



Rutland County Council

Statement of Community Involvement – Second Review

August 2020



Rutland
County Council

Title

Statement of Community Involvement – Second Review

Subject matter

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

Adoption Date

The Statement of Community Involvement (SCI) was adopted by the Council on 18th August 2020

Contact Information

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

Planning Policy Team
Rutland County Council
Catmose
Oakham
Rutland
LE15 6HP

Tel: 01572 722577

Fax: 01572 758427

E-mail: localplan@rutland.gov.uk

Web: www.rutland.gov.uk

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Section I: Introduction

Background

- 1.1 The Council's Statement of Community Involvement (SCI) was last updated in 2014.
- 1.2 Since that time, there have been a number of legislative changes to the planning system and in the way personal data is held and processed and it is appropriate for the SCI to be updated to reflect these. It is also important to learn from previous experience and whether the means through which the Council has engaged on plan making and in the consideration of planning applications remains effective. More recently, a requirement¹ has been introduced which requires the SCI to be reviewed at least every five years.
- 1.3 This Review also includes temporary changes which need to be made to the SCI to address the impact of Covid-19 on the planning process. This includes reflecting national changes to planning legislation for both the plan making process and Development Management function. These changes will ensure that the Council can continue to determine planning applications and make progress on the Local Plan Review and Neighbourhood Plans. All of which will enable the County to respond positively to address the inevitable economic impact of Covid-19.
- 1.4 Local Planning Authorities (LPAs) including Rutland County Council are required to produce a SCI under section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004.
- 1.5 The minimum requirements for consultation on planning policy documents and planning applications are set out in The Town and Country Planning (Local Planning) (England) Regulations (the Local Planning Regulations)² in the case of planning policy documents and the Town and Country Planning (Development Management Procedure) Order (DMPO)³ for planning applications.
- 1.6 The Rutland SCI reflects these statutory requirements and sets out in Appendices 1- 5 the **minimum** consultation required for both plan making and planning applications. Additional methods of consultation and community engagement may be used for different documents at different stages, however these are not prescribed within the SCI to allow flexibility to respond to changing circumstances and specific issues.
- 1.7 As a number of the changes made to the SCI have been made in direct response to the Covid19 pandemic, the SCI will be reviewed again when restrictions have been lifted.

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

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

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

Purpose of the SCI

- 1.8 The SCI sets out how the Council intends to engage with communities through the planning process. This includes the preparation and revision of Development Plan Documents (DPDs) (commonly referred to as local plans) and Supplementary Planning Documents (SPDs) and procedures for consulting the public on planning, listed building and other applications.
- 1.9 The purpose of this SCI is to identify the standards to be met and provide a clear public statement enabling people to know how and when they will be involved in the preparation of planning policy documents and how they will be consulted on planning applications. For planning policy documents the SCI sets out the **minimum** standards required for each type of documents at each stage in plan making – Appendices 1-4 (for Neighbourhood plans this only relates to the consultation stage which the Council is responsible for Regulation 16). It is likely that the Council will do more than the stated minimum depending on the issues and the stage in the process.
- 1.10 Having clear arrangements for carrying out consultation will help to establish a two-way process between the community and the Council. It will provide the community with opportunities to help shape their local areas and create a transparent, fair and open planning process. The SCI sets out the techniques available and which are likely to be used. However it is important to retain a degree of flexibility so that methods can be appropriately tailored to the planning document in question, to allow for changes in the regulations or best practice guidance, and to reflect that new methods of communication and engagement may become available over the life of the document.
- 1.11 The Council will prepare a Statement of Consultation for each DPD and SPD it prepares, setting out who was consulted at each stage together with a summary of the issues raised in any representations and how these have been taken into account.

Need for review

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

“Plans should:

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

1.13 On 13th May and 15th July 2020 Ministry of Housing, Communities and Local Government (MHCLG) published temporary measures designed to make ensure the continued operation of the planning system. These measures include a change to the local plan Regulations and updates to the National Planning Practice Guidance (NPPG) in relation to the process for Local Plan preparation and the making of temporary changes to an SCI to allow progress on plan making to continue⁴ In particular the NPPG states that:

Paragraph: 077 Reference ID: 61-077-201200513

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

Paragraph: 079 Reference ID: 61-079-20200715

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

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

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

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

Changes in consultation methods

- 1.14 The Covid-19 pandemic has affected all aspects of the implementation of the Council’s statutory planning functions. In particular it has affected the ability to make documents available in public places including local libraries, hold exhibitions, circulate leaflets, attend forums or meetings and the submission of paper based representations as well as the ability for people and groups to meet together to prepare joint responses to applications and DPDs.
- 1.15 MHCLG and the Planning Advisory Service has issued clear advice that Local Planning Authorities should forge ahead with the preparation of local plans as these will be key to enabling economic recovery which will be necessary once the pandemic is over. The changes that have been made to national planning guidance and legislation have been made to support LPAs to continue with both the plan making and decision making processes.
- 1.16 In making the changes to legislation and guidance the NPPG also requires LPAs to consider how they can continue plan making with a focus on electronic and web based formats, whilst also making provision to engage with those sectors of the community who have no or limited access to the internet. This group has therefore been added as an “under-represented groups” in section 3 (paras 3.32 – 3.34). Whilst not exclusively, this sector of the Rutland community are primarily older people. Older people’s interest groups are also covered by groups listed as both “General Consultation Bodies” and “Other Consultees” set out in paragraphs 3.5 and 3.6.
- 1.17 The changes outlined in this document provide the opportunity to maintain progress with the Local Plan and to continue to determine planning applications in circumstances where there are significant limitations on access, movement and face to face contact. The Statutory Regulations will continue to be met throughout the process and are included within this SCI as part of the **minimum** consultation standard.
- 1.18 Changes to Regulation 35⁵ and to the NPPG regarding the availability of paper copies for inspection at the Council’s offices and other locations is temporary until 31st December 2020. A review of the SCI will therefore be undertaken when Covid-19 related restrictions are no longer considered necessary. It is however recognised that there will continue to be a focus on electronic, web based and virtual methods of

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

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consultation going forward. The Council will continue to use its Local Plan newsletter as a means of keeping stakeholders informed.

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

The Rutland Local Plan

- 2.1 The Development Plan for Rutland is currently made up of a series of Development Plan Documents that contain policies and allocations that will promote sustainable development in Rutland. It comprises the Core Strategy DPD (July 2011), Site Allocations & Policies DPD (October 2014) and Minerals Core Strategy and Development Control Policies DPD (October 2010). Work is underway on preparing a new Rutland Local Plan that when adopted (anticipated in 2021) will replace all of these documents. The new Local Plan will contain strategic and other policies and allocations to guide development in the County up to 2036.
- 2.2 The Council will also prepare Supplementary Planning Documents (SPDs) which will provide guidance and information on the implementation of particular policies in the Local Plan that will need to be considered when submitting development proposals. SPDs do not form part of the statutory Development Plan. Information on adopted [SPDs](#)⁶ can be found on the Council's website

Key stages for preparing Development Plan Documents

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

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

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

Consult with the community	Stage 2 – Publication (Regulation 19)
	<ul style="list-style-type: none"> • Statutory stage - 6 weeks (minimum) to make representations about the Development Plan Document; sustainability appraisal and/or supporting evidence • Documents (including evidence base) made available for inspection on the Council's website • Representations should address issues of "Soundness" and "Legal Compliance"
Independent inspection	Stage 3 – Submission for Independent Examination
	<ul style="list-style-type: none"> • Representations received at Stage 2 summarised and made publicly available. • 'Statement of Community Consultation' to demonstrate how the Statement of Community Involvement has been followed • Development Plan Document submitted to Secretary of State for independent examination (Supplementary Planning Documents to Council for adoption) • Representations submitted to Secretary of State • Independent examination • Planning Inspector issues report. • Adopted by Council if agreed as 'sound' by Inspector
Monitor	<ul style="list-style-type: none"> • Final plan is regularly monitored, to ensure that the plan is achieving its aims • Plan must be reviewed at least every 5 years or sooner where necessary

Key stages for preparing Supplementary Planning Documents

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

	Stage 1 – Preparation (early engagement)
	<ul style="list-style-type: none"> • Develop a range of evidence to support the document

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

Key stages for Reviewing the Community Infrastructure Levy

2.6 The Community Infrastructure Levy (CIL) is a charge that local authorities can choose to levy on specified new development in their area and which can be used to help deliver a wide range of infrastructure needed to support growth in their area. The Council must demonstrate an infrastructure funding gap; charges will be based on the type of development and be set out in a charging schedule. The Council adopted its [CIL charging schedule](#) in January 2016.⁷

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

2.8 a) Preparation

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

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

b) Consultation

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

c) Examination and Adoption

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

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

Neighbourhood Planning

- 2.9 The Localism Act 2011 introduced the ability for town and parish councils to shape new development by preparing a Neighbourhood Plan and granting planning permission through Neighbourhood Development Orders and Community Right to Build Orders. Neighbourhood Plans can be short and simple or go into considerable detail and include the allocation of sites. They set out local planning policies for that neighbourhood area. Neighbourhood Plans have to be in general conformity with national policy and the strategic elements of the County Council's local plan, they cannot propose less development than that proposed by the Council's Local Plan.
- 2.10 If the Plan is agreed by the local community in a referendum, it will become part of the Development Plan and be used in the determination of planning applications.
- 2.11 The Neighbourhood Planning (General) Regulations 2012 (as amended) sets out the requirements for publicity and consultation in relation to the preparation of Neighbourhood Plans and Neighbourhood Development Orders. The approach taken to engaging and involving local residents, business and other stakeholders is a matter for the Parish or Town Council and is it up to them to decide how they involve people and undertake consultation.
- 2.12 However, the Council does have some statutory functions, which are set out in the Regulations. These include publicising the intention to produce a Neighbourhood Plan on its website, undertaking consultations when the Neighbourhood Plan is submitted, facilitating the examination, publishing the examiner's report and organising a referendum. The Council will undertake these functions in accordance with the requirements of the Regulations and the principles of this SCI (**see Appendix 4 3**).

2.13 The Council also has a duty to provide technical advice and support to communities in the preparation of their plans. In Rutland the Council asks Neighbourhood Plan Groups to enter into a Service Level Agreement at the beginning of their journey to prepare a Neighbourhood Plan. This SLA sets out the technical advice that the Council can provide as well as guidance on the role of the Council and local groups in preparing Neighbourhood Plans. This SLA also requires Neighbourhood Plan Groups to provide the Council with regular updates on progress and a project plan to enable the Council to respond in a timely manner to requests for support. Specifically the Council will provide the following:

- advice on the neighbourhood planning process and legislative requirements
- Signpost groups to organisations and resources which may be of help
- sharing information and evidence
- advice on evidence, assessments/appraisal and conformity with the national and local policy framework
- provision of mapping in accordance with our OS License

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

Section 3: Who will be involved in the Planning Policy Preparation Process?

Consultees

- 3.1 When preparing DPD's and SPDs, the Council will seek to engage and consult, where appropriate with the general public and the wider community.
- 3.2 The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) specify a number of organisations that must be consulted. These organisations are referred to as 'specific consultation bodies' and 'general consultation bodies'.
- 3.3 The lists below refer only to types of group rather than naming every individual group and organisation. This is to ensure that the Statement of Community Involvement does not contain out of date information, these lists are not exhaustive.
- 3.4 **Specific consultation bodies** include Town and Parish Councils and Parish Meetings, neighbouring Local Authorities utilities and health providers and organisations such as Historic England, Environment Agency and Natural England. It is the responsibility of Town and Parish Councils and Parish Meetings to ensure that their contact details are

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

up to date. <https://rutlandcounty.moderngov.co.uk/mgParishCouncilDetails.aspx?bcr=1>

3.5 **General consultation bodies**, include a range of community groups and organisations representing Rutland interests, whom the Council considers it appropriate to consult on comprising of:

- Voluntary bodies
- Different racial, ethnic or national groups
- Different religious groups
- Disabled persons groups
- Business groups

3.6 **Other consultees** have been identified in addition to specific and general consultation bodies to ensure that local groups, organisations and individuals in Rutland have the opportunity to become involved in the preparation of planning policy documents. The Council will try to maintain contact details for these consultees however this is dependent upon the Council being made aware of them and provided with up-to-date contact details. These are grouped under the following headings:

- Amenity groups
- Armed Services and Veterans
- Cultural and Art Groups
- Built Environment
- Community
- Economy
- Education
- Groups representing Black Asian and Minority Ethnic (BAME) communities
- Gypsies & Travellers
- Healthcare
- Youth groups
- Housing
- Landowners/Agents
- Minerals & Waste Operators
- Natural Environment
- Older Persons Groups
- Service Providers
- Sports & Leisure
- Transport

The Duty to Co-operate

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

Consultation Database

- 3.10 To manage the consultation process and to ensure records are up to date, the Council maintains a mailing list—with the relevant contact details of the various bodies to be consulted. This includes those that have either commented upon previous consultation documents or expressed an interest in being involved with the preparation of the Local Plan. In 2018 in compliance with the General Data Protection Regulations (2018) (GDPR) the Council contacted all those on the Local Plan mailing list asking them to confirm that they wished to remain on the list. All subsequent consultation response forms have included information about how data is stored and processed in accordance with the GDPR.
- 3.11 Any organisation or individual can be added to the mailing list at any time by contacting the planning policy team and providing their contact details (localplan@rutland.gov.uk). Wherever possible electronic contact details will be required. It should be noted, however, that not all bodies and organisations will be consulted on every document.
- 3.12 The subject matter of the document and the interests of the individual bodies and organisations concerned will determine this, for example where a consultation is limited to a particular topic or is particularly specialist in nature.
- 3.16 The Council will ensure access to its information in accordance with the Freedom of Information Act 2000, the Data Protection Act 1998 and the storing and processing of personal data in accordance with the General Data Protection Regulations (2018)⁹.

⁹ For the Planning Policy Privacy Notice see <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/planning-policy/planning-policy-including-housing-strategy/>

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

- 3.17 The Council may publish letters and completed web forms which are submitted as part of planning consultations on the Council's website. Contact details such as email and telephone numbers will be removed, however individual names and organisations will be published. Original documents will be retained at the Council Offices.

Engaging groups representing community and stakeholder interests

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

Key Stakeholders

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

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

a) Town and Parish Councils

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

b) Rutland Water Partnership

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

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

- c) Voluntary and community sector** The Council will consult where appropriate with relevant local, voluntary and community groups ~~the~~ on all major planning consultations and any proposals that may have a significant effect on their services.

d) The Uppingham Neighbourhood Forum

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

e) The Rutland Consortium

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

f) Citizens Advice Rutland

This organisation represents the voice of the voluntary sector in Rutland.

Engaging under-represented groups

- 3.21 The Council's vision is to engage with all sections of the community, but some sections of the community do not usually engage in the planning process. Consultation will be helped by ensuring, as far as possible, that documents are produced in a clear, concise and understandable manner. A local plan newsletter will also be prepared to provide a quick and easy guide to the Local Plan as it develops.
- 3.22 The groups identified as falling into this category of "under-represented groups" are set out below. Details on how they may be engaged in the Local Plan process is also considered. This is not an exhaustive list and other methods of engaging these groups will be used where appropriate.
- 3.23 **Young people** - The Council is keen to encourage the involvement of more young people in the preparation of the local plan. This will take place through engagement with youth groups through direct contact with groups who are active in the County using social media; newsletters; and informal feedback sessions.
- 3.24 **Rutland Youth Council** – This is a forum for young people representing all the secondary schools in Rutland. The Rutland Youth Council is a formal decision making and discussions group made up of young people from across Rutland. The main aim of the forum is to discuss issues that affect young people and take action on them. Engagement will be through publicity and meetings, as necessary.
- 3.25 **The Rural Community** - Rutland has a high level of car ownership but there are still members of the rural community that, for a variety of reasons, are not mobile and have limited access to community services.
- 3.26 In order to keep this group informed, the Council will issue press releases to local newspapers, radio and regional TV as well as local digital and social media. It will distribute information to parish councils for display on village notice boards and ensure the Council's website is updated regularly.
- 3.27 The Town and Parish Councils and parish meetings will also act as an important source of information for this group and they will continue to be provided with one paper copy of all relevant planning documents.
- 3.28 The Council's mobile library service has in the past provided a further source of

information for rural communities. Whilst this service is not currently operating it will be used as and when it reopens.

- 3.29 **Minority Groups** – Black Asian and Minority Ethnic groups (BAME) have a relatively small presence in Rutland. Where there are no established local groups or apparent informal groupings, involvement and consultation will be through regional and national organisations.
- 3.30 The number of Gypsies and Travellers is relatively few in Rutland; the Council will take practical steps to involve Gypsies, Travellers and Travelling Show Persons wherever possible, building on existing relationships where they exist.
- 3.31 As well as liaising with Leicestershire & Leicester City Multi Agency Traveller Unit to ensure the best approach to engagement is achieved. Consultation will also be with regional and national organisations representing these groups including The National Federation of Gypsy Liaison Groups.

Vulnerable Shielded residents – Covid19

- 3.32 Measures put in place to shield the most vulnerable residents in the county from the impact of Covid-19 means that there are residents who are not currently able to leave their homes and may not therefore be able to engage with the Local Plan consultation in the usual ways. The Council will seek to proactively engage with those residents who are being shielded to support them in accessing and responding to consultation. Consultation documents will be available on the website and copies will also still be made available in printed format (at cost). Planning Officers will continue to be available to help answer questions and direct callers to documents.

People with no access to the internet

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

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

will also be made available in printed format (at cost or on loan in cases of financial hardship) and Planning Officers will continue to be available to help answer questions and direct callers to documents.

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

Equalities Impact Assessment

- 3.36 The Council has undertaken an Equality Impact Assessment (EqIA) screening of this SCI and this has been considered within the revised document. An EqIA will be undertaken on all new policy documents to ensure due regard to the general duty of the Equality Act 2010 has been given.

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

How the Council will consult

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

Potential Consultation Methods

- 4.3 The Council intends to use a range of methods to inform and consult with the community in preparing planning policy documents.
- 4.4 Section 3 sets out the ways in which we will try to engage those groups who tend not to engage with planning consultations and the table below outlines additional methods of consultation which the Council may use, together with the main benefits of each method. It is important to note that not all of these methods will be relevant or applicable to each stage or for every document. Some of these techniques may not be possible as Covid19 restrictions remain in place, for clarity the methods which are likely to be affected by Covid-19 restrictions are shaded within the table.
- 4.5 The list below is not therefore exhaustive but gives an indication of the different techniques which might be used. Appendices 1- 4 set out **the minimum consultation requirements** which will be used for each stage in preparing the Local Plan (Appendix1); SPDs (Appendix 2) CIL (Appendix 3) and Neighbourhood Plans (Appendix 4) :

Table 1: Potential Consultation methods for preparing planning policy documents

Method	Benefits
Make documents and supporting information available on the Council's website.	Information easily accessible from people's own homes and businesses, 24 hours a day.
Make provision for online engagement through the availability of all relevant documents and the submission of representations online and in electronic format.	Easy access to consultation documents alongside online response forms which allow for submission of representations in a user friendly format which meets the requirement of Planning Inspectorate (PINs) available 24 hours a day.
On-line response form on the Council's website.	Comments can be submitted to the Council quickly at any time of day, with no postage costs. Follows a standard format which allows responses to be entered directly into copied accurately the database and facilitates the Examination process.
Dedicated e-mail address for Local Plan matters.	Means of submitting comments and contacting the Council for further information and assistance.
Provide Planning Officer call-back service to respond to enquiries.	Using a triage system to identify the most appropriate way to respond to a customer call or enquiry which will include speaking to a planning officer where appropriate.
Local Plan eNewsletter	Online newsletter informs people of Local Plan progress and encourages further involvement in the process.
Make hard copy and electronic copies of documents and supporting information available at the Council's Principal Office in Oakham.	Access to consultation documents free of charge. This may be by appointment only during opening hours.
Make documents and supporting information available at the public libraries in Rutland. *	Access to consultation documents in printed and electronic format free of charge and access to the submission of electronic representations available during opening hours. Subject to libraries reopening to offer a full range of services.
Make copies of consultation documents or extracts of documents and printed response forms available on request.	To support those who do not have access to the consultation documents via the internet or in electronic format. This service will be available by telephone and through the Customer Service centre during opening

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

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

- 4.5 Further details of how these methods will be applied to development plan documents (DPDs) and supplementary planning documents (SPDs) are shown in **Appendices 1 – 24**. These identify the minimum requirements including the statutory requirements for consultation at each stage.
- 4.6 Details about when consultation will take place on each document are shown in the [Local Development Scheme \(LDS\)](#)¹¹. Progress against the key milestones for document preparation are reported annually in the [Authority Monitoring Report \(AMR\)](#)¹².

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

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

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

Section 5: Community Involvement in Planning Applications

Development Control

- 5.1 The Council's Development Control Section is responsible for processing all planning applications within the County. This section of the Statement of Community Involvement sets out the Council's proposed approach for involving statutory bodies and the community in the planning application process.
- 5.2 Planning applications include new development, tree applications and telecommunications proposals, applications for minerals or waste proposals, listed building and conservation area and Advertisement consent, as referred to in Appendix 5. Opportunities exist for the community and stakeholders to be informed and consulted on development proposals.
- 5.3 The three main stages in this process are
- Pre-application
 - Planning Application
 - Planning Appeals

Pre-Application Advice and Fees

- 5.4 The Council encourages pre-application discussions for certain types of development before making a formal application. The objective of these discussions is to establish whether the principle of the development is acceptable and to clarify the format, type and level of detail required enabling the Council to determine the application.
- 5.5 As a result of the Localism Act 2011, developers are now required to consult communities before submitting certain planning applications for large scale development proposals. This gives local people a chance to comment which can then be taken into account by the developer in finalising their planning application. The Council will also encourage developers to undertake voluntary pre-application discussions and consultations with the local community prior to submitting formal planning application in accordance with the advice contained within the national planning practice guidance.
- 5.6 Since January 2012, the Council has formal procedures in place for dealing with pre-application planning advice. The formalisation of this stage with appropriate fees allows the Council to dedicate time with applicants to improve the quality of development schemes.
- 5.7 Further guidance on the development control process and charges for pre-application advice is available on the Council's website <https://www.rutland.gov.uk/my-services/planning-and-building-control/planning/apply-for-planning-permission/>

Planning Applications

- 5.8 The statutory requirements for publicity for applications for planning permission are set out in the Town and Country Planning (Development Management Procedure) (England) Order 2015.
- 5.9 This requires the local planning authority to publicise planning applications either by site notice and/or by notification to neighbours and sometimes by advertising in the local newspaper.
- 5.10 Other regulations set out the requirements for applications for listed building and conservation area consent and for applications for planning permission affecting the setting of a listed building, or demolition within a conservation area.
- 5.11 There are a number of ways to consult on planning applications, depending on which is most appropriate. **Appendix 5** sets out in detail, publicity for planning applications published in June 2012.
- 5.12 The Council meets the statutory requirements and has an established process for publicising planning applications which includes:
- Notifications by post/email to statutory organisations and interest groups
 - Notifications by post to residents/businesses properties adjoining the application site
 - Site notices
 - Weekly list published on website
 - Planning applications with plans & document submitted uploaded on the on website
 - Advertisements in the local newspaper when required
 - Application available for inspection at the Council offices where required
- 5.13 Details of all planning applications are available to view on the Council's website: [view planning applications](#).

It can be used to:

- View the planning application and associated plans and documents
- Make comments on an application
- Search a weekly list of applications and decisions
- See if appeals have been lodged and any decisions made

- See recent planning history and property details, including maps and constraints.
- Create an automatic email when new planning application is validated within an identified area

Commenting on a planning application

5.14 Comments can be made on the website or in writing direct to the Council or by email and are uploaded on to the Council's website. The Council will take account of all responses received as a result of its consultations on planning applications where the issues raised are material planning considerations.

5.15 The Council can only consider objections or comments which raise relevant planning issues, e.g. highway issues, loss of daylight or sunlight or the effect a proposal might have on the appearance of the surrounding area.

5.16 The issue for the planning system is whether or not the proposed use, or development of the site, would be acceptable in land use and environmental terms. Responses concerning other issues cannot be taken into account when determining a planning application. These matters include, but are not restricted to:

- Loss of value of property;
- Boundary disputes;

5.17 The Council has prepared a brief guide on 'Putting Your Views to the Council' which provides advice on how to comment on a planning application. This is available on the Council's website [Viewing and commenting on a planning application](#).

Decision Stage

5.18 The majority of planning applications are determined by officers under delegated powers. Major or contentious applications can also be determined by the Council's Development Control & Licensing Committee, where the Development Manager or case officer considers it appropriate given the nature of the development.

5.19 However, a Member may request for an application to be determined by Committee but this will be subject to additional assessment and the Chairman or vice-Chairman in consultation with the Development Manager will decide whether the application should go to the Development Control & Licensing Committee. Further details are available on the Council's website in Part 8 – Scheme of Delegation which is part of the Council's Constitution.

5.20 Meetings of the Council's Development Control & Licensing Committee are held approximately every 4 weeks. Applications presented to Committee are accompanied by a written report and officer recommendation.

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

Planning Appeals

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

Appendix I: Consultation on Local Plan Documents

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

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
<p>Plan Preparation (Regulation 18)</p> <p>Issues & Options/ Preferred Options</p>	<p>Those bodies or persons that the Council considers to have an interest in the Plan, such bodies will include relevant:</p> <ul style="list-style-type: none"> • specific consultation bodies • general consultation bodies • Residents or businesses within the area where appropriate 	<ul style="list-style-type: none"> • Informal and on-going involvement in plan preparation will be possible up to its publication • There will be at least one 'formal' consultation period during the plan preparation, normally with a minimum consultation period of 6 weeks (up to a maximum of 12 weeks) 	<ul style="list-style-type: none"> • Engage with/involve as appropriate <ul style="list-style-type: none"> – Rutland Parish and Town Councils – Target groups and stakeholders • Those considered to have an interest will be informed by email or notifications by post setting out: <ul style="list-style-type: none"> - the consultation period - the plan stage - how the plan can be viewed (including an electronic copy or link where relevant) - advise those without internet access to contact the Planning Policy team directly to discuss their needs • Draft Plan(s) and accompanying documents will be published on the Council's website* www.rutland.gov.uk • Online response form on Council's website www.rutland.gov.uk • Copies or extracts of the Plan and response form made available in print or electronic format at cost and on request.

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
			<ul style="list-style-type: none"> • Dedicated e-mail address localplan@rutland.gov.uk for responses and enquiries • Press release to local newspapers , radio and regional TV as well as local digital media
<p>Plan Publication (Regulation 19)</p> <p>Proposed Submission Plan</p>	<ul style="list-style-type: none"> • All those notified at plan preparation stage will be notified • Inform those who responded to plan preparation consultation 	<ul style="list-style-type: none"> • Statutory period of at least 6 weeks 	<ul style="list-style-type: none"> • A statement of the representations procedure will be sent to general and specific consultation bodies as required • Inform appropriate target groups and stakeholders by email (or notification by post) setting out: <ul style="list-style-type: none"> - the consultation period - the plan stage - how the plan can be viewed (including an electronic copy or link where relevant) - advise those without internet access to contact the Planning Policy team directly to discuss their needs • Draft Plan(s) and accompanying documents will be made available on the Council's website* www.rutland.gov.uk • Copies or extracts of the Plan and response form made available in print or electronic format at cost and on request.

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
			<ul style="list-style-type: none"> • Online response form on Council's website www.rutland.gov.uk • Dedicated e-mail address localplan@rutland.gov.uk for responses and enquiries • Press release to local newspapers, radio and regional TV as well as local digital media
Submission of Plan to Secretary of State (Regulation 22)	<ul style="list-style-type: none"> • All those notified at plan preparation and publication stage will be notified that the plan has been submitted and where it can be inspected • Anyone who has specifically asked to be notified when the plan is submitted 	<ul style="list-style-type: none"> • Not a consultation stage 	<ul style="list-style-type: none"> • Plan and accompanying documents to be sent electronically to the Secretary of State • Plan and accompanying documents will be published on the Council's website* www.rutland.gov.uk • A statement will be placed on the Council's website setting out how the plan and accompanying documents can be accessed • Press release to local newspapers, radio and regional TV as well as local digital media.
Independent Examination (Regulation 24)	<ul style="list-style-type: none"> • Any person with an outstanding representation from the plan publication (Reg 19) stage 	<ul style="list-style-type: none"> • Notification about examination at least 6 weeks before the opening of the hearing • 6 week consultation period if there are 	<ul style="list-style-type: none"> • Public notice on the Council's website and a hard copy on display at the Council principal office setting out where the hearing will be held and the name of the Inspector appointed to carry out the examination • Email (or notification by post) to any person with

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
		main modifications (or as required by the Inspector)	<p>an outstanding representation from the plan publication (Reg 19) stage.</p> <ul style="list-style-type: none"> In the event of main modifications being proposed, notification will be via email and public notice on Council's website and at the Council office
Publication of Inspector's recommendations (Regulation 25)	<ul style="list-style-type: none"> All persons who requested to be notified will be given notice that the recommendations are available 	<ul style="list-style-type: none"> Not a consultation stage 	<ul style="list-style-type: none"> Inspector's recommendations will be published on the Council's website* www.rutland.gov.uk Give notice to those persons those who have requested to be notified by email or notification by post Press release to local newspapers radio and regional TV as well as local digital media
Adoption of a plan (Regulation 26)	<ul style="list-style-type: none"> The Secretary of State Anyone who has specifically asked to be notified when the plan is adopted. 	<ul style="list-style-type: none"> Not a consultation stage 	<ul style="list-style-type: none"> As soon as is reasonably practicable after the Council adopts a plan, the plan and accompanying documents will be made available on the Council's website* Publish notice setting out how the plan and accompanying documents can be accessed this will be published on Council's website A copy of the adoption statement will be sent via email to the Secretary of State and to anyone who has specifically asked to be notified and have provided an email address (or contact address)

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
			<ul style="list-style-type: none"> • Press release to local newspapers radio and regional TV as well as local digital media

* If this stage is reached after 31st December 2020 and the amendments to Regulation 35 and 36 set out in The Town and Country Planning (Local Planning)

(England) (Coronavirus) (Amendment) Regulations 2020 have not been extended documents will also be made available for inspection at the Council's Principal Office.

Appendix 2: Consultation on Supplementary Planning Documents

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

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

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

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

Appendix 3: Consultation on Community Infrastructure Levy

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

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

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

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

Appendix 4: Neighbourhood Planning – Rutland County Council Statutory Requirements

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

Stage	Who will be notified?	Period of consultation/notice period	Minimum consultation or notification method
Designation of Neighbourhood Area (Regulation 5)	<ul style="list-style-type: none"> Consult with relevant consultees including adjoining Parishes, statutory bodies¹³ Confirm designation to Qualifying Body and anyone who made representations on application 	6 weeks	<p>Publish application on website</p> <p>Publish designation notice on website</p>
Publish Submitted Plan (Regulation 16)	<ul style="list-style-type: none"> Notify relevant consultation bodies 	6 weeks	<p>Copy of the submitted Plan, relevant evidence and a statement of the representations procedure published on the Council's website*</p> <p>Online response form</p> <p>Dedicated email address for responses and enquiries</p>
Publication of Examiner's Report (Regulation 18)	<ul style="list-style-type: none"> Notify: 	Not a consultation stage	Give notice by email (or notification by post) of publication of Examiner's Report and

¹³ If the Parish Council is proposing the area to be designated covers the whole of the Parish there is no requirement to consult as the Council must designate the Neighbourhood Area

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

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

Appendix 5: Consultation on Planning Applications

Publicity for planning applications

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

Statutory Publicity

Nature of Development	Publicity to be Given	Regulations
Environmental Statement	Newspaper and Site Notice	Town and Country Planning (Development Management Procedure) Order 2015 Article 15 (2)(a)
Does not accord with the provisions of the Development Plan	Newspaper and Site Notice	DMPO 2015 Article 15 (2)(b)
Affect a Right of Way	Newspaper and Site Notice	DMPO 2015 Article 15 (2)(c)

<p>Major development. (unless in 2(a) to 2 (c) above)</p> <p>(a) The winning and working of minerals or the use of land for mineral-working deposits;</p> <p>(b) Waste development;</p> <p>(c) n/a</p> <p>(d) n/a</p> <p>(e) the provision of dwelling houses where-</p> <p style="padding-left: 40px;">(i) the number of dwelling houses to be provided is 10 or more; or</p> <p style="padding-left: 40px;">(ii) the development is to be carried out on a site having an area of 0.5 hectare or more and it is not known whether the development falls within paragraph (c)(i);</p> <p>(d) the provision of a building or buildings where the floor space to be created by the development is 1,000 square metres or more; or</p> <p>(e) development carried out on a site having an area of 1 hectare or more.</p>	<p>Newspaper and Site Notice</p>	<p>DMPO 2015 Article 15 (4)</p>
<p>All other "Planning Applications"</p>	<p>(a) By Site Notice (unless site notice is required under Sections 67 or 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990) or</p> <p>(b) by serving notice on any adjoining owner or occupier</p>	<p>DMPO 2015 Article 15 (5)</p>
<p>Lawful Development Certificates, Works to Trees in Conservation Areas or covered by a Tree Preservation Order,</p>	<p>None.</p>	<p>-</p>

Non – Material Amendments, Discharge of Conditions, Certificates of Appropriate Alternative Development, Hazardous Substances Consent and Prior Notifications for Agricultural Works and Buildings, Demolitions or Railways		
Prior Notifications for Telecommunications.	<ol style="list-style-type: none"> 1. Site Notice always; 2. A newspaper advert only if Part 3 of the Wildlife and Countryside Act (1981) applies, e.g. affects a public right of way, contrary to the development plan or site area exceeds 1 hectare. 3. If site area exceeds 1 hectare must notify all adjoining owners or occupiers. 	Part 16 of the Town and County Planning (General Permitted Development) Order 2015.
Listed Building Consent Application.	Newspaper and Site Notice, unless works are wholly internal on a Grade 2 listed building.	Regulation 5 of the LB Regulations.
Development affecting the setting of a listed building.	Newspaper and Site Notice.	Section 67 of the Planning (Listed Buildings and Conservation Areas) Act 1990.
Development affecting the character or appearance of a conservation area.	Newspaper and Site Notice.	Section 73 of the Planning (Listed Buildings and Conservation Areas) Act 1990.

5. All newspaper advertisements are published in the public notices section of the Rutland Times

Non-Statutory Publicity

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

Amendments to Planning Applications

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

Advertisement Consents

10. There is no statutory requirement for publicity for applications for advertisement consent. The exception is cases which, in the opinion of the case officer, result in a material impact on a residential property. For example, an illuminated sign close to and visible from principal rooms in a residential property. In such cases a letter will be sent to those properties the case officer considers to be affected by the proposed advert.

Non – Material Amendments

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

Discharge of Conditions

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

Works to Trees Covered by a TPO

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

Appendix 6: Glossary

Title	Abbreviation	Description
Adoption		The final confirmation of the status of a planning policy document by a local planning authority (LPA)
Authority Monitoring Report	AMR	Report on how authority is performing with regard to meeting the timetables for preparation of Development Plan documents and the performance of planning policies, with the identification of any remedial action to be taken if required
Community Infrastructure Levy	CIL	Mechanism for securing developer contributions towards the cost of providing essential community infrastructure.
Development Plan		Set of documents which provides the basis for determining planning applications. Comprises the adopted Local Plan and other Development Plan Documents and neighbourhood plans that have been made.
Development Plan Document	DPD	Planning policy documents which together form the statutory Development Plan for the County. These are subject to independent examination and will form part of the statutory development plan for the area when it is adopted. Sets out the planning policy framework against which planning applications are assessed. Usually called the Local Plan.
Development Management Procedure Order (2015)	DMPO	Sets out the regulations for the development management process
Equalities Impact Assessment	EqIA	An evaluation tool which analyses the effect that a policy or procedure will have on a particular group of people to highlight whether their needs are being met and if there are any issues requiring further action. The tool promotes equality and aims to ensure there are no discriminatory effects.
Householder Planning Application		Cover small projects like extensions and loft conversions
Householder Appeals		The applicant who submitted a householder planning application has the right to appeal against the decision of the Local Planning Authority on their planning application if they disagree with that decision

Title	Abbreviation	Description
Issues and Options		Produced during the initial stage of the preparation of Development Plan Documents.
Local Development Scheme	LDS	The Council's three-year programme for preparing Development Plan Documents which will form the Statutory Development Plan
Local Plan		A Development Plan Document (DPD) which can consist of either strategic or non-strategic policies, or a combination of the two. They are subject to an independent examination by a planning inspector and are prepared in consultation with the local community. When adopted the Local Plan forms part of the statutory Development Plan against which planning applications are determined
Localism Act 2011		The Localism Act aims to shift power away from central government and towards local people, communities and councils. Contains provisions intended to simply and clarify the planning system.
National Planning Policy Framework	NPPF	Sets out the government's planning policies and how these are expected to be applied. .
Neighbourhood Plan	NP	A plan prepared by a Town/Parish Council or neighbourhood forums for a specific neighbourhood area. They are subject to community consultation, an independent examination by an examiner and a local referendum process. Once made, these documents form part of the statutory development plan for the area
Neighbourhood Development Order		Enables the community to grant planning permission for development it wishes to see
Planning Inspectorate (PINS)		Executive agency of the Ministry of Housing, Communities and Local Government. Responsible for determining outcome of planning and enforcement appeals and holding examinations into local plans.
Public Examination		The Local Plan will be examined by an independent Inspector whose role it is to assess whether the plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound.
Referendum (for Neighbourhood Plans)		A vote by which the eligible population in a local community decides whether they support the Neighbourhood Plan. A referendum for a Neighbourhood Plan in Rutland will be arranged by Rutland County Council Electoral Services and must follow statutory regulations and procedures.

Title	Abbreviation	Description
Representation		A response about a DPD submitted through the statutory Regulation 19 consultation, received within the advertised consultation period and which addresses the Tests of Soundness
Statement of Consultation		A report on how the Council has consulted the communities on the preparation of the development plan documents and Supplementary Planning Document, met the key milestones set out in the Local Development Scheme and the main issues raised and responses to those issues.
Statement of Community Involvement	SCI	Sets out how the Council will engage and consult with the public and other stakeholders during the production of the Development Plan Documents, Supplementary Planning Documents and Neighbourhood Plans and when dealing with planning applications
Supplementary Planning Document	SPD	Expand on policies and proposals in DPDs. They do not form part of the statutory development plan and are not subject to independent examination. SPDs are typically produced to provide more detailed guidance on how a particular policy should be implemented or site developed. Once adopted, SPDs are non-statutory documents which form material considerations in the determination of a planning application.
Stakeholder		A person, group, company, association, etc with an interest in, or potentially affected by planning decisions in Rutland.
Sustainability Appraisal	SA	Document setting out the appraisal of plans and policies to ensure they reflect sustainable development objectives.
Test of Soundness		A series of questions the Independent Inspector asks during the examination of the development plan document(s) to assess whether it has been positively prepared, justified, effective & consistent with national policy.
The Council		Rutland County Council
Town and Country Planning (Local Plans) (England) Regulations 2012 (as amended)		The regulations that set out the process by which the Local Plans DPDs and SPDs must be prepared

Appendix 7: Further information and advice on planning

The Planning Portal

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

Website: www.planningportal.gov.uk

Ministry of Housing, Communities and Local Government (MHCLG)

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

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

Email: contactus@communities.gov.uk

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

Telephone Number: 030 3444 0000

Planning Aid England (PAE)

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

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

Email: info@planningaid.rtpi.org.uk

Telephone Number: 020 7929 8338

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

The Planning Inspectorate

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

Website: www.planning-inspectorate.gov.uk

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

Telephone: 0303 444 5000