

Borough of Oadby & Wigston

Local Development Framework Statement of Community Involvement

Adopted March 2006

Oadby and Wigston Borough Council

Tel: 0116 288 8961, Fax: 0116 288 7828
Email: forwardplans@oadby-wigston.gov.uk

Oadby & Wigston Borough Council
Council Offices, Station Road Wigston, Leicestershire LE18 2DR

Borough of Oadby & Wigston



Statement of Community Involvement

Local Development Framework

Adopted March 2006





Our Vision for Community Involvement



Oadby & Wigston Borough Council will ensure that everyone is able to shape the future of the Borough through active and meaningful engagement. We will help all sectors of the community to inspire plan making and gain ownership of planning decisions by providing a wide range of opportunities for timely and continuous involvement in the planning framework.

Getting involved in planning in Oadby and Wigston is very important for everyone. It means that everybody has an opportunity to influence the future of the Borough and have a say about what they like or don't like about the area and how they would like to see things change. The framework in this statement tries to set out imaginative ways of engaging the whole community so that this really is the case.

When preparing the documents for the Local Development Framework, the Borough Council must set out how the community has been involved, what issues were raised and how those issues were dealt with. We cannot adopt any of our planning documents unless we do this, and besides, we believe it is vital to involve the residents and stakeholders of the Borough if our planning process is to work efficiently and effectively.

The Envision banner will be used for all Local Development Framework (LDF) consultation. Look out for the distinctive logo as wherever it is shown it will indicate an opportunity for people to have their say. Envision will be a continuous process running alongside the preparation of the LDF and we will be using consultation techniques such as displays and roadshows, policy development workshops and public meetings.

Councillor John Boyce
Leader of the Borough Council



Contents

Our Vision for Community Involvement	02
Introduction	04
The Planning System	04
What will we be consulting you on?	06
The Statement of Community Involvement	06
Development Plan Documents (DPDs), Supplementary Planning Documents (SPDs) and Sustainability Appraisal	07
How you have already been involved?	09
Involvement through other Plans and Strategies	10
Involving Our Community	12
Involving Councillors	22
Advertising and Viewing Finalised Documents	22
Making Representations, Feedback and Monitoring	22
Consultation on Planning Applications	23
Resources	27
Planning Aid	28
Appendix 1. Statutory Requirements for community involvement in the Local Development Framework and Sustainability Appraisal	29
Appendix 2. Statutory Requirements for community involvement in the consideration and determination of Proposals for Development	31
Appendix 3. Consultation Methods	32
Appendix 4. List of Consultees	37
Appendix 5. Notes associated with figure 2 and 3	39
Appendix 6. Glossary of Terms	41
Appendix 7. Contacts	43

Oadby and Wigston Borough Council's easy guide to Forward Planning:

The Statement of Community Involvement tells you:

- How we will involve the public and stakeholders in the Local Development Framework (LDF)
- The main stages and opportunities for involvement
- The consultation methods we will use
- How the Statement of Community Involvement (SCI) links to other community involvement initiatives





1 Introduction

- 1.1 The Borough Council is committed to building a strong, empowered and active community to achieve high quality planning and development.
- 1.2 It is intended that this Statement of Community Involvement will allow all local people, businesses and stakeholders to become fully engaged in the planning process in order that the planning framework can be a positive tool in shaping the future growth and improvement of the Borough.
- 1.3 The Statement of Community Involvement will ensure that consultation and participation takes place in a timely manner and that a range of involvement techniques are in place to allow people to have a real influence over planning in the Borough.

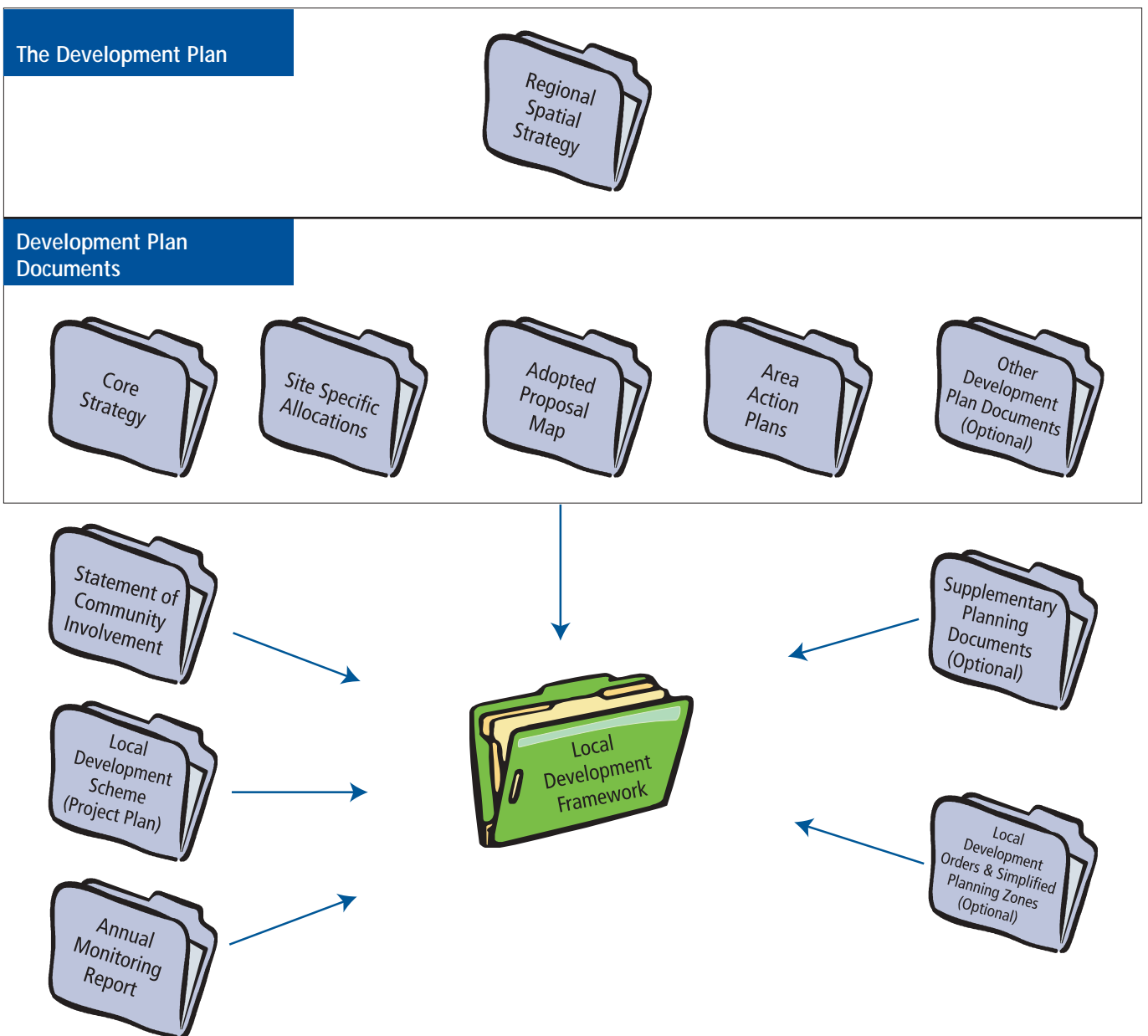
2 The Planning System

- 2.1 The planning system in England must be delivered in accordance with the provisions of the Planning and Compulsory Purchase Act 2004.
- 2.2 Oadby & Wigston Borough Council is required to prepare a set of documents, collectively called a Local Development Framework (LDF), in which are contained the planning policies and proposals for the Borough. These policies and proposals are used to allocate land for development and for the determination of planning applications.
- 2.3 The Local Development Framework comprises the following documents:
 - Statement of Community Involvement (SCI)
 - Local Development Scheme (LDS) – A public Statement of the Borough Council's programme for the production of Local Development Documents and the Statement of Community Involvement, setting out a timetable for the production of each, including the key consultation events. The LDS is not subject to public consultation
 - Local Development Documents (LDDs) comprising:
 - Development Plan Documents (DPDs):
 - Core Strategy setting out the vision, objectives and strategy for the spatial development of the area
 - Site Specific Documents eg allocations of land and policies for housing and employment development
 - Area Action Plans concentrating on specific areas where significant development is expected
 - Proposals Map showing policies and proposals contained in other DPD's on an OS base
 - Other Documents eg Development Control Policies setting out criteria to guide decisions on planning applications
 - Supplementary Planning Documents (SPDs) which support the policies and proposals in the DPDs
 - Sustainability Appraisal to ensure that the LDDs take account of sustainability issues through their preparation and implementation
 - Annual Monitoring Report to show the progress that the Borough Council is making towards achieving the programme contained in the LDS and how objectives within individual LDDs are being achieved. In addition general monitoring information and data relating to the Borough can be included.



Figure 1: The Development Plan

The Development Plan diagram shows how all the different documents relate.





3 What will we be consulting you on?

- 3.1 The Local Development Scheme for Oadby and Wigston establishes the programme for the preparation of, and consultation on, all the components of the Local Development Framework.
- 3.2 In summary, the following documents will be the subject of public consultation during the preparation of the Local Development Framework:

Statement of Community Involvement	Development Plan Documents (DPDs)	Supplementary Planning Documents (SPDs)
	Core Strategy	Residential Areas
	Housing and Employment Allocations	Renewable Energy Technology & Energy Efficiency
	Development Control	Guidelines for New Development
	Proposals Map	Supplementary Planning Document
	Sustainability Appraisal	

Note: This is subject to amendment through review of the Local Development Scheme

4 The Statement of Community Involvement (SCI)

- 4.1 This sets out the Borough Council's approach to involving and consulting local people and stakeholders in the planning process, more specifically the preparation of the various components of the Local Development Framework and in making development control decisions on planning applications.
- 4.2 The Statement of Community Involvement includes:
- A vision and strategy for community involvement
 - The main stages and opportunities for involvement
 - Consultation methods which will be used to allow people to participate effectively
 - Which local community groups and other bodies will be consulted
 - Links to other community involvement initiatives
- 4.3 The consultation practices contained in the Statement of Community Involvement satisfy the statutory requirements. However, the Borough Council intend to exceed these requirements to ensure as wide and inclusive consultations that reflect local circumstances, the character and composition of the local community and the resources available. This will extend to those groups who have traditionally found it difficult to engage in the planning process. The stages in the preparation of the SCI are similar to those used for Development Plan Documents and are set out in section 5.



5 Development Plan Documents (DPDs)

- 5.1 The Core Strategy DPD will contain a vision for the future of the Borough, core policies, a monitoring and implementation framework and will identify broad locations for development. All other documents must conform with the Core Strategy.
- 5.2 The Housing and Employment Allocations DPD and Development Control DPD will contain specific strategies, policies and proposals, for example, the Housing and Employment Allocations DPD will identify the amount of new development required and the location of new housing and employment land. Land allocations will be identified on the Proposals Map DPD.
- 5.3 There are up to three formal stages of community involvement required for the preparation and adoption of Development Plan Documents and the Statement of Community Involvement, plus any informal community involvement process that may be undertaken to assist evidence gathering processes.

Preparation of Supplementary Planning Documents	
Pre-Production Informal Community Involvement	<p>1. Evidence Gathering and the Preparation of Preferred Options</p> <p>Background Research undertaken and used alongside issues and visioning consultation results to develop preferred options.</p> <p>A Sustainability Appraisal Scoping Report is prepared and consulted upon.</p>
Production First Formal Community Involvement	<p>2. Pre-Submission Consultation and Pre-Submission Public Participation</p> <p>Preferred Options or draft Statement of Community Involvement published for pre-submission consultation with relevant consultees and key stakeholders.</p> <p>This is followed by a six week period of public consultation (pre-submission public participation) on the Preferred Options and final Sustainability Appraisal Report. This will be supported by community involvement exercises. All information will be advertised and made available on the Borough Council's website.</p>
Production Second Formal Community Involvement	<p>3. Preparation and Submission</p> <p>Representations made will be taken into account and revised documents produced along with a Statement of Consultation. All relevant documents including the final Sustainability Appraisal report will be submitted to the Secretary of State, at which point a second six week consultation period will begin. Submitted documents will be advertised and made available on the Borough Council's website.</p>
Alternatives Third Formal Community Involvement	<p>4. Alternative Sites for Development</p> <p>Any representations received suggesting alternative sites for development at the submission consultation stage will be published for a six week period of consultation. These will be advertised and made available on the Borough Council's website.</p>
Examination	<p>5. Independent Examination and Adoption</p> <p>The Inspector will receive all representations and the Inspector's report will be binding. Once any changes have been made in accordance with the report, then the finalised document will be adopted by the Borough Council and incorporated into the Local Development Framework.</p>
	<p>6. Monitoring and Review</p> <p>Once adopted the document will be kept under review and where changes are required these will be proposed in the Local Development Scheme. Annual Monitoring Reports will be published and made available. Public consultation will take place on any changes.</p>
Note: The SCI is exempt from the Sustainability Appraisal process.	





Supplementary Planning Documents (SPDs)

- 5.4 These documents provide policy guidance and assist in the interpretation of policies contained in the Development Plan Documents. They do not contain policies and, therefore, only require one formal stage of public consultation and are not submitted to the Secretary of State for examination. Eventually, we plan to adopt SPD covering a wide range of issues including energy efficiency, renewable energy, residential development and play and open space.

Preparation of Supplementary Planning Documents	
Pre-Production Informal Community Involvement	<p>1. Evidence Gathering and Preparation of Draft</p> <p>Research undertaken and information used to prepare draft version of the SPD.</p> <p>A sustainability Appraisal Scoping Report is prepared and consulted upon.</p>
Production First Formal Community Involvement	<p>2. Public Participation on Draft Supplementary Planning Document</p> <p>The Draft SPD and final sustainability appraisal report will both be subject to a period of public participation of between four and six weeks. Documents will be advertised and made available on the Borough Council's website.</p>
Adoption	<p>3. Finalising and Adopting the Supplementary Planning Document</p> <p>Any representations or comments made during consultation will be taken into account and a revised document produced, along with a revised sustainability appraisal report and a statement of consultation. The SPD can then be brought forward for adoption into the Local Development Framework.</p>
	<p>4. Monitoring and Review</p> <p>Once adopted, the document will be kept under review and an Annual Monitoring Report will be published and made available.</p>

Sustainability Appraisal

- 5.5 All Local Development Documents will undergo a Sustainability Appraisal to establish how sustainable development will be achieved through the better integration of the economic, environmental and social considerations contained within individual DPDs and SPDs. Sustainability Appraisal must meet the requirements of the Strategic Environmental Assessment (SEA) Directive that requires environmental bodies to be consulted, including; English Heritage; English Nature; The Countryside Agency; and, The Environment Agency.
- 5.6 The Sustainability Appraisal will run alongside the preparation of the Local Development Framework and consultation on the Sustainability Appraisal will take place at the same time as consultation on the DPDs and SPDs as indicated in the above tables.



6 How you have already been involved?



6.1 The Borough Council has already involved the community in the evidence gathering stage of preparing the Local Development Framework under the Envision banner.

6.2 Two Visioning Seminars were held in 2003 to ascertain the aims and aspirations of local people. The first, on Thursday, 16 January was attended by Borough Councillors and the second, on Friday, 24 January involved a wide range of community interests such as employers, community groups, developers, service providers and retailers. Officers from the Borough Council were also involved in order to ensure linkages with other strategies and programmes.

6.3 The seminars consisted of a series of presentations from representatives of the various community interests which outlined the current aims of each sector, how they might change over the period to 2021, and what implications this might have on land use in the Borough. Delegates were also given the opportunity to participate in three workshops which allowed them to contribute towards creating a vision for the Borough's town centres, existing urban environments and the location of potential new development.

6.4 The Visioning Seminar was successful with speakers drawing attention to a range of important issues specific to their sectors and the workshops identified many common themes that contributed towards an overall land use vision for the Borough that was consulted on as part of the subsequent Issues Stage consultation.

6.5 The Issues Stage Consultation ran between 11 August and 31 October 2003 and was focused around nine 'Envision: Planning Our Future' Issues Papers which were sent to approximately 150 individuals and organisations, including Councillors, Government Departments, Statutory Bodies, Environment Interests and Transport Providers. In addition, approximately 450 letters were sent to a wide variety of clubs, societies and other organisations notifying them of the publication of the Issues Papers. Other consultation methods included:

- Staffed Roadshows – consisting of display boards and an opportunity to talk over issues with Planning Officers in busy locations
- Exhibitions - consisting of three eye catching display boards
- Posters - displayed in various locations around the Borough
- Publicity Leaflets and Questionnaire Collection Boxes - distributed widely to public buildings
- Launch Event and Press Releases – for the local media
- Radio Interview – on BBC Radio Leicester
- Website – Issues Papers were available in PDF format with an on line response form
- Attendance of Planning Officers at meetings and forums including:
 - Senior Citizens Forum
 - Access Group
 - Asian Women's Group
 - South Wigston Traders Association
 - Year 8 pupils at Manor High School
 - Council for the Protection of Rural England
 - Anan Group





6.6 The Borough Council received about 400 official responses to the Issues Stage Consultation. The comments received consisted of essential background information to inform the preparation of Development Plan Documents and Supplementary Planning Documents. In summary, the top 6 priorities that the local community want to see addressed through the Local Development Framework are:

- Mixed use development and the provision of a range and mix of services and facilities
- An efficient transport infrastructure and high quality public transport services
- Sustainable development
- A vibrant local economy and opportunities for economic growth
- Good design
- The efficient use of land

7 Involvement through other Plans and Strategies



Launch of 'Envision: Planning our Future'

7.1 The Local Development Framework is not a stand alone set of land-use planning documents but is linked to other plans and strategies to give a holistic approach to planning called a 'spatial approach'. Local Development Documents will be devised in accordance with guidance from the national, regional, sub-regional and local levels including those that govern the environment, health, education, culture, communities, crime and transport.

7.2 The Integrated Regional Strategy (IRS) is the overarching framework for all plans and strategies produced in the East Midlands and aims to ensure that the region develops in a sustainable manner. The Local Development Framework and particularly the Sustainability Appraisal of individual Development Plan Documents will take close account of the IRS.

7.3 The Regional Spatial Strategy and the adopted Leicestershire, Leicester and Rutland Structure Plan provide regional and sub regional guidance relating to the conservation of resources and the environment and the type, amount and distribution of development to be accommodated in Oadby and Wigston. Further information on how these plans and strategies link together can be found in the Local Development Scheme.

7.4 Three particularly important documents at the local level that relate to the Local Development Framework are Local Agenda 21 Strategy 'Our World - Our Future', the Oadby and Wigston Community Plan and the South Wigston Regeneration Masterplan.



**Our World - Our Future 2000-2005: A Strategy for Sustainable Development in
Oadby, Wigston and South Wigston**

A framework for global action called Agenda 21 was first agreed in 1992 at the first UN Earth Summit. It identified how government will need to develop ways of pursuing sustainable development. 'Our World – Our Future' is Oadby & Wigston Borough Council's commitment to sustainable development. The Strategy was completed after undertaking extensive consultation using questionnaires, focus groups and schools competitions.

The preparation of the strategy highlighted three priority areas which are based on the Council's priorities:

- Crime Prevention and Community Safety
- Conservation of Green Spaces and Wildlife
- Pollution

These priorities are encompassed in the Community Plan and will be reflected within the Local Development Framework.

- 7.5 The LDF must ensure that it contributes towards the Borough Council's commitment to sustainable development, as outlined in 'Our World – Our Future.'

The Community Plan and the Oadby & Wigston Local Strategic Partnership

Under the Local Government Act 2000, all local authorities have a duty to prepare a Community Strategy for promoting the economic, social and environmental well-being of their areas, and contributing to achieving sustainable development in the UK. The community strategy for Oadby & Wigston is called the Community Plan and was adopted in 2004.

The development of the Community Plan was led and is overseen by the Oadby & Wigston Local Strategic Partnership (LSP), which is a body made up of members representing all key service providers in the community within the Borough. This partnership is a key means to tackling multi-faceted problems and improving service delivery that cannot be solved by one agency or sector alone.

Through widespread consultation with local people and stakeholders, several priority themes were highlighted and an action plan put in place to address those priorities, which encompass those devised in 'Our World – Our Future'. The priority themes are:

- Learning and Employment
- Transport and Environment
- Culture and Leisure
- Crime and Disorder
- Community
- Health

- 7.6 Since one aim of the Local Development Framework is to implement the spatial elements of the Community Plan, it is vital that they share common goals and aspirations. It is intended that the Oadby & Wigston Local Strategic Partnership (LSP), which meets regularly to progress the targets and goals established under the priority themes, will provide an important link between the Community Plan and the LDF.





The South Wigston Regeneration Masterplan

In July 2003 a Regeneration Masterplan for South Wigston was published which, based on community consultation and detailed technical evidence, contains ways forward and a series of action plans for the area. The Masterplan is intended to fulfil an important role in the following areas:

- Creating a framework for the future regeneration of South Wigston
- Informing the development and direction of the Local Strategic Partnership and its Community Plan
- Informing policy directions and resource allocations (primarily local, sub-regional and regional)
- Providing some background analysis to the Local Development Framework

- 7.7 The Action Plans produced in the Masterplan cover a wide variety of issues. Those that relate to spatial issues will be implemented through the LDF.
- 7.8 Other documents published at the local level that will help direct the LDF include the Biodiversity Action Plan and the Crime and Disorder Reduction Strategy. In addition, we must take into account regional and national plans, strategies and guidelines.

8 Involving Our Community



South Wigston Town Centre

- 8.1 Our community includes all those who live, work and operate in the Borough. It is made up of local residents and a vast array of stakeholders, businesses and organisations. We will be seeking involvement as widely as possible on each Local Development Framework document, with the intention that we have representations from a broad range of the community. The Borough Council has signed up to the Oadby and Wigston Compact, which is an agreement between local Government, the voluntary and community sector and other local bodies of the Borough, all of those participating in the Compact will be consulted upon during the Local Development Framework process. Census data shows that there are above average numbers of young people, older people and minority and ethnic groups in the Borough, all of whom are included in traditional 'hard-to-reach' groups. We will select appropriate

consultation methods to target these groups. We must also reach businesses, service providers, community groups, plus health, leisure, access and education representatives, amongst others.



8.2 For the purposes of the Statement of Community Involvement we have broken our community into the following categories:

<p>Local Communities and Community Organisations</p> <ul style="list-style-type: none"> • Local residents and the General Public • Services for the Elderly • Services for the Disabled or those with Special Needs • Youth Organisations • Racial, Ethnic, National, Religious and Minority Groups Representatives and Interests • Women's Groups • Other Voluntary Bodies/Charities • Countryside/ Rural Organisations • Environmental Protection and Conservation Organisations • Sport and Leisure Organisations
<p>Service Providers</p> <ul style="list-style-type: none"> • Government Organisations • Health Organisations • Telecommunication Groups • Transport Undertakings and Interests • Service Providers and Conservation Bodies • Emergency Services • Postal Services • Libraries
<p>Landowners and Development Interests</p> <ul style="list-style-type: none"> • Major Land Owners • Housing Providers and Organisations • Planning Consultancies • Architecture, Design and Heritage Interests
<p>Business Sector</p> <ul style="list-style-type: none"> • Business and Economic Development Organisations • Retailers • Media Organisations

8.3 As a companion guide to the SCI we have published a list of the types of community groups that fit within each category. This will be kept up to date by sending out database update forms at every consultation stage and the use of the gazetteer update system which is integrated into the Local Development Framework database. The Companion Document will be kept updated on our website and a new paper copy published annually. Appendix 4 provides examples of the various groups and organisations that, in addition to the general public, will be consulted by the Council during the preparation of the Local Development Framework and in considering development proposals at pre-planning application and application stages.

8.4 Guidance on preparing Local Development Documents places considerable emphasis on early community input on planning policy. This is referred to as 'front loading'. It is intended that this approach will allow a general consensus of opinion to be gained amongst the community which will allow for the adoption of a sound plan that can be implemented effectively.





8.5 We plan to use a wide variety of methods to allow the involvement of the whole community which will meet and exceed the statutory requirements. The Statutory Requirements for both the LDF and the consideration and determination of proposals for development are listed in Appendix 1 and 2. Each approach to involvement will take one of three forms:

- **Information** – this will include the provision of information, for example, through the publication of leaflets, posters or newspaper articles
- **Consultation** – this will allow the community to make a response to the Borough Council, either via the internet, or by picking up a questionnaire at an exhibition
- **Participation** – this will allow the community to interact with planning officers, either at meetings, workshops or roadshows



Public Involvement in Planning

8.6 These methods will allow people to become involved at the level at which they feel most comfortable and at which their involvement will have the greatest impact, whether this be attending meetings, publicity events or from their own home or office.

8.7 Figure 2 draws together the various methods of involvement that we plan to use at various stages in the preparation of the Local Development Framework. The table covers the following issues:

- **How you can be involved** – sets out the various methods of involvement that we will use during the preparation of the LDF
- **This is useful for** – sets how it is anticipated that both the community and Borough Council will benefit from the various methods of involvement
- **Documents it may be appropriate for** – sets out the documents that we plan to use the particular method of involvement for (This relates to section 3)
- **At what stage in the process** – sets out the particular stage in the production of the LDF that we will use the particular method of involvement (This relates to Paragraph 5.3 and 5.4)
- **For which sectors of the community** – sets out the sectors of the community for which the particular method of involvement is considered most appropriate (This relates to Paragraph 8.2)
- **Things we need to consider** – identifies the issues that the Borough Council will need to take into account when carrying out each method of involvement
- **Resource intensity** – provides guidance as to the likely costs of each method of involvement (This relates to Section 13)



Statement of Community Involvement

Part of the Oadby and Wigston Local Development Framework

Figure 2: How we will seek to involve you in the production of the Local Development Framework

A. How you can be involved	B. This is useful for	C. Documents it may be appropriate for (See paragraph 3.1)	D. At what stage in the process (See paragraph 5.3 & 5.4)	E. For which sectors of community (Paragraph 8.2)	F. Things we need to consider	G. Resources intensity, net of staff time (See section 13)
<p>Preparing and Publishing Documents and making available. Including all Local Development Framework (LDF) documents and associated material.</p>	<p>Published documents will comprise the focus for community engagement. They can make a major contribution to maximising awareness, focussing consultation and ensuring accessibility for all, including hard to reach groups.</p> <p>Meeting and exceeding minimum statutory requirements for availability, consultation and participation.</p> <p>Raising awareness, summarising the Local Development Framework (LDF) documents and providing information and advice on getting involved to allow everyone the opportunity to comment.</p> <p>Setting out and summarising priorities, options, policies and proposals etc information on gaining access to the relevant documentation and how and when to respond.</p> <p>Making documents available for inspection, purchase or loan and, where requested, in alternative formats eg Braille, large print, different languages. Links to language line will be used to aid interpretation and explanation. It is intended to make consultation documents available free of charge, but a charge will be made for hard copies of adopted documents. All documents are available free of charge on the internet.</p> <p>Documents will be available for inspection at Oadby and Wigston Council Offices, local libraries and Helping Hands Community Trusts.</p>	<p>All DPD's, SPD's, SCI and SA</p>	<p><u>Development Plan Documents (DPD's)</u> Pre-Production Production Submission Alternative</p> <p><u>Supplementary Planning Documents (SPD's)</u> Pre-Production Production</p> <p><u>Statement of Community Involvement (SCI)</u> Pre-Production Production Submission</p> <p><u>Sustainability Appraisal (SA)</u> Pre-Production Production Submission</p>	<p>Specific Consultation Bodies</p> <p>GOEM and relevant Government Departments</p> <p>Relevant Other Consultees</p> <p>General Public</p>	<p>It will be necessary to ensure documents are prepared in a clear and readily understandable form, for all members of the community. Decisions will need to be made on charges to apply where applicable. Administration of loan system may pose some difficulties and extra demands on staff time.</p> <p>Essential to make readily available at a variety of public and other buildings, accessible to all and at times and days convenient to all sectors of the community, including at Borough Council Offices, to meet the minimum statutory requirements. Will need to be forwarded with consultation letters to consultees to meet the minimum statutory requirements and others eg key interest groups.</p>	<p>Medium/High: The cost of producing and distributing documents can be substantial as can the staff demands of administration, answering questions and dealing with responses</p>

N.B. For Notes relating to this table please refer to Appendix 5





A. How you can be involved	B. This is useful for	C. Documents it may be appropriate for (See paragraph 3.1)	D. At what stage in the process (See paragraph 5.3 & 5.4)	E. For which sectors of community (Paragraph 8.2)	F. Things we need to consider	G. Resources intensity, net of staff time (See section 13)
<p>Media Newspapers, Including the Council's local newspaper 'Letterbox', radio, TV and media related to other organisations e.g. University of Leicester</p> <p>Information</p>	<p>Will help raise levels of awareness and provide information about the arrangements for involvement and progress made. Can reach a wide audience within the community to maximise accessibility, including hard to reach groups.</p> <p>Advertising to publicise the consultation to meet minimum statutory requirements for Local Development Framework (LDF) documents.</p> <p>Publicising launch and other events, consultation/participation arrangements, through media and press releases/briefings.</p>	<p>All DPD's, SPD's, SCI and SA</p>	<p><u>Development Plan Documents</u> (DPD's) Pre-Production Production Submission Alternative <u>Supplementary Planning Documents</u> (SPD's) Pre-Production Production <u>Statement of Community Involvement (SCI)</u> Pre-Production Production Submission <u>Sustainability Appraisal (SA)</u> Production Submission</p>	<p>Relevant Other Consultees General Public</p>	<p>Degree of success can be dependent upon the medias response to releases and briefings. In this regard it will be important to ensure information is both interesting and relevant and made available within appropriate time frames for publication or broadcast.</p>	<p>Medium: While articles and broadcasts in response to media releases would be free, advertising in other than the Council's newspaper could be expensive.</p>
<p>Audio Tapes and Discs for loan or purchase</p> <p>Information</p>	<p>Audio formats can help maximise awareness and provide information in a consumer friendly manner, which can be readily understood. Consideration to their use will be given where it could make a significant contribution to reaching the wider community and maximising accessibility, including hard to reach groups and those with disabilities.</p> <p>Providing a summary or overview of LDF documents, consultation arrangements events etc.</p> <p>Can be made available for purchase or loan.</p>	<p>Core Strategy, Housing and Employment Allocations DPD, Development Control DPD and SA</p>	<p><u>Development Plan Documents</u> (DPD's) Production Submission <u>Sustainability Appraisal (SA)</u> Production Submission</p>	<p>Relevant Other Consultees General Public</p>	<p>May be time consuming and expensive to produce.</p> <p>Decisions will need to be made on charges to apply where applicable. Administration of loan system may pose some difficulties and extra demands on staff time. Usefulness limited by quantity produced and availability</p>	<p>Medium: Production costs could be significant.</p>

N.B. For Notes relating to this table please refer to Appendix 5



Statement of Community Involvement

Part of the Oadby and Wigston Local Development Framework

A. How you can be involved	B. This is useful for	C. Documents it may be appropriate for (See paragraph 3.1)	D. At what stage in the process (See paragraph 5.3 & 5.4)	E. For which sectors of community (Paragraph 8.2)	F. Things we need to consider	G. Resources intensity, net of staff time (See section 13)
Internet Use Dedicated web page, e-mail and on line consultation	Provide ready, convenient, up to date and continuous access for a wide range of people and organisations, to maintain awareness and involvement, including for hard to reach groups, upon, for example, progress and opportunities to contribute. Providing a web page for each element of the Local Development Framework (LDF) using the 'Envision' logo, to promote public consultation Publicising documentation and consultation arrangements events etc. Providing documents free of charge. Providing information on all consultations and access to all relevant documents from the start of the consultation period and including those eventually adopted. Provide a speedy and convenient form of communication. Provide information about progress with the LDF.	All DPD's, SPD's, SCI and SA	<u>Development Plan Documents (DPD's)</u> Pre-Production Production Submission Alternative <u>Supplementary Planning Documents (SPD's)</u> Pre-Production Production <u>Statement of Community Involvement (SCI)</u> Pre-Production Production Submission <u>Sustainability Appraisal (SA)</u> Pre-Production Production Submission	Specific Consultation Bodies GOEM and relevant Government Departments Relevant Other Consultees General Public	Access and use will need to be designed to be user friendly and placed online in time for people to respond effectively. Alternatives will be needed for those without access to the internet, to ensure they can become engaged and not disadvantaged.	Low/Medium: Initial set up costs could be significant, but thereafter posting of material on line would be low.
Neighbour notification letters and site notices consultation	Letters and notices will be used to provide a direct contact with those with the most immediate interest, provide information about the arrangements for involvement, maximise awareness and ensure a focussed consultation. They can also provide a means of engaging 'hard to reach' groups. Providing notice of site and area specific policies and proposals in LDD's.	Housing and Employment Allocations DPD (including related elements of Proposal Map)	<u>Development Plan Documents (DPD's)</u> Pre-Production Production Submission Alternative	Relevant members of General Public	Need to exercise care in deciding who is notified, when and how. Consistency. Security of site notices needs to be checked. Can be expensive and time consuming.	Low/medium: Dependent on extent of notification and method used.

N.B. For Notes relating to this table please refer to Appendix 5





<p>A. How you can be involved</p> <p>Community Surveys Use of questionnaires, comprehensive or sample basis</p>	<p>B. This is useful for</p> <p>Can contribute to maximising awareness, focussing consultation around key issues and ensuring accessibility for all, including 'hard to reach' groups and those who may not otherwise express an opinion.</p> <p>Providing a ready, convenient and structured means for responding, including, where appropriate, opportunities for rating options.</p> <p>Identifying key interests and groups and establish a community profile.</p> <p>Identifying the needs, aspirations, opinions, and preferences of the community, including on how best they can be engaged.</p>	<p>C. Documents it may be appropriate for (See paragraph 3.1)</p> <p>Core Strategy, Housing and Employment Allocations DPD, Development Control DPD (including related elements of Proposal Map) and SCI.</p>	<p>D. At what stage in the process (See paragraph 5.3 & 5.4)</p> <p><u>Development Plan Documents (DPD's)</u> Pre-Production Submission Alternative Statement of Community Involvement (SCI) Pre-Production Submission</p>	<p>E. For which sectors of community (Paragraph 8.2)</p> <p>Relevant Other Consultees General Public</p>	<p>F. Things we need to consider</p> <p>Need to prepare documentation in a readily understandable form for all members of the community and if requested in alternative formats eg Braille, large print, different languages.</p> <p>Account should be taken of the significant resource demands for administering the survey and analysing the response.</p>	<p>G. Resources intensity, net of staff time (See section 13)</p> <p>Low/medium: Dependent on extent of survey and method used.</p>
<p>Exhibitions Unstaffed publicity facility, moved between a wide variety of locations throughout the Borough</p>	<p>Enable a wide and diverse audience to be reached and provide an opportunity for people to view specific plans and proposals, make suggestions on options and express preferences. Exhibitions will not be staffed so are less likely to be useful in engaging the community, although they will still be a useful publicity vehicle for raising awareness.</p> <p>Displaying information during evidence gathering or pre-submission public participation stages.</p> <p>Undertaking community surveys including, where appropriate, opportunities for rating options.</p>	<p>C. Documents it may be appropriate for (See paragraph 3.1)</p> <p>Core Strategy, Housing and Employment Allocations DPD (including related elements of Proposal Map) and SCI .</p>	<p>D. At what stage in the process (See paragraph 5.3 & 5.4)</p> <p><u>Development Plan Documents (DPD's)</u> Pre-Production Submission Alternative Statement of Community Involvement (SCI) Pre-Production Submission</p>	<p>E. For which sectors of community (Paragraph 8.2)</p> <p>Relevant Other Consultees General Public</p>	<p>F. Things we need to consider</p> <p>Need to be presented in a manner which is easily understood by all the community.</p> <p>A wide variety of locations throughout the Borough will need to be identified to maximise the spread of publicity eg schools, leisure and community centres, shopping centres and libraries, as well as Brooks Hill Environment Centre.</p> <p>Important to ensure the locations selected are accessible to all, relevant to the subject in question and conveniently programmed at times and days convenient to all sectors of the community, having regard to the needs of hard to reach groups.</p>	<p>Medium: The cost of producing publicity material and hiring venues could be significant.</p>

N.B. For Notes relating to this table please refer to Appendix 5



Statement of Community Involvement

Part of the Oadby and Wigston Local Development Framework

A. How you can be involved	B. This is useful for	C. Documents it may be appropriate for (See paragraph 3.1)	D. At what stage in the process (See paragraph 5.3 & 5.4)	E. For which sectors of community (Paragraph 8.2)	F. Things we need to consider	G. Resources intensity, net of staff time (See section 13)
Participation	<p>Going out into the community will enable a wide and diverse audience to be reached, providing an opportunity for capacity building to enable people to air and discuss their views with local authority staff, make suggestions on options and express preferences; they should be presented in a manner which is easily understood by all the community. As a consequence of Roadshows being staffed they are likely to be more useful in reaching and engaging hard to reach groups, than unstaffed exhibitions.</p> <p>A wide variety of locations throughout the Borough will be used to maximise the spread of publicity, such as schools, leisure and community centres, shopping centres and libraries, as well as Brocks Hill Environment Centre. However, it will be important to ensure the locations selected are accessible to all, relevant to the subject in question and conveniently programmed to meet the needs of the community, having regard to the needs of hard to reach groups.</p> <p>Displaying of information during evidence gathering or pre-submission public participation stages.</p> <p>Where practicable equipment for meeting special needs will be used.</p> <p>Undertaking community surveys administered by local authority staff, including, where appropriate, opportunities for rating options.</p> <p>Providing for discussion and debate.</p>	<p>Core Strategy, Housing and Employment Allocations DPD (including related elements of Proposal Map) and SCI</p>	<p><u>Development Plan Documents</u> (DPD's) Pre-Production Production Submission Alternative <u>Statement of Community Involvement (SCI)</u> Pre-Production Production Submission</p>	<p>Relevant Other Consultees General Public</p>	<p>Need to be presented in a manner which can be easily understood by all the community.</p> <p>A wide variety of locations throughout the Borough will need to be identified to maximise the spread of publicity, eg schools, leisure and community centres, shopping centres and libraries, as well as Brocks Hill Environment Centre.</p> <p>Important to ensure the locations selected are accessible to all, relevant to the subject in question and conveniently programmed at times and days convenient to all sectors of the community, having regard to the needs of hard to reach groups.</p>	<p>Medium: The cost of producing publicity material and hiring venues could be significant.</p>

N.B. For Notes relating to this table please refer to Appendix 5





<p>A. How you can be involved</p> <p>Policy Development Workshops Displays, open forum discussions, workshop groups.</p>	<p>B. This is useful for</p> <p>Such workshops will bring together and engage different representatives of local communities and interest in the scoping of documents, consideration of options, identification of priorities and preparation of policies eg in relation to area based discussions. This can help capacity building, to enable people to participate, develop ownership of proposals and focus discussion around difficult issues and key themes and provide an opportunity to explore issues in depth.</p> <p>Focussing on a specific topic or issue.</p> <p>Accessing local people and/or stakeholders with a particular interest in the topic, to obtain opinions and develop objectives, priorities, policies and proposals.</p> <p>Introducing flexibility, enabling a variety of formats to be used to meet the needs of participants and reflect the issue in question.</p> <p>Capacity building exercises.</p>	<p>C. Documents it may be appropriate for (See paragraph 3.1)</p> <p>All DPD's and relevant SPD's, SCI and SA</p>	<p>D. At what stage in the process (See paragraph 5.3 & 5.4)</p> <p><u>Development Plan Documents (DPD's)</u> Pre-Production Production Submission Alternative Supplementary Planning Documents (SPD's) Pre-Production Production <u>Statement of Community Involvement (SCI)</u> Pre-Production Production Submission <u>Sustainability Appraisal (SA)</u> Production Submission</p>	<p>E. For which sectors of community (Paragraph 8.2)</p> <p>Specific Consultation Bodies GOEM and relevant Government Departments Relevant Other Consultees General Public</p>	<p>F. Things we need to consider</p> <p>It will be necessary to take account of the significant demand on resources for preparation and organisation.</p>	<p>G. Resources intensity, net of staff time (See section 13)</p> <p>Medium /high: The cost of accessing specialist skills could be considerable, as could the hire of venues.</p>
<p>Participation</p> <p>Stakeholder Meetings Meetings within the Authority and with other organisations/ bodies including Local Strategic Partnership and associated groupings.</p>	<p>Ensure key bodies and organisations are brought together and engaged, to gain views and information at first hand and ensure strategies are aligned, where necessary.</p> <p>Such meetings within the Authority can help ensure the interests of the wider authority are taken into account.</p> <p>Accessing representatives from different interest groups or organisations.</p> <p>Providing a flexible means of engagement.</p> <p>In addition, members of the public will be able to speak to Councillors on LDF issues through Area Forums.</p>	<p>All DPD's and relevant SPD's, SCI and SA</p>	<p><u>Development Plan Documents (DPD's)</u> Pre-Production Production Submission Alternative Supplementary Planning Documents (SPD's) Pre-Production Production <u>Statement of Community Involvement (SCI)</u> Pre-Production Production Submission <u>Sustainability Appraisal (SA)</u> Production Submission</p>	<p>Specific Consultation Bodies GOEM and relevant Government Departments Relevant Other Consultees General Public</p>	<p>It will be necessary to maintain the commitment of those involved and take account of the significant demand on resources that can arise.</p>	<p>Low: Depending on whether specialist skills are needed and accommodation costs, if any.</p>

N.B. For Notes relating to this table please refer to Appendix 5



Statement of Community Involvement

Part of the Oadby and Wigston Local Development Framework

A. How you can be involved	B. This is useful for	C. Documents it may be appropriate for (See paragraph 3.1)	D. At what stage in the process (See paragraph 5.3 & 5.4)	E. For which sectors of community (Paragraph 8.2)	F. Things we need to consider	G. Resources intensity, net of staff time (See section 13)
Participation	<p>Such meetings will be used where a 'face to face' discussion and explanation is justified eg where an issue is particularly complex, as well as to enable people to respond who are not able to make written response or attend meetings. They will be useful for identifying key issues, aiding understanding and getting people involved, including hard to reach groups not familiar with planning. Such meetings within the Authority and with other organisations and bodies can help ensure the alignment of strategies.</p> <p>Meeting between planning officers and individuals, groups and organisations, including other parts of the Authority.</p>	All DPD's and SPD's, SCI and SA	<u>Development Plan Documents (DPD's)</u> Pre-Production Submission Alternative <u>Supplementary Planning Documents (SPD's)</u> Pre-Production Production <u>Statement of Community Involvement (SCI)</u> Pre-Production Production Submission Sustainability <u>Appraisal (SA)</u> Pre-Production Production Submission	Specific Consultation Bodies GOEM and relevant Government Departments Relevant Other Consultees General Public	Can be resource intensive, particularly in terms of staff time. May need some written response or confirmation.	Low: Depending on whether specialist skills are needed and accommodation costs, if any.
Participation	<p>Individuals and groups will be referred to sources of Planning Aid. Where requested this can be used to provide communities with direct and focussed assistance to develop understanding, which can help engage hard to reach groups, to increase their ability to participate and respond effectively.</p> <p>Source of independent professional planning advice and help primarily for the general public and community groups. (See page 52)</p>	All DPD's and SPD's and SCI.	<u>Development Plan Documents (DPD's)</u> Pre-Production Production Submission Alternative <u>Supplementary Planning Documents (SPD's)</u> Pre-Production Production <u>Statement of Community Involvement (SCI)</u> Pre-Production Production Submission	Relevant Other Consultees General Public	Effectiveness dependent on resources which are made available and when. Need to decide when to refer individuals and groups Planning Aid.	Low: Anticipated that the service will be externally funded and contributions, if any, from the Authority are likely to be nominal.

N.B. For Notes relating to this table please refer to Appendix 5





9 Involving Councillors

- 9.1 The Local Development Framework Members Working Group, which meets monthly and has cross party representation from six elected Members, will be closely involved in the preparation and drafting of all local development documents by providing comments and feedback to Officers. All documents need to be approved by Full Council, or Policy and Resources Committee which are open to the public, before publication for consultation or participation.
- 9.2 In addition, it is intended to hold a number of seminars for Members at key stages in the production of the Local Development Framework, particularly before major public consultation exercises. These will have the role of both seeking the involvement of all Members in the LDF process and providing them with the information necessary to pass on to their constituents during periods of public involvement.

10 Advertising and Viewing Finalised Documents

- 10.1 Before any Local Development Document is adopted, in order to meet the regulations, we will advertise that we intend to adopt the document in the local press and on the Council's website. The documents will be available to view at the Council Offices, online, at libraries and at the Helping Hands Centres. We will also contact the specified consultees as required to inform them of our intention to adopt and supply them with the necessary documentation as appropriate. Once adopted the documents will remain on the Council's website and will again be available to view at the Council Offices, the Helping Hands Centres and libraries.
- 10.2 Adopted documents will be available on the website free of charge but a small fee will be made for hard copies purchased directly from the Council.

11 Making Representations, Feedback and Monitoring

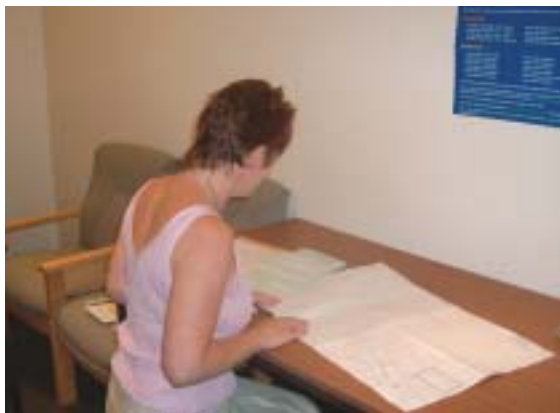
- 11.1 Representations on the consultations can be made by letter, fax, email or online. Specific details on submitting representations will be provided when consultation documents are published. Where people are unable to make written comments, we will make arrangements to ensure that representations can still be made.
- 11.2 All responses to consultations received by fax, letter or email will be acknowledged within 10 working days of receipt. Anyone making representations on the Preferred Options Paper will be included on our electronic database and will be kept informed at all subsequent stages of the preparation of the Local Development Framework if they wish. Additionally, we will report progress in the Letterbox publication and on the internet. A summary of all the responses made in relation to a Local Development Document will be reported to Full Council and where appropriate changes will be made to the document. A summary of responses and changes will be published to meet statutory requirements.
- 11.3 All documents that form part of the Local Development Framework need to be monitored, including the Statement of Community Involvement, to ensure they are effective and achieving results in line with their objectives and the vision for the Borough. The monitoring process feeds directly into review, and where amendments need to be made to the Local Development Documents, then the appropriate procedures will be followed, incorporating community consultation where required or where necessary.
- 11.4 Annual Monitoring Reports will be published and made available to view at Council Offices, libraries and the Helping Hands Centres.



12 Consultation on Planning Applications

- 12.1 In addition to setting out consultation procedures for the Local Development Framework, the Statement of Community Involvement also sets out how the Borough Council will involve the community in determining planning applications. The planning authority for minerals and waste will be preparing a separate SCI.

Pre Application Discussions and Community Involvement



Involving the public in pre-application discussions

- 12.2 As one of the very first stages in considering new development, applicants are strongly encouraged to contact the Borough Council in order to confirm whether the principle of development is acceptable and to clarify the format, type and level of detail that is likely to be required to allow efficient determination of an application.
- 12.3 Pre Application discussions should involve a partnership approach involving representatives of the Borough Council, Highways Authority, Applicant and/or Agent; Developer and any other stakeholders relevant to the application.
- 12.4 Where beneficial to the local community, applicants will be encouraged to ensure that there is an opportunity for the community to become involved at an early stage in the process. This is to enable stakeholders and communities to have an input before proposals reach an advanced stage and to ensure that issues are raised and addressed prior to submission of an application. Representations will be taken into account where they are a material consideration.
- 12.5 The Borough Council will adopt a 'watching brief' to remain impartial to the discussions that take place. Applicants should liaise with the Borough Council to ensure that the methods used to involve the community meet the minimum statutory requirements as set out in this SCI.
- 12.6 A suitable format may include using public meetings or other forums for discussion, supported by facilitators. An initial event should take place at the start of the planning process to ensure that people have an opportunity to comment on proposals at the earliest stage. A second meeting should then be held once the proposals have been revised, after consideration of any comments made. Should developers wish to use wider consultation and participation methods such as workshops or Planning for Real, this would be welcomed and encouraged.
- 12.7 Whilst the Borough Council will be amenable to assisting in pre-application community consultation by co-ordinating the involvement of other council officers and organisations, providing officers to attend events and offering Council buildings as venues, it is expected that the applicant would meet the costs of any pre-application community involvement.
- 12.8 The benefits to the Borough of undertaking pre-application discussions and Community Involvement include:
- Speedier applications and decisions
 - An open and transparent approach
 - Better ability to meet the needs of the local community
 - Increased ownership of proposals and fewer objections
 - More inkeeping and practical design





Figure 3: How we will seek to involve you in the consideration and determination of Proposals for Development

A. Pre-Planning Application	B. Planning Application (Borough Minimum)	C. Planning Application (Additional)	D. Planning Application (Decision)
<p>Discussions Encourage developers to discuss proposals at an early stage with officers of the Borough Council.</p> <p>Establish development team, with officer representation from within the Authority and from relevant other organisations, to consider and discuss proposals for major or controversial development with the developer.</p> <p>Encourage developers for major or controversial development to submit management plans for their land to assist the consideration of their proposals</p> <p>Community Involvement Encourage applicants, especially of major or controversial development to engage with relevant local groups and organisations at an early stage.</p> <p>Encourage applicants to engage with the owners and occupiers of neighbouring property at an early stage.</p> <p>Encourage applicants in informing and engaging the community to use those arrangements identified under columns B and C, as appropriate.</p>	<p>Documents for Inspection To provide access for the community to details of the proposed development and comprise the focus for community awareness and engagement.</p> <p>Copies of all planning applications are available for inspection at the Borough Council Offices in Wigston. In addition, those relating to Oadby at:</p> <ul style="list-style-type: none"> The Helping Hands Centre/Council Offices, Oadby Oadby Library <p>those relating to South Wigston at:</p> <ul style="list-style-type: none"> The Helping Hands Centre, South Wigston South Wigston Library Wigston Magna Library <p>Where people are unable to visit these locations then a request can be made for a copy of the application to be posted to them or, if a disabled person, brought to them and discussed if necessary.</p> <p>Neighbour Notifications To establish a direct contact with those with the most immediate interest, to notify them of the proposals and provide information about the arrangements for involvement, maximise awareness and ensure a focussed consultation. They can also provide a means of engaging 'hard to reach' groups.</p> <p>Occupants of neighbouring properties, within 4 metres of the application site, excluding roads will be notified by letter of its receipt, together with any other properties which it is considered could be materially affected by the proposed development.</p>	<p>Applications that are:</p> <ul style="list-style-type: none"> Large scale Departures from the adopted or emerging Development Plan Likely to be controversial Of a type or probable impact likely to be of concern (See Notes) <p>May be subject to one or more additional measures depending on the type of application, its location and the nature and character of the local community, as follows:</p> <p>Public Meetings Will enable a wide and diverse audience to be reached. This can help capacity building to enable people to participate, providing an opportunity for people to air and discuss their views on proposals for development, make suggestions and express preferences.</p> <p>It will be important to ensure the locations selected are accessible to all, relevant to the proposals in question and at times and days convenient to all sectors of the community, having regard to the needs of hard to reach groups.</p> <p>Important to ensure development proposals and issues are presented in a manner which is easily understood by all the community.</p> <ul style="list-style-type: none"> Where a substantial volume of community interest/concern has arisen and it is considered to be the best means of listening to views, and providing information and explanations to enhance understanding Where practicable equipment for meeting special needs will be used 	<p>Applications are determined by the Development Control Committee or are delegated to Officers under the terms of the delegation arrangement. The following will always be considered by the Committee:</p> <ul style="list-style-type: none"> Where it is contrary to policy Where five or more letters of objection or support have been received, or a petition with at least 50 signatures objecting or supporting an application has been received Where a Councillor requests it be so considered and the Chair of the Committee agrees Where it relates to a Council Officer or Councillor <p>In addition, applications for major development will normally be referred to the Committee.</p> <p>Dates of Development Control Committee meetings are placed in the Diary on the Council's Web Site.</p> <p>Copies of the Agenda and reports are available five working days before the date of the meeting.</p> <p>Meetings of the Development Control Committee are open to any person to attend, subject to the provisions for exempt items.</p> <p>Where five or more letters of objection or support have been</p>

N.B. For Notes relating to this table please refer to Appendix 5



Statement of Community Involvement

Part of the Oadby and Wigston Local Development Framework

A. Pre-Planning Application	B. Planning Application (Borough Minimum)	C. Planning Application (Additional)	D. Planning Application (Decision)
<p>Site Notices To notify those with the most immediate interest and the wider community of the proposed development and give information about the arrangements for involvement, maximise awareness and ensure a focussed consultation. Can also provide a means of engaging 'hard to reach' groups.</p> <p>Displayed to advertise the receipt of an application where the proposed development:</p> <ul style="list-style-type: none"> • Would be located in a Conservation Area • Affect a building which is of Architectural or Historic Interest (Listed Building). • Is considered to be major. • Is considered to be a departure from the Development Plan, in accordance with statutory requirements • Would require an Environmental Assessment, in accordance with statutory requirements • Is of more than local interest • Would be in a location with no obvious neighbours <p>Public Notices in Local Newspaper To notify those with the most immediate interest and the wider community of the proposed development and give information about the arrangements for involvement, maximise awareness and ensure a focussed consultation. They can also provide a means of engaging 'hard to reach' groups.</p> <p>Inserted to advertise the receipt of an application where:</p> <ul style="list-style-type: none"> • The site is located in a Conservation Area • A building which is of Architectural or Historic Interest (Listed Building) is affected. • The proposed development is considered to be major. • Is considered to be a departure from the Development Plan, in accordance with statutory requirements • Would require an Environmental Assessment, in accordance with statutory requirements • The proposed development is of more than local interest 	<p>Stakeholder Meetings Bring together various key bodies and organisations with an interest in the development proposals to gain views and information at first hand to assist and inform decision making.</p> <p>Such meetings within the Authority and with other organisations and bodies can help ensure the interests of the wider authority and other bodies are taken into account.</p> <ul style="list-style-type: none"> • Where concerns and interests of a technical or specialist nature have arisen can best be addressed by a meeting of relevant groups and organisations • Links to language line will be used to aid interpretation and explanation. <p>One to one Meetings Useful for explaining and clarifying proposals and listening to views. They may be especially beneficial to explain complex issues, as well as to enable people to respond who are not able to make written response or attend other meetings, as well as hard to reach groups, not familiar with planning. Meetings within the Authority and with other bodies can help ensure the interests of the wider authority and other organisations are taken into account.</p> <ul style="list-style-type: none"> • Where the concerns and interests of individuals, small groups of people and representatives of groups and organisations can best be raised with the dedicated case officer/s • Links to language line will be used to aid interpretation and explanation. <p>Development Briefs Briefs can be useful in providing greater detail and certainty about development proposals and prepared in consultation with others can help ensure a wide engagement and establish a sense of ownership and consensus.</p>	<p>received, or a petition with at least 50 signatures objecting or supporting an application has been received a representative of the objectors or supporters can address the Committee at the meeting, when this is done the applicant or their agent has a right to respond.</p> <p>If amendments are made to an application, there is a further right to speak even if written responses have not been made, providing the requirements of the previous paragraph have been met.</p> <p>Persons making representations on a planning application will be notified with 7 working days of the decision on the application. It is intended that this notification will be extended to include any conditions attached to a permission, or the reasons for any refusal.</p>	

N.B. For Notes relating to this table please refer to Appendix 5





A. Pre-Planning Application	B. Planning Application (Borough Minimum)	C. Planning Application (Additional)	D. Planning Application (Decision)
<p>Publication of a Weekly List Provides an accessible and comprehensive reference for the community and interested organisations of all applications received.</p> <p>A weekly list of applications received is:</p> <ul style="list-style-type: none"> • Available at the Council's Offices and at local libraries • Placed on the Council's web site • Forwarded to local civic societies <p>Notification of Consultees Ensure groups and organisations are aware of the proposed development and provide information about the arrangements for involvement to ensure they can contribute to the consideration of the proposals. Can also provide a means of engaging 'hard to reach' groups.</p> <p>Written notification is sent to statutory consultees where necessary and other bodies where appropriate.</p> <p>Responses Responses are required to be in writing (letter or e-mail) within 21 days of the date of the notification. All responses, apart from statutory consultees, will be acknowledged within 3 working days.</p> <p>Where people are unable to make written responses we will make arrangements for them to meet with an officer who will help them to formally record their response.</p> <p>Revised Applications In the case of revised applications the preceding arrangements would be repeated as appropriate, where the revisions are significant, or representations have been received, with a 10 day response period.</p>	<p>Where the publication of a brief for consultation purposes is the most appropriate means of addressing concerns and uncertainties and focussing:</p> <ul style="list-style-type: none"> • debate and responses <p>Media/Press Releases and Notices Help raise levels of awareness and provide information about the arrangements for involvement and progress made. Can reach a wide audience within the community to maximise accessibility, including for hard to reach groups,</p> <ul style="list-style-type: none"> • Where additional publicity is needed to raise awareness and understanding and provide a focus. <p>Council's Web Site Provide ready, convenient, up to date and continuous access for a wide range of people and organisations, to maintain awareness and involvement, including for hard to reach groups, upon for example progress and opportunities to contribute:</p> <ul style="list-style-type: none"> • Where the placing of application details, arrangements for commenting and other information eg a development brief, on the internet would be justified to raise awareness and maximise accessibility. <p>Planning Aid Can be used to target communities, primarily the general public and community groups, with direct and focussed assistance to develop understanding. This can help engage hard to reach groups, to increase their ability to participate and respond effectively:</p> <ul style="list-style-type: none"> • Where it is considered referral to independent professional advice would be beneficial in addressing interests and concerns. 		

N.B. For Notes relating to this table please refer to Appendix 5



13 Resources

Local Development Framework

- 13.1 The Council has made adequate budgetary provision for work on the Local Development Framework programmed for the financial year 2005/06, including staff resources (as shown in paragraph 13.3 and is committed to maintain such funding for work programmed in subsequent years.) Between September 2004 and September 2007 this comprises funding for the production of this Statement of Community Involvement, the Local Development Scheme and the Core Strategy DPD, the Housing and Employment Allocations DPD, the Development Control DPD, the Proposals Map DPD and Residential Areas Supplementary Planning Document, together with associated appraisals and reports.
- 13.2 Figure 2 sets out the anticipated means for involving and engaging the community in the production of this Statement of Community Involvement and Local Development Documents and indicates the anticipated resource demands, excluding staff costs, of each ranked as high, medium, or low, or combinations, where it is not possible to be so precise. It is not possible at this stage to quantify these rankings with any great accuracy, but for indicative purposes they are defined as follows:
- Low = less than £2,000
 - Medium = £2,000 to £5,000
 - High = more than £5,000
- 13.3 In terms of staff resources the following will be made available to allow the completion of the Local Development Framework.
- | Post | Approx. Time |
|---------------------------------------|--------------|
| Head of Built Environment: | 20% |
| Forward Plans Manager: | 80% |
| Senior Forward Planning Officer: | 80% |
| Forward Planning Officer: | 90% |
| Countryside and Biodiversity Officer: | 30% |
- 13.4 In addition, limited staff resources will be made available in the Development Control Team, Technical and Admin Team and ICT Services. Consultants will be appointed to undertake specific projects, especially background studies, where there is not capacity or expertise for the work to be carried out in house.
- 13.5 It is conceivable that the demand on resources for the production of the LDF could be offset to some, albeit limited, extent by the sale of documentation.





Planning and Other Applications

- 13.6 With regard to publicity for planning applications, the Council makes appropriate budgetary provision each year for the operation of its development control function, primarily in terms of staff resources and with a separately defined element for advertising applications.

This has and will continue to be based upon past and anticipated requirements, having regard to the provisions of this Statement of Community Involvement. However, predicting what development proposals may materialise over the forthcoming year can be an uncertain exercise. Figure 3 indicates the methods it is envisaged could be used to publicise applications. Of these the advertising of applications is likely to continue to place the greatest demands on resources, while others may be relatively insignificant. In considering the demands on resources arising from publicity for applications, regard needs to be had to fee income, which it is anticipated could help offset any unforeseen demands. With regard to undertaking pre-application community involvement it will be necessary for this to be funded by applicants/developers.

- 13.7 In considering the resource priorities for both the production of the Local Development Framework and publicising planning applications priority will of necessity, be given to meeting statutory requirements in respect of the LDF and the Council's minimum requirements, inclusive of the statutory requirements, for applications.

14 Planning Aid and Redress in the Planning System

- 14.1 Planning Aid is a voluntary service offering free, independent and professional advice on town planning matters to community groups and individuals who cannot afford to employ a planning consultant. It aims to give people the confidence to help themselves and to become involved in planning issues. Leicestershire is covered by the East Midlands branch of Planning Aid and contact details are given in Appendix 7.
- 14.2 Despite the changes made to the planning system, no right of third party appeal has been brought into the planning process. This means that if a decision is made, for example, to approve a development that several local residents are against, those local residents cannot appeal against that decision. However, complaints can be made to the Local Government Ombudsman where people feel that the process of decision making was flawed. Contact details for the Ombudsman are contained in Appendix 7.

List of Appendices

Appendix 1	Statutory Requirements for community involvement in the Local Development Framework and Sustainability Appraisal
Appendix 2	Statutory Requirements for community involvement in the consideration and determination of Proposals for Development
Appendix 3	Local Development Framework Consultation Methods
Appendix 4	List of consultees
Appendix 5	Notes associated with Figures 2 and 3
Appendix 6	Glossary of Terms
Appendix 7	Contacts



Appendix 1

Statutory Requirements for community involvement in the Local Development Framework and Sustainability Appraisal

Statutory requirements for consultation on Local Development Documents are prescribed in the Town and Country Planning (Local Development) (England) Regulations 2004. These are intended to ensure communities and organisations are:

- **Informed about policies and proposals, to be met by:**
 - Making copies of documents published for consultation available at the Council Offices, relevant to the Borough.
 - Placing Copies in public libraries in the Borough.
 - Placing a copy on the Council's web site.
 - Posting notices in a local newspaper on at least one occasion.
 - Notifying the Specific Consultation Bodies, Government Departments and Other Consultation Bodies, incorporating the General Consultation Bodies.
 - Informing any person who asks to be notified of the submission of a Development Plan Document to the Secretary of State, the publication of and Inspector's report and the adoption of a DPD and/or Supplementary Planning Document.
 - Giving notice to objectors of any independent examination into a DPD.

- **Able to participate in developing options and proposals, to be achieved by:**
 - Consulting as appropriate with groups and organisations on issues and options arising from initial evidence gathering and survey work.
 - Publish for consultation a Preferred Options Report for each DPD, to allow persons and organisations to comment and identify other issues and options for the Council to consider, prior to the content of the submission documents being determined.

- **Consulted on submitted Development Plan Document's, to be achieved by:**
 - Placing copies at Council's Offices relevant to the Borough and public libraries in the Borough for inspection.
 - Placing a copy of the submitted DPD on the Council's web site.
 - Posting notices in a local newspaper on at least one occasion.
 - Providing a six week period for responding.
 - Repeating the above for representations received proposing alternative and/or additional site allocations.

- **Consulted on draft SPD's, to be achieved by:**
 - Placing copies at Council's Offices relevant to the Borough and public libraries in the Borough for inspection.
 - Placing a copy on the Council's web site.
 - Posting notices in a local newspaper on at least one occasion.
 - Providing a 4-6 week period for responding.

- **Aware of the consideration given to comments (feedback) to be achieved by:**
 - Publishing statements setting out the pre-submission consultation and public participation undertaken, the main issues raised at these stages and what account has been taken of them.





- Placing copies of the statements at Council's Offices relevant to the Borough and public libraries in the Borough for inspection.
- Placing copies of the statements on the Council's web site.
- Forwarding copies of the statements to groups and organisations, as appropriate.
- Publish an annual monitoring report to assess progress against the programme in the Local Development Scheme and in the implementation of policies and proposals.
- Placing a copy of the report at Council's Offices relevant to the Borough and public libraries in the Borough for inspection.
- Placing a copy of the report on the Council's web site.

There is a statutory requirement for all Local Development Documents, apart from this Statement of Community Involvement, to be subject to a Sustainability Appraisal, to assess their potential social, economic and environmental effects and ensure they reflect sustainable development principles. This appraisal should incorporate the requirements of the EC Directive for Strategic Environmental Assessments. The Appraisal will need to be undertaken alongside the preparation of the LDD, with consultation at key stages as follows:

- On the Scoping Report for the Appraisal of the DPD, or SPD.
- On the Final Sustainability Report for the Preferred Options for the DPD.
- On the Final Sustainability Report for the submitted DPD.
- On the Final Sustainability Report for the draft SPD at public participation stage.

It is considered that the preceding statutory requirements for the preparation of LDDs and the undertaking of sustainability appraisals are met and exceeded by the provisions contained in Figure 2 and Appendix 3.



Appendix 2

Statutory Requirements for community involvement in the consideration and determination of Proposals for Development

Statutory requirements are in place for publicising applications for planning permission, requiring applications to be publicised by a notice in a local newspaper, a site notice or by a neighbour notification letter. To meet the requirements for various type of application it will be necessary to observe the following:

- For applications accompanied by an Environmental Statement (Environmental Assessment Schedule 1 or 2), proposals which depart from the Development Plan, or development that affects a public right of way, to which Part III of the Wildlife and Countryside Act applies:
 - Place a notice in the local press and post a site notice, inviting comments within 21 days.
- Major development (10 or more dwellings, 1,000 sq. metres or more of floorspace or 0.5ha or more in site area):
 - Place a notice in the local press and either post a site notice, or notify neighbours by letter, inviting comments within 21 days.
- Other development:
 - Either post a site notice, or notify neighbours by letter, inviting comments within 21 days.
- Development affecting the setting of a listed building:
 - Place a notice in the local press inviting comments within 21 days and post a site notice inviting comment within 7 days.
- Development affecting the character and appearance of a conservation area:
 - Place a notice in the local press inviting comments within 21 days and post a site notice inviting comment within 7 days.

Similar arrangements are in place for applications requiring listed building or conservation area consent.

It is considered that the preceding statutory requirements are met and exceeded by the Council's minimum requirements set out in column B of Figure 3.





Appendix 3

Local Development Framework Consultation Methods

Consultation Methods

Meaningful consultation can take place in any number of locations using many different methods to raise awareness and assist people and organisations to respond. The following lists the methods it is anticipated will be used in consulting and engaging people and organisations in the preparation of the various documents comprising the Local Development Framework and in the consideration of development proposals at pre-planning application and application stages and indicates their particular merits and applicability. The methods used will vary according to the people and groups being consulted, the nature of the document and type and scale of issue, or proposal. Figure 2 sets out what consultation method will be used for each document at each stage in its production, while Figure 3 indicates the methods that will be employed and for the various stages in the consideration of development proposals, according to the nature of the planning application.

Publication of hard copy

- Publication of all Local Development Framework documents and associated material, including statutory notices, made available to at least meet and, where appropriate, exceed minimum statutory requirements.
- Publicity Leaflets – raise awareness, summarising the LDF documents and providing information and advice on getting involved.
- Posters – raising awareness and providing information and advice on getting involved etc.

Published documents will comprise the focus for community engagement and in addition to setting out such matters as priorities options, policies and proposals etc they will provide clear information on gaining access to the relevant documentation and how and when to respond. They will be made readily available at a variety of public and other buildings, accessible to all (an audit will be undertaken for this purpose)and at times and days convenient to all sectors of the community, including at LPA Offices, to meet the minimum statutory requirements. They will also be forwarded with consultation letters to consultees to meet the minimum statutory requirements and others e.g. key interest groups.

Documents will be prepared in a readily understandable form for all members of the community and be made available for inspection, purchase or loan and, where requested, in alternative formats e.g. Braille, large print, different languages. It is intended to make consultation documents available free of charge, but a charge will be made for hard copies of adopted documents. All documents are free of charge off the internet.

Links to Language Line will be used to aid interpretation and explanation.

The publication and distribution of documents can make a major contribution to maximising awareness, focussing consultation and ensuring accessibility for all, including hard to reach groups.

Community Surveys

- Distribution of survey questionnaires on a comprehensive or sample basis including on street questionnaire surveys.

Surveys will help identify key interests and groups and establish a community profile, providing a ready, convenient and structured



means for responding, to identify the needs, aspirations, opinions, attitudes and preferences of various sections of the community, including on how best they can be engaged and matters improved.

Need to prepare documentation in a readily understandable form for all members of the community and, if requested, in alternative formats e.g. Braille, large print, different languages.

Community Surveys can make a significant contribution to maximising awareness, focussing consultation around a number of key issues and ensuring accessibility for all, including 'hard to reach' groups and those who may not otherwise express an opinion. However, the significant resource demands for administering the survey and analysing the response should be borne in mind.

Account should be taken of the significant resource demands for administering the survey and analysing the response.

Neighbour notification letters and site notices

- Providing notice of site and area specific policies and proposals in Local Development Documents

Letters and notices will be used to provide a direct contact with those with the most immediate interest, provide information about the arrangements for involvement, maximise awareness and ensure a focussed consultation. They can also provide a means of engaging 'hard to reach' groups.

Need to exercise care in deciding who is notified, when and how. Clear policy, therefore required, to ensure notification is appropriate and consistent.

Security of site notices needs to be checked.

Can be expensive and time consuming.

Media

- Advertisements to formally publicise the consultation and meet minimum statutory requirements for Local Development Framework documents and planning applications.
- Publicise launch and other events, consultation/participation arrangements
- Media and press releases/briefings

The media, including the press, the Council's local newspaper (Letterbox), radio and television, will be used to help raise levels awareness and provide information about the arrangements for involvement and progress made. Such publicity can help reach a wide audience within the community to maximise accessibility, including hard to reach groups, but the degree of success can be dependent upon the medias response to releases and briefings. In this regard, it will be important to ensure information is both interesting and relevant and made available within appropriate time frames for publication or broadcast.

Audio

- Tapes and Discs for loan or purchase
- Provide a summary or overview of documents, consultation arrangements events etc





Audio formats can help maximise awareness and provide information in a consumer friendly manner, which can be readily understood. Consideration to their use will be given where it could make a significant contribution to reaching the wider community and maximising accessibility, including for hard to reach groups. May be time consuming and expensive to produce. Decisions will need to be made on charges to apply where applicable. Administration of loan system may pose some difficulties and extra demands on staff time. Usefulness limited by quantity produced and availability.

Exhibitions



Local Development Framework Exhibition

- Unstaffed publicity facility, moved between a wide variety of locations throughout the Borough.
- Can be used to display information during evidence gathering or pre-submission public participation stages.
- Can be supported by Community Surveys, including, where appropriate, opportunities for rating of options.

Going out into the community will reach a wide audience and provide an opportunity for people to view specific plans and proposals outlined, make suggestions on options and express preferences; they should be presented in a manner which is easily understood by all the community. As exhibitions will not be staffed they are likely to be less useful in engaging the community, although they will still be a useful publicity vehicle for raising awareness.

Needs to be presented in a manner which is easily understood by all the community.

A wide variety of locations throughout the Borough will need to be identified to maximise the spread of publicity, eg schools, leisure and community centres, shopping centres and libraries, as well as Brocks Hill Environment Centre.

Important to ensure the locations selected are accessible to all (an audit will be undertaken for this purpose), relevant to the subject in question and conveniently programmed at times and days convenient to all sectors of the community, having regard to the needs of hard to reach groups.

Roadshows



Roadshow at Asda Supermarket

- Display of information during evidence gathering or pre-submission public participation stages.
- Links to Language Line will be used to aid interpretation and explanation.
- Where practicable equipment for meeting special needs eg microphones will be used.
- Undertaking community surveys administered by local authority staff, including, where appropriate, opportunities for rating options.
- Providing for discussion and debate.



Going out into the community will enable a wide and diverse audience to be reached, providing an opportunity capacity building to enable people to air and discuss their views on specific plans and profiles outlined with local authority staff, make suggestions on options and express preferences; they should be presented in a manner which is easily understood by all the community. As a consequence of Roadshows being staffed they are likely to be more useful in reaching and engaging hard to reach groups, than unstaffed exhibitions.

A wide variety of locations throughout the Borough will be used to maximise the spread of publicity, such as schools, leisure and community centres, shopping centres and libraries, as well as Brocks Hill Environment Centre. However, it will be important to ensure the locations selected are accessible to all, relevant to the subject in question and conveniently programmed to meet the needs of the community, having regard to the needs of hard to reach groups.

Need to be presented in a manner which can be easily understood by all the community.

A wide variety of locations throughout the Borough will need to be identified to maximise the spread of publicity, eg schools, leisure and community centres, shopping centres and libraries, as well as Brocks Hill Environment Centre.

Important to ensure the locations selected are accessible to all (an audit will be undertaken for this purpose), relevant to the subject in question and conveniently programmed at times and days convenient to all sectors of the community, having regard to the needs of hard to reach groups.

Stakeholder Meetings

- Meetings held with representatives from different interest groups or organisations
- Links to language line will be used to aid interpretation and explanation.

These meetings will take place during the statutory consultation periods, or whenever requested, or necessary as a flexible means of engagement. Such meetings within the Authority and with other organisations and bodies including representatives of the Local Strategic Partnership and its associated groupings, can help ensure key bodies and organisations are brought together and engaged, to gain views at first hand and ensure strategies are aligned, where necessary. Such meetings within the Authority can help ensure the interests of the wider authority are taken into account. It will be necessary to maintain the commitment of those involved and take account of the significant demand on resources that can arise.

Policy Development Workshops



Policy Development workshop at Oadby Library

- Events focus on a specific topic or issue.
- Accessing local people and/or stakeholders with a particular interest in the topic, to obtain opinions and develop objectives, priorities, policies and proposals
- Links to Language Line will be used to aid interpretation and explanation.
- Formats will be developed around a particular issue under discussion, but could include displays, open forum discussions, workshop groups to develop policies and capacity building exercises.
- Where practicable equipment for meeting special needs e.g. microphones will be used.





Such workshops will bring together and engage different representatives of local communities and interest in the scoping of documents, consideration of options, identification of priorities and preparation of policies eg in relation to area based discussions. This can help capacity building, to enable people to participate, develop ownership of proposals and focus discussion around difficult issues and key themes and provide an opportunity to explore issues in depth.

It will be necessary to take account of the significant demand on resources for preparation and organisation.

Planning Aid

- Source of independent professional planning advice and help primarily for the general public and community groups.

Individuals and groups will be referred to sources of Planning Aid. Will be used to target communities with direct and focussed assistance to develop understanding, which can help engage hard to reach groups, to increase their ability to participate and respond effectively.

- Effectiveness dependent on resources which are made available and when.
- Need to decide when to refer individuals and groups to Planning Aid.

One to One Meetings

- Meeting between planning officers and individuals, groups and organisations, including other parts of the Authority.
- Links to Language Line will be used to aid interpretation and explanation.

Such meetings will be used where a 'face to face' discussion and explanation is justified eg where an issue is particularly complex, as well as to enable people to respond who are not able to make written response or attend meetings. They will be useful for identifying key issues and getting people involved, including hard to reach groups not familiar with planning. However, they can be resource intensive. Such meetings within the Authority and with other organisations and bodies can help ensure the alignment of strategies.

- Can be resource intensive, particularly in terms of staff time. May need some written response or confirmation.

Internet Use

- A dedicated web page could be developed for each element of the LDF using the 'Envision' logo.
- Publicise documentation and consultation arrangements events etc.
- All consultations advertised on the Council's website and relevant documents available to view from the start of the consultation period and including those eventually adopted.
- All documents are free of charge off the internet.
- Provide a speedy and convenient form of communication.
- Provide information about progress with Local Development Framework (LDF).

The internet will be used to provide ready, convenient, up to date and continuous access to a dedicated web site, for a wide range of people and organisations, to maintain awareness and involvement, including for hard to reach groups, upon for example progress and opportunities to contribute. Access and use will be designed to be user friendly and placed online in time for people to respond effectively. However, alternatives will be needed for those without access to the internet, to ensure they can become engaged and not disadvantaged.



Appendix 4

List of consultees

The following list provides examples of the various groups and organisations that, in addition to the general public, will be consulted by the Council during the preparation of the Local Development Framework and in considering development proposals at pre-planning application and application stages. This list is not intended to be definitive and it may be appropriate to consult other groups not listed. Therefore, in order that the list can be updated as necessary it is reproduced in a Companion Document to the SCI. The Companion Document makes reference to specific national, regional and local groups, and will be updated on a regular basis.

Specific Consultation Bodies

- a. Blaby District Council
- b. Blaby Parish Council
- c. Countesthorpe Parish Council
- d. East Midlands Regional Development Agency (emda)
- e. English Nature
- f. Glen Parva Parish Council
- g. Great Glen Parish Council
- h. Harborough District Council
- i. Highways Agency
- j. Kilby Parish Council
- k. Leicester City Council
- l. Leicestershire County Council
- m. Little Stretton Parish Council
- n. Relevant gas companies
- o. Relevant Telecommunications Companies
- p. Relevant water and sewerage companies
- q. Stoughton Parish Council
- r. Strategic Health Authority
- s. Strategic Rail Authority
- t. The Countryside Agency
- u. The Environment Agency
- v. The Historic Buildings and Monuments Commission for England (English Heritage)
- w. The Regional Planning Body (East Midlands Regional Assembly)

Government Departments

- a. Department for Culture, Media and Sport
- b. Department for Education and Skills
- c. Department for the Environment, Food and Rural Affairs





- d. Department for Transport
- e. Department of Constitutional Affairs
- f. Department of Health
- g. Department of Trade and Industry
- h. Department of Work and Pensions
- j. Home Office
- k. Ministry of Defence
- l. Office of Government Commerce
- m. The Countryside Agency

Other Consultees include:

- a. Services for the Elderly
- b. Services for the Disabled or those with Special Needs
- c. Youth Organisations
- d. Racial, Ethnic, National, Religious and Minority Groups Representatives and Interests
- e. Women's Groups
- f. Other Voluntary Bodies/Charities
- g. Health Organisations
- h. Telecommunication Groups
- i. Transport Undertakings and Interests
- j. Countryside/Rural Organisations
- k. Service Providers and Conservation Bodies
- l. Emergency Services
- m. Architecture, Design and Heritage Interests
- n. Major Landowners
- o. Environmental Protection and Conservation Organisations
- p. Planning Consultancies
- q. Housing Providers and Organisations
- r. Business and Economic Development Organisations
- s. Retailers
- t. Sport and Leisure Organisations
- u. Postal Services
- v. Other Government Organisations
- w. Media Organisations
- x. Libraries
- y. Tourism





Appendix 5

Notes associated with Figure 2: How we will seek to involve you in the production of the Local Development Framework

Columns A, B, C and D - The extent to which a particular method will apply will vary between documents and stages in production, but will be most extensive at production and where applicable submission stages.

Column E - the extent to which sectors of the community will be engaged will vary between documents and stages in production, but will be most extensive at production and where applicable submission stages.

Development Plan Documents (DPD's)

Pre-Production - equates to 'Evidence Gathering'.

Production - equates to:

1. 'Preparation of Issues and Alternative Options in Consultation' in accordance with Regulation 25 of the Town and Country Planning(Local Development)(England) Regulations 2004.
2. 'Public Participation on Preferred Options' in accordance with Regulation 26.
3. 'Submission of DPD in accordance with Regulation 28.

Alternative - equates to the advertising of proposals submitted for additional or alternative sites or for the boundary of a site to be identified in the DPD to be changed in accordance with Regulation 32 (will only apply where such proposals are submitted.)

Supplementary Planning Documents (SPD's)

Pre-Production - equates to 'Evidence Gathering'.

Production - equates to 'Public Participation on draft SPD' in accordance with Regulation 17

Statement of Community Involvement (SCI)

Pre-Production - equates to 'Scoping'

Production - equates to:

1. 'Consultation and Participation on draft SCI' in accordance with Regulation 25 and Regulation 26
2. 'Submission of SCI' in accordance with Regulation 28.

Sustainability Appraisal (SA)

Pre-Production – equates to 'Consultation on the Scoping Report for the SA of the DPD, or SPD'.

Production – equates to:

1. 'Consultation on the Final Sustainability Report for the Preferred Options for the DPD'
2. 'Submission of the Final Sustainability Report for the DPD'.
3. 'Consultation on the Final Sustainability Report for the draft SPD' at public participation stage.

In addition to involvement at the above stages, consultation and participation may also be undertaken, as appropriate, at the intervening 'process' stages, when documents are being prepared, including during the consideration of responses received.





Notes associated with Figure 3: How we will seek to involve you in the consideration and determination for proposals for development

- Examples of applications that are large scale could include those for major employment, residential, retail or leisure developments.
- Examples of applications that are Departures from the adopted or emerging Development Plan could include the development of areas of land not provided for in the Plan or low density housing developments below the minimum set for the area.
- Examples of applications that are likely to be controversial could include those developments which could be a threat to public safety and amenity.
- Examples of applications that are of a type or probable impact likely to be of concern could include development proposals for affordable housing, with a substantial impact on the provision of services and facilities in the area, affecting listed buildings, conservation areas and the landscape, or resulting in the loss of employment land.



Appendix 6

Glossary of Terms

Planning Terms

The following terms are those which are widely used in the new planning system, some of which have been mentioned in this statement.

Area Action Plans – A type of Development Plan Document that will be used to provide a planning framework for areas of significant change or conservation.

Annual Monitoring Report – The report will monitor the progress of the Local Development Framework Preparation as outlined in the Local Development Scheme and assess how individual Local Development Documents are achieving their objectives and policy implications.

Community Strategy – Prepared by every local authority to promote or improve economic, social and environmental well-being of their areas and to contribute to sustainable development.

Core Strategy – Sets out the vision, objectives and spatial strategy for the Borough with policies to facilitate delivery.

Development Control Policies – Criteria-based policies which are required to ensure that all development within the area meets the vision and strategy set out in the core strategy. Planning applications are considered against these policies when making a decision on that planning application.

Development Plan Documents (DPDs) – The Local Development Documents that carry Development Plan status. These documents contain the policies against which any planning applications for new development will be considered.

Independent Examination – An examination held in public by an Inspector from the Planning Inspectorate.

Language Line – A 24 hour telephone interpreting line in order to provide translations on matters relating to the Local Development Framework (LDF) and planning applications.

Local Development Documents (LDDs) – Documents that set out the development plan policies and supporting guidance that are in force in the Borough. There are two types of Local Development Documents – Development Plan Documents and Supplementary Planning Documents.

Local Development Framework (LDF) - The folder that contains all of the Local Development Documents that are in force at any one time in the Borough.

Local Development Scheme (LDS) – Sets out the programme for the preparation of the Local Development Documents.





Local Strategic Partnership (LSP) – Non statutory, non executive body that brings together representatives of the public, private and voluntary sectors. The LSP has responsibilities in preparing the Community Strategy.

Planning Policy Statements (PPSs) – Set out Government guidance on the content of the Local Development Framework.

Preferred Options - The Preferred Options are the alternative proposals and policy choices devised for meeting a particular aim or objective. Preferred Options papers will be published for public consultation before the Council decide on which strategy and policy approaches to take on different planning issues.

Proposals Map – Illustrates on an Ordnance Survey base the main proposals, designations and locations. Identifies area where specific policies and Area Action Plans apply.

Office of the Deputy Prime Minister (ODPM) – The Government department with responsibility for planning and local government.

Regional Spatial Strategy (RSS) – Statutory strategy document that gives the spatial expression to the social, economic and environmental future of the region.

Site Specific Allocations and Policies – Allocation of sites for specific or mixed uses or development will be contained in development plan documents. Policies will identify any specific requirements for individual purposes.

Statement of Community Involvement (SCI) – Outline how the Borough Council plan to engage the community in the preparation of Local Development Documents and in considering significant planning applications.

Strategic Environmental Assessment – Process to ensure that environmental issues are taken into account at all stages in the process of preparing the Local Development Documents.

Supplementary Planning Document (SPDs) – The Local Development Documents that do not carry Development Plan status. The guidance that they contain may be used as material considerations in the consideration of planning applications.

Sustainability Appraisal – Process that identifies the extent to which the Local Development Documents will achieve environmental, economic and social objectives.

Scoring and Ranking – Community members can select their preferred options from a group of options. Each person involved in the consultation must place a sticky dot or tick by their favoured choices.



Appendix 7

Oadby and Wigston Borough Council Contacts

You can contact the Forward Plans and Development Control Teams by telephoning the Borough Council Offices in Wigston, or by writing, faxing or Emailing us:

Tel: 0116 288 8961

Fax: 0116 288 7828

Email: forwardplans@oadby-wigston.gov.uk

Oadby & Wigston Borough Council
Council Offices
Station Road
Wigston
Leicestershire
LE18 2DR

Planning Aid

Co-ordinator
15 Wheeler Gate
Nottingham
NG1 2NA

Tel: 0870 850 9802

Email: emco@planningaid.rtpi.org.uk

Ombudsman

Local Government Ombudsman
The Oaks
No. 2 Westwood Way
Westwood Business Park
Coventry
CV4 8JB

Tel: 024 7682 0000

Fax: 024 7682 001

Email: enquiries.coventry@lgo.org.uk

