

Local Development Framework

**Statement of Community
Involvement**

Adopted 10th July 2006

Harborough District Council's Statement of Community Involvement sets out how the public will be informed and involved when Harborough District Council is consulting on draft Local Development Documents

- 1) Parish Councils and Parish Meetings will have four weeks advance notice of the consultation period. The advanced notice will also be published on the Council's websites.
- 2) All consultees on the email alert list will be notified prior to the consultation period
- 3) All consultations will be advertised throughout the district by either poster or leaflet
- 4) All consultations will be advertised on the community portals
- 5) Summaries of consultation results will be made publicly available via the community portals, or by individual request.

When consulting on planning applications Harborough District Council will as a general rule:

- 1) Allow 21 days response on applications
- 2) Display site notices on or near the site
- 3) Inform adjoining properties of planning application
- 4) Allow 3 minute presentation of views at planning committee on proposed developments

Further variations to the basic legislative requirements are set out in Appendix F.

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Statement of Community Involvement

1 Introduction

- 1.1 The **Statement of Community Involvement (SCI)** sets out Harborough District Council's policy for community involvement and consultation in the preparation of Local Development Documents (LDD), which will form part of the Local Development Framework (LDF) for Harborough District, and in making development control decisions on planning applications (see Section 9).
- 1.2 Appendix G of this document contains a useful glossary of terms to help individuals to understand the terminology associated with the new planning system and the Statement of Community Involvement.

2 Purpose and Benefits of the Statement of Community Involvement

- 2.1 The Council is required to produce a Statement of Community Involvement under Part 2 of the Planning and Compulsory Purchase Act 2004. This Statement of Community Involvement has been prepared in accordance with the regulations for the preparation of Local Development Documents and has been subject to independent examination.
- 2.2 This document sets out the following information:
 - The Council's vision and strategy for community involvement
 - What the Council will consult on
 - How the Council will seek to engage the community
 - Who will be engaged in the process
 - The main stages of involvement
 - How the SCI will be monitored and reviewed
- 2.3 All Local Development Documents which will form part of the Local Development Framework (e.g. Core Strategy, Development Plan Documents, Supplementary Planning Documents) are required to be produced in accordance with the standards of consultation and engagement set out in the Statement of Community Involvement (SCI).
- 2.4 Further details of the process of producing the SCI are set out at **Appendix A** 'Process leading to the adoption of Development Plan Documents'.

3 Contact Details

- 3.1 Please do not hesitate to direct any queries on this document, or general questions concerning the Local Development Framework, to the Planning Policy Team on tel: 01858 821160.

4 Vision and Objectives

- 4.1 This SCI seeks to implement the community's 2010 vision of fully engaging the community and key stakeholders in the planning process. A copy of the 2010 vision can be obtained from the Council Offices or can be viewed at <http://www.marketharboroughonline.co.uk/ppimageupload/Image>
- 4.2 The Council's aim for the Statement of Community Involvement is as follows:
- The Council will seek to actively engage all sectors of the community in an open and meaningful way to encourage widespread and continual engagement in the plan preparation and development control processes. This will lead to community ownership of the resulting Local Development Framework and will maximise consensus on the future development of land.***
- 4.3 It is intended that this vision will be achieved through meeting the following objectives:
- Providing timely and easy access to information
 - Providing an opportunity for the community to contribute ideas and take an active part in developing proposals
 - Providing an opportunity for the community to engage with planning professionals
 - Providing an opportunity for the community to comment on formal proposals
 - Providing feedback to the community on participation and engagement exercises
 - Keeping people informed about progress and outcomes
- 4.4 In implementing the SCI, the Council considers it important that local people and organisations have the opportunity to influence directly to decisions about the future of their area, and where appropriate help put those decisions into practice. It is accepted that in a predominantly rural district like Harborough, issues and choices are often local and distinctive in nature, requiring the input of local knowledge and understanding.
- 4.5 In principle the Council will involve the community and stakeholders in four key ways:

- The dissemination of information
- Participation in the development of proposals
- Responding to formal consultation exercises
- Providing feedback on contributions made

4.6 Each of these matters is now discussed in greater detail.

5 The Dissemination of Information

5.1 The Council will use a wide range of communication channels to raise awareness of each formal consultation period, and informal consultation events as appropriate, and thereby increase the number of people who become actively engaged in the planning process. Information will be provided right at the outset of the plan preparation process and will continue throughout the production of the Local Development Framework. The principal means of communicating information that will be used are set out below:

Electronic Communication

5.2 All Local Development Documents produced as part of the Local Development Framework will be available on the websites www.harborough.gov.uk, www.lutterworth-online.co.uk and www.marketharboroughonline.co.uk

5.3 Documents will be available on-line from the first day of any statutory consultation period undertaken by the authority. An on-line response form will also be available throughout the consultation period providing people with the opportunity to respond to statutory consultation exercises on-line if this is the preferred approach.

5.4 Information on general progress on the LDF will also be made available on the websites.

5.5 The Council's website and the community portal contain software called 'Browsealoud' that enable people with difficulty reading text to have the information on the webpage read to them.

5.6 An email alert service will be established to advertise matters of community interest with regards to the Local Development Framework. If an individual would like to become part of this service, please contact the Planning Policy Team on 01858 821160.

Paper-Based Consultation

5.7 Whilst web-based information provision will be encouraged, hard copies of information and consultation documents will continue to be produced to ensure that the information is accessible to all. Where there is an identified need, the use of other formats of information

provision will be considered (e.g. audio cassettes, braille, large print and other languages).

- 5.8 Prior to the commencement of statutory consultation periods for Development Plan Documents, leaflets or posters will be widely distributed. These will be distributed to service shops, libraries, post offices and other public buildings throughout the District. A list of all the venues where information will be distributed is attached at **Appendix B**.
- 5.9 Details of all public consultation documents will be made available for public inspection at the Council Offices in Market Harborough, the Lutterworth Service Shop, Leicestershire County Council (main reception) and libraries (as specified in Appendix B) throughout the District.

Local Newspapers

- 5.10 The new Planning Act requires the Council to publicise formal notices to advertise statutory consultation periods (i.e. the Preferred Options and Submission consultation) during the production of Local Development Documents. The Council will place notices relating to Local Development Documents of district-wide significance in the Harborough Mail, Lutterworth Mail and the Leicester Mercury. Site or location specific documents will be advertised in the appropriate local newspaper to that area.
- 5.11 All local newspapers and parish newsletters will be sent press releases providing information on progress being made with the LDF and forthcoming consultation exercises. Details of these newspapers and newsletters are set out at **Appendix C**.
- 5.12 Press briefings will also be held as appropriate. The press will be encouraged to give wide coverage to such matters to increase local awareness.

Local Radio

- 5.13 Local radio stations (see **Appendix C**) will be sent press releases of forthcoming consultation exercises and will be encouraged to give coverage to such matters to raise awareness.

Harborough Local Strategic Partnership (HLSP)

- 5.14 This community partnership is already established through work on the Community Strategy. It consists of a number of forums with representatives from the public, private, voluntary and community sectors that work together and input into the HLSP Steering Group. This is therefore a key target group for work on the Local Development Framework due to both the extent that this partnership represents a wide range of community groups within the District and due to the close

links between the Community Strategy and the Local Development Framework (see section 9). A diagram of the various forums that comprise the Harborough Local Strategic Partnership is shown in **Figure 2**. Further details of the principal organisations and bodies that form each forum may be found online at www.marketharboroughonline.co.uk/community and www.lutterworth-online.co.uk/community.

Figure 2 – Forums comprising the Harborough Local Strategic Partnership



5.15 An update of progress on the Local Development Framework will be submitted on a regular basis to the forums. Where appropriate, Planning Officers will also attend the meeting.

Community Meetings

5.16 Community meetings are held in the District on a regular basis. There will be an update of progress at these meetings.

5.17 Where possible these meetings will be attended prior to the commencement of statutory consultation periods on Local Development Documents to heighten understanding and awareness of the consultation exercise and therefore to encourage community involvement and participation in the planning process.

5.18 Training on the new development plan system has been undertaken with Parish Councils and Parish Meetings. Participants in former

Community Forums were also invited to attend such seminars. This opportunity will continue to be provided at key training events that will be identified as work on the Local Development Framework progresses.

Parish Councils/Parish Meetings

- 5.19 Parish Councils and Parish Meetings will be fully consulted on the progress with the Local Development Framework through the regular provision of information.
- 5.20 Three training events with Parish Councils and Parish Meetings on the new development plan system were held at Billesdon, Lutterworth and Market Harborough in April 2004. 28 out of a total of 86 parishes were represented at these seminars. The Council will continue to run training events with parishes to improve their understanding of the planning system and will continually seek to improve attendance at such events.
- 5.21 To improve the efficiency of providing information to Parishes in a timely fashion, the Council is currently exploring the possibility of all Parish Councils and Parish Meetings being provided with information electronically. The Planning Service would take full advantage of this opportunity should it arise.
- 5.22 The Council will be heavily reliant on Parish Councils and Parish Meetings for disseminating the information provided on planning matters to the local community.

Elected Members

- 5.23 Elected Members provide a vital link between planning officers and the local community. Through both training seminars and written correspondence Members will be kept engaged in work on the Local Development Framework.
- 5.24 The Council has established a Member Task Panel to oversee the preparation process of the Local Development Framework. The Task Panel membership consists of a number of key Members. Other elected Members will have the opportunity to participate in the work of the Panel when it is dealing with their area of responsibility. This group generally meets on a quarterly basis and provides an opportunity for providing information to Members and discussing relevant issues relating to progress on the Local Development Framework.
- 5.25 A key Member who will be involved in the Local Development Framework process will be the portfolio holder for Built Environment Services. All elected Members will be encouraged to be fully involved in stakeholder and local community events as work on the Local Development Framework progresses.

Planning Policy Users Advisory Group

- 5.26 A Planning Policy Users Advisory Group has existed for some time to advise and comment on the broader work programme of the Planning Policy and Economic Development Section of the Council. This group is comprised of individuals who are regular users of the service.
- 5.27 This group will be involved in developing arrangements for engagement with stakeholder groups that they represent throughout the review process.
- 5.28 This group currently meets bi-annually and this arrangement provides a good opportunity to keep members of the group informed of progress with the Local Development Framework.

Local Development Framework Database Contacts

- 5.29 All persons who respond to a statutory consultation exercise on the Local Development Framework will be kept informed of progress on the Local Development Framework unless they advise the Council otherwise. Other persons can also request to be included on the database. The database will be continually developed and updated to ensure that consultation is effectively targeted to the right groups and individuals and is kept up-to-date.
- 5.30 Consultees on the database will be kept fully informed of progress with the development of the Local Development Framework through written correspondence and the email alert service.

6 Participation in the development of proposals

Consultation with key bodies and organisations

- 6.1 The Council is required to consult with a list of 'specific consultation bodies' during the preparation of each Local Development Document to the extent that the Council considers the document being prepared is of relevance to the body or organisation. 'Specific consultation bodies' are mainly national bodies and organisations and are listed in Planning Policy Statement 12: Local Development Frameworks and reproduced at Appendix D of this document. This requirement is set out in the Town and Country Planning (Local Development) (England) Regulations 2004.
- 6.2 Although the Council is only required to consult those specific consultation bodies that it considers will be affected by the document being prepared, it is the Council's intention that every specific consultation body (as set out at Appendix D) will be consulted on every document.

- 6.3 In addition, the Council is advised to consult with ‘general consultation bodies’ which are largely local bodies and groups. A list of the types of general consultation bodies that will be involved is set out in Appendix D. The Council considers such bodies to be key groups to engage with in the preparation of Local Development Documents since such groups will represent a wide range of views and interests in the community. A preliminary list of local bodies and groups is attached to this document and is available to view online at www.marketharboroughonline.co.uk/consultation, www.lutterworth-online.co.uk/consultation and www.harborough.gov.uk. The list of general consultation bodies will be a ‘live’ document, which the Council will revise and up date on a continual basis. This will ensure that the Council is able to engage with the most relevant groups and bodies at any particular time. The Council is keen to expand upon this list to ensure that engagement in the preparation of LDDs is as inclusive as possible. The list will permanently be available to view online and suggested revisions to the list may be made via the online response form at any time.
- 6.4 The Council will consult the four statutory environmental consultation bodies (Countryside Agency, English Heritage, English Nature and the Environment Agency) on the Scoping Stage of the Sustainability Appraisal of each Local Development Document. **Appendix E** explains that, at present, each general consultation body will be consulted upon each draft document at each of the three key consultation stages. These three stages are: Issues and Options consultation; Preferred Options consultation; and Submission consultation. Further details of each of these stages are provided at **Appendix A**. This is to ensure that during the early stages of preparing documents, all bodies and groups who may be concerned with the contents of the document are engaged in the process. However, as further progress with the Local Development Framework is made it will be possible to refine these arrangements to include just those bodies or groups that have expressed a desire to be consulted on a particular document.
- 6.5 The Council will also consult with relevant consultees listed in Annex E of Planning Policy Statement 12 under the heading ‘other consultees’, as appropriate.
- 6.6 The Council will seek to link community involvement initiatives on different local development documents (LDDs) where this would be appropriate, for example, where a supplementary planning document (SPD) and a development plan document (DPD) are prepared in parallel, because the detail set out in the former is fundamental to the early delivery of policies in the latter.

Engaging Under Represented Groups in the Planning Process

- 6.7 The Council is committed to engaging all sectors of the local community in the planning process. There are certain sectors of the

local community who the Council has difficulty fully engaging in the planning process. This presents two challenges for the Council – firstly, identifying who these ‘under represented’ groups are and secondly, finding new and appropriate ways to encourage them to get involved in the planning process. The Council will particularly seek the advice of the voluntary sector and the Social Inclusion Panel of the Harborough Local Strategic Partnership on how to successfully engage such groups.

6.8 The Council proposes to be proactive in encouraging the following groups to be involved in the planning process:

- **Farmers**
Harborough is a largely rural area and a considerable amount of the land within the District is in agricultural use. The Council is keen for the farming community to become more fully engaged in the planning process. Connection with this sector of the community will be through the National Farmers, Country Landowners Association and the Leicestershire Rural Partnership.
- **Travellers**
There are a number of travellers’ sites within the District and the Council is keen for travellers to give their views on planning issues and how they wish to see the District develop in the future. Through working with the Gypsy Liaison Officer, the Community Outreach worker at Leicestershire County Council and the Gypsy Council the Council will endeavour to encourage greater representation of this section of the community in the planning process.
- **Young People**
It has traditionally been hard to get young people involved in the planning process, yet the future development and use of land within the District will have a large impact on their present and future lives. The Council will seek to actively engage this section of the population within the planning process through working closely with the Harborough District Youth Forum, established Youth Council’s within the District and local schools, to both inform young people of the purpose of the planning system and the ways in which they can get involved.
- **Retired People**
Retired people constitute an increasing proportion of Harborough’s population. As such it is essential that their views on life in the District and the facilities and services they require to improve their quality of life are fully taken into account in both the development of the Local Development Framework and the Community Strategy. The Council will work closely with the voluntary sector in finding ways to engage this group more fully.

Events

- 6.9 Different types of events will be organised to encourage inclusive participation in the Local Development Framework process. The type of event will depend on the type of document being prepared and its appropriateness for engaging the relevant target group(s). All public meetings and events on the Local Development Framework will be informal to encourage meaningful discussion and debate during the preparation of documents.
- 6.10 Consideration will be given to the selective use of the following methods:
- **Workshops**
Workshops are a hands-on community engagement exercise where local people put forward and discuss ideas as to how their local area can be improved. This can be organised using models, cardboard cut-outs or photographs. Village groups will be encouraged to use this method of community engagement in drawing up Parish Plans and Village Design Statements.
 - **Focus Groups**
These are meetings arranged to discuss particular topics or issues. Participants will be invited to attend such meetings in association with the group, organisation or sector of the community whom they represent. Focus groups will be conducted in public and advertised in advance. Such meetings can be effective in drawing a range of interested groups together to discuss particular issues within Local Development Documents and can be effective in building a strong degree of consensus between various parties.
 - **Training Events**
These are an effective means of developing an understanding of various aspects of the planning system to a wide audience of people. Training events can cover particular relevant topics and can be resourced by planning staff from the Council. Developing a better understanding amongst the community of planning matters may encourage greater and more effective participation. It may also help to build consensus through informing people how local planning decisions are made within the context of national, regional and county level planning policy.
 - **Public Exhibitions**
It is proposed that a number of public exhibitions will be held throughout the District. These will be used to display information on planning proposals and provide an opportunity for members of the community to attend and discuss issues of concern or matters of interest with planning staff. Public exhibitions are considered to be an appropriate method of reaching large numbers of the local community.

The Council will endeavour to hold exhibitions at venues throughout the District or where accessible to the relevant target group. Exhibitions will be held at appropriate times to ensure maximum attendance and accessibility for the community or particular target group. The Council will also seek to make use of the 'Rural Beat Bus' and/or the 'Chill Out' bus to overcome problems of rural isolation and to provide greater coverage of the District. The rural beat bus has been set up by a number of agencies which have joined forces to provide a community advice centre on board the bus which will be based at different advertised locations throughout the District on different days. The Chill Out Bus is a local Community Safety Partnership initiative that can be hired to undertake mobile exhibitions.

- Neighbourhood Meetings
These can provide an appropriate means of discussing locally-specific issues.

- 6.11 The most appropriate type of event will become apparent as work on different Local Development Documents proceeds. A broad indication of the types of engagement that it is intended to be used in the production of different documents is set out at **Appendix E**.
- 6.12 All proposed events will be well publicised on the Council and Community Portals website, through Parish Councils and Parish Meetings, through press releases and directly with target groups.

Formal Consultation Exercises

- 6.13 The community and key stakeholders will be encouraged to respond to planning proposals during statutory consultation periods. There will normally be two statutory consultation periods for Development Plan documents – consultation on 'Preferred Options' and consultation on the 'Submission' Development Plan Document (see **Appendix A**). Consultation during these periods will be for a statutory period of 6 weeks. All comments made during the consultation exercise must be made in writing and received by the Council within the consultation period. In accordance with The Town and Country Planning (Local Development) (England) Regulations 2004, late responses will not be taken into consideration. For Supplementary Planning Documents there will normally be one six-week period of public consultation on the draft document. As with Development Plan Documents, all comments must be submitted in writing during the consultation period.
- 6.14 People who are unable to make a written response to formal consultation exercises are invited to contact a member of the Planning Policy Team on 01858 821160 to arrange assistance in making their response.
- 6.15 All forthcoming formal consultation periods will be advertised on the Council and community portals website prior to the start of any

consultation period. Parish Councils and Parish Meetings will receive correspondence advising them of a forthcoming consultation period. Such notice will be provided at least 4 weeks in advance of the start of the consultation period to enable Parishes to organise meetings and have sufficient time to respond during the consultation periods.

7 Providing Feedback from Consultation Exercises

- 7.1 The Council will seek to keep people continually engaged in the Local Development Framework preparation process by providing feedback after the results of a formal consultation exercise have been analysed. For example, following the Issues Paper consultation in September/October 2003 the Council produced a detailed summary of all the comments that had been received during the consultation exercise. This summary was made available for inspection at all the Inspection venues and on the community portal websites. The Council will build on this good practice as Local Development Documents are progressed through to adoption.
- 7.2 The Council will also demonstrate how comments received during formal consultation periods have been taken into consideration in making any changes to the document concerned. A summary will be made of all the comments received during each consultation period. This summary will include an officer response to each comment, together with a recommendation for amending the document. For example, should a consultation response seek an addition to a document, the officer response will indicate whether or not the addition is considered appropriate and the recommendation will direct readers to the additional text proposed.
- 7.3 The summary response document from each consultation will be made publicly available, no sooner than 2 months following the end of the consultation period, via the community portal, at www.harborough.gov.uk, www.lutterworth-online.co.uk, and www.marketharboroughonline.co.uk. Alternatively, interested individuals may request a paper copy by contacting a member of the planning policy team.

8 Community Participation in the Development Control Process (Planning Applications)

- 8.1 Development Control is the process whereby the Council considers the acceptability of planning applications submitted. The Council considers that community involvement is a key part of the development control process. Community participation is one of the seven key features of the Council's 2010 Vision. Successful community involvement offers considerable benefits both for local people in feeling more involved in

decision-making, and for developers because they are aware of local feeling and knowledge and able to address problems at an early stage.

- 8.2 The Council already exceeds the minimum requirements for publicity and consultation on planning applications, as set out in the Town and Country Planning (General Development Procedure) Order 1995 and good practice guidance, including the recommendations of the Review of the Publicity Requirements for Planning Applications (ODPM) 2004. This includes carrying out individual neighbour notifications, posting site notices and advertising certain applications in the local press. Further details of how the Council consults on all types of planning and related applications are set out in the Consultation Policy for Development Control at Appendix F. Plans from planning applications relating to settlements west of Husbands Bosworth are available at the Lutterworth Service Shop. In addition, all plans are available on the internet at www.marketharboroughonline.co.uk or www.lutterworth-online.co.uk and the Council supplies copies of all applications to the relevant Town or Parish Council/Meetings. In addition, public speaking at the Planning & Regulatory Committee, where Members determine certain planning applications, means that public participation is encouraged all the way through the application process.
- 8.3 The Council will seek to build on the above good practice by encouraging developers to involve local communities in proposals that are likely to have a significant impact on the local environment. Significance will depend on the scale of development in relation to the size of existing settlement, with 50 dwellings (or 1-1.5 hectares) as a guide in the urban centres. Developers are encouraged to undertake consultations on sites of less than 50 dwellings where this would assist in disseminating information on a proposal in which there may be considerable local interest. In the case of non-residential development, additional input at an early stage should be sought where the scheme would have a significant impact on the environment of existing residential areas. The final form of involvement will be up to the developers. However, the Council will encourage them to mount exhibitions or 'workshop' events manned by the proposers of the scheme or their representatives in a venue local to the site and at a time when the maximum number of people can attend. Developers will also be encouraged to provide pro-formas for people to complete either at the exhibition or at home for submission to the Council. The aim of the process is to encourage discussion before a formal application is made and therefore to avoid unnecessary objections being made at a later stage.
- 8.4 It is not intended to require the developers to host public meetings although if a number of local residents feel such an event to be beneficial, Council representatives and/or local councillors may be prepared to attend to listen to people's views and answer procedural questions.

- 8.5 Developers will be encouraged to submit with significant planning applications evidence of the community involvement that they have undertaken.
- 8.6 Individuals who comment on an application will be informed of the times of site visits and when the application is to be considered at committee as appropriate. Once an application has been granted or refused, those who commented on the application will be informed of the decision in writing. Reports on applications dealt with under the Council's scheme of delegation to officers will be made available for inspection on request.

9 Planning Aid

- 9.1 Planning Aid is a free voluntary service offering independent professional advice to enable local communities, especially those with limited resources, to engage effectively in planning decisions which may affect their area.
- 9.2 East Midlands Planning Aid aims to give people the confidence to help themselves and to become involved in wider planning issues. They can be contacted on telephone number 0115 852 4266 or via the website: www.planningaid.rtpi.org.uk/.

10 Links between the SCI and other Corporate and Community Initiatives

- 10.1 The Council published a Communications Strategy in April 2004. The key aims and principles of the Statement of Community Involvement are in accordance with this Strategy. The Council has a statutory duty to prepare a number of policy documents. All such documents (eg Housing Strategy) will feed into work on the Local Development Framework.
- 10.2 The Harborough Community Strategy was prepared by the Harborough Local Strategic Partnership and adopted in April 2004 (see paragraph 5.14). One of the themes of the Community Strategy is 'Community Engagement' and the opportunity exists to closely integrate the work on the review of the Community Strategy with the development of the Local Development Framework. There are close links between the Community Strategy and the Local Development Framework, not least the fact that the Local Development Framework can give land-use or spatial expression to the objectives set out in the Community Strategy.
- 10.3 The review of the Community Strategy commenced in autumn/winter 2004. It is anticipated that consultation on this document may be carried out with consultation on particular Local Development

Documents. This will help to illustrate the interrelationship between the two documents and will reduce the possibility of consultation fatigue amongst the local community.

- 10.4 Other community initiatives are likely to feed directly into work on the Community Strategy and the Local Development Framework, such as work on producing Village Design Statements and Parish Plans.

11 Resourcing Community Involvement

- 11.1 The Council has made resources available for the preparation of the Local Development Framework including staffing and budget. Funding has been identified from budgets to fund the consultation activities identified within the Statement of Community Involvement. Additional funding gained through the Planning Delivery Grant will supplement this and will be used to build capacity to provide planning services effectively.

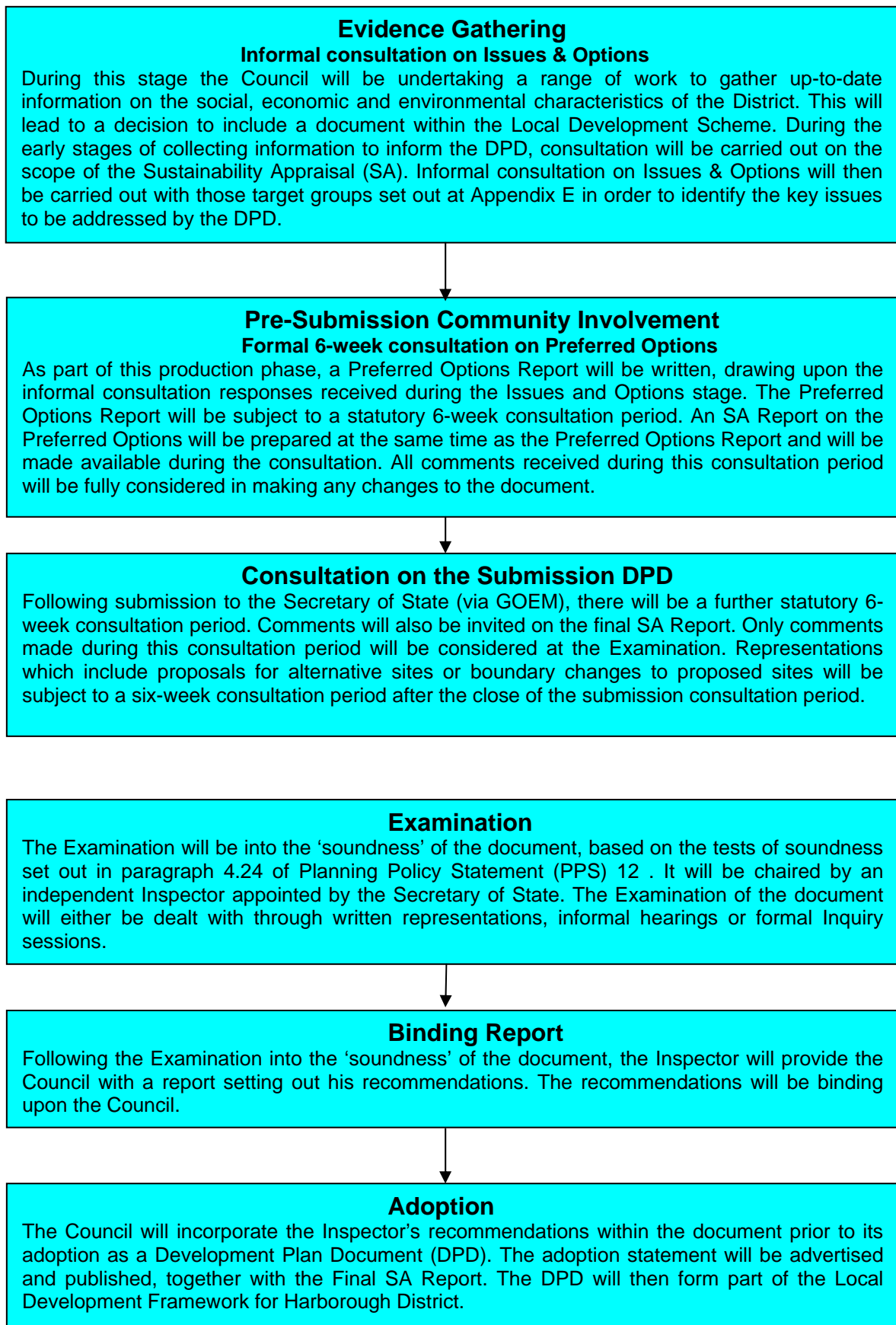
12 Review and Monitoring

- 12.1 Harborough District Council will monitor the effectiveness of the consultation procedures set out in this document by periodically seeking the views of those who have participated in the planning process. Key indicators and targets will be set to enable our performance to be measured. The indicators will be monitored regularly and published in the Annual Monitoring Report (AMR). The AMR is published in December each year and is available to view online at www.marketharboroughonline.co.uk/amr and www.lutterworth-online.co.uk/amr. Any changes to the SCI that are deemed necessary as a result of the Annual Monitoring Report will be reflected in the production and submission of a revised Local Development Scheme (LDS).
- 12.2 Evaluating the effectiveness of consultation exercises will be based on a system of monitoring that involves an ongoing assessment of the particular consultation process. Monitoring will focus upon:
- short feedback questionnaires for those who have attended focus groups and public meetings;
 - questionnaires to a sample of respondents to Local Development Document consultations;
 - comments and advice from the Planning Policy and Development Control Users Advisory Group.
- 12.3 These surveys will help enable consideration of both the outcomes of consultation and the process. The costs of consultation will be monitored and measured for the purpose of Best Value and evaluation.

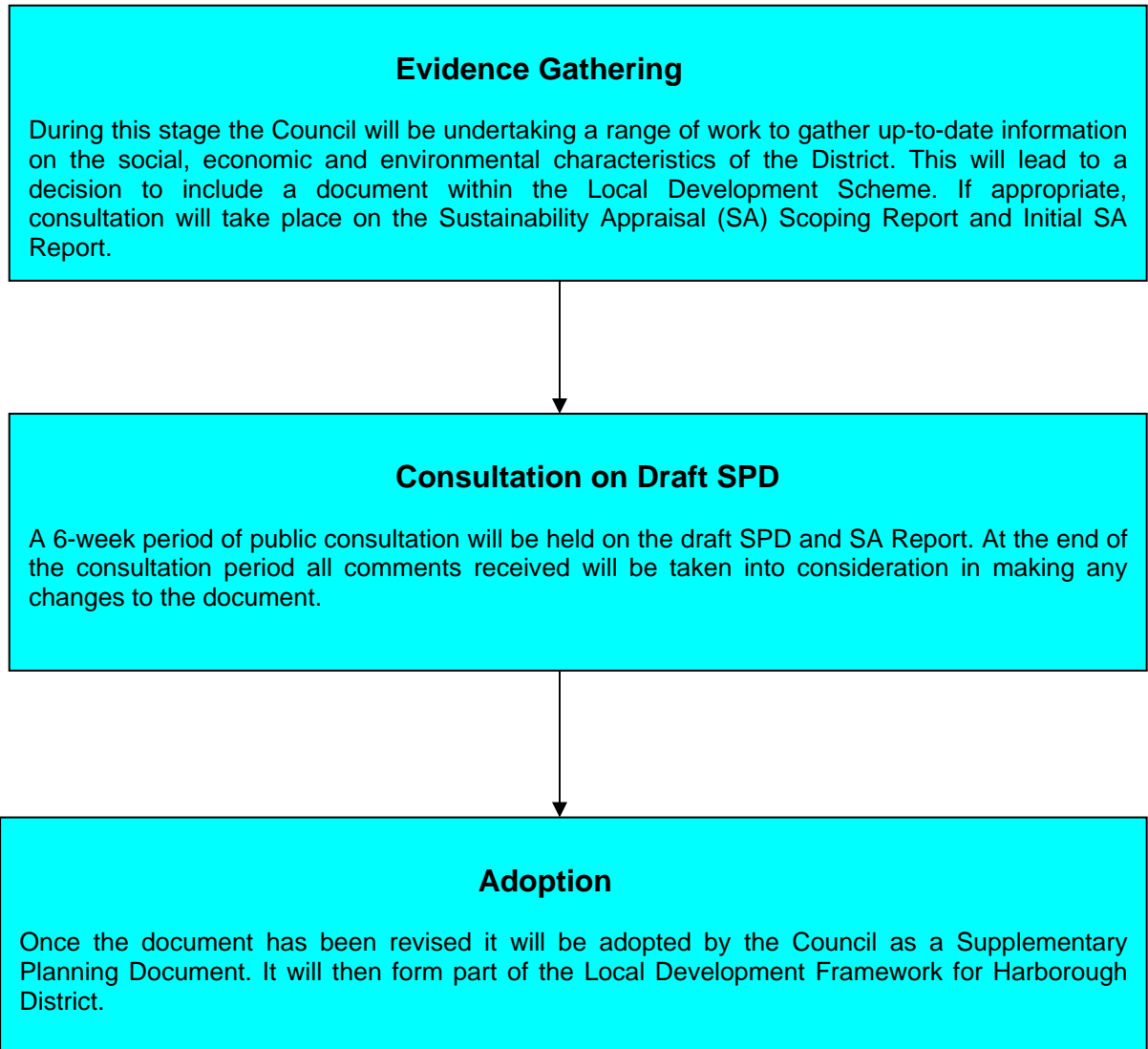
APPENDIX A

PROCESS LEADING TO THE PRODUCTION OF DEVELOPMENT PLAN DOCUMENTS AND SUPPLEMENTARY PLANNING DOCUMENTS

Process leading to the production of Development Plan Documents



Process leading to the production of Supplementary Planning Documents



**LIST OF VENUES WHERE INFORMATION ON
THE LOCAL DEVELOPMENT FRAMEWORK
WILL BE DISTRIBUTED**

LIST OF VENUES WHERE INFORMATION ON THE LOCAL DEVELOPMENT FRAMEWORK WILL BE DISTRIBUTED

Service Shops

Customer Services, Harborough District Council, Adam and Eve Street, Market Harborough.
Lutterworth Service Shop, Market Street, Lutterworth.
Leicestershire County Council (main reception desk), Glenfield, Leicester.

Libraries

Broughton Astley, Green Road, Broughton Astley
Countesthorpe, Station Road, Countesthorpe
Fleckney, School Street, Fleckney
Great Glen, Ruperts Way, Great Glen
Kibworth, Paget Street, Kibworth
Lutterworth, Coventry Road, Lutterworth
Market Harborough, Adam and Eve Street, Market Harborough

Local venues

Harborough Leisure Centre
Lutterworth Sports Centre
The Surgery, Great Glen
19 Wentworth Road, Fleckney
Co-op store, Fleckney
Mercury News Shop, Fleckney
The Man at Arms, Bitteswell
Cock Inn, Peatling Magna
The Stenning Hall, Hallaton
Orchard Road, Willoughby Waterleys
Post Office, Ullesthorpe
Astley News, Broughton Astley
Public house/local shop, Medbourne
Bitteswell village hall/post office
Lutterworth Health Centre
Thurnby Parish Council Information Centre (Manor Field Pavilion, Grange Lane, Thurnby)
Scraptoft Post Office
Evington Village Library
Lutterworth Community College

**LOCAL NEWSPAPERS, NEWSLETTERS
AND RADIO STATIONS**

LOCAL NEWSPAPERS, NEWSLETTERS AND RADIO STATIONS

National Newspapers (as required by legislation)

London Gazette

Local Newspapers

Harborough Mail

Lutterworth Mail

Leicester Mercury

Harborough Herald and Post

Rugby Observer

Rugby Advertiser

Parish Newsletters

Ashby Magna Herald

Billesdon and District News and Views

Bitteswell Village Newsletter

Broughton Matters

Bosworth Bugle

Burton Overy Newsletter

The Enterprise

Five Parishes News

Fleckney Communicata

The Foxton Folio

Gilmorton Village Newsletter

Glenscene

Hallaton Parish Council Newsletter

Houghton News

Hungarton News

Kibworth Chronicle

The Langtonian

Little Bowden Society

Lubenham Village Newsletter

Lutterworth and District Journal

Lutterworth Town Council Newsletter

Misterton and Walcote Newsletter

Mowsley Community

North Kilworth Parish Council Update

Six Saints Circa Holt Newsletter

The Stoughton Flier

Thurnby and Bushby and Scruptoft

Tilton News and Views

Tugby and Keythorpe News

What's on in Willoughby

Radio

BBC Radio Leicester

Harborough FM

Rugby FM

Sabras Radio

Leicester Sound

APPENDIX D

ORGANISATIONS AND BODIES TO BE CONSULTED ON LOCAL DEVELOPMENT DOCUMENTS

LIST OF SPECIFIC CONSULTATION BODIES

The following bodies, specified by Government guidance, will be consulted upon each Local Development Document at each of the three key stages of consultation:

The Regional Planning Body for the East Midlands

All local authorities adjoining Harborough District, including Leicestershire County Council.

Town and Parish Councils in and adjoining the District

The Countryside Agency

The Environment Agency

The Highways Agency

The Historic Buildings and Monuments Commission for England

English Nature

The Strategic Rail Authority

East Midlands Regional Development Agency (emda)

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

Any person who owns or controls electronic communications apparatus situated in any part of the District

Any of the bodies from the following list who are exercising functions in any part of the District:

- Strategic Health Authority

- person to whom a licence has been granted under Section 792) of the gas Act 1986

-Sewage undertaker

- Water undertaker.

LIST OF GENERAL CONSULTATION BODIES

The list of general consultation bodies includes the following types of groups:

- (a) Voluntary bodies working within Harborough District
- (b) Bodies representing racial, ethnic or national groups within Harborough District
- (c) Bodies representing religious groups within Harborough District
- (d) Bodies representing disabled persons within Harborough District
- (e) Bodies representing business interests within Harborough District.

SUMMARY TABLE SHOWING THE TYPE OF INVOLVEMENT AND KEY TARGET GROUPS AT EACH STAGE IN THE PRODUCTION OF EACH LOCAL DEVELOPMENT DOCUMENT

Appendix E – SUMMARY TABLE SHOWING THE TYPE OF INVOLVEMENT AND KEY TARGET GROUPS AT EACH STAGE IN THE PRODUCTION OF EACH LOCAL DEVELOPMENT DOCUMENT

LOCAL DEVELOPMENT DOCUMENT	STAGE OF PRODUCTION	TYPE OF INVOLVEMENT	KEY TARGET GROUPS
Statement of Community Involvement	Issues & Options Stage	Targeted Consultation	Members, Planning Policy Users Advisory Group (PPUAG), Development Control Users Advisory Group (DCUAG), Government Office for the East Midlands (GOEM), Regional Planning Body (RPB), Harborough Local Strategic Partnership (HLSP) Forums, key statutory bodies, adjacent Local Authorities (LA)s.
	Preferred Options Consultation and Sustainability Appraisal Report Stage and Submission Consultation Stage	Formal Consultation	As above, together with all specific and general consultation bodies, Parish Councils/Meetings, database contacts (including all those consulted on Issues Papers), under represented groups, other consultees as relevant
Core Strategy Development Plan Document	Issues and Options Stage	Targeted consultation Focus Group	GOEM, Members, all specific and general consultation bodies, other consultees as relevant
	Preferred Options Consultation and Sustainability Appraisal Report	Public Exhibition Formal Consultation	As above, together with residents, Parish Councils/Meetings, database contacts,

	Stage and Submission Consultation Stage		PPUAG, under represented groups,
Generic Development Control Development Plan Document	Issues and Options Stage	Targeted consultation	GOEM, Members, all specific and general consultation bodies, other consultees as relevant
	Preferred Options Consultation and Sustainability Appraisal Report Stage and Submission Consultation Stage	Public Exhibition Formal Consultation	As above, together with residents, Parish Councils/Meetings, database contacts (including key stakeholders), developers, under represented groups
Residential and Employment Development Plan Document	Evidence Gathering Stage and Issues and Options Stage	Targeted Consultation Focus Group	GOEM, Housing Associations, landowners, developers, statutory undertakers, Members, all specific and general consultation bodies, other consultees as relevant
	Preferred Options Consultation and Sustainability Appraisal Report Stage and Submission Consultation Stage	Public Exhibitions Formal Consultation	As above, together with, residents, Parish Councils/Meetings, database contacts, under represented groups
Employment Development Plan Document	Evidence Gathering Stage and Issues and Options Stage	Targeted Consultation Focus Group	GOEM, Housing Associations, landowners, developers, statutory undertakers, Members, all specific and general consultation bodies, other consultees as relevant

	Preferred Options Consultation and Sustainability Appraisal Report Stage and Submission Consultation Stage	Public Exhibitions Formal Consultation	As above, together with, residents, Parish Councils/Meetings, database contacts, under represented groups
Action-Area Plan Development Plan Documents	All Stages Evidence Gathering Stage and Issues and Options Stage Preferred Options Consultation and Sustainability Appraisal Report Stage and Submission Consultation Stage	Neighbourhood Meetings Targeted Consultation Focus Group Public Exhibitions Formal Consultation	Local community, landowners, Parish Councils/Meetings, all specific and general consultation bodies, local ward member(s), other consultees as relevant All specific and general consultation bodies, appropriate Parish Council/Meeting, LCC, landowners, key stakeholders As above and Parish Councils/Meetings, database contacts
Affordable Housing Supplementary Planning Document	Draft Document Stage	Formal consultation	Members, Parish Councils, all specific and general consultation bodies, DEFRA, the Housing Corporation, Local Strategic Partnership Social Inclusion Panel, members of the Local Strategic Partnership Housing Forum, House Builders Federation, Regional Housing Board, Volunteer Bureau, Housing Associations.
Developer Contributions Supplementary Planning Document	Evidence Gathering Stage	Focus Group	HDC internal S106 group, LCC, Members, Developers,

	Draft Document Stage	Focus Group Formal Consultation	Parish Councils and Meetings, HLSP As above, all specific and general consultation bodies, residents, database contacts, under represented groups, other consultees as relevant
Parish Plans and Village Design Statements	Evidence Gathering Stage <i>(undertaken by Parish Plan Group)</i> Pre-consultation and consultation stage <i>(undertaken by HDC)</i>	Planning for Real Local Exhibitions Neighbourhood Meetings <i>*(These are examples of methods groups may wish to use)</i> Formal Consultation	Local community, RCC, LCC, local groups, local ward Member, other consultees as relevant As above, all specific and general consultation bodies, key stakeholders

APPENDIX F

CONSULTATION POLICY FOR DEVELOPMENT CONTROL

APPENDIX F



Article I. CONSULTATION POLICY FOR DEVELOPMENT CONTROL
 (AS AGREED BY PLANNING & REGULATORY COMMITTEE
 21ST OCTOBER 2003).

Type of application/activity	Stakeholder engaged	Mechanism employed
Applications for planning permission, Listed Building Consent, Conservation Area Consent, Certificates of Lawful Use.	Neighbours and the general public.	<p>Letters to all adjoining properties (which contain a building capable of receiving post), inviting representations within 21 days</p> <p>(a) AND/OR</p> <p>Site Notice – where adjoining land contains no buildings to address letters, allowing 21 days for response.</p> <p>Site Notice – for development likely to have a wider impact (“major development” as defined by GDPO Article 8) allowing 21 days for response.</p>
	General Public and wider community.	<p>Press Notice as required by legislation (allowing 21 days for response) prescribed as follows:</p> <ul style="list-style-type: none"> • All applications for Conservation Area Consent and Listed Building Consent. • Planning applications

		<p>which affect the character and appearance of a Conservation Area, the setting of a listed building.</p> <ul style="list-style-type: none"> • Planning applications proposing development contrary to the provisions of the Development Plan. • Planning applications accompanied by a EIA. • Planning applications for “major development” (as defined by GDPO Article 8). •
Applications for planning permission, Listed Building Consent, Conservation Area Consent, Certificates of Lawful Use (continued).	Parish Councils/Meetings	<p>Full copies of the application and allowance of 21 days to respond.</p> <p>Site Notice for display at location of parish council’s choice, where one is required for the general public, allowing 21 days for response.</p>
	Applicants, agents, neighbours and the wider community.	Guidance within/attached to routine correspondence associated with every application explaining the planning application process and assistance in formulating representations.
Amendments to the above applications during the course of their consideration (where amendments made are significant and/or address matters raised through representation).	Neighbours and the general public.	Letters to all previously notified neighbours and other parties commenting on the application, allowing 14 days for response.
	Parish Councils/Meetings	Full copies of amended plans, allowing 14 days to comment.

Applications for works to trees the subject of a TPO.	Neighbours, general public and wider community.	Site Notice allowing 21 days to comment for applications to fell trees.
	Parish Councils	Full copies of the application and allowance of 21 days to respond.
Applications for works to trees in Conservation Area.	Parish Councils	Full copies of the application and allowance of 21 days to respond.
Development Control procedures and processes	Parish Councils	Rolling programme of training seminars based on recommended ODPM syllabus for elected District Councillors.
Development of the service and new initiatives.	Regular users of the service.	Focus groups to meet regularly to measure the effectiveness of the new measures, identify new initiatives and highlight issues.

GLOSSARY OF TERMS

Glossary

Area Action Plans	Development Plan Documents concentrating on implementation and delivery of policies in specific areas.
Annual Monitoring Report (AMR)	Document produced annually by the Council assessing whether the timescale for the production of documents within the LDS is being achieved. It also outlines whether policies and targets in other LDDs are being met.
Communities 2010 Vision	Community Vision setting out how the District should be by the year 2010.
Core Strategy	One of the key Development Plan Documents (DPDs) setting out the vision and strategic objectives for the District. Once adopted, all other DPDs are required to be in conformity with the Core Strategy.
Development Control Advice Note 2 (Making Comments on Planning Applications)	This is a Council advice note which sets out how to comment on planning applications and how these views will be taken into account.
Development Control Users Advisory Group (DCUAG)	An advisory group acting as a critical friend and advisory group to the Development Control team at the Council. The group has a particular input into public engagement arrangements and procedural arrangements generally.
Development Plan Documents (DPD)	DPDs are statutory documents that form part of the development plan for Harborough District.
General consultation bodies	Largely local bodies and groups, which the Council will consult during the preparation of Local Development Documents. A preliminary list is set out at Appendix D of this document.
G.O.E.M.	Government Office for the East Midlands. The Government Office carries out many of the powers of the First Secretary of State - consideration of referred planning applications and casework, the preparation and revision of Regional Planning Guidance, and the scrutiny of development plans at county and district level.
Harborough Local Strategic Partnership (HLSP)	A community partnership consisting of a number of forums with representatives from the public, private, voluntary and community sectors. These groups work together and input into the HLSP Steering group.
House Builders Federation (HBF)	Organisation that promotes the views and

	interests of house builders.
LA	Local Authority
LCC	Leicestershire County Council
Local Development Documents (LDD)	Local Development Documents are documents that combined together make up the LDF. Some of these are statutory (DPDs) and others are non statutory (SPDs).
Local Development Framework (LDF)	Local Development Frameworks replace existing Structure Plans and Local Plans. It is effectively a folder comprised of a number of Local Development Documents (LDD) which set out the planning policies for the district. The framework contains both statutory and non-statutory documents.
Local Development Scheme (LDS)	The Local Development Scheme or LDS is effectively a three year project plan showing what documents are being produced as part of the LDF, and the timescale for their production.
Parish Plans	Community documents setting out the vision for how the community wishes a settlement to develop in the future.
Planning and Compulsory Purchase Act 2004	The title of the new Planning Act.
Planning Policy Statements (PPS)	PPSs are a series of documents issued by the Government giving advice on a range of planning issues such as housing, conservation, transport etc. They are gradually replacing Planning Policy Guidance Notes (PPG's).
Planning Policy Users Advisory Group (PPUAG)	An advisory group acting as a critical friend and advisory group to the planning policy team at the Council. The group has a particular input into public engagement arrangements and procedural arrangements generally.

Proposals Map	Ordnance survey based map illustrating the policies and proposals contained within other DPDs.
RCC	Rural Community Council
RPB	Regional Planning Body
Specific consultation bodies	Largely national organisations and bodies, which the Council must consult during the preparation of Local Development Documents, to the extent that the Council considers the document being prepared will affect the body or organisation. A list of specific consultation bodies is set out at Appendix E of PPS12 and reproduced at Appendix D of this document.
Statutory Consultation Period	The period of time within which people are required to submit their comments on a given topic.
Statement of Community Involvement (SCI)	The SCI sets out the Council's policy for community involvement and consultation in the preparation of Local Development Documents (LDDs) which will form part of the Local Development Framework (LDF).
Strategic Environmental Assessment (SEA)	The purpose of a SEA is to provide for a high level of protection of the environment. This involves ensuring that environmental considerations are incorporated into the preparation and adoption of plans and programmes with a view of promoting sustainable development.
'Submitted in Writing'	All responses that are in written or printed form. This includes letters, faxes and emails.
Supplementary Planning Documents (SPD)	SPDs are documents providing more detailed and supplementary information on specific statutory policies.
Sustainability Appraisal (SA)	A Sustainability Appraisal (SA) is a mechanism for making sure sustainability objectives are achieved by the LDDs contained within the LDF. The SA is a requirement of the Planning and Compulsory Purchase Act. It assesses the potential environmental, economic and social impacts of the LDS.
Village Design Statements	A community document setting out guidelines to guide the future development taking place within a settlement to maintain its distinctive character.