statement of Community Involvement lists relevant consultees in Appendix 1, including general consultation bodies. The Duty to Cooperate Statement (June 2023) issued at the Regulation 19 stage, outlines areas of joint working, prescribed bodies and sets out the process of making Statements of Common Ground and who these statements will likely be prepared for. The Duty to Cooperate Statement has been updated (January 2024) to include activities up until submission. Statements have been prepared covering issues between the

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						Council and its neighbouring authorities, the GLA, TfL and other Duty to Cooperate bodies. Others will be prepared if the Inspector(s) ask the LPA and other parties to prepare them.
14.	PM	Have you designed a template to record the progress made with the above bodies / person(s). This should document where effective co-operation is and is not happening throughout the plan making process, and the outcomes from engagement. This will also be required as evidence to demonstrate that you have met the Duty to Cooperate.	<p>P&CPA Section 20 and Section 33A <i>(Duty to cooperate in relation to planning of sustainable development)</i></p> <p>NPPF para 27 and para 35 <i>(cooperating; soundness)</i></p>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Template documents 	The Duty to Cooperate Statement (June 2023) issued at the Regulation 19 stage, and updated in January 2024 to accompany submission, contains a record of key discussion points with neighbouring authorities and prescribed bodies.
15.	PM	In line with your Local Development Scheme and project plan have you timetabled relevant meetings / briefings with the authorities senior management team and elected Members (including any relevant Cabinet / Committee) to ensure that there is support for the development of the local plan policies update and that any necessary permissions for publication are obtained?		Y	<ul style="list-style-type: none"> ● Any relevant local authority reports and decisions 	<p>The key milestones are outlined in the Local Development Scheme 2019-2022 at 5.2 and in 2023-2025 at 5.1.</p> <p>There has been engagement with all Councillors since the early stages in the plan preparation, and a Question & Answer session for all Councillors was held on 22 June 2023 during the Regulation 19 consultation.</p> <p>The Regulation 19 Plan was also taken to Full Council on 16 May 2023 to approve the Council’s final version of the Plan for submission.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
16.	L	Have you prepared a Scoping Report for the development of your Sustainability Appraisal to inform the update of your plan policies? Have you included a proposed framework for testing local plan policies update options and alternatives using the baseline information and an identified set of sustainability objectives? Have you incorporated the requirements of the Strategic Environmental Assessment?	<p>P&CPA Section 19 (<i>Preparation of local development documents</i>) and Section 39 (<i>Sustainable development</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The European Directive 2001/42/EC</p> <p>NPPF Para 32 (<i>Sustainable Appraisal</i>)</p>	Y	<ul style="list-style-type: none"> ● Local Development Scheme ● Sustainability Appraisal Scoping document ● Sustainability Appraisal report 	<p>The Sustainability Reports are listed on our website. The Council produced a Revised Sustainability Scoping Report in February 2020 alongside the Direction of Travel Consultation; this was revised in July 2020 to take into account consultation responses.</p> <p>A Sustainability Appraisal (December 2021) accompanied the Pre-Publication (Regulation 18) Local Plan, the Sustainability Appraisal (June 2023) was updated for the for the Publication (Regulation 19) Local Plan. The Appraisal includes objectives and incorporates the requirements of the Strategic Environmental Assessment (SEA).</p>
17.	L	Have you consulted the statutory environment consultation bodies, and other interested parties, on the scope and level of detail of the environmental information to be included in the Sustainability Appraisal report?	<p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p>	Y	<ul style="list-style-type: none"> ● Statement of Community Involvement ● Sustainability Appraisal report scoping document ● Sustainability Appraisal report ● Copies of the consultation letters sent to, and any responses from, the bodies 	<p>The Sustainability Appraisal (June 2023) was subject to consultation between 9 June - 24 July 2023, alongside the Publication (Regulation 19) Local Plan.</p> <p>It was consulted on with key stakeholders, including the Environment Agency, Natural England, Historic England and available to all. See also the Duty to Cooperate Statement for details of engagement with the statutory environment consultation bodies, as through Duty to Cooperate activity their attention is drawn to Sustainability Appraisal reports.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Stage C: Developing the update to your local plan policies				
18.	L	Have you collected in a presentable format the relevant baseline information that will inform and evidence an update to your plan? This may include evidence commissioned by third parties.	P&CPA Section 13 (<i>Survey of area</i>) and Section 20 (<i>Independent examination</i>)	Y	<ul style="list-style-type: none"> ● Baseline technical data ● Commissioned reports and studies ● Authority Monitoring Report 	<p>The evidence base is held in a single place on the website, linked to the current version of the plan for ease. Data collected by the Council, some of which goes into Authority Monitoring Reports, has a dedicated page, Local Plan monitoring. Surveys on employment and housing and vacancy rates are collected here.</p> <p>All relevant supporting information for each stage of the plan is included on the Council’s website, including historic information relevant for that stage. This has been updated so all current information is associated with the current stage:</p> <p>Direction of Travel Pre-publication Version (Regulation 18) Publication Local Plan (Regulation 19)</p>
19.	L	<p>Have you undertaken early engagement with stakeholders to help develop spatial options, particularly on strategic cross-boundary matters?</p> <p>Have you ensured that you are keeping a continual log of engagement for your Duty to Cooperate Statement of Common Ground?</p>	<p>P&CPA Section 20 and Section 33A (<i>Duty to cooperate in relation to planning of sustainable development</i>)</p> <p>NPPF para 27 and para 35 (<i>cooperating; soundness</i>)</p>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate statements ● Statement(s) of Common Ground / Statements of Consultation 	<p>The Council has engaged with stakeholders since the start of the Local Plan review. Details of the engagement are contained within Consultation Reports/the Statements of Consultation for the relevant stage of the Plan (see links in row above). The Council has recorded Duty to Cooperate meetings and progress, and set out the outcomes in a Duty to Cooperate Statement (June 2023) also updated in January 2024 to include activity at the Regulation 19 stage and up to submission. Notes are taken in all Duty to Cooperate meetings and shared with all parties.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
20.	L	Have you drafted policies / policy options and alternatives based on evidence and engagement? Do the options serve a clear purpose, have they been prepared positively and written in a clear manner and unambiguous?	NPPF para 15 to 34 <i>(Plan-making: the plan-making framework; maintaining effective cooperation; strategic policies; non-strategic policies; preparing and reviewing plans)</i>	Y	<ul style="list-style-type: none"> ● First draft plan ● Sustainability Appraisal report ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The initial Direction of Travel Consultation was a high level assessment of the issues facing the borough in 2020. A Call for Sites exercise ran alongside this engagement to inform site allocations that were made later in the process.</p> <p>All evidence is published in our evidence base.</p> <p>The Pre-Publication Stage (Regulation 18) was informed by the responses to the Direction of Travel. Engagement at this stage was supplemented by community events and targeted workshops.</p> <p>The Publication Local Plan (Regulation 19) was again based upon comments made at the earlier stage and saw many changes and updates from the earlier Plan.</p> <p>Comments received to each consultation and the Council’s responses have been published at each stage.</p> <p>The Plan has been carefully prepared, so it is sound, and the consultation advice to those who wish to get involved at Regulation 19 focuses on the different tests of soundness and legal and procedural compliance in accordance with national guidance.</p>

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21.	L	Have you taken account of the NPPF requirements for plan content and the Government’s planning policy for traveller sites? At the time of publication this was included in the August 2015 DCLG Planning Policy for traveller sites. This policy must be taken into account in the preparation of development plans.	NPPF Planning policy for traveller sites, DCLG August 2015	Y	<ul style="list-style-type: none"> ● Evidence based documents ● First draft plan ● Consultation statement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The need for traveller sites is part of the evidence base.</p> <p>The Council’s Research on Gypsies and Travellers in 2013 and 2015 (report published in 2016) identified that there is no demonstrated need for additional pitches. The Council’s research was updated with new surveys in 2022, and the overall position remains similar, even taking into account some recent unauthorised encampments, as published in Research on Gypsies and Travellers (2023).</p> <p>The London Plan also sets out in the supporting text to Policy H14 that the Mayor will initiate and lead a London-wide gypsy and traveller accommodation needs assessment, with a report due to be published in 2024. The assessment is in accordance with the Court of Appeal Judgement (Lisa Smith v SSLUHC [2022] EWCA Civ 1391, Case No: CA-2021-001741), and based on the 2012 Gypsy Traveller definition, which is the same as the recently updated Government (19 December 2023) definition.</p>
22.	L	Have you considered plan production processes set out within the NPPF, including: <ul style="list-style-type: none"> ● Plan making provisions set out in section 3 – para 15-37 ● Considering transport issues at the earliest stages of plan production – para 104 	NPPF	Y	<ul style="list-style-type: none"> ● Evidence based documents ● First draft plan ● Consultation statement ● Duty to Cooperate Statement(s) of Common Ground / 	<p>Yes. The Plan and its evidence base reflect these processes which were considered from the beginning of the review process in 2020 right through each stage of consultation. The Duty to Cooperate Statement and Statement(s) of Common Ground provide evidence of engagement.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<ul style="list-style-type: none"> Aligning strategies and investments – para 106 Considering changes in the demand for land – para 122 Discussing the strategic location of housing growth and any proposed changes to Green Belt boundaries with neighbouring authorities – para 141 Applying a sequential, risk-based approach to the location of development to avoid flood risk to people and property – para 161 Allocating land with the least environmental value – para 175 			Duty to Cooperate Statements	
23.	L	Have you developed a clear and robust framework that will allow you to consistently monitor the implementation and impact of the policies in the plan and to enable a review to be triggered where necessary?	<p>P&CPA Section 13 (Survey of area)and Section 35 (<i>Authorities monitoring reports</i>)</p> <p>T&CPA Regulation 34 (<i>Authorities monitoring reports</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>NPPF Para 31, 33, 76, 122</p>	Y	<ul style="list-style-type: none"> Sustainability Appraisal Authority Monitoring Report Reports or documents setting out the appraisal and monitoring framework 	<p>Yes.</p> <p>The sustainability appraisal deals with each policy of the plan, tested against a framework of objectives established at the beginning of the plan making process and updated at each stage. It assesses the impacts of each policy and allows modifications to be made where necessary.</p> <p>The Authority Monitoring Reports collect data relevant to the plan’s policies relating to housing,, employment and retail trends, and is used to ensure the policies are performing.</p> <p>Policy 55 Delivery and Monitoring of the Publication (Regulation 19) Local Plan relates</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			<i>(relevant, up-to-date, proportionate; reviews and updates; monitoring housing supply; reviews of land and land availability)</i>			<p>directly to monitoring the plan and sets out how this will be achieved.</p> <p>The proposed Monitoring Framework (January 2024) sets out how the policies in the proposed Local Plan will be monitored and where they are reported.</p> <p>In addition to the Council’s own data collection, the Greater London Authority also requires data to be collected for strategic purposes and produces a London Plan Annual Monitoring Report.</p>
24.	L	Have you undertaken a Habitats Regulations Screening Assessment to determine whether the update to the local plan is likely to have a significant effect on a European site or a European offshore site (either alone or in combination with other plans or projects)?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	<p>Yes. A Habitats Regulation Assessment report was produced to accompany the Regulation 18 Plan (November 2021) and Regulation 19 Plan (April 2023). Natural England have been consulted as a statutory consultee, as well as being available to all.</p>
25.	L	Have you consulted the relevant “nature conservation body” on your Habitats Regulations Screening Assessment and had regard to their representations? Have you also consulted, if considered appropriate, other relevant organisations?	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement 	<p>Yes. Natural England have been consulted on the HRAs prepared, and comments raised on the HRA have been considered in the Assessments where appropriate. Natural England have also been engaged through the Council’s Duty to Cooperate activities. The HRA is made available during consultation periods as a supporting document and is available to view and download. Environmental matters are raised with other Duty to Cooperate consultees and stakeholders, and</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>these are documented through the various meetings and consultation reports. Natural England are content that the local plan will not have an adverse impact on the natural environment or designated sites.</p>
26.	L	<p>Did the Habitats Regulations Assessment screening assessment determine that the plan is likely to have a significant effect on a European site or a European offshore site?</p> <p>If so you <u>must</u> undertake an appropriate assessment of the implications of the plan (as part of your Habitats Regulatory Assessment (HRA)) for the Plan’s policies and site(s) within the context of the European site’s conservation objectives.</p>	<p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p> <p>The European Directive 92/43/EEC</p>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>At the screening stage (2021) two potential impacts were identified, which may have a significant effect on a European site. However, at the Appropriate Assessment stage, where mitigation and avoidance measures are taken into account, it was concluded that there would be no adverse effects on the integrity of Wimbledon Common Special Area of Conservation (SAC) as a result of recreational pressures. Likewise, it was concluded that there will be no adverse effects on the integrity of the qualifying features of the South West London Waterbodies Special Protection Area/Ramsar in relation to water quantity as a result of the Local Plan. In relation to air pollution, a potential negative effect on the protected Wimbledon Common Special Area of Conservation (SAC) could not be ruled out without an assessment of the in-combination air pollution effects. This assessment has now been undertaken (in 2022/23), using TfL models, which confirmed that the changes in traffic on local roads are significantly less than the 1,000 AADT</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						screening criteria. Therefore, in the updated Habitats Regulation Assessment the air quality impacts have now been screened out, with no further / appropriate assessment required.
27.		Have you carried out an Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	Yes. An Equality Impact and Needs Analysis Publication Local Plan (December 2021) was produced to accompany the Regulation 18 Local Plan. The Equality Impact Needs Analysis (Regulation 19) Local Plan (June 2023) was produced to accompany the Regulation 19 Local Plan.
28.		Have you considered combining the Sustainability Appraisal, Equalities Impact Assessment and potentially Habitats Regulations Assessment as part of an Integrated Impact Assessment that is developed and updated alongside the plan in order to inform its options? This may not be appropriate in all instances.	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Equalities Impact Assessment 	An Integrated Impact Assessment has not been prepared. The three Assessments were prepared separately, as set out above, and considered to inform the options.
29.	L	Have you assessed the draft plan / policy options against relevant soundness and quality measures?	NPPF Para 35 to 36 (<i>soundness</i>)	Y	<ul style="list-style-type: none"> ● Draft plan / policy options ● Duty to Cooperate Statement(s) of Common Ground ● Local Plan Form and Content Checklist (see Part 2 of this Toolkit) 	The requirement for soundness is a key part of the planning process, and the Council has prepared the plan with this in mind. Consultation with statutory bodies and others has also been carried in the context of having to produce a sound plan, with comments sought on the Regulation 19 Plan with a focus on the soundness of the Plan. The Council has completed the Soundness Self-Assessment Checklist (toolkit 4) to submit

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
					<ul style="list-style-type: none"> Local Plan Soundness and Quality Assessment (see Part 4 of this Toolkit) 	alongside the Regulation 19 Local Plan for examination.
30.	L	<p>Are there any policies applying to sites or areas by reference to an Ordnance Survey map or to amend an adopted policies map?</p> <p>If yes, have you prepared a submission policies map?</p>	<p>T&CPA Regulations 5(1) (b), 9 (1), 17 & 22(1)</p> <p><i>(Relating to the updating of the Policies Map, and its status)</i></p>	Y	<ul style="list-style-type: none"> Submission policies map Brief statement if a submission policies map is not required 	<p>The Plan refers to sites allocations and designations. A series of maps are provided within the Regulation 19 version, which primarily relate to tall building zones and allocations within the area strategies.</p> <p>All the Policies Map designation changes are clearly set out within the Publication Local Plan (the orange boxes). An interactive version of the Policies Map, which allows users to toggle layers on and off and see what applies in a particular location, was available online alongside the Regulation 19 consultation.</p> <p>A PDF (non-interactive) version of the Policies map will be published and submitted to PINS alongside the Local Plan and supporting documents.</p>
31.	L	<p>Is the local plan policies update consistent with any other adopted Local Plan Documents for the area?</p>	<p>T&CPA Regulation 8(3) and (4)</p> <p><i>(Form and content of local plans and SPDs)</i></p>	Y	<ul style="list-style-type: none"> Local Plan and relevant background papers 	<p>On adoption, this Local Plan supersedes the existing Local Plan (2018) and the Twickenham Area Action Plan (2013). The West London Waste Plan (2015) and the Ham & Petersham Neighbourhood Plan (2019) will not be superseded by the new Local Plan.</p>
32.	L	<p>Is the local plan policies update intended to supersede any adopted development</p>	<p>T&CPA Regulation 8(5)</p>	Y	<ul style="list-style-type: none"> Local Plan 	<p>The introduction at paragraph 2.8 identifies the superseded Plans and therefore superseded</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		plan policies, does it state that fact and identify the superseded policies?	<i>(Form and content of local plans and SPDs)</i>			<p>policies (policies have not been individually listed, as it is considered to be clear given whole Plans are superseded).</p> <p>On adoption, this Local Plan supersedes the existing Local Plan (2018) and the Twickenham Area Action Plan (2013). The West London Waste Plan (2015) and the Ham & Petersham Neighbourhood Plan (2019) will not be superseded by the new Local Plan.</p>
33.	L	Is the local plan policies update (if a London Borough or Mayoral DC) in general conformity with the spatial development strategy?	P&CPA section 24 <i>(Conformity with regional strategy)</i>	N – outstanding matter.	<ul style="list-style-type: none"> Letter from Mayor of London/ Mayoral Development Corporate Local Plan and relevant background papers 	<p>The GLA are a key stakeholder in the production of the Plan. There are certain areas where a locally distinctive approach has been taken that differs from the strategic London Plan policy where that is considered justified by local evidence. The Council has raised these matters with the GLA during the preparation of the draft Local Plan.</p> <p>Duty to Cooperate meetings have been held with the GLA during the Regulation 18 and 19 consultation periods.</p> <p>At Regulation 19, a statement of general conformity with the London Plan was requested from the GLA, see point 52. The GLA’s Regulation 19 response on behalf of the Mayor of London sets out that Policy 11 on affordable housing threshold approach is not considered in general conformity.</p> <p>Areas of non-conformity are outlined in the Soundness Self-Assessment Checklist. See also the</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						Duty to Cooperate Statement, and the Statement of Common Ground with the GLA on behalf of the Mayor of London.
		Stage D: Consulting and engaging on the policies update				
34.	PM	Have you obtained the relevant authority permissions to publish the first draft / options for public consultation?		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	Yes. Each iteration of the plan has secured the relevant authority from the Environment, Sustainability, Culture and Sports Committee: Direction of Travel 3 February 2020 The Pre-Publication (Regulation 18) Local Plan 17 November 2021 Publication' Draft Local Plan (Regulation 19) 24 April 2023
35.	L	Have you notified the following bodies or persons that you are preparing a local plan policies update and invited them to make representations on what the plan should contain? <ul style="list-style-type: none"> The specific consultation bodies that may have an interest; The general consultation bodies that the authority consider appropriate; Residents or other persons carrying on business in the area as considered appropriate; and Any other stakeholders that you have engaged with in earlier stages on strategic matters and who will be 	P&CPA Section 20 (<i>Independent examination</i>) and Section 33A (<i>Duty to cooperate in relation to planning of sustainable development</i>) T&CP Regulation 18 (<i>Preparation of a Local Plan</i>) NPPF Para 16, 24-27, and 35 (<i>plan-making; maintaining effective cooperation; soundness</i>)	Y	<ul style="list-style-type: none"> Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements Consultation Statement Copies of consultation notifications Records of discussion 	The Council maintains a Local Plan database with all bodies and other persons identified. Full details of the consultation and publicity undertaken are contained within the Consultation Reports/Statements at each stage. Statement of Consultation (June 2023) , and the updated version accompanying submission (January 2024).

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		party to your Duty to Cooperate Statement(s) of Common Ground and are relevant parties pursuant to your duty to cooperate				
36.	L	<p>Have you made sure that the consultation and invitation to make representations:</p> <ul style="list-style-type: none"> Follows the principles set out in your adopted Statement of Community Involvement; Integrates any involvement with the Duty to Cooperate Statement(s) of Common Ground; and Is proportionate to the scale of issues involved in the local plan policies update. 	<p>P&CPA Section 19 (<i>Preparation of local development documents</i>)</p> <p>NPPF Para 27 and 35 (<i>Statements of common ground; soundness</i>)</p>	Y	<ul style="list-style-type: none"> Statement of Community Involvement Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements Consultation Statement 	<p>Yes. The Local Plan consultation covers a whole Plan review and it is appropriate to ensure the widest possible consultation. The Direction of Travel consultation was an additional early stage of consultation not prescribed in Regulations, seeking early engagement. A series of virtual events were held as part of the Regulation 18 consultation.</p> <p>The consultation has been guided by the content of the Statement of Community Involvement (2019), and has integrated Duty to Cooperate (by ensuring meetings with neighbouring authorities and Duty to Cooperate bodies (e.g. GLA, Environment Agency, TfL etc).</p> <p>After each consultation stage, a consultation statement has been prepared and a set of responses to comments was issued after Regulation 18 and Regulation 19: Statement of Consultation (June 2023), and the updated version accompanying submission (January 2024).</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
37.	L	<p>Have you prepared a draft of your Consultation Statement (a “proposed submission document”) that includes a record of:</p> <ul style="list-style-type: none"> • The individuals or bodies invited to make representations; • How this was done; • The main issues raised; and • In preparation of Stage E (and to be completed in Stage E as outline below) how the main issues have been addressed in the local plan policies update. 	<p>P&CPA Section 19 (<i>Preparation of local development documents</i>)</p> <p>T&CPA Regulation 17, 18, 19 and 22 (<i>Preparation, publication, submission of local plan / local plan documents</i>)</p> <p>NPPF Para 16, 24-27, and 35 (<i>plan-making; maintaining effective cooperation; soundness</i>)</p>	Y	<ul style="list-style-type: none"> • Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements • Consultation Statement 	<p>After each consultation stage undertaken to date, a consultation report/statement has been prepared and a set of responses to comments was issued after Regulation 18 and Regulation 19: Statement of Consultation (June 2023) and the updated version accompanying submission (January 2024).</p> <p>These documents set out a list of those who were engaged and those who responded, and include the main issues raised and how these have been addressed.</p> <p>The Duty to Co-operate Statement also covers the prescribed duty to cooperate bodies considered relevant to the Plan, and the duty to cooperate activities undertaken.</p>
38.	L / PM	<p>Have you consulted on the following emerging documents alongside your first draft plan so that they can be reviewed against representations and policy options and alternatives as they are developed?</p> <ul style="list-style-type: none"> • Sustainability Appraisal; and • Habitats Regulations Screening Assessment (or Habitats Regulations Assessment if one has been developed at this stage) 	<p>P&CPA Section 19 (<i>Preparation of local development documents</i>) and Section 39 (<i>Sustainable development</i>)</p> <p>The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended)</p> <p>The Conservation of Habitats and Species Regulations 2017 (as amended)</p>	Y	<ul style="list-style-type: none"> • Sustainability Appraisal (and any drafts) • Habitats Regulations Assessment screening report • Habitats Regulations Assessment • Statement of Community Involvement 	<p>Yes. As discussed above, the Sustainability Appraisal (see points 16 and 17) and HRA (see points 24 and 25) have been updated for each stage of the Plan.</p> <p>The Direction of Travel consultation was an additional early stage of consultation not prescribed in Regulations, and invited views of proposed policy directions.</p> <p>The Regulation 18 Local Plan included a section on 'Alternative Policy Options to the Spatial Strategy' to inform consultees of the issues being considered.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			The European Directive 2001/42/EC The European Directive 92/43/EEC NPPF Para 32 <i>(Sustainability appraisal)</i>		<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement 	
		Stage E: Developing the submission version of the policies update				
39.	PM	Taking account of the consultation have you considered whether there is a need for further evidence and / or evidence to be updated to support the policy options set out in your plan?	P&CPA Section 13 <i>(Survey of area)</i> and Section 20 <i>(Independent examination)</i>	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies 	<p>Evidence has been prepared throughout the plan making process, and data will continue to be gathered into the future and will need to be considered at Examination.</p> <p>The Open Land Review (Green Belt, MOL, LGS and OOLTI Review (August 2021)) and Urban Design Study were undertaken to inform the Regulation 18 Plan, which together form the basis for a holistic understanding of the borough’s constraints and capacity for growth. Some areas of research were phased, such as in respect of retail and leisure needs, or updated as the Plan progressed to ensure information was up to date, such as on employment needs.</p> <p>The Whole Plan Viability Work was undertaken once there was some certainty about policy directions to inform Regulation 19.</p> <p>Further data will become available as time progresses, including changes to town centre</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
						policy as the recovery from the pandemic continues to mature, including regular monitoring reports such as the annual Housing Annual Monitoring Report.
40.	PM	<p>Have you considered whether further consultation and engagement is required depending on the nature and significance of any proposed changes to the preferred strategy following consultation and / or further evidence?</p> <p>Where further consultation and engagement is required prior to submission this should be undertaken, recorded and reported in line with the requirements set out above. This includes updating and consulting where necessary on any corresponding amendments to the Sustainability Appraisal and Habitats Regulations Assessment.</p>	<p>P&CPA Section 13 (<i>Survey of area</i>) and Section 20 (<i>Independent examination</i>)</p>	Y	<ul style="list-style-type: none"> ● Consultation statement ● Baseline technical data ● Commissioned reports and studies ● Sustainability Appraisal (and any drafts) ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment ● Statement of Community Involvement ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements 	<p>The responses to the Regulation 19 Plan and meetings held via the Duty to Co-operate process has suggested that many issues presented at earlier stages have been resolved.</p> <p>Following on from the Regulation 19 comments raised, a series of background topic papers have been prepared to draw together information particularly in areas where comments have been raised. These have been shared with relevant Duty to Cooperate bodies, as detailed in the updated Duty to Cooperate Statement and referred to in Statements of Common Ground.</p> <p>No further engagement is planned and the next step is submission of the Plan and supporting documents.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
41.	L	Have you prepared the Sustainability Appraisal report on any revised draft of the local plan policies update? Is it clear how the sustainability appraisal has influenced the plan?	P&CPA Section 19(5) <i>(Preparation of LDDs, sustainability appraisal)</i> Regulation 12 of the Environmental Assessment of Plans and Programmes Regulations 2004 No 1633	Y	<ul style="list-style-type: none"> ● Sustainability Appraisal 	Yes. The Sustainability Appraisal has been revised for each version of the Plan (see points 16 and 17).
42.	L	Have you prepared an Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and confirmation from Natural England that they concur?	The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 2001/42/EC The European Directive 92/43/EEC NPPF Para 32 <i>(Sustainability appraisal)</i>	Y	<ul style="list-style-type: none"> ● Habitats Regulations Assessment screening report ● Habitats Regulations Assessment 	Yes. The HRA has been revised for each version of the Plan which included the conclusion that no further Appropriate Assessment is required. Responses from Natural England are included in the Consultation Reports/Statements and Duty to Cooperate Statements. Natural England are content that the local plan will not have an adverse impact on the natural environment or designated sites. See points 24 to 26.
43.	L	Have you updated your Equalities Impact Assessment?	Equality Act 2010	Y	<ul style="list-style-type: none"> ● Equalities Impact Assessment 	Yes. The Equality Impact and Needs Analysis has been revised for each version of the Plan. Equality Impact and Needs Analysis Publication Local Plan (December 2021) was produced to accompany the Regulation 18 Local Plan and then the updated Equality Impact Needs Analysis (Regulation 19) Local Plan (June 2023) .

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
44.	L	Have you taken account of all of the representations received from all person(s) in response to the consultation(s) in Stage D? Have you recorded how the main issues have/will be addressed in your draft consultation statement?	T&CPA Regulation 17, 18 and 22 <i>(Preparation, publication, submission of local plan / local plan documents)</i>	Y	<ul style="list-style-type: none"> ● Duty to Cooperate Statement(s) of Common Ground / Duty to Cooperate Statements ● Consultation Statement ● Local Plan ● Relevant correspondence 	<p>The Consultation Report/Statement has been revised for each version of the Plan, and include the main issues raised and how these have been addressed.</p> <p>Statement of Consultation (June 2023), and the updated version accompanying submission (January 2024).</p> <p>See point 37.</p>
45.	PM	Have you considered whether or not you intend to confirm the housing land supply through the independent examination process? If so, have you clearly stated this within your Regulation 19 Submission local plan policies update and have you ensured that you will engage appropriately with developers and others with an interest in housing delivery on the housing land supply?	<p>NPPF para 75 <i>(housing five year supply)</i></p> <p>T&CPA Regulation 17, 18 and 22 <i>(Preparation, publication, submission of local plan / local plan documents)</i></p>	Y	<ul style="list-style-type: none"> ● Local Plan ● Relevant correspondence 	<p>There is no stated intention to confirm this through the Examination process. The Plan sets out the case for a stepped housing delivery target over a ten-year period, and the Council would therefore only consider it appropriate to consider confirming the housing land supply in future, subject to the outcome of the Examination. Updated details are set out in the Housing Delivery Background Paper.</p>
46.	PM	<p>Does your local plan policies update include a trajectory illustrating the expected rate of housing delivery over the plan period?</p> <p>Will your local plan policies update provide for a 5 year supply of deliverable housing sites (incorporating the appropriate buffer) on adoption against the housing requirement (which is informed by a local housing need</p>	NPPF paras 11, 74 and 75 <i>(sustainable development; maintaining supply and delivery)</i>	Y	<ul style="list-style-type: none"> ● Local Plan 	<p>Yes at 17.4-17.5 (trajectory as at 1.4.22). The housing target derived from the London Plan is set out within Policy 10 of the Local Plan, and the housing trajectory is monitored and published annually. The latest Housing Authority Monitoring Report (reviewed annually) sets out that the borough is on course to meet and exceed the strategic dwelling requirement over a ten-year period. The Housing Delivery paper sets out information on housing delivery including the latest trajectory.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		assessment conducted using the standard method as a starting point)?				
		Stage F: Independent examination and adoption				
47.	PM	<p>Have you obtained the relevant authority permissions to publish the submission version of the local plan policies update?</p> <p>You may want to consider including approval to submit this to the Secretary of State (Planning Inspectorate)</p>		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	<p>Authority to consult upon Publication' Draft Local Plan (Regulation 19) was given on 24 April 2023 by the Environment, Sustainability, Culture and Sports Committee, and full Council on 16 May 2023; and includes authority to submit to the Secretary of State.</p>
48.	L	<p>Have you made clear where and within what period representations must be made?</p>	<p>T&CPA Regulation 17, 19, 20 and 35 <i>(Preparation, publication, submission of local plan / local plan documents; availability of documents)</i></p>	Y	<ul style="list-style-type: none"> Report or record of decisions 	<p>The Regulation 19 consultation ran from 9 June to 24 July 2023. This was made clear on the Council’s website and in all communication (digital and letters) concerning the consultation. The Consultation Statement contains all the details, as well as the Regulation 18 consultation.</p>
49.	L	<p>Have you published on your website and made copies of the following available for inspection:</p> <ul style="list-style-type: none"> the proposed submission documents the statement of the representations procedure statement and details of where and when documents can be inspected 	<p>T&CPA Regulations 19 and 35 <i>(Submission of local plan / local plan documents; availability of documents)</i></p>	Y	<ul style="list-style-type: none"> Statements and record of where and when documents were made available Consultation Statement 	<p>Yes. The proposed submission documents were on the Council’s website at Regulation 19 incorporating in publicity the statement of the representations procedure and details of how documents could be inspected. The Consultation Statement, updated to accompany submission in January 2024, contains all the details.</p> <p>Yes, all requirements of the Statement of Community Involvement have been met. A letter</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Have you checked you have met all other requirements of your Statement of Community Involvement?				or email was sent to the consultees contained on the Local Plan database notifying them of the details of the consultation including the relevant documentation. There was also publicity including via social media and the Council’s communications. Copies of the Plan and Sustainability Appraisal were made available in the Civic Centre and in libraries throughout the borough.
50.	L	Have you sent to each of the specific consultation bodies invited to make representations under Regulation 18(1): <ul style="list-style-type: none"> • A copy of each of the proposed submission documents; and • the statement of the representations procedure 	T&CPA Regulation 19(b) <i>(Publication of a local plan)</i>	Y	<ul style="list-style-type: none"> • Consultation Statement • Evidence of notifications (email) 	A letter or email was sent to the consultees contained on the Local Plan database notifying them of the details of the Regulation 18 consultation and procedure, including the relevant documentation. Copies of the document were made available in the Civic Centre and in libraries throughout the borough. The Consultation Statement (June 2023) contains all the details.
51.	L	Have you sent to each of the general consultation bodies invited to make representations under Regulation 18(1): <ul style="list-style-type: none"> • the statement of the representations procedure; and • where and when the documents can be inspected 	T&CPA Regulation 19(b) <i>(Publication of a local plan)</i>	Y	<ul style="list-style-type: none"> • Consultation Statement • Evidence of notifications (email) 	A letter or email was sent to the consultees contained on the Local Plan database notifying them of the details of the consultation including the relevant documentation. There was also publicity including via social media and the Council’s communications. Copies of the Plan and Sustainability Appraisal were made available in the Civic Centre and in libraries throughout the borough.
52.	L	Have you, on the day of publication, requested the opinion of the Mayor of London (if a London Borough or Mayoral	P&CPA Section 24	Y	<ul style="list-style-type: none"> • Copy of letter 	An email was sent to the GLA on 9 June 2023, seeking an opinion as to whether the Regulation 19 version of the Richmond Local Plan is in

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		DC) on the general conformity of the local plan update with the spatial development strategy?	<i>(Conformity with regional strategy)</i> T&CPA Regulation 21 <i>(Conformity with London Plan)</i>			conformity with the London Plan under section 24 (4)(a) of the Planning and Compulsory Purchase Act 2004. This was on the first day of the publication consultation and was followed up at a Duty to Cooperate meeting on 11 July 2023. The GLA on behalf of the Mayor of London responded to the Regulation 19 consultation. See point 33.
		Getting ready for submission to PINS				
53.	PM	Get ready for submission and examination, this might mean starting the process of appointing a programme officer, securing rooms for a potential hearing and other practical arrangements. Refer to guidance from the Planning Inspectorate.	See PINS Procedure Guide for Local Plan Examinations 2021	Y		This process of preparation was commenced prior to the proposed submission date. The Inspectorate has been contacted and an SLA signed. A Programme Officer has been appointed (Charlotte Glancy, Banks Solutions).
54.	PM	Have you obtained the relevant authority permissions to submit the plan to the Secretary of State via the Planning Inspectorate (PINS)		Y	<ul style="list-style-type: none"> Any relevant authority reports to Cabinet / Committee 	<p>Yes. Authority to submit the Plan to PINS was given at the Environment, Sustainability, Culture and Sports Committee on 24 April 2023, and Full Council on 16 May 2023.</p> <p>The Assistant Director for Environment and Community Services in consultation with the Committee Chair, has approved the delegated authority to submit the Local Plan to the Secretary of State to be examined by PINS.</p>
55.	L	Have you collated all of the representations made to the publication draft plan policies update?	P&CPA Section 20(3) <i>(Independent examination)</i>	Y		The Regulation 19 responses are published in a schedule of all comments, see details in the

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
			T&CPA Regulation 22(1)(e) <i>(Submission of documents)</i>			updated Statement of Consultation (January 2024) accompanying submission.
56.	PM	Does each representation made have a unique ID and contact details? PINs require that these are provided in an electronic database enabling the full text of each representation to be accessed easily in both policy and paragraph number order and representor order. The database should also clearly identify those who have made a request to be heard by the Inspector under section 20(6) of the PCPA	See PINS Procedure Guide for Local Plan Examinations 2021	Y		The Regulation 19 responses are published in a schedule of all comments, numbered in Plan order. A separate database is provided to the Programme Officer including contact details and those who have made a request to be heard.
57.	L	Have you assembled the relevant supporting documents (documents relevant to the preparation of your plan which normally includes or comprises the evidence base)?	P&CPA Section 20(3) <i>(Independent examination)</i> T&CPA Regulation 22(1)(g) <i>(Submission of documents)</i>	Y	● Submission documents / Examination library	See the Examination library including supporting documents.
58.	PM	Do all of the documents that you will submit to the inspectorate have a unique reference listed in an 'Examination Library'?		Y	● Submission documents / Examination library	See the Examination library including submission documents.
59.	L/ PM	You may need to consider whether you need to redact certain personal details from representations for the website	General Data Protection Regulation 2018	Y		The published Regulation 19 responses show where any personal information within responses

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		and inspection purposes. However, those who have made representations should be able to contact one another and documents should be provided without details redacted. See the guidance from the Planning Inspectorate.	See PINS Procedure Guide for Local Plan Examinations 2021			relating to contact details, particularly full address data, has been removed for data protection
60.	L	Have you prepared a statement setting out: <ul style="list-style-type: none"> • which bodies and persons were invited to make representations under Regulation 18 • how they were invited • a summary of the main issues raised • hHow the representations have been taken into account 	P&CPA Section 20 (3) <i>(Independent examination)</i> T&CPA Regulation 22(1)(c) <i>(Submission of documents)</i>	Y	<ul style="list-style-type: none"> • Consultation statement 	Statement of Consultation (June 2023)
61.	L	Have you prepared a statement giving: <ul style="list-style-type: none"> • the number of representations made under Regulation 22 • a summary of the main issues raised OR • Stating that no representations were made 	P&CPA Section 20(3) <i>(Independent examination)</i> T&CPA Regulation 22(1)(c) <i>(Submission of documents)</i>	Y	<ul style="list-style-type: none"> • Consultation Statement • The Statement as required in Regulation 22(1)(c) – this can be included in the Consultation statement 	Updated Statement of Consultation (January 2024) accompanying submission.
62.	PM	Consider what documents need printing to ensure that hard copies are available where necessary for inspection and for the examination library.	See PINS Procedure Guide for Local Plan Examinations 2021	Y		Hard copies will be submitted to PINS as requested and an examination library made available as required.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		Submission to PINS				
63.	L	<p>Have you sent the Secretary of State (the Planning Inspectorate) a hard copy and electronic version of:</p> <ul style="list-style-type: none"> • a copy of the local plan policies update • and (if prepared) policies map <p>Have you sent the Secretary of State (the Planning Inspectorate) an electronic version of:</p> <ul style="list-style-type: none"> • the Final ‘consultation statement’ supplemented by or incorporating the documents consultation required under Regulation 22(1) • the Sustainability Appraisal • copies of representations • ‘Supporting documents’ <p>Guidance from PINS also highlights other material necessary for the examination which includes:</p> <ul style="list-style-type: none"> • An Appropriate Assessment under the Conservation of Habitats and Species Regulations 2017 [HRA], or evidence to demonstrate that an Appropriate Assessment is not required and 	<p>P&CPA Section 20(1) and 20(3) <i>(Independent examination)</i></p> <p>T&CPA Regulations 22 <i>(Submission of documents)</i></p> <p>See PINS Procedure Guide for Local Plan Examinations 2021</p>	Y		The signed Service Level Agreement states that electronic copies of all documents are to be provided. Hardcopies shall be made available upon request.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		<p>confirmation from Natural England that they concur;</p> <ul style="list-style-type: none"> the LPA’s current Local Development Scheme; in London, confirmation that the Mayor has indicated general conformity with the London Plan (note however that the Inspector is entitled to take his/her own view on conformity). it is also helpful if the LPA provide an Equalities Impact Assessment 				
64.		<p>As soon as practical after submission, on your website, have you published:</p> <ul style="list-style-type: none"> The documents submitted to PINS (identified above) including representations made under Regulation 20 (where practicable) taking into account GDPR requirements? Statement as to where and when these documents are available for inspections (again this should be in line with any requirements in your Statement of Community Involvement)? 	<p>T&CPA Regulation 22(3) (<i>Submission of documents</i>) and 35(1)(b) (<i>Availability of documents</i>)</p>			<p>Details will be published on the Council’s website after submission, in January 2024.</p>

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
65.	L	For each general consultation body invited to make representations under Regulation 18(1), have they been sent: <ul style="list-style-type: none"> notification that the documents submitted to PINS are available for inspection details of where and when they can be inspected 	T&CPA Regulation 22(3)(b) <i>(Independent examination)</i>		<ul style="list-style-type: none"> Copies of correspondence 	Notifications will be completed in January 2024.
66.	L	Have you given notice to persons who have requested to be notified that submission has taken place?	T&CPA Regulation 22(3)(c) <i>(Independent examination)</i>		<ul style="list-style-type: none"> Copies of correspondence 	Notifications will be completed in January 2024.
67.	L	If examination hearings are being held, at least six weeks before its opening has the Programme Officer: <ul style="list-style-type: none"> published the time and place of the examination and the name of the person appointed to carry out the examination on your website? notified those who have made representations on the published DPD which have not been withdrawn of these details? 	P&CPA Section 20 <i>(Independent examination)</i> T&CPA Regulations 24 <i>(Independent examination)</i> and 35 <i>(Availability of documents)</i>		<ul style="list-style-type: none"> Website 	To be completed by the Programme Officer once the Examination dates are confirmed.
68.	L	Have you asked the Inspector to recommend ‘main modifications’ (changes that materially affect the policies) to make a submitted local plan policies update sound and legally	See Section 6 of the PINS Procedure Guide for Local Plan Examinations 2021 P&CPA Section 20 (7C) <i>(Independent examination)</i>		<ul style="list-style-type: none"> Schedule of proposed main modifications 	The Council’s covering letter at submission will request that the Inspector recommends main modifications as necessary to make the plan sound and legally compliant.

	REF	Key questions	Legislation /Policy Source	Y/N	Examples of documents in which this might be found	Documents demonstrating compliance
		compliant? These modifications should be published for consultation.				
69.	L	Depending on the scope of the modifications, have you considered whether there is a need to undertake further Sustainability Appraisal, Habitats Regulations Assessment, and Equalities Impact Assessment on the modifications.	The Environmental Assessment of Plans and Programmes Regulations 2004 (as amended) The European Directive 2001/42/EC The Conservation of Habitats and Species Regulations 2017 (as amended) The European Directive 92/43/EEC Equality Act 2010		<ul style="list-style-type: none"> ● Sustainability Appraisal (and any drafts) ● Equalities Impact Assessment ● Habitats Regulations Assessment screening report 	This will be considered by the Council as part of the Examination process.
70.	L	If the plan policies update is sound, have you formally adopted the plan policies update in a full meeting of the local planning authority?	T&CPA Regulation 4(1) and (3) of the Local Authorities (Functions and Responsibilities) (England) Regulations 2000).		<ul style="list-style-type: none"> ● Any relevant authority reports to Cabinet / Committee 	Not yet applicable
71.	L	On adopting a Local Plan policies update, have you made publicly available a copy of the plan, an Adoption Statement and Sustainability Appraisal?	T&CPA Regulations 26 and 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012.		<ul style="list-style-type: none"> ● Adoption Statement 	Not yet applicable