

Rutland County Council

Catmose, Oakham, Rutland, LE15 6HP.
Telephone 01572 722577 Email: governance@rutland.gov.uk

Ladies and Gentlemen,

A meeting of the **GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY COMMITTEE** will be held via Zoom (meeting link <https://zoom.us/j/98281889636>) on **Thursday, 13th August, 2020** commencing at 7.00 pm when it is hoped you will be able to attend.

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/

Please note hard copies of the agenda will not be available at the meeting. If you require a hard copy of the agenda please email your request to governance@rutland.gov.uk or telephone (01572) 720991.

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 11 June 2020 (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:

- 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;
- ii. Public statements, questions, deputations and the text of any petition 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;
- iii. 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
(Pages 5 - 6)

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) APPOINTMENT OF VICE CHAIR OF THE COMMITTEE

To appoint a vice-chair of the Growth, Infrastructure and Resources Scrutiny Committee.

8) STATEMENT OF COMMUNITY INVOLVEMENT

To receive Report No.97/2020 from the Interim Strategic Director of Places.
(Pages 7 - 90)

9) ANY OTHER URGENT BUSINESS

To receive any other items of urgent business which have been previously notified to the person presiding.

10) DATE AND PREVIEW OF NEXT MEETING

Thursday 22 October 2020 at 6pm.

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

Mrs J Fox (Chair)

Mr N Begy

Mr D Blanksby

Miss M Jones

Ms A MacCartney

Mrs K Payne

Mr I Razzell

OTHER MEMBERS FOR INFORMATION

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Chair:
Geoff Mayling
6 Searson Close
Tallington, Lincs
PE9 4RF
Tel: 01780 740880

TALLINGTON

Parish Council

Agenda Item 4

Clerk:
Wendy Gray
13 Dovecote
Rippingale
PE10 0SY
Tel: 01778 441312

Rutland CC Local Plan - Statement of Community Involvement August 13th 2020

To members of the Rutland CC Growth, Infrastructure and Resources Scrutiny Committee

On behalf of Tallington Parish Council, Tallington, South Kesteven, Lincolnshire, we wish to make the following statement for the benefit of yourselves and your electorate.

On 16th June 2020 we agreed, minuted and then published our Concept Proposal for a new Stamford Northern Bypass. A copy of it in a PowerPoint presentation format was sent to all relevant parties that would have any ability to promote it or be affected by its contents, both in Lincolnshire and Rutland.

It has since been widely viewed on the TallingtonBypass.info website; its address published in the Rutland and Stamford Mercury, with over 11,000 views and only 5 emails received with comments against it.

Presentations and discussions have been had with several Parish Councils and individuals and more are planned as requests are made. The main aim being to ensure that relevant and good long-term infrastructure is planned for all of the pending and future development plans; especially those in the Great Casterton and north Stamford (Quarry Farm) areas in your Local Plan, but not least of all, that of St Georges Barracks. PLEASE NOTE: WE DO NOT ENDORSE OR SUPPORT ANY DEVELOPMENT ON THIS SITE - we just want to ensure that IF any SGB development does go ahead, the relevant infrastructure where it meets the A1 is well thought out beforehand - not like the current dangerous A1/A606 junction with Sidney Farm Lane!

Obviously our local needs are to get a bypass for Tallington to get across the notorious East Coast Main Line level crossing here. However we understand that this will attract more traffic to come this way through Stamford and from the A1 which is why we have looked at what WE consider would be the most logical solution from the drivers perspective - including cars and HGVs.

We also considered the effect it would have on the communities it would pass through. This is precisely why we have taken the unusual step of coming across the border into Rutland to show you and your communities the benefit of a radical rethink of the A606/A1 access and simple (and safer) remodelling of the A1/B1081 junction - to benefit ALL parts of YOUR Local Plan and ease the worries of small villages such as Edith Weston and Ketton that would be immediately affected by major development of the site.

We are therefore willing to answer any questions raised, hence our presence at this virtual meeting tonight to listen and then communicate in support of your decisions.

Wendy Gray

Wendy Gray
Parish Clerk

On behalf of Councillor Philip Sagar, Chair of the TPC Bypass Committee

Councillors Ken Otter, Geoff Mayling, Joan Brocklebank, Justin MacKenzie, John Olver & John Smith

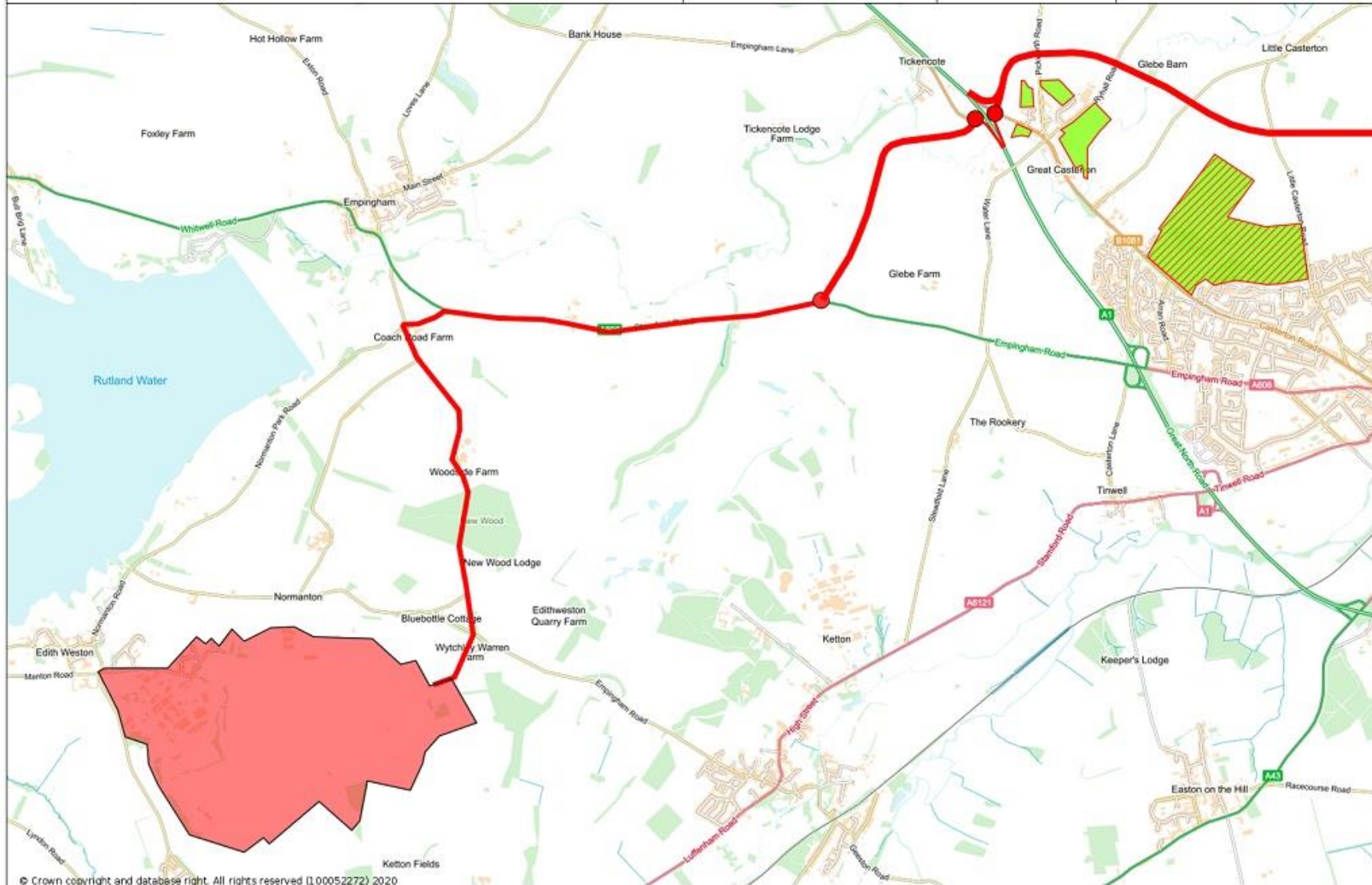
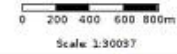
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RCC Local Plan Suport
SGB and Quarry Farm access

Tallington CP

Author:

Date: 05/08/2020



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Question from Paul C Gwilliam

I am speaking on my own behalf.

My Question is as follows:

In the Cabinet report point 2.8, the Scrutiny committee is advised to consider the changes made and to help it note that changes are shown as deleted text, and, new text is highlighted in grey.

If you compare the regulation 19 section in appendix 1 from the SCI consulted on, against the revised SCI presented to you today, there is no consistency with the use of grey highlighting and your job in comparison is not easy. The comment in the reg 19 section about advising those without internet access to contact planning is in grey text but this is not new text added following the consultation, neither is the complete statement about copies of the plan being available, the new text in that statement is that the response is available in print format. This is just one example.

There are 3 strands to my question to scrutiny -

1. The cabinet have seemingly made it unnecessary difficult for the scrutiny committee to do their job in the way the information on the proposed changes to the SCI have been presented. Why is this and what can be learnt?
2. What is the view of each and every committee member on this point and is there any agreement amongst the committee members?
3. Do committee members feel they understand the reasons for endless changes, corrections and tidy ups to fully consider the draft revised SCI?

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**GROWTH, INFRASTRUCTURE AND RESOURCES SCRUTINY
COMMITTEE**

13th August 2020

STATEMENT OF COMMUNITY INVOLVEMENT

Report of the Interim Strategic Director of Places

Strategic Aim:	Sustainable Growth	
Key Decision: Yes	Forward Plan Reference: FP/050620	
Reason for Urgency:	N/A	
Exempt Information	No	
Cabinet Member(s) Responsible:	Mr G Brown, Deputy Leader and Portfolio Holder for Environment, Finance, Planning and Property	
Contact Officer(s):	Penny Sharp, Interim Director of Places	Tel: 01572 758160 psharp@rutland.gov.uk
	Roger Ranson, Planning Policy Manager	Tel: 01572 758238 rranson@rutland.gov.uk
Ward Councillors	All	

DECISION RECOMMENDATIONS

That the Growth, Infrastructure and Resources Scrutiny Committee:

1. Considers the responses to the consultation undertaken on the draft revised Statement of Community Involvement.
2. Comments on the amended revised Statement of Community Involvement as set out in Appendix 1 of this report before it is submitted to Cabinet for approval on 18 August 2020.

1 PURPOSE OF THE REPORT

- 1.1 The Committee is requested to consider the responses to the consultation undertaken on the draft revised Statement of Community Involvement which has been the subject of a non-statutory public consultation exercise (summarised in the table in Appendix 2 of this report).
- 1.2 In addition, the Committee is requested to make comment on the amended revised Statement of Community Involvement as set out in Appendix 1 of this report, which has taken account of the responses to the public consultation which are set out in Appendix 2.
- 1.3 The review of the Statement of Community Involvement (SCI) has been undertaken in order to:
- a) encompass statutory changes to planning regulations for policy making, neighbourhood planning and development management; and
 - b) allow national guidance in relation to Covid 19 to be incorporated into the SCI ensuring that the planning function can continue to operate within current restrictions.
- 1.4 Review of the SCI at this time will also allow progress with the Local Plan consultation, enabling the statutory (“Regulation 19”) consultation (and subsequent stages) regarding the Local Plan approved by Council in February 2020 to take place as encouraged by Government guidance.
- 1.5 Supporting the continuity of the planning function in the County will 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.

2 BACKGROUND AND MAIN CONSIDERATIONS

- 2.1 A four-week consultation was undertaken on the amended revised Statement of Community Involvement approved for consultation by Cabinet at its meeting on 16th June 2020. This took place between 19th June and 17th July 2020.
- 2.2 A summary of the responses made to that consultation together with Officer comments on responses are set out in Appendix 2.
- 2.3 The report to Cabinet in June highlighted that the Council needs to comply with Regulation 35 (1) of the Local Plan Regulations regarding the availability of documents for all Local plan consultations including proposals for the pre-Submission Local Plan statutory (“Regulation 19”) consultation. This specified that a document is to be taken to be made available by a local planning authority when
- 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 This requirement was taken into account in preparing the amended revised SCI for Cabinet consideration and subsequent consultation. On 15th July 2020, however, the Government issued amended Regulations regarding this particular requirement. New Regulation 36A(1)(a) modifies Regulation 35(1) of the 2012 Regulations so that a document will be taken to be made available by a local planning authority under the Regulations when it is published on the authority's website. The modification removes the requirement on a local planning authority to make the document available for public inspection at the authority's principal office and at such other places as the authority considers appropriate. It is intended that these amendments will remain in place until the end of the calendar year.
- 2.5 The amended Regulations have been supplemented by more detailed guidance published by the Government. This sets out:

How do The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 change the requirements to make certain documents available for inspection and on request?

These regulations make temporary changes to how documents are required to be made available under regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (“the 2012 Regulations”). They temporarily remove the requirement on a local planning authority to make documents available for public inspection at the authority’s principal office and at such other places as the authority considers appropriate. They also make temporary changes to regulation 36 of the 2012 Regulations to remove the requirement on a local planning authority to provide hard copies of documents made available under regulation 35. Documents are still required to be made available on the local planning authority’s website. This modification will apply until 31 December 2020. See [further detail](#).

Paragraph: 079 Reference ID: 61-079-20200715

Consultation on revised draft SCI

- 2.6 A total of 1362 individuals and organisations were on the Local Plan mailing list at the start of the SCI consultation. They were all sent a notification about the SCI consultation (621 letters and 741 emails). In total, 139 responses were received by the close of the consultation. It is worth noting that only 17 responses were received to the first review of the SCI in 2014. Details of the responses made to the consultation can be found in Appendix 2 of this report. This sets out a summary of the responses received about each question and the Officer Response to them. Some of the responses received set out comments outside the scope of the consultation which was focussed on the proposed changes to the SCI.
- 2.7 There are a number of key issues emerging from the consultation, which are summarised below:
- 2.7.1 The following groups were identified by respondents as being under- represented in the planning process:

Armed Forces	People without access to public transport
Veterans	Homeless

Older people and vulnerable people	Those with learning difficulties
People without access to the internet or computer skills	Parish Forums
People for whom English is not their first language	LEPs
Secondary Schools and FE college	

2.7.2 Concern that the changes proposed to the SCI were not clearly articulated:

In particular it is apparent that many of those responding had interpreted the changes to the SCI as restricting future consultation to online response forms only, it was also identified that there was a lack of clarity over the reason for including Appendix 4 on Neighbourhood Plans and a lack of clarity about the role of community engagement in the planning application process

2.7.3 Focus on electronic responses:

Respondents are concerned that future consultation should not be undertaken solely in digital formats and that letters and paper response forms should be allowed

2.7.4 Engaging with those without access to the internet:

Considerable number of responses indicated that those without home internet access or the computer skills to respond to consultation would be disadvantaged if consultation was undertaken in web based format only. As Rutland has an aging population and those aged over 65 are considered less likely to have home access to the internet this is a considerable issue for the elderly and vulnerable within Rutland.

2.7.5 Role of the Parish Forum:

There is concern amongst some Parish Councils about the removal of a specific reference to the Parish Forum, as this is seen as playing an important role in identifying issues and concerns of the general population.

2.7.6 Need to provide paper copies of planning application documents and to inform more than immediate neighbours of large scale planning applications:

There is some concern that the methods of notifying people about applications which might affect them are insufficient and that there is still a need for paper copies of applications to be available, particularly for major applications. Comments were also made that appendix 5 should set out who would be notified of planning applications.

2.7.7 Legality and appropriateness of the consultation on this SCI:

Some concern was indicated about the approach undertaken to the consultation, particularly restricting responses to the online forms; the clarity of what was being changed and why; and that the consultation does not meet the Governments Code of Practice or the Gunning Principles.

Proposed Statement of Community Involvement

- 2.8 Appendix 1 sets out changes to the SCI (Second Review) to reflect the consultation responses received and the recent temporary amendment to the Local Plan Regulations. Scrutiny is requested to consider these changes. Changes are shown in the Appendix as deleted text and new text is highlighted in grey. These changes take account of national planning policy guidance with respect to amending SCIs regarding engagement with those without access to the internet as highlighted in the previous report to Cabinet. In particular, this states under Paragraph: 078 Reference ID: 61-078-201200513 that:

“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”.

- 2.9 The key points emerging from the consultation as summarised above have been taken into consideration and have been appropriately addressed in the Proposed SCI set out in Appendix 1.
- 2.10 The proposed SCI also appropriately deals with the Government Guidance which highlights that authorities need to take reasonable steps to ensure sections of the community that don’t have internet access are involved. In this regard, it is noted that whilst data sets from the Office of National Statistics do indicate that internet usage amongst the over 65s is proportionately lower than it is across the whole population (which is about 90% regular usage for the East Midlands population), there is still a significantly high proportion of those aged 65 or over with access to the internet. Information sourced through the Covid Shielding process indicated that less than 10% of those in this age group who were shielding did not have access to the internet. This reflects national data which indicates that 12% of the Leicestershire and Rutland population never use the internet.
- 2.11 In summary, the changes to the SCI set out in Appendix 1 cover:

Key Issue	Proposed Action
Legislative changes introduced on 15 th July 2020	Amend section 1 to reflect legislative changes introduced on 15 th July and provide greater clarity about the need to update the SCI now and for it to be reviewed once the current Covid-19 related restrictions have been removed.
Provide clarity about the purpose and role of the	This is already set out in sections 1 and 2 however further clarification of this has been added.

SCI in plan making	
Using additional means of engaging	Clarify that the methods set out in the Appendices 1-4 are the MINIMUM requirement for consultation on the different policy documents at different stages. This is to ensure that the minimum requirement can be met and to provide flexibility for the use of additional forms of consultation and engagement depending upon the issue and the stage at which the document is at.
Engaging those without internet access and who cannot access documentation	New section added into Section 3 setting out the additional measures we are putting place to address the needs of those without internet access. This goes beyond the minimum set out in the Appendices.
Focus on electronic responses	Government guidance is to focus on web based and electronic communication, and it should be recognised that the draft SCI did not prevent the submission of responses by email, letter or paper form, however this has been clarified.
Role of the Parish Forum	Rather than specify that the Parish Forum is a stakeholder, changes proposed to the SCI set out that each Parish and Town Council and the parish meetings were key stakeholders in their own right and that the Council would use a variety of means to engage with them (this could include amongst other formats the Parish Forums and/or the weekly Parish Briefings introduced to communicate through the Covid19 pandemic). In this way the changes make the SCI more flexible and adaptive to changing circumstances, therefore no further change is proposed to this paragraph.
Planning application process not inclusive	The changes to this section of the SCI are not substantial and fully reflect current statutory requirements. No further changes have been proposed.
Legality and appropriateness of the consultation on this SCI	Consultation on the SCI is optional and there are no planning regulations to determine the format of consultation on an SCI. The process undertaken is considered appropriate and proportionate, particularly given that it relates only to changes in the legislation since adoption of the SCI in 2014 and, in response to the restrictions during the pandemic. Clear views have been received from the community about the proposed changes and these have been considered and taken into account in the final SCI document.
Legality of undertaking Local plan Regulation 19 consultation	The Government has introduced changes to legislation which enable consultation at Regulation 19 to proceed in an entirely web based format. They have also issued guidance which encourages Planning Authorities to

	<p>continue to make progress with Local Plan preparation. The SCI reflect this and also that all reasonable steps will be taken to ensure consultation is nonetheless carried out fairly and effectively. It is therefore appropriate for the Council to continue to make such progress with the plan which was approved by Council in February this year.</p>
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- 2.12 The outcome of the SCI consultation and the proposed additional changes to the SCI is being presented to the Growth, Infrastructure and Resources Scrutiny Committee on 13th August 2020 and Cabinet at its meeting on 18 August 2020. Members of Cabinet will be informed of the views of the Scrutiny Committee at its meeting.
- 2.13 If the SCI is approved by Cabinet then it is proposed to undertake the Local Plan statutory (“Regulation 19”) consultation over a six week period, commencing on 28th August 2020.

3 CONSULTATION

- 3.1 Three stages of consultation have taken place in the preparation of the Local Plan and the recommendation to approve an amended SCI as set out in Appendix 1 will enable the statutory consultation on the plan at Regulation 19 to commence.
- 3.2 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, a four week consultation was undertaken on the reviewed SCI as outlined above. It is for the Council to determine the nature and form of that consultation; in undertaking this consultation voluntarily, the Council nevertheless need to ensure that it is carried out properly and fairly, relative to the issues consulted on. This consultation is not covered by any legislative requirements and Officers consider that it has been carried out properly and fairly, relative to the issues consulted on, The exercise undertaken is considered appropriate and proportionate, particularly given that it relates only to changes in the legislation since adoption of the SCI in 2014 and, in response to the restrictions during the pandemic, the method of consultation with the community. Clear views have been received on what are seen as shortcomings with the proposals as seen from the Summary of Consultation Responses and these have been considered and taken into account in the final SCI document.
- 3.3 In line with Government guidance regarding 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. In addition to the public consultation, measures will be undertaken to inform the public through press releases, newsletter and emails to those on the planning policy consultation database.

4 ALTERNATIVE OPTIONS

- 4.1 The alternative option is to consider any further additional amendments to the SCI

or, in the case of the Local Plan consultation to await the time when the current SCI can be used as the basis of the Local Plan consultation.

- 4.2 Officers consider that the SCI set out in Appendix 1 forms an adequate and appropriate basis for consultation on planning matters, taking account of all responses to the consultation and the most recent changes to legislation and Government guidance.
- 4.3 At present, there is still some uncertainty when the Council would be able to conduct consultation within the context of the current SCI and there is a need for the SCI to be revised to deal with statutory changes to planning regulations. 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. In addition, some of the changes to the SCI are required to encompass statutory changes to planning regulations for policy making, neighbourhood planning and development management. It is intended to consider reviewing the SCI again when appropriate to do so following the further easing of Covid-19 restrictions.

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 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.
- 6.2 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.
- 6.3 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.

- 6.4 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 Section 149 of the Equality Act 2010 requires public authorities to have due regard to several equality considerations when exercising their functions. Section 149 replaced pre-existing duties concerning race, disability and sex. It extended coverage to the additional “protected characteristics” of age, gender reassignment, religion or belief, pregnancy and maternity, sexual orientation and, in certain circumstances, marriage and civil partnership.
- 8.2 The report to Cabinet in June highlighted that an equality screening assessment taking account of the amended proposals for the SCI is required. This is attached as Appendix 3 of this report. This assessment recognises that there will be a varied impact arising from the proposed changes on the population, particularly those residents who are without home access to the internet which is likely to be higher among the elderly, with age being a protected characteristic.
- 8.3 The SCI set out in Appendix 1 acknowledges the need to put in place additional measures to address the needs of those without home access to the internet as well as measures designed to engage specifically with underrepresented groups (who do not normally engage in planning). Many of these groups represent people within the community who fall within the protected characteristics covered by the Equalities Act. Additional information has been included in the SCI about how the Council will seek to engage with those who do not have access to the internet and are unable to respond to documents in an electronic format. Access to the Internet will vary. The revised SCI reflects that limited telephone information in relation to queries is still available as an alternative to email or face-to-face contact (the latter probably being impracticable due to Covid-19), and so makes it clear that non-electronic representations can be made with or without the standard form. This has been made much clearer in the revised SCI at Appendix 1.
- 8.4 In addition, it is still intended that relevant documents with respect to the Local Plan statutory consultation will be made available for inspection at Catmose on a booking system which allows the Council to implement appropriate arrangements which meet Covid 19 Restrictions. This arrangement will be in place despite the recently

amended Local Plan Regulation which, for a temporary period, no longer require this. Consideration will also be given to the ability to safely make copies of the documents available for inspection in libraries as they begin to re-open in the coming months. Town and Parish Council and Parish Meetings will also be encouraged to make similar arrangements for consultation documents to be made available within their own communities. Planning Officer's continue to be available by telephone and a triage system is being put into place to ensure that people calling the Council can be directed to the most appropriate place/person to help them access consultation materials.

9 COMMUNITY SAFETY IMPLICATIONS

- 9.1 In the interests of public safety, the proposed consultation on the Local Plan will be undertaken in line with Government advice on social distancing in response to Covid-19.

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 current SCI has been reviewed in order to update all elements of community engagement in the planning process with respect to statutory changes to planning regulations for policy making, neighbourhood planning and development management as well as to address issues related to Covid-19 restrictions.
- 12.2 The SCI set out in Appendix 1 will 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.
- 12.3 The proposals are in line with recent guidance issued by the Government. The Covid-19 related changes to the SCI are temporary and the SCI will need to be reviewed again once current restrictions on movement and contact is lifted.

13 BACKGROUND PAPERS

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

14 APPENDICES

- 14.1 Appendix 1 – Proposed Reviewed Statement of Community Involvement
- 14.2 Appendix 2 – Consultation response to the public consultation on a draft Statement of Community Involvement.
- 14.3 Appendix 3 – SCI Equality Impact screening assessment

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Rutland County Council

Statement of Community Involvement – Second Review

August 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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Section I: 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.
- 1.3 This Review also includes temporary changes which need to be made to the SCI to address the impact of Covid-19 on the planning process. This includes reflecting national changes to planning legislation for both the plan making process and Development Management function. 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 for planning applications.
- 1.6 The Rutland SCI reflects these statutory requirements and sets out in Appendices 1- 5 the **minimum** consultation required for both plan making and planning applications. Additional methods of consultation and community engagement may be used for different documents at different stages, however these are not prescribed within the SCI to allow flexibility to respond to changing circumstances and specific issues.
- 1.7 As a number of the changes made to the SCI have been made in direct response to the Covid19 pandemic, the SCI will be reviewed again when restrictions have been lifted.

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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

Purpose of the SCI

- 1.8 The SCI 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.
- 1.9 ~~Its~~ The purpose of this SCI 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. For planning policy documents the SCI sets out the **minimum** standards required for each type of documents at each stage in plan making – Appendices 1-4 (for Neighbourhood plans this only relates to the consultation stage which the Council is responsible for Regulation 16). It is likely that the Council will do more than the stated minimum depending on the issues and the stage in the process.
- 1.10 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.
- 1.11 The Council will prepare a Statement of Consultation for each DPD and SPD 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.

Need for review

1.12 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 simpler and more 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.”

1.13 On 13th May and 15th July 2020 Ministry of Housing, Communities and Local Government (MHCLG) published temporary measures designed to make ensure the continued operation of the planning system. These measures include a change to the local plan Regulations and updates to the National Planning Practice Guidance (NPPG) in relation to the process for 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:

Paragraph: 077 Reference ID: 61-077-201200513

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: 079 Reference ID: 61-079-20200715

These regulations make temporary changes to how documents are required to be made available under regulation 35 of the Town and Country Planning (Local Planning) (England) Regulations 2012 (“the 2012 Regulations”). They temporarily remove the requirement on a local planning authority to make documents available for public inspection at the authority’s principal office and at such other places as the authority considers appropriate. They also make temporary changes to regulation 36 of the 2012 Regulations to remove the requirement on a local planning authority to provide hard copies of documents made available under regulation 35. Documents are still required to be made available on the local planning authority’s website. This modification will apply until 31 December 2020.

And Paragraph: 080 Reference ID: 61-080-20200715

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

Local planning authorities should consider how they can continue to promote effective community engagement by means which are reasonably practicable, in particular to reach those sections of the community that do not have internet access. Paragraphs 76-79 of this guidance set out how local authorities can review and update their Statements of Community Involvement to provide any temporary amendments that are necessary to allow plan-making to progress and to engage sections of the community that do not have internet access.

There are no requirements 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

Changes in consultation methods

- 1.14 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 representations as well as the ability for people and groups to meet together to prepare joint responses to applications and DPDs.
- 1.15 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. The changes that have been made to national planning guidance and legislation have been made to support LPAs to continue with both the plan making and decision making processes.
- 1.16 In making the changes to legislation and guidance the NPPG also requires LPAs to consider how they can continue plan making with a focus on electronic and web based formats, whilst also making provision to engage with those sectors of the community who have no or limited access to the internet. This group has therefore been added as an "under-represented groups" in section 3 (paras 3.32 – 3.34). Whilst not exclusively, this sector of the Rutland community are primarily older people. Older people's interest groups are also covered by groups listed as both "General Consultation Bodies" and "Other Consultees" set out in paragraphs 3.5 and 3.6. 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
- 1.17 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 part of the **minimum** consultation **standard**.

- 1.18 Changes to Regulation 35⁵ and to the NPPG regarding the availability of paper copies for inspection at the Council's offices and other locations is temporary until 31st December 2020. A subsequent review of the SCI will therefore be undertaken when Covid-19 related changes—restrictions 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. The Council will continue to use its Local Plan newsletter as a means of keeping stakeholders informed.

⁵ The Town and Country Planning (Development Management Procedure, Listed Buildings and Environmental Impact Assessment) (England) (Coronavirus) (Amendment) Regulations 2020
<https://www.legislation.gov.uk/uksi/2020/505/made>

Section 2: Community Involvement in the Preparation of Development Plan Documents

The Rutland Local Plan

- 2.1 The **Development Plan–Local Plan** for Rutland 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.
- 2.2 The Council will also prepare **Supplementary Planning Documents (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 **statutory Development Plan**. Information on adopted [SPDs](#)⁶ can be found on the Council’s website

Key stages for preparing Development Plan Documents

- 2.3 The Key stages for preparing DPDs are set out in Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended). There are four main stages to the **preparation of a DPD**. The table below summarises the purpose of each stages, indicating the role of community involvement at each stage. For further details on the minimum requirements for notification and availability of documents which Rutland County Council will provide at each stage see **Appendix 1**.

Involve the community	Stage 1 – Preparation (early engagement) (Regulation 18)
	<ul style="list-style-type: none"> • Collecting evidence through various sources and publicise at an appropriate early stage in the process • Notify and work with groups, organisations and residents • Consider issues and alternatives • Prepare content of draft document and provide feedback where possible
	Stage 2 – Publication (Regulation 19)

⁶ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/supplementary-planning-documents-spd/>

Statement of Community Involvement – Second Review

Consult with the community	<ul style="list-style-type: none"> • Statutory stage - 6 weeks (minimum) to make representations about the Development Plan Document; sustainability appraisal and/or supporting evidence • Documents (including evidence base) made available for inspection on the Council's website • Representations should address issues of "Soundness" and "Legal Compliance"
Independent inspection	<p>Stage 3 – Submission for Independent Examination</p> <ul style="list-style-type: none"> • Representations received at Stage 2 summarised and made publicly available. • 'Statement of Community Consultation' to demonstrate how the Statement of Community Involvement has been followed • Development Plan Document submitted to Secretary of State for independent examination (Supplementary Planning Documents to Council for adoption) • Representations submitted to Secretary of State • Independent examination • Planning Inspector issues report. • Adopted by Council if agreed as 'sound' by Inspector
Monitor	<ul style="list-style-type: none"> • Final plan is regularly monitored, to ensure that the plan is achieving its aims • Plan must be reviewed at least every 5 years or sooner where necessary

2.4 In summary these are set out in stages:

a) Public Participation in preparation of DPDs (Regulation 18)

There is considerable flexibility in how the initial stages of plan preparation may be carried out but typically it may involve two stages of consultation 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.~~

~~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 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 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~~

~~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 sessions. Hearing sessions may be held virtually.~~

~~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 prepares an Inspector's Report with recommended modifications which the Council must follow if it is to adopt the Plan

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

2.5 SPDs have fewer stages in their preparation and are not subject to independent examination. However, their preparation still requires community involvement: The table below summarises the key requirements for each stages, indicating the purpose of community involvement at each stage. For further details on the minimum requirements for notification and availability of documents which Rutland County Council will provide at each stage see **Appendix 2**.

Involve the community	Stage 1 – Preparation (early engagement)
	<ul style="list-style-type: none"> • Develop a range of evidence to support the document • Notify and work with relevant stakeholders and interested parties • Consider issues and alternatives • Prepare content of draft document and provide feedback where possible
Consult with the community	Stage 2 – Consultation
	<ul style="list-style-type: none"> • Minimum 4 weeks consultation • Representations considered and a revised documents prepared
Adoption	Stage 3 – Adoption
	<ul style="list-style-type: none"> • Council adopt final version • Notify consultees • Notice of adoption published on Council website

a) Preparation

Statement of Community Involvement – Second Review

- 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 2016.⁷
- 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**.

⁷ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/community-infrastructure-levy-cil/>

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

- 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 4 ☞).
- 2.13 The Council also has a duty to provide technical advice and support to communities in the preparation of their plans. In Rutland the Council asks Neighbourhood Plan Groups to enter into a Service Level Agreement at the beginning of their journey to prepare a Neighbourhood Plan. This SLA sets out the technical advice that the Council can provide as well as guidance on the role of the Council and local groups in preparing Neighbourhood Plans. This SLA also requires Neighbourhood Plan Groups to provide the Council with regular updates on progress and a project plan to enable the Council to respond in a timely manner to requests for support. Specifically the Council will provide the following:
- advice on the neighbourhood planning process and legislative requirements
 - Signpost groups to organisations and resources which may be of help
 - sharing information and evidence
 - advice on evidence, assessments/appraisal and conformity with the national and local policy framework
 - provision of mapping in accordance with our OS License

Further information on the support available can be found on the Council's website⁸ .

Section 3: Who will be involved in the Planning Policy 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'.

⁸ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/neighbourhood-planning/neighbourhood-planning-and-guidance/>

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. It is the responsibility of Town and Parish Councils and Parish Meetings to ensure that their contact details are up to date. <https://rutlandcounty.moderngov.co.uk/mgParishCouncilDetails.aspx?bcr=1>

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 planning policy documents. The Council will try to maintain contact details for these consultees however this is dependent upon the Council being made aware of them and provided with up-to-date contact details. These are grouped under the following headings:

- Amenity groups
- Armed Services and Veterans
- Cultural and Art Groups
- Built Environment
- Community
- Economy
- Education
- Groups representing Black Asian and Minority Ethnic (BAME) communities
- Ethnic Minority Groups including Gypsies & Travellers
- Healthcare
- Youth groups
- 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 Councils 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 for DPDs which will be submitted with the Local Plan to the Secretary of State in order to demonstrate how it considers it has satisfied the duty in preparing DPDs the Local Plan. The public examination of the DPD 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 mailing list 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 mailing list database at any time by contacting the planning policy team and providing their contact details (localplan@rutland.gov.uk). 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)⁹.

⁹ 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/>

Information and comments provided to the Council through consultation on the Local Plan DPDs and SPDs will be made publicly available, unless there are specific and justifiable reasons for it to be confidential.

- 3.17 The Council may publish letters and completed web forms which are submitted as part of Local Plan planning consultations on the Council's website. 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) Voluntary and community sector** The Council will consult where appropriate with relevant local, voluntary and community groups 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.

d) **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 do not usually engage 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. A local plan newsletter will also be prepared to provide a quick and easy guide to the Local Plan as it develops.
- 3.22 The groups identified as falling into this category of "under-represented groups" are set out below. Details on and how they may can be engaged in the Local Plan process is also considered. This is not an exhaustive list and other methods of engaging these groups will be used where appropriate below
- 3.23 **Young people** - The Council is keen to encourage the involvement of more young people in the preparation of the local plan. This will take place through engagement with youth groups through direct contact with groups who are active in the County using social media; newsletters; and informal feedback sessions.
- 3.24 **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 and social 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 Town and Parish Councils and parish meetings will also act as an important source of information for this group and they will continue to be provided with one paper copy of all relevant planning documents.
- 3.28 The Council's mobile library service has in the past provided a further source of information for rural communities. Whilst this service is not currently operating it will be used as and when it reopens.
- 3.29 **Minority Groups** – Black Asian and Minority Ethnic groups (BAME) ~~Minority Ethnic Groups~~ have a relatively small presence in Rutland. Where there are no established

local groups or apparent informal groupings, involvement and consultation will be through regional and national organisations.

- 3.30 The number of Gypsies and Travellers is relatively few in Rutland; the Council will take practical steps to involve Gypsies, Travellers and Travelling Show Persons wherever possible, building on existing relationships where they exist.
- 3.31 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.

Vulnerable and Shielded residents – Covid19

- 3.32 Measures put in place to shield the most vulnerable residents in the county from the impact of Covid-19 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. Consultation documents will be available on the website and copies will also still be made available in printed format (at cost). Planning Officers will continue to be available to help answer questions and direct callers to documents.

People with no access to the internet

- 3.33 As the focus for consultation shifts towards electronic and web-based communication, it is important to recognise that a proportion of the County's population will not have access to the internet, a computer or a smart phone and may not therefore be able to access consultation documents. This is known as Digital Exclusion. The Council's Digital Rutland Strategy 2019-2022¹⁰ identifies Digital Inclusion as the 6th Aim of the strategy. This recognises that digital exclusion disproportionately affects vulnerable people, low income groups, the elderly and marginalised communities in society. The strategy sets out measures to increase digital skills and support residents who are not currently online. This includes the provision of IT courses and adult learning facilities, access to the internet at Council buildings and working with other organisations to address digital exclusion.
- 3.34 In normal circumstances copies of documents can be viewed in the Council Offices and libraries on the public computers. Arrangements are currently being made to ensure that copies of the Local Plan consultation documents can be made available for inspection despite Covid-19 restrictions. This will be subject to a booking system which will ensure that social distancing, the appropriate quarantining of documents and the cleaning of the inspection venue can be maintained. Consultation documents will also be made available in printed format (at cost or on loan in cases of financial hardship) and Planning Officers will continue to be available to help answer questions and direct callers to documents.

¹⁰ <https://www.rutland.gov.uk/my-community/digital-rutland/about-digital-rutland/>

3.35 The Council will publish notice of the consultation in local newspapers. It will also notify local radio and TV media. Town and Parish Councils and Parish Meetings will also be asked to publicise the consultation. In addition notifications will be sent to those who have requested to be updated on the preparation of the plan as well as those who have previously engaged with the plan making process. In all communication formats people without access to the internet will be advised to contact the Council's customer service team who will use a triage system to direct callers to the most appropriate team or make arrangements for the inspection of consultation material.

Equalities Impact Assessment

3.36 The Council has undertaken ~~will undertake~~ an Equality Impact Assessment (EqIA) screening of this SCI and this has been considered within the revised document. An EqIA will be undertaken 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~~ **DPDs and SPDs**. This includes making consultation documents available ~~at the Council's Principal offices~~ and on the website. ~~Local Plan DPD~~ consultations will be a minimum of six weeks. Consultation on SPD's 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 **appropriate and 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~~ notifications by post will be sent to them to inform them of the consultation. The preferred method of consultation is by email as 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~~ **Development Plan process** 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.

Potential Consultation Methods

- 4.3 The Council intends to use a range of methods to inform and consult with the community in preparing planning policy documents.
- 4.4 ~~Some potential~~ **Section 3 sets out the ways in which we will try to engage those groups who tend not to engage with planning consultations and the table below outlines additional methods of consultation which the Council may use, together with the main benefits of each method are set out on the next page.** 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~~ **Some of these techniques may not be possible as Covid19 restrictions remain in place, for clarity the methods which are likely to be affected by Covid-19 restrictions are shaded within the table.**
- 4.5 The list below is not therefore exhaustive but gives an indication of the different techniques which might be used. Appendices 1- 4 set out **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 methods for preparing planning policy documents

Method	Benefits
Make documents and supporting information available on the Council's website.	Information easily accessible from people's own homes and businesses, 24 hours a day.
Make provision for online engagement through the availability of all relevant documents and the submission of representations online and in electronic format.	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.
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. Follows a standard format which allows responses to be entered directly into copied accurately the database and facilitates the Examination process.
Dedicated e-mail address for Local Plan matters.	Means of submitting comments and contacting the Council for further information and assistance.
Provide Planning Officer call-back service to respond to enquiries.	Using a triage system to identify the most appropriate way to respond to a customer call or enquiry which will include speaking to a planning officer where appropriate.
Local Plan eNewsletter	Online newsletter informs people of Local Plan progress and encourages further involvement in the process.
Make hard copy and electronic copies of documents and supporting information available at the Council's Principal Office in Oakham.	Access to consultation documents free of charge. This may be by appointment only during opening hours.
Make documents and supporting information available at the public libraries in Rutland. *	Access to consultation documents in printed and electronic format free of charge and access to the submission of electronic representations available during opening hours. Subject to libraries reopening to offer a full range of services.
Make copies of consultation documents or extracts of documents and printed response forms available on request.	To support those who do not have access to the consultation documents via the internet or in electronic format. This service will be available by telephone and through the Customer Service centre during opening

Method	Benefits
A charge will be made for printed documents and postage (in accordance with the Council's Schedule of Fees and Charges), except in cases of financial hardship.	hours.
Hold exhibitions* (Including the use of virtual exhibitions, webinars and online presentations) where practical & appropriate.	Publicises information and enables early engagement in options in a user friendly way and in a variety of locations. 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.
Include information in a Summary Leaflet where appropriate.	Provides a brief summary of the document and can be delivered circulated to households where appropriate, to inform plan preparation progress and encourage further involvement in the process.
Distribute information to Parish and Town Councils through existing available channels. Encourage Town and Parish Councils and Parish Meetings to advertise consultation	Information circulated to all Town and Parish Councils and Parish Meetings in Rutland, using existing communication channels. Allows information to be displayed in public locations in local towns and villages. Gives opportunity for representatives of all Town and Parish Councils and Meetings in Rutland to raise and discuss issues. Provides opportunity for Town and Parish Councils and Meetings to engage with those without internet access and support their response
Make poster and other display materials available on request to Town and Parish Councils and Parish Meetings.	Disseminates information effectively to local communities.
Press releases to local newspapers, radio and regional tv as well as local digital media.	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.
Use of social media such as Twitter @rutlandcouncil to notify followers of Local Plan progress and involvement opportunities.	Means of engaging hard to reach groups. Provides an opportunity to encourage and facilitate discussion with interested parties.

Method	Benefits
Engage Rutland Youth Council and use Rutland's young people's* webpage– https://www.rutland.gov.uk/my-services/health-and-family/youth-services/available-services/rutland-youth-council/	Means of engaging young people in Rutland to promote and raise any awareness of planning issues and consultations on planning documents.
Engage with existing relevant partnership, forums and groups such as the 'Rutland Water Partnership'.*	Using existing forums and partnerships helps to engage with and capture the views of groups on specific issues. The Rutland Water Partnership meets regularly and allows the Council to capture views relating to Rutland Water specific issues.
Engage with target groups, community groups and forums, including use of meetings, workshops and focus groups.*	Gives opportunity for groups to raise and discuss issues.
Notifications sent to those on the Local Plan mailing list (Notifications by post letters will only be used where no email address is available).	Formal means of communication with those on database; ensures communication is received. Those on mailing list will be actively encouraged to provide email contact details to reduce paper notifications. Notification by post Letters will still be used where electronic means of communication are not possible.
* Assuming that this method can be safely carried out in a way which is consistent with Covid-19 restrictions. This may mean ensuring social distancing measures are in place and through the use of web base, virtual and electronic formats.	

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 4**. These identify the minimum requirements at each stage – including the statutory requirements for consultation 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 \(LDS\)](#)¹¹. Progress against the key milestones for

¹¹ <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/local-development-scheme/>

document preparation are reported annually in the [Authority Monitoring Report \(AMR\)](#)¹².

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

¹² <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/annual-monitoring-report/>

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 and Advertisement consent, as referred to in Appendix 5. 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

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. The Council will also encourage developers to undertake voluntary pre-application discussions and consultations with the local community prior to submitting formal planning application in accordance with the advice contained within the national planning practice guidance.

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 <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/apply-for-planning-permission/>

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 2015.
- 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 5** 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~~ Notifications by post/email to statutory organisations and interest groups
 - ~~Letters~~ Notifications by post 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](#).

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.
- Create an automatic email when new planning application is validated within an identified area

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](#).

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 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.

Appendix I: 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
<p>Plan Preparation (Regulation 18)</p> <p>Issues & Options/ Preferred Options</p>	<p>Those bodies or persons that the Council considers to have an interest in the Plan, such bodies will include relevant:</p> <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"> – Rutland Parish and Town Councils – Target groups and stakeholders • Those considered to have an interest will be informed by email or letter-notifications by post 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) - advise those without internet access to contact the Planning Policy team directly to discuss their needs • Draft Plan(s) and accompanying documents will be made available at the Council office, Libraries and be published on the Council's website* www.rutland.gov.uk • Online response form on Council's website www.rutland.gov.uk • Copies or extracts of the Plan and response form made available in print or electronic format at cost and on request.

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
			<ul style="list-style-type: none"> • Dedicated e-mail address localplan@rutland.gov.uk for responses and enquiries • Press release to local newspapers , radio and regional TV as well as local digital media
<p>Plan Publication (Regulation 19)</p> <p>Proposed Submission Plan</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 notification by post) 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) - advise those without internet access to contact the Planning Policy team directly to discuss their needs • Draft Plan(s) and accompanying documents will be made available at the Council's Principle Office and on the Council's website* www.rutland.gov.uk • Copies or extracts of the Plan and response form made available in print or electronic format at

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
			<p>cost and on request.</p> <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 • Press release to local newspapers, radio and regional TV as well as local digital media
Submission of Plan to Secretary of State (Regulation 22)	<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 electronically to the Secretary of State • Plan and accompanying documents will be made available at the Council's Principle Office and published on the Council's website* www.rutland.gov.uk • A statement will be placed on the Council's website setting out how the plan and accompanying documents can be accessed • Press release to local newspapers radio and regional TV as well as local digital media.
Independent Examination (Regulation 24)	<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 	<ul style="list-style-type: none"> • Public notice on the Council's website and a hard copy on display at the Council principal office setting out where the hearing will be held and the name of the Inspector appointed to carry out the examination

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
		<ul style="list-style-type: none"> 6 week consultation period if there are main modifications (or as required by the Inspector) 	<ul style="list-style-type: none"> Email (or letter notification by post) 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 and public notice on 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 principal office and published on the Council's website* www.rutland.gov.uk Give notice to those persons those who have requested to be notified by email or letter notification by post 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"> 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 on the Council's website* Publish notice setting out how the plan and accompanying documents can be accessed this will be published on Council's website and at the Council office A copy of the adoption statement will be sent via

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
			<p>email to the Secretary of State and to anyone who has specifically asked to be notified and have provided an email address (or contact address)</p> <ul style="list-style-type: none"> • Press release to local newspapers radio and regional TV as well as local digital media

* If this stage is reached after 31st December 2020 and the amendments to Regulation 35 and 36 set out in The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 have not been extended documents will also be made available for inspection at the Council's Principal Office.

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.

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

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
			<p>and on request.</p> <ul style="list-style-type: none"> • Online response form on Council's website www.rutland.gov.uk • E-mail address localplan@rutland.gov.uk for responses and enquiries
Adoption of SPD (Regulation 14)	<ul style="list-style-type: none"> • Anyone who has specifically asked to be notified when the SPD is adopted 	Not a consultation stage	<ul style="list-style-type: none"> • 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 • Anyone who has asked to be notified will be sent an email or letter notification by post including a copy of the Adoption Statement

* If this stage is reached after 31st December 2020 and the amendments to Regulation 35 and 36 as set out in The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 have not been extended, documents will also be made available for inspection at the Council's Principal Office.

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.

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
Consultation on Draft Charging Schedule (Regulation 15)	<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"> • Consultation bodies • Residents, businesses, voluntary bodies or business bodies within the area where appropriate 	<ul style="list-style-type: none"> • Minimum of 6 weeks 	<ul style="list-style-type: none"> • 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 • 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 • 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. • Online response form on Council's website www.rutland.gov.uk • Dedicated e-mail address localplan@rutland.gov.uk for responses and

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Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
			enquiries
Withdrawal of a draft charging schedule (Regulation 18)	All those previously consulted on the draft charging schedule		<ul style="list-style-type: none"> • Publish statement on the Council's website www.rutland.gov.uk • Place notice in the local newspapers • Remove the draft charging schedule from the Council's website, the Council offices & libraries
Submission of documents and information to the Examiner (Regulation 19)	<ul style="list-style-type: none"> • Those who requested to be notified that the draft charging schedule has been submitted 	Not a consultation stage	<ul style="list-style-type: none"> • Copy of the draft charging schedule, relevant evidence and a statement of the representations procedure published on the Council's website www.rutland.gov.uk • 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 • If modified send a copy of the statement of modifications to all those consulted on the draft charging schedule
Examination (Regulation 21)	<ul style="list-style-type: none"> • Those who have made representations 	Not a consultation stage	<ul style="list-style-type: none"> • Publish details of the examination and Inspector on the Council's website
Publication of Examiner's recommendations (Regulation 23)	<ul style="list-style-type: none"> • Those who requested to be notified of the examiner's recommendations 	Not a consultation stage	<ul style="list-style-type: none"> • Copy of the examiner's recommendations made available for inspection at the Council offices, Libraries and published on the Council's website www.rutland.gov.uk • Give notice to those persons who requested to

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

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 for which the Council is the responsible body. Additional complementary techniques (from table 1 within the SCI) may also be used depending on the 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
Designation of Neighbourhood Area (Regulation 5)	<ul style="list-style-type: none"> Consult with relevant consultees including adjoining Parishes, statutory bodies¹³ Confirm designation to Qualifying Body and anyone who made representations on application 	6 weeks	<p>Publish application on website</p> <p>Publish designation notice on website</p>
Publish Submitted Plan (Regulation 16)	<ul style="list-style-type: none"> Notify relevant consultation bodies 	6 weeks	<p>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*</p> <p>Online response form</p> <p>Dedicated email address for responses and enquiries</p>

¹³ 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

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

* If this stage is reached after 31st December 2020 and the amendments to Regulation 35 and 36 as set out in The Town and Country Planning (Local Planning) (England) (Coronavirus) (Amendment) Regulations 2020 have not been extended documents will also be made available for inspection at the Council's Principal Office.

Appendix 5: Consultation on Planning Applications

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 Article 15 (2)(a)
Does not accord with the provisions of the Development Plan	Newspaper and Site Notice	DMPO 2015 Article 15 (2)(b)
Affect a Right of Way	Newspaper and Site Notice	DMPO 2015 Article 15 (2)(c)
Major development. (unless in 2(a) to 2 (c) above)	Newspaper and Site Notice	DMPO 2015 Article 15 (4)

<p>(a) The winning and working of minerals or the use of land for mineral-working deposits;</p> <p>(b) Waste development;</p> <p>(c) n/a</p> <p>(d) n/a</p> <p>(e) the provision of dwelling houses where-</p> <p style="padding-left: 40px;">(i) the number of dwelling houses to be provided is 10 or more; or</p> <p style="padding-left: 40px;">(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>		
<p>All other "Planning Applications"</p>	<p>(a) By Site Notice (unless site notice is required under Sections 67 or 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990) or</p> <p>(b) by serving notice on any adjoining owner or occupier</p>	<p>DMPO 2015 Article 15 (5)</p>
<p>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</p>	<p>None.</p>	<p>-</p>

and Buildings, Demolitions or Railways		
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) 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 of the Town and County Planning (General Permitted Development) Order 2015.
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

Non-Statutory Publicity

6. Applications for Reserved Matters do not require statutory publicity. **The Council will notify adjacent land owners / occupiers. This will be done via a site notice posted on or near the site or by letter.**
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 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 Amendments to Planning Applications

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, **makes no material difference to or** 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 **for applications for advertisement consent. 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. **In such cases a letter will be sent to those properties the case officer considers to be affected by the proposed advert.**

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

Title	Abbreviation	Description
Adoption		The final confirmation of the status of a planning policy document by a local planning authority (LPA)
Authority Monitoring Report	AMR	Report on how authority is performing with regard to meeting the timetables for preparation of Local Plan Development Plan documents and the performance of planning policies, with the identification of any remedial action to be taken if required
Community Infrastructure Levy	CIL	Mechanism for securing developer contributions towards the cost of providing essential community infrastructure.
Development Plan		Set of documents which provides the basis for determining planning applications. Comprises the adopted Local Plan and other Development Plan Documents and neighbourhood plans that have been made. The statutory plan that provides the basis for determining planning applications. Comprises adopted Local Plans and neighbourhood plans that have been made.
Development Plan Document	DPD	Planning policy documents which together form the statutory Development Plan for the County. These are subject to independent examination and will form part of the statutory development plan for the area when it is adopted. Sets out the planning policy framework against which planning applications are assessed. Part of the Usually called the Local Plan.
Development Management Procedure Order (2015)	DMPO	Sets out the regulations for the development management process
Equalities Impact Assessment	EqIA	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.
Householder Planning Application		Cover small projects like extensions and loft conversions
Householder Appeals		The applicant who submitted a householder planning application has the right to appeal against the decision of the Local Planning

Title	Abbreviation	Description
		Authority on their planning application if they disagree with that decision
Issues and Options		Produced during the initial stage of the preparation of Development Plan Documents.
Local Development Scheme	LDS	The Council's three-year programme for preparing Local Development Plan Documents Part of the Local Plan which will form the Statutory Development Plan
Local Plan		A Development Plan Document (DPD) which 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. When adopted the Local Plan forms part of the statutory Development Plan against which planning applications are determined
Localism Act 2011		The Localism Act aims to shift power away from central government and towards local people, communities and councils. Contains provisions intended to simply and clarify the planning system.
National Planning Policy Framework	NPPF	Sets out the government's planning policies and how these are expected to be applied. .
Neighbourhood Plan	NP	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
Neighbourhood Development Order		Enables the community to grant planning permission for development it wishes to see
Planning Inspectorate (PINS)		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.
Public Examination		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.
Referendum (for Neighbourhood Plans)		A vote by which the eligible population in a local community decides whether they support the Neighbourhood Plan.

Title	Abbreviation	Description
		A referendum for a Neighbourhood Plan in Rutland will be arranged by Rutland County Council Electoral Services and must follow statutory regulations and procedures.
Representation		A response about a DPD submitted through the statutory Regulation 19 consultation, received within the advertised consultation period and which addresses the Tests of Soundness
Statement of Consultation		A report on how the Council has consulted the communities on the preparation of the development plan documents and Supplementary Planning Document, met the key milestones set out in the Local Development Scheme and the main issues raised and responses to those issues.
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 Development Plan Documents, Supplementary Planning Documents Local Plans and Neighbourhood Plans and when dealing with planning applications
Supplementary Planning Document	SPD	Expand on policies and proposals in DPDs. 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 are non-statutory documents which form material considerations in the determination of a planning application.
Stakeholder		A person, group, company, association, etc with an interest in, or potentially affected by planning decisions in Rutland.
Sustainability Appraisal	SA	Document setting out the appraisal of plans and policies to ensure they reflect sustainable development objectives.
Test of Soundness		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.
The Council		Rutland County Council
Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended)		The regulations that set out the process by which the Local Plans DPDs and SPDs must be prepared

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

Ministry of Housing, Communities and Local Government (MHCLG)

The MHCLG 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: <https://www.gov.uk/government/organisations/ministry-of-housing-communities-and-local-government>

Email: contactus@communities.gov.uk

Postal Address: 2 Marsham Street, London, SW1P 4DF

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: rtpi.org.uk/planning-advice/about-planning-aid-england/

Email: info@planningaid.rtpi.org.uk

Telephone Number: 020 7929 8338

Postal Address: Planning Aid England, RTPI, 41 Botolph Lane, London EC3R 8DL

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 O/P, Temple Quay House, 2 The Square, Temple Quay, Bristol BS1 6PN

Telephone: 0303 444 5000

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Rutland Local Plan Review
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 Schedule of Main Issues Raised, Officer Responses and Proposed Changes

Main issues raised	Officer Response	Proposed Change
Q1. The Council has identified groups as under-represented. Are there any other that should be considered?		
Yes - 72 No - 46		
Please identify any other under-represented groups		
<ul style="list-style-type: none"> • Armed Forces • Veterans • Older People, vulnerable people • People without internet access or computer skills • People for whom English is not their first language • People without public transport • Local heritage organisations • Local businesses and hospitality • Youth Groups • Farmers Groups • Homeless • Learning disabilities • Parish Forum • LEPs • Neighbourhood Planning Groups • Secondary Schools & FE College 	<p>Thank you for the suggestions. The Council has already consulted with a number of these groups, however the Council will seek to identify contact details for those groups or organisation that are not currently on our mailing list.</p>	<p>None</p>
Q2. The SCI sets out potential ways to engage with the community. Do you have any additional ways of engaging effectively for this?		
No - 20 Yes - 91		
As you answered yes, please suggest additional ways of engaging effectively.		

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Main issues raised	Officer Response	Proposed Change
<p>Essential for there to be a variety of options for communicating responses. Online responses may not be the preferred or most accessible route for some groups, and in order to maximise inclusiveness, an email option should be available and also the option of filling in a printed form or writing a letter.</p>	<p>Noted. Whilst online responses is the preferred method of responding to consultation, the SCI Review document does not exclude the submission of responses by post and email.</p>	<p>Clarify that alternatives to online form will be accepted in consultations on DPDs and SPDs</p>
<p>The Parish Councils are a key channel of communication with the communities they serve and the Parish Council Forum, attended as it is by representatives of all the Parishes in the county, plays an important role identifying issues and concerns of the general population. The Forum has, therefore, a part to play in any plan making consultation process</p>	<p>Noted. The Parish Forum is an un-constituted body which is chaired by the Chairmen of the County Council. The Forum was not established for the purpose of responding to consultations and therefore does not have a role in making representation.</p> <p>Each individual Town and Parish Council and Parish Meeting is individually consulted in their own right as a statutory consultee. The parish briefings originally set up by the Council as part of Covid-19 arrangements offer an opportunity for parish councils to ask questions and communicate with the Parishes.</p> <p>However, Table 1 sets out that existing partnerships, forums and groups will be engaged and through meetings, workshops and focus groups. The SCI therefore allows the flexibility to use forums such as the Parish Forum to engage different groups in the process.</p>	<p>None</p>

Rutland Local Plan Review Statement of Community Involvement Schedule of Main Issues Raised, Officer Responses and Proposed Changes

Main issues raised	Officer Response	Proposed Change
Send every Parish Council a hard copy of Consultation doc: enables those without internet to access & is more flexible in lockdown. Multi-page documents are not designed to be read online.	Each individual Parish Council and Parish Meeting will continue to receive a hard copy of the consultation document. In addition Parish and Town Councils be encouraged to support their local community in accessing these documents either by making documents available for inspection or loan (subject to a Risk assessment and incorporating Covid-19 restriction measures.)	None
Local libraries are an essential forum for those groups who may find computer access difficult. Mobile libraries would be a means of bringing information to groups who are unable to travel to central libraries and who do not have computer access.	Noted no significant change to previous version. The Regulations have been changed to support online and web based consultation. The Council will provide an inspection copy at the Council offices. The SCI Review document does not exclude the use of libraries to access consultation documents. As and when the library service reopens the libraries and mobile libraries will be considered subject to a risk assessment as additional to the minimum requirement.	None
Q3 Do you agree that the Council should follow Government advice with respect to the proposed revisions to consultation on Local Plan documents?		
Yes - 41 No - 69		
Please suggest how these appendices should be modified taking account of the Government advice.		
The questionnaire should be available in other formats to download and submit manually, to cater for those with visual impairments or translation requirements if English is not their first language. Letter and email submissions should be acceptable.	Noted no significant change to previous version. Whilst online response is the preferred method of responding to consultation, the SCI Review document does not exclude the submission of responses by post and email.	Clarify that alternatives to online form will be accepted in consultations on DPDs and SPDs
The Council needs to be far more pro-active in seeking people's views. After all they organise people to update the Electoral Register to make sure everybody pays	Noted. Electoral canvas is a resource (and therefore cost) heavy process which is largely funded by the government. Consultation on the Local plan has been	None

**Rutland Local Plan Review
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Main issues raised	Officer Response	Proposed Change
Council Tax, why can't they use the same facilities to gather people's viewpoint on this subject?	ongoing since 2015. Different methods have been used over that period to engage different people.	
Public information sessions by the planning department to explain the local plan process. Before and during the consultation session. This could be rolled out to schools, particularly useful in 6th form colleges to encourage participation.	Noted the use of engaging with older school students. Table 1 sets out early engagement options in a variety of locations and through different mediums this has included exhibitions and drop in sessions as well as direct contact with schools and representative groups.	None
Very important that if the RCC genuinely want engagement, they need to get out and about to reach the "hardest to reach".	No significant change to previous version. Table 1 sets out a range of methods to inform and consult with the local community. It may be helpful to include a table setting out stages of Local Plan preparation and role of community engagement at each stage.	Include a table setting out stages of DPD and SPD preparation and role of community engagement at each stage.
Do you agree that the Council has set out how it will fulfil its role in providing advice and guidance to neighbourhood plan bodies in line with legislative requirements and national planning guidance?		
Yes - 41 No - 69		
As you have answered no, please suggest how the Council should fulfil its role in providing guidance in line with legislative requirements and national planning guidance		
A number of responses stated there was not enough information available to answer the question.	Noted. The SCI includes information about the Neighbourhood Plan process and the Council's statutory function to support the preparation of them. Additional information should be added to paragraph 2.13 to summarise the support which the Council provides to Neighbourhood Plan Groups. A link to the relevant page on the website is also included as a footnote to help signpost to the Council's Neighbourhood Planning web page.	Clarify what support the Council provides to NP groups in paragraph 2.13 including a link to the Council's neighbourhood planning web page.
Neighbourhood plans are not required by law to comply with the SCI, so it is not for this document to dictate how	Noted. However, once an application for a neighbourhood plan is submitted to the Council, the	None.

Rutland Local Plan Review Statement of Community Involvement Schedule of Main Issues Raised, Officer Responses and Proposed Changes

Main issues raised	Officer Response	Proposed Change
community involvement is carried out - SO WHY IS IT HERE?	Council are required to undertake functions in accordance with the requirements of the Regulations and the principles of the SCI as set out in Appendix 3.	
A Full Council vote should determine Council's final decisions so that all areas can be represented by their local Councillor. Neighbourhood Plans should be allowed to propose less development than the Local Plan. The Neighbourhood Plan framework has no strength and RCC should assist local groups to rectify. RCC should lobby Govt with residents' views to help overturn poor UK planning policy.	Noted. However, a neighbourhood plan that proposes less development would not be in general conformity with national policy (NPPF para. 29) and would therefore not meet the basic conditions for neighbourhood plans as required under the legislation.	None
The neighbourhood planning advice to the adopted Neighbourhood Plan for Edith Weston has failed to give satisfactory answers to Edith Weston Parish Council regarding how Neighbouring Planning relates to St George's Barracks, which has been excluded from the Neighbourhood Plan Boundary. This must be remedied as part of the SCI process.	The advice provided to the Edith Weston Neighbourhood Plan Group follows national Regulations and guidance. The re-designation of a Neighbourhood Plan Boundary falls outside the scope and role of the SCI.	None
You have not said how you will carry out the referendum you are required to conduct. This might be a physical vote in the village hall, on line or via post.	Noted. A referendum is organised by the Council's Electoral team following the same process as for a Parish or general election using the same polling stations. Further information may be found on the Councils website.	Add 'Referendum' to the glossary.
Do you agree with the changes which the Council has made to set out how it will consult on planning applications in line with legislation and national planning guidance?		
Yes - 32 No – 78		
Please suggest how the Council should consult on planning applications in lines with legislation and planning guidance		

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Main issues raised	Officer Response	Proposed Change
The changes are not very clear.	The SCI makes no significant change to previous version, proposed changes were shown as track changes in the consultation document All the changes are in line with legislation.	None
Be transparent and listen to local people and consult with as wide range of stakeholders as possible. There are groups out there with experience and knowledge who would contribute positively to planning applications - University of the 3rd Age for example.	Noted no significant change to previous version and in accordance with legislation.	None
Any changes in the way information is divulged should make information more accessible to as wide as possible an audience in as many formats as practicable, including libraries as well as easily accessible computer-based forums and notices in the press.	Noted, there are no significant changes to previous version and the consultation formats set out are in accordance with legislation.	None
Planning applications should be put into a questionnaire format for responses to those who will be affected. This should be in a postal manner with self-paid return envelopes, this way you will get a true representation of the community's opinion and it will be accessible to all groups.	Noted but not practicable to use a questionnaire as this could miss the points people want to include and could be accused of using leading questions.	None
More hard copy notification processes should be used especially for major developments and mineral excavation. Such matters should be fully notified to local Parish Councils for their input and consultation feedback.	Noted no significant change to previous version and in accordance with legislation. Copies for major EIA applications would be made available to parishes in hard copy format, if requested, due to the complexity of the applications. However, the Council is being encouraged to reduce use and production of paper copies and does not have resource to send out plans to everyone. Copies are available to view online and via computers available in offices (when these are reopened)	None

**Rutland Local Plan Review
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Main issues raised	Officer Response	Proposed Change
Next nearest neighbours and those likely to be affected by the planning application should be notified by hard copy as well as online.	Noted. This is in accordance with legislation. Neighbours will have already been notified about the development if they have not responded, the Council doesn't propose to write to them. However dates of meetings are advertised on the website.	None
Only notifying members of the public who have commented on applications about the date and time of the relevant planning committee applications will be debated, restricts the number of opinions being raised with the council. Every potential change should be very widely publicised.	The SCI makes clear how the Council will seek to engage the public and seek to notify all those directly affected by proposals.	None
I read the planning notices and any changes are totally unclear - just stating 'amendment to plan' without giving clear details	Noted - no significant change to previous version and in accordance with legislation – seeking to amend letter templates to make this clearer. Appendix 5 point 9 makes clear that notifications on amended plans is at the officer's discretion but if the changes are significant that we would then re-consult.	No change to the SCI however will review letter templates to make this clearer
Face to face consultation	Noted but all consultation needs to be in writing so that there is a record of the discussion although officers are available to discuss applications with interested parties.	None
The local community does not have enough say in the outcome and should have the right to stop any development proposal if a large enough percentage of the local population disagree. A 50% majority of people voting should be required either way.	Noted. However, applications have to be determined in accordance with the legislative provisions which does not allow a veto by a majority of local residents. The Council seeks to include as many people and groups as is practicable and has in the past gone far beyond what is required in order to involve interested groups and the consultation on the McDonalds application is one example where we sought the support of colleagues	None

**Rutland Local Plan Review
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Schedule of Main Issues Raised, Officer Responses and Proposed Changes**

Main issues raised	Officer Response	Proposed Change
	from other parts of the council to involve vulnerable groups that may otherwise have not have been able to get involved in the planning process.	
We are a small county, keep existing processes in place.	Noted no significant change to previous version and in accordance with legislation.	None
Not enough thought has gone into who should be considered Stakeholders in this process. No mention of Heritage involvement in any of this	Noted no significant change to previous version and in accordance with legislation – heritage groups are consulted as required by legislation. The Council does employ its own conservation officer and they are consulted along with Historic England and other conservation groups as required by legislation.	None
The Council doesn't even employ its own Conservation Officer, yet we have one of the highest number of Listed Buildings per square mile in the country!	The Council does employ its own conservation officer and they are consulted along with Historic England and other conservation groups as required by legislation.	None
At the consultations held with the residents from Edith Weston, the papers subsequently produced were not an accurate reflection of the feedback from Edith Weston.	Noted no significant change to previous version and in accordance with legislation – heritage groups are consulted as required by legislation.	None
As The St Georges Development affects everyone in Rutland - everyone in Rutland must be fully advised and consulted about it. Identify how you will notify people in the area of the planning application where those residents are shielding.	Comment appears to relate to a specific proposal and is not therefore within the scope of the SCI.	None
The letters to neighbours are often limited and residents not notified are often affected and would wish to comment on an application.	Noted no significant change to previous version and in accordance with legislation. Parish Councils and neighbours are notified.	

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**Rutland Local Plan Review
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Main issues raised	Officer Response	Proposed Change
If they are shielding they won't necessarily be leaving their homes and wont therefore see the notices put out near an application site.	Noted. Appendix 5 relates to process for consulting on all planning applications. Specific measures are included in the SCI to address the issue of those who have been advised to shield, although it should be noted that shielding is no longer in effect.	None
RCC should fully embrace the recommended Government advice on consultations - Appropriate methods include virtual exhibitions, digital consultations, video conferencing, social media and providing documents for inspection on a public website.	Noted no significant change to previous version and in accordance with legislation. The Council seek to notify as widely as possible including letters to those directly affected as well as press adverts and site notices and notification to Parishes.	None
In Rutland those over 65 years of age will be proportionally more disadvantaged by a push to digital first. Out of a Rutland population of approximately 38,000 some 7,000 plus could be digitally excluded if we mirror the national picture and it may be increased because of Rutland's larger than average older population.	Noted and raised with Parish Councils to make sure local communities are notified where isolating - . Whilst ONS data sets do indicate that internet usage amongst the over 65s' is proportionately lower that it is across the whole population (which is about 90% regular usage for the East Midlands population), not all those aged 65 or over do not have access to the internet. Information sourced through the Shielding process indicated that less than 10% of those in this age group who were shielding did not have access to the internet. This reflects national data which indicates that 12% of the Leicestershire and Rutland population never use the internet. . Measure are in place to support those who wish to comment on a planning application but are unable to access the details on the internet. Including using Parish Councils to make sure local communities are notified where isolating.	None
Currently, local planning is out of public control and at the whim of civil servants. This has to stop. The RCC	Applications are determined in accordance with the legislative requirements and consultation is carried out in accordance with those requirements taking into	None

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**Rutland Local Plan Review
Statement of Community Involvement
Schedule of Main Issues Raised, Officer Responses and Proposed Changes**

Main issues raised	Officer Response	Proposed Change
must accept local peoples' wishes and become far more exact and open in its planning process and proposals.	account local views. However, local objections have to be considered within the correct legal and policy framework	
The consultation process is flawed and does not provide access to all residents on major planning issues.	Noted – The Planning Team seek to include as many people in the planning process as possible and as detailed above seek to ensure wide consultation through the use of the website, press notices, site notices and letters.	None
Page 20 Item 5.5 GPC have experience occasions where the developer has presented highly biased records of such consultations. How does RCC propose to ensure that undue weight is not placed on such documents produced in support of a planning application?	Noted – Documents are independently assessed by consultees / officers	None
Appendix 5 does not define who is to be consulted whereas the other Appendices do this.	Noted - No significant change to previous version and in accordance with legislation The relevant legislation which is referred to sets out which consultation bodies must be notified and as this varies depending on the type of application / constraints it is not feasible to list all potential variations that is why reference has been made to the legislation.	None
Section 5 of the SCI covers Community Involvement in Planning Applications. It was clear, even before Covid-19 made things mandatory for the foreseeable future, that RCC has wished to remove the paper copies of its consultation with Town Councils, Parishes and Parish Meetings and that the sole consultation would then be an electronic link through to the planning web-site to	Major applications are reported in the press, letters in post, Parish Councils, and the statutory and non-statutory consultees are notified. Most major applications are then reported to the Development Control Committee for determination. Where we are aware of other venerable groups we have also sought to	None

**Rutland Local Plan Review
Statement of Community Involvement
Schedule of Main Issues Raised, Officer Responses and Proposed Changes**

Main issues raised	Officer Response	Proposed Change
view the application and its accompanying documents on line.	undertake specialist consultation with them. In order to enable them to take part in the planning process.	
There is no information in Appendix 5 as to the relevant section of the National Planning Guidance. It is therefore not possible to give an informed response to this question.	Appendix 5 sets out how members of the public will be notified about applications and in what format. The relevant legislation is set out in Schedule 4 of the Town & Country Planning Development Management Procedure Orders (DMPO) 2015 this to sets out which consultation bodies must be notified for different types of application which varies depending on the type of application / constraints. This legislation is clearly referenced in Appendix 5 as it is not feasible to list all potential variations that is why reference has been made to the legislation.	None
The sole consultation would then be an electronic link through to the planning web-site to view the application and its accompanying documents on line as a computer link is still effectively disenfranchising those Parish Councillors, and there are quite a few of them, without web access.	Rutland has many Parish Councils that are using and have actively chosen to go to a digital consultation process. However for those that prefer a paper copy the Council will provide this on major complex EIA applications. The Parish Councils can always print copies off themselves if they wish too.	None
Parishes are in general not in a position to finance the cost of ensuring all councillors are linked up electronically (and it is not a mandatory requirement of being a Parish Councillor anyway.)	Noted but the Council is being encourage to reduce use and production of paper copies and does not have resource to send out plans to everyone. Copies are available to view online and via computers available in offices (when these are reopened) – on Major complex EIA applications paper copies will be made available on request.	None

Rutland Local Plan Review Statement of Community Involvement Schedule of Main Issues Raised, Officer Responses and Proposed Changes

Main issues raised	Officer Response	Proposed Change
Large applications and /or those with complex plans and supporting material can be difficult to look at on standard sized computer equipment.	Noted but the Council is being encourage to reduce use and production of paper copies and does not have resource to send out plans to everyone. Copies are available to view online and via computers available in offices (when these are reopened) – on Major complex EIA applications paper copies will be made available on request. Most plans can now be viewed on a normal laptop screen or monitor	None
Parish Councils do not, in general, have the resources, for example, to spend on the kind of equipment that makes viewing physically large plans comprehensible.	Noted but the Council is being encourage to reduce use and production of paper copies and does not have resource to send out plans to everyone Most plans can now be viewed on a normal laptop screen or monitor.	None
Paras 5.18 to 5.23 – There is no mention of any planning decision needing to be referred to Full Council for a decision. Does this need to be included?	Planning applications do not need to be referred to full council any more. This element has been removed from the constitution.	None
Paper plans and copies of plans should be reinstated and continue to be available to view. There appears to be little or no regard to past comments made by parish councillors to Rutland CC concerning the need for ubiquitous access to planning applications and there is a complete absence of feedback to the comments made.	Applications are determined in accordance with the legislative requirements and consultation is carried out in accordance with those requirements taking into account local views. However, local objections have to be considered within the correct legal and policy framework.	None
A site notice is inadequate and insulting to those residents affected by a proposed housing development. You make it as difficult as possible for people to find out details and make comments on them. Nor are we informed of planning meetings and decisions. We should not have to search for information; many of my	The Planning Team seek to include as many people in the planning process as possible and as detailed above seek to ensure wide consultation through the use of the website, press notices, site notices and letters.	None

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Main issues raised	Officer Response	Proposed Change
neighbours are elderly and not computer confident. I am copying info for them to read!		
As an adjoining land owner, who has made comments on a large planning application we found out by chance after finding a notice tied to a lamp post nearby. At the very least, those who are directly affected by a planning application should have a letter explaining exactly what is planned. No one on either parish or county councils have been on a site visit or knocked on our doors.	The Planning Team seek to include as many people in the planning process as possible and as detailed above seek to ensure wide consultation through the use of the website, press notices, site notices and letters. All meetings are published on the website and neighbours that have commented are notified when the committee meeting will be if there is one. Not sure of the specifics of this case as adjacent landowners are notified if there is a property on them. This can be a problem if it is just vacant land or a field.	None
Other Comments		
The online form must include the RCC logo and 'house style' in order to reassure those who may be cautious about online fraud that it is genuine.	Noted. Good point.	Ensure online form includes the RCC logo and corporate layout.
This consultation is not in-line with the HM Government Code of Practice on consultations, (LPA are sign posted by the LGA) nor does it follow the Gunning principles, which need to be met for the consultation to be legitimate.	Although there is no statutory requirement to undertake consultation on the SCI, the consultation was undertaken following the 2012 Planning Regulations. The SCI consultation document clearly sets out the changes and why they're being made. Furthermore, the changes proposed are necessary to reflect legislative changes and the restrictions during the current pandemic. The consultation on the SCI is considered appropriate and proportionate, particularly given that it relates to the minimum methods of consultation with the community and as such undertaken in accordance with the Government's code of recommended practice on	None

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Main issues raised	Officer Response	Proposed Change
	Local Authority publicity and aligned with the Gunning principles.	
The RCC Peer Review carried out by LGA also makes clear recommendations that RCC need to develop robust methods for community consultation, engagement and communication, which have not been adequately implemented for this consultation.	Noted. This falls outside of the scope of this document. The SCI relates only to planning consultation and the review of the SCI is one part of addressing the recommendations of the peer review. The consultation on the SCI is considered appropriate and proportionate.	None
To pursue a digital first strategy RCC need to increase digital inclusion.	Noted The Council is following government guidance for greater web and digital format in the light of covid restrictions. The Council has a Digital Rutland Strategy 2019-2022. This includes as the 6 th Aim Digital Inclusion and sets out measure which will be used to address digital exclusion. Changes should be made to the SCI to set out how those without digital access or skills can be included within consultation processes.	Set out how those without internet access will be encouraged to participate in consultation
RCC are not asking in this consultation if the revisions meet the requirements to allow for continued community engagement, RCC are simply stating that the revisions they are suggesting are the governments advice and by doing so we believe are in breach of the Code of Conduct for local authorities.	Whilst there is no statutory requirement to undertake consultation on the SCI, the consultation was undertaken following the 2012 Planning Regulations. The SCI consultation document clearly sets out the changes and why they're being made. Furthermore, the changes proposed are necessary to reflect legislative changes and the restrictions during the current pandemic. The consultation on the SCI is considered appropriate and proportionate, particularly given that it relates to the minimum methods of consultation with the	

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Main issues raised	Officer Response	Proposed Change
	community and as such meets the Government’s code of recommended practice on Local Authority publicity.	
For legitimate consultation Gunning Principles state that there should be sufficient information to give intelligent consideration. Information provided must relate to the consultation, and must be available, accessible, and easily interpretable for consultees to provide an informed response.	There is no significant change to the previous version of the SCI. The SCI Review document was published alongside the online response form and clearly sets out all of the information necessary for consideration, this includes the consultation methods in the Appendices 1-4 which are the minimum requirements for consultation to take place on planning policy documents whilst allowing flexibility for the use of additional forms of consultation and engagement depending on the issue and stage of the consultation document. Some areas are identified through the consultation as needing clarity or expansion. The changes proposed to the SCI are necessary to reflect legislative changes and the restrictions during the current pandemic. Whilst there is no statutory requirement to undertake consultation on the SCI the consultation followed the 2012 Planning Regulations. The consultation on the SCI is considered appropriate and proportionate. As such, the Council considers given the level of responses received, this indicates the SCI was available, accessible and easily interpretable for consultees to have provided an informed response and as such the SCI consultation aligns with the Gunning Principles.	Changes to text of documents to clarify and expand details of consultation techniques available.
Paragraph 4.4 makes it clear that some consultation techniques may not be possible during Covid-19	Agree	Clarify the consultation techniques which may not

Rutland Local Plan Review Statement of Community Involvement Schedule of Main Issues Raised, Officer Responses and Proposed Changes

Main issues raised	Officer Response	Proposed Change
restrictions. It would aid clarity if techniques that may be dropped were clearly identified		be available due to covid-19 restrictions.
Space constraints in many of the answer boxes have caused me to edit down my comments. This is unacceptable, as it risks a significant loss of meaning. I have also had to use this box for a number of comments as there is no other space for them. This restrictive approach does not make for effective community engagement.	Noted this will be addressed in the online consultation form for subsequent consultation documents.	Ensure online response forms for future consultations do not have restricted word count.
There is general concern that Rutland Council has not properly analysed the many (over 1500) responses received after the consultation in July 2018.	<p>Noted. A Summary of the consultation and officer responses was reported in an appendix to Council on 27th January 2020 and helped inform the pre-submission version of the Local Plan.</p> <p>https://rutlandcounty.moderngov.co.uk/mgAi.aspx?ID=11852#mgDocuments</p> <p>A Statement of Community Consultation will be published alongside the pre-submission Local Plan for Reg 19 consultation. This includes a summary of responses to and action taken arising from all the consultation on the Local Plan undertaken to date.</p>	None
The Council is not following government guidance in this questionnaire or in fact the Universal Declaration of Human Rights Article 19 which allows for free expression of opinions by various methods of communications.	The consultation was been undertaken fairly and appropriately. The Council does not believe that there has been a breach of the Universal Declaration of Human Rights Article 19. The Council has undertaken a consultation and it is our view that this consultation is lawful.	None

Rutland Local Plan Review Statement of Community Involvement Schedule of Main Issues Raised, Officer Responses and Proposed Changes

Main issues raised	Officer Response	Proposed Change
Corrections		
There is an error on Appendix 1 - The minimum requirements are inconsistent – irrespective of the Covid caveat.	Accepted. Appendix 1 should be amended to ensure consistent approach at each stage	Change Appendix 1 accordingly.
Page 2 Item 1.9. GPC believe that the same Statement of Consultation should be prepared for SPD's as well as DPD's	A Statement of Consultation is prepared for a SPD– as required by Regulation 12(a) of the Town and Country Planning (Local Planning) (England) Regulations 2012	Add reference to SPD in the paragraph about Consultation statement
At Reg 18 the libraries are used as a method to engage as a minimum standard – but this is missing as a minimum requirement at Reg 19.	Noted – this should be changed for consistency.	Make changes as appropriate.
Page 23. Item 5,25. The term “Householder Appeals” is used. This should be defined in the Glossary.	Agree – add to Glossary.	Update Glossary
Page 27 The term “outstanding representation” is used. This should be defined in the Glossary.	“Representation” added to Glossary and defined for clarity wording amended to remove “outstanding”	Update Glossary
Appendix 5 The abbreviation DMPO should be in the Glossary.	Agree - add to Glossary	Update Glossary
Appendix 5 does not define who is to be consulted whereas the other Appendices do this to the relevant section of the National Planning Guidance. Why is this?	This section sets out how members of the public will be notified about different types of applications. This is different for each type of applications and is set out in the DMPO. It is not practical to repeat this legislation in the SCI but the relevant section of the DMPO is clearly signposted within the Appendix.	None
The pages after page 24 are not numbered	Agree- make changes	Add page numbering

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Main issues raised	Officer Response	Proposed Change
Local Plan Newsletter has been deleted (para 1.15), but is still in Table 1, Sect 4. The newsletter should be retained as an important means of keeping stakeholders informed.	Agree should be updated for consistency	Make changes as appropriate
Clause 1.9 requires definition of the word "main" otherwise open to abuse.	Agree – delete word “main”	Delete “main”
The document uses the terms Local Plan, Development Plan, DPD in many places but it is not clear, even from the definitions in the Glossary (Appendix 6) that these terms are used consistently or exactly what they mean. This must be clarified; a diagram to illustrate the relationships might help.	Noted – changes made to ensure consistency and clarified.	Update and clarify different terms - Make changes as appropriate.
Appendix 7 – This list needs to be updated. It still includes DCLG, for instance.	Agreed - details updated	Update details for MHCLG

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Equality Impact Assessment First Stage Screening Template

Once completed please submitted with your report and save a copy in:

<S:\Equality & Diversity\Equality Impact Assessments\EIAs Pending Review by E & D Group>

Report Title & Ref:	Local Plan – Update on timetable and consultation 85/2020					
Officer completing:	James Faircliffe					
Purpose of Report (<i>please provide a summary</i>)	The report proposes a new Statement of Community Involvement (SCI).					
Meeting and Date to be approved	18 th March 2020 3 rd June 2020 23 rd September 2020 2 nd December 2020					
				Comments		
1.	Is there any differential impact on the public based on the following characteristics:	None	Positive	Negative	Varied	Where there is evidence that some groups are affected differently (positive or negative) provide details
	• Age	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The SCI acknowledges the need to consult hard to reach groups, including through representative groups. Access to the Internet will vary. The SCI needs to reflect that limited telephone information in relation to queries is still available as an alternative to email or face-to-face contact (the latter probably being impracticable due to Covid-19). SCI needs to make clear that non-electronic reps. can still be viewed or made, with or without the standard form.
	• Disability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
	• Gender reassignment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No differential impact has been identified for this equality group.
	• Marriage and civil partnership	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No differential impact has been identified for this equality group.
	• Pregnancy and maternity	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No differential impact has been identified for this equality group.
	• Race	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	The SCI acknowledges the need to consult hard to reach groups such as Gypsies and Travellers and other minority ethnic groups, including through representative groups. Access to the Internet will vary. The SCI needs to reflect that limited telephone information in relation to queries is still available as an alternative to email or face-to-face

Report Title & Ref:	Local Plan – Update on timetable and consultation 85/2020				
Officer completing:	James Faircliffe				
Purpose of Report (<i>please provide a summary</i>)	The report proposes a new Statement of Community Involvement (SCI).				
Meeting and Date to be approved	18 th March 2020 3 rd June 2020 23 rd September 2020 2 nd December 2020				
				Comments	
				contact. In the context of para. 3.29, the SCI should refer to “Gypsies” instead of “Gypsy” or “Gypsies”. SCI needs to make clear that non-electronic reps. can still be viewed or made, with or without the standard form.	
	• Religion or belief	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No differential impact has been identified for this equality group
	• Sex	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No differential impact has been identified for this equality group.
	• Sexual orientation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	No differential impact has been identified for this equality group.
2.	If you have identified potential discrimination, are any exceptions valid, legal and/or justifiable?	Select			As a general point, the SCI should state that the equalities monitoring part of the return should remain confidential. The other aspects raised in this screening report are also easily addressed.
3.	Is the overall impact of the policy/guidance likely to be negative?	N			Provided the points in this screening report are addressed.
4.	Are there alternatives that achieve the policy/guidance objectives which would reduce/eliminate the impact?	Y			These are included in this screening report.
5.	Have you identified a potential discriminatory impact that cannot be avoided?	N			(If Yes complete Full EIA)

To be completed by Equality and Diversity Group

Date Reviewed by Equality and Diversity Group	Comments
Robert Shore	Approved – no issues