

Rutland County Council

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Ladies and Gentlemen,

A meeting of the **GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY COMMITTEE** will be held remotely via Zoom on **Thursday, 11th June, 2020** commencing at 7.00 pm when it is hoped you will be able to attend.

To view the webinar click on Zoom link here:

<https://zoom.us/j/93336834775>

Yours faithfully

Helen Briggs
Chief Executive

Recording of Council Meetings: Any member of the public may film, audio-record, take photographs and use social media to report the proceedings of any meeting that is open to the public. A protocol on this facility is available at www.rutland.gov.uk/my-council/have-your-say/

A G E N D A

1) APOLOGIES

2) RECORD OF MEETING

To confirm the record of the meeting of the Growth, Infrastructure and Resources Scrutiny Committee held on 13 February (previously circulated).

3) DECLARATIONS OF INTEREST

In accordance with the Regulations, Members are invited to declare any personal or prejudicial interests they may have and the nature of those interests in respect of items on this Agenda and/or indicate if Section 106 of the Local Government Act 1992 applies to them.

4) PETITIONS, DEPUTATIONS AND QUESTIONS

To receive any petitions, deputations and questions received from members of the public in accordance with the Virtual Meetings Regulations (s1 2020 392) and the subsequent RCC Procedure Rules agreed at Council on 20 May 2020.

Section 3 (Public Participation) of the Procedure Rules states:

Members of the public will be able to participate in virtual meetings in the following ways:

- i. Public statements, questions, deputations and petitions can be submitted in advance of the meeting in writing by no later than 12 noon on the second working day before the meeting is to take place;
- i. Public statements will be made available to all members of the virtual meeting however members of the public will not be able to present their statements in the virtual meeting;
- i. Public questions will receive a written response. No supplementary questions will be permitted;

Public petitions will be noted as being received by the Chair of the meeting without debate and sent to the relevant executive member, committee or council officer for a response.

5) QUESTIONS WITH NOTICE FROM MEMBERS

To consider any questions with notice from Members received in accordance with the provisions of Procedure Rule no. 218 and no. 218a.

6) NOTICES OF MOTION FROM MEMBERS

To consider any Notices of Motion from Members submitted in accordance with the provisions of Procedure Rule No. 219.

7) CONSIDERATION OF ANY MATTER REFERRED TO THE COMMITTEE IN RELATION TO THE CALL IN OF A DECISION

To consider any matter referred to the Committee for a decision in relation to a call in of a decision in accordance with Procedure Rule 206.

8) LOCAL PLAN - UPDATE ON TIMETABLE AND CONSULTATION

To receive Report No.83/2020 from the Interim Strategic Director for Places.
(Pages 5 - 78)

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TO: ELECTED MEMBERS OF THE GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY COMMITTEE

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GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY COMMITTEE

11 June 2020

LOCAL PLAN – UPDATE ON TIMETABLE AND CONSULTATION

Report of the Interim Strategic Director for Places

| | | |
|--------------------------------|---|--|
| Strategic Aim: | Sustainable Growth | |
| Key Decision: No | Forward Plan Reference: FP/150520 | |
| Reason for Urgency: | N/A | |
| Exempt Information | No | |
| Cabinet Member(s) Responsible: | Mr G Brown, Deputy Leader and Portfolio Holder for Planning, Environment, Property and Finance. | |
| Contact Officer(s): | Penny Sharp, Interim Strategic Director for Places | 01572 758160 psharp@rutland.gov.uk |
| | Roger Ranson, Planning Policy Manager | 01572 758278 rranson@rutland.gov.uk |
| Ward Councillors | All | |

DECISION RECOMMENDATIONS

That the Growth, Infrastructure and Resources Scrutiny Committee reviews and makes comment on

- 1) A revision to the Local Development Scheme (LDS), as set out in Appendix 1, to reflect the proposed updated timetable for the Local Plan *and*
- 2) the draft review of the Statement of Community Involvement, as set out in Appendix 2 of this report.

1 PURPOSE OF THE REPORT

- 1.1 The Growth Infrastructure and Resources Scrutiny Committee is requested to consider the revision to the Local Development Scheme before it is submitted to Cabinet for approval. The revision is in order to provide an updated timetable for the Local Plan taking account of the delay caused by the Covid19 situation.
- 1.2 This report also asks the Committee to comment on the plan to review the Statement of Community Involvement (SCI) in order to encompass statutory changes to planning regulations for policy making, neighbourhood planning and development management and to allow national guidance in relation to Covid 19 to be incorporated into the SCI. These changes will ensure that the planning function can continue to operate within current restrictions. Review of the SCI at this time will also allow progress with the Local Plan consultation, enabling the Regulation 19 consultation (and subsequent stages) regarding the Local Plan, approved by Council in February 2020, to take place.
- 1.3 Supporting the continuity of the planning function in the County will in turn aid the recovery of the local economy and the economic resilience of the County by providing greater certainty and confidence for future investment and development.
- 1.4 The SCI is not a development plan document and there is no statutory requirement to consult on it, however it is considered good practice to undertake informal consultation on the proposed changes and therefore Cabinet will be asked to approve the draft review for a four week consultation. It is proposed that the consultation on the revised SCI will run from Friday 19th June to Friday 17th July 2020.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 The Local Plan was approved for its statutory Regulation 19 consultation at the meeting of Council held on 10th February 2020. There have been some subsequent minor changes to the wording of the plan since that date approved under the responsibility delegated by Council to the Director of Places in consultation with the portfolio holder for Environment, Finance, Planning and Property.
- 2.2 The consultation was planned to commence on Tuesday 24th March. However, the Council took the decision to postpone the launch of this public consultation under Regulation 19 on its Draft Local Plan in response to Covid-19 until further notice.
- 2.3 In undertaking this stage of the Local Plan consultation, the Council needs to comply with Regulation 35 (1) of the Local Plan Regulations regarding the availability of documents. This specifies that a document is to be taken to be made available by a local planning authority when it is:
 - (a) made available for inspection, at their principal office and at such other places within their area as the local planning authority consider appropriate, during normal office hours, *and*
 - (b) published on the local planning authority's website.

- 2.4 In addition, Section 19(5) of the Planning and Compulsory Purchase Act 2004 provides that in the preparing the local development documents the authority must comply with their Statement of Community Involvement (SCI). Paragraph 4.1 of the current adopted SCI for the Council includes as the method of consultation "making information available [in] the Council's Offices, the libraries and on the website for a minimum of six weeks". Based on this, if either the offices or libraries (i.e. any or either) are closed down such that the minimum six week period is not achieved, then there will not have been compliance with all of the provisions of the SCI.
- 2.5 The decision to postpone the public consultation was therefore taken because neither the statutory or local requirements for this consultation set out in the current SCI would be achievable. This decision was made on the basis that it would be being kept under review until such time as it is appropriate to begin the consultation, taking account of any Government guidance.
- 2.6 A Written Ministerial Statement (HCWS235) was made by Robert Jenrick, Secretary of State for the Ministry of Housing, Local Government and Communities on 13th May 2020. Regarding digital documentation, this states;

"The effects of COVID-19 mean that it is not always possible to access public buildings. As a result, access to planning documents by making them physically available for inspection at local libraries, council offices etc, is now not available. During these exceptional circumstances, the Government considers that online inspection of documents should be the default position across all planning regimes, and it is actively exploring all options to achieve this. The Government recognises there are sections of the community with limited or no access to the internet and authorities and developers should take reasonable steps to ensure those without access are involved and consider alternative and creative ways to achieve this where possible. This could for example, include sending out documents by CD or USB stick where this meets the needs of those requesting such documents. As restrictions are eased, planning authorities and others should integrate the range of methods that are available to them into their approaches to ensure all sections of the community are reached as thoroughly as is practically possible."

- 2.7 This has been supplemented by more detailed guidance published by the Government. This sets out:

How should local planning authorities respond to the coronavirus (COVID-19) pandemic when progressing local plans?

The government has been clear that all members of society are required to adhere to guidance to help combat the spread of coronavirus (COVID-19). The guidance has implications for local authorities and local plan-making, including how the public are engaged and the ability of authorities to comply with policies set out in their Statements of Community Involvement. This planning guidance focuses on how local authorities can review and update their Statements of Community Involvement and should be read in parallel with existing guidance on Plan-making, including paragraphs 34, 35 and 71. If there is any conflict, this guidance supersedes current Plan-making guidance until further notice.

Paragraph: 076 Reference ID: 61-076-201200513

Revision date: 13 05 2020

Statement of Community Involvement

Should the Statement of Community Involvement be reviewed and updated in response to the coronavirus (COVID-19) pandemic?

Where any of the policies in the Statement of Community Involvement cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue.

Paragraph: 077 Reference ID: 61-077-201200513

Revision date: 13 05 2020

How can a Statement of Community Involvement be reviewed and updated to comply with COVID-19 guidance?

*Local planning authorities will need to assess their Statements of Community Involvement to identify which policies are inconsistent with current **guidance on staying at home and away from others** or any superseding guidance. This could include, for example, holding face-to-face community consultation events or providing physical documents for inspection.*

The local planning authority should then make any temporary amendments that are necessary to allow plan-making to progress, and that continue to promote effective community engagement by means which are reasonably practicable. Local planning authorities are strongly encouraged to use online engagement methods to their full potential. Appropriate methods include virtual exhibitions, digital consultations, video conferencing, social media and providing documents for inspection on a public website. Authorities will also need to take reasonable steps to ensure sections of the community that don't have internet access are involved and consider alternative and creative ways to achieve this. Authorities may wish to consider engaging sections of the community, that do not have internet access, through representative groups rather than directly, targeting only people in areas most affected by proposals, and allowing individuals to nominate an advocate to share views on their behalf. Consulting by telephone or in writing can also be used where this is feasible and alternatives can't be identified. Opportunities to combine public consultations can be explored so that offline methods can be made more cost effective.

There is no requirement in legislation for local planning authorities to consult when reviewing and updating their Statement of Community Involvement, although it is good practice for authorities to inform the public of their intentions to update this document and of the changes that have been made. It is also good practice to make clear that the changes are only temporary whilst restrictions relating to COVID-19 are in place. However, where a local planning authority has made a pledge in their Statement of Community Involvement to consult on any changes, they may wish to take independent legal advice on how best to proceed.

Paragraph: 078 Reference ID: 61-078-201200513

Revision date: 13 05 2020

- 2.8 In introducing these revisions, the Minister has highlighted that the planning system has a vital role to play in enabling the delivery of housing and economic growth that

will support the UK's economic recovery. It is important that the system continues to operate effectively, ensuring that all those involved, including local authorities, the Planning Inspectorate, developers, statutory consultees, local communities and others can engage in the process while adhering to the Government's guidance on social distancing. This Statement sets out the Government's expectations for how the planning system should be operating during the COVID-19 emergency. It applies to applications and appeals under the Town and Country Planning Act; Development Consent Orders under the Planning Act 2008; the Compulsory Purchase Order regime and to development plans, including neighbourhood plans and spatial development strategies. Local planning authorities and the Planning Inspectorate are therefore expected to drive the planning process forward and should ensure that it continues to operate effectively to support economic recovery. Moving to digital events and processes will be critical.

2.9 There is a strong imperative for the Council to respond to the consequences of the unprecedented situation we currently face in terms of the economic resilience of the County and the need to support the recovery of the local economy. One of the key measures that the Council can take to support this objective is to maintain progress with the Local Plan in order to provide greater certainty and confidence for future investment and development in the County.

2.10 Postponement of the Regulation 19 consultation has delayed the local plan timetable. It is a requirement of the process to keep the Local Development Scheme up to date it is therefore proposed to revise the timetable for the Local Plan accordingly and this is set out in an amended Local Development Scheme, as appended as Appendix 1 of this report. In summary, the current anticipated timescales for the remaining stages to Examination are as follows:

| Remaining stage | Proposed date |
|--|---|
| Regulation 19 consultation | Fri 17 th July 2020- Fri 28 th August 2020* |
| Consideration of Representations & preparation of submission documents | Sept - Nov 2020 |
| Submission to Secretary of State | December 2020 |
| Examination | April – May 2021 |
| * Consultation dates are indicative only and are predicated on the Council's ability to provide public access to their principal offices in Oakham for the consultation documents to be inspected during normal office hours | |

2.11 If approved by Cabinet, this version of the Local Development Scheme will replace the one approved by Cabinet at its meeting held in December 2019. The revised LDS will be published on the Council website with immediate effect.

2.12 In order to provide the opportunity to progress the Local Plan and taking account of recent guidance, a review of the current SCI has been undertaken. The effect of this review is to delete a minimum requirement set out in paragraph 4.1 and Appendix 1 of the current SCI for libraries to be deposit locations for the inspection of the Local Plan and associated documents during the course of the Local Planning Regulation 19 consultation and subsequent stages in the plan making process. In addition, further measures are set out in the appendix to the SCI to outline proposals to encourage engagement during the current situation related to Covid-19. The draft

reviewed SCI is attached at Appendix 2 to this report for the consideration of the Committee.

- 2.13 Adoption of the SCI Review, which takes account of the above announcement and national guidance, will allow for the statutory consultation on the Local Plan, pursuant to Regulation 19 to take place. It is proposed that this consultation will be for a six week period. The exact dates are still to be finalised, although a draft timetable of the anticipated consultation dates are set out above. The intention will be to start the consultation as soon as practically possible once a decision is made. Consultation will still require the Council's principal office in Oakham to be open during normal office hours for inspection throughout the consultation period in a safe environment, meeting whatever requirements for social distancing are in place at that time. This is required in order that the Council complies with Regulation 35 as set out above. This provision will be particularly important for anyone without access to the internet who wishes to inspect the plan.
- 2.14 At the present time, the opening of libraries is less certain. If they are able to open during the course of the consultation and it is safe for these to be used as deposit locations then these will also be used, but the effect of the SCI review is not to require these to be deposit locations as a minimum requirement for the consultation and notification stages. Additional measures will be put in place (as set out in the revised SCI) to encourage engagement with the consultation focussing on the use of electronic and virtual formats

3 CONSULTATION

- 3.1 Three stages of consultation have taken place in the preparation of the Local Plan and the recommendation will enable the statutory consultation on the plan to progress.
- 3.2 The LDS attached as Appendix 1 will replace that approved by Cabinet in December 2019. There is not requirement to consult on the LDS however it must be kept up to date and published on the Council's website.
- 3.3 The SCI is not a development plan document and there is no statutory requirement to consult on a review of it. However the Council had indicated its intention to consult on the SCI Review in the LDS approved by Cabinet in December 2019. Therefore, it is intended to undertake a four week consultation on the reviewed SCI as outlined above. The nature and form of this consultation is not covered by any legislative requirements.
- 3.4 In line with Government guidance that it is good practice for authorities to inform the public of their intentions to update the SCI and of the changes that have been made as part of the public consultation, measures will be undertaken to inform the public through press release, newsletter and emails to those on the planning policy consultation database.

4 ALTERNATIVE OPTIONS

- 4.1 The alternative option is to await the time when the current SCI can be used as the basis of the Local Plan consultation.

- 4.2 At present, there is uncertainty when the Council would be able to conduct the consultation within the context of the current SCI. The proposed amendments to the SCI would therefore provide the opportunity to maintain progress with the Local Plan in order to aid the economic recovery of the County following the likely impact of the Covid-19 situation on the local economy.

5 FINANCIAL IMPLICATIONS

- 5.1 The Council has a budget in 20/21 to deal with costs arising from the development, consultation and examination stages of the Local Plan. In respect of the consultation stage, there will be some additional costs with respect to printing and distribution in making the proposed changes to the SCI. These are unquantified at present but are expected to be small and should be contained within existing budgets.

6 LEGAL AND GOVERNANCE CONSIDERATIONS

- 6.1 The Council must publicise its intended timetable for producing the Local Plan. This information is contained in the proposed Local Development Scheme (LDS) which authorities should publish on their web site and must keep up to date. An updated timetable was published in December 2019 following approval by Cabinet and this has now been amended to reflect the delay in bringing forward the Regulation 19 consultation on the Local Plan approved by Council in February 2020.
- 6.2 The Council must comply with any commitments it has made in the adopted Statement of Community Involvement (SCI). Government advice contained in the National Planning Policy Guidance and Covid19 Guidance recommends that changes should be made to SCI to ensure that Local Plans can continue to progress. The SCI has been reviewed to reflect this guidance and other statutory and regulatory changes relating to the planning function.
- 6.3 Local Authorities are required by legislation to prepare a Local Plan to set the local planning framework for their area. The current Local Plan adopted in 2011 was intended to cover the period until 2026. There is a need to ensure the plan is up to date through a review of the Plan. Failure to have an up to date local plan in place limits the Council's ability to influence the quantum, location and quality of development in its area. The Government have made clear that they expect Councils to have a local plan in place.
- 6.4 The Neighbourhood Planning Act 2017 provides for intervention in the local plan making process. In November 2017, the Government confirmed that it would use these powers to intervene in the case of 15 Councils who failed to meet their deadlines for publishing local plans. The Secretary of State went on to say, "the remaining authorities who are not making progress on their plan-making and fail to publish a plan for consultation, submit a plan to examination or to keep policies in plans up to date are on notice that consistent failure to make sufficient progress will no longer be tolerated. My Department will begin formally considering the case for intervention as deadlines are missed". As a consequence, the threat of intervention into Rutland's Local Plan would be more immediate than previously anticipated should the Council fail to make progress towards submitting a plan for examination by a Local Plan Inspector.

- 6.5 The Council has produced the Pre-Submission version of the Plan in line with the statutory requirement to do so and this has been approved by Council in February 2020. The Council is required by statute to invite representations on the Proposed Submission Documents (i.e. the Plan, the Sustainability Appraisal and other relevant supporting documents) over a 6 week period prior to Submission to the Secretary of State. These representations should be on matters of soundness and legal compliance only, as these are the only matters the Inspector can consider at the Examination.

7 DATA PROTECTION IMPLICATIONS

- 7.1 A Data Protection Impact Assessments (DPIA) has not been completed.

8 EQUALITY IMPACT ASSESSMENT

- 8.1 An Equality Impact Assessment has not been completed. The current equality screening assessment for the Local Plan will require updating to take account of the amended proposals for the SCI should these go ahead. It is recognised that the greater use of online engagement methods could disadvantage residents who are without internet access. Whilst these numbers are expected to be low in Rutland, the provision of documents in Catmose for inspection together with specific proposals set out in the appendix to the reviewed SCI will help to address this need.

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 None identified.

10 HEALTH AND WELLBEING IMPLICATIONS

- 10.1 None identified.

11 ORGANISATIONAL IMPLICATIONS

- 11.1 Environmental implications - None identified
11.2 Human Resource implications - None identified
11.3 Procurement Implications - None identified

12 CONCLUSION AND SUMMARY OF REASONS FOR THE RECOMMENDATIONS

- 12.1 The Covid-19 pandemic has affected all aspects of the implementation of the Council's statutory functions. In the context of the Local Plan, a decision was made not to commence the planned Regulation 19 consultation on 24th March but to keep this decision under review. Since then recent MHCLG advice encourages Local Planning Authorities to progress with the preparation of local plans as these will be key to enabling the inevitable economic recovery which will be necessary once the pandemic is over.

- 12.2 As a result of postponement of the consultation the Local Plan timetable needs to be updated and published. Appendix 1 to this report sets out the revised timetable for the remaining stages in the process.
- 12.3 The current SCI has been reviewed in order to update all elements of community engagement in the planning process and to ensure that Covid-19 restrictions are appropriately covered. This review will also provide the opportunity to maintain progress with the Local Plan in circumstances where there are limitations on access, movement and face to face contact which make the current provisions of the SCI impossible to implement for an uncertain period of time. The draft reviewed SCI is set out in Appendix 2 and Cabinet will be asked to approve this document for a four week consultation period beginning on Friday 19th June 2020.
- 12.4 The proposals are in line with recent guidance issued by the Government.

13 BACKGROUND PAPERS

- 13.1 There are no additional background papers to the report.

14 APPENDICES

- 14.1 Appendix 1 – Revised Local Development Scheme Statement of Community Involvement
- 14.2 Appendix 2 – Reviewed Statement of Community Involvement.

A Large Print or Braille Version of this Report is available upon request – Contact 01572 722577.

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RUTLAND
LOCAL DEVELOPMENT SCHEME
2020 - 2023



Rutland
County Council

June 2020

Contents

| | |
|---|---|
| 1.0 INTRODUCTION | 1 |
| 2.0 RUTLAND LOCAL PLAN | 1 |
| Adopted Rutland Local Plan | 1 |
| Supplementary Planning Documents (SPDs) | 1 |
| Other Relevant Documents | 2 |
| Statement of Community Involvement (SCI) | 2 |
| Community Infrastructure Levy (CIL) | 2 |
| Authority Monitoring Report (AMR) | 2 |
| 3.0 NEIGHBOURHOOD PLANS | 3 |
| 4.0 RUTLAND LOCAL DEVELOPMENT PROGRAMME | 4 |
| Rutland Local Plan 2018 - 2036 | 4 |
| Statement of Community Involvement | 4 |
| 5.0 RESOURCES AND PROGRAMME MANAGEMENT | 5 |
| 6.0 RISK ASSESSMENT | 5 |
| 7.0 MONITORING AND REVIEW | 6 |
| APPENDIX 1 - Programme | 7 |
| APPENDIX 2 - Glossary..... | 8 |

1.0 INTRODUCTION

- 1.1 Local Planning Authorities are required by legislation to prepare and maintain a Local Development Scheme (LDS) to provide a timetable for the preparation of a Local Plan and any other Local Development Documents.
- 1.2 The national Planning Practice Guidance (PPG) requires the LDS to be kept up to date and be made publicly available, so that local communities and interested parties can keep track of Local Plan progress.
- 1.3 This LDS covers the period 2020 to 2023 and sets out the documents the Council intends to prepare over this period. It replaces the previous LDS published in April 2018 and the LDS timetable for preparation of the Rutland Local Plan 2018 – 2036 approved in December 2019.

2.0 RUTLAND LOCAL PLAN

Adopted Rutland Local Plan

- 2.1 At the time at which this LDS comes into effect, Rutland County Council has adopted the following documents:
 - **Minerals Core Strategy & Development Control Policies DPD – adopted October 2010:** Provides the overall vision for future minerals development in Rutland having regard to future predicted needs up to 2026 and contains development control policies to guide decision making on planning applications for minerals development. It replaced policies in the Leicestershire Minerals Local Plan Review (May 1995).
 - **Rutland Core Strategy DPD - adopted July 2011:** This provides the overall spatial vision, objectives and spatial strategy for Rutland. It identifies the broad locations, distribution and overall scale of development up to 2026 including a strategic allocation in Oakham. It contains a range of development control policies and addresses future waste development in Rutland, having regard to future predicted needs. It replaced a number of the policies in the Rutland Local Plan (2001) and the Leicestershire, Leicester and Rutland Waste Local Plan (2002).
 - **Site Allocations and Policies DPD – adopted October 2014:** The purpose of this DPD is to identify and allocate sites for development (i.e. housing, retail, waste) and to set out more detailed policies that will be used to determine planning applications in accordance with the overarching policies in the Rutland Core Strategy. It replaced the remaining policies in the Rutland Local Plan (2001) and the Leicestershire, Leicester and Rutland Waste Local Plan (2002).
- 2.2. Work is underway on preparing a new Local Plan that will replace the above documents. The new Local Plan will contain strategic and other policies and allocations to guide development in the County up to 2036. Details of the timetable for this are set out in Section 4.0.

Supplementary Planning Documents (SPDs)

- 2.3. SPDs are typically produced to provide more detailed guidance on how a particular policy should be implemented or site developed. SPDs are not subject to independent examination and there is no requirement for the LDS to include a timetable for the preparation of SPDs.
- 2.4. To date the Council has adopted the following SPDs:
 1. Wind Turbine Developments SPD (adopted November 2012)
 2. Ashwell Business Park SPD (adopted January 2013)
 3. Extensions to Dwellings SPD (adopted March 2015)

4. Garden Extensions SPD (adopted March 2015)
5. Shop Fronts including Signs and Shop Security SPD (adopted March 2015)
6. Planning Obligations SPD (adopted January 2016)

- 2.5. It is proposed that the following SPDs will be prepared and adopted:
- Design SPD
 - Stamford North SPD (masterplan for site – joint SPD with South Kesteven District Council)
 - Planning Obligations SPD (update of SPD adopted in 2016)
- 2.6. The Council will also consider the possibility of producing additional SPDs if the need arises during the three year period of the LDS.
- 2.7. Information on adopted [SPDs](#) can be found on the Council's website.¹ This will also provide information on progress in preparation of the proposed SPDs.

Other Relevant Documents

Statement of Community Involvement (SCI)

The SCI was adopted in January 2014. It sets out the standards and approach the Council takes to involving individuals, groups and organisations in preparing or revising policy documents and considering planning applications. A review of the SCI began in 2019, however progress with the review has been impacted by the Covid19 restrictions and rapidly changing government policy and advice. As a result of this guidance the Council will publish a review of the SCI which addresses Covid19 related issues as well as updating the SCI provisions in line with Regulations which will ensure that the Council can continue its statutory planning functions, in particular making progress with the Local Plan Review and neighbourhood plans. This will form a Second Review of the SCI and will be published during the summer of 2020. There is no requirement in legislation for local planning authorities to consult when reviewing and updating their Statement of Community Involvement, although it is good practice for authorities to inform the public of their intentions to update this document and of the changes that have been made.

2.8 .

Community Infrastructure Levy (CIL)

- 2.9 The Council adopted CIL in January 2016. CIL is a locally set charge on development. It is intended to give more certainty to developers over how much their development will need to contribute to meeting the costs of infrastructure. It is intended to supplement other funding streams to ensure that new community infrastructure can be provided to support local growth and to give councils and communities more choice and flexibility in how they fund infrastructure. The CIL is supported by a detailed [Charging Schedule](#) which sets out the CIL rate for specific types of development in Rutland.²

2.10 There are currently no proposals to review CIL.

Authority Monitoring Report (AMR)

- 2.11 The purpose of an AMR is established in legislation and should provide annual updates on the following:
- Progress on the timetable and milestones for preparation of documents set out in the LDS;
 - the progress and effectiveness of the Local Plan, including details of policies and proposals which are not being implemented and the reasons for this;
 - details of any neighbourhood plans and progress with work on the Duty to Cooperate;
 - information regarding the Community Infrastructure Levy;

¹ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/supplementary-planning-documents-spd/>

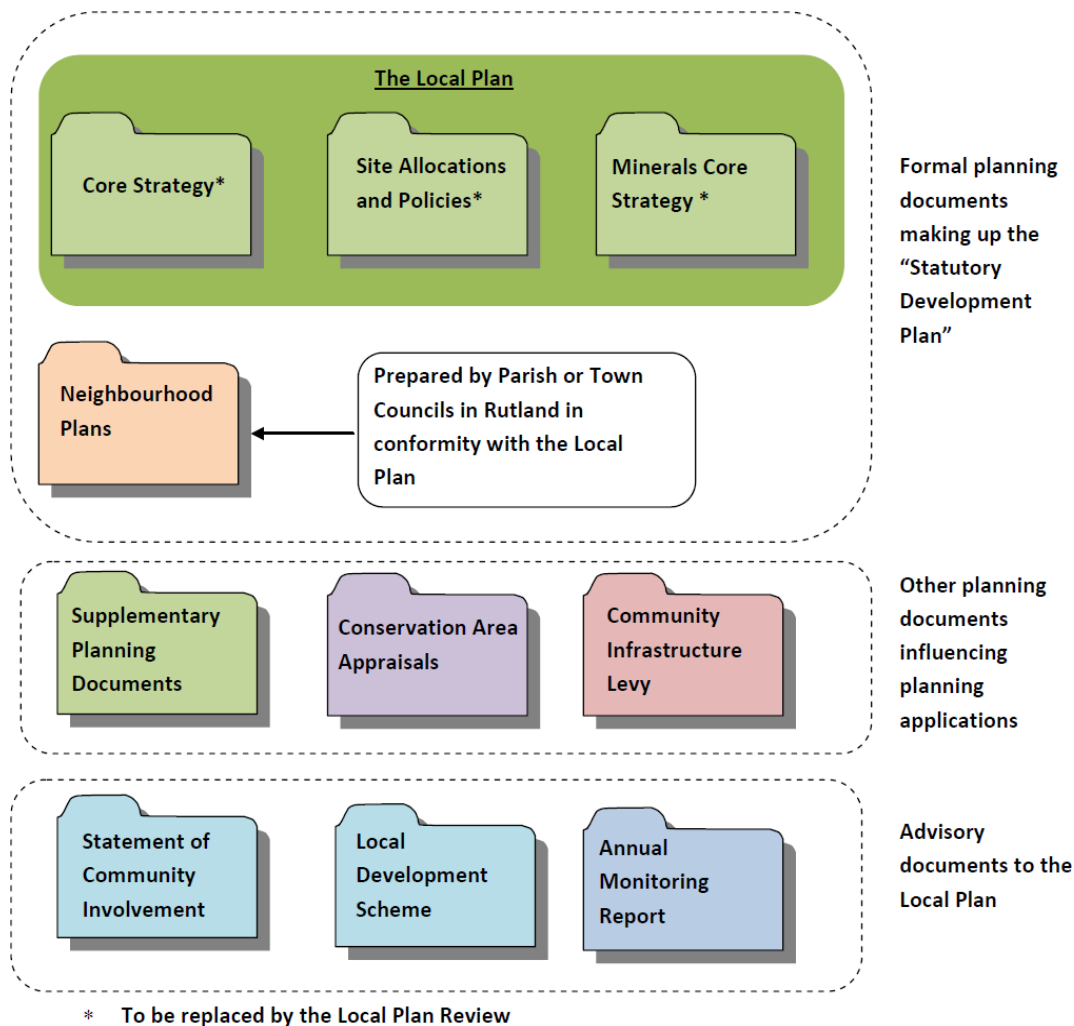
² <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/community-infrastructure-levy-cil/>

- information collected for monitoring purposes.

2.12 The [latest AMR](#) can be found on the Council’s website.³

2.13 A diagram showing an overview of the different documents which currently make up the Rutland Local Plan is shown in Diagram 1.

Diagram 1: The Local Plan and Planning Policy Framework



3.0 NEIGHBOURHOOD PLANS

3.1. Neighbourhood plans provide an opportunity for local people to influence development in the areas where they live or work. Neighbourhood Plans become part of the development plan and the policies within them used in determining planning applications within the relevant Neighbourhood Plan Area. A key criteria for a neighbourhood plan is that it is general conformity with the overarching strategic policies in the Rutland Core Strategy DPD (or emerging Local Plan).

3.2. At the time this LDS comes into effect, the following Neighbourhood Plans have been ‘made’:

- Edith Weston Neighbourhood Plan – June 2014

³ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/annual-monitoring-report/>

- Uppingham Neighbourhood Plan – January 2016
- Cottesmore Neighbourhood Plan – July 2016
- Langham Neighbourhood Plan – April 2017
- Greetham Neighbourhood Plan – October 2017
- Barrowden and Wakerley Neighbourhood Plan – November 2019

3.3. Neighbourhood Plans are currently being prepared for the following designated Neighbourhood Areas: Wing, Ketton and Tinwell, Market Overton, North Luffenham and Oakham and Barleythorpe. Further information on these plans can be found on the [Neighbourhood Planning](#) pages of the Council's website.⁴

4.0 RUTLAND LOCAL DEVELOPMENT PROGRAMME

4.1. The documents the Council will prepare over the next three years are:

Rutland Local Plan 2018 - 2036

4.2. The Council is preparing a new Local Plan, which when adopted will replace all existing adopted Local Plan documents. Since the approval of the last LDS in December 2019, publication of the Local Plan under Regulation 19 for formal consultation, has had to be postponed as a result of Covid19 restrictions this has resulted in the need to revise the LDS.

4.3. The stages of preparing emerging Local Plan 2018 – 2036 and updated timing for key milestones is set out below (and in Appendix 1).

| Key Milestones for Preparation of Rutland Local Plan 2018 - 2036 | | |
|---|--|--|
| | Stage of Plan Making | Timetable |
| Regulation 18 | Consultation on Issues and Options | November 2015 – January 2016 (completed) |
| | Public consultation on preferred options consultation document | August – September 2017 (completed) |
| | Public consultation on focused changes and additional sites | July – August 2018 (completed) |
| Regulation 19 | Formal public consultation on proposed submission Plan | Summer 2020 (planned) |
| Regulation 22 | Submission to Secretary of State | December 2020 (planned) |
| Regulation 24 | Examination of Local Plan | April – May 2021 (planned) |
| | Receipt of Inspector's Report | To be advised |
| Regulation 26 | Adoption of Local Plan | To be advised |

4.4. It should be noted that once the Local Plan is submitted to the Secretary of State the timing of subsequent stages is in the hands of the appointed Inspector and dependent on the need to publish and consult on Main Modifications recommended by the Inspector following the examination hearings.

4.5. The Local Plan is accompanied by a Policies Map, which will be updated to reflect any changes to area specific policies and site allocations.

Statement of Community Involvement

4.6. The SCI is in the process of being reviewed to reflect experiences of people using the planning service, updated regulations and guidance (including around the accessibility of documents and electronic means of communication) and in response to Covid19 restrictions.

⁴ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/neighbourhood-planning/>

5.0 RESOURCES AND PROGRAMME MANAGEMENT

- 5.1 The lead role in the production of Local Plan documents will be taken by the Council’s planning policy team. However, recognising that the Local Plan will reflect the objectives and priorities of the Council’s Corporate Plan and other strategies, there will be input from various parts of the Council. Consultants will need to be engaged on specific projects where there is a lack of expertise (e.g. retail).
- 5.2 Close working with a range of stakeholders and partners will also be important to the preparation of the Local Plan and other planning policy documents.
- 5.3 At Examination stage, the Council will be expected to demonstrate evidence of having effectively co-operated to plan for issues with cross boundary impacts. Details of how the Council has undertaken this engagement will be set out in a Duty to Cooperate Statement, which will be published as supporting document when the Council submits the Local Plan for examination.
- 5.4 The County Council has a good track record of working with other authorities in particular on joint evidence based work (e.g. Strategic Housing Market Assessment) and the Council’s minerals waste planning service is currently provided in conjunction with Northamptonshire County Council.
- 5.5 The Council will keep open the possible production of joint evidence studies and if appropriate, the preparation of joint Local Plans, DPDs or SPDs. In order to co-ordinate the potential proposed development on the north side of Stamford within the Rutland and South Kesteven Local Plans, there will be a Memorandum of Cooperation agreed between the Council with South Kesteven District Council and Lincolnshire County Council.
- 5.6 The Portfolio Holder for Environment, Planning, Property and Finance has responsibility for the Local Plan and other planning policy documents. The Growth, Infrastructure and Resources Scrutiny Committee will consider draft policies and proposals and make recommendations to Cabinet. The approval for publication of the Local Plan (under Regulation 19) was given by Full Council on 10th February 2020, with delegated powers to the Strategic Director of Places, in consultation with the Portfolio Holder, to make any required modifications prior to submission. Post examination approval for adoption is given by Full Council.

6.0 RISK ASSESSMENT

6.1 The main risks to the successful progress on the preparation of the documents in the LDS are:

| Risk | Impact | Mitigation |
|--|---|---|
| <p>Resources Inadequate resources to undertake specific areas of work</p> | <p>Unable to progress work Potential impact on quality of work</p> | <p>Regular monitoring of resources, budgets and costings Explore opportunities for joint working and more cost effective way to deliver services Flexibility in preparation of documents so resources can be moved between different documents according to need and progress</p> |
| <p>Staff turnover</p> | <p>Delays in document preparation</p> | <p>Flexibility in use of staff resources Secondment of staff or use of short term contract staff</p> |

Rutland Local Development Scheme 2020-2023

| Risk | Impact | Mitigation |
|---|---|--|
| Evidence base requirements | Evidence base becomes out of date and may require reviewing, creating delays in delivery of Local Plan | Anticipate what information is required in advance so can be built into programme |
| Planning Inspectorate (PINS) unable to meet the timescale for examination and report | Delay to examination/reporting Key programme milestones not met | Liaise with PINS on timetable and provide early notification of anticipated submission date Close liaison with PINS to highlight any potential issues/problems at early stage |
| Legal Challenge/soundness | Local Plan fails tests of soundness which would significantly delay process Legal challenge to document could see Local Plan, or part of it, quashed and requirement to repeat work | Ensure procedures, Acts and Regulations are complied with Use of PAS Local Plan Toolkit Draw on external expertise where necessary to ensure evidence and approach to policy is robust |
| Continuation of Covid19 Restrictions | Regulation 35 requires a copy of the Regulation 19 Local Plan to be available for public inspection at the Council's principle Office. Closure of public buildings and restrictions on public access, public meetings and peoples movement Postponement of Local Plan Examination hearings until further notice | Review ways in which copies of the documents can be made available for inspection at the Council's Principal Office in a safe manner which confirms to the latest Covid19 restrictions and regulations. Review the SCI to remove need to use consultation methods which rely on public access and face to face contact and replace with greater use of virtual and electronic formats whilst responding to the needs of those who do not have access to the internet and a computer. Continue close liaison with PINS to respond to any potential issues/problems at early stage |

7.0 MONITORING AND REVIEW

7.1 Any changes in content of documents or timetable will be monitored through the AMR. In the event of work proceeding more quickly or slowly than programmed, adjustments will be highlighted in the AMR and the LDS amended as necessary.

APPENDIX 2 - Glossary

| | |
|--|---|
| Authority Monitoring Report (AMR) | Report on how authority is performing with regard to meeting the timetables for preparation of Local Plan documents and the performance of planning policies, with the identification of any remedial action to be taken if required |
| Community Infrastructure Levy (CIL) | Charge that local planning authorities can impose on new developments in their area. Money can be used to support development by funding infrastructure that has been identified by the Council and the local community |
| Development Plan | Includes adopted local plans and neighbourhood plans that have been made. Currently comprises the Minerals Core Strategy and Development Control Policies DPD, Rutland Core Strategy DPD and Site Allocation and Policies DPD. Will be replaced on adoption by the Rutland Local Plan 2018 – 2036. |
| Local Development Scheme (LDS) | The Council's three-year programme for preparing Local Development Documents. |
| Local Plan | In law described as a Development Plan Document (DPD) can consist of either strategic or non-strategic policies, or a combination of the two. They are subject to an independent examination by a planning inspector and are prepared in consultation with the local community |
| Neighbourhood Plan | A plan prepared by a Town/Parish Council or neighbourhood forums for a specific neighbourhood area. They are subject to community consultation, an independent examination by an examiner and a local referendum process. Once made, these documents form part of the statutory development plan for the area |
| Policies Map | This is a map on an Ordnance Survey base for the whole of the local planning authority's area which shows where the policies in the Local Plan applies. The Policies Map may include inset maps for particular villages or areas to show information at a larger scale. The Policies Map may be updated each time that a Local Plan is adopted |
| Statement of Community Involvement (SCI) | Sets out how the Council will engage and consult with the public and other stakeholders during the production of the Local Plan and when dealing with planning applications |
| Supplementary Planning Document (SPD) | Expand on policies and proposals in Local Plans. They do not form part of the statutory development plan and are not subject to independent examination. SPDs are typically produced to provide more detailed guidance on how a particular policy should be implemented or site developed. Once adopted, SPDs form part of the Local Plan as non-statutory documents. |



Statement of Community Involvement

Second Review



June 2020

Title

Statement of Community Involvement – Second Review

Subject matter

To provide a clear structure and guidance on how the Council intends to engage with the community and stakeholders through the planning process

Adoption Date

The Statement of Community Involvement (SCI) was adopted by the Council on xxxx

Contact Information

~~This document can be made available on request, in other languages and formats (large print, Braille or on audio tape) by contacting:~~

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Contents

To be updated on publication

Section 1: Introduction

Background

- 1.1 The Council's Statement of Community Involvement (SCI) was last updated in 2014.
- 1.2 Since that time, there have been a number of legislative changes to the planning system and in the way personal data is held and processed and it is appropriate for the SCI to be updated to reflect these. It is also important to learn from previous experience and whether the means through which the Council has engaged on plan making and in the consideration of planning applications remains effective. More recently a requirement¹ has been introduced which requires the SCI to be reviewed at least every five years.
- ~~4.21.3~~ This Review also includes changes which need to be made to the SCI to address the impact of Covid-19 on the planning process. These changes will ensure that the Council can continue to determine planning applications and make progress on the Local Plan Review and Neighbourhood Plans. All of which will enable the County to respond positively to address the inevitable economic impact of Covid-19.
- 1.4 Local Planning Authorities (LPAs) including Rutland County Council are required to produce a SCI under section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004.
- 1.5 The minimum requirements for consultation on planning policy documents and planning applications are set out in The Town and Country Planning (Local Planning) (England) Regulations (the Local Planning Regulations)² in the case of planning policy documents and the Town and Country Planning (Development Management Procedure) Order (DMPO)³ (2) for planning applications.

I

¹ The Town and Country Planning (Local Planning)(England)(Amendment) Regulations 2017

² The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended)

³ The Town and Country Planning (Development Management Procedure) (England) Order 2015

~~The Council's first Statement of Community Involvement (SCI) was adopted in June 2006.~~

~~1.3 Since this time, the Government has introduced a series of changes to the planning system. These were principally through the Localism Act 2011 and the issue of the National Planning Policy Framework (NPPF) in March 2012.~~

~~1.4 This has resulted in the streamlining of plan preparation, as well a number of other relevant changes. It has also introduced a duty to cooperate with neighbouring local authorities and other organisations on matters of strategic cross boundary significance.~~

~~1.5 In recognition of these reforms, the Government published revised local planning regulations in 2012. These are the Town and Country Planning Local Planning (England) Regulations 2012.~~

Purpose of the SCI

1.6 The Statement of Community Involvement sets out how the Council intends to engage with communities through the planning process. This includes the preparation and revision of Development Plan Documents (DPDs) (commonly referred to as local plans) and Supplementary Planning Documents (SPDs) and procedures for consulting the public on planning, listed building and other applications.

1.7 Its purpose is to identify the standards to be met and provide a clear public statement enabling people to know how and when they will be involved in the preparation of planning policy documents and how they will be consulted on planning applications.

~~1.6 1.3 Its purpose is to identify the standards to be met and provide a clear public statement enabling people to know how and when they will be involved in the preparation of local development documents and how they will be consulted on planning applications.~~

1.8 Having clear arrangements for carrying out consultation will help to establish a two-way process between the community and the Council. It will provide the community with opportunities to help shape their local areas and create a transparent, fair and open planning process. The SCI sets out the techniques available and which are likely to be used, however it is important to retain a degree of flexibility so that methods can be appropriately tailored to the planning document in question, to allow for changes in the regulations or best practice guidance, and to reflect that new methods of communication and engagement may become available over the life of the document.

1.9 The Council will prepare a Statement of Consultation for each DPD it prepares setting out who was consulted at each stage together with a summary of the main issues raised in any representations and how these have been taken into account.

~~This will enable people making representations to consider whether the DPD is prepared in accordance with this document as required by the Legal compliance test at the Examination.~~

Need for review

1.10 The review of the Council's SCI takes account of the changes in legislation and regulations since the last review. The Government is committed to increasing the ability of local communities to influence planning decisions and future development in their areas by making the planning system more simple and accessible. The National Planning Policy Framework (2019) says that (paragraph 16):

'Plans should:

c) be shaped by early, proportionate and effective engagement between plan-makers and communities, local organisations, businesses, infrastructure providers and operators and statutory consultees'

~~The review of the Council's Statement of Community Involvement takes account of the recent changes in legislation and regulations. The Government's aim is for every area to have a clear local plan which sets out local people's views of how they wish their community to develop, consistent with the NPPF and against which planning applications for planning permission will be judged.~~

1.11 On 13th May 2020 Ministry of Housing, Communities and Local Government (MHCLG) published temporary measures designed to make it easier to continue to operate the planning system. These measures include an update to the National Planning Practice Guidance (NPPG) in relation to Local Plan preparation and the making of temporary changes to an SCI to allow progress on plan making to continue⁴. In particular the NPPG states that

Where any of the policies in the Statement of Community Involvement cannot be complied with due to current guidance to help combat the spread of coronavirus (COVID-19), the local planning authority is encouraged to undertake an immediate review and update the policies where necessary so that plan-making can continue.

1.12 ~~There are no requirements on how the SCI is produced in legislation for the Local Planning Authority to consult when reviewing and updating the SCI, and Rutland's current SCI makes no commitment to consult on future changes to it. However the Council will undertake four weeks consultation on this review before considering its adoption. However, the Council intends to follow best practice relating to consultation undertaken for other planning documents. This review will also provide an opportunity to incorporate new ideas on community involvement and ensure the Council's practices remain of the highest standard.~~

Changes in consultation methods

1.132 The Covid 19 pandemic has affected all aspects of the implementation of the Council's statutory planning functions. In particular it has affected the ability to make documents available in public places including local libraries, hold exhibitions, circulate leaflets, attend forums or meetings and the submission of paper based

⁴ NPPG Paragraph: 076 Reference ID: 61-076-201200513 to Paragraph: 078 Reference ID: 61-078-201200513

representations as well as the ability for people and groups to meet together to prepare joint responses to applications and DPDs.

1.14 MHCLG and the Planning Advisory Service has issued clear advice that Local Planning Authorities should forge ahead with the preparation of local plans as these will be key to enabling economic recovery which will be necessary once the pandemic is over.

1.15 To do this, changes need to be made to the SCI which will enable the planning process to progress with a focus on electronic and web based formats as recommended by the Government. The changes outlined in this document provide the opportunity to maintain progress with the Local Plan and to continue to determine planning applications in circumstances where there are significant limitations on access, movement and face to face contact which make the current provisions of the SCI impossible to implement. The Statutory Regulations will continue to be met throughout the process and are included within this SCI as the minimum consultation. A subsequent review of the SCI will be undertaken when the Covid19 related changes are no longer considered necessary. It is however recognised that there will continue to be a focus on electronic, web based and virtual methods of consultation going forward. Since the previous SCI was adopted in 2006, the Council has moved to more electronic engagement and consultation methods. These include regular updates to the web pages and the production of an electronic Local Plan newsletter which provides updates on progress in preparing the Local Plan and is sent to all on the email update list.

1.13 The use of social media will also be considered in order to reach areas of the communities that would not normally respond to traditional consultation methods.

Section 2: Community Involvement on the Local Plan Preparation

The Rutland Local Plan

- 2.1 The Rutland Local Plan is currently made up of a series of Development Plan Documents that contain policies and allocations that will promote sustainable development in Rutland. It comprises the Core Strategy DPD (July 2011), Site Allocations & Policies DPD (October 2014) and Minerals Core Strategy and Development Control Policies DPD (October 2010). Work is underway on preparing a new Rutland Local Plan that when adopted (anticipated in 2021) will replace all of these documents. The new Local Plan will contain strategic and other policies and allocations to guide development in the County up to 2036^a ~~folder of documents (see diagram below) that will replace existing policies in the Rutland Local Plan (2001) and provide planning policies for Rutland for the period to 2026 and beyond.~~
- ~~2.2 Development plan Documents (DPDs) are subject to examination by an Inspector appointed by the Secretary of State. Supplementary Planning Documents (SPDs) are adopted by the Council but not subject to external examination.~~
- ~~2.3 The Council has already adopted a number of local plan documents. The Core Strategy DPD was adopted by the Council on 11 July 2011. The Minerals Core Strategy and Development Control Policies DPD was adopted by the Council in October 2010. The Council is preparing the Site Allocations & Policies DPD with adoption of the document anticipated in February 2014.~~
- 2.24 The Council will also prepare SPDs which will provide guidance and information on the implementation of particular policies in the Local Plan that will need to be considered when submitting development proposals. SPDs do not form part of the Development Plan. Information on adopted SPDs⁵ can be found on the Council's website

~~Diagram: The Local Plan~~

Key stages for preparing Development Plan Documents

- 2.35 The Key stages for preparing DPDs are set out in Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). For further details see **Appendix 1**.
- 2.46 In summary these are set out in stages:
- a) Public Participation in preparation of DPDs (Regulation 18) and Publication of a DPD ~~and making representations~~**

⁵ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/supplementary-planning-documents-spd/>

- There is considerable flexibility in how the initial stages of plan preparation may be carried out but typically This-it may involve two stages of consultation ~~and on~~ draft documents, if the Council considers it appropriate, consisting of Issues and Options and Preferred options.
- These stages involve evidence gathering and targeted consultation with key stakeholders to identify main issues and options and to seek views about what the local plan ought to contain including the production of and consultation on draft documents as appropriate.
- A Sustainability Appraisal (SA) Report will be prepared which identifies and reports on the likely significant effects of the plan and the mitigation measures which can be taken to reduce them. The SA process is iterative and is therefore reported and updated throughout preparation of the plan including at Adoption.

b) Publication of a DPD for making representations (Regulation 19)

- The Publication (or Pre-Submission) version of the Plan is the final version of the document which the Council intends to submit for public examination. This version will be developed having considered the views and evidence gathered under Regulations 18.
- The proposed document will be published for a minimum of six weeks. Views will be sought on whether the document is “sound” and legally compliant.
- The Council will prepare a Statement of Consultation to present to the Inspector setting out how the community has been consulted at each stage together with a summary of the main issues raised in any representations and how these have been taken into account.

b) Submission of documents to the Secretary of State (Regulation 22)

- ~~The proposed submission is the final version of the document the Council intends to submit to the government for public examination having considered the views and evidence gathered under Regulations 18 and 19.~~
- ~~The proposed document will be published for a minimum of six weeks. Views will be sought on whether the document is legally sound and compliant.~~
- The ~~document—Plan~~ and relevant supporting information, including representations made about the Regulation 19 consultation, will then be submitted to the Secretary of State for independent examination.

c) Examination process

- An Inspector, appointed by the Secretary of State, will examine the document and consider whether the preparation of the plan has been legally compliant.
- Any person with an outstanding representation from the Regulation 19 stage will be notified of the Examination process.

- Any person who has made a representation seeking a change to the plan, within the deadline set by the LPA for regulation 19 consultation responses, has a right to be heard at Examination in accordance with section 20(6) of the Planning and Compulsory Purchase Act (PCPA) 2004 with an outstanding representation from the plan publication stage will be notified and at
- The Planning Inspector will determine the issues that they wish to consider through Hearing sessions and will determine who is invited to participate at these session. Hearing sessions may be held virtually. the discretion of the Inspector, may have an opportunity to be involved at the examination hearing.
- If the Plan is legally compliant the Inspector will then consider whether the document is 'sound'. The Plan will be considered 'sound' if it is positively prepared, justified, effective and consistent with national policy.
- Where the Inspector identifies that Main Modifications (MMs) may be needed, the nature and likely extent of these will be discussed at the examination hearings. Following the hearings, the Inspector will ask the Council to produce a schedule of proposed MMs and to carry out public consultation on these to ensure anyone whose interests may be affected by the modification has an opportunity to comment on it. The consultation period will normally last for a minimum of 6 weeks.
- The Inspector will publish prepares an Inspector's Report with recommended modifications which the Council must follow if it is to adopt the Plan with recommendations to either adopt the Plan, or adopt with modifications or not adopt.

d) Adoption of DPD

- The Council will publish and consider the Inspector's Report and whether it wishes to adopt the Plan as recommended by the Inspector. If the Council decides to adopt the Plan, it will be adopted by the Full Council.

Key stages for preparing Supplementary Planning Documents

2.75 SPDs have fewer stages in their preparation and are not subject to examination. For further details see Appendix 2. However, their preparation still requires community involvement and involves the following formal stages:

a) Preparation

- This stage involves the Council developing a range of evidence to support the document. This may involve informal consultation with relevant stakeholders and interested parties where appropriate.
- A screening report will be prepared to establish whether a Strategic Environmental Assessment (SEA) and/or Habitats Regulations Assessment

(HRA) is required. Where considered necessary, these will be undertaken throughout the preparation process.

- A draft version of the Supplementary Planning Document is prepared based on the evidence collected.

b) Consultation

- The Council will consult on a draft document for at least 4 weeks. Any representations made during the consultation period will be considered and the document revised, where appropriate, to take into account the comments received.

c) Adoption

- The final version of the Supplementary Planning Document will be adopted by the Council. Notice of the adoption will be published on the Council’s website. Consultee’s that have requested it will be notified.

Key stages for Reviewing the Community Infrastructure Levy

2.6 The Community Infrastructure Levy (CIL) is a charge that local authorities can choose to levy on specified new development in their area and which can be used to help deliver a wide range of infrastructure needed to support growth in their area. The Council must demonstrate an infrastructure funding gap; charges will be based on the type of development and be set out in a charging schedule. The Council adopted its CIL charging schedule in January 2016.⁶

2.7 Government guidance is that the preparation or review of CIL charging schedules should be undertaken at the same time as preparing a Local Plan. The Council are not proposing to review the charging schedule at present. Should a review be commenced at some point in the future this would be undertaken in accordance with the following stages set out in the Community Infrastructure Regulations 2010 (as amended) .For further details see **Appendix 3**.

2.8

a) Preparation

- The Council will develop appropriate evidence base to support the document. This will involve informal consultation with relevant stakeholders and interested parties such as developers and other service providers to gain views on matters to take into account when setting the CIL

b) Consultation

⁶ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/community-infrastructure-levy-cil/>

- The Council will publish a draft charging schedule on which representations can be made. This consultation will be for a minimum of 6 weeks. These will be taken into account by the Council prior to its submission for an independent examination. .

c) Examination and Adoption

- The draft charging schedule will be submitted with relevant supporting information to a suitably qualified examiner. .
- Objectors to the document may be allowed to appear at the examination. Recommendations suggested in the Examiner's Report may be binding on the Council. If there are significant issues, the Council may be required to withdraw the charging schedule and re-submit a revised version to a fresh examination.

Should the Council decide to cease charging CIL there is a requirement to publish a statement setting out the implications of doing so and invite representations on the proposal. This consultation would be for a minimum of 4 weeks.

Neighbourhood Planning

2.9 The Localism Act 2011 introduced the ability for town and parish councils to shape new development by preparing a Neighbourhood Plan and granting planning permission through Neighbourhood Development Orders and Community Right to Build Orders. Neighbourhood Plans can be short and simple or go into considerable detail and include the allocation of sites. They set out local planning policies for that neighbourhood area. Neighbourhood Plans have to be in general conformity with national policy and the strategic elements of the County Council's local plan, they cannot propose less development than that proposed by the Council's Local Plan.

2.10 If the Plan is agreed by the local community in a referendum it will become part of the Development Plan and be used in the determination of planning applications.

2.11 The Neighbourhood Planning (General) Regulations 2012 (as amended) sets out the requirements for publicity and consultation in relation to the preparation of Neighbourhood Plans and Neighbourhood Development Orders. The approach taken to engaging and involving local residents, business and other stakeholders is a matter for the Parish or Town Council and is it up to them to decide how they involve people and undertake consultation.

2.12 However, the Council does have some statutory functions, which are set out in the Regulations. These include publicising the intention to produce a Neighbourhood Plan on its website, undertaking consultations when the Neighbourhood Plan is submitted, facilitating the examination, publishing the examiner's report and organising a referendum. The Council will undertake these functions in accordance with the requirements of the Regulations and the principles of this SCI (see Appendix 3).

Statement of Community Involvement – Second Review

June 2020

2.13 The Council also has a duty to provide technical advice and support to communities in the preparation of their plans. Further information on the support available can be found on the Council's website⁷.

⁷ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/neighbourhood-planning/neighbourhood-planning-and-guidance/>

Section 3: Who will be involved in the Local Plan Preparation Process?

Consultees

- 3.1 When preparing DPD's and SPDs, the Council will seek to engage and consult, where appropriate with the general public and the wider community.
- 3.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 ([as amended](#)) specify a number of organisations that must be consulted. These organisations are referred to as 'specific consultation bodies' and general consultation bodies'.
- 3.3 The lists below refer only to types of group rather than naming every individual group and organisation. This is to ensure that the Statement of Community Involvement does not contain out of date information, these lists are not exhaustive.
- 3.4 **Specific consultation bodies** include Town and Parish Councils and Parish Meetings, neighbouring Local Authorities utilities [and health](#) providers and [organisations such as Historic England, Environment Agency and Natural England](#) ~~relevant Government agencies.~~
- 3.5 **General consultation bodies**, include a range of community groups and organisations representing Rutland interests, whom the Council considers it appropriate to consult on comprising of:
- Voluntary bodies
 - Different racial, ethnic or national groups
 - Different religious groups
 - Disabled persons groups
 - Business groups
- 3.6 **Other consultees** have been identified in addition to specific and general consultation bodies to ensure that local groups, organisations and individuals in Rutland have the opportunity to become involved in the preparation of the Local Plan. These are grouped under the following headings:
- Amenity groups
 - Built Environment
 - Community
 - Economy
 - Education
 - Ethnic Minority Groups Including Gypsies & Travellers
 - Healthcare
 - Housing
 - Landowners/Agents
 - Minerals & Waste Operators
 - Natural Environment
 - Older Persons Groups
 - Service Providers
 - Sports & Leisure
 - Transport

The Duty to Co-operate

- 3.7 The Localism Act 2011 places a duty on Local Planning Authorities and other public bodies to co-operate with each other. The duty requires on-going, constructive and active engagement on strategic cross boundary matters in order to maximise the effectiveness of the Plan, including considering joint approaches to plan making. This could include joint evidence base documents with adjoining local authorities.
- 3.8 Council's must also produce, maintain and update statements of common ground documenting the strategic cross boundary matters to be addressed and the progress which has been made in cooperating to address these. These should be produced using the approach set out in national planning guidance and be made publicly available.
- 3.9 The Council will prepare a Duty to Cooperate Statement of Compliance to demonstrate how it considers it has satisfied the duty in preparing the Local Plan. The Local Plan examination will assess whether the Council has complied with the duty to cooperate.

Consultation Database

- 3.10 To manage the consultation process and to ensure records are up to date, the Council maintains a database with the relevant contact details of the various bodies to be consulted. This includes those that have either commented upon previous consultation documents or expressed an interest in being involved with the preparation of the Local Plan. In 2018 in compliance with the General Data Protection Regulations (2018) (GDPR) the Council contacted all those on the Local Plan mailing list asking them to confirm that they wished to remain on the list. All subsequent consultation response forms have included information about how data is stored and processed in accordance with the GDPR.
- 3.11 Any organisation or individual can be added to the database at any time by contacting the planning policy team and providing their contact details. Wherever possible electronic contact details will be required. It should be noted, however, that not all bodies and organisations will be consulted on every document.
- 3.12 The subject matter of the document and the interests of the individual bodies and organisations concerned will determine this, for example where a consultation is limited to a particular topic or is particularly specialist in nature.
- 3.16 The Council will ensure access to its information in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and the storing and processing of personal data in accordance with the General Data Protection Regulations (2018)⁸. Information and comments provided to the Council through consultation on the local plan will be made publicly available, unless there are specific and justifiable reasons for it to

⁸ For the Planning Policy Privacy Notice see <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/planning-policy-including-housing-strategy/>

be confidential.

3.17 The Council may publish letters and completed web forms which are submitted as part of Local Plan consultations. Contact details such as email and telephone numbers will be removed, however individual names and organisations will be published. Original documents will be retained at the Council Offices where all information will be available for public inspection.

Engaging groups representing community and stakeholder interests

3.18 At an early stage, it is important to involve the local community in the preparation of planning policy documents. This is essential to achieve local ownership of the planning policies for Rutland.

Key Stakeholders

3.19 Key stakeholders include general and specific bodies as set out in the 2012 Local Planning Regulations where considered appropriate and may include interest groups and other organisations including local businesses or any organisation or person who has an interest in the development of land.

3.20 The Council has identified the following key bodies representing community interests in Rutland:

a) Town and Parish Councils

Town and Parish Councils and parish meetings offer an important means by which the local community can be consulted at formal and informal stages. These bodies will be consulted through a variety of means including parish briefings (including virtual briefings), email and other meetings and events.

b) Rutland Water Partnership

Rutland Water Partnership is a group of stakeholders that meet to discuss matters concerning Rutland Water and the surrounding area.

Engagement with the Rutland Water Partnership will ensure that the various views of organisations representing different interests regarding the water are considered.

c) **The Rutland Compact**

— The Council is a signatory of the Rutland Compact, which is a written agreement between the voluntary and community sector and statutory organisations that provides a framework for the way in which they can work together effectively in Rutland.

— Part of this undertaking includes the Communication and Consultation Protocol, which outlines how all parties that are working in partnership will communicate and consult, and how they will engage, this includes having clear consultation processes and procedures. This Statement of Community Involvement will have regard to the principles set out in the protocol.

Voluntary and community sector The Council will consult where appropriate with the on all major planning consultations and any proposals that may have a significant effect on their services.

d) **The Uppingham Neighbourhood Forum**

The Uppingham Neighbourhood Forum represents the voluntary sector in Uppingham. It meets quarterly and is governed by an Executive Committee of 14 community groups.

e) **The Rutland Consortium**

The Rutland Consortium represents the voluntary sector in Rutland. It comprises of local charities and trusts within the County.

Engaging under-represented groups

3.21 The Council's vision is to engage with all sections of the community, but some sections of the community are not usually involved in the planning process. Consultation will be helped by ensuring, as far as possible, that documents are produced in a clear, concise and understandable manner.

3.22 The groups identified as falling into this category and how they can be engaged in the Local Plan process is considered below.

3.23 **Young people** - The Council is keen to encourage the involvement of young people in the preparation of the local plan. This will take place through engagement with:

Rutland Youth Council – This is a forum for young people representing all the secondary schools in Rutland. The Rutland Youth Council is a formal decision making and discussions group made up of young people from across Rutland. The main aim of the forum is to discuss issues that affect young people and take action on them. Engagement will be through publicity and meetings, as necessary.

3.25 **The Rural Community** - Rutland has a high level of car ownership but there are still members of the rural community that, for a variety of reasons, are not mobile and have limited access to community services.

3.26 In order to keep this group informed, the Council will issue press releases to local newspapers, radio and regional TV as well as local digital media. It will distribute information to parish councils for display on village notice boards and ensure the Council's website is updated regularly.

3.27 The Parish Councils and the Council's mobile library service will also act as a source of further information for this group.

3.28 **Minority Groups** – Minority ethnic groups have a relatively small presence in Rutland. As there are no established local groups or apparent informal groupings, involvement and consultation will be through regional and national organisations.

3.29 The number of Gypsy and Travellers is relatively few in Rutland; the Council will take practical steps to involve Gypsy's, Travellers and Travelling Show Persons wherever possible, building on existing relationships where they exist.

3.30 As well as liaising with Leicestershire & Leicester City Multi Agency Traveller Unit to ensure the best approach to engagement is achieved. Consultation will also be with regional and national organisations representing these groups including The National Federation of Gypsy Liaison Groups.

3.31 **Vulnerable and Shielded residents – Covid19**

Measures put in place to shield the most vulnerable residents in the county from the impact of Covid19 means that there are residents who are not currently able to leave their homes and may not therefore be able to engage with the Local Plan consultation in the usual ways. The Council will seek to proactively engage with those residents who are being shielded to support them in accessing and responding to consultation.

3.32 The Council will undertake an Equality Impact Assessment on all new policy documents to ensure due regard to the general duty of the Equality Act 2010 has been given.

Section 4: How and when will the community be involved?

How the Council will Consult

- 4.1 Planning legislation sets out the minimum requirements for public participation when preparing Local Plan documents and Supplementary Planning Documents. This includes making consultation documents information available ~~on~~at the Council's Principal offices, ~~the libraries~~ and on the website. Local Plan consultations will be a minimum of six weeks, with the exception of Consultation on SPD's where consultations will be a minimum of four weeks. The Council considers these to be the minimum standards and aim to do better than the minimum requirements where possible. In light of the restrictions in place in response to Covid19 it is recognised that a number of the "normal" consultation techniques will not be available and new methods of engaging in virtual and electronic formats will be developed.
- 4.2 The Council will notify organisations and individuals where appropriate of any consultation events electronically or where a person does not have an email address, letters will be sent to them to inform them of the consultation. The preferred method of consultation is by email this will help reduced the spread of the disease and supports the ability of the planning team to work remotely, it also enables those involved in the Local Plan to be regularly updated during current restrictions. The submission of representations on electronic forms will in turn facilitate the Examination process and support the work of the Planning Inspector.

Consultation Methods

- 4.3 The Council intends to use a range of methods to inform and consult with the community in preparing ~~local development~~ planning policy documents.
- 4.4 Some key potential methods of consultation, together with the main benefits are set out below. It is important to note that not all of these methods will be relevant or applicable to each stage or for every document, and some of these techniques may not be possible as Covid19 restrictions remain in place. This list below is not therefore exhaustive but gives an indication of the different techniques which might be used. Appendices 1- 4 set out what the minimum consultation requirements which will be used for each stage in preparing the Local Plan (Appendix1); SPDs (Appendix 2) CIL (Appendix 3) and Neighbourhood Plans (Appendix 4) :

Table 1: Potential Consultation techniques which might be used to the preparation of planning policy documents

| Method | Benefits |
|--|---|
| <p>Make documents and supporting information available at the Council's <u>main Principal Office in Oakhams</u> and public libraries at <u>Oakhams, Uppingham, Ketton, Ryhall and on the Rutland mobile library</u></p> | <p><u>Access to Consultation documents in printed and in electronic format, information and forms for submitting responses are free of charge and access to the submission of electronic representations and available</u> <u>This may be by appointment -during opening hours.</u></p> |
| <p><u>Make documents and supporting information available at the public libraries in Rutland *</u></p> | <p><u>Access to consultation documents in printed and electronic format free of charge and access to the submission of electronic representations available during opening hours.</u></p> |
| <p><u>Make provision for online engagement through the availability of all relevant documents and the submission of representations online and in electronic format.</u></p> | <p><u>Easy access to consultation documents alongside online response forms which allow for submission of representations in a user friendly format which meets the requirement of Planning Inspectorate (PINs) available 24 hours a day</u></p> |
| <p>Make documents and supporting information available on the Council's website</p> | <p>Information easily accessible from people's own homes and businesses, 24 hours a day.</p> |
| <p><u>Make additional copies of consultation documents or extracts of documents available the Local Plan on request</u> <u>A charge will be made for printed documents and postage (in accordance with the Councils Schedule of Fees and Charges)</u></p> | <p><u>To support those who do not have access to the consultation documents via the internet or in electronic format.</u> <u>Copies of the Local Plan can be obtained on request from Planning Policy for a fee of £35 collected from Oakham or £40 by post.</u></p> |
| <p><u>Hold exhibitions* (Including the use of virtual exhibitions, webinars and online presentations)where practical & appropriate</u></p> | <p><u>Publicises information and enables early engagement in options</u> in a user friendly way and in a variety of locations. <u>The use and format of exhibitions will be determined in relation to the proposed consultation stage, the document type and ability to hold such exhibitions.</u></p> |
| <p>Include information in a Summary Leaflet where appropriate</p> | <p>Provides a brief summary of the document and can be circulated to households where appropriate to inform plan preparation progress and encourage further involvement in the process</p> |
| <p>Local Plan <u>e</u>Newsletter</p> | <p>Online newsletter informs people of Local Plan progress and encourages further involvement in the process.</p> |

| Method | Benefits |
|--|---|
| <p>Include information in Rutland Parish briefing <u>Distribute information to Parish and Town Councils through existing available channels</u></p> <p>Distribute information to Parish Councils and Meetings to be displayed on village notice boards</p> <p>Attend the Rutland Parish Forum (quarterly meetings) and/or attend Parish Council meetings where relevant</p> <p><u>Include updates at Parish Briefings during Covid crisis</u></p> | <p><u>Information circulated to all Town and Parish Councils and Meetings in Rutland, using existing communication channels</u></p> <p>Allows information to be displayed in public locations in local towns and villages.</p> <p>Gives opportunity for representatives of all Parish Councils and Meetings in Rutland to raise and discuss issues.</p> <p><u>Fortnightly/monthly virtual briefing to Town and Parish representatives</u></p> |
| <p>Press releases to local newspapers, radio and regional tv as well as local digital media</p> | <p>Information to the local community and stimulates debate. With two weekly local newspapers and a local radio station Rutland has good media coverage which reaches all parts of the community.</p> |
| <p>Use of social media such as Twitter @rutlandcouncil to notify followers of Local Plan progress and involvement opportunities</p> | <p>Means of engaging hard to reach groups. Provides an opportunity to encourage and facilitate discussion with interested parties.</p> |
| <p>Engage Rutland Youth Council and use Rutland's young people's* <u>webpage – https://www.rutland.gov.uk/my-services/health-and-family/youth-services/available-services/rutland-youth-council/</u></p> <p><u>website www.RAW4youth.com</u></p> | <p>Means of engaging young people in Rutland to promote and raise any awareness of planning issues and consultations on planning documents.</p> |
| <p>Engage 'Rutland Together' through its theme groups</p> | <p>Uses a significant body of organisations that represents a wide range of community groups and stakeholders, which meets regularly.</p> |
| <p><u>Engage with existing relevant partnership, forums and groups such as the 'Rutland Water Partnership'*</u></p> | <p><u>Using existing forums and partnerships helps to engage with and capture the views of groups on specific issues. The Rutland Water is partnership meets regularly and it will allow the Council to capture views relating to Rutland Water specific issues</u></p> |

| Method | Benefits |
|---|--|
| <u>Engage Meet</u> with target groups, community groups and forums, including use of <u>meetings</u> , workshops and focus groups.* | Gives opportunity for groups to raise and discuss issues |
| Make consultation documents available on request to Town and Parish Councils and Meetings | Disseminates information effectively to local communities. |
| <u>Letters and e-mails sent to consultees</u> <u>Notifications sent to those on the Local Plan mailing list</u> <u>(Letters will only be used where no email address is available)</u> | Formal means of communication with those on database; ensures communication is received <u>Those on mailing list will be actively encouraged to provide email contact details to reduce paper notifications</u> |
| On-line response form on the Council's website | Comments can be submitted to the Council quickly at any time of day, with no postage costs. <u>Follows a standard format which allows Responses to can be copied accurately to database and facilitates the Examination process.</u> |
| Dedicated e-mail address for Local Plan matters | Means of submitting comments and contacting the Council for further information and assistance. |
| * <u>Assuming that this method can be safely carried out in a way which is consistent with Covid19 restrictions. This may mean ensuring social distancing measures are in place and through the use of web base, virtual and electronic formats</u> | |

4.5 Further details of how these methods will be applied to development plan documents (DPDs) and supplementary planning documents (SPDs) are shown in **Appendices 1 & 2**. These identify at each stage:

- Statutory requirements for consultation (what we must do)
- Options for additional publicity and community involvement (what we could or will do extra)

4.6 Details about when consultation will take place on each document are shown in the [Local Development Scheme \(LDS\)](#)⁹. Progress against the key milestones for document preparation are reported annually in the [Authority Monitoring Report \(AMR\)](#)¹⁰.

⁹ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/local-development-scheme/>

¹⁰ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/annual-monitoring-report/>

4.7 Further information and advice on the planning process is available through a number of sources (see **Appendix 7**).

~~Local Development Scheme (LDS). A quarterly update of the documents in the LDS will be provided on the Council's website. Consultation is an on-going process and there will be opportunities for continuous involvement throughout the process.~~

~~4.7 For individuals and community groups who are not in a position to pay for the help of professional planning consultants, free and independent planning advice is available through numerous sources. See **Appendix 6** for access to further information and advice on the planning process.~~

Section 5: Community Involvement in Planning Applications

Development Control

5.1 The Council's Development Control Section is responsible for processing all planning applications within the County. This section of the Statement of Community Involvement sets out the Council's proposed approach for involving statutory bodies and the community in the planning application process.

5.2 Planning applications include new development, tree applications and telecommunications proposals, applications for minerals or waste proposals, listed building and conservation area consents. Opportunities exist for the community and stakeholders to be informed and consulted on development proposals.

5.3 The three main stages in this process are

- Pre-application
- Planning Application
- Planning Appeals
- ~~Advertisement Consent~~

Pre-Application Advice and Fees

5.4 The Council encourages pre-application discussions for certain types of development before making a formal application. The objective of these discussions is to establish whether the principle of the development is acceptable and to clarify the format, type and level of detail required enabling the Council to determine the application.

5.5 As a result of the Localism Act 2011, developers are now required to consult communities before submitting certain planning applications for large scale development proposals. This gives local people a chance to comment which can then be taken into account by the developer in finalising their planning application.

5.6 Since January 2012, the Council has formal procedures in place for dealing with pre-application planning advice. The formalisation of this stage with appropriate fees allows the Council to dedicate time with applicants to improve the quality of development schemes.

5.7 Further guidance on the development control process and charges for pre-application advice is available on the Council's website www.rutland.gov.uk/developmentcontrol

Planning Applications

- 5.8 The statutory requirements for publicity for applications for planning permission are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015⁹.
- 5.9 This requires the local planning authority to publicise planning applications either by site notice and/or by notification to neighbours and sometimes by advertising in the local newspaper.
- 5.10 Other regulations set out the requirements for applications for listed building and conservation area consent and for applications for planning permission affecting the setting of a listed building, or demolition within a conservation area.
- 5.11 There are a number of ways to consult on planning applications, depending on which is most appropriate. **Appendix 45** sets out in detail, publicity for planning applications published in June 2012.
- 5.12 The Council meets the statutory requirements and has an established process for publicising planning applications which includes:
- Letters/email to statutory organisations and interest groups
 - Letters to residents/businesses properties adjoining the application site
 - Site notices
 - Weekly list published on website
 - Planning applications with plans & document submitted uploaded on the on website
 - Advertisements in the local newspaper when required
 - Application available for inspection at the Council offices where required
- 5.13 Details of all planning applications are available to view on the Council's website: [view planning applications](#)
- https://publicaccess.rutland.gov.uk/online-applications/?_ga=2.79940119.1621564901.1585842800-995025687.1585842800
- It can be used to:
- View the planning application and associated plans and documents
 - Make comments on an application
 - Search a weekly list of applications and decisions

- See if appeals have been lodged and any decisions made
- See recent planning history and property details, including maps and constraints

Commenting on a planning application

- 5.14 Comments can be made on the website or in writing direct to the Council or by email and are uploaded on to the Council's website. The Council will take account of all responses received as a result of its consultations on planning applications where the issues raised are material planning considerations.
- 5.15 The Council can only consider objections or comments which raise relevant planning issues, e.g. highway issues, loss of daylight or sunlight or the effect a proposal might have on the appearance of the surrounding area.
- 5.16 The issue for the planning system is whether or not the proposed use, or development of the site, would be acceptable in land use and environmental terms. Responses concerning other issues cannot be taken into account when determining a planning application. These matters include, but are not restricted to:
- Loss of value of property;
 - Boundary disputes;
- 5.17 The Council has prepared a brief guide on 'Putting Your Views to the Council' which provides advice on how to comment on a planning application. This is available on the Council's website [Viewing and commenting on a planning application](http://www.rutland.gov.uk/development_control/search_and_view_applications/comment_on_a_planning_applicat.aspx)
http://www.rutland.gov.uk/development_control/search_and_view_applications/comment_on_a_planning_applicat.aspx

Decision Stage

- 5.18 The majority of planning applications are determined by officers under delegated powers. Major or contentious applications ~~can also be determined by~~ **are decided by** the Council's Development Control & Licensing Committee, where the Development Manager or case officer considers it appropriate given the nature of the development.
- 5.19 However, a Member may request for an application to be determined by Committee but this will be subject to additional assessment and the Chairman or vice-Chairman in consultation with the Development Manager will decide whether the application should go to the Development Control & Licensing Committee. Further details are available on the Council's website in Part 8 – Scheme of Delegation which is part of the Council's Constitution.

- 5.20 Meetings of the Council's Development Control & Licensing Committee are held approximately every 4 weeks. Applications presented to Committee are accompanied by a written report and officer recommendation.
- 5.21 The applicant/agent for an application will be informed that it will be considered at a committee meeting. Members of the public who have commented on the application will also be notified about the committee meeting. Other interested parties will need to monitor the Council's website or check with Customer Services 5 days before each meeting in order to check this.
- 5.22 The Council offers all members of the public the opportunity to submit a petition, deputation and/or written question to any of its meetings, further information is available on the Council's website.
- 5.23 Details of decisions are published on the Council's website.

Planning Appeals

- 5.24 An appeal may be submitted by the applicant where permission has been refused or permitted with conditions which the applicant considers to be unacceptable. There is also a right of appeal if the application has not been determined within the relevant time limit.
- 5.25 All those who were notified of the original application or submitted comments will be informed if an appeal is made. They also have the opportunity to make further written comments, except in the case of Householder Appeals where the Inspector makes the decision based solely on all the information on the original application file.
- 5.26 For appeals decided by informal hearing or public inquiry, interested parties are also given the opportunity to appear before the Inspector at the hearing or inquiry. The Inspectorate will consider the evidence and decide whether to 'allow' or 'dismiss' the appeal.
- 5.27 The Planning Inspectorate will inform the Council and interested parties of the outcome. The Planning Inspector's decision is binding on the Council, although it can be challenged on a point of law in the High Court. Third parties do not have the right to appeal decisions.
- 5.28 Further information is available on the Council's website and provides links to the Planning Inspectorate's website and to the appeal section on the Planning Portal website.

Recent Changes

- ~~5.29 The government has made recent changes to how the Council deals with certain development to stimulate growth. On household extensions a new neighbour notification process has been brought in over the next 3 years until 30th May 2016.~~

5.30 Further information on the changes can be viewed on the council's website

http://www.rutland.gov.uk/development_control/do_i_need_planning_permission/new_rules_for_home_extensions.aspx

Appendix 1: Consultation on Local Plan Documents

This table sets out the minimum consultation or notification which will be used for each stage in the Plan making process. Additional complementary techniques (from table 1 within the SCI) may also be used depending on the stage, nature of the documents and the relevance of the consultation method proposed.

| Stage | Who will be notified? | Period of consultation/notice period | Minimum consultation or notification method | Additional consultation methods which may be used |
|---|---|---|---|---|
| Plan Preparation (Regulation 18) Issues & Options/ Preferred Options | Those bodies or persons that the Council considers to have an interest in the Plan, such bodies will include relevant: <ul style="list-style-type: none"> • specific consultation bodies • general consultation bodies • Residents or businesses within the area where appropriate | <ul style="list-style-type: none"> • Informal and on-going involvement in plan preparation will be possible up to its publication • There will be at least one 'formal' consultation period during the plan preparation, normally with a minimum consultation period of 6 weeks (up to a maximum of 12 weeks) | <ul style="list-style-type: none"> • Engage with/involve as appropriate <ul style="list-style-type: none"> — <u>Rutland Together</u> – <u>Rutland Parish and Town Forum Councils</u> – Target groups and stakeholders • Those considered to have an interest will be informed by email or letter setting out: <ul style="list-style-type: none"> - the consultation period - the plan stage - how the plan can be viewed (including an electronic copy or link where relevant) • Draft Plan(s) and accompanying documents will be made available at the Council offices, Libraries and published on the Council's website www.rutland.gov.uk | <ul style="list-style-type: none"> • Press release to local newspapers, radio and regional tv as well as local digital media, • Advert in local newspapers may be considered appropriate • Notice circulated to Town and Parish Councils and Meetings for public display • Public meetings and/or exhibitions |

| Stage | Who will be notified? | Period of consultation/notice period | Minimum consultation or notification method | Additional consultation methods which may be used |
|---|--|--|---|--|
| | | | <ul style="list-style-type: none"> • Online response form on Council's website www.rutland.gov.uk • Dedicated e-mail address localplan@rutland.gov.uk for responses and enquiries • <u>Press release to local newspapers, radio and regional tv as well as local digital media,</u> | <ul style="list-style-type: none"> • Stakeholder group meetings • Summary Leaflet prepared which may be circulated to households in Rutland • Local Plan Newsletter • The Council will investigate the use of social media |
| <p>Plan Publication (Regulation 19 & 20)</p> <p>Proposed Submission <u>Plan</u></p> | <ul style="list-style-type: none"> • All those notified at plan preparation stage will be notified • Inform those who responded to plan preparation consultation | <ul style="list-style-type: none"> • Statutory period of at least 6 weeks | <ul style="list-style-type: none"> • A statement of the representations procedure will be sent to general and specific consultation bodies as required; • Inform appropriate target groups and stakeholders by email (or letter) setting out: <ul style="list-style-type: none"> - the consultation period - the plan stage - <u>how the plan can be viewed</u> | <ul style="list-style-type: none"> • prior or during the consultation period <u>press release to local newspapers radio and regional tv as well as local digital</u> |

| Stage | Who will be notified? | Period of consultation/notice period | Minimum consultation or notification method | Additional consultation methods which may be used |
|-------|-----------------------|--------------------------------------|--|--|
| | | | <p>(including an electronic copy or link where relevant)</p> <ul style="list-style-type: none"> - <u>advise those without internet access to contact the Local Plans team directly to discuss their needs</u> • <u>Draft Plan(s) and accompanying documents will be made available at the Council's principal office and on the Council's -at the Council offices, Libraries and published on the Council's website www.rutland.gov.uk</u> • <u>Copies or extracts of the Plan made available in print at cost or electronic format at cost and on request.</u> • <u>Online response form on Council's website www.rutland.gov.uk</u> • <u>Dedicated e-mail address localplan@rutland.gov.uk for responses and enquiries</u> <ul style="list-style-type: none"> • <u>Press release to local</u> | <p>media, Local Plan newsletter</p> <ul style="list-style-type: none"> • <u>Advert in local newspapers maybe considered appropriate</u> • <u>Notice circulated to Town and Parish Councils and Meetings for public display</u> • <u>Public meetings and/or exhibitions</u> • <u>Stakeholder group meetings</u> • <u>summary</u> |

| Stage | Who will be notified? | Period of consultation/notice period | Minimum consultation or notification method | Additional consultation methods which may be used |
|--|---|--|---|---|
| | | | <p><u>newspapers radio and regional tv as well as local digital media.</u></p> | <p>Leaflet to households in Rutland may be considered appropriate <u>Use of Council monthly Newsletter</u></p> |
| <p>Submission of Plan to Secretary of State (Regulation 22)</p> | <ul style="list-style-type: none"> All those notified at plan preparation and publication stage will be notified that the plan has been submitted and where it can be inspected Anyone who has specifically asked to be notified when the plan is submitted | <ul style="list-style-type: none"> Not a consultation stage | <ul style="list-style-type: none"> Plan and accompanying documents to be sent in paper form and electronically to the Secretary of State Plan and accompanying documents will be <u>made available at the Council's principal office and made available at the Council offices, Libraries and</u> published on the Council's website www.rutland.gov.uk <u>A statement will be placed on the Council's website setting out how the plan and accompanying documents can be accessed</u> <u>Press release to local</u> | <ul style="list-style-type: none"> A Press release to local newspapers radio and regional tv as well as local digital media, Advert in local newspapers may be considered appropriate U |

| Stage | Who will be notified? | Period of consultation/notice period | Minimum consultation or notification method | Additional consultation methods which may be used |
|---|--|--|--|---|
| | | | <p><u>newspapers radio and regional tv as well as local digital media.</u></p> <ul style="list-style-type: none"> A statement will be placed on the Council's website and made available at the Council offices and Libraries setting out where the plan and accompanying documents are available and the times at which they can be inspected. | |
| <p>Independent Examination (Regulation 24)</p> | <ul style="list-style-type: none"> Any person with an outstanding representation from the plan publication (Reg 19) stage | <ul style="list-style-type: none"> Notification about examination at least 6 weeks before the opening of the hearing 6 week consultation period if there are main modifications <u>(or as required by the Inspector)</u> | <ul style="list-style-type: none"> Public notice on the Council's website and a hard copy on display in the Council <u>principal</u> offices setting out where the hearing will be held and the name of the Inspector appointed to carry out the examination Email <u>(or letter)</u> to any person with an outstanding representation from the plan publication (Reg 19) stage In the event of main modifications being proposed, notification will be via email <u>or letter</u> and public notice on | <ul style="list-style-type: none"> Press release to local newspapers Advert in local newspapers |

| Stage | Who will be notified? | Period of consultation/notice period | Minimum consultation or notification method | Additional consultation methods which may be used |
|---|--|--|--|---|
| | | | Council's website and at the Council office | |
| Publication of Inspector's recommendations (Regulation 25) | <ul style="list-style-type: none"> All persons who requested to be notified will be given notice that the recommendations are available | <ul style="list-style-type: none"> Not a consultation stage | <ul style="list-style-type: none"> Inspector's recommendations will be made available at the Council's <u>principal</u> offices and published on the Council's website www.rutland.gov.uk <u>Give notice to those persons</u> Email or letter to those who have requested to be notified <u>Press release to local newspapers radio and regional tv as well as local digital media</u> | <ul style="list-style-type: none"> Use of Council monthly Newsletter Press release to local newspapers radio and regional tv as well as local digital media |
| Adoption of a plan (Regulation 26) | <ul style="list-style-type: none"> The Secretary of State Anyone who has specifically asked to be notified when the plan is adopted. | <ul style="list-style-type: none"> Not a consultation stage | <ul style="list-style-type: none"> <u>As soon as is reasonably practicable after the Council adopts a plan, the plan and accompanying documents will be made available at the Council offices and Libraries and on the Council's website</u> A notice setting out where how the plan and accompanying documents can be accessed will be published on Council's website and at the Council office | <ul style="list-style-type: none"> Press release to local newspapers radio and regional tv as well as local digital media, T Local Plan newsletter Use of Council monthly |

| Stage | Who will be notified? | Period of consultation/notice period | Minimum consultation or notification method | Additional consultation methods which may be used |
|-------|-----------------------|--------------------------------------|--|---|
| | | | <p>are available and the times at which they can be inspected.</p> <ul style="list-style-type: none"> • <u>A copy of the adoption statement will be sent via email or letter to the Secretary of State and to anyone who has specifically asked to be notified and have provided an email address</u> • <u>Press release to local newspapers radio and regional tv as well as local digital media</u> | <p><u>Newsletter</u> — <u>Press release to local newspapers radio and regional tv as well as local digital media.</u></p> |

Appendix 2: Consultation on Supplementary Planning Documents

This table sets out the minimum consultation or notification which will be used for each stage in the SPD making process. Additional complementary techniques (from table 1 within the SCI) may also be used depending on the stage, nature of the documents and the relevance of the consultation method proposed.

| <u>Stage</u> | <u>Who will be notified?</u> | <u>Period of consultation/notice period</u> | <u>Minimum consultation or notification method</u> |
|---|---|--|---|
| <u>Preparation and Publication of Draft SPD (Regulation 12)</u> | <p>Those bodies or persons that the Council considers to have an interest in the document, such bodies will include relevant:</p> <ul style="list-style-type: none"> • <u>specific consultation bodies</u> • <u>general consultation bodies</u> • <u>Residents or businesses within the area where appropriate</u> | <ul style="list-style-type: none"> • <u>There will be one 'formal' consultation period during the preparation, normally with a minimum consultation period of 4 weeks</u> | <ul style="list-style-type: none"> • <u>Engage with/involve as appropriate</u> <ul style="list-style-type: none"> - <u>Rutland Parish and Town Council</u> - <u>Target groups and stakeholders where relevant</u> • <u>Those considered to have an interest will be informed by email or letter setting out:</u> <ul style="list-style-type: none"> - <u>the consultation period</u> - <u>how the document can be viewed (including an electronic copy or link where relevant)</u> • <u>Draft document will be made available at the Council offices, Libraries and published on the Council's website www.rutland.gov.uk</u> • <u>Online response form on Council's website www.rutland.gov.uk</u> |

| <u>Stage</u> | <u>Who will be notified?</u> | <u>Period of consultation/notice period</u> | <u>Minimum consultation or notification method</u> |
|---|---|---|--|
| | | | <ul style="list-style-type: none"> • <u>E-mail address localplan@rutland.gov.uk for responses and enquiries</u> |
| <u>Adoption of SPD (Regulation 14)</u> | <ul style="list-style-type: none"> • <u>Anyone who has specifically asked to be notified when the SPD is adopted</u> | <u>Not a consultation stage</u> | <ul style="list-style-type: none"> • <u>An adoption and consultation statement together with the adopted SPD, will be made available at the Council offices, Libraries and published on the Council's website www.rutland.gov.uk</u> • <u>Anyone who has asked to be notified will be sent an email or letter including a copy of the Adoption Statement</u> |

Appendix 3: Consultation on Community Infrastructure Levy

This table sets out the minimum consultation or notification which will be used for each stage in the process of reviewing of CIL. Additional complementary techniques (from table 1 within the SCI) may also be used depending on the stage, nature of the documents and the relevance of the consultation method proposed.

| <u>Stage</u> | <u>Who will be notified?</u> | <u>Period of consultation/notice period</u> | <u>Minimum consultation or notification method</u> |
|---|---|---|--|
| <u>Consultation on Draft Charging Schedule (Regulation 15)</u> | <p>Those bodies or persons that the Council considers to have an interest in the document, such bodies will include relevant:</p> <ul style="list-style-type: none"> • <u>Consultation bodies</u> • <u>Residents, businesses, voluntary bodies or business bodies within the area where appropriate</u> | <ul style="list-style-type: none"> • <u>Minimum of 6 weeks</u> | <ul style="list-style-type: none"> • <u>Copy of the draft charging schedule, relevant evidence and a statement of the representations procedure will be sent to the Consultation bodies inviting them to make representations</u> • <u>Copy of the draft charging schedule, relevant evidence and a statement of the representations procedure available for inspection at the Council offices, Libraries and published on the Council's website www.rutland.gov.uk</u> • <u>Local advertisement notice which sets out a statement of the representations procedure and a statement of the fact that the draft charging schedule and relevant evidence are available for inspection and of the places at which they can be inspected.</u> • <u>Online response form on Council's website www.rutland.gov.uk</u> • <u>Dedicated e-mail address</u> |

63

| <u>Stage</u> | <u>Who will be notified?</u> | <u>Period of consultation/notice period</u> | <u>Minimum consultation or notification method</u> |
|---|---|---|--|
| | | | <p>localplan@rutland.gov.uk for responses and enquiries</p> <ul style="list-style-type: none"> • |
| <u>Withdrawal of a draft charging schedule (Regulation 18)</u> | <u>All those previously consulted on the draft charging schedule</u> | | <ul style="list-style-type: none"> • <u>Publish statement on the Council's website www.rutland.gov.uk</u> • <u>Place notice in the local newspapers</u> • <u>Remove the draft charging schedule from the Council's website, the Council offices & libraries</u> |
| <u>Submission of documents and information to the Examiner (Regulation 19)</u> | <ul style="list-style-type: none"> • <u>Those who requested to be notified that the draft charging schedule has been submitted</u> | <u>Not a consultation stage</u> | <ul style="list-style-type: none"> • <u>Copy of the draft charging schedule, relevant evidence and a statement of the representations procedure available for inspection at the Council offices, Libraries and published on the Council's website www.rutland.gov.uk</u> • <u>Give notice to those persons who requested to be notified of the submission of the draft charging schedule to the examiner that the draft has been submitted</u> • <u>If modified send a copy of the statement of modifications to all those consulted on the draft charging schedule</u> |
| <u>Examination (Regulation 21)</u> | <ul style="list-style-type: none"> • <u>Those who have made representations</u> | <u>Not a consultation stage</u> | <ul style="list-style-type: none"> • <u>Publish details of the examination and Inspector on the Council's website</u> |
| <u>Publication of Examiner's</u> | <ul style="list-style-type: none"> • <u>Those who requested to be notified of the examiner's</u> | <u>Not a consultation stage</u> | <ul style="list-style-type: none"> • <u>Copy of the examiner's recommendations made available for inspection at the Council</u> |

| <u>Stage</u> | <u>Who will be notified?</u> | <u>Period of consultation/notice period</u> | <u>Minimum consultation or notification method</u> |
|--|--|---|--|
| <u>recommendations (Regulation 23)</u> | <u>recommendations</u> | | <p><u>offices, Libraries and published on the Council's website www.rutland.gov.uk</u></p> <ul style="list-style-type: none"> • <u>Give notice to those persons who requested to be notified of the publication of the examiner's recommendations and reasons that they have been published</u> |
| <u>Approval and publication of a charging schedule (Regulation 25)</u> | <ul style="list-style-type: none"> • <u>Those who requested to be notified of the approval of the charging schedule</u> | | <ul style="list-style-type: none"> • <u>Publish the charging schedule and make available for inspection at the Council offices, Libraries and on the Council's website www.rutland.gov.uk</u> • <u>Give notice by advertisement in local newspaper of the approval of the charging schedule</u> • <u>Give notice to those persons who requested to be notified of the approval of the charging schedule that it has been approved</u> • <u>Send a copy of the charging schedule to each of the relevant consenting authorities</u> |

Appendix 4: Neighbourhood Planning – Rutland County Council Statutory Requirements

This table sets out the minimum consultation or notification which will be used for each stage in the process of preparing a Neighbourhood Plan. Additional complementary techniques (from table 1 within the SCI) may also be used depending on the stage, nature of the documents and the relevance of the consultation method proposed.

| <u>Stage</u> | <u>Who will be notified?</u> | <u>Period of consultation/notice period</u> | <u>Minimum consultation or notification method</u> |
|---|---|--|---|
| <u>Designation of Neighbourhood Area (Regulation 5)</u> | <ul style="list-style-type: none"> • <u>Consult with relevant consultees including adjoining Parishes, statutory bodies¹¹</u> • <u>Confirm designation to Qualifying Body and anyone who made representations on application</u> | <u>6 weeks</u> | <u>Publish application on website</u> <u>Publish designation notice on website</u> |
| <u>Publish Submitted Plan (Regulation 16)</u> | <ul style="list-style-type: none"> • <u>Notify relevant consultation bodies</u> | <u>6 weeks</u> | <u>Copy of the submitted Plan, relevant evidence and a statement of the representations procedure available for inspection at the Council offices and published on the Council's website</u> <u>Online response form</u> <u>Dedicated email address for responses and enquiries</u> |

¹¹ If the Parish Council is proposing the area to be designated covers the whole of the Parish there is no requirement to consult as the Council must designate the Neighbourhood Area

| | | | |
|--|---|---------------------------------|--|
| <u>Publication of Examiners Report (Regulation 18)</u> | <ul style="list-style-type: none"> • <u>Notify:</u> <ul style="list-style-type: none"> - <u>relevant consultation bodies</u> - <u>Qualifying Body</u> - <u>Anyone who has specifically requested to be notified</u> - <u>Residents and businesses within Neighbourhood Area</u> | <u>Not a consultation stage</u> | <u>Give notice by email (or letter) of publication of Examiners Report and Decision Statement</u> <u>Copy of the Examiners Report and Decision Statement available for inspection at the Council offices and published on the Council's website</u> |
| <u>Referendum</u> | | <u>Not a consultation stage</u> | <u>Publish information statement at least 28 days before referendum on website</u> |
| <u>Making Neighbourhood Plan (Regulation 20)</u> | <ul style="list-style-type: none"> • <u>Notify :</u> <ul style="list-style-type: none"> • <u>anyone who has requested to be notified</u> • <u>Qualifying Body</u> | <u>Not a consultation stage</u> | <u>Give notice by email (or letter) that the Plan has been made and where it can be inspected</u> <u>Copy of made Neighbourhood Plan made available for inspection at Council offices and published on Council website</u> |

Appendix 5: Consultation on Planning Applications

STATEMENT OF CONSULTATION - JUNE 2012

Publicity for planning applications

1. Publicity for planning applications will take many forms. Some of these are statutory and some are non-statutory. The Council does publicise well beyond its statutory requirements.
2. A "Planning Application" includes all outline-and full applications.
3. Applications for Lawful Development Certificates, Works to Trees in Conservation Areas, Non - Material Amendments, Discharge of Conditions, Certificates of Appropriate Alternative Development, Advertisement consent Hazardous Substances Consent and Prior Notifications for Agricultural Works and Buildings, Demolitions, Telecommunications or Railways will not normally be the subject of publicity, except in accordance with paragraph 9. The only exception is Telecommunications Prior Notifications, which do require a site notice. Publicity for Prior Notifications for Demolition and sometimes for Agriculture is the responsibility of the applicant.
4. Applications for Listed Building Consent and Conservation Area Consent will be publicised in accordance with the statutory requirements contained in Regulation 5 of the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (LB regulations). These regulations require a site notice and press advertisement in most cases. The exception would be when works only affect the interior of a Grade 2 Listed Building.

Statutory Publicity

| Nature of Development | Publicity to be Given | Regulations |
|---|---------------------------|--|
| Environmental Statement | Newspaper and Site Notice | Town and Country Planning (Development Management Procedure) Order 2015 0 Article 1 53 (2)(a) |
| Does not accord with the provisions of the Development Plan | Newspaper and Site Notice | DMPO 2015 0 Article 1 53 (2)(b) |

| | | |
|---|--|---|
| Affect a Right of Way | Newspaper and Site Notice | DMPO 2015 0 Article 15 3 (2)(c) |
| <p>Major development. (unless in 2(a) to 2 (c) above)</p> <p><u>(a) The wining and working of minerals or the use of land for mineral-working deposits:</u></p> <p><u>(b) Waste development:</u></p> <p>(a)(c) n/a (b)(d) n/a (c)(e) the provision of dwelling houses where-</p> <p>(i) the number of dwelling houses to be provided is 10 or more; or</p> <p>(ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c)(i);</p> <p>(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or</p> <p>(e) development carried out on a site having an area of 1 hectare or more.</p> | Newspaper and Site Notice | DMPO 2015 0 Article 15 3 (4) |
| All other "Planning Applications" | <p>(a) <u>By Site Notice</u> (unless site notice is required under Sections 67 or 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990)</p> <p><u>or</u></p> <p>(b) <u>by serving notice on any adjoining owner or occupier</u></p> | DMPO 2015 0 Article 15 3 (5) |

| | | |
|--|---|--|
| Lawful Development Certificates, Works to Trees in Conservation Areas or covered by a Tree Preservation Order, Non – Material Amendments, Discharge of Conditions, Certificates of Appropriate Alternative Development, Hazardous Substances Consent and Prior Notifications for Agricultural Works and Buildings, Demolitions or Railways | None. | - |
| Prior Notifications for Telecommunications. | <ol style="list-style-type: none"> 1. Site Notice always; 2. A newspaper advert only if Part 3 of the Wildlife and Countryside Act (1981) Article 8 applies, e.g. affects a public right of way, contrary to the development plan or site area exceeds 1 hectare. 3. If site area exceeds 1 hectare must notify all adjoining owners or occupiers. | Part 16 ²⁴ of the Town and County Planning (General Permitted Development) Order 1995 ²⁰¹⁵ . |
| Conservation Area Consent Application. | Newspaper and Site Notice. | Regulation 5 of the LB Regulations. |
| Listed Building Consent Application. | Newspaper and Site Notice, unless works are wholly internal on a Grade 2 listed building. | Regulation 5 of the LB Regulations. |
| Development affecting the setting of a listed building. | Newspaper and Site Notice. | Section 67 of the Planning (Listed Buildings and Conservation |

| | | |
|---|----------------------------|--|
| | | Areas) Act 1990. |
| Development affecting the character or appearance of a conservation area. | Newspaper and Site Notice. | Section 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990. |

5. All newspaper advertisements are published in the public notices section of the Rutland Times ~~on a Thursday.~~

Non-Statutory Publicity

6. Applications for Reserved Matters do not require statutory publicity. They will normally be the subject of a site notice or notification of adjacent owners / occupiers on a discretionary basis.
7. Neighbour notifications will take place on Planning and Reserved Matters Applications, in most cases this will be on a non-statutory, discretionary basis where a site notice has been posted near the site, but on a non-statutory, discretionary basis. They are a secondary means of publicity. The primary method- where one is use will be the is the site notice. The notifications will be undertaken on the basis of properties that, in the opinion of the case officer, are affected to a material extent by the development. The Council does not have property ownership records, so land without any buildings in active residential or commercial use will not be notified. Notifications will normally be limited to properties sharing a common boundary with an application site. For larger developments such as a new dwelling it may, at the case officer's discretion, be appropriate to notify properties on the opposite side of a road. For major developments the Council cannot hope to notify all who consider themselves affected, but the case officer will in such a case give consideration to properties that do not share a common site boundary.
8. Weekly lists of applications are provided for publicity purposes to:
 - Amenity societies
 - Local newspapers
 - Local radio
 - Published on the Council's website
 - Parish and town councils

Revised Plans submitted on a Planning Application

9. There is no statutory publicity requirement. Where an application is amended through negotiation in a manner which, in the opinion of the case officer, improves the —circumstances for neighbours there is generally no need to re-consult them. The exception would be if the changes are sufficiently major that the neighbours might reasonably have expected to be notified, or if the impact on a neighbour has worsened.

Advertisement Consents

10. There is no statutory requirement for publicity and in general the publicity in paragraph 9 is sufficient. The exception is cases which, in the opinion of the case officer, result in a material impact on a residential property. For example, an illuminated sign close to and visible from principal rooms in a residential property.

Non – Material Amendments

11. The applicant is responsible for notifying anyone with an ownership interest. As the amendment is non – material then by definition it should not affect anyone. No wider publicity is therefore required.

Discharge of Conditions

12. This is a matter of detail and the key elements of the development are already approved. No publicity is therefore required.

Works to Trees Covered by a TPO

13. A discretionary site notice will be displayed if any tree is to be felled as this is likely to be of wider public interest. Other tree applications have a more limited effect and no publicity is required.

Appendix 6: Glossary

| <u>Title</u> | <u>Abbreviation</u> | <u>Description</u> |
|--------------------------------------|---------------------|--|
| <u>Adoption</u> | | <u>The final confirmation of the status of a planning policy document by a local planning authority (LPA).</u> |
| <u>Authority Monitoring Report</u> | <u>AMR</u> | <u>Report on how authority is performing with regard to meeting the timetables for preparation of Local Plan documents and the performance of planning policies, with the identification of any remedial action to be taken if required</u> |
| <u>Community Infrastructure Levy</u> | <u>CIL</u> | <u>Mechanism for securing developer contributions towards the cost of providing essential community infrastructure.</u> |
| <u>Development Plan</u> | | <u>The statutory plan that provides the basis for determining planning applications. Comprises adopted Local Plans and neighbourhood plans that have been made.</u> |
| <u>Development Plan Document</u> | <u>DPD</u> | <u>Document subject to independent examination, which will form part of the statutory development plan for the area. Sets out the planning policy framework against which planning applications are assessed. Part of the Local Plan.</u> |
| <u>Equalities Impact Assessment</u> | <u>EIA</u> | <u>An evaluation tool which analyses the effect that a policy or procedure will have on a particular group of people to highlight whether their needs are being met and if there are any issues requiring further action. The tool promotes equality and aims to ensure there are no discriminatory effects.</u> |
| <u>Issues and Options</u> | | <u>Produced during the initial stage of the preparation of Development Plan Documents.</u> |
| <u>Local Development Scheme</u> | <u>LDS</u> | <u>The Council's three-year programme for preparing Local Development Documents. Part of the Local Plan.</u> |
| <u>Local Plan</u> | | <u>In law described as a Development Plan Document (DPD) can consist of either strategic or non-strategic policies, or a combination of the two. They are subject to an independent examination by a planning inspector and are prepared in consultation with the local community</u> |
| <u>Localism Act 2011</u> | | <u>The Localism Act aims to shift power away from central government and towards local people, communities and councils. Contains</u> |

| <u>Title</u> | <u>Abbreviation</u> | <u>Description</u> |
|---|---------------------|--|
| | | <u>provisions intended to simply and clarify the planning system.</u> |
| <u>National Planning Policy Framework</u> | <u>NPPF</u> | <u>Sets out the government's planning policies and how these are expected to be applied. .</u> |
| <u>Neighbourhood Plan</u> | <u>NP</u> | <u>A plan prepared by a Town/Parish Council or neighbourhood forums for a specific neighbourhood area. They are subject to community consultation, an independent examination by an examiner and a local referendum process. Once made, these documents form part of the statutory development plan for the area</u> |
| <u>Neighbourhood Development Order</u> | | <u>Enables the community to grant planning permission for development it wishes to see</u> |
| <u>Planning Inspectorate (PINS)</u> | | <u>Executive agency of the Ministry of Housing, Communities and Local Government. Responsible for determining outcome of planning and enforcement appeals and holding examinations into local plans.</u> |
| <u>Public Examination</u> | | <u>The Local Plan will be examined by an independent Inspector whose role it is to assess whether the plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound.</u> |
| | | |
| <u>Statement of Consultation</u> | | <u>A report on how the Council has consulted the communities on the preparation of the development plan, met the key milestones set out in the Local Development Scheme and the main issues raised and responses to those issues.</u> |
| <u>Statement of Community Involvement</u> | <u>SCI</u> | <u>Sets out how the Council will engage and consult with the public and other stakeholders during the production of the Local Plan and when dealing with planning applications</u> |
| | | |
| <u>Supplementary Planning Document</u> | <u>SPD</u> | <u>Expand on policies and proposals in Local Plans. They do not form part of the statutory development plan and are not subject to independent examination. SPDs are typically produced to provide more detailed guidance on how a particular policy should be implemented or site developed. Once adopted, SPDs form part of the Local Plan as non-statutory documents.</u> |
| <u>Stakeholder</u> | | <u>A person, group, company, association, etc with an interest in, or potentially affected by planning decisions in Rutland.</u> |

| <u>Title</u> | <u>Abbreviation</u> | <u>Description</u> |
|--|---------------------|---|
| <u>Sustainability Appraisal</u> | <u>SA</u> | <u>Document setting out the appraisal of plans and policies to ensure they reflect sustainable development objectives.</u> |
| <u>Test of Soundness</u> | | <u>A series of questions the Independent Inspector asks during the examination of the development plan document(s) to assess whether it has been positively prepared, justified, effective & consistent with national policy.</u> |
| <u>The Council</u> | | <u>Rutland County Council</u> |
| <u>Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended)</u> | | <u>The regulations that set out the process by which the Local Plans and SPDs must be prepared</u> |

Appendix 7: Further information and advice on planning

The Planning Portal

The Planning Portal is the Government's online 'one-stop-shop' for planning and building services. It provides information on the planning system, allows you to submit a planning application, find out about development in your area, appeal against a decision and research government policy.

Website: www.planningportal.gov.uk

Email: support@planningportal.gsi.gov.uk

Department of Communities and Local Government (DCLG)

The DCLG provides general information on the planning system including the latest national planning policy, decisions on planning appeals, research and statistics and reform of the planning systems.

Website: www.communities.gov.uk

Email: contactus@communities.gov.uk

Postal Address: Eland House, Bressenden Place, London SW1E 5DU

Telephone Number: 030 3444 0000

Planning Aid England (PAE)

Planning Aid England provides free, independent and professional planning advice to communities and individuals who cannot afford to pay professional fees. It is provided by the Royal Town Planning Institute.

Website: www.rtpi.org.uk/planningaid

Email: info@planningaid.rtpi.org.uk

Telephone Number: 0330 1239244

Postal Address: The Royal Town Planning Institute, 41 Botolph Lane, London EC3R 8DL

Telephone: 020 32061880

The Planning Inspectorate

The Planning Inspectorate processes planning appeals and holds examinations into planning policy documents and the Community Infrastructure Levy (CIL).

Website: www.planning-inspectorate.gov.uk

Postal Address: The Planning Inspectorate, Room 3/13, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

Telephone: 0303 444 5000