

Borough of Oadby & Wigston



Oadby & Wigston

STATEMENT OF COMMUNITY INVOLVEMENT 2014



***Statement of Community Involvement
Part of the Oadby and Wigston Local Plan***

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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 process.

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. This statement aims to set out imaginative ways of engaging the whole community so that this really is the case.

When preparing the Local Plan, 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.

We will be using tried and tested consultation techniques, including displays and roadshows, policy development workshops and public meetings.

Councillor John Boyce
Leader of the Borough Council

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1 Introduction

- 1.1 Oadby and Wigston 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 (SCI) will allow all local people, businesses and stakeholders to become fully engaged in the planning process in order for the local planning system to be a positive tool in shaping the future growth and improvement of the Borough.
- 1.3 The SCI 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.
- 1.4 This document 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 Plan and in making development management decisions on planning applications.
- 1.5 The consultation practices contained in this SCI satisfy the statutory requirements set out in the relevant legislation, as set out later in this report.
- 1.6 However, the Borough Council intend to exceed these requirements, to ensure 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.

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2 The Planning System and the Legal Requirements

- 2.1 In accordance with the Planning and Compulsory Purchase Act 2004, the Borough Council has produced this Statement of Community Involvement (SCI). The SCI will address the community, businesses and other organisations with an interest in the development of the Borough by setting out how the Borough Council will engage with them on the planning system. Minimum requirements for consultation are set out in 'The Town and Country Planning (Local Planning) (England) Regulations 2012' (The Regulations) in the case of Planning Policy Documents and 'The Town and Country Planning (Development Management Procedure) Order 2010' (DMPO) for planning applications.
- 2.2 The National Planning Policy Framework (NPPF, March 2012) states: "Early and meaningful engagement and collaboration with neighbourhoods, local organisations and businesses is essential. A wide section of the community should be proactively engaged, so that Local Plans, as far as possible, reflect a collective vision and a set of agreed priorities for the sustainable development of the area..." (Paragraph 155).
- 2.3 Oadby and Wigston Borough Council first adopted an SCI in March 2006. There have been considerable changes since, including the replacement of 'Local Development Frameworks' with 'Local Plans' and changes to the planning Regulations that set the ways in which the Government expects plans to be produced. The Local Plan will contain the planning policies and proposals that will shape the future of the Borough over the next fifteen to twenty years. These policies and proposals are used to allocate or safeguard land for or against development, as well as to help inform the determination of planning applications.
- 2.4 In addition, the Council now has the power to adopt its own SCI in the spirit of the Localism Act (2011).
- 2.5 When preparing planning policy documents and determining planning decisions the Council must also comply with the Equality Act 2010.
- 2.6 Changes to Planning Legislation since March 2006 has prompted this review of the SCI because the minimum legal requirements and standards for consultation are different.
- 2.7 The updated SCI also enables Oadby and Wigston Borough Council to reflect and update its methods of consultation based upon the techniques that have worked best in the Borough since the last SCI's publication in 2006. Once adopted, the Borough Council will need to follow the procedures for consultation and engagement as set out in the SCI.

Duty to Co-Operate

- 2.8 There is now a duty to cooperate in the plan making process and the Council will engage with its partners such as neighbouring councils and government bodies throughout the formulation of its plans.

Local Development Scheme

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- 2.9 The Local Development Scheme (LDS) for Oadby and Wigston Borough Council establishes the programme for the preparation of, and consultation on, all the components of the Local Plan.

- 2.10 The LDS document is updated regularly and is available to view on the planning pages of Oadby and Wigston Borough Council's website.

3 Who Do We Consult

- 3.1 Depending on the type of planning policy document or planning application being considered, there are a number of consultation bodies that the Council must notify and invite to make representations in order to comply with the Regulations set by Government.

Local Development Plan

- 3.2 The Regulations set out specific consultation bodies that the Borough Council must consult in the production of a Plan. These are listed in Appendix 3.
- 3.3 At the Council's discretion, it may also consult with a number of other bodies that it deems appropriate to engage and these are referred to as general consultation bodies (refer to Appendix 4 for a full list).
- 3.4 These lists may change as a result of amendments to the Regulations and / or by the Council choosing to update or amend its list of general consultation bodies. The Council therefore reserves the right to amend the details held within the Appendices for either of these reasons.
- 3.5 The Council will maintain an address and personal contact information database of individuals, groups and other interested parties wishing to be informed when planning policy documents are published. The database will be kept up to date as and when necessary.

Planning Applications

- 3.6 The Council is 'required' to consult various organisations and bodies and is 'advised' to consult others depending upon the type of application, as set out in the Town and Country Planning (Development Management Procedure Order) (England) (2010) (DMPO). A complete list of these consultees can be accessed via the following link:

www.legislation.gov.uk/uksi/2010/2184/made

4. How Do We Consult – Key Stages of Consultation

- 4.1 There are a wide range of consultation methods open to the Council when producing planning policy documents and determining planning applications.
- 4.2 In the case of planning policy documents, there is a distinction between ‘formal stages’ of plan production (where the nature of consultation is governed by the Regulations) and ‘ongoing consultation’ with the community as part of the development and assessment of emerging options. The type of consultation method will vary depending upon the stage of production and this document makes the distinction between consultation that is ‘required’ by the Regulations and that which is ‘promoted’ by the Council through its SCI over and above the minimum requirements.
- 4.3 Oadby and Wigston Borough Council is the ‘Local Planning Authority’ (LPA) for the area, and as such, is responsible for the determination of most planning applications (other than those for determination by Leicestershire County Council) and for producing up to date and robust planning policy documents, including the Local Plan. The minimum legal consultation requirements in relation to the production of planning policy documents at formal stages of consultation and in determining planning applications are set out below and also in the tables in Appendix 1.

Local Plan

- 4.4 The Town and Country Planning Regulations (2012) set out three stages of plan production where considerable, well documented, consultation is required. A summary of these requirements is set out below:

a) Preparation of Local Plan (Regulation 18)

Statutory

- Notify and consult with all ‘specific’ consultation bodies as identified in the Regulations;
- There will be at least one ‘formal’ consultation period during the plan preparation, normally with a minimum of six-weeks and a maximum of 12-weeks. This will involve evidence gathering from key stakeholders in order to inform the content of the document so that it reflects local views and opinions as much as possible; and,
- A Sustainability Appraisal (SA) report will also be prepared in conjunction with the Plan preparation in order to identify and report on likely significant effects of the Plan and mitigation measures to help reduce them. The LPA will seek comments on this document in tandem with the consultation on the Plan and endeavour to meet local needs in the development of the SA wherever possible.

Additional Consultation Commitments (Optional)

- Notify and consult with all other ‘general’ consultation bodies and stakeholders that the LPA deems appropriate or those that have requested to be consulted; and,

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- Should the LPA deem it necessary to do so (dependent upon the level of stakeholder interest) the Council ‘may’ consult on more than one occasion prior to submitting the Proposed Plan.

b) Publication of the Proposed Local Plan (Regulations 19 and 20)

- Copies of the Proposed Plan and associated documents are made available for inspection for six weeks and all interested parties are invited to make representations. This is effectively the final chance that formal stakeholder representations to the LPA on the content of the Plan can be made.

c) Submission of the Proposed Local Plan to the Secretary of State (Regulation 22)

- A copy of the Proposed Local Plan and its associated documents is submitted to the Secretary of State for its ‘Independent Examination’. An independent Inspector is subsequently appointed by the Secretary of State to examine the soundness of the Plan. The Council provides the independent Inspector with the formal representations and its responses to them from all of the previous stages of consultation. At this stage, the Council cannot consider new formal representations, although opportunities exist to submit additional statements to the Inspector, to elaborate on previously made representations.

- 4.5 Following the submission of a Local Plan Document, the Independent Examination takes place. If the Plan is legally compliant, the Inspector will then consider whether the Plan is ‘sound’. The Plan will be considered as ‘sound’ if it is positively prepared, justified, effective and consistent with national policy. The Inspector will publish their findings in an Inspector’s Report with recommendations to either adopt the Plan; adopt with modifications; or, to not adopt the plan. The Inspector must be satisfied that the Council has met the procedural requirements of the Regulations, including whether it has been prepared in accordance with the SCI.
- 4.6 Should the Inspector require the LPA to make main modifications to the Plan in order to make it sound, it is likely that the Inspector will insist that the modifications undergo further consultation and the representations at that stage are considered by the Inspector, rather than by the LPA.
- 4.7 The Council will then consider the Inspector’s Report and the recommendations within it. Should the Inspector recommend adopting the Plan, the Council will need to take it to an appropriate meeting, such as Full Council, where the Borough’s Councillors can consider its content and approve a resolution to adopt.
- 4.8 As soon as reasonably practicable after the LPA adopt the Local Plan, in accordance with Regulations 26 and 35, it must make all documents in association with the Plan available for inspection at appropriate locations, for the regulated time frame in accordance with the Regulations, and specify when and where they are available to view to all interested stakeholders that have previously been consulted and made representations.

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Strategic Environmental Assessment / Sustainability Appraisal

- 4.9 Usually, Local Plan Documents require a Strategic Environmental Assessment (SEA) and Sustainability Appraisal (SA), which are produced in tandem with the production of the Local Development Plan Documents to assess their economic, environmental and social impact.
- 4.10 Appendix 1 at the back of this report indicates how SEA / SA can be aligned with plan production and at which stage of consultation an SEA / SA will be consulted on.

Supplementary Planning Document and / or Development Briefs

- 4.11 Oadby and Wigston Borough Council will also produce Supplementary Planning Documents (SPDs) and Development Briefs to add greater depth to support policies and the Council's objectives. Although SPDs do not have the same status as Local Plan Documents, they are important documents in a Planning Policy and Development Management context.
- 4.12 The 2012 Regulations set out the requirements for the production of SPDs, and their preparation also has formal stages of involvement:

a) Preparation

- This is not a formal stage of consultation as set out in the Regulations but will present an opportunity for the LPA to engage with the community to ascertain the general wishes of the key stakeholders with a vested interest in the production of this document;
- A scoping exercise will be carried out to consider whether a Sustainability Appraisal is required.

b) Public Participation (Regulation 12)

- The LPA will consult on a draft SPD for a minimum period of four weeks. Any representations made at this stage will be considered by the LPA and either incorporated into the Final Draft or a justified response as to why such is not incorporated will be provided as part of the LPAs Consultation Responses.

c) Adoption (Regulation 14)

- The final version of the SPD will be presented to Borough Councillors at an appropriate committee to seek resolution to adopt. An adoption statement will then be published on the Council's website, as well as sent to all stakeholders that requested notifications as part of the SPD's development.

Neighbourhood Planning

- 4.13 Neighbourhood planning was introduced by the Localism Act 2011. There are two main mechanisms for neighbourhood planning – Neighbourhood Plans and Neighbourhood Development Orders.

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- 4.14 A Neighbourhood Plan is a new way of helping local communities to influence the planning of the area they live and work in. If a plan is prepared and agreed by the community in a referendum it will become part of the development plan for the area and be used in the determination of planning applications.
- 4.15 A Neighbourhood Development Order can grant planning permission for certain types of development without the need to submit a planning application to the Council. The Regulations for Neighbourhood Planning came into force on 6th April 2012. The Localism Act 2011, together with these regulations, places various duties and responsibilities upon the Council.
- 4.16 It is the responsibility of the Community Forums or local groups in Oadby and Wigston to prepare the Plan and to undertake an inclusive consultation, although the Council has a duty to assist. Conducting a wide-reaching consultation procedure is in Community Group's interest as the Plan or Order can only be adopted after a referendum in which over 50% of voters support the Plan or Order. Neighbourhood Plans must also conform to the Council's adopted Local Plan.
- 4.17 Where the Council has a duty to publicise a plan or referendum (including the original application to designate a Neighbourhood Area), the Council will do so in line with the Localism Act 2011, the Neighbourhood Planning (General) Regulations 2012 and the principles in this SCI.

Planning Applications

- 4.18 The Council is aware of the importance of consultation with the Community when it comes to considering planning applications.
- 4.19 As set out in the Town and Country Planning (Development Management Procedure) (England) Order 2010 (as amended), the Council is required to consult various organisations and bodies and is advised to consult others depending on the type of planning application.
- 4.20 The Borough Council deals with many planning applications each year and the nature of the planning applications dealt with are wide ranging from householder and minor applications to large scale mixed use proposals including residential, leisure, and other developments. The nature, scale and type of planning application will determine how the Council will engage with the Community.
- 4.21 Planning applications are either determined at Development Control Committee by elected Council Members or they are delegated to Officers and are determined without the need to be reported at planning committee. When a planning application is to be considered at a Planning Committee, there may be the opportunity for interested parties to address the Committee at the meeting prior to any decision being taken. Further information on this can be viewed on the Council's website or at the Council's offices.
- 4.22 This section explains how the Council will engage with the Community when determining planning applications.
- 4.23 Some applications will require special (or additional consultation) procedures due to their particular characteristics, for example:

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- Applications which are a departure from the Local Plan
- Applications which are classed as Major Developments, as defined by the Town and Country Planning (Development Management Procedure Order) (England) (2010) (DMPO)
- Applications which are accompanied by an Environmental Statement
- Applications for Listed Buildings, Scheduled Monuments and certain works that materially affect the character of Conservation Areas or Listed Buildings
- Applications affecting public Rights of Way.

Pre-Application Discussions and Community Involvement

- 4.24 The Council offers a pre-application advice service for all planning applications. Pre-application discussions identify issues and requirements at an early stage, and are beneficial for applicants to provide clarity as to the process and some degree of certainty where local planning policies and constraints are identified. Details of how to approach pre-application advice, including fees and application forms, are on the Council's website.
- 4.25 At the pre-application stage, developers are advised of local residents and amenity groups where known and suggestions are made to engage with them prior to submitting applications. The Council cannot require a developer or householder to undertake pre-application discussions, or to engage with local residents and amenity groups. Pre-application consultation is normally only encouraged for certain major developments.
- 4.26 There are some applications where there is no statutory requirement to consult. These include Certificates of Lawful Development, internal alterations to a Grade II listed building, advertisements, non-material amendments and approval of details.
- 4.27 Community involvement on planning applications does not just involve the public. The Council must also consult the appropriate statutory bodies. Statutory bodies are those bodies which have particular powers in the policy making process. In deciding which statutory body is consulted, the Council must take into account the nature and location of the proposal. These statutory bodies normally have 21 days in which to respond. There are also a significant number of non-statutory bodies including local interest groups which the Council will consult in appropriate circumstances. The results of any such consultation will be taken into consideration in the determination of any application.
- 4.28 In publicising planning applications, it is necessary for the Council to strike a balance between the consideration of cost, speed of decision making and providing a reasonable opportunity for public comment.
- 4.29 In the event that an application is significantly amended during its consideration, the Council will send a further round of consultation letters to nearby residents and to those who have already written in with comments. Further comments can then be submitted.

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Permitted Development

- 4.30 It is important to note that certain proposals do not need permission of the Local Planning Authority because these developments fall under 'permitted development' and are given permission by central government legislation. However, for further information on what requires planning permission and what constitutes 'permitted development', it is advisable to speak to the Borough Council's Planning Control section before you undertake any work.

Appeals

- 4.31 Anyone who has submitted a planning application has a right of appeal to the Secretary of State if an application is refused, not determined, or if the permission contains conditions that are considered to be unacceptable to the applicant. Details on how applicants can appeal against a decision are contained within all decision notices issued by the Council. Third parties do not have the right to appeal.
- 4.32 Upon receipt of an appeal, the Borough Council informs all neighbours and all those who have made representations on the application that an appeal has been lodged. Appeals are examined by an Independent Planning Inspector.
- 4.33 An appeal may be considered either through an exchange of correspondence (known as written representations), at an informal hearing or at a more formal Public Inquiry.
- 4.34 Any comments received during the original consideration of the application will be sent to the Planning Inspectorate. There may be the opportunity to make further representations on the appeal directly to the Planning Inspectorate, and the Borough Council will ensure that the same neighbour notifications as the original planning application are carried out.
- 4.35 If the matter is to be heard by an Inspector at an informal hearing or Public Inquiry, then objectors will be invited to attend the hearing / inquiry where they may well have the opportunity to make verbal submissions directly to the Inspector. The Applicant and the Borough Council also appear at the hearing or inquiry. All parties to the appeal are informed of the Inspector's decision if they have been requested to be notified.

Leicestershire County Council

- 4.36 The Borough Council does not deal with all types of planning applications, as certain applications are the responsibility of Leicestershire County Council. The County Council will deal with applications relating to waste and minerals developments, as well as applications relating to County Council owned properties such as schools or depots.

Planning Aid

- 4.37 Planning Aid provides independent professional advice and information on planning matters and is run by a network of volunteer caseworkers. It is aimed at individuals, community groups and other voluntary groups who cannot afford to pay for private consultants. Planning Aid may be able to help you if you want to find out how to:

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- Apply for planning permission;
- Object to or support another person's planning application;
- Appeal against a refusal of planning permission;
- Get involved in Local Development Document preparation.

4.38 Contact details for Planning Aid can be found at:

<http://planningaid.custhelp.com>

5. How Do We Consult – Consultation Methods

- 5.1 There are a wide range of consultation methods open to the Council when producing planning policy documents and determining planning applications. The planning legislation sets out the minimum requirements for public participation and the Council will notify all stakeholders and organisations as appropriate. The preferred method of consultation is by email, but where a person or organisation does not have an email address, a letter or other methods will be used.
- 5.2 Local Plan consultations will be for a minimum of six weeks and Supplementary Planning Documents or other Local Development Document consultations must be for a minimum of four weeks.
- 5.3 Some of the key methods of consultation that the Council may choose to use to meet the publicity requirements of the Local Planning Regulations are set out below. Please note, this list is not exhaustive or statutory:

Method	Benefit	Disadvantage
Make documents and supporting information available at the Council's main Offices and public libraries in South Wigston, Wigston and Oadby	Consultation document, information and forms for submitting responses are free of charge to view and available during opening hours.	Not all stakeholders will be able to access this information due to limitations on their ability to travel etc.
Make documents and supporting information available on the Council's website	Information easily accessible from people's own homes and businesses, 24 hours a day.	Not all stakeholders will be able to access this information due to limitations on their access to the internet.
Make documents available on CD's for those unable to access the Internet or Libraries / Council Offices or to make it easier for people to view documents electronically or to print them	This provides information in an alternative format, free of charge.	This can be a costly consultation method and also will require stakeholders to have access to a computer to view the documents.
Hold Exhibitions and / or Staffed Road Shows where practical and appropriate	Publicises information in a user friendly way in a variety of locations. It also provides an opportunity for the public to have a conversation with Officers / the Council about the issues in hand, face to face.	Not all stakeholders will be able to attend / be aware of these events.
Include information in a Summary Leaflet where appropriate,	Provides a brief summary of the document outlining the	Not all residents will receive the information or read the leaflet. This

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Method	Benefit	Disadvantage
this could also include a questionnaire with collection boxes provided at the Main Council Offices and Libraries	key headlines to inform plan preparation or to raise awareness of upcoming events or public consultations etc.	can also be a costly consultation method.
Leaflets to be circulated to households where appropriate	Provides a brief summary of upcoming consultation or event.	Not all residents will receive the information or read the leaflet. This can also be a costly consultation method.
Council Newsletter – Letterbox	This newsletter is distributed to all households in the Borough three times a year so this can be used to alert people to upcoming major issues or planning consultations.	Not all residents will receive the information or see the article. Timing of a consultation may not fall at an appropriate time of the year to justify inclusion of an article in Letterbox.
Attendance of Planning Officers at meetings and community forums	Allows information to be displayed in public locations in local towns. Gives opportunities for representatives at meetings and forums to raise and discuss issues.	Not all stakeholders will be able to attend / be aware of these events. Information presented may be missed or be misinterpreted.
Letters and emails sent to stakeholders and organisations	A formal means of communication with those on the database; ensures communication is received.	Not all stakeholders have an email registered or will check their emails regularly. Stakeholders address details may also be out of date.
On-line response form on the Council's website	Comments can be submitted to the Council, quickly, at any time of the day, with no postage costs.	Not always easily accessible to all stakeholders because it requires them to have access to the internet and an email account.
Dedicated email address for Planning Policy matters	Means of submitting comments and contacting the Council for further information and assistance for the public.	Not always easily accessible to all stakeholders because it requires them to have access to the internet and an email account.
Press releases to local newspapers, radio and regional TV	Information to the local community which stimulates debate.	Not always easily accessible to all stakeholders because they may not see it.
Posters around the	Information for the local	Not always easily

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Method	Benefit	Disadvantage
Borough	community that may not have seen other forms of communication. These can be displayed on Notice Boards, Bus Stops, and on Lamp Posts in the areas that are effected.	accessible to all stakeholders because they may not be seen. They can also be removed.
Involving Elected Members and providing updates	By informing Members of the latest publications or consultations, they will then be equipped to inform their constituents of the latest planning policy position.	Information presented may be missed or be misinterpreted.

5.4 Further details on how these methods could be applied to enhance the consultation stages of the Council's Local Plan and Supplementary Planning Documents (SPDs) are shown in Appendix 1.

Planning Control – Planning Applications

5.5 The statutory requirements for consultation with regards to planning applications is set out within the Town and Country Planning (Development Management Procedure Order) (England) (2010) (DMPO). The regulations require that planning applications are publicised by way of some or all of the following, depending on the type of application:

- Neighbour notification letters
- A notice in a local newspaper
- A site notice

5.6 Some of the ways that the Council may look to achieve appropriate levels of publicity for an application are set out below:

5.7 **Neighbour notification by letter or email** is the principal method of consultation on most planning applications. Statutory organisations and neighbours adjoining a site or otherwise directly affected are targeted as a minimum. The letter includes brief information about the proposals and gives guidance on how to comment.

5.8 **Site notices** are a 'formal' requirement of the Regulations for applications which affect conservation areas, or for listed buildings, public rights of way and major applications. They are also used to supplement letters or where there are no immediately apparent neighbours to consult.

5.9 **Newspaper advertisements** are a statutory requirement for applications in conservation areas, listed building, public rights of way and major applications.

5.10 **A Weekly List of Planning Applications** is produced on the Council's website which details every application received. This information can be viewed at:

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http://www.oadby-wigston.gov.uk/pages/weekly_list

- 5.11 **The Council's Website** is also useful to search for and examine new planning applications via the online PublicAccess database:

https://www.oadby-wigston.gov.uk/pages/viewing_planning_information_with_publicaccess

- 5.12 **Posting public notices and press releases** in the local press and radio broadcasters may also be an option to communicate with the public on larger planning applications.
- 5.13 **Applications available for inspection at Council Offices** enables those not able to access the information online the opportunity to examine the appropriate information.
- 5.14 In addition to the above, the Council has a Practice Note on Publicity and Consultation. This information can be viewed at:

http://www.oadby-wigston.gov.uk/pages/how_to_make_representations_on_a_planning_or_associated_application

Appendix 1 – Consultation Tables

Tables 1 and 2 identify the consultation strategy that the Council shall follow for the production of its Local Plan Documents and Supplementary Planning Documents (SPDs). These tables identify who will be consulted, when they will be consulted, and how they will be consulted.

Oadby and Wigston Borough Council reserves the right to amend the content of these tables should there be an amendment to either the Regulations or the Council's approach.

Table 1: Consultation on a Local Plan Document

Consultation Stage	Who will be notified?	Period of Consultation / Notice Period	Minimum Consultation or Notification Method	Additional consultation methods which <u>may</u> be used (Not Statutory and not exhaustive)
<p>Preparation of a Local Plan Document</p> <p>(Regulation 18)</p> <p>- SEA / SA Consultation</p> <p>- Issues and Options</p> <p>- Preferred Options</p>	<p>Those bodies or persons that the Council considers to have an interest in the Plan. Those bodies will include:</p> <ul style="list-style-type: none"> • Specific consultation bodies • General consultation bodies • Residents or businesses within the area where appropriate 	<p>Informal and ongoing plan preparation and involvement will be possible up to its publication.</p> <p>There will be <u>at least one 'formal' consultation period</u> during the Local Plan Preparation stage, normally within a 6 – 12 week consultation period.</p>	<p>Engage and involve Specific and General consultation bodies through a targeted letter or email setting out:</p> <ul style="list-style-type: none"> - the consultation period - the Plan stage - details of how the Plan can be viewed (including an electronic copy or link where relevant). <p>Duty to Co-Operate Partners will also be invited to make comments</p> <p>Draft Plan(s) and accompanying documents will be made available at the Council's offices and any other appropriate locations. They will also be published on the Council's website at www.oadby-wigston.gov.uk</p> <p>Dedicated email address for Planning Policy responses and enquiries: planningpolicy@oadby-wigston.gov.uk</p>	<p>Press release to local newspaper, radio and regional TV.</p> <p>Public meetings, forums and/or exhibitions</p> <p>Stakeholder group meetings</p> <p>Summary Leaflet prepared which may be circulated to households in the Borough.</p> <p>Council Newsletter article – Letterbox</p> <p>Social Media consultation notifications. Eg. Via Twitter</p> <p>Online response form on Council's website www.oadby-wigston.gov.uk</p>
<p>Publication of</p>	<ul style="list-style-type: none"> • All those notified at the 	<p>Statutory period of at least 6</p>	<ul style="list-style-type: none"> • A statement of the 	<p>Press release to local</p>

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Consultation Stage	Who will be notified?	Period of Consultation / Notice Period	Minimum Consultation or Notification Method	Additional consultation methods which <u>may</u> be used (Not Statutory and not exhaustive)
<p>Proposed Local Plan Document</p> <p>(Regulation 19 & 20)</p> <p>- SEA / SA Consultation</p>	<p>Plan preparation stage will be notified:</p> <ul style="list-style-type: none"> • Specific consultation bodies • General consultation bodies • Residents or businesses within the area where appropriate • Inform those who responded to Plan preparation consultation 	<p>weeks.</p>	<p>representations procedure will be sent to specific and general consultation bodies as required</p> <ul style="list-style-type: none"> • Inform appropriate target groups and stakeholders by email or letter setting out: <ul style="list-style-type: none"> - the consultation period - the Plan stage - how the Plan can be seen, along with the places and times that the Plan can be viewed • Draft Plan(s) and accompanying documents will be made available at the Council's offices and any other appropriate locations. They will also be published on the Council's website at www.oadby-wigston.gov.uk • Dedicated email address for Planning Policy responses and enquiries: planningpolicy@oadby-wigston.gov.uk 	<p>newspaper, radio and regional TV.</p> <p>Public meetings, forums and/or exhibitions</p> <p>Stakeholder group meetings</p> <p>Summary Leaflet prepared which may be circulated to households in the Borough.</p> <p>Council Newsletter article – Letterbox</p> <p>Social Media consultation notifications. Eg. Via Twitter</p> <p>Online response form on Council's website www.oadby-wigston.gov.uk</p>

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Consultation Stage	Who will be notified?	Period of Consultation / Notice Period	Minimum Consultation or Notification Method	Additional consultation methods which <u>may</u> be used (Not Statutory and not exhaustive)
<p>Submission of Local Plan Document and Supporting Evidence to the Secretary of State</p> <p>(Regulation 22)</p> <p>- SEA / SA Consultation</p>	<ul style="list-style-type: none"> • Specific or General bodies that the Council considers appropriate and whom were considered appropriate at Regulation 18, as well as other interested parties considered appropriate. • Anyone who has specifically asked to be notified when the Plan is submitted 	<p>This is not a consultation stage.</p>	<ul style="list-style-type: none"> • Plan and accompanying documents to be sent in paper form and electronically to the Secretary of State. • Draft Plan(s) and accompanying documents will be made available at the Council's offices and any other appropriate locations. They will also be published on the Council's website at www.oadby-wigston.gov.uk • A statement will be placed on the Council's website and made available at the Council offices and Libraries setting out where the plan and accompanying documents are available and the times at which they can be inspected. 	<ul style="list-style-type: none"> • Press releases to local newspapers, radio and regional TV
<p>Independent Examination of Local Plan Document and all Supporting Document (and SEA / SA)</p>	<ul style="list-style-type: none"> • All those who made representations 	<ul style="list-style-type: none"> • Notification about the examination at least 6 weeks before the opening of the hearing 	<ul style="list-style-type: none"> • Public notice on the Council's website and a hard copy on display in the Council's offices setting out the date, time and where the hearing will be held and 	<ul style="list-style-type: none"> • Press release to local newspapers

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Consultation Stage	Who will be notified?	Period of Consultation / Notice Period	Minimum Consultation or Notification Method	Additional consultation methods which <u>may</u> be used (Not Statutory and not exhaustive)
(Regulation 24)			<p>the name of the inspector appointed to carry out the examination</p> <ul style="list-style-type: none"> • Email or letter to any person with an outstanding representation from the plan publication (Reg 19) stage 	
<p>Proposed modifications (and SEA / SA) (No Regulation)</p>	<ul style="list-style-type: none"> • All those who made representations 	<ul style="list-style-type: none"> • 6 week consultation period if there are main modifications 	<ul style="list-style-type: none"> • In the event of main modifications being proposed, notification will be via email or letter and public notice on the Council's website and at the Council Offices 	<ul style="list-style-type: none"> • Press release to local newspapers
<p>Publication of the Inspector's Recommendations (Regulation 25)</p>	<ul style="list-style-type: none"> • All persons who requested to be notified will be given notice that the recommendations are available 	<ul style="list-style-type: none"> • This is not a consultation period 	<ul style="list-style-type: none"> • Inspectors recommendations will be made available at the Council offices and appropriate locations, as as be published on the Council's website www.oadby-wigston.gov.uk • Email or letter for those who have requested to be notified 	<ul style="list-style-type: none"> • Not applicable
<p>Adoption of a Local Plan Document</p>	<ul style="list-style-type: none"> • The Secretary of State 	<ul style="list-style-type: none"> • This is not a consultation period 	<ul style="list-style-type: none"> • As soon as is reasonably practicable after the Council 	<ul style="list-style-type: none"> • Press release to local newspapers, radio and

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Consultation Stage	Who will be notified?	Period of Consultation / Notice Period	Minimum Consultation or Notification Method	Additional consultation methods which <u>may</u> be used (Not Statutory and not exhaustive)
<p>(Regulation 26) - Publish SEA / SA</p>	<ul style="list-style-type: none"> All persons who requested to be notified when the Plan is adopted 		<p>adopts a plan, the document and its accompanying evidence will be made available electronically at the Council offices, appropriate locations and on the Council's website setting out where the plan and accompanying documents are available and the times at which they can be inspected.</p> <ul style="list-style-type: none"> A copy of the adoption statement will be sent via email or letter to the Secretary of State and to anyone who has specifically asked to be notified. 	<p>regional TV</p> <ul style="list-style-type: none"> Local Authority newsletter. Eg. Letterbox

Table 2: Consultation on a Supplementary Planning Document (SPD)

Consultation Stage	Who will be notified?	Period of Consultation / Notice Period	Minimum Consultation or Notification Method	Additional consultation methods which <u>may</u> be used (Not Statutory and not exhaustive)
Preparation of SPD	Evidence gathering and preparation of the Draft SPD	<ul style="list-style-type: none"> This is not a consultation period 	<ul style="list-style-type: none"> Not applicable 	<ul style="list-style-type: none"> Not applicable
Public Participation Stage (Regulation 12) 6 weeks	<p>Those bodies or persons that the Council considers to have an interest in the document, such bodies will include relevant:</p> <ul style="list-style-type: none"> Specific consultation bodies General consultation bodies, where appropriate Duty to Co-operate Bodies Residents or Businesses within the area where appropriate 	<ul style="list-style-type: none"> There will be one ‘formal’ consultation period during the preparation, normally with a minimum consultation period of 4 weeks. 	<ul style="list-style-type: none"> Engage with / involve as appropriate: <ul style="list-style-type: none"> Target groups and stakeholders where relevant. Those considered to have an interest will be informed by email or letter setting out: <ul style="list-style-type: none"> the consultation period how the document can be viewed (including an electronic copy or link where relevant) Draft Plan(s) and accompanying documents will be made available at the Council’s offices and any other appropriate locations. They will also be published on the Council’s website at www.oadby-wigston.gov.uk 	<ul style="list-style-type: none"> Press release to local newspaper, radio and regional TV. Public meetings, forums and/or exhibitions Stakeholder group meetings Council Newsletter article – Letterbox Social Media consultation notifications. Eg. Via Twitter

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<p>Adoption (Regulation 14)</p>	<ul style="list-style-type: none"> • Anyone who has specifically asked to be notified when the SPD is adopted 	<ul style="list-style-type: none"> • This is not a consultation period 	<ul style="list-style-type: none"> • An adoption statement, together with the adopted SPD, will be made available at the Council offices, other appropriate locations and published on the Council's website www.oadby-wigston.gov.uk • Anyone who has asked to be notified will be sent an email or letter including a copy of the Adoption Statement 	<ul style="list-style-type: none"> • Press release to local newspapers, radio and regional TV • Local Authority newsletter. Eg. Letterbox
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Appendix 2 – Duty to Cooperate Bodies

Relevant bodies to Oadby and Wigston Borough Council extracted from Part 2, Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012 that must be consulted to conform to the Duty to Co-operate:

- The Environment Agency;
- The Historic Buildings and Monuments Commission for England (known as English Heritage);
- Natural England;
- The Civil Aviation Authority;
- The Homes and Communities Agency;
- The Primary Care Trust established under Section 18 of the National Health Service Act 2006 or continued in existence by virtue of that section;
- The Office of Rail Regulation;
- Integrated Transport Authority;
- The Highway Authority;
- Leicester and Leicestershire Enterprise Partnership;
- Local Authorities in the HMA.

Appendix 3 – Specific Consultation Bodies

In accordance with Government regulations, the following specific ‘formal’ consultation bodies must be consulted where the Borough Council considers that they may have an interest in the subject of the proposed planning document:

This list is not intended to be definitive and it may be appropriate to consult other groups not listed.

- Blaby District Council
- Blaby Parish Council
- Countesthorpe Parish Council
- Glen Parva Parish Council
- Great Glen Parish Council
- Harborough District Council
- Kilby Parish Council
- Leicester City Council
- Leicestershire Constabulary
- Leicestershire County Council
- Little Stretton Parish Council
- Network Rail
- Relevant Telecommunication Companies
- Relevant Utility Companies
- Stoughton Parish Council
- The Coal Authority
- The Environment Agency
- English Heritage
- Natural England
- The Highways Authority
- Homes and Communities Agency

Appendix 4 – General Consultation Bodies

This list is not intended to be definitive and it may be appropriate to consult other groups not listed. This appendix may also be updated without further consultation as and when the Council deems it appropriate.

- Services for the Elderly
 - Age UK
 - Local Groups and Organisations*
- Services for the Disabled or those with Special Needs
 - Equality and Human Rights Commission
 - Mind
 - UKDPC
 - Local Groups and Organisations*
- Youth Organisations
 - Schools
 - Youth Council
 - Local Groups and Organisations*
- Racial, Ethnic, National, Religious and Minority Groups Representatives and Interests
 - Local Groups and Organisations*
- Women's Groups
 - National Federation of Women's Institute
 - Women's National Commission
 - Local Groups and Organisations*
- Other Voluntary Bodies / Charities
 - British Red Cross
 - Citizens Advice Bureau
 - Guide Dogs for the Blind
 - The Royal British Legion
 - Local Groups and Organisations*
- Health Organisations
 - BUPA
 - Regional Public Health Group
 - Leicestershire NHS Partnerships Trust
 - Local Groups and Organisations*
- Telecommunication Groups
 - Relevant Groups and Organisations*
- Transport Undertakings and Interests
 - Network Rail
 - Local Bus Companies, inc. Arriva and First
- Countryside / Rural Organisations
 - Campaign for the Protection of Rural England
 - Farming and Wildlife Advisory Group
 - National Farmers Union
 - Rural Community Council for Leicestershire and Rutland
 - Local Groups and Organisations*
- Service Providers and Conservation Bodies
 - National Grid UK
 - Severn Trent Water Ltd
 - Western Power Distribution
 - Local Groups and Organisations*
- Emergency Services
 - Leicestershire Constabulary

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- Leicestershire Fire & Rescue Service
- Architecture, Design and Heritage Interests
 - Commission for Architecture and the Built Environment (CABE)
 - Local Groups and Organisations*, inc. Civic Societies
- Major Landowners
 - Church Commissioners
 - The Crown Estate
 - Leicester Racecourse
 - University of Leicester
 - Local Groups and Organisations*
- Environmental Protection and Conservations Organisations
 - Council for British Archaeology
 - Royal Society for the Protection of Birds (RSPB)
 - The National Trust
 - Local Groups and Organisations*
- Planning Consultancies
 - Andrew Granger and Co.
 - Carter Jonas
 - Landmark Planning
 - Roger Tym and Partners
 - Turley Associates
- Housing Providers and Organisations
 - David Wilson Homes
 - Homes and Communities Agency
 - House Builders Federation
 - Jelson Limited
 - Miller Homes Ltd
 - Persimmon Homes
 - Riverside Housing Association
 - Westleigh Developments Ltd
 - Local Groups and Organisations*
- Business and economic Development Organisations
 - Confederation of British Industry (CBI)
 - Leicestershire Chamber of Commerce
 - Leicester and Leicestershire Enterprise Partnership
 - Local Groups and Organisations*
- Retailers
 - National and Local Retailers that have registered their interest
- Sport and Leisure Organisations
 - Fields in Trust
 - Sport England
 - Leicester-Shire and Rutland Sport
 - Leicester Tigers
 - The Ramblers Association
 - Local Groups and Organisations*
- Postal Services
 - Royal Mail Group
- Other Government Organisations
 - H M Prison Services
 - Leicestershire County Council
- Media Organisations
 - BBC East Midlands
 - ITV Central
 - BBC Radio Leicester

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- Libraries
 - Agency for the Legal Deposit Libraries
- Tourism
 - Go Leicestershire

* The list indicated by an asterisk will essentially be of relevance to a particular consultation and those groups or organisations will have declared an interest in a particular consultation or document.

Government Consultation Bodies

The following Government Departments will be consulted where appropriate:

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

Appendix 5 – Glossary of Terms

Title	Abbreviation	Description
Adoption		The final confirmation of a Plan and its policies being deemed acceptable and therefore relevant by the Local Planning Authority (LPA).
Annual Monitoring Report	AMR	Is a report that measures the 'success' of planning policies and assesses plan making performance against the milestones set out in the Local Development Scheme.
Development Plan Document	DPD	Document subject to independent examination, which will form part of the statutory development plan for the area. Part of the Local Plan.
Equalities Impact Assessment	EIA	An evaluation tool which analyses the effect that a policy or procedure will have on a particular group of people to highlight whether there needs are being met and if there are any issues requiring further action. The tool promotes equality and aims to ensure there are no discriminatory effects.
Independent Examination		The Local Plan will be examined by an independent Inspector whose role is to assess whether the Plan has been prepared in accordance with the Duty to Co-operate, legal and procedural requirements and whether it is sound.
Local Development Document	LDD	Collective term for the Local Plan, including Supplementary Planning Documents, Development Briefs, the Local Development Scheme and the Statement of Community Involvement.
Local Development Scheme	LDS	The Council's programme for preparing Local Development Documents. Part of the Local Plan.
Local Planning Authority	LPA	The Local Planning Authority in each Borough or District.
Local Plan		The collection of documents setting out the overall planning strategy, policies and proposals for Oadby and Wigston Borough Council.
Localism Act (2011)		The Localism Act sets out a series of measures with the potential to achieve a substantial and lasting shift in power away from central government and towards the local people.
National Planning Policy Framework (2012)	NPPF	The NPPF sets out the Government's National planning policies and how these are expected to be applied at a local level.
Planning Inspectorate		A government body whose main work involves processing planning and enforcement appeals and holding examinations into local plans and other development plan documents.
Statement of Community Involvement	SCI	Document setting out when, with whom and how consultation will be undertaken on Local Development Documents. Part of the Local Plan.
Statutory Consultees		Bodies that must be consulted with regard to the preparation of Local Development Documents, as set out in Part 2, Regulation 4 of the Town and Country Planning (Local Planning) (England) Regulations 2012.

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Supplementary Planning Document	SPD	Document that expands on policies and proposals set out in the Local Plan. Part of the Local Plan but not subject to a formal examination in public and not part of the statutory development plan.
Stakeholder		A person, group, organisation, company etc with an interest in, or potentially affected by planning decisions in the Borough.
Sustainability Appraisal	SA	Document setting out the appraisal of plans and policies to ensure that their potential impact is assessed and that they reflect sustainable development objectives.
Test of Soundness		A series of questions the Independent Inspector asks during the Independent Examination of the Local Plan to assess whether it has been positively prepared, justified, effective, and if it is consistent with national policy.
The Borough Council		Oadby and Wigston Borough Council
Town and Country Planning (Local Plans) (England) Regulations 2012		The Regulations that set out the process by which the Local Plans and SPDs must be prepared.

Appendix 6 - Contacts

You can contact the Planning Policy and Regeneration and Development Management Teams by telephoning the Borough Council Offices in Wigston, or by emailing or writing us:

Tel: 0116 257 2636

Email (Development Management - Applications):

planning@oadby-wigston.gov.uk

Email (Planning Policy and Regeneration):

planningpolicy@oadby-wigston.gov.uk

Address:

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