

Statement of Representations Procedure for the Kilburn Neighbourhood Plan (Regulation 16)

Kilburn Neighbourhood Forum has submitted a Neighbourhood Plan to Camden and Brent Councils. Both Councils are now seeking views and comments from residents and interested stakeholders on the proposed plan.

Title of Document

Kilburn Neighbourhood Plan 2023-2033

Subject Matter

The Kilburn Neighbourhood Forum and Neighbourhood Area were designated by Camden and Brent Councils in June 2016. The Neighbourhood Forum was redesignated by the Councils in January 2022.

A Neighbourhood Plan is a statutory planning document setting out planning policies for the development and use of land. The Plan relates to the designated neighbourhood area and addresses a ten year period: 2023 to 2033. The Plan sets out a range of policies on matters including a design code for Kilburn High Road area, public realm improvements, shopfronts, affordable workspaces, social and community facilities, and markets / outdoor stalls.

Once adopted, the Kilburn Neighbourhood Plan will become part of the development plan and will be used when determining planning applications in the Neighbourhood Area, along with all other relevant policies.

Following this consultation, the proposed Plan and all comments received will be submitted to an Independent Examiner for examination.

Area covered

The Kilburn Neighbourhood Plan covers the Kilburn Neighbourhood Area (shown on the map below). The Neighbourhood Plan's policies will apply in this area if the Plan passes the examination and public referendum in the neighbourhood area.



Period within which representations must be made

Representations on the Kilburn Neighbourhood Plan 2023-2033 and supporting documents must be made between **29 May and 11 July 2025**.

Where have the documents been made available, and the places and times at which they can be inspected?

The proposed Plan and supporting documents are available for inspection at the following locations:

Camden's website <https://www.camden.gov.uk/kilburn-neighbourhood-forum>

Brent's website www.brent.gov.uk/neighbourhoods-and-communities/have-your-say

In Camden

Pancras Square Library, 5 Pancras Square N1C 4AG

Opening hours: 8am to 8pm Monday to Saturday; 11am to 5pm Sunday

Kilburn library, 12 -22 Kilburn High Road, NW6 5UH

Opening hours: 10am to 7pm Monday to Thursday; 10am to 5pm Friday; 11am – 5pm Saturday; closed on Sunday.

In Brent:

Kilburn Library – Brent, 42 Salusbury Rd, London NW6 6NN Opening hours:

Monday – Friday 10:30am – 6pm, Saturday 10:30am – 5pm, Sunday 12am – 5pm

Making a representation

When making your representations please make clear which document your comment relates to and, if possible, the paragraph or policy you are referring to and its page number.

You should consider in particular whether the Plan meets the 'Basic Conditions' (set out below). The Basic Conditions Statement submitted by the Neighbourhood Forum, alongside the revised Neighbourhood Plan, explains how the Plan meets the statutory requirements and can be viewed on the Council websites (see links above).

All of the representations will be forwarded to the appointed Examiner to consider during the independent examination of the Plan.

As a general rule, the independent examination is undertaken through written representations. However, oral representations must be heard in public if the Examiner considers they are needed to ensure adequate examination of an issue or for a person to have a fair chance to put a case. It is the Examiner who decides whether a hearing is required and who is required to speak at any hearing.

Please state in your representation whether you wish to participate in a public hearing if one is held.

Following the examination, the Councils will consider the Examiner's recommendations and decide whether any changes are necessary to ensure the Plan meets the Basic Conditions. If these changes are approved, the Plan will go to

referendum for residents of the neighbourhood area to decide if it should be used by the Councils when making planning decisions.

Please state in your representation if you wish to be notified of the Councils' final decision in relation to the Plan.

Comments must be received by 11 July 2025.

Representations can be made via:

- email to Camden at planningpolicy@camden.gov.uk
- post to Planning Policy, London Borough of Camden, Judd Street, London WC1H 9JE
- email to Brent at planningstrategy@brent.gov.uk
- Post to Paul Lewin, Spatial and Transportation Planning Manager, Brent Civic Centre, Engineers Way, Wembley, HA9 0FJ

If you have any further queries please do not hesitate to contact:

Camden Council via planningpolicy@camden.gov.uk or call 020 7974 2295

Brent Council via planningstrategy@brent.gov.uk

Further background information

Kilburn Neighbourhood Plan 2023-2033 timeline

The key stages in the Plan's production are set out below:

Stage	Dates
Draft Consultation by the Kilburn Neighbourhood Forum (Regulation 14)	11 December – 30 January 2024
Publicising the plan proposal by Camden Council (Regulation 16)	29 May to 11 July 2025
Appointment of examiner by Camden and Brent Councils	June / July 2025
Examination	Following the Regulation 16 consultation: dates of any hearings to be confirmed
Referendum	Date to be confirmed

What has been submitted to Camden and Brent Council?

The documents in Kilburn Neighbourhood Forum's submission can be viewed on the Councils websites and are:-

- **Kilburn Neighbourhood Plan 2023 – 2033**
- Basic Conditions Statement
- Consultation Statement
- Strategic Environmental Assessment (SEA) – Screening Opinion
- Equalities Impact Assessment (EqIA)

The **Basic Conditions Statement** sets out how the Forum consider the Neighbourhood Plan meets the requirements set out in legislation, which are tested through the independent examination. In order to meet the Basic Conditions, a Neighbourhood Plan must:

- *have regard to national policies and advice contained in guidance issued by the Secretary of State*
- *contribute to the achievement of sustainable development*
- *be in general conformity with the strategic policies of the development plan for the area*
- *be compatible with EU obligations (including the Strategic Environmental Assessment (SEA) Directive) and human rights requirements.*
- *Ensure the prescribed conditions are met and prescribed matters have been complied with in connection with the proposal for the order*

Further information on this can be found on the National Planning Practice Guidance [website](#)

The **Consultation Statement** contains details of the persons and bodies who were consulted about the proposed neighbourhood plan; it explains how they were consulted; summarises the main issues and concerns raised by the persons consulted and describes how these issues and concerns have been considered and, where relevant, addressed in the Neighbourhood Plan.

The **Strategic Environmental Assessment (SEA)** is an iterative process that considers the environmental, social and economic consequences of a plan and its policies, and seeks to identify ways of achieving a proper balance between these three considerations.

It is the Council's responsibility to identify whether an SEA should be undertaken on a neighbourhood plan, which is determined through an SEA screening exercise. The Council's screening assessment identifies that the Kilburn Neighbourhood Plan is unlikely to give rise to significant environmental effects and that no SEA needs to be undertaken.

Equalities Impact Assessment (EqIA) - the Council undertakes an Equality Impact Assessment for all neighbourhood plans as part of meeting its statutory equality duties. Camden Council carried out an EqIA on the Neighbourhood Plan (Regulation 16). No negative impacts were identified. A further version of this EqIA will be prepared by the Council to support any decision to 'make' (adopt) the revised Plan as part of the development plan.