

Blaby District Council Statement of Community Involvement December 2020

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1 Introduction

Purpose of the SCI

- 1.1 This document is the Blaby District Council Statement of Community Involvement (from this point on referred to as the 'SCI'). It sets out how the community, businesses and other organisations with an interest in planning issues in the District can engage with the planning system.
- 1.2 As the Local Planning Authority for the area, Blaby District Council is responsible for the production of planning policy documents (including the Local Plan) and the determination of planning applications (except those applications for minerals and waste). This SCI considers the 'who, when and how' in terms of consultation when preparing new planning policy documents, and when processing planning applications.
- 1.3 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.
- 1.4 Once the SCI is adopted, the Council must comply with it in the preparation of any planning document or when determining any planning application.

Need for review

- 1.5 The Council's SCI was last updated in July 2018. Since then, there have been legislative changes to the planning system and in the way personal data is held and processed. This review also ensures that the Council can continue to determine planning applications and make progress on the Local Plan in light of the impacts of Covid-19.
- 1.6 Local Planning Authorities including Blaby District Council are required to produce a SCI under section 18 (Part 2) of the Planning and Compulsory Purchase Act 2004.
- 1.7 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 and for planning applications in the Town and Country Planning (Development Management Procedure) (England) Order.
- 1.8 Blaby District Council is committed to involving the community in planning. We want to encourage as many people as possible to get involved and make this as easy as possible. This SCI will set out how Blaby District Council intends to do this.

2 Overarching consultation principles

- 2.1 Blaby District Council wishes to involve the community meaningfully in the future development of the District of Blaby; allowing easy access to both the Local Plan and the planning application processes by using appropriate consultation techniques in accordance with the relevant legislation that engage the Community and stakeholders in a timely way and attempts to meet their diverse needs.
- 2.2 There is a clear emphasis through national policy on encouraging early and consistent community involvement. The National Planning Policy Framework (NPPF) for example states that early engagement has significant potential to improve the efficiency and effectiveness of the planning system for all parties.
- 2.3 The role of consultation in the planning system is pivotal. To enable widespread involvement in the planning system at the local level, this document has been prepared in the context of some overarching consultation principles, as follows:
- There should be public access to information for all in the community;
 - There should be opportunities for the community and stakeholders to take an active part in, and contribute ideas towards, the planning system. This includes ensuring that the local community and other stakeholders know when and how they can get involved in the production of planning policy documents and the planning application process;
 - The Council will provide a planning service that is appropriate, sensitive and available to everyone in the Community;
 - The Council will strive to promote equality through consultation and this includes ensuring vulnerable people or disadvantaged groups are involved in the process;
 - Social cohesion in the community through participation should be encouraged through involving as many sectors of the local community as possible, while recognising their different consultation needs;
 - The Council is committed to working with partners and communities across the District;
 - Consultation responses will be meaningfully considered at all stages in the plan-making and decision-taking processes;
 - Consultation should be carried out using techniques appropriate to engaging the maximum number of people constructively (as

appropriate), whilst at the same time ensuring Council resources are used in the most cost effective and efficient manner; and

- The local community is made up of people of a diverse background, and therefore the information that we consult on and make available should reflect this.

2.4 The council also recognises that planning material is often technical in nature. Consultation documents will therefore be as clear and concise as possible, using plain English and where appropriate explaining technical terms in a glossary.

3 Consulting on Planning Policy

Introduction

- 3.1 The Council recognises that early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential to good plan making and will seek to involve as wide a section of the community as possible.
- 3.2 Over the coming years, the Council will prepare and produce planning documents (i.e. Development Plan Documents) relating to development in the area in accordance with the Local Development Scheme (LDS). Additionally, the Council may produce Supplementary Planning Documents (SPDs), as necessary, to provide more detail and information on the strategic policies in the Local Plan.
- 3.3 Opportunity to influence the content of these policy documents will be provided at the appropriate stages, in accordance with the consultation requirements in the relevant legislation. All comments received at these stages will be considered and, where appropriate, inform the production of a document.
- 3.4 Each Development Plan Document will be accompanied by a Sustainability Appraisal (SA) and / or Strategic Environmental Assessment (SEA) which shows how the policies reflect sustainable development objectives. The Council will also publish an Authority Monitoring Report (AMR) on an annual basis to assess whether adopted policies are successfully implemented and achieving their intended aims and objectives.
- 3.5 The Council also has a duty to publish a Brownfield Land Register of previously developed land suitable for housing. Proposals to give any of the land on the register Permission in Principle will be subject of consultation in accordance with the Regulations.

Legislative requirements for planning policy documents

- 3.6 The production of planning policy documents and the consultation required in producing them is governed by national legislation both through primary legislation (i.e. the Planning Acts) and secondary legislation (i.e. the relevant Regulations), both of which can be amended over time. The Council will strive to frontload and encourage meaningful opportunities for consultation in the plan making process.
- 3.7 Independent Inspectors, when examining Development Plan Documents, test the soundness of the plan and whether it has met a number of legal and procedural requirements, including whether the plan has been prepared in accordance with the adopted SCI. This section will outline the various types of planning policy documents requiring consultation in accordance with the legislation.

Local Plan

- 3.8 The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended) outlines the minimum requirements for consultation and engagement for local plan preparation.
- 3.9 Consultation and involvement in the preparation of the Local Plan will be encouraged at various stages. Where statutory stages for consultation and engagement are set out in the relevant legislation, the Council will regard these as the minimum requirements for consultation and will undertake them in accordance with the legislation. However, the Council will strive to go beyond these minimum requirements throughout the plan preparation process, where it considers it appropriate to do so and as resources allow.
- 3.10 Throughout the preparation of the Local Plan, and resources permitting, the Council may choose to undertake further rounds of consultation beyond the minimum consultation stages in the legislation to increase community participation, where this is considered beneficial to the process. This would provide further opportunities for community participation in the Local Plan preparation process, encouraging ongoing and constructive consultation with various community representatives outside the statutory requirements.
- 3.11 In terms of who will be consulted at the various stages of plan preparation, the Regulations outline who should be consulted as a minimum. The Council will consult those required by the Regulations and will consider consulting beyond this at any stage in the plan preparation process where this would be considered to add value to the process.

Supplementary Planning Documents (SPDs)

- 3.12 The Council may also produce some Supplementary Planning Documents (SPDs) to provide further detail to the policies in the Local Plan. Although SPDs are not subject to independent examination and do not form part of the statutory development plan, they will be subject to community involvement through public consultation.
- 3.13 Regulations set out the requirements for consulting in the preparation of SPDs. The Council will consult accordingly, inviting representations from relevant and interested parties at the appropriate stages in the production of these documents. The evidence gathering and preparation stages should include frontloaded engagement with the community where possible and beneficial to do so.
- 3.14 As the Regulations do not stipulate exactly who should be consulted at the various stages of SPD production, the decision on who will be consulted will be at the Council's discretion. The Council will usually consult those individuals on the consultation database that it considers would have the most interest in the subject of the SPD in question. This could vary between the SPDs that might be produced.

Community Infrastructure Levy (CIL)

- 3.15 If the Council decides to pursue a CIL and produce a charging schedule, it will consult in accordance with the requirements of the relevant Regulations governing CIL.

Neighbourhood Planning

- 3.16 The Localism Act 2011 introduced legislation with regard to neighbourhood planning. This was followed by subsequent Regulations which together provide the statutory context within which neighbourhood plans should be produced.
- 3.17 The production of Neighbourhood Plans is led by the community, either through the Parish / Town Councils or, in non-parished areas, approved Neighbourhood Forums. Neighbourhood Plans give local communities powers to help shape the areas in which they live. They can allocate land / establish policies for the development of land in a neighbourhood if the majority of voters in the neighbourhood area vote in favour of 'making' the plan via a local referendum process.
- 3.18 Neighbourhood Plans form part of the statutory Development Plan for the area once they are 'made'. They must therefore be in accordance with The Neighbourhood Planning (General) Regulations 2012 (as amended). Neighbourhood Plans are required to meet a number of basic conditions including that they must be in general conformity with the strategic policies in the Blaby District Local Plan and have regard to national planning policy.
- 3.19 The Council, as the Local Planning Authority, has a duty to support the preparation of a neighbourhood plan. The level of support required will vary between groups. Some groups may choose to appoint consultants to help prepare and draft their plan, whilst other groups may undertake the work independently.
- 3.20 The Council will tailor the level of support provided to groups based on their needs and requirements. In all cases, the Council will:
- Outline / explain the statutory requirements relating to such plans;
 - Direct the Neighbourhood Plan group to the information relevant to the plan;
 - Provide comments on draft plans where requested to do so and where appropriate highlight potential issues around compliance with the Local Plan and national guidance; and
 - Fulfil its statutory requirements, as set out in the relevant Regulations (for example managing the referendum process).

- 3.21 A key element of neighbourhood planning is the importance of community consultation. This will be looked at as part of the examination into the plan, once submitted. The Council can advise neighbourhood plan groups in relation to consultation methods that could be used. However, the final responsibility for ensuring adequate consultation in the process lies with the neighbourhood plan group itself. This SCI therefore does not prescribe how consultation on Neighbourhood Plans should be undertaken.

Duty to Co-operate

- 3.22 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 development plan documents and other local development documents (and the activities that prepare for or support this work).
- 3.23 Blaby District Council is committed to meeting this duty through working closely with those bodies / organisations prescribed in the relevant legislation. Constructive ongoing consultation with these bodies is essential, and will be undertaken throughout the plan-making process.

Sustainability Appraisal / Strategic Environmental Assessment

- 3.24 In accordance with the relevant legislation, Development Plan Documents are required to be assessed in terms of their sustainability, i.e. the likely environmental, social and economic impacts of the policies within them. The way in which this is done is set out in various pieces of legislation and guidance.
- 3.25 The Sustainability Appraisal (incorporating Strategic Environmental Assessment) will be made available at the key stages of consultation on the Development Plan Document to which it relates, and therefore available to be commented upon.

Who will be consulted?

- 3.26 Depending on the type of planning document being produced (and therefore the legislation which governs its production) and its stage of preparation there can be specific bodies that the Council is required to consult and invite to participate in the process. These requirements can vary between different types of documents. Who the Council will consult will therefore differ depending on the specific circumstances of each consultation in accordance with the relevant legislation. Beyond the minimum requirements in the legislation, the Council will consider broadening the scope of who is consulted, where it considers this would be appropriate.

'Hard to reach' groups

- 3.27 The Council is committed to involving as wide a range of individuals and organisations in the plan-making process as possible, including 'hard to reach' groups.
- 3.28 'Hard to reach' groups can be defined as those parts of the community that have less chance or willingness than others to get involved. They are therefore under-represented in the planning process. Examples of some 'hard to reach' groups include:
- Young people
 - Gypsies and Travellers
 - Elderly people
 - People aged between 18 and 45
 - Minority Ethnic groups
 - People with disabilities
 - People with learning difficulties
 - Rural communities
- 3.29 'Hard to reach' groups can be discouraged from being involved in the planning process for a variety of reasons. Barriers to involvement include accessibility of venues, language, childcare and lack of time, amongst others.
- 3.30 The Council will make all reasonable efforts to make the planning process as accessible and transparent as possible to everyone. It is our aim to provide these groups and individuals every opportunity to be engaged and encouraged to participate in the preparation of planning policy documents.

Consultation Database

- 3.31 To manage the consultation process and to ensure that records are up to date, the Council maintains a contact database of individuals, groups and other interested parties who have expressed a wish to be kept informed of when documents are published.
- 3.32 In 2019, in compliance with the General Data Protection Regulations (2018) (GDPR) the Council contacted all those on the consultation database asking them to confirm that they wish 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 requirements.
- 3.33 Any organisation or individual can be added to the database at any time by contacting the planning policy team. Wherever possible electronic contact details will be required.
- 3.34 The Council will ensure that access to its information is 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).

Consultation methods

- 3.35 The consultations to be undertaken for the preparation of planning policy documents will be guided by the relevant legislation, the Council's Consultation Strategy (and associated toolkits, and any subsequent updates to these) as well as valuable experience gained from previous rounds of public consultation on other planning policy documents.
- 3.36 The Council has developed an understanding of different consultation techniques through previous experiences, learning what works best. Depending on the type of policy document being consulted on and the stage of production it has reached, there is a wide range of potential consultation techniques. However, it is not always possible or appropriate to undertake consultations using the techniques referred to below. The most effective techniques will be determined depending on the document being consulted on, the stage of consultation, and who is being consulted to ensure the consultation activities are fit for the purpose for which they are intended.
- 3.37 Methods of consultation and engaging with people are evolving, and the Council will strive to keep up to speed with this, particularly in the use of electronic methods of consultation and social media, where appropriate. This is particularly useful in terms of involving some of the hard to reach groups in the planning process, particularly young people, or people who lead busy lives, i.e. family commitments, lacking in time to engage in planning through some of the more traditional channels.
- 3.38 During the statutory consultation periods in the preparation of planning policy documents, the relevant documents will be made available for viewing in accordance with the requirements of the latest local planning regulations in force at that time.
- 3.39 All consultation documents can be made available, on request, in languages other than English and also in large print / audio format. Hard copies of documents can be made available on request for a fee in accordance with the Council's latest Schedule of Charges. In conformity with the requirements of the current Local Plan regulations, the Council will consider the following methods of consultation:

Letters / emails - The Council will inform the relevant individuals and organisations of the various consultations in the development of planning policy documents by letter or email. This forms part of the minimum requirement for consulting bodies at the statutory stages of plan preparation.

The Council has established a database of consultees both through consultation on planning policy documents and requests received over the years from those wishing to be kept informed at the key stages of plan preparation. This will be used to inform customers at the relevant stages in the context of the legislative consultation requirements.

The Regulations allow for information to be sent by electronic communication, and this is considered to be the most efficient way of communicating information. Letters / emails will signpost interested persons to hard copies of documents where they are made available in public places or electronically on the Council's website.

Blaby District Council website - The Council will use its own website to make the consultation documents available for viewing electronically. Details of the consultation itself will be made available, including the consultation period timescales and how representations can be made. The Council will also make all relevant evidence base documents available online, in addition to any Sustainability Appraisals. Where resources allow, the Council may be able to provide a web-based consultation system, allowing users to make their comments online.

Council publications - Where the Council has a regular publication, i.e. a magazine / newsletter, it may be appropriate to use this to place articles in updating customers on progress with the main planning policy documents. If timescales allow, the Council may be able to use this to publicise consultation stages.

Parish Council publications - A number of Parish Councils in the District publish their own magazine / newsletter which get delivered to each household in the individual Parishes. The publication cycles of the various community newspapers can vary significantly, but if editorial timescales and the timing of public consultations on planning policy documents allow, the Council may issue press releases to these publications in the expectation they will publish notification of community consultations.

Local press - The Council will consider issuing press releases to the wider publication newspapers, including the Leicester Mercury, at the relevant stages of public consultation. Press releases may also be sent to other media channels, including television and radio (where considered appropriate to do so), in the expectation that the message will be heard by as wide an audience as possible. It will then be at the discretion of the newspaper (or other media outlet) as to whether the contents of the press releases get published in the newspaper.

Public notices - The Council will consider the use of public notices in the local press, particularly with regard to the Leicester Mercury when undertaking public consultations to notify a wide audience that consultations are being undertaken and to provide details of how they can get involved.

Public exhibitions - The Council will consider the use of public exhibitions during the consultation stages in the production of planning policy documents to give people the chance to come along to view information on display and ask questions and discuss relevant issues with planning staff. However, this is a very resource intensive method of consultation, so its use will need to be carefully assessed in terms of determining how much value it will be against the resources available.

Social media - The Council will seek to embrace the use of social media when it comes to providing details on planning policy consultations and how people can get involved. The use of social media will enable the Council to reach people that have traditionally been considered 'harder to reach', particularly younger people who tend to engage more in the use of social media sites.

Public meetings - The Council has engaged in public meeting events in the past. The Council will consider any request for a public meeting and will provide its answer based on weighing up the use of resources in meeting these requests against the perceived value of the event.

Questionnaires / leaflets - These could be used for mass consultation exercises to generate a high response rate and get comments in relation to set questions. They could be used on a District-wide basis, i.e. go through every household / business door in the District, or could be more selective, i.e. on a geographic basis, to target more specific issues.

This method is likely to be more suitable for the early stages of plan production (if at all) when the Council is seeking views on a wide range of issues from as wide a range of people as possible, and a questionnaire can provide a relatively user friendly format for guiding people through making a consultation response. However, production of questionnaires / leaflets to post through every door in the District is very costly and would need to be balanced against the perceived benefits of such a consultation in determining whether or not it would be appropriate.

Presentations - There may be some stages of consultation where the Council will consider it beneficial to go out into the community and give presentations to certain groups of people to get them engaged in the process (particularly in response to requests for such activities). However, this is a very resource intense consultation method. Any decisions to give presentations will need to be assessed in terms of use of resources against the perceived benefits.

Workshops - The Council will consider the use of workshops with relevant stakeholders, for example, Parish Councils and service providers etc. This is a highly tailored method of consultation that requires a great deal of specific preparation and potentially professional facilitators and would be designed to obtain information on specific areas. Use of this type of consultation will need to be carefully considered as it requires a lot of resources, particularly in terms of expense and officer time. It can however also yield valuable results at the relevant stages.

- 3.40 In addition to the above specific types of consultation, Council officers are available throughout the preparation of documents (not only in the formal consultation rounds) to respond to general queries raised by members of the public and other stakeholders. Dialogue will be kept open with partners

throughout the plan preparation process, which can take the form of emails, telephone calls and potentially meetings, to a reasonable extent.

- 3.41 It is important to note the distinction between the formal stages of plan production as required and governed by the legislation and 'ongoing consultation' with the community as part of developing and assessing emerging options. The types of consultation techniques used will vary depending on the stage of plan production.
- 3.42 At all of the consultation stages in the preparation of the various planning policy documents, the Council will consider which of the potential consultation methods outlined above will be most suitable. Consideration may also be given to others methods not listed, particularly as technology and electronic methods of consultation improve.
- 3.43 Decisions on which consultation methods to use will be based on the level of resources (including officer time and finances) available at that point in time, and the perceived type and level of information that will be gained through the consultation exercise. All consultation exercises will be carried out with the aim of maximising value for money, and enabling effective consultation which will encourage the maximum number of people to engage effectively in the plan preparation process.

Consultation timescales and receipt of comments

- 3.44 Consultation timescales for the statutory stages of consultation on planning policy documents are set out in the Regulations. Where there are no prescribed timescales for statutory consultation, or the Council chooses to run additional consultations over and above the statutory stages, the Council will consider what the timescales for these should be and advertise them accordingly.
- 3.45 The Council will endeavour to avoid running key consultations over established busy holiday periods, i.e. spring and winter Bank Holidays and the summer holidays. In certain cases this may not be possible due to the need to produce policy documents in a timely manner. Where this is the case, the Council will seek to extend consultation timeframes by a proportionate length of time, where allowed to do so in accordance with the relevant regulations.
- 3.46 The Council will clearly publicise the dates of the consultation periods, particularly notifying customers of when the consultations will end. It is important that representations are made within the formal timescales set by the Council. Late responses will be kept on file, but may be unlikely to influence the content of the document. At the formal consultation stages of the relevant planning policy documents, late representations will not be considered to have been 'duly made'.
- 3.47 All comments received within the defined consultation periods during the preparation of planning policy documents will be considered. Whilst we cannot guarantee to amend the documents to incorporate all comments received, all

representations will be seriously considered, and where appropriate, changes will be made to the relevant document.

- 3.48 Formal responses to public consultations will be made publically available to ensure a transparent planning system. If offensive language is used in any consultation response this will be censored before the representation is made public.
- 3.49 Details of people submitting comments or requesting information will be kept on a customer contacts database (subject to the relevant data protection legislation requirements), and those persons will then be notified at the appropriate stages of planning policy document preparation (unless they request otherwise).
- 3.50 Details about when consultation will take place on each document are set out in the Council's Local Development Scheme (LDS). Progress against the key milestones for document preparation is reported annually in the Authority Monitoring Report (AMR).

4. Consulting on Planning Applications

Introduction

- 4.1 The District Council deals with a large volume of planning applications every year, covering a broad range of development types and scales, including relatively small householder applications up to major applications for retail, employment or residential developments, as well as applications for works to protected trees and listed building consent. The Council ensures the views of all stakeholders, including the local community, are heard and considered through the Development Management process.

Consultation on Planning and 'other' Applications

- 4.2 The statutory requirements for publicity for applications for planning permission and listed building consent are set out in The Town and Country Planning (Development Management Procedure) (England) Order 2015 (as amended) and the Planning (Listed Buildings and Conservation Areas) Regulations 1990 (as amended).
- 4.3 The Council is required to consult various organisations and bodies and is advised to consult others depending on the type of application being considered. A complete list of these consultees can be found in Schedule 4 of The Town and Country Planning (Development Management Procedure) (England) Order 2015.
- 4.4 Upon receipt of a valid planning application, the Council will undertake a period of formal consultation which will normally last for a period of 21 days. Consultation letters will be sent to those properties which share a common boundary with the application site. Where a road falls adjacent to the boundary it shall be ignored for the purpose of consultation where the road is of a width of less than 20 metres. If the adjoining property has no postal address, a site notice will be displayed on or adjacent to the application site.
- 4.5 When the legislation requires the publication of a press notice, a notice will be placed in the Leicester Mercury newspaper. When the legislation requires a site notice to be displayed, the notice will be posted on or adjacent to the application site.
- 4.6 Planning applications submitted to the Council will be available to view on the Council's website – www.blaby.gov.uk. Planning applications will also be available for the public to view electronically at the Council Offices, Desford Road, Narborough during opening hours, where required.
- 4.7 Representations may be made in writing or by electronic communication. Where members of the public are unable to make a representation in writing they can seek assistance from Planning Aid England, a registered charity funded by the Royal Town Planning Institute (telephone: 020 7929 8338). All representations received are public documents and cannot be kept

confidential. All representations will be considered before a decision is made on an application.

- 4.8 If significant amendments are made to the application during its consideration, the Council will carry out a further consultation which will be for a minimum period of 10 days.
- 4.9 Decision notices will be displayed on the Council's website and are publically available at the main Council Office, where required.
- 4.10 A weekly or monthly list of planning applications received by the District Council is available to view on the website. The weekly list is emailed direct to all District Councillors and Parish Councils.
- 4.11 The Council will consult in accordance with the legislative requirements as a minimum. There may be occasions when the Council considers it appropriate to undertake additional consultation above and beyond the minimum statutory requirements, but this will be at the Council's discretion taking into account the particular circumstances in relation to a specific application.
- 4.12 If The Town and Country Planning (Development Management Procedure) (England) Order 2015 is amended or re-enacted with or without modification, the Council will ensure that consultation is carried out in accordance with the new minimum statutory requirements.
- 4.13 In addition to planning applications, the Council processes applications for advertisement consent, listed buildings consent, conservation area consent, works to trees in a conservation area, works to trees protected by a Tree Preservation Order, permission in principle, technical details consent, prior notification applications, hedgerow removal notices, lawful development certificates, discharge of planning conditions and non-material amendments to approved planning applications. The Council will ensure that consultation is carried out in accordance with statutory requirements.

Consultation on Strategic Development Sites

- 4.14 The Council recognises the importance of early engagement with the communities that will be most affected by large-scale strategic sites that may be promoted for development. This ensures that the proposals benefit from the detailed local knowledge, expertise and perspective of local people, organisations and community groups.
- 4.15 As these schemes come forward the developers will be expected to meaningfully engage with the local community in the planning and design of their proposals ahead of any submission of a planning application. For community consultation to be meaningful developers will be expected to:
 - Carry out consultation at an early enough stage so that the proposal can be shaped by any comments received.

- Provide sufficient information to allow for meaningful and intelligent consideration.
- Provide sufficient time for consideration of the information and to provide a response.
- Consider any consultation responses conscientiously and use them to shape the development.

Pre-application advice

- 4.16 The Council encourages pre-application discussions for certain types of development before making a formal application. Developers will also be encouraged to seek pre-application advice from the key consultees dependent on the type of development proposed such as the Local Highway Authority, the Highways Agency and Environment Agency.

Planning Committee

- 4.17 Approximately 90% of applications are determined under delegated powers. The remainder are determined by the Council's Planning Committee. The scheme of delegation and the procedures in relation to Planning Committee (including public speaking) are set out in Blaby District Council's constitution.
- 4.18 All written representations received on applications to be determined by the Planning Committee will be summarised in the report on the application.

Planning Appeals

- 4.19 Anyone who has submitted a planning application has a right of appeal to the Secretary of State if an application is refused, not determined within the set time period for decision, or contains conditions they consider to be unacceptable. Appeals are examined by the Planning Inspectorate which is an independent government agency.
- 4.20 When an appeal is received by the Council via the Planning Inspectorate, notification letters will be sent to neighbours who have previously been notified of the original application and to anyone who submitted representations to the Council with regard the application which is the subject of the appeal in accordance with statutory requirements.

5 Monitoring and Review

- 5.1 This SCI provides for flexibility to allow for changes in the Council's approach to community involvement (within the parameters set out). The Council will listen to and consider any comments received on the effectiveness of our consultation, and this will be used to inform future practice and potentially shape the way we consult going forward. If significant changes to the way in which we consult are considered to be required (outside the parameters set out in this document), the SCI may need to be amended.
- 5.2 This SCI has been drafted in the context of current legislation. Legislative requirements are likely to change over time. Should this happen, the Council will consult in accordance with the updated legislation and amend the SCI accordingly.
- 5.3 Monitoring of the SCI will be undertaken to ensure that if significant changes are required to accommodate changes in legislation (beyond what is allowed by the flexibility in this SCI) or the way in which we consult, the Statement of Community Involvement will be reviewed and updated.

For further information regarding this document please contact:

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Appendix 1 – Glossary

Core Strategy DPD – Forms the first part of the Development Plan that sets out the spatial vision and strategy for the District, with the strategic policies to deliver the vision.

Delivery DPD – Forms the second part of the Development Plan that seeks to deliver the strategic policies set out in the Core Strategy DPD, including the allocation of land for various land uses, designating land in line with the policies of the Core Strategy and the provision of Development Management policies to shape development on the ground.

Development Plan – The statutory plan that provides the basis for determining planning applications. Comprises adopted Development Plan Documents and Neighbourhood Plans that have been made.

Development Plan Document (DPD) – Documents prepared by the local planning authority (including the Local Plan) which set out the planning policy framework for the area which planning applications are assessed against. .

Duty to Co-operate – Introduced by the Localism Act 2011, and places a legal duty on the Council to ‘engage constructively, actively and on an ongoing basis’ with certain prescribed bodies to maximise the effectiveness of Local Plan preparation relating to strategic cross boundary matters.

Hard to reach groups – Individuals or organisations in the community that have traditionally been harder to engage in the planning system, including older people, disabled and minority ethnic groups.

Local Development Scheme (LDS) – A project plan (including timetable) outlining the Council’s programme for preparing the Local Plan.

Local Plan – In law described a Development Plan Document (DPD) and sets out strategic policies for a local authority area (or areas in the case of joint plans).

Neighbourhood Plans – The Localism Act 2011 gave communities new powers to shape the areas in which they live through the production of Neighbourhood Plans by a qualifying body. Neighbourhood plans can generate planning policies for their specific areas and allocate land, but they must align with the strategic policies of the development plan for that area and contribute towards sustainable development. They must fulfil the basic conditions as set out in legislation and if successful through Examination and referendum they will be “made” by the District Council and become part of the development plan for that area.

Statement of Community Involvement – Outlines how the Council will engage the community and all relevant stakeholders in the planning system, both in the preparation of planning documents and the consideration of planning applications.

Supplementary Planning Documents – Documents that expand on the policies and proposals within Development Plan Documents (DPDs), providing more detail.

Sustainability Appraisal (SA) – An appraisal of the social, economic and environmental effects of strategies, plans or proposals, as required by legislation. The SA seeks to ensure that proposals contribute towards sustainable development. The SA process is often combined with the requirements of the Strategic Environmental Assessment (SEA) as set out in the relevant regulations.