



Harborough District

Statement of Community Involvement March 2015

Harborough District Council

30 March 2015

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1 Introduction

- 1.1 Harborough District Council makes decisions about where development can take place and how places can change through the planning system. The core theme of the planning system is to promote sustainable development. Its main function is to manage the use and development of land and buildings to ensure the provision of homes, jobs, shops and other facilities for the community, whilst also protecting the environment and heritage assets. As the Local Planning Authority the Council has 2 main roles in the planning system;

Plan-making: formulating plans which set out how the district may grow, how places will develop over time, and the policies that will guide that development. The main document is the Local Plan (the Development Plan for the District), although other types of document can also be produced.

Development Management: managing how land and buildings are used or changed through the granting or refusal of planning permission. Ensuring that the right type, mix and design of development is provided on suitable sites. The main consideration in determining planning applications is conformity with the policies of the Development Plan.

- 1.2 Together these two roles combine to shape the future of the district. The opportunity for the community to engage with and influence both plan making and development management decisions is an essential part of good planning. To this end the Council is committed to;
- Providing timely and easy access to information on planning matters
 - Providing opportunities for the community to contribute ideas, and take an active part in developing proposals
 - Providing the community with the opportunity to comment on formal proposals, and to valuing their insight and opinions
 - Using cost efficient and fit for purpose consultation methods
 - Being open and transparent in its decision making, and to explaining the influence of consultation
 - Keeping people informed about progress and outcomes

- 1.3 The purpose of this Statement of Community Involvement is to explain how the Council will actively seek to engage all sectors of the community and encourage widespread and continual involvement with its plan making and development management processes. Active participation and early engagement with the planning process will assist in developing community ownership of development plans and planning decisions.
- 1.4 The planning system operates within a legal framework that involves a variety of terms and documents – these and the relevant planning legislation are outlined in the Glossary (see Appendix B).

What is a Statement of Community Involvement (SCI)?

- 1.5 The Council is required to produce a Statement of Community Involvement under Part 2 of the Planning and Compulsory Purchase Act (2004), and this document will set out
- **who** we aim to engage with in the process,
 - **when** and **what** the Council will consult on and;
 - **how** the Council will engage through consultation
- 1.6 Recent changes in planning legislation and regulation have seen the introduction of the Localism Act (2011) including the introduction of Neighbourhood Planning, the National Planning Policy Framework (NPPF)(2012), the Town and Country Planning (Local Planning) (England) Regulations 2012, and the National Planning Practice Guidance (PPG) (2014).
- 1.7 This new planning legislation has led to a requirement to update the Statement of Community Involvement. This document replaces the previous SCI adopted 10th July 2006, including Development Management consultation policy. It takes into account the latest planning legislation, as above, as well as the updated work plan of the Strategic Planning team. In addition it takes into account changes in technology since 2006, which allow the use of more efficient and effective communication and consultation methods.
- 1.8 Consultation forms an essential part of the planning process as the National Planning Policy Framework states: “Early and meaningful engagement and collaboration with neighbours, local organisations and businesses is essential. A wide section of the community should be

proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area...”(The National Planning Policy Framework para 155). The Planning Practice Guidance gives local authorities considerable flexibility in terms of consultation, particularly for the early stages of the plan making process, as long as Regulations (18) and its Statement of Community Involvement are adhered to, as tested through Examination.

- 1.9 This document outlines the Councils plans for community consultation and involvement in the preparation of the new Local Plan and other planning policy documents, and community engagement in the determination of planning applications. The SCI will ensure that all members of the community, including local groups and organisations, Parish Councils and Meetings and stakeholders can, should they wish, be actively engaged throughout all planning consultations.
- 1.10 This Statement of Community Involvement contributes towards the Council’s Corporate Plan Priority of ‘To develop places in which to live and be happy’. The Corporate Plan (2013-2015) is available here: http://www.harborough.gov.uk/directory_record/472/corporate_plan
- 1.11 The following planning documents are the responsibility of the Council, and are set out in the Local Development Scheme (LDS).
 - A new Local Plan, including strategic allocations
 - Supplementary Planning Documents (SPD); and
 - Community Infrastructure Levy (CIL)
- 1.12 The timetable for producing these documents is detailed in the Local Development Scheme, together with the key production and public consultation stages, as well as outlining the subject matter and geographical extent. Further information on the work of the strategic planning team and the latest Local Development Scheme is available at <http://www.harborough.gov.uk/planning-strategy>.
- 1.13 In addition to the above documents, the Council also assists in the preparation of Neighbourhood Development Plans (NDP). Whilst the responsibility of the neighbourhood planning body, the Council supports the process, provides technical assistance and information, undertakes the submission plan consultation, appoints the examiner, and runs the

referendum. As a large rural district, neighbourhood planning is a popular undertaking across the district. Please note Neighbourhood Development Plans are prepared by local communities and are not covered by the Statement of Community Involvement.

2 Democratic Process

- 2.1 Elected councillors are an important part of the planning process in terms of plan making and development management, both in making decisions and representing the views of the local community.-
- 2.2 The Council has a total of 37 councillors representing 25 wards. Whilst not all councillors are on the planning committee, they can make representations on behalf of the community prior to any decision being taken. All major planning applications are determined by Planning Committee, made up of selected councillors. The range and make up of these committees is outlined in more detail below;

Local Planning Executive Advisory Panel

- Meeting of 7 councillors, focussed on the work of the strategic planning team and make comments to the Executive to assist in their decision making

Planning Committee

- Monthly meeting of 12 councillors to determine planning applications

Executive

- Meeting of 6 councillors known as portfolio holders. It is the main decision-making body within the council and is chaired by the leader of the council.

Full Council

- Meeting of all 37 councillors to lead the work of the Council and determines policy.

- 2.3 The Local Planning Executive Advisory Panel was set up specifically to have closer involvement in the plan-making process. It considers matters

concerning: evidence documents; consultation documents and draft Local Plan documents (prior to publication) and makes comments to the Council's Executive. The outcomes of all consultations are reported to councillors to inform planning decision making. At statutory stages in the plan-making process (including in the preparation of the new Local Plan), decisions will be taken by a meeting of the Council's Executive or by Full Council. This will include decisions to submit emerging development plan documents (such as the new Local Plan) to the Secretary of State for Examination or to adopt a development plan document.

- 2.4 Further details of all Council committees and a calendar of meeting dates is available here:

http://www.harborough.gov.uk/info/20018/councillors_and_council_meetings

3. Why we consult

- 3.1 The Council considers it important that local residents, businesses, organisations and a broad range of stakeholders have the opportunity to directly influence planning decisions in the District. This includes both the preparation of future planning policies (plan making) for the district and in the determination of planning applications (development management decisions).
- 3.2 The benefits of effective community engagement include: greater ownership in planning decisions; increased awareness of planning proposals; highlighting the public's priorities; and greater collective working between the Council and the community.

Duty to cooperate

- 3.3 The Localism Act 2011 introduced a duty for the Council to 'engage constructively, actively and on an ongoing basis' with neighbouring Councils and other bodies during the preparation of plans and policies in relation to strategic cross-boundary planning matters. The Council will proactively engage with all Local Planning Authorities within the Leicestershire Housing Market Area in addition to the neighbouring councils of Rugby Borough Council, Rutland County Council, Corby

Borough Council, Kettering Borough Council and Daventry District Council and other relevant bodies through regular meetings in the discharge of this duty.

- 3.4 Examples of the Council undertaking its duty to cooperate will be set out each year in the Annual Monitoring Report. This will be published on the website (www.harborough.gov.uk/planning-strategy) and presented to Local Planning Executive Advisory Panel and Executive. All information regarding consultations, the work of the Strategic Planning Team and guidance and information with regards to planning applications, planning enforcement and appeals will also be published on the website, as above, and be updated regularly.

4. Who we consult

- 4.1 At statutory consultation stages, all members of the public, groups and organisations as well as businesses that have expressed an interest in future planning policy in the District will be notified of the consultation and invited to comment through the Council's website.
- 4.2 We have established an extensive database of interested parties which includes; stakeholders, statutory consultees, organisations and members of the public. We encourage any interested party or individual to register on our online consultation software in order to receive notification of future consultations.
- 4.3 The Council welcomes responses from all, but particularly encourages responses from the following;

Specific consultation bodies:

- Central and local government (including neighbouring local authorities and other relevant authorities under duty to cooperate requirements)
- The Secretary of State for Transport (in relation to the Secretary of State's functions with regard to highways)
- Parish Councils, Town Councils and Parish Meetings within and adjacent to Harborough District
- Infrastructure providers

- Leicestershire Fire and Rescue Service
- Police authorities operating within or adjacent to Leicestershire

The local community (a list of relevant local groups and organisations will be maintained on the Council's website

(www.harborough.gov.uk/planning-strategy):

- residents and anyone with an interest in the District
- Elected Members
- Members of Parliament for the District
- community/civic societies and associations
- special interest groups (environmental groups, nature conservation societies, sports clubs)
- local businesses and business groups
- charity and voluntary organisations
- under represented groups within the community (for example local disability groups, religious groups, the Multi Agency Traveller Unit and black and ethnic minority community groups)

The extended community:

- landowners, developers and agents
- registered social housing providers
- national interest groups (including e.g. The Woodland Trust)
- general business and industry
- housing bodies
- transport bodies

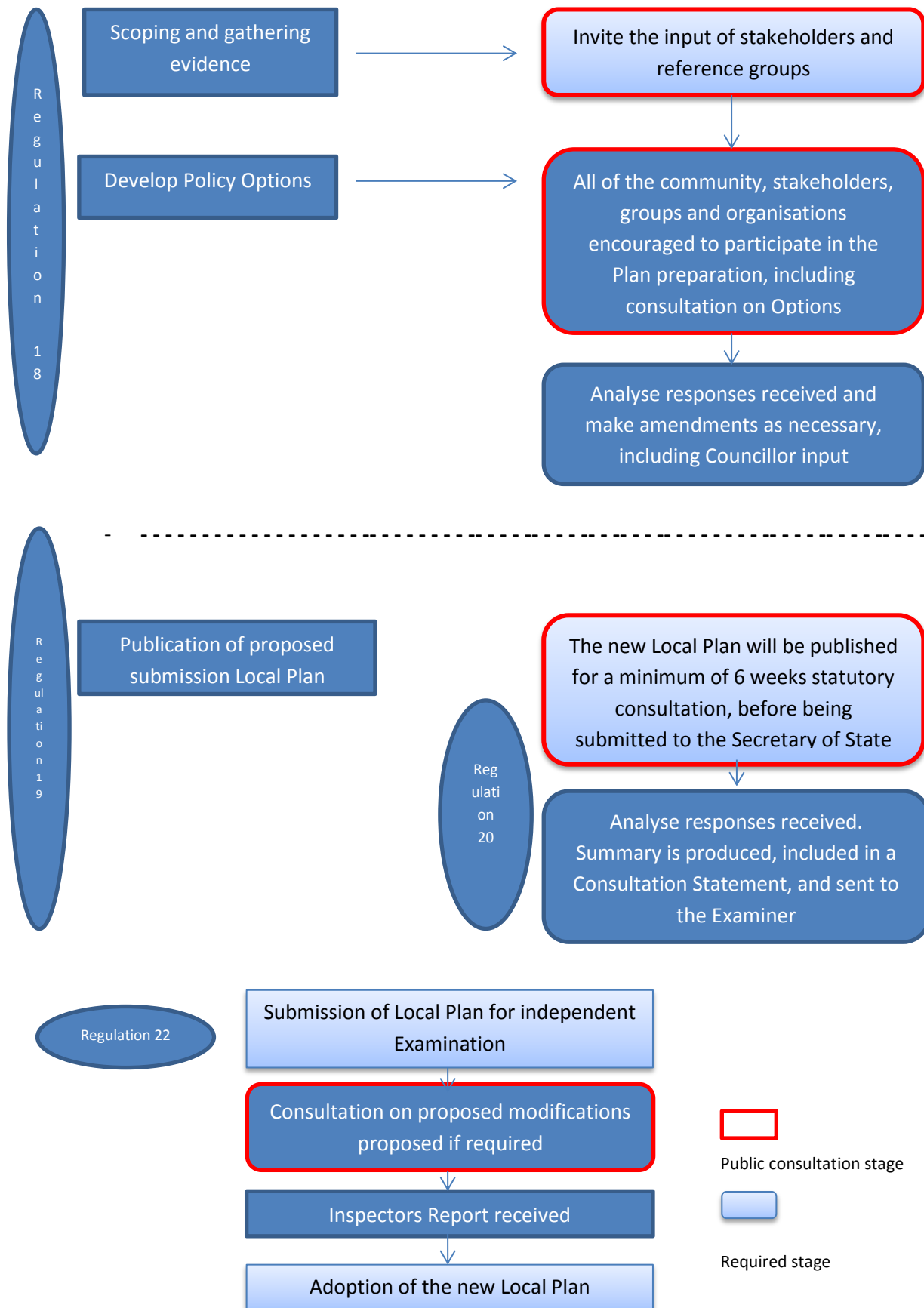
5. When we will consult

5.1 Planning Documents

The key stages for community engagement in the preparation of development plan documents (such as the Local Plan) are set out in Figure 1 below. For Supplementary Planning Documents, an options document will not be produced and consulted on, however the process will remain similar to that set out for Local Plans in Figure 1. Should the Council pursue a Community Infrastructure Levy, the consultation process will be in line with the regulations as set out here:

<https://www.gov.uk/government/policies/giving-communities-more-power-in-planning-local-development/supporting-pages/community-infrastructure-levy> including any amendments.

Figure 1. Harborough new Local Plan consultation flowchart



6. How we consult

6.1 The Council will meet all minimum requirements for planning consultations as set out in the relevant regulations¹. A statement will accompany the submission of development plan documents, summarising how the community engagement was carried out at each stage of the process.

To ensure effective public consultation on emerging development plan documents and other planning policy documents, the Council will:

- Place all documentation on the website www.harborough.gov.uk together with all supporting and relevant information and information on how to respond to the consultation;
- Make all relevant material available to view at the Council Offices, in public libraries and Parish and Town Council Offices during the consultation period;
- Inform all defined statutory consultees of any consultation; and
- Hold the consultation for a minimum of six weeks for development plan documents (including the new Local Plan) and four weeks for a supplementary planning document

6.2 The Council is rolling out use of a new Strategic Planning consultation portal. This will allow consultation documents and draft plans to be viewed via the Council's website. Comments can be made through the consultation portal, together with viewing comments already made and verified. Notification of all future planning policy consultations will be sent to everyone who is registered on the consultation portal. Registration will also be required in order to submit comments. Please note that this will require a separate registration to the online Public Access system for viewing planning applications. However, this is a relatively quick and simple task. Respondents are encouraged to keep their

¹ <http://www.legislation.gov.uk/uksi/2012/767/regulation/18/made>

contact details updated to ensure they receive notifications of future consultations.

- 6.3 The use of the Strategic Planning consultation portal will enable the consultation process to be more efficient, particularly for the analysis of responses and for providing feedback on responses received. The move to online consultation will also enable easier access for users in the community, as well as being more cost and resource effective for the Council. Should respondents encounter particular problems in responding via the Strategic Planning consultation portal, Council officers will provide further training or advice and assist in the use of the portal, where necessary.
- 6.4 The use of the Strategic Planning consultation portal will be encouraged and is available on computers in libraries in the District and at the Council Offices. Support and assistance in using the Consultation portal is available on request from the Strategic Planning team. However, should customers not have access to the consultation portal for whatever reason; the Council's next preference is to receive e-mailed consultation responses to planningpolicy@harborough.gov.uk. Hard copies will be accepted, but are discouraged due to the additional resources needed to manually input these into the consultation portal.
- 6.5 In addition to all documents being available to view on the website (www.harborough.gov.uk) the consultation documents will also be available to view in hard copy form at the Council Offices, in public libraries and at permanent Parish and Town Council Offices.
- 6.6 Documents will be written in a user friendly style and copies of documents in alternative formats will be available upon request. Further information is available here: <http://www.harborough.gov.uk/equality> . The Council will also aim to avoid consultations in public holiday periods, or where this can not be avoided, the time period for consultation will be extended beyond six weeks, where necessary. Officers will assess how consultation and community involvement should be tailored to address the needs of specific groups.

- 6.7 In addition, the Council may undertake targeted consultation on specific evidence documents, in order to gain technical information. These are not statutory stages and not listed in the Local Development Scheme, and may be held for a shorter consultation period and for a specific audience only (e.g. developers, agents and landowners to attain additional information only).
- 6.8 Further information on how to register to receive notifications of consultations and to respond online:
www.harborough.gov.uk/consultations.

Media

- 6.9 The Council will publicise planning consultations through media releases. These will include details of where consultation documents can be viewed, and how to take part in the consultation.
- 6.10 The Council will issue press releases to local media (widely) and publications on our distribution list in addition to the publication of statutory notices to advertise statutory consultation stages. The Council will use twitter (@HarboroughDC) to further publicise planning consultations and provide links from the Council's Facebook page, with links to the relevant information on our website. In addition, planning consultations will be publicised in the Council's newsletter/s for both businesses and residents and broadcasts on the local radio may also be used.

Parish Councils and Parish Meetings

- 6.11 Parish Councils and Parish Meetings are the democratically elected bodies representing local communities. The Parish Clerk will be the first point of contact in most instances. More information on Parish Councils and Parish Meetings is available here:
<http://www.leicestershireparishcouncils.org/harborough/>.
- 6.12 Parish Councils and Parish Meetings will be notified four weeks prior to a statutory consultation to enable sufficient time for

meetings to be arranged to fit in with the consultation timetable. All planning documents and supporting information will be provided electronically. A hard copy of each document will be provided to those Parish Councils that have a permanent Office, open to the public, to enable the public to view documents. Additional hard copies will only be provided in exceptional circumstances, and then at a maximum of 1 per Parish Council or Parish Meeting.

7. How to engage with the planning process

How to comment

- 7.1 With all consultations, it will be made clear what points we request comments on, to assist in responding to consultations. Full details of how to respond, the consultation period and all appropriate contact details will be made available as part of all notifications about individual consultations.
- 7.2 Comments should be submitted on the Strategic Planning Consultation portal, available through the Council's website (www.harborough.gov.uk). Comments received may also be published on the consultation portal, enabling others to view existing responses. All users must register to make comments through the consultation portal, and will then receive notifications of future consultations.

How we will respond to comments

- 7.3 The Council will acknowledge all representations received (whether online or in hard copy form) and will prepare a summary of representations, an analysis of the issues raised and a collective response to them for each consultation. A report will be made available on the website for each statutory consultation held. All comments received as part of a development plan document submission consultation (a statutory consultation stage) will be forwarded to the Inspector for consideration prior to an examination in public.

- 7.4 Consultations can influence the decisions taken by councillors, either with regard to the direction of planning policy documents, or a planning committee decision. However, for all planning decisions, both for plans and planning applications, community consultation is only one consideration, and the responses presented will be taken into account alongside other material considerations (such as national planning policy and guidance).
- 7.5 All registered contacts on the Strategic Planning consultation portal will be notified post consultation of future updates on planning documents and of relevant Council decisions.

Planning Aid

- 7.6 Planning Aid is a charitable organisation providing a national network of volunteers who give free, independent and professional advice and support to individuals and groups who cannot afford a planning consultant. They may be used to give help and advice to communities wishing to put forward their views at the start of the planning process or to respond to particular proposals. The contact details for Planning Aid are as follows: Planning Aid Service 0203 206 1880 info@planningaid.rtpi.org.uk.

8 Sustainability Appraisals

- 8.1 A sustainability appraisal assesses the social, economic and environmental impact of policies and procedures proposed as part of any development plan document. The process of sustainability appraisal is integrated into the preparation of a development plan document, but produces separate reports appraising the sustainable performance of the Plan, and how it can be improved.
- 8.2 Sustainability Appraisal reports will be made available in tandem with Local Plan consultation documents at each statutory stage of Local Plan process in accordance with the Environmental Assessment of Plans and Programmes Regulations 2004. Further focussed consultation on Sustainability Appraisal reports may also

be undertaken with statutory consultees at other stages of the sustainability appraisal process.

9 Planning Applications

9.1 HDC determines around 1,800 planning applications each year, ranging from householder extensions to major new residential, retail or office developments. As part of the process to determine these applications, it is important that the community and other stakeholders have the opportunity to get involved, to help shape the areas where they live, work and spend their leisure time. Effective consultation forms one of a number of material considerations in the processing of planning applications.

9.2 Planning legislation sets out the requirements for publicising and consulting the community and stakeholders on planning applications. The Council will approach decision-taking in a positive way and work proactively with applicants to seek solutions, in accordance with paragraph 186 and 187 of the National Planning Policy Framework.

The Pre-application Stage

- Community Involvement by the Developer

9.3 Pre-application engagement with the community is encouraged where it will add value to the process and the outcome. It is mandatory to carry out pre-application consultation with the local community for some particular types and scales of development e.g. planning applications for wind turbine development, and encouraged for all major residential, employment and mixed use schemes. This may take a variety of forms such as local exhibitions, public meetings, circulation of leaflets or the creation of a well-publicised dedicated website, including a facility to make comments. In every case, the Council would encourage the preparation of a consultation plan by the developer, in liaison with Council officers. This should outline the types of consultation to be used and outline how elected Councillors will be involved.

- Pre-Application Discussions with the Council

9.4 We encourage prospective applicants to seek our views on development proposals before they submit an application. While any views we express will not bind the Council in its subsequent decision on any planning application, these pre-application discussions help to identify key issues, and help to ensure that the application closely accords with our planning policies. We usually charge a fee for pre-application advice. More detailed information on the pre-application process is available on our website (www.harborough.gov.uk).

The Planning Application Stage

9.5 Once a planning application has been received and validated by the Development Management team, a process of publicity and consultation is undertaken to ensure that stakeholders and the community have the opportunity to have their say on the proposed development.

9.6 The statutory requirements for publicity in relation to ‘how’ the Council must consult on planning applications are set out in various planning orders and acts, primarily the Town and Country Planning (Development Management Procedure Order) (England) (2010) (DMPO). These require applications to be publicised by way of neighbour notification letter, a notice in a local newspaper, or a site notice. In addition, Parish Councils and Council Members are consulted on all applications where there is existing consultation, as Table 1 below, and all applications are publicised on the weekly list and on the Council’s website. As illustrated in Table 1 below, different types of application require different methods of publicity.

Table 1: Publicity on planning and ‘other’ applications

Type of application	Consultation
For applications accompanied by an Environmental Statement, proposals that depart from the	Site Notice; Newspaper advertisement

local plan or development that affects a public right of way to which Part III of the Wildlife and Countryside Act 1981 applies:	
Major development (10 or more dwellings, 1,000 sq m of floorspace or 0.5 hectares site area)	Neighbour notification and/or Site Notice; Newspaper advertisement
Development affecting a setting of a Listed Building:	Site Notice; Newspaper advertisement
Development affecting the character or appearance of a conservation area:	Site Notice; Newspaper advertisement
Other full, outline and householder development:	Neighbour notification; and / or Site Notice;
Lawful development certificates (existing)	Neighbour notification where required
Lawful development certificates (proposed)	Neighbour notification where required
Advertisement consent applications	None
Prior notification applications	Neighbour notification and / or site notice
Hedgerow removal notices	None
Tree Preservation Orders (TPOs) / works to trees protected by TPOs	Site Notice when works are to fell / notify landowners when proposal is to serve a TPO
Works to trees in a Conservation Area	None

Discharge of conditions	None
Minor or non-material amendments to approved schemes	None

9.7 The time period for making comments will be set out in the publicity accompanying the planning application. As advised by Planning Practice Guidance this will be not less than 21 days, or 14 days where a notice is published in a newspaper. Once the consultation period has concluded a decision may be taken on a planning application. To ensure comments are taken in to account it is important to make comments before the statutory deadline. Comments received after the deadline may be considered if a decision has not been taken but this cannot be guaranteed.

9.8 Where an application has been amended the case officer will decide whether any or further consultation is necessary. In deciding whether this is necessary the following considerations may be relevant:

- were objections or reservations raised in the original consultation stage substantial and enough to justify further publicity?
- are the proposed changes significant?
- did earlier views cover the issues raised by the proposed changes?
- are the issues raised by the proposed changes likely to be of concern to parties not previously notified?

If it is decided that re-consultation is necessary, a timeframe will be set for responses of usually no more than 14 days balancing the need for consultees to be given time to consider the issue that is being re-consulted upon and respond against the need for efficient decision making.

- 9.9 All planning applications can be viewed online through the Council's Public Access system. Alternatively, interested parties can view an electronic copy of a planning application by coming into the Council's Offices.
- 9.10 We encourage people to respond online through the Public Access system. This allows us to process comments more efficiently. Alternatively, comments can be submitted by email or post. All comments must be made in writing and contain the name and address of the author. We cannot consider anonymous comments. This is to prevent a person submitting multiple submissions in favour or against the proposal.
- 9.11 All comments received are public documents and will be made available to view online through the Public Access system. They cannot be kept confidential, although personal information (signatures, email addresses and phone numbers) is removed prior to publication.
- 9.12 All written representations received on all applications are summarised in the report on the application and are considered before a decision is made. Officers determine approximately 90% of planning applications under "delegated powers". The other 10% of applications are determined by the Planning Committee, made up of elected councillors, in accordance with the Scheme of Delegation².
- 9.13 Planning Committee meetings are held on the first Tuesday of every month (unless otherwise stated). These meetings are open to the public and a representative of the Parish Council, objectors, the applicant and any supporters can address the Planning Committee in accordance with the Council's arrangements for speaking at Planning Committee. Further information is available at www.harborough.gov.uk.
- 9.14 When an application is due to be presented to Planning Committee, the Council will notify all known objectors and supporters of the proposal of the date and time of the relevant

² http://www.harborough.gov.uk/info/200074/planning/275/apply_for_planning_permission/2#decision

Planning Committee as much as it reasonably can, and/or make provision for such information to be available, for example through its website and online planning service.

- 9.15 All Planning Committee meetings are recorded electronically. After each Planning Committee the minutes of the meeting, together with the oral recording, are made available to view/listen on the Council's website.
- 9.16 Once a decision is made, either at Planning Committee or through the officer scheme of delegation, the decision notice is placed on the Council's website. When an application is still pending due to outstanding legal matters following a decision, the decision notice will be made available once the legal matters are concluded. The Council also has a complaints procedure for handling complaints regarding our standards of service and the process of handling applications.

Appeals

- 9.17 An appeal may be submitted to the Planning Inspectorate by an applicant when permission has been refused, where it has been permitted with conditions which the applicant considers to be unreasonable or where the application has not been determined within the appropriate time limit. Applications for costs may be submitted as part of an appeal where an applicant considers the Council have not followed due process in determining the application.
- 9.18 If an appeal is made, the Council will publicise the appeal as advised by the Planning Inspectorate. Any further comments made at this time should be sent directly to the Planning Inspectorate (not the Council) for their consideration. The Council will forward on all representations received on each application to the Planning Inspectorate.
- 9.19 For appeals that are decided through an informal hearing or public inquiry, interested parties are usually given the opportunity to appear before the Inspector. The Planning Inspectorate will consider the evidence and decide whether the Council's decision

was correct. The Inspector's decision is binding on all parties, although it can be challenged on a point of law in the High Court.

9.20 When an appeal decision is received by the Council, we will publish the decision on our website.

10 Review and Monitoring

10.1 The Council will monitor the effectiveness of this Statement of Community Involvement regularly. The Annual Monitoring Report (AMR) will be presented to the Executive Committee and provide an annual update of consultations undertaken over the past 12 months, including number of respondents for each.

10.2 The Council will also monitor the level of responses received as part of a consultation. The number of responses, together with the representativeness of respondents will be monitored, through the use of an equalities survey via the consultation portal, to ensure the Council is engaging in suitably effective consultation.

10.3 The monitoring data collected will be used to periodically review this Statement of Community Involvement. The data will be used to enhance the reach of the Strategic Planning Consultation Portal and reflect on the use of the Portal, with a focus on improving the representativeness of register users and respondents. If required the use of different methods of consultation may be employed for particular policy issues or groups.

11 Further information

11.1 For all enquiries please contact a member of the strategic planning team on 01858 821160 or at planningpolicy@harborough.gov.uk.

Appendix A

Consultation bodies for Plan Making

Specific consultees

The following consultees must be consulted where it is considered they may have an interest in the subject of the planning document:

- The Coal Authority;
- Leicestershire County Council;
- The Marine Management Organisation;
- Adjoining Local Planning Authorities: Blaby District Council, Charnwood District Council, Oadby and Wigston Borough Council, Hinckley and Bosworth Borough Council, Melton Borough Council, Leicester City Council, Rutland County Council, Kettering Borough Council and Daventry District Council;
- The Environment Agency;
- Highways Agency;
- The Historic Buildings and Monuments Commission for England (English Heritage);
- Natural England;
- Electronic communications companies and those who own or control apparatus in Harborough;
- Relevant gas and electricity companies;
- Severn Trent Water;
- Anglian Water
- Homes and Communities Agency;
- Leicestershire Constabulary; and
- Office of Rail Regulators

General consultees

The following consultees will be consulted on relevant planning documents:

- Voluntary bodies whose activities benefit any part of the district; (e.g. The Woodland Trust)

- Bodies which represent the interests of different racial, ethnic, or national groups in the district;
- Bodies which represent the interests of different religious groups in the district;
- Bodies which represent the interests of disabled people in the district; and
- Bodies which represent the interests of persons carrying on business in the city (e.g. the Chamber of Commerce and the Leicester and Leicestershire Enterprise Partnership (LLEP))
- Parish and Town Councils and Parish Meetings

Government Departments

The following Government Departments will be consulted where appropriate:

- Home Office;
- Department for Communities and Local Government;
- Department for Education;
- Department for Environment, Food and Rural Affairs;
- Department for Transport;
- Department for Business Innovation and Skills;
- Department of Health;
- Ministry of Defence;
- Department of Work and Pensions;
- Ministry of Justice; and
- Department for Culture, Media and Sport

Consultees on applications for planning permission and heritage applications

Statutory planning application consultees are set out in the National Planning Practice Guidance [here](#), and those relevant to the district listed below.

- The Health and Safety Executive;
- The Department for the Environment, Transport and the Regions;
- The relevant railway network operator;

- The Local Highway Authority;
- Highways Agency
- The Coal Authority;
- The Environment Agency;
- The Historic Buildings and Monuments Commission for England (English Heritage);
- Natural England;
- The Theatres Trust;
- Secretary of State for Environment, Food and Rural Affairs;
- Sport England;
- Canal and River Trust;
- Parish and Town Councils and Parish Meetings
- Leicestershire County Council Ecology
- Leicestershire County Council Archaeology
- The relevant Water Authority

Appendix B: Glossary

AMR - Annual Monitoring Report

The Annual Monitoring Report will monitor and assess the implementation of the Local Development Scheme and whether Local Plan Policies are being achieved. The AMR will review plan progress against targets and milestones and seek reasons if they are not being met. The Sustainability Appraisal will have specific monitoring requirements and will be useful in developing AMR contextual indicators.

CIL – Community Infrastructure Levy

A charge which aims to ensure that costs incurred in providing infrastructure to support the development of an area are partly met by land owners who have benefited from the increase in land value when planning permission is granted.

Development Plan

A document, or set of documents, that sets out the Council's policies and proposals for the development and use of land in the District. The Development Plan is subject to an Examination in Public by a Government appointed Planning Inspector. All future planning decisions are then to be made in accordance with the development plan, unless material considerations indicate otherwise.

DPD - Development Plan Documents

These documents will be statutory documents and subject to an Examination in Public by a Government appointed Planning Inspector. The recommendations of the examination Inspector will be binding. They will undergo rigorous procedures of community involvement and consultation and once adopted, form part of the development plan for Harborough.

Evidence Base

The information and data gathered by local authorities, including physical, economic, and social characteristics of an area. This information is used to inform the preparation of development plan documents and other planning policies.

HMA – Housing Market Area

The Housing Market Area is defined by different factors such as migration and travel to work patterns, and variations in house prices and geographically based on areas defined by household demand and preferences for housing. The Leicester and Leicestershire HMA is the administrative area covered by Leicester City Council and the District and Borough Councils in Leicestershire (Harborough District Council, Blaby District Council, Hinckley & Bosworth Borough Council, North West Leicestershire District Council, Charnwood Borough Council, Melton Borough Council and Oadby & Wigston Borough Council).

LDS - Local Development Scheme

The Local Development Scheme will set out the timetable, targets and milestones for the preparation of development plan documents (such as the Local Plan).

NDP – Neighbourhood Development Plans

Neighbourhood planning gives communities direct power to develop a shared vision for their neighbourhood and shape the development and growth of their local area through development of a Neighbourhood Plan. Neighbourhood planning provides a powerful set of tools for local people to ensure that they get the right types of development for their community where the ambition of the neighbourhood is aligned with the strategic needs and priorities of the wider local area.

SA - Sustainability Appraisal

The Sustainability Appraisal assesses the social, economic and environmental impacts of the policies and proposals of the Local Plan. It is an iterative process that will commence from the outset of document preparation.

SCI - Statement of Community Involvement

The Statement of Community Involvement is the local authority's strategy on community and stakeholder consultations on the Local Plan and planning applications.

SPD - Supplementary Planning Documents

Supplementary planning documents will elaborate on policies and proposals in Development Plan Documents. They will not have development plan status. They will be considered as a material planning consideration and their weight will be reflected by their status. Supplementary Planning Documents are likely to take the form of design guides, development briefs and issue or thematic based documents.

Stakeholder

Stakeholders are an authority, organisation or business that has an interest in planning in the District (e.g. government department or agency).

Statutory Consultation

Consultation period in preparing a Local Plan as defined in Regulation 18 and 19 of The Town and Country Planning (Local Planning) (England) Regulations 2012. More information is available here: <http://www.legislation.gov.uk/uksi/2012/767/regulation/18/made>