

**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
<b>Q1. The Council has identified groups as under-represented. Are there any other that should be considered?</b>		
<b>Yes - 72 No - 46</b>		
<b>Please identify any other under-represented groups</b>		
<ul style="list-style-type: none"> <li>• Armed Forces</li> <li>• Veterans</li> <li>• Older People, vulnerable people</li> <li>• People without internet access or computer skills</li> <li>• People for whom English is not their first language</li> <li>• People without public transport</li> <li>• Local heritage organisations</li> <li>• Local businesses and hospitality</li> <li>• Youth Groups</li> <li>• Farmers Groups</li> <li>• Homeless</li> <li>• Learning disabilities</li> <li>• Parish Forum</li> <li>• LEPs</li> <li>• Neighbourhood Planning Groups</li> <li>• Secondary Schools &amp; FE College</li> </ul>	<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>
<b>Q2. The SCI sets out potential ways to engage with the community. Do you have any additional ways of engaging effectively for this?</b>		
<b>No - 20 Yes - 91</b>		
<b>As you answered yes, please suggest additional ways of engaging effectively.</b>		

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<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>

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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
<b>Q3 Do you agree that the Council should follow Government advice with respect to the proposed revisions to consultation on Local Plan documents?</b>		
<b>Yes - 41 No - 69</b>		
<b>Please suggest how these appendices should be modified taking account of the Government advice.</b>		
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

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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.
<b>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?</b>		
<b>Yes - 41    No - 69</b>		
<b>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</b>		
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.

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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.
<b>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?</b>		
<b>Yes - 32                      No – 78</b>		
<b>Please suggest how the Council should consult on planning applications in lines with legislation and planning guidance</b>		

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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

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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

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	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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If they are shielding they won't necessarily be leaving their homes and won't 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 than 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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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

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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

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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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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
<b>Other Comments</b>		
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 <b>minimum</b> 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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	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 <sup>th</sup> 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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	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 <b>minimum</b> 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

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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 27<sup>th</sup> January 2020 and helped inform the pre-submission version of the Local Plan.</p> <p><a href="https://rutlandcounty.moderngov.co.uk/mgAi.aspx?ID=11852#mgDocuments">https://rutlandcounty.moderngov.co.uk/mgAi.aspx?ID=11852#mgDocuments</a></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

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<b>Corrections</b>		
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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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