

# East London Joint Waste Plan

# Consultation Protocol

V4.0 Final

21.05.24

London Boroughs of Barking & Dagenham, Havering, Newham,  
Redbridge

**Barking &  
Dagenham**

 **Havering**  
LONDON BOROUGH

 **Newham London**

London Borough of  
**Redbridge** 

# Consultation Protocol for the Preparation of the East London Joint Waste Plan

Prepared by **BPP Consulting**

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# 1. Introduction

This East London Joint Waste Local Plan Consultation Protocol describes the overall approach to consultation and communication that will be taken during the preparation of the East London Joint Waste Local Plan (ELJWP). The document outlines the background and context for the preparation of the ELJWP and includes a programme of consultation activities.

Every London Borough has a statutory responsibility to plan for future waste management within its area by preparing a Local Plan that includes policies on how and where waste should be managed. In East London the following four Boroughs adopted a joint waste plan (known as the East London Waste Plan) in 2012:

- London Borough of Barking & Dagenham
- London Borough of Havering
- London Borough of Newham
- London Borough of Redbridge

The East London Waste Plan contains planning policies against which the Boroughs assesses planning applications for development associated with the management of waste. The waste plan is in addition to each Boroughs' Local Plan which considers all other forms of development including housing.

Regulations require local plans to be reviewed and so the four East London Planning Authorities are now renewing the adopted ELWP and replacing it with the East London Joint Waste Plan (ELJWP). The ELJWP will plan for the management of all waste arisings in the area up to 2040. It will do this by setting a vision and objectives for the management of the waste produced in the area and by ensuring there is sufficient waste management capacity to manage the waste in ways that will meet the objectives of the Plan and help ensure its vision is realised. Existing waste management facilities may be safeguarded from redevelopment for other uses and land may be identified in the Plan that is considered suitable for the development of new facilities. To be aligned with the vision, and to meet the objectives, the Plan will consider how waste should be managed using a mix of technologies ranging from recycling and composting through to energy recovery and disposal. These sites and associated facilities will enable the boroughs to meet their waste management targets (including recycling) and their waste apportionment targets included in the London Plan.

The four local authorities have appointed BPP Consulting as lead consultants to assist with the preparation of the ELJWP. Land Use Consultants (LUC) has been appointed to prepare the Integrated Impact Assessment (IIA) and Habitat Regulations Assessment (HRA).

### *Background legal and policy context*

The National Planning Policy Framework (2023) sets out requirements for producing a Local Plan including the need for consultation. Specifically, it states that:

- Plans should be shaped by early, proportionate and effective engagement between plan makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees
- Plans should contain policies that are clearly written and unambiguous, so it is evident how a decision maker should react to development proposals
- Plans should be accessible through the use of digital tools to assist public involvement and policy presentation

Consultation requirements are also set out at a local level in the Borough's Statements of Community Involvement. The legal requirements for plan making, including consultation, are set out in the Planning and Compulsory Purchase Act 2004 and the Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). The Boroughs' Statements of Community Involvement (SCI) can be accessed electronically via the following links:

- [London Borough of Barking and Dagenham SCI](#), 2020
- [London Borough of Havering SCI](#), 2021
- [London Borough of Newham SCI](#), 2022
- [London Borough of Redbridge SCI](#), 2020

Initially the Boroughs are required to consult on what the ELJWP should cover, and the Boroughs will do this by consulting on a draft plan that sets out a draft vision, objectives and policies. Following this the Boroughs are required to submit their final draft plan to the Secretary of State for independent examination. Before they submit the Plan, the Boroughs will publish it (known as the 'Submission ELJWP') in order to give an opportunity for communities and other stakeholders to comment on whether the Plan is 'sound' and has been prepared in accordance with the relevant legislation.

At the examination an independent planning inspector will consider any representations made and may ask those who have made representations to appear at public hearings. Following the examination, the Inspector will issue a report on whether the Plan is sound and legally compliant. The Boroughs are not able to adopt

and implement the Plan until the inspector has concluded that it is sound and legally compliant.

This Consultation Protocol includes a comprehensive consultation programme setting out how local residents, businesses and other stakeholders can take part in the development of the ELJWP. This programme takes account of, and is consistent with, the relevant legislation and Statements of Community Involvement prepared by each Boroughs. It is proposed that the consultation programme will include the key elements outlined below.

### *Communication methods*

The following methods will be used to communicate how the ELJWP is being prepared.

1. A dedicated consultation page, hosted by Havering, that will act as a 'one stop shop' for consultation and communication with stakeholders and the wider public on the ELJWP.
2. Publication of information about the ELJWP, the plan making process, and FAQs on the website.
3. Notification of the process by each Borough, in line with the Boroughs' SCIs, emailing stakeholders in its area using details held on the Boroughs' consultation databases.
4. Announcement of the process via the Boroughs' social media platforms (e.g. X (Twitter), Facebook, Instagram, YouTube channel)
5. Publication of hard copies of draft plans at each consultation stage for inspection at the Boroughs' main offices and potentially libraries in some Boroughs (if required by individual Boroughs' Statements of Community Involvement).
6. Publicise in local newspapers or newsletters at key stages of the process (if required by individual Boroughs' SCI)

### *Consultation process*

7. An online joint launch event will take place at the beginning of the draft plan stage. A particular purpose of the online meetings is to ensure that all those who are interested are given an opportunity to be involved.
8. Two drop-in sessions will be held in each borough throughout the consultation period.

9. Opportunity for further comment on the evidence base used to inform the content of the ELJWP.
10. Consultation comments received at all consultation stages will be recorded on a project database, and a summary report produced, which will be made available for inspection on the project website.
11. It is important to note that the Boroughs collect and process personal information in order to provide a range of public services. The Boroughs will respect the privacy of individuals and endeavour to ensure personal information is collected fairly, lawfully, and in compliance with the General Data Protection Regulation and Data Protection Act 2018.

## Commitment to consultation

Engaging in the development of the ELJWP through consultation is crucial because:

- It ensures that the outcomes align more closely with the diverse views, aspirations, and needs of the wider community.
- Public involvement plays a vital role in fostering a dynamic, transparent, and participatory democracy.
- The process enhances the quality and efficiency of decisions by tapping into local knowledge, thereby reducing unnecessary conflicts and associated costs.
- Participants gain valuable insights into the needs of communities, the business sector, and the functioning of local government, contributing to their education.
- By establishing genuine connections with communities and providing them with a tangible role in decision-making, the consultation process helps promote social cohesion.

## Aims

The principle aim of the communication and consultation programme is to deliver a “sound” ELJWP by ensuring that stakeholders and the wider public in East London are involved in its preparation. The Boroughs will seek involvement in three principle ways:

### 1. *Engage:*

- Provide information about the evolving ELJWP and its preparation.

### 2. *Listen*

- Provide opportunities for stakeholders to:
  - contribute their ideas, with confidence that they will be taken into account.
  - Participate actively in shaping proposals.
  - Feedback on draft plans.

### 3. *Collaborate*

- Providing feedback on comments made by stakeholders
- Providing updates on progress and outcomes to allow stakeholders to stay informed about the process.

In addition, the programme aims to strengthen partnership working between the four East London Boroughs through co-ordinated communication across the authorities and with waste and planning professionals.

## Objectives

The objectives of the communications and consultation programme are to:

1. Effectively engage with a diverse East London community and stakeholder group to raise awareness and foster understanding of major waste planning issues across East London;
2. contribute to meeting the statutory requirements for consultation set by government regulations, as well as the local requirements stipulated in the four authorities' Statements of Community Involvement;
3. achieve a coordinated programme of consultation across the four boroughs through effective joint working and communication;

## Operating principles

In delivering the consultation and communication programme we will seek to abide by the following principles for community involvement which includes those set out in the Planning Advisory Services' Good Plan Making Guide, Principle 5, summarised below:

1. **The engagement plan should be integral part of the project plan.** We will address the statutory requirements for publication and consultation on documents,
2. **Front loading of involvement.** We will provide opportunities for participation in identifying issues and debating options from the earliest stages. Community involvement will be focused at the points at which there is most potential to make a difference.
3. **The methods used to encourage involvement and participation should be relevant to their experience.** A wide range of methods and approaches will be used, tailored to the needs of different groups.
4. **Clearly articulated opportunities for continuing involvement.** The process will allow local communities to see how ideas have developed at the various stages, with effective feedback. There will be clear formal stages when involvement will take place, based on the statutory requirements, but as part of a continuous programme.
5. **Transparency and accessibility.** The processes will be clear, so that people know when they will be able to participate, and the ground rules for doing so.

6. **Planning for involvement.** Community involvement has been carefully planned in from the start of the process for plan preparation, so as to enable timely involvement.
7. **Encourage participants to explore the implications of their views rather than simply state a predetermined view or preference**

## 2. Consultation Programme

The table below summarises who will be consulted at the various stages of plan preparation, how they will be consulted and who will be responsible for delivering the processes. In addition, an indicative timing for each consultation stage (N.B. these are estimates and are subject to change).

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities	Indicative timing
Preliminary work on consultation and community involvement	To establish appropriate approaches and procedures to ensure effective stakeholder and community involvement in the ELJWP	Development of project website, on which all reports and information relating to the project will be issued	Open access website for use throughout consultation programme	Borough Planning Officers/web team(s); BPP Consulting	May – June 2024
		Each borough notifying all those stakeholders on their consultation databases of the start of the consultation using their preferred method of contact.	Borough consultation database consultees	Borough Planning Officers	Early July 2024
		Publicise website via Boroughs' social media platforms (E.g. Twitter, Facebook, Instagram, YouTube channel)	Open access social media	Borough Planning Officers	Early July 2024
Launch of programme	To raise awareness of waste planning issues in East London and communicate the	Joint online launch event	Public and stakeholders, through press releases and articles in Borough magazines	• Planning and logistics by Project Manager	July 2024

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Stage	Purpose	Key tasks	Who will be consulted	Responsibilities	Indicative timing
	process of preparing the ELJWP			• Content by BPP Consulting	
Consultation on the scope of the Integrated Impact Assessment	To consult on the scope of the SA, in particular, key sustainability issues and the SA framework to be used for appraisal	Formal consultation on Scoping Report, in line with statutory requirements	Statutory consultees and others, in line with statutory requirements	Project Manager, Boroughs	March – April 2024
		Publish for consultation with Reg 18 ELJWP and IIA	Key stakeholder groups, including statutory bodies, other public agencies, industry representatives, environmental groups, academics	Project Manager, Boroughs	Jul – Aug 2024
Consultation draft ELJWP and accompanying Integrated Impact Assessment report	To consult statutory bodies and the wider public on the Draft Plan, its reasonable alternatives and their significant effects.  To involve statutory bodies and the wider	Make hard copies of documents available for inspection at council offices and in other locations (if required by individual Boroughs' SCIs).	Key stakeholder groups, including statutory bodies, other public agencies, industry representatives, environmental groups, academics	Borough Planning Officers	Jul – Aug 2024
		FAQs setting out contents of the draft plan	Public and stakeholders – available on the project website	Project Manager, Boroughs	Jul – Aug 2024

Stage	Purpose	Key tasks	Who will be consulted	Responsibilities	Indicative timing
	public on waste management approaches and implications for sustainable development objectives.	Drop-in sessions (two in each borough)	Public and stakeholders, utilising advertising and consultee lists held by the four Boroughs and those that have expressed an interest directly.	<ul style="list-style-type: none"> <li>Consultee databases held by four Boroughs</li> <li>• Planning and logistics and logging responses by BPP</li> <li>• Content and facilitation and acknowledgement and summary of contents by BPP</li> </ul>	Jul – Aug 2024
		Questionnaire on project website for feedback.	Public and stakeholders	BPP Consulting	By 24 July 2024
Consultation on Submission ELJWP	To publish version of the Draft ELJWP that will be submitted to Secretary of State (Submission Draft) and seek stakeholder views	Formal consultation on Submission ELJWP and SA Report, in line with statutory requirements (at least six weeks)	Those on consultation databases, statutory consultees, local resident/community groups and others, in line with statutory requirements.	Project Manager, Boroughs	January to February 2025
Notification of Submission	To raise awareness of the submission of the ELJWP to the Secretary of State for examination	Each borough formally notifying all those stakeholders on their consultation databases of the submission of the ELJWP in line with statutory requirements	Those on consultation databases, statutory consultees, local resident/community groups and others, in line with statutory requirements.	Project Manager, Boroughs	Spring 2025 (By end June 2025)

<b>Stage</b>	<b>Purpose</b>	<b>Key tasks</b>	<b>Who will be consulted</b>	<b>Responsibilities</b>	<b>Indicative timing</b>
Notification of Examination	To raise awareness of the ELJWP examination	Each borough formally notifying all those stakeholders on their consultation databases of the ELJWP examination in line with statutory requirements	Those on consultation databases, statutory consultees, local resident/community groups and others, in line with statutory requirements.	Project Manager, Boroughs	Autumn 2025
Consultation on Main Modifications	To publish ELJWP Main Modifications resulting from the examination and SA Report and seek stakeholder views	Formal consultation on ELJWP Main Modifications and SA Report, in line with statutory requirements	Those on consultation databases, statutory consultees, local resident/community groups and others, in line with statutory requirements.	Project Manager, Boroughs	Winter 2025/26
Notification of Adoption	To raise awareness of the adoption of the ELJWP	Formal notification of the ELJWP adoption in line with statutory requirements	Those on consultation databases, statutory consultees, local resident/community groups and others, in line with statutory requirements.	Project Manager, Boroughs	Early 2026

## **Feedback procedures**

All representations made during the course of the consultation will be recorded in a database.

A summary report setting out the issues raised and the Boroughs' response to the representations will be produced by BPP Consulting and made publicly available on the project website.

All respondents will be notified regarding the availability of this report.

All respondents who make representations will also be notified of all opportunities for further involvement at later stages of the process.

We will seek to ensure that all reports are accessible to everyone. We will offer assistance to those who are blind or partially sighted or do not speak English fluently. This may include spoken or written translation in different languages, Braille, audio or large print format.

We will also seek to ensure that documents are appropriate for the audiences that the Boroughs seek to engage.

## **Responding to press/media enquiries**

The Borough Project Manager will coordinate responses to press and media enquiries with advice from Borough communications teams, BPP Consulting and LUC as appropriate.

## **Further information**

For further information please contact the Borough Project Manager, Cara Collier, London Borough of Havering, [Cara.Collier@haverling.gov.uk](mailto:Cara.Collier@haverling.gov.uk)