

# Statement of Community Involvement

## Submission Document

May 2005



## CONTENTS

Foreword by Cabinet Lead Member for Planning	
Introduction	1
Working in Partnership	1
Working in Partnership to Deliver a Charnwood Development Framework	2
How We Will Keep You Informed	4
How You Can Get Involved in Helping to Develop Options and Proposals	6
How We Will Consult When Formal Options Are Produced	7
How We Will Provide Feedback	8
Sustainability Appraisal	17
Consultation on Planning Applications	17
Target Groups and Contacts	20
Links between the LDF and the Community Strategy	22
Links with Other Corporate Strategies	22
Resources	22
Monitoring	22
<b>APPENDICES</b>	
Appendix 1: Glossary	23
Appendix 2- Criteria for Testing Soundness	24
Appendix 3- Description of Consultation Procedures	25
Appendix 4- List of Specific and General Consultation Bodies	27
Appendix 5- Review of Development Control Charter	28

## FOREWORD

The new Planning Act introduces some major changes to the way the planning system operates. It sees the replacement of the old system of Structure and Local Plans with Local Development Frameworks, which is a portfolio of documents to deliver the planning strategy for an area. As a first step we have prepared a Statement of Community Involvement (SCI), which outlines how we will involve residents, businesses, groups and organisations in preparing the Local Development Framework and in consulting on planning applications. We consulted key stakeholders and other groups on a draft of the document in October 2004 and a preferred options document was published in January 2005 for consultation.

We are keen to involve as many local groups, organisations and individuals in helping to shape future development on the Borough. As a Council we are committed to open, honest and effective communication with our stakeholders and partner organisations and crucially the communities we serve. It is hoped that through effective participation a broad consensus on the planning strategy for Charnwood can be reached.

The SCI has now been submitted to the Secretary of State for independent examination. This is the final, formal stage of consultation on the SCI, which is now available for public comment. We hope that you will consider it and let us have your comments on the enclosed representation form, the closing date for which is the **8<sup>th</sup> July 2005**. After consultation, an examination chaired by an independent Inspector will be held to assess the soundness of the Statement of Community Involvement and consider any objections received before the document is formally adopted.

If you have any comments on the SCI please send them by using the representation form to Planning Policy Services, Borough of Charnwood, Southfields, Southfield Road, Loughborough, Leicestershire, LE11 2TN or by email to [localplans@charnwood.gov.uk](mailto:localplans@charnwood.gov.uk).



Councillor Cameron Macleod  
Cabinet Lead Member for Planning

If you would like to obtain copies in Braille, on audio tape or large print, please contact us by telephoning 01509 634769 or email [localplans@charnwood.gov.uk](mailto:localplans@charnwood.gov.uk)

If you would like to have the content of any part of this document explained to you in your own language, please ring 01509 634769

### Gujarati

આ દસ્તાવેજના સમાવેશમાથી જો તમને કોઈ પણ ભાગની તમારી ભાષામા સમજણ જોઈતી હોયતો, મહેરબાની કરી અને 01509 634769 પર ફોન કરશો.

### Hindi

यदि आप चाहते हैं कि आपको इस दस्तावेज़ के किसी भी भाग का विवरण आपकी अपनी भाषा में बताया जाए, तो कृपया 01509 634769 पर फ़ोन कीजिए।

### Bengali

আপনি যদি এই দলিলের (document) যেকোন বিষয়ের ব্যাখ্যা আপনার নিজস্ব ভাষায় পেতে চান, তাহলে অনুগ্রহ করে 01509 634769 নাম্বারে টেলিফোন করুন।

## INTRODUCTION

This paper outlines how Charnwood Borough Council intends to involve the local community and key organisations in preparing the Local Development Framework (LDF) for the Borough. It also outlines the arrangements for consultation on significant applications for planning permission.

Local planning authorities are required to produce a Statement of Community Involvement (SCI) under Part 2 of the Planning and Compulsory Purchase Act 2004. The final version of the SCI will be subject to independent examination. The purpose of the examination will be to consider the “soundness” of the SCI. The criteria the independent inspector will use to test soundness are set out at Appendix 2. This draft SCI aims to demonstrate how these key criteria will be met. Once adopted, all local development documents prepared by the Council will need to follow the procedures for consultation and engagement set out in this document.

The minimum requirements for consultation on the LDF are set out in the Town and Country Planning (Local Development) (England) Regulations 2004. The timescales for preparing the LDF are tight and some documents will be produced alongside the preparation of the SCI. It is not possible to delay the preparation of key documents until the SCI is in place. In advance of the adoption of the SCI, Government guidance advises that Councils should meet minimum standards for consultation as set out in Regulations. The SCI shows how the Council will meet these minimum requirements. It also outlines what the Council will do in addition.

## WORKING IN PARTNERSHIP

The Government is committed to a planning system that is transparent, promotes participation and involvement, and is accessible and accountable. To effectively deliver sustainable development, local communities need to be involved in developing the vision for their areas.

It is **not** about providing information and consulting on proposals that have already been developed. It **is** about active participation to develop options and proposals. Effective community participation involves:

- **informing-** notifying communities about policies and proposals;
- **participating-** enabling communities to put forward their ideas and participate in developing proposals and options;
- **consulting-** on formal proposals;
- **feeding back-** letting people know how their comments have been considered.

The Council supports these principles and is committed to:

*Open, honest, effective communication with our staff, local and national media, our stakeholders and partner organisations and crucially the communities we serve.*

Council Communications Strategy

Through the Community Strategy, the Council along with public service providers, statutory agencies, businesses, voluntary organisations and the local community, is committed to acting in

partnership so that there is a more integrated and effective approach to improving quality of life in the Borough.

The Council's Corporate Plan recognises the importance of partnership working. The Council can achieve far more with the active support of residents and organisations in the area as partners in making Charnwood an even better place to live and work.

It is hoped that through effective participation a broad consensus on the planning strategy for Charnwood can be reached, building on the shared objectives and aspirations already established by the Community Strategy. Inevitably planning, by its very nature, will involve some hard choices being made that will not be supported by all. It is the role of the Council as local planning authority to make these choices. Consultation cannot be used as an excuse to avoid making difficult decisions.

## **WORKING IN PARTNERSHIP TO DELIVER A CHARNWOOD DEVELOPMENT FRAMEWORK**

The LDF will consist of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs). DPDs will set out the main strategy policies and proposals for the Borough. SPDs will expand on these policies and proposals providing more detailed guidance on issues such as the detailed design of development proposals.

The preparation of DPDs and SPDs will follow a number of key stages from initial information gathering to final adoption. For DPDs the main stages are:

**Evidence gathering:** putting together the evidence base to inform the production of the DPD;

**Preparation of Issues and alternative options:** this stage involves a continuous process of informal discussions with key stakeholders and local community groups to gather information and identify issues and options;

**Preparation of Preferred options:** this will set out suggested policy directions and alternative options. The local community and stakeholders will have the opportunity to comment on the various options and alternatives through a 6 week consultation period;

**Preparation of submission DPD:** the Council will prepare the DPD for formal submission to the Secretary of State. There will be a 6 week period for representations on the Council's proposals;

**Examination:** an Independent Inspector will consider any representations and whether the DPD is a sound document;

**Adoption:** following the examination the Inspector's report will set out recommendations for changes to the DPD. The Council **must** make the changes recommended by the Inspector before adopting the DPD.

For SPDs the main stages will be:

**Evidence gathering:** including discussions with relevant groups and organisations;

**Preparation of Draft SPD:** a draft will be prepared and the local community and stakeholders will be able to comment during a 4-6 week consultation period;

**Adoption:** after taking account of any comments received the Council will adopt the SPD.

The key stages in the preparation of a Charnwood Local Development Framework, including the preparation of development plan documents (DPDs) and supplementary planning documents (SPDs) are illustrated in figure 1 with an indicative timeline for the preparation of the key DPDs showing when some of the stages are likely to take place. Timescales for producing SPDs will vary depending on the document being produced. For each document the Council will need to undertake a “Sustainability Appraisal”- an assessment of the social, economic and environmental implications of the proposals. The table also shows the stages in the Sustainability Appraisal of issues and options as they emerge.

	Preparing DPDs	Sustainability Appraisal (SA)	DPD/ SA Timeline	Preparing SPDs
Informing and feeding back { Participation { Consultation {	<b>Pre Production</b> <ul style="list-style-type: none"> <li>evidence gathering and informal consultation on issues with key stakeholders.</li> </ul>	<b>Stage A</b> Consultation on scope of appraisal and key issues and options	Sept- Dec 04	<b>Pre- Production</b> <ul style="list-style-type: none"> <li>evidence gathering and informal consultation on issues with key stakeholders.</li> </ul>
	<b>Production</b> <ul style="list-style-type: none"> <li>Consultation with community and stakeholders on issues and options;</li> <li>6 week public participation on preferred options.</li> </ul>	<b>Stages B to D</b> Develop SA consulting Stakeholders. Consult on Issues/ Options and initial SA Consult on Final SA report along with preferred options	May-Jun 05  Sept- Oct 05	<b>Production-</b> <ul style="list-style-type: none"> <li>4-6 week consultation on draft SPD.</li> </ul>
	<b>Independent Examination</b> <ul style="list-style-type: none"> <li>6 week consultation on submission document;</li> <li>6 week consultation on alternative site proposals;</li> <li>independent examination into soundness of plan.</li> </ul>		Feb- Mar 06 Apr-May 06  Sept-Oct 06	
	<b>Adoption</b> <ul style="list-style-type: none"> <li>binding report received from inspector;</li> <li>adoption of document;</li> <li>monitoring of implementation and progress against Local Development Scheme.</li> </ul>		Apr 07	<b>Adoption</b> <ul style="list-style-type: none"> <li>adoption of document;</li> <li>monitoring of implementation and progress against Local Development Scheme.</li> </ul>

The following sections detail how groups and individuals will be informed, consulted, provided with feedback at these key stages, and most importantly how they can participate in the development of options and proposals. In each section we outline what the regulations require us to do as a minimum, and what the Council will do in addition.

## HOW WE WILL KEEP YOU INFORMED

### How we will meet the Legal Requirements

To meet the requirements of the Government Regulations we will inform local residents and other groups when documents are published for consultation by:

- making copies available at the Council Offices, Southfields, Loughborough and the Joint Service Shop, County Hall, Glenfield;
- placing copies in libraries throughout the Borough;
- placing copies on the Council's web site ([www.charnwood.gov.uk](http://www.charnwood.gov.uk));
- posting notices in the Loughborough Echo and Leicester Mercury for two consecutive weeks;
- notifying as appropriate the groups outlined at Appendix 4;
- informing any person who asks to be notified of the submission of a DPD to the Secretary of State, the publication of an Inspector's report, and the adoption of a DPD or SPD;
- giving notice to objectors of any independent examination into a DPD.

The Regulations state that where a person has an address for the purposes of electronic communication, documents and notices required by Regulation may be sent by way of electronic communication. Paper copies of documents will be available. However, use of electronic communication is an efficient way of circulating information. Where groups and individuals have an email address, information will normally be sent electronically, unless paper copies are requested.

#### ***What we will also do:***

In addition the Council will aim to ensure that key stakeholders, community groups and local residents are kept informed of progress in preparing the LDF. Some of the ways this could be done include:

**Web site-** a dedicated page on the Council's web site to provide date information on the preparation of the LDF including forthcoming dates for consultation. Press releases will be posted on the web site. We will also make use of an email alerts system allowing people to sign up to receive email alerts when key consultations are to take place;

**Leaflets-** leafleting can be a good way of informing local residents and businesses about the LDF. For DPDs that are likely to have Borough-wide implications leafleting may be one of the tools the Council uses when it publishes Preferred Options and Submission documents;

**Charnwood News-** articles and updates on the LDF in Charnwood News, the borough magazine;

**The Press/ Local Radio-** in addition to the publication of formal notices, press releases at each stage in the preparation of a DPD. These will be sent to the Loughborough Echo, Leicester

Mercury, other local newspapers and also Parish/ Church Magazines/ newsletters and local radio stations;

**Address database-** a database of individuals, groups and other interests wishing to be informed when documents are published will be maintained;

**Roadshows & Exhibitions-** touring the Borough when the Council publishes Preferred Options and Submission versions of DPDs. Exhibitions would display information on the plan proposals and allow members of the public to discuss issues with planning staff. At roadshows there would be a short presentation and wherever possible lead Councillors would be in attendance alongside planning officers.

The aim will be to hold exhibitions and roadshows at various venues throughout the Borough. Because of the time and staffing implications it will not always be possible to hold exhibitions/ roadshows in each parish.

For SPDs the use of roadshows and exhibitions will not always be appropriate. For SPDs providing design guidance for particular sites or areas an exhibition could be held within the local area.

Exhibitions have previously being held in libraries, village halls, community centres and schools. In some instances turnout has been poor. Alternative venues for exhibitions will be considered including the use of a touring caravan. The intention will be to hold a series of evening, daytime and weekend events.

For DPDs that are likely to have Borough-wide implications, as a minimum exhibitions/ roadshows will visit the following larger settlements with a population of more than 5,000 residents:

Anstey, Barrow Upon Soar, Birstall, Loughborough, Mountsorrel, Quorn, Shepshed, Sileby, Syston, Thurmaston; and

For the more rural areas of the Wolds, Charnwood Forest and Wreake Valley: Wymeswold, Woodhouse Eaves, and Rearsby.

Two weekend sessions will be provided, in Loughborough for residents in the north of the Borough and in Syston for residents in the south. Exhibitions/ roadshows will take place in the first 2 ½ weeks of the 6 week consultation periods:

Posters publicising roadshows and exhibitions will be distributed to Parish Councils and placed in Post Offices and supermarkets.

**Charnwood Local Strategic Partnership (CLSP)-** regular updates on preparation of the LDF will be reported to meetings of the LSP Board, particularly looking at links with the Community Strategy. Reports could also be presented to the various Forums that have been set up. Information will also be posted on the Charnwood Online web site set up to update progress on the Community Strategy;

**Town/ Parish Councils/ Meetings-** keeping Town and Parish Councils informed of progress on the Local Development Framework. Training sessions have been held with Town/ Parish Councils and these included an introduction to the Local Development Framework system. Other training sessions could be held as appropriate. Where Town/ Parish Councils are agreeable this

information will be provided in electronic format. With the resources available it will not be possible for officers to visit Town/ Parish Councils individually. Instead a series of sessions for groups of Town/ Parish Councils covering parts of the Borough could be held.

**Elected Members-** It is vital that elected members are fully involved in the preparation of the LDF and are kept informed of progress. All elected members will be kept informed of progress on the LDF and key consultation stages by email and through "The Bulletin". County Councillors would also be kept informed by email.

**Early Warning of Consultation periods-** The Council understands that it is often difficult for local interest groups and Town/ Parish Councils to respond within the 6-week periods for consultation prescribed in the regulations. The Council's Local Development Scheme will provide information on the timetable for producing the LDF and key dates when residents and stakeholders can expect to be involved. Where possible local groups will be advised of forthcoming consultation exercises in advance to allow them to make the necessary arrangements in order to respond within the formal consultation period. Advance warning will be possible where reports are prepared for consideration by Cabinet and Full Council. Groups could be informed when reports are available and of any provisional timescales for formal consultation. It must be emphasised however that any representations **must** be made during the formal 6-week consultation periods and not before.

## **HOW YOU CAN GET INVOLVED IN HELPING TO DEVELOP OPTIONS AND PROPOSALS?**

### **How we will meet the Legal Requirements:**

To meet the requirements of the Government Regulations we will:

- where appropriate consult with key groups and organisations on issues and options arising from initial survey work (see Appendix 3);
- publish for consultation Preferred Options Reports for each DPD- This will allow interested parties to identify other issue and options for the Council to consider before it finalises its ideas and before the production of submission documents.

### ***What we will also do:***

Before reaching a decision on the content of Local Development Documents the Council will look to involve the local community and other organisations in developing and discussing issues and options. The most effective way to do this will be to tap in to the wide range of established local groups representing local community and key stakeholder interests. These groups have an important role to play in representing the interests of their local communities.

The Town and Country Planning (Development) (England) Regulations 2004 require the Council to consult with "specific consultation bodies" in preparing the LDF. These are mainly national bodies and organisation including gas, electricity and water service providers. Appendix 3 lists these bodies. The Council must also consult with other "general consultation bodies" as it considers appropriate. The types of general consultation bodies that will be consulted and other groups the Council may consult in preparing the LDF are also listed at Appendix 3. A detailed list

of groups and organisations will be maintained separately and will be available for inspection at the Council Offices, on the web site, Parish/ Town Council offices and local libraries. To ensure that it is kept up to date groups and organisations will be able to ask to be added to the list.

Through work on the Community Strategy a Local Strategic Partnership Forum is already established. Members of the Forum cover a wide range of local community groups, local stakeholders, business and voluntary sector interests. Forum events could be used to discuss issues and options in the preparation of key Local Development Documents including the Core Strategy and land allocation proposals. A one-day Local Strategic Partnership Forum event was held to discuss the Issues Report. Similar events will be held to enable options to be presented and discussed.

Local residents and businesses will have the opportunity to contribute through consultation on the Preferred Options report. Leafleting of households and businesses and road shows and exhibitions would ensure that all residents are informed of the Preferred Options reports for each document produced.

#### **Use of Existing Forums:**

The Council will also look to use existing Community Forums which have been set up, including the Youth Forum, Health Forum, and Equality Forum. Meetings could be held with these groups to discuss options and proposals as they are developed.

#### **Other Approaches to Participation:**

The Council will investigate the use of other approaches to participation in the development of options. These could include the use of Citizen's Panels and Planning for Real. These approaches are explained at Appendix 2.

Information on Planning Aid will also be made available to local groups and individuals. Operated by the Royal Town Planning Institute, Planning Aid provides free and independent advice and support to community groups and individuals.

### **HOW WE WILL CONSULT YOU WHEN FORMAL PROPOSALS HAVE BEEN PRODUCED:**

#### **How we will meet the Legal Requirements:**

To meet the requirements of the Government Regulations we will:

- when the Council submits a DPD to the Secretary of State it will be placed on the Council's website and made available for inspection at Council Offices, Southfields, County Hall, Glenfield and local libraries throughout the Borough for a 6 week period of consultation. Public notices will be placed in Loughborough Echo and Leicester Mercury on two consecutive weeks;
- representations proposing alternative and/or additional site allocations will be advertised in the same way with a 6 week period for representations on these alternative sites;

- objectors to a submitted DPD will have the right to appear at an independent examination into the document;
- draft SPDs will be placed on the Council's website and made available for inspection at Council offices, Southfields, County Hall, Glenfield and local libraries throughout the Borough for 4-6 weeks. Public notices will be placed in Loughborough Echo and Leicester Mercury on two consecutive weeks.

***What we will also do:***

For DPDs that are likely to have Borough-wide implications leafleting may be one of the tools the Council uses to ensure that submission documents are widely publicised. We will also make use of press releases to the local media including Town/ Parish newsletters. In addition to the Council web site, details will be posted on Charnwood Online and the County Council Parish Portal. Objection forms will be made available on the web site for download or completion online.

**Roadshows/ Exhibitions-** touring the Borough will provide details of the submission document with a brief presentation on key aspects from officers and Lead Members as appropriate.

**HOW WE WILL PROVIDE FEEDBACK**

It is important that when groups and individuals comment on the preparation of the LDF they are kept informed about how their comments have been considered and what changes have been made as a result of their comments.

**How we will meet the Legal Requirements:**

To meet the requirements of the Government Regulations we will:

- publish statements detailing the pre-submission consultation and public participation undertaken, the main issues raised in these consultations and how these issues have been addressed;
- these statements will be made available at the Council Offices, Southfields, County Hall, Glenfield, libraries throughout the Borough and on the Council's web site. Copies will also be sent to the bodies outlined at Appendix 4 as appropriate;
- publish an annual monitoring report to outline progress against the Local Development Scheme and assessing progress in the implementation of policies. The report will be made available at the Council Offices, Southfields, County Hall, Glenfield, libraries throughout the Borough and on the Council's web site.

***What we will also do:***

In addition the Council will use meetings with local groups and organisations to provide feedback on how comments have been addressed. Articles will also be included in Charnwood News and circulated to Parish Councils for posting on their web sites.

Table I provides a checklist of the approaches to community involvement at key stages in the preparation of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs)

**TABLE 1: PREPARATION OF DEVELOPMENT PLAN DOCUMENTS (DPDs):**

<b>Stage of Production</b>	<b>INFORMING</b> <b>How we will keep you informed as we prepare DPDs.</b>	<b>PARTICIPATING</b> <b>How you can get Involved as we develop our ideas and options.</b>	<b>CONSULTING</b> <b>How you can respond once the Council has decided on its preferred approach.</b>	<b>FEEDBACK</b> <b>How we will provide feedback.</b>	<b>Council Decision Stages</b>
<b>Issues and Options &amp; Initial Sustainability Report</b>	<p><i>Programme for production of DPDs set out in Local Development Scheme available on web site and Council offices.</i></p> <p><i>Issues and Options documents will be sent to the appropriate specific and general consultation bodies (see Appendix 4), including Borough Councillors, Parish and Town Councils and the Local Strategic Partnership Board members;</i></p> <p>Documents will be placed on the Council's web site;</p> <p>Documents will be placed in Council offices and local libraries;</p> <p>Press releases and articles in Charnwood News;</p> <p>Use of email alerts.</p>	<p>Local Strategic Partnership Forum event to discuss options;</p> <p>Meetings with other Forums including Youth Forum, Health Forum, Action for a Better Charnwood.</p> <p>Discussion with key stakeholders including Highway Authority, Environment Agency and key service providers.</p> <p>Possible use of Citizen's Panel and Citizen's Jury, Planning for Real and Enquiry by Design (see Appendix 4)</p>	<p>Not a formal consultation stage.</p>	<p>Summary of responses will be placed on web site, at Council Offices and in local libraries.</p>	<p>No Council decision required at this stage where emphasis is on ongoing informal discussion with community groups and key stakeholders to identify key issues and options.</p> <p>LDF Member Reference Group to receive reports on evidence base and emerging issues and options.</p>

Stage of Production	<p align="center"><b>INFORMING</b></p> <p align="center">How we will keep you informed as we prepare DPDs.</p>	<p align="center"><b>PARTICIPATING</b></p> <p align="center">How you can get Involved as we develop our ideas and options.</p>	<p align="center"><b>CONSULTING</b></p> <p align="center">How you can respond once the Council has decided on its preferred approach.</p>	<p align="center"><b>FEEDBACK</b></p> <p align="center">How we will provide feedback.</p>	<p align="center"><b>Council Decision Stages</b></p>
<p><b>Preferred Options Document and Sustainability Appraisal Report</b></p>	<p><i>Documents will be available at Council offices, local libraries and on web site;</i></p> <p><i>Copies will be sent to the appropriate specific and general consultation bodies and Borough Councillors; Press notices will be placed in the Loughborough Echo and Leicester Mercury;</i></p> <p>Early warning of consultation to Parish Councils, community groups and key stakeholders;</p> <p>Press release to local media;</p> <p>Roadshow/exhibition touring the Borough;</p> <p>Posters will be placed in libraries, post offices and other venues throughout the Borough.</p> <p>For DPDs that are likely to have Borough-wide implications leafleting may be one of the</p>	<p>Local Strategic Partnership Forum event to discuss options;</p> <p>Meetings with other Forums including Youth Forum, Health Forum, Action for a Better Charnwood.</p> <p>Possible use of Citizen's Panel, Citizen's Jury and Planning For Real exercises (see Appendix 4 for description)</p>	<p><i>6 week period for representations.</i></p> <p><i>Forms will be available on web site for download or online completion. Will also be available from Council offices and local libraries.</i></p>	<p>Summary of responses available at Council Offices, local libraries and on web site.</p>	<p>Consideration by LDF Member Reference Group</p> <p>Consideration by Scrutiny Commission;</p> <p>Cabinet Approval of Preferred Options for consultation</p>

Stage of Production	<p align="center"><b>INFORMING</b></p> <p align="center">How we will keep you informed as we prepare DPDs.</p>	<p align="center"><b>PARTICIPATING</b></p> <p align="center">How you can get Involved as we develop our ideas and options.</p>	<p align="center"><b>CONSULTING</b></p> <p align="center">How you can respond once the Council has decided on its preferred approach.</p>	<p align="center"><b>FEEDBACK</b></p> <p align="center">How we will provide feedback.</p>	<p align="center"><b>Council Decision Stages</b></p>
	<p>tools the Council uses;</p> <p>Email alerts.</p>				
<p><b>Submission of Development Plan Document to Secretary of State</b></p>	<p><i>Documents available at Council Offices, local libraries and on web site;</i></p> <p><i>Copies sent to appropriate specific and general consultation bodies, Borough Councillors and Parish Councils;</i></p> <p><i>Press notices in Loughborough Echo and Leicester Mercury; Letters to people who ask to be notified;</i></p> <p>Early warning of consultation to Parish Councils, community groups and key stakeholders; Press release to local media; Roadshow/exhibition;</p> <p>For DPDs that are likely to have Borough-wide implications leafletting may be one of the tools the Council uses;</p>	<p>At this stage the Council will have decided on its preferred option. It is a formal consultation stage with the opportunity to object to or support the Council's formal proposals and have your objections considered by an independent Inspector.</p>	<p><i>6 week period for objections or statements of support.</i></p> <p><i>Forms will be available on web site for download or online completion. Will also be available from Council offices and local libraries.</i></p>	<p><i>Summary of responses to consultation on Issues and Options and Preferred Options and Council's response available at Council offices, local libraries and on web site.</i></p>	<p>Consideration by LDF Member Reference Group;</p> <p>Consideration by Scrutiny Commission;</p> <p>Cabinet Approval of submission DPD;</p> <p>Resolution of Council to submit DPD to Secretary of State.</p>

Stage of Production	<b>INFORMING</b> How we will keep you informed as we prepare DPDs.	<b>PARTICIPATING</b> How you can get Involved as we develop our ideas and options.	<b>CONSULTING</b> How you can respond once the Council has decided on its preferred approach.	<b>FEEDBACK</b> How we will provide feedback.	<b>Council Decision Stages</b>
	<p><i>Copies of representations including any alternative site allocation representations received will be made available at the Council offices, local libraries, and on web site if practicable;</i></p> <p><i>Press notices will be placed in the Loughborough Echo and Leicester Mercury;</i></p> <p><i>The specific and general consultation bodies will be informed of any alternative site allocation representations.</i></p>		<p><i>For alternative site allocation representations there will be a six week period for objections or statements of support.</i></p>		
<b>Examination</b>	<p><i>The date and time of the Public Examination will be advertised on the Council's web site and by a press notice in the Loughborough Echo and Leicester Mercury;</i></p> <p><i>Anybody who has made representations will be informed of the</i></p>		<p><i>Respondents seeking a change to the DPD will have opportunity to appear at Examination.</i></p>	<p><i>The recommendations of the Inspector will be published on the Council's web site and made available at the Council offices and local libraries;</i></p> <p><i>Those people who requested to be notified will be</i></p>	

Stage of Production	<b>INFORMING</b> How we will keep you informed as we prepare DPDs.	<b>PARTICIPATING</b> How you can get Involved as we develop our ideas and options.	<b>CONSULTING</b> How you can respond once the Council has decided on its preferred approach.	<b>FEEDBACK</b> How we will provide feedback.	<b>Council Decision Stages</b>
	<i>Examination in writing.</i>			<i>informed of the availability of the Inspector's recommendations;</i>  <i>The Council must make any changes recommended by the Inspector before adopting the DPD.</i>	
<b>Adoption</b>	<i>The adopted DPD will be made available for inspection at the Council offices and local libraries;</i>  <i>The document will be placed on the Council's web site;</i>  <i>A notice will be placed in the Loughborough Echo and Leicester Mercury.</i>				Consideration by Scrutiny Commission;  Cabinet Approval of DPD for adoption;  Resolution of Council to adopt DPD.

TABLE I

## PREPARATION OF SUPPLEMENTARY PLANNING DOCUMENTS (SPDs):

<b>Stage of Production</b>	<b>INFORMING</b> How we will keep you informed as we prepare SPDs.	<b>PARTICIPATING</b> How you can get Involved as we put together the evidence base and consult on a draft SPD	<b>CONSULTING</b> How you can respond once the Council publishes a draft SPD	<b>FEEDBACK</b> How we will provide feedback.	<b>Council Decision Stages</b>
<b>Evidence gathering.</b>	<i>Programme for production of SPD in Local Development Scheme available on web site and Council offices.</i>	Discussion with key stakeholders including Highway Authority, Environment Agency and key service providers.  Possible use Planning for Real and Enquiry by Design (see Appendix 4).	Not a formal consultation stage.	<i>Summary of responses from evidence gathering exercise will be placed on web site, at Council offices and in local libraries.</i>	No Council decision required at this stage where emphasis is on evidence gathering with community groups and key stakeholders.
<b>Draft SPD and Sustainability Appraisal Report</b>	<i>Documents available at Council Offices, local libraries and on web site;</i>  <i>Copies sent to specific and general consultation bodies and Borough Councillors;</i>  <b>Press notices in Loughborough Echo and Leicester Mercury.</b>  Press release to local media;  Roadshow/ exhibition may be held in relevant area;		<i>4-6 week period for objections or statements of support.</i>  <i>Forms will be available on web site for download or online completion. Will also be available from Council offices and local libraries.</i>	<i>Summary of responses will be placed on web site, at Council offices and in local libraries.</i>	LDF Member Reference Group to receive reports on evidence base.  Consideration by Scrutiny Commission;  Cabinet Approval of draft SPD for consultation.

Stage of Production	<b>INFORMING</b> How we will keep you informed as we prepare SPDs.	<b>PARTICIPATING</b> How you can get Involved as we put together the evidence base and consult on a draft SPD	<b>CONSULTING</b> How you can respond once the Council publishes a draft SPD	<b>FEEDBACK</b> How we will provide feedback.	<b>Council Decision Stages</b>
<b>Adoption</b>	<i>Adopted SPD will be placed on web site and will be available at Council Offices and local libraries.</i>			<i>Statement of consultation on draft SPD placed on web site and available at Council offices and local libraries.</i>	Consideration by Scrutiny Commission; Cabinet approval of adoption of SPD.

Note: ***Bold italics***- denote statutory requirement under the Town and Country Planning (Local Development) (England) Regulations 2004.

## SUSTAINABILITY APPRAISAL

In preparing the LDF the Council must undertake a sustainability appraisal which incorporates the requirements of the EC Strategic Environmental Assessment Directive. The appraisal will assess the social, environmental and economic effects of policies and proposals as the LDF is produced. The aim is to ensure that decisions help contribute to the achievement of sustainable development. The sustainability appraisal will take place alongside the preparation of the plan and there will be opportunities for consultation at key stages in the preparation of the appraisal.

In preparing the sustainability appraisal the Council will:

- ✓ consult key stakeholders on the scope of the sustainability appraisal, key issues and options;
- ✓ consult key stakeholders and the public on issues and options and the initial sustainability report;
- ✓ undertake public consultation on the final sustainability report along with the preferred options.

## CONSULTING ON PLANNING APPLICATIONS

As well as outlining the consultation procedures for the preparation of the Local Development framework, the SCI also sets out how the Council will consult on planning applications.

The statutory requirements for publicity in relation to applications for planning permission are set out in various regulations and acts<sup>1</sup>. These require applications to be publicised by way of a notice in a local newspaper, a site notice or by neighbour notification letter. Different types of application require different methods of publicity.

### How we will meet the Legal Requirements:

To meet the legal requirements for consultation on planning applications we will:

For applications accompanied by an Environmental Statement (EA schedule 1 or 2), proposals that depart from the local plan or development that affects a public right of way to which Part III of the Wildlife and Countryside Act 1981 applies:	Place a notice in the Loughborough Echo or the Leicester Mercury inviting comments within 21 days; and post a site notice inviting comment within 21 days
Major development (10 or more dwellings, 1,000 sq m of floorspace or 0.5 hectares site area):	Place a notice in the Loughborough Echo or the Leicester Mercury inviting comments within 21 days; and either post a site notice or notify neighbours by letter inviting comment within 21 days
Other development:	Post a site notice or notify neighbours by letter inviting comment within 21 days

<sup>1</sup> General Development Procedure Order 1995, Planning (Listed Buildings and Conservation Area) Act 1990, and the Planning (Listed Buildings and Conservation Area) Regulations 1990.

Development affecting a setting of a listed building:	Place a notice in the Loughborough Echo or the Leicester Mercury inviting comment within 21 days; and post a site notice for not less than 7 days inviting comment within 21 days
Development affecting the character or appearance of a conservation area:	Place a notice in the Loughborough Echo and Leicester Mercury inviting comment within 21 days; and post a site notice inviting comment within 21 days

***What we will also do:***

The Council already exceeds the minimum requirements for publicity and consultation on planning applications set out in the regulations. The Development Control Charter 2001 outlined the Council's code of practice for publicising planning applications. Appendix 4 includes an update of the charter dealing with publicity and consultation arrangements for planning applications. The weekly list of planning applications is circulated to parish councils and other groups and is placed on the Council's web site. The web site is being developed to allow viewing of application details online. For applications that may have wider implications, one or more site notices will be posted and, in addition, letters may be sent to occupiers of properties close to but not bounding the site.

Arrangements for public speaking at Plans Committees are in place and have proved to be successful.

**Pre-Application Discussions**

For a number of larger applications the Council has worked successfully with developers to involve local communities through the consideration of applications. This has involved presentations to local community groups by developers and meetings with community representatives to discuss the content of section 106 agreements. For the large mixed use development at Hallamfields, Birstall the Council used a Design Team approach involving the developers, County Council, Parish Council and other interested parties such as the Police. For strategic and major proposals the Council will aim to use the Design Team approach in order to ensure a high quality development and continued community involvement in the development process.

For developments that may be locally controversial, are on sensitive sites or are significant in scale, it is considered that local communities should have additional opportunities to be informed about and comment on proposals. In these instances developers are strongly advised to consult with the local community before submitting a planning application.

It is recognised that there will be different views on what is considered significant or sensitive development. As a guide Table 2 identifies the range of applications where the Council may encourage developers to undertake consultation with the local community before they submit their application. Early consultation has a number of benefits and can be a way of resolving perceived problems early on and avoiding public objections at a later stage. It can help to secure better quality applications and better quality developments more in tune with their surroundings and the needs and aspirations of local communities. Lack of early consultation could mean that objections are made which are material to the determination of the application.

Pre-application consultation could take a variety of forms. It is considered that public exhibitions and meetings provide a useful approach. These would be manned by the applicant or their representatives. It is important that the Borough Council maintains its impartiality at this stage and will therefore adopt a “watching brief”. Council representatives and/ or local councillors may attend to listen to peoples views and address any procedural questions. On submission of an application the applicant would need to provide a statement of any consultation undertaken and any amendments made to the proposal as a result.

### Post Submission Consultation

There are a number of instances where particular proposals that were not considered to be controversial nevertheless raise significant local concern following their formal submission. Where this is the case applicants should consider holding a public exhibition or meeting to explain their proposals in more detail. This will enable local residents to gain a better understanding of the particular proposals and the applicant an understanding of local concerns. Table 2 also outlines the range of proposals where post-submission consultation may be considered.

Table 2

<b>Strategic Applications</b>	<b>Major Applications</b>	<b>Other Applications</b>
<ul style="list-style-type: none"> <li>• Development Plan Departures;</li> <li>• Schedule 1 Developments under the Environmental Impact Assessment Regulations;</li> <li>• Retail proposals subject to the Shopping Development Direction</li> </ul>	<ul style="list-style-type: none"> <li>• Residential Developments in excess of 100 dwellings or 3 hectares;</li> <li>• Employment developments in excess of 5 hectares;</li> <li>• Schedule 2 Developments as defined by the Environmental Impact Assessment Regulations which have significant effect on the environment;</li> <li>• Development on Playing Fields covered by the Playing Fields Direction 1998;</li> <li>• Developments requiring a full transport assessment.</li> </ul>	<ul style="list-style-type: none"> <li>• Developments on sites of 0.5 hectares or more that are likely to be locally contentious or generates significant local concern following submission of the application;</li> </ul>

### Pre- Application Consultation

<b>Method of Consultation</b>	<b>Significant Applications</b>	<b>Major Applications</b>	<b>Other Applications</b>
Public meetings	Yes	Yes	Yes
Public exhibitions	Yes	Yes	
Workshops	Yes		
Development Briefs	Yes		
Town/ Parish Councils and Parish Meetings	Yes	Yes	
Media	Yes		
Council’s web site	Yes	Yes	
Planning Aid	Yes	Yes	

### Post - Submission Consultation

Method of Consultation	Significant Applications	Major Applications	Other Applications
Public meetings	Yes	Yes	Yes
Public exhibitions	Yes	Yes	
Workshops	Yes		
Development Briefs	Yes		
Town/ Parish Councils and Parish Meetings	Yes	Yes	Yes
Media	Yes		
Council's web site (details of application and Plans Committee reports)	Yes	Yes	Yes
Statutory Consultation- (press notices, site notices and neighbour notification as appropriate)	Yes	Yes	Yes
Planning Aid	Yes	Yes	

The table provides an indication of the forms of pre and post submission consultation which may be considered for particular types of application in addition to the statutory requirements for consultation. It is not prescriptive. The extent and nature of additional consultation will depend on the particular circumstances of the application and Council resources. Where proposals fall within the categories detailed above, applicants should discuss the possible form of community consultation with the Borough Council at an early stage. This guidance relates to applications which are the responsibility of the Council as local planning authority to determine. They do not apply to applications where the County Council is the decision maker, such as minerals applications.

### TARGET GROUPS AND CONTACTS

The analysis of previous consultation exercises has indicated that, whilst the Council has been successful in involving some key groups in the preparation of planning policy, it has had difficulty in engaging with certain groups- particularly under represented groups including ethnic minority interests and youth groups.

The range of groups that the Council will aim to engage in the preparation of the LDF include:

- the general public;
- statutory consultees;
- local interest groups;
- national interest groups;
- landowners;

- developers and agents;
- the business community;
- adjoining local authorities;
- Town/ Parish Council's/ Meetings;
- The Charnwood Local Strategic Partnership;
- Ethnic minority interests;
- Youth groups;
- Faith Groups;
- People with disabilities.

### **Involving Hard to Reach Groups:**

The Council is committed to engaging as wide a range of groups and interests in the planning process. In the preparation of the Borough of Charnwood Local Plan there was difficulty in engaging with youth groups, ethnic minority interests and also residents within particular wards within Loughborough.

Work on the Community Cohesion Pathfinder initiative provides the opportunity to work with these under represented groups to build the capacity for their involvement in the preparation of the LDF. The Pathfinder Project has identified areas of relatively higher need in the Borough including parts of Loughborough and Shepshed, south Charnwood and the Soar Valley Villages. There are particular issues associated with certain Wards within Loughborough that fall within some of the most deprived wards in Leicestershire and also contain large ethnic minority communities. These wards are subject to a number of interrelated spatial planning issues that will need to be addressed in the preparation of the LDF. Through funding from the Leicestershire Economic Partnership, work is proposed to help build the capacity within these communities to engage more effectively in planning issues that affect them.

To seek to involve young people in the planning process, the Council intends to build on work already undertaken with the Youth Forum. A presentation on the Issues Paper was made to the Youth Forum and it is intended that they are involved in key participation and consultation stages. Information will also be provided to local schools in the Borough so that they are aware of work on the LDF.

For all documents produced an informative will be included indicating that copies are available on request in Braille, large print, translations and audio format. We will aim to produce documents that are easily understood. Where technical terms and phrases need to be used a glossary will be provided.

## **LINKS BETWEEN THE LDF AND THE COMMUNITY STRATEGY**

The Council recognises the important links between the LDF and the Community Strategy. The Issues Paper produced to launch work on the LDF looked at how work on the LDF could deliver the aspirations of the Community Strategy.

The Community Strategy was published in 2003. A review of the strategy is about to commence. Where possible consultation on the LDF will be linked with consultation exercises proposed for the Community Strategy.

## **LINKS WITH OTHER CORPORATE STRATEGIES**

There are also important links with other Council strategies including the Corporate Strategy and the Economic Development Strategy. As well as providing a relevant policy context for the preparation of the LDF, consultation on these documents provide useful information on local issues and concerns. We will take account of comments received from these other consultation exercises in the identification of issues and options for the LDF.

## **RESOURCES**

Successful engagement of the local community can be a time consuming exercise and, depending on the methods used can be expensive. Appendix 3 provides an assessment of various consultation methods and provides an indication of costs based on past experience. The Planning Policy Team will lead consultation exercises on the LDF. Where appropriate the team will be assisted by the Council's Communications Team, the Policy Unit and external consultants and facilitators.

## **MONITORING**

It is important that the approach to engaging the local community in the preparation of the LDF is monitored to ensure it is effective. The Council will review the SCI and through questionnaire feedback seek comments on the consultation and engagement methods used. Where necessary amendments to the SCI will be brought forward.

## Appendix I: Glossary

Spatial planning	A process of managing change in the interests of sustainable development. Brings together policies for the development and use of land with other policies and programmes which have an effect on the nature of places and how they function.
Sustainable development	Meeting our own needs without prejudicing the ability of future generations to meet their needs.
Core Strategy	Spatial vision and strategy for the Borough including key policies and proposals to deliver vision.
Development Plan	Development Plan Documents and the Regional Spatial Strategy make up the Development Plan. Under the Planning Acts the Development Plan is the primary consideration in deciding planning applications.
Development Plan Document (DPD)	Documents prepared by the local planning authority setting out the main spatial strategy, policies and proposals for the area.
Local Development Documents(LDDs)	Generic term for documents included in the Local Development Framework.
Local Development Framework (LDF)	A binder of documents that set the spatial strategy for the area.
Local Development Scheme (LDS)	A three year project plan outlining the Council's program for preparing the Local Development Framework.
Regional Spatial Strategy	Statutory document that replaces Regional Planning Guidance and sets out regional strategies and policies.
Statement of Community Involvement (SCI)	Outlines the approach of the authority to involving the community in preparing the LDF and significant planning applications.
Supplementary Planning Documents (SPD)	Documents that expand on policies and proposals in Development Plan Documents.
Sustainability Appraisal (SA)	An appraisal of the social, economic and environmental implications of a strategy, policies and proposals. Will ensure that proposals contribute to the achievement of sustainable development.

## CRITERIA FOR TESTING SOUNDNESS

Does the Statement of Community Involvement:

- Show that the LPA is meeting the legal requirements;
- Set out the LPA strategy for community involvement and its links with other community involvement initiatives, e.g. the local authority's community strategy;
- Identify in general terms which local community groups and other bodies need to be consulted;
- Show how local people, community groups and other bodies can be involved in a timely and accessible manner;
- Show that the methods to be used to involve local people, community groups and other bodies are suitable for the different stages in the preparation of the LPA's local development documents and for particular communities;
- Show that the LPA can resource and manage the process effectively;
- Show how the results of the community involvement are to be fed into the preparation of development plan documents and supplementary planning documents; and
- Set out the mechanisms for reviewing the procedures in the SCI.

Source: Local Development Frameworks- Guide to Procedures and Code of Practice.

## Description of Consultation Procedures:

Procedure	Strengths	Weaknesses	Costs
<b>Exhibitions/ Roadshow:</b>	Good way of reaching large numbers if well located; Allows residents to raise issues directly with officers/ councillors	If venue is poor turnout will be low; Resource intensive if permanently staffed; Response hard to record unless people return representation forms.	Hire of Room- £30-50 per venue. Cost of publicity Cost of Display material.
<b>Leafleting of households/ businesses</b>	Best way to get information across to all residents and businesses	Can be seen as junk mail and discarded;	Royal Mail Door to Door- £45 per 1,000: Based on 80,000 addresses- £3.600
<b>Press Release</b>	Can provide wide publicity of proposals and can be positive.	Cannot guarantee that press will report; No editorial control.	None
<b>Charnwood News</b>	Reaches all households; Editorial control.	Twice yearly publication schedule means that it may not coincide with LDF consultation periods; Long lead in for articles.	Limited if part of existing publication schedule. Special edition would be costly.
<b>Public Notices</b>	In theory can reach a wide audience.	Unlikely to be read widely.	£200 approx per notice.
<b>Posters</b>	Can be cheap and provide a wide coverage.	Only limited information can be presented.	Low cost
<b>Community Workshops</b>	Experience from LSP Forum Event shows they can be a successful approach; Can enable a detailed discussion of issues.	Need to be carefully planned; Audience can be dominated by activists- need to ensure a good spread of interests; Trained facilitators likely to be required.	Can be expensive: Room hire: £2,000-£3,000 Facilitator: £1,000-£2,000
<b>Website</b>	Cheap way of keeping people informed.	Currently limited audience; Unlikely to access hard to reach groups.	Low cost
<b>Presentations to established Forums</b>	Good way of accessing particular interests and issues.	Need to tailor work to their interest. Need to ensure feedback.	Relatively cheap
<b>Surveys/ Questionnaires</b>	Can gain views of representative sample of population. By interview in depth views can be	Postal response can be low;	Preparing questions; Cost of interviewers/ analysis;

## Description of Consultation Procedures:

Procedure	Strengths	Weaknesses	Costs
	obtained; Possible to use approaches already established.		
<b>Citizen Panel</b> A citizens panel of around 1,600 residents is established in Charnwood	Could be used to investigate key issues/themes	Few young people on panel; More suited to discussion of broad strategic options.	Preparation and analysis of questions.
<b>Citizen Jury:</b> Small group 10-15 attend 2-4 day session to hear evidence and discuss issues.	Allows a detailed debate on issues and options.	Need to ensure representative; Costly and time consuming.	Other authorities have estimated costs of £16,000-£20,000
<b>Planning for Real®</b> Uses simple models as a focus for people to put forward ideas on how their area should be improved.	Can be a useful way of getting an understanding of local issues and concerns. The Council have previously commissioned 5 Planning for Real® exercises in the Borough so have experience of this approach.	Needs to be organised carefully. May be more suited to specific local issues. Requires concerted follow up to show actions and results. Can be time consuming.	Estimated costs of £6,000 per event.

## Appendix 4: List of Specific and General Consultation Bodies

### What the Regulations Require:

Regulation 25 of the Town and Country Planning (Local Development) (England) Regulations 2004 requires local planning authorities to consult with those specific consultation bodies that may be affected by a DPD, and those general consultation bodies they consider appropriate.

### I. SPECIFIC CONSULTATION BODIES

East Midlands Regional Assembly  
Leicestershire County Council  
Nottinghamshire County Council  
Leicester City Council  
North West Leicestershire District Council  
Hinckley and Bosworth Borough Council  
Melton Borough Council  
Harborough District Council  
Blaby District Council  
Rushcliffe Borough Council  
Parish Councils within or adjoining Charnwood;  
The Countryside Agency  
The Environment Agency  
Highways Agency  
English Heritage  
English Nature  
Strategic Rail Authority  
East Midlands Development Agency

Any person to whom the electronic communications code applies by virtue of a direction given under Section 106 (3) (a) of the Communications Act 2003;

Any person who owns or controls electronic communications apparatus situated in any part of the area of the local planning authority;

Any of the bodies from the following list who are exercising functions in any part of the area of the local planning authority:

- Strategic Health Authority;
- Person to whom a licence has been granted under Section 7(2) of the Gas Act 1986;
- Sewage undertaker; and
- Water undertaker.

### 2. GENERAL CONSULTATION BODIES

Voluntary bodies;

Bodies representing the interests of different racial, ethnic or national groups in Charnwood;

Bodies representing the interests of different religious groups in Charnwood;

Bodies representing the interests of disabled persons in Charnwood;

Bodies representing the interests of persons carrying on business in Charnwood.

### 3. OTHER CONSULTATION BODIES:

In addition to consultation with the above groups required by the Regulations, where appropriate the Council will also consult with the following groups and organisations:

Environmental Groups at national, regional and local level including:

- National Forest Company
- CPRE;
- Friends of the Earth;
- RSPB; and
- Wildlife Trusts.

Local Agenda 21 Groups including:

- Action for a Better Charnwood;
- Civic Societies;
- Community Groups;
- Local Transport operators;
- Local Race Equality Council and other local equality groups.

Community Associations;  
Residents Groups and Association.  
Chambers of Commerce, local CBI and local branches of the Institute of Directors;  
Development Industry.

A detailed list of groups and organisations will be maintained and will be available for inspection at the Council Offices, on the Council's web site, Town and Parish Council Offices and local libraries. It will be kept up to date and groups and organisations will be able to ask to be added to the list.

### Publicity Arrangements

Planning law requires us to publicise all planning applications and most other types of application. This is to make sure people can comment on new development proposed in the area. The law sets out the general procedures which we must follow. However, we have adopted procedures that give wider publicity to planning and other applications than the law requires. This is because we want to make sure people have a proper chance to comment on proposals which affect them.

This code of practice applies to all planning and other applications decided by the Borough Council. It also applies to applications made by the Council.

All applications are the subject of notification by letter addressed to the owners/occupiers of properties that adjoin planning application sites, where such properties are identifiable.

Where an application involves development that is of such a scale that it might impact upon non-immediately adjacent properties, notification letters will be sent to those properties.

Site notices are posted for proposals that are considered to have a wider impact and/or be of wider public interest and/or where an address for the owner/occupier of adjacent land or property is not apparent.

Site Notices and Newspaper Advertising are carried out for the following applications:

- Proposals involving external alterations to a listed building;
- Proposals that may affect the setting of a listed building;
- Proposals that may affect the character and appearance of a conservation area;
- Proposals where an “environmental statement” is needed;
- Proposals involving a departure from policies of the “development plan”;
- Proposals involving a right of way;
- Proposals for “major development”;
- Proposals which are likely to raise significant public interest;

Site notices are posted in locations where they are easily visible. They are printed on weatherproof material.

Newspaper advertising is by means of notices inserted in the Loughborough Echo for applications made in the northern part of the Borough and in the Leicester Mercury for applications made in the southern part.

### Inspection of Applications

All planning and other applications can be inspected in the Council Offices at Southfields in Loughborough. The office is open from 8.30am to 5.00pm on Mondays to Thursdays and 8.30am to 4.30pm on Fridays. Applications can be discussed with the planner dealing with that application by prior arrangement.

### **Making Comments**

Comments must be made within 21 days. This period runs from the date of display of any site notice or newspaper advertisement or from the date of any neighbour notification letter. However, the period is sometimes reduced where publicity relates to amendments to a proposal or to application types that must be decided in less than 8 weeks.

The Council does not normally acknowledge the receipt of representations. Provided they raise planning issues about the proposal, all comments are taken into account when the application is decided.

### **Other Publicity**

The Planning Service publishes a list of planning applications received each week on the Council's web site.

The Council may arrange, or be represented at, public meetings to discuss controversial or major planning applications.

Other methods of publicising planning applications may be used at the discretion of the Development Control Manager.

### **Our Standard**

When we publicise a planning application, we will follow the code of practice set out above.