

**BOROUGH OF CHARNWOOD**  
**Draft Statement of Community Involvement**  
**PRE-SUBMISSION CONSULTATION STATEMENT**  
**(REGULATION 28 STATEMENT)**

**Consultation under Regulation 25**

Before preparing the Statement of Community involvement (SCI), we consulted with the bodies detailed at Appendix A to gather their views on consultation in our area. This included consultation with the Regional Planning Body, Highways Agency, Leicestershire County Council and adjoining Local Planning Authorities and Parish Councils. To this purpose we sent the bodies an initial copy of the SCI asking for comments.

We received a response from 14 consultees. The main issues raised were summarised and reported to Cabinet on the 25/11/04. A copy of the Cabinet report and minutes is attached at Appendix B. The report identifies the main issues raised by respondents and the changes made to the SCI as a result.

**Consultation under Regulation 26**

We then prepared a draft SCI, and carried out consultation on this draft for a six week period from the 28<sup>th</sup> January 2005 to the 11<sup>th</sup> March 2005.

- The document, including a statement of the proposals matters was available at the Joint Service Shop at Charnwood Borough Council Offices and the Service Shop at Leicestershire County Council from Monday to Thursday 8:30 – 17:00 and Friday 8:30 – 16:30, and also at Public Libraries throughout the Borough;
- The document and proposals matters were available on our website, with a statement explaining where and when paper copies of the document were available for inspection;
- We placed an advertisement in the Leicester Mercury and the Loughborough Echo, which was carried on the 28<sup>th</sup> January 2005 and the 11<sup>th</sup> February 2005;
- We sent copies of the document, along with the proposals matters and details of where the documents were available for inspection, to the bodies listed in Appendix C;
- Letters were also sent to the bodies listed at Appendix D informing them of the availability of the draft SCI;
- We further publicised the availability of the draft SCI by distributing a leaflet to households within the Borough and holding roadshows at venues located around the Borough over a two week period, which gave further details, and opportunities to discuss with Officers the proposals set out in the SCI.

We enclose a copy of the proposals matters and the public advertisement in Appendix E.

We received 28 representations on our draft SCI. These representations were reported to Cabinet on the 31<sup>st</sup> March 2005. The Cabinet report and Minutes attached at Appendix F summarise the main issues raised and the changes made to the SCI as a result.

## **APPENDIX A – GROUPS AND ORGANISATIONS CONSULTED UNDER REGULATION 25**

English Heritage  
English Nature  
Environment Agency  
East Midlands Regional Assembly  
Highways Agency  
The Countryside Agency

### **District & County Councils:**

Blaby District Council  
Harborough District Council  
Hinckley & Bosworth Borough Council  
Leicester City Council  
Melton Borough Council  
North West Leicestershire District Council  
Nottinghamshire County Council  
Oadby & Wigston Borough Council  
Leicestershire County Council  
Rushcliffe Borough Council  
Rutland County Council

### **Parish Councils in Charnwood:**

Chairman of Beeby Parish Meeting  
Chairman of Swithland Parish Meeting  
Chairman of Wanlip Parish Meeting  
Clerk to Anstey Parish Council  
Clerk to Barkby Parish Council  
Clerk to Barrow upon Soar Parish Council  
Clerk to Birstall Parish Council  
Clerk to Burton/Cotes & Prestwold Parish Council  
Clerk to Cossington Parish Council  
Clerk to East Goscote Parish Council  
Clerk to Hathern Parish Council  
Clerk to Hoton Parish Council  
Clerk to Mountsorrel Parish Council  
Clerk to Newtown Linford Parish Council  
Clerk to Queniborough Parish Council  
Clerk to Quorn Parish Council  
Clerk To Rearsby Parish Council  
Clerk to Rothley Parish Council  
Clerk to Seagrave Parish Council  
Clerk to Shepshed Town Council  
Clerk to Sileby Parish Council  
Clerk to South Croxton Parish Council  
Clerk to Syston Town Council  
Clerk to Thrussington Parish Council  
Clerk to Thurstaston & Cropston Parish Council  
Clerk to Thurmaston Parish Council  
Clerk to Ulverscroft Parish Meeting  
Clerk to Walton on the Wolds Parish Council  
Clerk to Woodhouse Parish Council  
Clerk to Wymeswold Parish Council  
Ratcliffe on the Wreake Parish Meeting

### **Adjoining Parish Councils**

Bardon Parish Council  
Belton Parish Council  
Costock Parish Council  
East Leake Parish Council  
Glenfield Parish Council  
Groby Parish Council  
Hickling Parish Council  
Keyham Parish Council  
Kingston on Soar Parish Council  
Long Whatton Parish Council  
Markfield Parish Council  
Normanton on Soar Parish Council  
Rempstone Parish Council  
Scraptoft Parish Council  
Stanford on Soar Parish Council  
Sutton Bonington Parish Council  
Twyford and Thorpe Parish Council  
Willoughby on the Wolds Parish Council  
Wysall & Thorpe in the Glebe Parish Council  
Broughton & Dalby Parish Council  
Gaddesby Parish Council  
Hoby with Rotherby

### **Other Groups and Organisations**

British Gas Connections Ltd  
SecondSite Property (British Gas Properties)  
British Telecom (Leicester)  
British Telecommunications Plc  
East Midlands Development Agency  
National Grid Transco (Electricity)  
National Grid Transco (Gas)  
Powergen  
Severn Trent Water Limited  
Strategic Health Authority  
Transco Plc  
Mobile Phone Operators Association  
Charnwood Racial Equality Council  
Charnwood Ethnic Minority Forum  
Churches Together in Loughborough  
Bangladesh Social Association  
Charnwood Bangladeshi Society  
Loughborough Council of Faiths  
Loughborough Mosque & Islamic Cultural Association  
Shree Ram Krishna Community Association  
Geeta Bhawan  
Sikh Temple  
Loughborough United Reformed Church  
Loughborough Jansari Centre  
ACERT  
Charnwood Disability Forum  
Charnwood Learning Disability Action Group

RNIB Vocational College  
CPRE Charnwood  
Action for a Better Charnwood  
Loughborough and District Civic Trust  
Nottingham East Midlands Airport  
Loughborough Urban Forum  
Mariners Quay Residents Association  
Polish Community Centre, Loughborough  
Shelthorpe Community Association  
St Peters Community Association  
Storer Road and Rosebery St Residents  
Association  
Hastings Community Association  
Business Link  
Charnwood Council Leaseholders and Tenants  
Association'  
Charnwood Council for Voluntary Service  
Sriniketan Cultural Association  
House Builders Federation - Eastern Region  
Strategic Rail Authority  
CABE

## **APPENDIX B: REPORT TO CABINET 25/11/04 AND ASSOCIATED MINUTES**

CABINET 25<sup>TH</sup> NOVEMBER 2004

Report of the Head of Planning Services

### **ITEM 9 THE CHARNWOOD DEVELOPMENT FRAMEWORK- LOCAL DEVELOPMENT SCHEME AND STATEMENT OF COMMUNITY INVOLVEMENT.**

#### **Purpose of Report**

To consider the responses from initial consultations with key stakeholders on draft versions of the Local Development Scheme (LDS) and Statement of Community Involvement (SCI). To seek approval for the submission of the LDS to the Secretary of State and publication of the SCI for further consultation.

#### **Recommendations**

1. That the Local Development Scheme is approved for informal submission to the Government Office for the East Midlands (GO-EM), subject to any revisions now agreed;
2. That, subject to there being no changes requested by GO-EM following their discussions with the Planning Inspectorate, the Local Development Scheme be submitted to the Secretary of State before 28<sup>th</sup> March 2005;
3. That the Statement of Community Involvement (SCI) is approved for the purposes of further public consultation subject to any revisions now agreed;
4. That authority is delegated to the Head of Planning Services in consultation with the Lead Member for Planning Services to make any minor revisions to the SCI subsequently identified prior to the start of consultations.

#### **Reasons**

1. To allow GO-EM to discuss the proposed timetable set out in the Local Development Scheme with the Planning Inspectorate;
2. To set out for key stakeholders, members of the public and other interested parties the Council's proposals for the production of the Charnwood Local Development Framework, in accordance with Section 15 of the Planning and Compulsory Purchase Act 2004 and Regulations 6-10 of the Town and Country Planning (Local Development) (England) Regulations 2004;
3. To consult with the local community and key stakeholders on the preferred approach to engagement and consultation in the preparation of the Local Development Framework, in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004;
4. To enable the timely publication of the SCI for public consultation.

#### **Policy Context**

The Local Development Framework will set out the Council's spatial planning policy to guide future development in Charnwood up to 2016. It will be an important tool in helping to

deliver those aspects of the Community Strategy which relate to the use and development of land. Through its policies and proposals it will support key Corporate Plan objectives particularly in relation to sustainable development.

### Background

The Planning and Compulsory Purchase Act 2004 came into force in September and has introduced some fundamental changes to the way local planning authorities prepare planning policy documents. Under the new Act Structure Plans and Local Plans are to be replaced with Regional Spatial Strategies (RSS) and Local Development Frameworks (LDFs). Together the RSS and LDF will make up the statutory development plan for an area and will replace existing Structure and Local Plans. Until the new documents are introduced, the adopted Leicestershire Structure Plan and Borough of Charnwood Local Plan will continue to provide relevant policy guidance for the consideration of planning applications. A summary of the main features of the new system is set out at Appendix I.

Two of the key requirements of the new Act are for local planning authorities:

- to prepare a Local Development Scheme (LDS) to set out their 3 year project plans for the preparation of their LDF including proposals for the production of:
  - Development Plan Documents (DPDs) that will be subject to independent examination and will be part of the statutory development plan; and
  - Supplementary Planning Documents (SPDs) to expand on policy or provide further detail; and
- to clearly outline their proposals for involving key stakeholders and the local community in the preparation of LDF documents- the Statement of Community Involvement (SCI).

The Council is required to submit its LDS to the Secretary of State by the end of March 2005, and is encouraged to bring forward the SCI as one of the first LDF documents it prepares.

An initial draft of the LDS was considered by Cabinet in January 2004. Following informal discussions with the Government Office for the East Midlands (GO-EM) and consideration of the guidance on the preparation of LDFs published so far, a revised draft of the LDS has been prepared. This has been subject to further consultation with GO-EM and other key stakeholders. In accordance with a recently agreed protocol, on receipt of the LDS, GO-EM will discuss the content of the LDS with the Planning Inspectorate before confirming that the document is ready for formal submission to the Secretary of State. An initial draft of the SCI has also been prepared and circulated to key stakeholders for comment. Copies of both draft documents were also circulated to all Members.

### The Local Development Scheme (LDS):

The LDS outlines the 3 year project plan for the production of key documents that will make up the LDF. It is effectively a public statement by the Council identifying the local development documents it will produce, in what order and when. The plan focuses on the delivery of the key development plan documents (DPDs)- the Core Strategy and housing and employment allocation documents. A number of Supplementary Planning Documents (SPDs) are proposed, mostly reflecting work that was already underway in developing additional guidance on certain topics such as design, and student housing provision.

It is important that the milestones identified in the LDS are realistic. The Government has indicated that the next Planning Delivery Grant will be based partly on whether Councils meet targets outlined in their LDS. Failure to achieve target dates would affect the level of Planning Delivery Grant secured by the Council.

The Government's requirement for LDFs to be in place by 2007 has recently been clarified. The key performance indicator accompanying Public Service Agreement 6 is that authorities achieve the milestones set out in their local development schemes by 31<sup>st</sup> March 2007. This does not mean the production of a full suite of adopted documents by that date. However, local planning authorities should aim to have a complete spatial plan in place by 2007. This will be made up of saved policies in adopted plans, new strategic policies in core strategies, and other DPDs, for example for housing site allocations. This provides greater flexibility to establish a rolling programme for the production of key development plan documents with more realistic milestones which reflect the circumstances within Charnwood.

The priority in the first 3 years is therefore the production of the Core Strategy and the policies for key strategic employment and housing allocations. Under the new system the preparation of planning policy documents will be a continuous rather than finite process. Once the core documents are in place, other documents will be brought forward as appropriate to address the need for supplementary guidance or respond to changed circumstances requiring further planning policy guidance.

#### The Statement of Community Involvement (SCI):

The SCI outlines the proposed approach to involving key stakeholders and the local community in the preparation of the LDF. It will be subject to further consultation before a final version is prepared for submission to the Secretary of State, when there will be the opportunity to raise formal objections and have them considered by an independent Inspector at a public examination.

One of the key changes in plan preparation under the new planning system is the involvement of people from the outset in developing the planning framework for the Borough. The SCI outlines how people can get involved in developing policies and proposals, how they can formally comment on proposals and how the Council will keep people informed and provide feedback.

#### Comments received

In addition to the ongoing discussions with GO-EM and the Planning Inspectorate, the draft documents were circulated to parish and town councils, adjoining authorities, local community groups and key stakeholders. The comments received are summarised at Appendix 2 along with recommended amendments to the draft documents where appropriate. Full copies of the comments received have been placed in the Members' room.

GO-EM is satisfied that the LDS identifies key documents including the SCI, Core Strategy, allocations and Proposals Map DPDs. They have some concerns over the number of SPDs proposed and that this may impact on the programme for delivery of key DPDs. They have made a number of more specific comments on format and content of the LDS.

In the light of the comments received and recent guidance on the preparation of LDFs published by Office of the Deputy Prime Minister, a number of amendments are proposed to the draft documents. These are detailed at Appendix 2. Revised versions of the documents incorporating these amendments are attached at Appendix 3. The main changes proposed are as follows:

## The LDS:

- adjustment of programmed date for consultation on Core Strategy Preferred Options paper from June/July 2005 to September 2005 to avoid consultation taking place over summer holiday period and provide more opportunity for engagement with stakeholders and the local community in the development of options;
- adjustment of the programme for production of the allocations DPD. It was initially proposed to run the production of the Core Strategy and allocations DPDs in tandem. This process would not allow for changes to be made to the allocations DPD if, following Examination, changes are made to the Core Strategy. The clarification of the Public Service Agreement (PSA6) target allows for the submission of the allocations DPD in February 2007 after the Inspector's Report on the Core Strategy is received. There is not an immediate need to identify additional housing allocations as sufficient land has been identified through planning permissions and existing allocations to provide at least a 5 year supply of housing land. This timescale would also allow the allocations DPD to be prepared on the basis of revised housing figures likely to emerge from the review of the Regional Spatial Strategy in Autumn 2006.
- allocations DPD to focus on delivery of strategic employment and housing requirements;
- adjustment of timescale for production of Student Housing SPD to reflect revised programme for adoption by April 2005;
- deletion of SPD on Ashby Road Conservation Area: The preparation of Conservation Area Appraisals is governed by separate legislation, the Planning (Listed Buildings and Conservation Areas) Act 1990, and therefore does not need to be produced as SPD. Conservation Area Appraisals carry significant weight as a material consideration in the determination of planning applications and planning appeals;
- postponement of SPDs on Green Spaces, Landscape Character Areas and Village Design Statements. The first priority over the next 2-3 years needs to be the production of the key DPDs including Core Strategy and main allocations. There is a danger that over-commitment to producing SPDs could divert resources from the production of key DPDs. The programme for the production of these SPDs has been put back to ensure that the focus in the next 2-3 years is on the production of DPDs;
- inclusion of a specific reference to the need to consider issues of social exclusion and community cohesion within the Core Strategy and the possible future use of Area Action Plans to support area based regeneration initiatives in the Borough. Regional Planning Guidance emphasises the need for development plans to include policies for regeneration in areas of deprivation. Recent work as part of the Community Cohesion Pathfinder has confirmed that there are areas of relatively higher need within the Borough, including Hastings and Lemington wards within Loughborough. These issues will need to be addressed in the Core Strategy. The use of Area Action Plans may provide an appropriate vehicle to take forward regeneration proposals in parts of the Borough. The need for Area Action Plans will be kept under review and the LDS will be amended if necessary.

## The SCI:

- amendments to the list of consultation groups;
- reference to the use of Planning Aid providing free and independent advice and support to community groups and individuals unable to afford to employ a planning consultant, to support and encourage the involvement of local residents and community groups in the production of the LDF;
- expansion of the section on consultation on planning applications to cover all applications and provide further details on the approach to consultation;

Background Papers: The Planning and Compulsory Purchase Act 2004. <http://www.hmso.gov.uk/acts/acts2004/20040005.htm>  
The Town and Country Planning (Local Development) (England) Regulations 2004. <http://www.hmso.gov.uk/si/si2004/20042204.htm>  
Planning Policy Statement 12, Local Development Frameworks. Creating Local Development Frameworks – A Companion guide to PPS12. [http://www.odpm.gov.uk/stellent/groups/odpm\\_control/documents/contentservertemplate/odpm\\_index.hcst?n=5382&l=3](http://www.odpm.gov.uk/stellent/groups/odpm_control/documents/contentservertemplate/odpm_index.hcst?n=5382&l=3)

Key Decision: No

Officer to Contact: Guy Longley [guy.longley@charnwood.gov.uk](mailto:guy.longley@charnwood.gov.uk)

## A GUIDE TO LOCAL DEVELOPMENT FRAMEWORKS

The Planning and Compulsory Purchase Act (2004) replaces the current system of Structure and Local Plans, with Regional Spatial Strategies, prepared by regional planning bodies and Local Development Frameworks (LDFs), prepared by local planning authorities. Structure and Local Plans will no longer be prepared.

Instead of a single local plan the LDF will consist of a binder of documents. These documents will include development plan documents- which will form the statutory development plan for an area and will be subject to public examination by an independent inspector, and supplementary planning documents, which will not need to be subject to a public examination.

The development plan documents will consist of the following:

**A Core Strategy:** containing the vision and strategic objectives for the area, it will not be site specific and will contain broad strategic policies to guide development;

**Site Specific Allocations:** identifying sites to be allocated for specific uses;

**Action Area Plans** (if needed): applying to wider areas where significant change is proposed, or to areas of conservation;

**Proposals Map:** illustrating, on an ordnance survey base, all the policies and proposals contained in the other documents;

**Development Control Policies:** setting out the criteria against which planning applications will be considered.

Each of these documents may be prepared separately and be pursued through to public examination and adoption. This will enable the local development framework to be continually updated as and when necessary.

Local planning authorities should aim to have the main elements of their spatial strategy in place by 2007. A detailed process of project management will be required to ensure that this timetable is met and this is set out in the Local Development Scheme (LDS), which has to be agreed by the Government Office for the East Midlands.

A further document has to be prepared which sets out the Council's policy for the involvement of the public in the preparation of the local development framework- the Statement of Community Involvement (SCI).

All documents in the local development framework will also need to be subject to a strategic environmental assessment and sustainability appraisal (SEA/SA), to ensure that policies and proposals help to deliver sustainable development objectives.

Appendix 2 – Summary of Comments and Recommended Changes on draft Local Development Scheme and Draft Statement of Community Involvement

Respondent:	Summary of comments	Response of Head of Planning Services and Recommended Changes:
<b>Statement of Community Involvement</b>		
Action for a Better Charnwood	<p>Leaflets to households should not be through free newspapers but sent out separately. Public notices should go in Leicester Mercury and Loughborough Echo. Exhibitions need to be advertised in advance with leaflets. Content must be in plain English. Could a system of informing residents by email be established?</p> <p>Exhibitions/ meetings should have at least 2 time slots. In larger centres should be daytime, evenings and weekends. Should go to shopping centres rather than village halls. Early warning system is important. Should have feedback meetings with key groups not just respond by letter.</p>	<p>Comments noted. Post Office Delivery Service has been used in the past for leaflet distribution. It is normal practice to publish notices in both the Echo and Mercury. Will discuss with Parish Councils the best approach to advertising exhibitions. It is proposed that an email alerts system be established.</p>
CPRE Charnwood District	<p>We have voiced concerns in the past regarding the level of publicity that the Council has undertaken to involve the public in planning matters and the LDF. We generally welcome the approach taken but following would improve the soundness of methods employed:</p> <ul style="list-style-type: none"> <li>• household leafleting should be prime objective. Circulation via free newspapers not effective. Should use Royal Mail;</li> <li>• Should add following groups to Appendix- The Woodland Trust, Leicestershire and Rutland Community Council, The National Housing Federation, The Rural Housing Trust, The Ramblers Association, Leicestershire Area.</li> </ul> <p>Public notices should be placed in both the Loughborough Echo and Leicester Mercury.</p>	<p>Comments noted. The approach to leafleting will be investigated further. In the past use has been made of the Royal Mail service. Public notices are placed in both papers.</p> <p><b>Amend</b> Appendix 3 to add the groups listed.</p>
Councillor Mike Jones	<p>Hastings Community Association should be added to list of other consultation bodies.</p>	<p>Accepted.</p> <p><b>Amend</b> Appendix 3 to include Hastings Community Association.</p>

<b>Respondent:</b>	<b>Summary of comments</b>	<b>Response of Head of Planning Services and Recommended Changes:</b>
Countryside Agency	<p>Document appears rather negative. Final version should have a more positive emphasis towards consultation and participation. Should consider use of Parish Plans/ Village Design Statements and Quality of Life Assessments to increase community engagement and inform policy development.</p> <p>The draft usefully recognises the scope for joint working on consultation and participation with the Community Strategy.</p> <p>The work on the Community Cohesion Pathfinder in involving hard to reach groups is welcomed. Community Planners working with East Midlands Planning Aid are also keen to work with communities to encourage their involvement. It may be prudent to discuss the opportunity of working with them.</p>	<p>Comments noted. The consultation in January will allow local residents and other interests to comment on the various options for consultation and engagement. Following this consultation exercise, and in the light of comments received the final submission document will clearly set out the Council's approach and the techniques it will use.</p> <p>Noted.</p>
Leicestershire County Council	No comments.	Noted.
Loughborough Chamber of Trade and Commerce	<p>Further explanation needed on how planning applications decided. A reference to CPO policy needed. Should be more presentations by planning officers to bodies who are consulted. Standard list required of consultee bodies for planning applications. Informal discussions with Planning Officers need to be more easily available. 8 week rule should not be abused.</p>	Comments noted. Section on planning applications has been expanded. Reference to CPO policy not necessary in SCI.
Normanton on Soar Parish Council	Welcomes and values opportunities given to comment. Emails should also be used as a means of communication.	Comments noted.
Quorn Parish Council	<p>Pleasing to note that electorate and elected members will be kept informed and given early warning of consultation periods. Will help Parish Council become fully engaged with planning consultation process and hope that general development control policies will help us to retain few remaining open spaces.</p>	Comments noted.

Respondent:	Summary of comments	Response of Head of Planning Services and Recommended Changes:
Seagrave Parish Council	<p>Terminology needs explanation e.g Planning Aid, Enquiry by Design. Will all Village Halls be venues for exhibitions? Who decides key local groups? Timeline is very tight. Need a list of key stakeholders. Require details of dates when documents available. Will mobile libraries have documents? Reference to elected members should be clarified. Could make use of CDs for Parish Councils to show. Documents should always be sent to groups detailed at Appendix 3. Procedure for consultation on final sustainability report should be clarified. Significant planning applications and “wider implications” should be defined. In smaller settlements major development would be 10 dwellings.</p> <p>Should be aware of Seagrave Parish Magazine and web site as a useful form of communication with parishioners.</p>	<p>Comments noted. The LDS provides timetable for production of documents with key milestones. It is intended that mobile libraries will have LDF documents. Circulation to groups will depend on the nature of the document.</p> <p><b>Amend</b> text to explain Enquiry by Design and Planning Aid and clarify that final sustainability report will be subject to public consultation.</p>
Storer and Ashby Area Residents Group	<p>Notices regarding SPDs/DPDs could be placed in local post offices, supermarket notice boards and Community Colleges but would need to be in plain English. Roadshows could be held in Community Centres, Community Colleges or Church Halls. Should offer evening and day time slots.</p> <p>Other residents groups include ones for Herrick Road, Moor Lane, Haydon Road and Ratcliffe Road/ Burder Street.</p> <p>Feedback could be provided through press releases. Direct</p>	<p>Comments noted. Posters have previously been placed in a variety of venues including supermarkets. The SCI indicates that a variety of venues will be considered for exhibitions. It is not considered necessary to include a definitive list as this will vary depending on the nature of the document.</p> <p><b>Amend</b> section on exhibitions/ roadshows to refer to the use of posters to publicise exhibitions.</p> <p><b>Amend</b> Appendix 3 to indicate that consultation will take place with residents groups and associations.</p> <p>The SCI does indicate that meetings could be held with local groups to provide feedback. This could be a time consuming process and could have significant resource implications. It will therefore need careful management.</p>

<b>Respondent:</b>	<b>Summary of comments</b>	<b>Response of Head of Planning Services and Recommended Changes:</b>
	<p>feedback should be given to local groups and organisations.</p> <p>In areas of high student lets site notices not useful. Should be sent to permanent residents in vicinity who may be affected by increased noise and disturbance or parking problems. Site notices not durable enough. Would it be possible to inform Residents' groups of applications in their areas?</p> <p>Developers should be encouraged to consult local community on any development likely to harm residential amenity or bring about an imbalance in the community.</p> <p>To target hard to reach groups including ethnic minorities should publish some papers in main minority languages. Should encourage people to respond through places of worship/ social associations.</p> <p>Could we really start with the "community" first- allowing members of the community to ask questions in a non-threatening environment. Suggest a surgery off Council premises, local radio, a regular newspaper column, market stall in Loughborough, public message board on web site for questions and answers. Would help citizens better understand planning possibilities and limitations and bring planners into closer contact with serious concerns of people in the community.</p>	<p>The approach to neighbour notification is set out at Appendix 4. In most instances this will involve notifying properties adjoining the application site. Given the resources available, this approach coupled with site notices seems to be the most effective solution. Copies of the weekly list of planning applications are now available on the web site.</p> <p>It is proposed that developers will be encouraged to undertake community consultation on significant applications.</p> <p>Documents will include a statement indicating that copies can be made available in ethnic minority languages on request.</p> <p>Suggestions are useful. In particular the use of a market stall in Loughborough and a messaged board on the web site will be investigated.</p>
Syston Town Council	Support the Statement of Community Involvement	Support noted.
Charnwood	Following organisations should be added to Appendix:	It would not necessarily be appropriate to contact all groups listed.

Respondent:	Summary of comments	Response of Head of Planning Services and Recommended Changes:
Wildlife Project	<p>Loughborough Naturalists Group; Friends of Charnwood Forest; RSPB Loughborough and District Group; Leicestershire and Rutland Ornithological Society; Leicestershire Badger Group; Leicestershire and Rutland Bat Group; Leicestershire Fungi Study Group; Birstall Birdwatching Group; Protection of Wildlife in Charnwood; Charnwood Ringing Group.</p> <p>Leicestershire and Rutland Trust for Nature Conservation is now Leicestershire and Rutland Wildlife Trust.</p>	<p>There interests will be covered by consultation with key wildlife groups including the Leicestershire and Rutland Wildlife Trust</p> <p><b>Amend</b> Appendix 3 to include Loughborough Naturalists Group, Friends of Charnwood Forest, RSPB Loughborough and District Group.</p> <p>Noted.</p>
Woodhouse Parish Council	<p>Principles welcomed. Intention to use plain English supported- there is scope for improvement. Number of weeks in production stage of each DPD should be stated. Variation in consultation times on SPDs should be justified. Adhering to government regulations is insufficient. Alternative methods should be considered at each stage. Web site should be kept up to date.</p> <p>Add Charnwood &amp; North West Leics PCT, Rural Community Council and Loughborough University.</p> <p>Additional methods for consultation on formal proposals essential. Guidance should be produced for objectors. Providing written feedback to individuals should be the norm.</p> <p>DC decisions- Should continue to work with developers and community. Consultation is needed before and after a planning submission is made.</p>	<p>Programme is set out in LDS. The document clearly sets out the consultation procedures being considered in addition to statutory requirements.</p> <p>Noted.</p> <p><b>Amend</b> Appendix 3 to include these groups.</p> <p>Guidance outlines the proposed approaches to consultation in addition to statutory requirements. At submission stage guidance for objectors will be provided with objection forms and on web site.</p> <p>Guidance sets out how the Council will seek to encourage developers to consult with the local community prior to the submission of applications.</p>
Wymeswold Parish Council	For planning applications would like to ensure that existing arrangements whereby extension of time for responses to	Comments noted.

Respondent:	Summary of comments	Response of Head of Planning Services and Recommended Changes:
	sensitive applications may be requested.	
<b>OTHER AMENDMENTS PROPOSED:</b> The following amendments are also proposed by the Head of Planning Services		
<b>Statement of Community Involvement:</b>	<p>The section on planning applications needs to be amended to cover consultation arrangements for all applications in accordance with the requirements of the Act.</p> <p><b>Amend</b> to refer to consultation on all planning applications. Replace Appendix 4 with draft revised Development Control Charter</p>	

## **Extract from Cabinet Minutes 25<sup>th</sup> November 2004**

### **CHARNWOOD LOCAL DEVELOPMENT FRAMEWORK – LOCAL DEVELOPMENT SCHEME AND STATEMENT OF COMMUNITY INVOLVEMENT**

A report of the Head of Planning Services was submitted reporting the responses from initial consultations with key stakeholders on draft versions of the Local Development Scheme (LDS) and Statement of Community Involvement (SCI) and seeking approval for the submission of the LDS to the Secretary of State and publication of the SCI for further consultation (item 9 on the agenda filed with these minutes), together with the comments of the Scrutiny Commission.

#### **RESOLVED**

- 1. that the Local Development Scheme be approved for informal submission to the Government Office for the East Midlands (GOEM);**
- 2. that, subject to there being no changes requested by GOEM following its discussions with the Planning Inspectorate, the Local Development Scheme be submitted to the Secretary of State before 28th March 2005;**
- 3. that the Statement of Community Involvement (SCI) be approved for the purposes of further public consultation;**
- 4. that authority be delegated to the Head of Planning Services, in consultation with the Lead Member for Planning Services, to make any minor revisions to the SCI subsequently identified prior to the start of consultations.**

#### **REASONS**

1. To enable GOEM to discuss the proposed timetable set out in the Local Development Scheme with the Planning Inspectorate;
2. To set out for key stakeholders, members of the public and other interested parties, the Council's proposals for the production of the Charnwood Local Development Framework, in accordance with Section 15 of the Planning and Compulsory Purchase Act 2004 and Regulations 6-10 of the Town and Country Planning (Local Development) (England) Regulations 2004;
3. To consult with the local community and key stakeholders on the preferred approach to engagement and consultation in the preparation of the Local Development Framework, in accordance with Section 18 of the Planning and Compulsory Purchase Act 2004;
4. To enable the timely publication of the SCI for public consultation.

## Extract from Minutes of Scrutiny Commission 22<sup>nd</sup> November 2004

### THE CHARNWOOD DEVELOPMENT FRAMEWORK – LOCAL DEVELOPMENT SCHEME, STATEMENT OF COMMUNITY INVOLVEMENT AND SUPPLEMENTARY PLANNING DOCUMENTS

The Cabinet would consider the responses from initial consultations with key stakeholders on draft versions of the Local Development Scheme and Statement of Community Involvement at its meeting on 25th November 2004 together with Supplementary Planning Documents in respect of Charnwood – Leading in Design, Loughborough University East Park Masterplan and Leading in Design – Shopfronts and Signs. The reports and appendices which would be considered by the Cabinet were submitted. Those documents were the first elements of the Local Development Framework (LDF), which would replace the former Local Plan process. The LDF would set out the Council's spatial planning policy to guide future development in Charnwood up to 2016. It would be an important tool in helping to deliver those aspects of the Community Strategy which related to the use and development of land. Through its policies and proposals it would support key Corporate Plan objectives particularly in relation to sustainable development. The Local Development Scheme (LDS) outlined the three-year project plan for the production of the key documents which would make up the LDF. The plan focused on the delivery of the key Development Plan Documents (DPDs) – the Core Strategy and housing and employment Allocations DPD. A number of Supplementary Planning Documents (SPDs) were proposed and three SPDs (Charnwood – Leading in Design, Loughborough University East Park Masterplan and Leading in Design – Shopfronts and Signs) had also been circulated to stakeholders.

The Statement of Community Involvement (SCI) outlined the proposed approach to involving key stakeholders and the local community in the preparation of the LDF. It would be subject to further consultation before a final version was prepared for submission to the Secretary of State, when there would be the opportunity to raise formal objections and have them considered by an independent Inspector at a public examination. At the request of the Commission, members had been invited to submit their comments in writing prior to the meeting or to attend the meeting to make comments on the matter. The Head of Planning Services, the Planning Policy Manager and the Conservation and Design Manager attended the meeting to assist with the consideration of the item. The Planning Policy Manager and the Design and Conservation Manager gave a presentation in respect of the Local Development Framework and its components, and how the documents to be considered by the Commission would fit into the Framework. The documents had been subject to consultation with key stakeholders and details of the comments which had been received were submitted together with proposed amendments to the documents.

The following issues were raised and comments made by members of the Commission:

- (i) There appeared to be a lack of concern regarding environmental issues, biodiversity and rural areas in the documents. The proposed SPD in respect of green spaces had been postponed and the Allocations DPD had been restricted to strategic housing and employment requirements.
- (ii) Village Design Statements could be adopted as SPDs. There could be an increase in the number of Village Design Statements being produced.
- (iii) It was unclear what would happen when the Structure Plan was replaced by a Regional Spatial Strategy.
- (iv) It was important that there was consultation with individual members of the public as well as with public bodies. The documents used for public consultation should be

in plain English and free from jargon. The Council's website could be used to facilitate consultation by including current consultations on the homepage or by creating an LDF messageboard. People would become more interested in the process when it resulted in allocations proposals.

- (v) If Planning Aid was widely available to assist community groups and individuals it could result in the process being slowed and target dates being missed. Planning Aid would assist individuals more than lobby groups.
- (vi) One of the risks identified in the LDS was a lack of capacity at the Planning Inspectorate and other key consultees. There was also a risk that the Council would have insufficient resources to meet the target dates. The use of temporary contracts could be considered alongside secondments and agency staff in order to meet those targets.
- (vii) It was unclear whether the LDF would resolve the issue of the objections made to development in Loughborough town centre by the Environment Agency on the basis of the risk of flooding.
- (viii) There was the potential for design SPDs to emphasise the requirements of complying with the Disability Discrimination Act 1995.
- (ix) The blandness of some new buildings in Loughborough town centre was reducing its architectural quality. That issue was one which should be highlighted to developers.
- (x) The Loughborough University East Park Masterplan should not be seen as an open ended approval for the expansion of the University. Development of the eastern part of the campus could cause further traffic problems on Epinal Way.
- (xi) The inclusion of consideration of social exclusion and community cohesion in the Core Strategy and the possible use of Area Action Plans to support area based regeneration initiatives were to be welcomed. In response to issues raised, comments made and questions, officers stated:

- a. The Government Office for the East Midlands (GOEM) had been concerned that the Council might try to produce too many documents too quickly and had advised that it should focus on the production of the core documents first. It was important that the milestones identified in the LDS were met because that would be recognised in the amount of the Council's Planning
- b. Delivery Grant. The existing Local Plan would be a "saved document" and would remain in place alongside the new LDF documents until at least September 2007 as would the Biodiversity Action Plan. The Core Strategy was the overarching strategic framework for the LDF and would consider environmental issues. The Allocations DPD would consider the environmental consequences of those allocations. A sustainability appraisal would be required before DPDs and SPDs were adopted. The Leading in Design SPD stressed the importance of considering context, including landscape and wildlife, in good design and would be amended to take into account the comments of the Council's Landscape, Trees and Biodiversity Team in respect of the potential for new design to create new wildlife habitats. The concern regarding environmental issues was shared by planning officers and would be made clearer in the LDS.
- c. In light of the comments received from GOEM in respect of the phasing of the production of documents, work on SPDs would occur later. Village Design Statements and Parish Plans were already informing work on the Core Strategy.
- d. The emerging Structure Plan, including the housing and employment requirements, would be a "saved document" until it was replaced by the Regional Spatial Strategy (RSS). The Council would be able to make representations on the production of the RSS as with the production of the Structure Plan. The RSS would be produced at the regional level (i.e. the East Midlands) by those bodies operating at that level. The Core

Strategy would establish the Council's vision for the Borough and allocations could be phased to meet the requirements of regional policy, national guidance and proven need. The LDF would therefore be more flexible than the former Local Plan system.

- e. The current stage of consultation was with key stakeholders and a period of public consultation on the SCI and the three SPDs would follow in the New Year. Those documents would benefit from the prior stakeholder consultation. There had already been public consultation on the issues paper. The aim of the SCI was to develop an ongoing mechanism for enabling the public to engage with the planning process.
- f. Planning Aid was a charity which provided free professional advice. Its availability would be limited by the number of planners available to give that advice. Access to professional advice could be beneficial to the process because it enabled people to be made aware of the relevant planning issues. The aim of Planning Aid was to build the knowledge and capacity of the public.
- g. As a result of those concerns in respect of the Planning Inspectorate, GOEM would liaise with the Inspectorate on behalf of local authorities in the region and coordinate the approval of documents. The risk assessment in the LDS could be amended to reflect that change. It was uncertain how many representations would be received from the public. Resources would be made available, by virement within the service if necessary, to meet the demand.
- h. The LDF itself would not affect the objections being made by the Environment Agency in respect of flood risk. Separate work was being undertaken to review that risk.
- i. It was not the role of the LDF to enact other legislation, such as the Disability Discrimination Act, but the Council was preparing guidance on how to help make buildings more accessible and would remind developers of their obligations.
- j. The Leading in Design SPD included consideration of how new development could enrich the local environment, strengthen local character and provide sustainable, robust buildings. It would emphasise the importance of considering the local context in producing good design.
- k. The Loughborough University East Park Masterplan only related to the eastern part of the campus. The University was keen to reinvest in the fabric of the buildings in that area. A transport assessment would be required before the SPD was adopted. That would be carried out by consultants with input from the Highway Authority.

## **RESOLVED**

1. that the comments of the Commission on the two reports, described above, be forwarded to the Cabinet to consider at its meeting on 25th November 2004;
2. that the recommendations and reasons contained in the two reports go forward to the Cabinet without comment.

## APPENDIX C – GROUPS AND ORGANISATIONS SENT COPY OF DRAFT SCI UNDER REGULATION 26

All Borough Councillors  
ACERT  
Action for a Better Charnwood / Environment Network  
Anstey Parish Council  
Ashby Road Estates Community Association  
Bangladesh Social Association  
Barkby Parish Council  
Barrow upon Soar Parish Council  
Beeby Parish Meeting  
Birstall Parish Council  
Blaby District Council  
British Gas Connections Ltd  
British Gas Properties  
British Telecom (Leicester)  
British Telecommunications Plc  
Burton/Cotes & Prestwold Parish Council  
Central Networks  
Charnwood & NW Leics PCT  
Charnwood Arts  
Charnwood Bangladeshi Society  
Charnwood Council for Voluntary Service  
Charnwood Council Leaseholders and Tenants Association  
Charnwood Disability Forum  
Charnwood Ethnic Minority Forum  
Charnwood Racial Equality Council  
Cossington Parish Council  
CPRE Charnwood  
East Goscote Parish Council  
East Midlands Development Agency  
East Midlands Regional Assembly  
English Heritage  
English Nature  
Environment Agency  
Gorse Covert Community Association  
Government Office for the East Midlands  
Harborough District Council  
Hastings Residents Association  
Hathern Parish Council  
Highways Agency  
Hinckley & Bosworth Borough Council  
Hoton Parish Council  
House Builders Federation - Eastern Region  
Leicester City Council  
Leicestershire County Council  
Leics & Rutland Assoc of Parish & Local Councils  
Leics & Rutland Rural Community Council  
Loughborough & District Civic Trust  
Loughborough Chamber of Trade & Commerce  
Loughborough Council of Faiths  
Loughborough University  
Loughborough Urban Forum  
Loughborough Mosque & Islamic Cultural Association  
Melton Borough Council  
Melton, Rutland & Harborough PCT  
Mountsorrel Parish Council  
National Forest Company  
National Grid Transco (Electricity)  
National Grid Transco (Gas)  
Network Rail  
Newtown Linford Parish Council  
North West Leicestershire District Council  
Nottinghamshire County Council  
Powergen  
Queniborough Parish Council  
Quorn Parish Council  
Ratcliffe on the Wreake Parish Meeting  
Rearsby Parish Council  
Rothley Parish Council  
Rushcliffe Borough Council  
Seagrave Parish Council  
Severn Trent Water Limited  
Shelthorpe Community Association  
Shepshed Town Council  
Shree Ram Krishna Community Association  
Sileby Parish Council  
South Croxton Parish Council  
St Peters Community Association  
Storer and Ashby Road Residents Group  
Storer Rd & Rosebery St Community Assoc  
Swithland Parish Meeting  
Syston Town Council  
Thrussington Parish Council  
Thurcaston & Cropston Parish Council  
Thurmaston Parish Council  
Ulverscroft Parish Meeting  
Walton on the Wolds Parish Council  
Wanlip Parish Meeting  
Woodhouse Parish Council  
Wymeswold Parish Council

## **APPENDIX D: GROUPS AND ORGANISATIONS CONSULTED BY LETTER UNDER REGULATION 26**

### **Adjoining Parish Councils**

Bardon Parish Council  
Belton Parish Council  
Broughton & Dalby Parish Council  
Costock Parish Council  
East Leake Parish Council  
Gaddesby Parish Council  
Glenfield Parish Council  
Groby Parish Council  
Hickling Parish Council  
Hoby with Rotherby Parish Council  
Keyham Parish Council  
Kingston on Soar Parish Council  
Long Whatton Parish Council  
Markfield Parish Council  
Normanton on Soar Parish Council  
Rempstone Parish Council  
Scraptoft Parish Council  
Stanford on Soar Parish Council  
Sutton Bonington Parish Council  
Twyford and Thorpe Parish Council  
Willoughby on the Wolds Parish Council  
Wysall & Thorpe in the Glebe Parish Council

### **Other Groups & Organisations from Address Database**

County Auctioneers & Estate Agents Assoc  
Abbeyfield  
Advance Housing and Support  
Age Concern  
Allsop Verrill  
Andrew Martin Associates  
Anstey Parish Plan  
Anstey Scene c/o Anstey Parish Council  
Arriva Midlands  
Arts Council England  
ASRA Midlands Housing Assoc Ltd  
Barratt East Midlands Limited  
Barrow upon Soar VDS  
Barrow Voice  
BBC Radio Leicester  
Berry Commercial  
Birstall Post  
Boots Properties plc  
British Chemical Distributors & Traders Association  
British Geological Survey  
British Waterways  
Brown Jacobson  
Building Advice Centre  
Building Relationships  
Burleigh Community College  
Burton on the Wolds Parish Plan

Business Link  
CABE  
Carter Jonas  
Central Trains  
Centre for Ecology & Hydrology  
Chapman Warren  
Charnwood Carers Forum  
Charnwood Forest Housing Association  
Charnwood Learning Disability Action Group  
Charnwood Shelter Group  
Charnwood Sports Council  
Charnwood Strategic Partnership (c/o Charnwood Borough Council)  
Charnwood Tree Trust  
Chesterton  
Christian Link  
Church Commissioners for England  
Churches Together in Loughborough  
Civil Aviation Authority  
Classical Architecture  
Cliff Walsingham & Company  
Commission for Racial Equality  
Connells  
Connexions Leicester Shire  
Cossington Parish Plan Group  
Country Landowners Association  
CPM Environmental Planning and Design Ltd  
Cunnane Town Planning  
Cycling Consultative Group  
Cyclist Touring Club  
Darmight Projects Limited  
David Wilson Estates Limited  
De Montfort Housing Society  
De Montfort University  
Department for Culture, Media & Sport  
Derek Lovejoy Partnership  
Derwent Living HA  
Design & Planning Consultant  
Development Planning & Design Services  
DHV Burrow Crocker Consulting  
Disability Rights Commission  
Disabled Persons Transport Advisory Committee  
Drug Action Team  
DTZ Debenham Thorpe  
Dunn Line  
E A Lane & Sons  
East Goscote Parish Plan  
East Midlands Housing Association  
East Midlands Public Health Group  
Edge & Ellison  
Elsworth Sykes Planning  
Engineering Employers Association  
English Partnerships  
Fairclough Homes

Faulks, Perry, Culley & Rech  
FCH Housing & Care  
Fearon Hall Community Association  
Fisher German  
Fishers Solicitors  
Forestry Commission  
Fox Bennett  
FPDSavills  
Freeth Cartwright  
Freight Transport Association  
Friends of Charnwood Forest  
G A Property Services  
Garendon Park Protection Group  
Geeta Bhawan  
Gerald Eve  
Grapevine  
Great Central Railway  
Grimley  
Hallam Land Management  
Halliwell Landau  
Hanover Housing Association  
Hathern Village Appraisal  
Health & Safety Executive  
Heart of England Tourist Board  
Help the Aged  
Hewitson Becke & Shaw  
Hind Leys Community College  
Holmes Antill  
Home Office  
Housing 21  
Housing Corporation  
Howkins & Harrison  
Humphrey Perkins School  
Ideal Homes Midlands Limited  
James Bailey Planning  
John German  
Kinchbus  
Land Access & Recreation Association  
Landmark Planning Limited  
Leicester & Rutland Wildlife Trust  
Leicester City Bus  
Leicester Diocesan Board of Finance  
Leicester Family Housing Association  
Leicester Housing Association  
Leicester Mercury  
Leicester Valuation Office  
Leicestershire & Rutland Ornithological Society  
Leicestershire Bridleways Association  
Leicestershire Centre for Integrated Living  
Leicestershire Chamber of Commerce &  
Industry  
Leicestershire Constabulary - Architectural  
Liaison  
Leicestershire County Council  
Leicestershire Family Practitioner Committee  
Leicestershire Fire & Rescue Service

Leicestershire Fire & Rescue Service  
Leicestershire Footpaths Association  
Leicestershire Learning & Skills Council  
Leicestershire Leicester & Rutland Sport  
Leicestershire Police Authority  
Leicestershire Together (c/o Leicestershire  
County Council)  
Life Skills  
Local Pensions  
Longslade Community College  
Loughborough & District Consumer Group  
Loughborough & District Cycle Users Campaign  
Loughborough Archaeological & Historical  
Society  
Loughborough College  
Loughborough Consultants Limited  
Loughborough Echo  
Loughborough Endowed Schools  
Loughborough Jansari Centre  
Loughborough Naturalists Club  
Loughborough Older Persons Forum  
Loughborough Students Union  
Loughborough United Reformed Church  
Mariners Quay Residents Association  
Martyn Bramich Associates  
Mela Committee  
Mental Health Forum  
Metropolitan Housing Trust  
Midland Mainline Limited  
Ministry of Defence Estates  
Ministry of Defence Estates East  
Mobile Phone Operators Association  
Montague Evans  
Mountsorrel Village Plan  
Musson Liggins Butcher  
Nanpantan Residents Group  
National Association of Shopfitters  
National Express Group plc  
National Farmers Union  
National Farmers Union  
National Market Traders Federation  
National Playing Fields Association  
Newtown Linford Village Appraisal  
Nicholas Allen  
North British Housing Association  
Nottingham City Transport  
Nottingham Community Housing Association  
Nottingham East Midlands Airport  
Oadby & Wigston Borough Council  
OPUN Regeneration East Midlands  
ORS Property Consultants  
PACE  
Paul James Coaches  
Pedestrian Consultative Group  
Pinsent & Co  
Places for People

Planning Aid Service  
Planning Bureau  
Planning Consultants  
Playtime  
Polish Community Centre  
Post Office, Town Planning & Legislation Unit  
Powney Pratt Limited  
Queniborough Gazette  
Queniborough Village Appraisal  
Raglan Housing Association Ltd  
Rail Freight Group  
Ramblers Association  
Ramblers Association  
Rapleys  
Rawlins Community College  
Rearsby Parish Plan / VDS Group  
Redrow Homes (Midlands) Limited  
Regional Housing Board  
Riverside Housing Association  
RNIB Vocational College  
Road Haulage Association  
Roger Tym & Partners  
Rothley Roundup  
Roundabout the Community  
Roundhill Community College  
Royal Association for Disability & Rehabilitation  
Royal National Institute for Deaf People  
Royal National Institute for the Blind  
RSPB (Central England Offices)  
Rural Housing Enabler  
Rushcliffe Estate Limited  
Rutland County Council  
Savills Walker Walton  
SBT Planning  
Seagrave Parish Magazine  
Shepshed Sentinel  
Shire Properties Limited  
Sikh Temple  
Sileby Village Appraisal  
South Notts Bus Company Limited  
Sport England  
Sriniketan Cultural Association  
Standard Life Assurance Company  
Stephen George & Partners  
Stoneleigh Planning Partnership  
Strategic Health Authority  
Strategic Rail Authority  
Straw & Pearce  
Syston & District Chamber of Trade  
Terence O'Rourke plc  
The Bridge Housing Association  
The Countryside Agency  
The Crown Estate  
The Gypsy Council  
The Link  
The Long Furrow Community Magazine

The Loughborough Prestige Hotel & Conference Group  
Thomas Skidmore & Sons  
Thrussington Life  
Thurmaston Times  
Transco Plc  
Transport 2000  
Traveller Law Reform Coalition  
Travers Morgan Limited  
Trent Barton  
Vincent Sykes  
West End Travel  
Wilcon Homes Midlands  
William Davis Limited  
Women's National Commission  
Woodbrook Vale High School  
Woodhouse Eaves Parish Plan Group  
Woods Coaches  
Wreake Valley College  
Wymeswold Parish Plan Group  
Wymeswold Village Design Statement  
YWCA Community Centre

**BOROUGH OF CHARNWOOD**

**Statement of Community Involvement: Preferred Options Consultation**

**PROPOSALS MATTERS**

The following details accompany consultation on the draft Statement of Community Involvement, and are required by Town and Country Planning (Local Development) (England) Regulations 2004 (Regulation 26).

---

<b>Proposed Title of Consultation Document:</b>	Statement of Community Involvement (SCI): Preferred Options Consultation
<b>Proposed Subject Matter:</b>	The Statement of Community Involvement outlines how the Council will consult and engage with the community and stakeholders in the production of Local Development Documents and in the determination of planning applications. It sets out who, how and when the community will be involved in the process of producing the Charnwood Development Framework. Once adopted the Council will be required to comply with the SCI in the production of each Local Development Document.
<b>Area of Document:</b>	The SCI relates to the whole of the Borough
<b>Consultation Period:</b>	Comments are invited during the statutory consultation period, which runs from 28 <sup>th</sup> January to 11 <sup>th</sup> March 2005.
<b>Address to direct comments:</b>	Responses are invited by completing the Reply form and sending it to:  Planning Policy Borough of Charnwood Southfields Southfield Road Loughborough Leicestershire LE11 2TN  You can also complete the online response form available at <a href="http://www.charnwood.gov.uk">www.charnwood.gov.uk</a>
<b>Future Consultations:</b>	The SCI will be consulted upon again in May/ June 2005 at the time the Council formally submits the document to the Secretary of State for consideration.
<b>Requests to be notified:</b>	In responding to the SCI please indicate if you wish to be notified when the SCI is submitted to the Secretary of State for independent examination and of its adoption.

---

## **Public Advertisement**

### **BOROUGH OF CHARNWOOD PLANNING AND COMPULSORY PURCHASE ACT 2004 NOTICE OF PRE-SUBMISSION PUBLIC PARTICIPATION STATEMENT OF COMMUNITY INVOLVEMENT**

Charnwood Borough Council has prepared its Draft Statement of Community Involvement. This sets out how the community will be engaged in the preparation of the Local Development Framework and consulted on planning applications. When adopted the Statement of Community Involvement will form part of the Local Development Framework.

Copies of the Draft Statement of Community Involvement are available for public inspection free of charge at:

Service Shop  
Borough of Charnwood  
Southfields  
Southfields Road  
Loughborough  
Leicestershire LE11 2TN  
Monday to Thursday 8.30-17.00  
Friday 8.30-16.30

Joint Service Shop  
Leicestershire County Council  
County Hall  
Glenfield  
Leicester  
Monday to Thursday 9.00-17.00  
Friday 9.00-16.30

Copies are also available for inspection at Public Libraries throughout the Borough and can be viewed on the Council's web site [www.charnwood.gov.uk](http://www.charnwood.gov.uk) where you can also submit your representation online.

Representations on the Statement of Community Involvement are now invited. Representations should be sent in writing to Planning Policy, Borough of Charnwood, Southfields, Southfield Road, Loughborough, Leicestershire. LE11 2TN before 11<sup>th</sup> March 2005.

Representations should identify which parts of the draft Statement of Community Involvement they relate to, and the reasons why the representation is being made. They may also be accompanied by a request to be notified of the submission of the Statement of Community Involvement to the Secretary of State or of its adoption.

David Hankin  
Head of Planning Services

## **APPENDIX F: REPORT TO CABINET 31/03/05 AND ASSOCIATED MINUTES**

CABINET 31<sup>ST</sup> MARCH 2005

Report of the Head of Planning Services

### **ITEM 5 CHARNWOOD LOCAL DEVELOPMENT FRAMEWORK- STATEMENT OF COMMUNITY INVOLVEMENT**

#### **Purpose of Report**

To consider representations received following the Preferred Options consultation on the Statement of Community Involvement (SCI). To seek approval for the formal submission of the SCI to the Secretary of State for independent examination.

#### **Recommendations**

1. That the Statement of Community Involvement is approved for submission to the Secretary of State for independent examination, subject to any revisions now agreed;
2. That representations on the Statement of Community Involvement are invited for a period of 6 weeks starting on the date it is submitted to the Secretary of State.

#### **Reasons**

1. To meet the requirements of Section 20 of the Planning and Compulsory Purchase Act 2004 and Regulation 28 of the Town and Country Planning (Local Development) (England) Regulations 2004;
2. To meet the requirements of Regulations 28 and 29 of the Town and Country Planning (Local Development) (England) Regulations 2004.

#### **Policy Context**

The Statement of Community Involvement is one of the documents the Council is required to produce as part of the Local Development Framework (LDF). Setting out the Council's approach to involving the local community in the preparation of the LDF and on planning applications, it will be an important tool in helping to deliver the Council's commitment to partnership working as outlined in the Community Strategy and Corporate Plan.

#### **Background**

The Planning and Compulsory Purchase Act 2004 came into force in September last year and introduced the requirement for local planning authorities to produce Local Development Frameworks for their areas. The Government has indicated that the SCI should be one of the first documents produced. One of the Best Value Indicators for 2005-2006 is whether the Council meets its programme for the production of the SCI.

Following initial engagement with key local groups and stakeholders a Preferred Options version of the SCI was published for a 6 week period of consultation in January. The

document included a series of questions relating the proposed approach to consultation on the LDF and on planning applications.

### **Response to the Preferred Options Consultation**

Some 140 comments from 38 respondents have been received on the Preferred Options version of the SCI. These comments are summarised at Appendix I, along with recommended amendments to the SCI where appropriate. The response was generally supportive. A number of points were raised including:

- the need to use paper and electronic formats for consultation documents, some respondents preferred email communication, some paper;
- general support for leafleting of households and exhibitions but suggestions about how this is undertaken, including the need for evening and weekend sessions and the suggestion of weekend office opening;
- suggestions for additions to the list of specific and general consultation bodies;
- support for pre-submission consultation on planning applications and suggestions for the types of applications where pre-submission consultation should be considered.

### **Recent Guidance**

Since the Preferred Options version of the SCI was produced the ODPM has published additional guidance including Statements of Community Involvement and Planning Applications and Diversity and Equality in Planning a Good Practice Guide. The Planning Inspectorate (PINS) has also published a consultation draft framework for assessing the soundness of SCIs and focussing representations on SCIs. There is a need to consider any changes necessary to the SCI in the light of this guidance.

The report “Statements of Community Involvement and Planning Applications” outlines the findings of a national study commissioned by ODPM to report on best practice on community involvement on planning applications. One of the best practice examples highlighted in the report is the Borough Council’s use of a Design Team approach to the Hallamfields development at Birstall. The report recommends the use of indicative thresholds to determine which applications ought to be subject to wider community involvement. The SCI could be usefully amended to reflect this guidance.

“Diversity and Equality in Planning: A Good Practice guide” emphasises that the consideration of diversity should be at the heart of planning activities. The guide outlines the important role planning can play in supporting the Government’s commitment to tackling disadvantage by reducing social exclusion and supporting vulnerable groups. The guide confirms that the new planning system requires Councils to be more pro-active in consultation and to recognise and consult with different communities. The SCI will need to target diverse communities including those that are “hard to reach”. Through the work of the Community Cohesion Pathfinder Pilot Project the Council has the benefit of a good understanding of issues of social exclusion in the Borough. This work is reflected in the SCI and the Pathfinder Project has provided some useful suggestions for amendments.

The guidance recently published by PINS highlights the tests that an SCI should meet if it is to be considered a sound document. The SCI was prepared with these considerations in mind. However, an additional section would be useful to highlight how the community will be consulted at each stage in the preparation of Development Plan Documents (DPDs) and Supplementary Planning Documents (SPDs).

## **Recommended Changes**

In the light of the response received and the recent guidance detailed above, a number of changes to the SCI are recommended. These are detailed at Appendix 1. A revised version of the SCI showing these amendments is attached at Appendix 2. Full copies of the comments received have been placed in the Members' room. In summary the main changes suggested are as follows:

- an additional section to set out the approach to consultation at each stage in the preparation of DPDs and SPDs;
- an amendment to recognise areas of relatively higher need across Charnwood as identified by the Community Cohesion Pathfinder Project;
- inclusion of a threshold approach to determine which planning applications ought to be subject to wider public consultation. It should be emphasised that the Council can only encourage, not require developers to undertake pre-submission consultation on applications;
- the inclusion of a "minimum standard" for exhibitions/roadshows where proposals are likely to have Borough-wide implications. It is proposed that exhibitions/ roadshows would 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 would be provided, in Loughborough for residents in the north of the Borough and in Syston for residents in the south. Exhibitions/ roadshows would take place in the first 2 ½ weeks of the 6 week consultation period.

- removal of detailed list of consultation bodies from SCI as it would quickly become outdated. The SCI will list the types of bodies to be consulted. A full consultee list will be available on the web site, the Council Offices and local libraries. This will mean it can be kept up to date to include new groups/ organisations as appropriate without the need for a formal alteration to the adopted SCI.

The responses revealed some differing views about whether the Council should circulate documents electronically or in paper format. The Regulations state that the Council may send documents and notices electronically where people have an email address. This is considered to be a more efficient means of communication both for the Council and consultees. It is recognised that paper copies will also be required. Communication will normally be by email unless a request for paper copies is made. For Members details of documents will be sent by email with paper copies available in the Members' Room.

A number of comments have been made about the leafleting exercise undertaken as part of the recent consultation and the poor coverage in some areas. Leafleting is an effective tool and should remain in the SCI. Alternative approaches to undertaking leafleting will be investigated, possibly using local networks such as Neighbourhood Watch and Parish Newspapers.

Key Decision: No

Background Papers: The Planning and Compulsory Purchase Act 2004.  
[www.hmso.gov.uk/acts/acts2004/20040005.htm](http://www.hmso.gov.uk/acts/acts2004/20040005.htm) .  
[The Town and Country Planning \(Local Development\) \(England\) Regulations 2004. www.hmso.gov.uk/si/si2004/20042204.htm](http://www.hmso.gov.uk/si/si2004/20042204.htm)  
[Diversity and Equality in Planning, A good Practice Guide. http://www.odpm.gov.uk/stellent/groups/odpm\\_planning/documents/page/odpm\\_plan\\_035786.pdf](http://www.odpm.gov.uk/stellent/groups/odpm_planning/documents/page/odpm_plan_035786.pdf)  
[A Framework for assessing soundness and focusing representations on Statements of Community Involvement PINS http://www.planning-inspectorate.gov.uk/pins/appeals/local\\_dev/Soundness\\_of\\_DPD.htm](http://www.planning-inspectorate.gov.uk/pins/appeals/local_dev/Soundness_of_DPD.htm)  
[Statements of Community Involvement and Planning Applications ODPM](http://www.planning-inspectorate.gov.uk/pins/appeals/local_dev/Soundness_of_DPD.htm)

Officer to contact: Guy Longley (01509 634763)  
[Guy.Longley@charnwood.gov.uk](mailto:Guy.Longley@charnwood.gov.uk)