

# Melton Borough Council

## Statement of Community Involvement 2023 Update

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## **Introduction**

### **1. What is a Statement of Community Involvement?**

- 1.1 Planning shapes the spaces we live and work in. It is therefore right that people should be able to take an active part in planning processes. The objective is to operate an open and transparent process where communities and stakeholders are encouraged to be involved in and have ownership of the decisions being made in the preparation of Planning Policy Documents, and to have their views considered in the determination of planning applications.
- 1.2 A Statement of Community Involvement (SCI) is a document that Councils are required to produce which sets out how the community can be involved in the preparation of planning policy documents and how they can have their say on planning applications. A SCI states who the Council will consult and engage with, when and how, for each of the planning functions it performs.
- 1.3 The Melton SCI provides clarity on the extent of community involvement that will take place, as the Council fulfils its range of its planning functions. It sets out the key standards we will aim to achieve when involving the community throughout the preparation of planning policy documents. It also describes how we will involve the community when we consider planning applications, and how we will engage with communities preparing Neighbourhood Plans.
- 1.4 The National Planning Policy Framework (NPPF), published in February 2019, and its subsequent updates, stresses the importance of a plan-led system and re-iterates the role of early, proportionate and effective engagement and collaboration with local people, organisations and businesses to produce a Local Plan that reflects the vision and aspirations and best meets the needs of local communities.
- 1.5 The National Planning Practice Guidance states that:  
*“Section 18 of the Planning and Compulsory Purchase Act 2004 requires local planning authorities to produce a Statement of Community Involvement, which should explain how they will engage local communities and other interested parties in producing their Local Plan and determining planning applications. The Statement of Community Involvement should be published on the local planning authority’s website.”*
- 1.6 From April 2018, under Regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), local planning authorities must complete a review of the Statement of Community Involvement every five years. Also, the National Planning Policy Guidance (NPPG) indicates that local authorities may review and update their Statement of Community Involvement at the same time as reviewing and updating the local plan (NPPG, Plan-making, para 071 61-071-20190315).
- 1.7 This is the Fifth Melton Statement of Community Involvement. The first Statement was published in October 2006. Changes to the planning system resulted in revisions to this

in 2011 and 2014. The fourth Statement was published in November 2019.

1.8 Changes in the way in which we consult mean that updates to the Statement of Community Involvement are felt necessary to reflect the technological changes which have increased the range of means available for consultation and engagement beyond the more traditional methods of consultation. These updates are mainly surrounding the move to online consultation and workshop events.

1.9 The remainder of this document is set out as follows:

***Part 2: Community involvement in Planning Policy***

Local Plans

Supplementary Plan Documents

Community Infrastructure Levy

Sustainability Appraisals

Non-Statutory Planning Documents

***Part 3: Neighbourhood Planning and MBC Community Involvement***

Neighbourhood Plans

***Part 4: Community involvement in Development Management***

Pre-applications

Planning Applications

Determining Applications

Appeals

***Review***

Review of the Statement of Community Involvement

***Appendices***

Appendix 1 – Methods of Engagement

Appendix 2 – List of potential consultees

Appendix 3 – Glossary

Appendix 4 – Useful links

## **Community involvement in Planning Policy**

### **2. Local Plans**

- 2.1 Development Plan Documents set out the policies and proposals for land use and development in the Borough. We will ensure that such documents, or any reviews thereof, undergo rigorous procedures of community involvement and consultation in their preparation. This section deals with Local Plans and section 8 with Neighbourhood Plans (which form part of the Development Plan). As the Council has recently adopted a Local Plan, this section will guide any future review of or alterations to the adopted plan.
- 2.2 To assess the needs, problems and opportunities to be addressed by a DPD and to ensure that policies and proposals are robust, credible, relevant, and based on fact, we will gather evidence and consult at the earliest possible stage to inform the decisions to be made. We will have regard to evidence prepared/commissioned by local communities, e.g. to support Neighbourhood Plans. However, given the more strategic nature of the Local Plan and the need to have a consistent evidence base, not all of the local detail of such evidence will be able to inform Local Plan preparation/review, where the issue is Borough wide and comparable detail is not available elsewhere, nor can be obtained at a reasonable and proportionate cost.
- 2.3 The evidence and consultation responses gathered will be relied upon when the soundness of a document is tested at independent examination. The role of the independent Inspector is to assess whether the plan has been prepared in accordance with the Duty to Cooperate, legal and procedural requirements, and whether it is sound, which means it should be:
- Positively prepared – the plan should be prepared based on a strategy which seeks to meet objectively assessed development and infrastructure requirements, including un met requirements from neighbouring authorities where it is reasonable to do so and consistent with achieving sustainable development.
  - Justified – the plan should be the most appropriate strategy, when considered against the reasonable alternatives, based on proportionate evidence;
  - Effective – the plan should be deliverable over its period and based on effective joint working on cross-boundary strategic priorities; and
  - Consistent with national policy – the plan should enable the delivery of sustainable development in accordance with the policies in the Framework.

### **Stakeholder Involvement**

- 2.4 We will involve relevant groups and all other stakeholders, in the preparation and evaluation of this evidence, as appropriate. We have established an extensive database of interested parties which includes stakeholders, organisations and members of the public who responded positively to our request to be retained on the database following the adoption of the Local Plan. We encourage any interested party or individual to be added to our database.

- 2.5 Signing up will enable you to be notified directly of any consultation event. To be added to the community consultation database please email your details to [planningpolicy@melton.gov.uk](mailto:planningpolicy@melton.gov.uk). For more information about how we would use your data, please see the privacy notice on <https://www.melton.gov.uk/your-council/data-security-and-access/privacy-notices/>. Figure 1 sets out how the Borough Council will encourage community engagement and how the public can take responsibility for their involvement in the preparation of any revisions or alterations to the Local Plan.
- 2.6 We also have a duty to consult with certain bodies and include them within plan preparations. These are known as specific consultation bodies and statutory environmental bodies (SEBs), e.g. the Environment Agency is both a statutory environmental body and a specific consultation body and will be consulted in the preparation of a Strategic Flood Risk Assessment and Historic England will be consulted when assessing potential land allocations near registered heritage assets. A full list of the 'specific consultation bodies' (which include the SEBS) that the Council is required to consult is shown in Appendix 2.
- 2.7 The Council will also consult with any relevant members of the extended community (people who have an interest in planning), allowing them to have their say on plan preparations. This includes developers and agents, housing bodies and transport bodies. A full list of the extended community is shown in Appendix 2.

### **Duty to Cooperate**

- 2.8 The Localism Act 2011 introduced the Duty to Cooperate which requires all local planning authorities, county councils and other public organisations to engage with one another and consider joint approaches as part of the preparation of local plans.
- 2.9 The NPPF para. 24 states that local planning authorities are under a duty to cooperate with each other, and with other prescribed bodies, on strategic matters that cross administrative boundaries.
- 2.10 For Melton, the Duty is to be met by engaging with the neighbouring authorities within and outside of the Leicester and Leicestershire Housing Market Area (HMA). Melton Borough Council also engages with strategic partner organisations whose remit is within the HMA or shares an administrative boundary with the Borough. The following duty to cooperate partners for Melton have been identified:

The local authorities within HMA are:

- Blaby District Council
- Charnwood Borough Council
- Harborough District Council
- Hinckley and Bosworth Council
- Leicester City Council
- Leicestershire County Council
- North West Leicestershire District Council
- Oadby and Wigston Borough Council

The adjoining local authorities outside HMA are:

- Lincolnshire County Council
- Newark and Sherwood District Council
- Nottinghamshire County Council
- Rushcliffe Borough Council
- Rutland County Council
- South Kesteven District Council

The Leicester and Leicestershire Local Enterprise Partnership is also engaged in respect of strategic planning and economic growth.

2.11 The Town and Country Planning (Local Planning) (England) Regulations 2012 as amended also sets out a list of prescribed bodies. These bodies must be consulted and involved in the Plan making process. Those which are of relevance to Melton are:

- Environment Agency
- English Heritage
- Natural England
- Homes England
- Primary Care Trust (East Leicestershire & Rutland Clinical Commissioning Group and South Lincolnshire Clinical Commissioning Group)
- Highways England
- Sport England
- Office of Rail and Road
- Network Rail

2.12 The Regulations also make clear that when preparing plans, local authorities should also have regard to Local Enterprise Partnerships (LEP) and Local Nature Partnerships (LNP). The relevant LEP is Leicester and Leicestershire LEP and the relevant LNP is Leicestershire Local Nature Partnership.

**Figure 1**  
**Process for producing or reviewing a Local Plan**

Stage	Process and Requirements	Engagement
1. Pre-production	<ul style="list-style-type: none"> <li>• Collect evidence and establish wider policy framework</li> <li>• Informal and early engagement</li> <li>• Consider issues and alternatives/options</li> <li>• Consult on the scope of the Sustainability Appraisal</li> <li>• Consult on the scope of the review/alteration</li> </ul>	<ul style="list-style-type: none"> <li>• Informal online consultations/workshops may be carried out via Microsoft Teams (or similar). The extent of this will be determined by the specific requirements of evidence gathering or subject matter</li> <li>• Work with relevant groups &amp; organisations interested in the main issues/locations of covered</li> </ul>
2. Draft Plan (Regulation 18)	<ul style="list-style-type: none"> <li>• Publication of Draft of revised/amended Plan</li> <li>• Consult over minimum of six week period and notify bodies or persons as covered in Appendix 2 in this document</li> <li>• Prepare consultation summary and statement</li> <li>• The Council considers the comments made and may make amendments to the plan</li> <li>• Preparation of a Sustainability Appraisal (SA) report, a Habitats Regulation Assessment report (as necessary) and a report of the findings.</li> <li>• General compliance with legislative provisions (e.g., Planning and Compulsory Purchase Act and Local Plan regulations)</li> </ul>	<ul style="list-style-type: none"> <li>• Documents made available for inspection primarily at Council offices and on <a href="http://www.meltonplan.co.uk">www.meltonplan.co.uk</a></li> <li>• Public Notices in local press and news release</li> <li>• Notifications will be sent to relevant groups and organisations. This includes statutory consultees and relevant bodies identified in Appendix 2 in this document</li> <li>• Parish and Town Councils will be notified</li> <li>• Adjacent Authorities to MBC will be notified</li> <li>• Drop-in online public consultation events &amp; stakeholder events</li> </ul>
3. Pre-submission (Regulations 19 & 20 - publication)	<ul style="list-style-type: none"> <li>• Publication of Proposed Submission Document and SA report</li> <li>• Statutory consultation where a minimum of six weeks is provided to make representations on the plan, the SA and supporting evidence</li> <li>• These representations will be considered by the Inspector at the Examination</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement as for the Draft Plan above</li> </ul>

	<ul style="list-style-type: none"> <li>• Council consider the representations and may propose further amendments to be considered by the Inspector</li> <li>• General compliance with legislative provisions (e.g., Planning and Compulsory Purchase Act and Local Plan regulations)</li> </ul>	
4. Submission (Regulation 22)	<ul style="list-style-type: none"> <li>• Plan submitted to Secretary of State for Independent Examination</li> <li>• General compliance with legislative provisions (e.g., Planning and Compulsory Purchase Act and Local Plan regulations)</li> </ul>	<ul style="list-style-type: none"> <li>• Notice of submission placed in local papers circulating the area, and published on meltonplan.co.uk.</li> </ul>
5. Examination	<ul style="list-style-type: none"> <li>• Main issues raised in the representations at Regulation 19 &amp; 20 stage summarised</li> <li>• Planning Inspector issues report if main modifications are not required.</li> </ul>	<ul style="list-style-type: none"> <li>• Examination documents made available for inspection including on the MBC website (<a href="http://www.meltonplan.gov.uk">www.meltonplan.gov.uk</a>) and consultees notified</li> <li>• Notice of examination given six weeks in advance to people who have requested to appear, in line with Regulation 24</li> <li>• Local publicity for the Examination</li> <li>• Examination may involve public Hearing Sessions. The Inspector will decide whether to conduct the examination via written representations or hearings and will decide who is invited to participate.</li> </ul>
5a. Main Modifications	<ul style="list-style-type: none"> <li>• The Inspector can propose changes or 'main modifications' to the plan (including adding 'omission sites', i.e. additional sites put forward by objectors to the DPD) to avoid it being found 'unsound'</li> <li>• Inspector considers representations on main modification.</li> </ul>	<ul style="list-style-type: none"> <li>• Examination as for pre-submission (stage 3)</li> </ul>
6. Adoption (Regulation 26)	<ul style="list-style-type: none"> <li>• Plan adopted by Melton Borough Council if found 'sound' by Inspector</li> <li>• Six week period for legal challenge to the High Court</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption documents made available for inspection including on the MBC Local Plan website and consultees notified</li> </ul>



7. Monitoring & Review	<ul style="list-style-type: none"> <li>• Monitor Plan to make sure it is achieving its aims</li> <li>• The Plan will need to be reviewed where necessary and at least every 5 years</li> </ul>	<ul style="list-style-type: none"> <li>• Authority Monitoring Report published in sections throughout the year on the Council’s website</li> </ul>
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**Please note that only the topics that are within the scope of the Plan review/alterations will be open to this engagement.**

### **3. Supplementary Planning Documents (SPD’s)**

3.1 Supplementary Planning Documents provide additional guidance and information to support specific Development Plan policies. They can cover a range of issues and are likely to take the form of design guides, development briefs, or issue or thematic based documents that supplement and interpret policies in a DPD; they cannot include new policy. Following adoption of its Local Plan, the Council has prepared the following Supplementary Planning Documents:

- (i) Housing Mix and Affordable Housing
- (ii) Design of Development
- (iii) Developer Contributions/Planning Obligations

Further SPDs may be prepared in response to any practical difficulties experienced in interpreting policies relating to a specific theme or in response to new government policy or guidance that deviates or is outside the scope of the current local plan policies. Community involvement will be extremely important in preparing SPDs, but they will not be subject to independent examination.

3.2 As the Regulations do not stipulate exactly who should be consulted at the various stages of SPD production, the decision on who will be consulted in the SPDs production will be at the Council’s discretion. The Council will usually consult all individuals on the consultation database and those organisations or bodies that it considers would have an interest in the subject of the SPD. This could vary between the SPDs that might be produced.

3.3 Figure 2 below sets out how the Borough Council will encourage community engagement and how the public can take responsibility for their involvement in the preparation of any Supplementary Plan Documents.

## 4. Consultation on a Community Infrastructure Levy (CIL)

4.1 Whilst preliminary work was undertaken to implement a CIL charging schedule, the Council took the decision to pause the work in July 2019, the forward programme is therefore uncertain. However, should the Council decide to proceed, the process would fulfil all the statutory requirements relating to publicity and community involvement. This process is very similar to the consultation process involved in the preparation of a Local Plan shown in Figure 1 requiring the publication of a Draft Charging Schedule, and inviting representations on it. These are then considered by an independent Inspector at examination, alongside the draft documents and evidence submitted by the Council. There is no corresponding consultation on any main modifications though. The CIL is of most interest to Duty to Cooperate bodies, developers, landowners and those acting from them.

**Figure 2**  
**Process for producing a Supplementary Planning Document (SPD)**

Stage	Process and Requirements	Engagement
1. Pre-production Scoping	<ul style="list-style-type: none"> <li>• Collect evidence</li> <li>• Consider issues and alternatives in the production of a draft SPD</li> <li>• Screen to determine whether an SA is required</li> </ul>	<ul style="list-style-type: none"> <li>• Informal online consultations/workshops may be carried out via Microsoft Teams (or similar) and the extent of this will be determined by the subject matter of the document</li> <li>• Work with relevant groups and organisations</li> </ul>
2. Draft SPD (Regulation 13)	<ul style="list-style-type: none"> <li>• Publication of Draft SPD</li> <li>• Consult over minimum of four week period</li> <li>• Prepare consultation summary and statement</li> <li>• The Council considers the comments made and may make amendments to the plan</li> </ul>	<ul style="list-style-type: none"> <li>• Documents made available for inspection including on the MBC Local Plan website</li> <li>• Public Notices in local press and news release</li> <li>• Notifications will be sent to all relevant individuals, groups and organisations</li> <li>• Parish and Town Councils will be notified</li> <li>• Consultation drop-in online public events and stakeholder workshops</li> </ul>
3. Adoption (Regulation 14)	<ul style="list-style-type: none"> <li>• Finalised SPD and Consultation Statement presented to the Council for adoption</li> <li>• Six week period for legal challenge to the High Court</li> </ul>	<ul style="list-style-type: none"> <li>• Adoption statement produced and relevant people notified</li> <li>• Adoption documents made available for inspection including on the MBC</li> </ul>

		Local Plan website, www.meltonplan.co.uk • Adverts in local press
4. Monitoring and Review	<ul style="list-style-type: none"> <li>• Final SPD is monitored, to make sure it is achieving its aims</li> <li>• SPD may be reviewed, where necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Authority Monitoring Report published annually on the Council's website, www.meltonplan.co.uk</li> </ul>

## 5. Consultation on a Sustainability Appraisal (SA)

- 5.1 A Sustainability Appraisal (SA) is an iterative technical process which takes place alongside the preparation of new planning policy, such as any Local Plan review. It is to ensure that policies are framed to achieve the most sustainable patterns and forms of development. The SA also includes a strategic environmental assessment that is required by European Regulations. We will consult key stakeholders, including the statutory environmental bodies, on the scope of the SA at commencement of DPD preparation.
- 5.2 An SA report or an SA scoping report will be published at the Issues and Options and Preferred Options Consultation stages alongside the similar stage of any reviewed or altered Local Plan. The same period will be given for representations to be made on the SA. It will be made available for inspection online and at the venues where the Local Plan documents are deposited.
- 5.3 At the publication stage of any DPD, a final SA will be published and made available for inspection online with the DPD for the same period and at the same venues where it is deposited. It will be submitted together with the DPD to the Secretary of State. The SA will be made available for downloading from [www.meltonplan.co.uk](http://www.meltonplan.co.uk).
- 5.4 A Sustainability Appraisal is not required for an SPD. However, we will publish and consult the three statutory environmental bodies (Historic England, Natural England and the Environment Agency) on a 'screening report' which draws on the SA report of the Local Plan and any review/alteration thereof, and clarifies whether or not the SPD is likely to lead to any further significant effects. Supplementary planning documents may, in exceptional circumstances, require a Strategic Environmental Assessment (SEA) if they are likely to have significant environmental effects that have not already have been assessed during the preparation of the relevant strategic policies.
- 5.5 To assess the needs, problems and opportunities to be addressed by a DPD and to ensure that policies and proposals are robust, credible, relevant, and based on fact, we will gather evidence and consult at the earliest possible stage to inform the decisions to be made. We will have regard to evidence prepared/commissioned by local communities as far as we can; *not all of the local detail of such evidence will be able to be collected in a similar form across the whole Borough if it is not already available.*

## **6. Consultation on Non-Statutory Planning Documents**

- 6.1 We will assess and provide a proportional consultation on all non-statutory documents, as we have done with previous documents such as the Sustainable Neighbourhoods SPD Masterplans.

## **7. Parish Council engagement within Planning Policy**

- 7.1 MBC will consult with all Parish Councils at the appropriate stages of preparing or reviewing all Planning Policy documents. The Council will ensure that enough consultation time is given for Parish Councils to be able to consider the documents at their subsequent meetings.
- 7.2 Three general planning training/information sharing events will be held throughout the year. Representatives from Parish Councils will be invited to these events. MBC will also respond to individual requests to attend Parish Council meetings in respect of significant issues; however the Council may seek to combine these with other Parishes where the issue is common to several.

## **Neighbourhood planning and MBC community engagement**

### **8. Neighbourhood Plans**

- 8.1 Villages and parishes throughout the Borough all have the opportunity to create their own Neighbourhood Development Plans (NDP). When made, these plans become statutory planning documents, as part of the development plan for the area. As such, they need to be taken into account in any future policy development and in considering planning applications in that area.
- 8.2 By getting involved in NDPs the community can help shape where development such as new homes and businesses can be built and what it should look like, provided the policies are in accordance with the strategic policies in the Local Plan and accord with National Policy.
- 8.3 Melton Borough Council is committed to supporting Neighbourhood Development Plan Groups, throughout the process of preparing an NDP, from designation of the Neighbourhood Plan Area to the final Referendum stage. The Neighbourhood Development Plan Group has responsibility to consult on their own draft plans. The Council only gets involved at Regulation 16, when it invites representations on the finalised draft plan, in advance of the plan and the representations being considered by an independent examiner.
- 8.4 The support given by the Council can be divided in two categories:
- The statutory role played in several key stages in the preparation of a Neighbourhood Development Plan; and
  - A more general duty to assist groups preparing Neighbourhood Development Plans. This can include attending meetings, liaising with any consultants appointed by the NDP Group, sharing data and information already held by the Council, including in map and plan form, and signposting the Group to other sources of information and support.
- 8.5 The Council will seek to fulfil these roles in a timely manner, but this is subject to time, resources and staff availability and sometimes the Council may not be able to assist in its non-statutory roles.
- 8.6 Further support to communities is available through the Leicestershire County Council Communities Department and their Leicestershire Neighbourhood Planning Network: <https://www.leicestershirecommunities.org.uk/np/>.
- 8.7 The Council publishes Neighbourhood Planning updates on the Melton Local Plan website: <https://www.meltonplan.co.uk/neighbourhood-plans>. The homepage includes the status of current designated NDPs and an interactive map summarising this information. Neighbourhood Plan specific information can be found by clicking on the map or on the name of the designated NDP in the table.

- 8.8 The Council is not responsible for handling monetary claims from Neighbourhood Planning Groups. These claims must be done directly through the Government site <https://locality.org.uk/>.

## **Community involvement in Development Management**

### **9. Pre-applications**

- 9.1 Involvement of the community and stakeholders at an early stage of the planning application process is of great benefit to the public, individuals, organisations, authorities and the applicant themselves.
- 9.2 Although not a statutory requirement, the Council encourages developers to consult the local affected community prior to submitting planning applications for larger schemes or potentially contentious development proposals, such as development in sensitive locations. This is in accordance with guidance on decision making set out in both the National Planning Policy Framework and the Localism Act 2011.
- 9.3 The Borough Council currently engage in pre-application discussions with developers which are undertaken confidentially because of the various sensitivities and commercial confidence of some of the early ideas. These discussions are without prejudice to any subsequent planning applications, consultation requirements and the decision making process.
- 9.4 Applicants are expected to carry out their own pre-application consultation for larger cases. This should be effective in bringing draft proposals to the attention of the public, parish councils and other affected parties. There should be the opportunity for interested and affected parties to make comments on the proposal.
- 9.5 The consultations undertaken by the developer may take the form of a public meeting and / or exhibition, and may include additional neighbourhood notification or press coverage. Consultation will normally be localised with an emphasis on informing and involving stakeholders, businesses, residents or members of the public that might be interested in and/or affected by the proposal. Where proposals are in a sensitive location, the use of a Design Review exercise is strongly encouraged, with the participation of representatives of the local community.
- 9.6 The purpose of early discussions between the developer and the community is for the developer to share details of the proposed scheme and its rationale with the community and seek feedback from them early in the process. This helps to ensure a scheme is positively received, and allows key issues and new information highlighted in consultation responses to be addressed prior to planning applications being submitted.
- 9.7 Where consultations are carried out, we will request the submission of a 'certificate' with the formal application that describes the measures an applicant has taken, the

impact that the measures have had in terms of the changes to the content of the original proposal, and if no amendments have been made to the proposal, why that conclusion was reached.

## 10. Planning Applications

10.1 A planning application is a means by which someone applies for permission from the Council to develop or change the use of land. Melton Borough Council is responsible for planning decisions that are made throughout the borough. The types of applications that the Council receive are identified in Figure 3.

10.2 The methods of community engagement will depend upon the type and scale of the development proposed, with consultations being undertaken in accordance with the requirements of the relevant planning regulations.

10.3 Following validation of an application there is an initial statutory consultation period of 21 days from the date of the notification letter. The methods of consultation include:

- Neighbourhood Notifications – owners/occupiers of all residential properties bordering an application site will be individually notified in writing, via a notification letter. Those notified will have 21 days, from the date of the letter, to respond;
- Site notices – A site notice will be displayed in at least one place on or near the land to which the application relates. Exceptions to this are: hedgerow removal notice, high hedge complaints, prior notification applications, certificates of lawful development, householder developments (discretionary), trees in conservation areas, discharge of conditions and non-material amendment applications. The site notice will set out how to comment on the application and any deadlines;
- Press notice – in accordance with statutory requirements certain applications are advertised in the local press, for example Listed Building Consent applications;
- Council website – Applications can be viewed on the Council’s online planning register <https://pa.melton.gov.uk/online-applications/>;
- Weekly list of planning applications – a list of planning applications received is emailed to Ward Councillors, Parish Councils and other groups who request them. An email is sent to specialist bodies e.g. Historic England, if applicable.

The relevant methods of consultation for each type of application can be seen below in Figure 3.

10.4 Anyone can comment on a planning application either via the website <https://pa.melton.gov.uk/online-applications/>, by email to [developmentcontrol@melton.gov.uk](mailto:developmentcontrol@melton.gov.uk) or by post. Please quote the planning application reference in all correspondence. There is also a facility to register online in order to track applications, save searches and receive email notifications. Notification emails would occur when the status of the case changes e.g. when the application is decided.

**Figure 3 – Methods of consultation**

Type of application	Community engagement on planning applications			
	Neighbour notification	Site/press notice	Parish Council Notification	Public Consultation
Strategic development (100+ homes)	Yes	Yes	Yes	This would be the responsibility of the developer to undertake
Major (10+ homes or development of 1000m <sup>2</sup> or more)*	Yes	Yes	Yes	No
Minor (1-9 homes or development of less than 1000m <sup>2</sup> )*	Yes	Only relevant if the proposal affects a Listed Building or is within a designated area e.g. Conservation Area.	Yes	No
Householder	Yes	Only relevant if the proposal affects a Listed Building or is within a designated area e.g. Conservation Area.	Yes	No
Listed Building Consent	Yes	Yes	Yes	No
Lawful Development Certificates	Only when considered necessary	Only when considered necessary	Only when considered necessary	No
Prior Notifications	No	Dependant on type of application	Dependant on type of application	No
Trees and Hedgerows	No	Only if proposal is to fell a TPO	Only when involving a TPO	No
Discharge of Conditions	No	No	Only when considered necessary	No
Non-material amendments	No	No	No	No

\* Includes change of use, reserved matters and variation of condition applications



## **11. Determining Applications**

- 11.1 Following the end of the consultation period, we will consider any comments received and make a decision on the planning application, in accordance with the development plan policies and consideration of material planning considerations.
- 11.2 Most applications are dealt with under delegated powers where a decision is made by a planning officer. However, some applications are referred to the Planning Committee for determination by elected members in accordance with criteria set out in the Council's constitution. If an application is to be decided at a Committee meeting, the objectors and the applicant will be contacted to be advised of the time and venue and of any arrangements to enable them to take part. Such meetings are held in public and all interested parties are free to attend and observe how a decision is reached, however only those who have made written comments can participate. The Planning Committee may undertake site visits in order to assess the application; this is not an opportunity for members of the public to discuss the application.
- 11.3 Anyone that has registered to receive email updates on an application will receive an email once the case has been decided. The decision notice will be available to view online at <https://pa.melton.gov.uk/online-applications/>. It will also be emailed to the Applicant or Agent (if applicable).

## **12. Appeals**

- 12.1 Applicants have a right to appeal where they disagree with the Council's decision to refuse planning permission, to condition a planning permission or where a decision is not reached within the statutory time period. Any appeal must be lodged within a certain timeframe of the planning application decision date, dependant on the type of application. More information on the appeal process and deadlines can be found here: <https://www.gov.uk/topic/planning-development/planning-permission-appeals>. Once the Council have been notified of an appeal by the Planning Inspectorate, we will notify all interested parties, including those who submitted comments on the application. We will provide a copy of all the comments received on the original planning application to the Planning Inspectorate. Interested parties will be advised of how they can be involved in the appeal process in that notification.
- 12.2 If an appeal is to be considered at an informal hearing or public inquiry, the Council will also notify all interested parties of the venue and time of the hearing in accordance with the Planning Inspectorate's requirements. <https://www.planningportal.co.uk/info/200207/appeals>.

### **13. Parish Council engagement within Planning Applications**

- 13.1 We will publicise applications for planning permission and listed building consent by e-mail to the parish councils for the parish that the site is in. Where a particular application may have more than local impacts and we consider it appropriate or necessary to do so, we may also consult neighbouring parish councils.
- 13.2 Three general planning training/information sharing events will be held throughout the year. Representatives from Parish Councils will be invited to these events. MBC will also respond to individual requests to attend Parish Council meetings in respect of significant issues; however the Council may seek to combine these with other Parishes where the issue is common to several.

### **14. Review of the Statement of Community Involvement**

- 14.1 From April 2018, under Regulation 10A of The Town and Country Planning (Local Planning) (England) Regulations 2012 (as amended), local planning authorities must complete a review of the Statement of Community Involvement at least every five years.
- 14.2 In addition, monitoring of the SCI will be undertaken to ensure that if any significant changes are required to accommodate changes in legislation or the way in which we consult, the Statement of Community Involvement will be reviewed and updated accordingly.

## Appendix 1 – Methods of Engagement

Method	How and when for Local Plan Documents	How and when for Planning Applications
<b>Facebook</b> <a href="https://en-gb.facebook.com/meltonbc/">https://en-gb.facebook.com/meltonbc/</a>	<p>The council will use its Facebook page in order to reach communities that would not respond to traditional consultation methods. We will aim to respond to any comments within 5 working days where possible.</p>	N/A
<b>Twitter</b> <a href="https://twitter.com/MeltonBC">https://twitter.com/MeltonBC</a>	<p>The Council will use its Twitter account which has been set up to tweet messages about progress and opportunities to engage in preparing new planning policy and guidance. This will allow us to reach communities that may not respond to traditional methods of consultation. We will aim to respond to any comments within 5 working days where possible.</p>	N/A
<b>Melton Local Plan Website</b> <a href="http://www.meltonplan.co.uk">www.meltonplan.co.uk</a>	<p>The Council will use the Melton Local Plan Website to provide updates on the preparation of any new planning policy documents. PDF copies and interactive versions of the documents and all related evidence documents, including summaries and consultation reports will be available on this website. Members of the public can email questions regarding planning policy documents to <a href="mailto:planningpolicy@melton.gov.uk">planningpolicy@melton.gov.uk</a>, and via the link on the website.</p>	<p>The Melton Local Plan website can be used by developers, agents and applicants to ensure that proposals are in accordance with local planning policy.</p>
<b>Melton Borough Council Website</b> <a href="http://www.melton.gov.uk">www.melton.gov.uk</a>	<p>The Melton Borough Council website will be an important way of communicating information to stakeholders. This website can also be used for news releases relating to planning policy document preparation.</p>	<p>Online portal (<a href="https://pa.melton.gov.uk/online-applications/">https://pa.melton.gov.uk/online-applications/</a>) can be used to search for and comment on planning applications.</p>

<b>Emails</b>	Notifications will be sent to Parish Councils, statutory bodies, stakeholders, relevant groups and other individuals and organisations on the consultation database, via email where relevant.	Email updates will be sent to all relevant parties including Parish Councils and members of the public who have registered for updates.
<b>Letters</b>	Where other forms of communication are unavailable, letters will be sent. This will include large print and braille where required.	Letters will be sent to neighbours informing them of adjacent planning applications. Letters will also be used where other forms of communication are unavailable.
<b>Radio</b>	Radio announcements can be used to help promote opportunities to engage in preparing new planning policy and guidance. This will allow us to reach communities that may not respond to traditional methods of consultation.	N/A
<b>Local newspaper</b>	Public notices will be placed in the Melton Times, Grantham Journal and Leicester Mercury at the start of any consultation period. Press releases will be prepared to advertise the preparation progress and highlight events in which local people can get involved.	In accordance with statutory requirements certain applications are advertised in the local press, for example Listed Building Consent applications
<b>Deposit points</b>	Key documents will be made available to view at the Council Offices and Public libraries, during normal working hours. For wide ranging consultations that affect all parts of the Borough, the Council will try to place documents and make comment forms available at local businesses in the community, e.g. post offices and village shops.	Planning application documents will be made available to view at the Council Offices, during normal working hours if all other methods of communication are unavailable.
<b>Workshops</b>	Workshops can be a very useful way of engaging with people, and may be carried out at local schools to try to engage young people.	Consultations undertaken by developers when requesting pre-application advice may take the form of public workshops.

<b>Online Questionnaires</b>	Online questionnaires can be used to determine attitudes towards particular issues and options.	N/A
<b>Public online 'drop-in' events</b>	Will provide a more informal setting, via Microsoft Teams (or similar) at a variety of dates and times , to inform and encourage participation in the preparation of Plan Documents	Consultations undertaken by developers when requesting pre-application advice may take the form of public 'drop-in' events.

## Appendix 2 – List of potential consultees

We maintain an extensive list of potential consultees who may have an interest in the planning policy documents that we consult on.

The parties we will consult will include, as appropriate:

Relevant 'prescribed bodies' as defined by The Town and Country Planning Regulations. Section 33A, part 2b of the Planning and Compulsory Purchase Act 2004 states that Local Planning Authorities must have regard of 'prescribed bodies' so far as they are relevant to the preparation of the document.

Specific consultation bodies:

- Central and local government (including neighbouring local authorities)
- The Secretary of State for Transport (in relation to the Secretary of State's functions with regard to railways and highways)
- Statutory advisory bodies (the Coal Authority, the Environment Agency, Historic England, and Natural England)
- Parish Councils within or adjacent to Melton Borough
- Infrastructure and utility providers
- Leicestershire Fire and Rescue Service
- East Leicestershire and Rutland Clinical Commissioning Group
- Police authorities operating within or adjacent to Leicestershire

The local community:

- the general public
- community area partnerships
- resident/community/civic societies and associations
- local businesses and business groups
- charity and voluntary organisations
- under-represented groups within the community
- landowners

The extended community:

- developers and agents
- national interest groups
- general business and industry bodies
- housing bodies
- transport bodies

## **Appendix 3 – Glossary**

### **AMR – Authority Monitoring Report**

The Authority Monitoring Report will monitor and assess whether Local Plan Policies are being achieved on an annual basis. The AMR will review plan progress against targets and milestones and seek reasons if they are not being met. The Sustainability Appraisal will have specific monitoring requirements and will be useful in developing AMR contextual indicators.

### **DPD – Development Plan Documents**

These documents will be statutory documents and subject to an independent examination by an Inspector. They will undergo rigorous procedures of community involvement and consultation. The recommendations of the examination Inspector will be binding.

### **Prescribed bodies**

As identified in regulation 4 of The Town and Country Planning Act (Local Planning) (England) Regulations 2012 (as amended), the bodies prescribed for the purposes of section 33A(1)(c) of the Act are: the Environment Agency; English Heritage; Natural England; the Mayor of London; the Civil Aviation Authority; the Homes and Communities Agency; each integrated care board established under Chapter A3 of Part 2 of the National Health Service Act 2006; the National Health Service Commissioning Board; the Office of Rail and Road; Transport of London; each Integrated Transport Authority; each highway authority within the meaning of section 1 of the Highways Act 1980; and the Marine Management Organisation. The bodies prescribed for the purposes of section 33A(9) of the Act are: each local enterprise partnership; and each local nature partnership.

### **SA – Sustainability Appraisal**

The Sustainability Appraisal will assess the social, economic and environmental impacts of the policies and proposals of the Local Plan. It is an iterative process that will commence from the outset of any Local Plan review or alteration.

### **SCI – Statement of Community Involvement**

The Statement of Community Involvement is the local authority's strategy on community and stakeholder engagement on all of its planning functions, including new planning policy and guidance, planning applications, and the elements of neighbourhood planning that are within its remit.

### **SEA – Strategic Environmental Assessment**

A Strategic Environmental Assessment is required under European Union regulations and will assess the environmental impacts of the policies and proposals of any Local Plan review or alteration. It will be incorporated within the **SA** process.

### **SPD – Supplementary Planning Documents**

Supplementary planning documents elaborate on policies and proposals in the Local Plan and/or national planning policy, providing further guidance on the interpretation and operation of the policy. They do not have development plan status. They will be considered as a material planning consideration and their weight will be reflected by their status.

SPDs are likely to take the form of design guides, development briefs and issue or thematic based documents.

**Stakeholder**

Stakeholders are an authority, organisation, business or individual that has an interest in the use and development of land in the Borough.



## **Appendix 4 – Useful Links**

### **Legislation**

The Town and Country Planning (Local Planning) (England) Regulations 2012  
[http://www.legislation.gov.uk/uksi/2012/767/pdfs/uksi\\_20120767\\_en.pdf](http://www.legislation.gov.uk/uksi/2012/767/pdfs/uksi_20120767_en.pdf)

Neighbourhood Planning (General) Regulations 2012  
[http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi\\_20120637\\_en.pdf](http://www.legislation.gov.uk/uksi/2012/637/pdfs/uksi_20120637_en.pdf)

The Town and Country Planning (Development Management Procedure) (England) Order 2015  
[http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi\\_20150595\\_en.pdf](http://www.legislation.gov.uk/uksi/2015/595/pdfs/uksi_20150595_en.pdf)

### **National Policy/Guidance**

National Planning Policy Framework  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/740441/National\\_Planning\\_Policy\\_Framework\\_web\\_accessible\\_version.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/740441/National_Planning_Policy_Framework_web_accessible_version.pdf)

Planning Practice Guidance  
<https://www.gov.uk/government/collections/planning-practice-guidance>

Plain English Guide to the Planning System  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/391694/Plain\\_English\\_guide\\_to\\_the\\_planning\\_system.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/391694/Plain_English_guide_to_the_planning_system.pdf)

Planning Aid  
<https://www.rtpi.org.uk/planning-aid/>

Planning Portal  
<https://www.planningportal.co.uk/>

### **Melton Borough Council Local Policy**

Melton Borough Council Local Plan Website  
<https://www.meltonplan.co.uk/>

Melton Borough Local Plan  
[https://docs.wixstatic.com/ugd/2778e0\\_865e0289bce64d46932c93247b3f2d6c.pdf](https://docs.wixstatic.com/ugd/2778e0_865e0289bce64d46932c93247b3f2d6c.pdf)

Planning and Building Control Website  
[http://www.melton.gov.uk/info/200074/planning\\_and\\_building\\_control](http://www.melton.gov.uk/info/200074/planning_and_building_control)