



Hincley & Bosworth  
Borough Council

*A Borough to be proud of*

Adopted November 2006

Local Development Framework

# Statement of Community Involvement

Planning... moving forward together





# Contents

page

1.0	Introduction	4
	What is a Statement of Community Involvement?	4
	How Can I Influence Future Development?	4
	How is this Statement Set Out?	5
	How Can I Make Comments?	5
2.0	Influencing the planning system	6
	Influencing Planning System	6
	The New Planning System	6
	What documents will be consulted on?	7
	What is Sustainability	7
	Sustainability Appraisals	8
3.0	WHEN can you get involved?	9
	Timetable	9
4.0	HOW will the Borough Council consult on proposals?	10
	Types of Consultation	10
	Feedback	10
	Methods of Consultation	10
	Minimum Consultation Arrangements	12
	Menu of Further Optional Consultation Methods	15
	Working with Other Organisations	20
	Links with the Community Plan	20
	Learning from Experience	20
5.0	WHO will be involved?	21
	Hinckley and Bosworth's Community	21
	Groups to be Consulted	21
	Reaching Specific Groups	22
	Independent Advice	22
6.0	Planning Applications	23
7.0	RESOURCES	28
	Getting the Most out of Consultation	28
	APPENDIX 1 - STAGES OF DOCUMENT PREPARATION	29
	APPENDIX 2 - ORGANISATIONS TO BE CONSULTED	32
	APPENDIX 3 - PREPARING THIS STATEMENT OF COMMUNITY INVOLVEMENT	33
	APPENDIX 4 - GLOSSARY	34



## 1.0 Introduction

### What is a Statement of Community Involvement?

- 1.1 This document is called the Hinckley and Bosworth Statement of Community Involvement. It explains how you can be involved in influencing the future development of the Borough.
- 1.2 This document forms part of the new plan for the Borough called a Local Development Framework and sets out how the Borough Council will engage and consult with you in producing this plan.
- 1.3 In preparing this document, the Council will aim to build on consultation and the understanding gained from previous engagement with the community. It is important that you get involved at an early stage in the planning process so that your views can influence the way we plan for the future from the very beginning. Our aim is that everyone in the community feels that the plan belongs to them and that it reflects everyone's needs. With your input the Borough Council can make better plans for the future.
- 1.4 This document has been written so that plain English is used as much as possible. There is a glossary that gives straightforward explanations of terms used in this document.

### How Can I Influence Future Development?

- 1.5 You can influence development in two ways:
- 1.6 Firstly, by getting involved in the longer term process of drawing up plans for the future, on what gets built and where. This is known as **planning policy and guidance**. The Council wants to build up a picture of the community's thoughts and concerns about proposals as future plans are prepared. This will help us understand what the future needs of the Borough's community are and how these can be met.
- 1.7 Secondly, the community can be involved in the more day to day ways that decisions are made on individual **planning applications**. Most new buildings or major changes to existing buildings, or the local environment need planning permission. The views of the local community are important to making good decisions on planning applications.
- 1.8 The level and type of involvement will be different between planning policy and planning applications. Influencing development through planning policy takes place over a longer period of time, and often can deal with themes as well as definite proposals. Community involvement in planning applications deals with specific proposals and the timescales involved tend to be shorter. This Statement of Community Involvement addresses differences between planning policy and planning applications and sets out community involvement that is appropriate to each.

## How Is This Statement Set Out?

**1.9** The following four sections of this Statement will focus on consultation and engagement that will be used to develop **planning policy and guidance** for the future development of the Borough:

- Section 2: **WHAT** types of policy and guidance will be consulted on;
- Section 3: **WHEN**, within the process, consultation and engagement will happen;
- Section 4: **HOW** this consultation will be conducted; and
- Section 5: **WHO** will be consulted.

Section 6 will then outline how planning applications are dealt with, who is consulted and how you can make comments.

Section 7 will then focus on the resources that are available to deliver this Statement.

## 2.0 WHAT Planning Policy and Guidance can you influence?

### Influencing Planning Policy

**2.1** This is important because when the Council makes a decision on whether or not to permit development, planning policy lies at the heart of the decision made. Currently this policy is set out in a Local Plan, which covers the Borough of Hinckley and Bosworth, a Structure Plan, which sets out the wider planning policies for Leicestershire and the East Midlands Regional Spatial Strategy. Local policies are influenced by government policies and by guidance produced at a regional level.

### The New Planning System

**2.2** The planning system described above is being replaced by a new planning system, which will also have two levels.

**2.3** Each region is preparing a Regional Spatial Strategy and in the East Midlands this is known as the East Midlands Regional Plan. This sets out how many homes are needed in each Borough to meet the future needs of people in the region, or whether the region needs a major new shopping centre or transport route. This will eventually replace the Structure Plan produced by the County Council.

**2.4** At a local level, there is a plan called the Local Development Framework. This will be a collection of documents that sets out how your local area may change over the next few years. Local Development Frameworks are prepared by the local planning authority, which for the Hinckley and Bosworth area is the Borough Council. The Local Development Framework will eventually replace the Local Plan.



**2.5** This Statement of Community Involvement is the second document to be produced for the new Local Development Framework for the Borough. A Local Development Scheme, which outlines the three year timetable for production of documents, has already been published and is available on the Council's website or from local libraries and the Borough Council offices.

## What documents will be consulted on?

**2.6** The new planning system has introduced many new terms for the different types of document that are produced. This table sets out the three types of document that the Council will consult the community on, and explains more about each document

Types of Planning Documents	
Development Plan Documents	<p>Development Plan Documents (DPDs) outline the Borough Council's policies for development within the Borough. DPDs, along with the Regional Spatial Strategy (RSS) form the legal basis for all planning decisions and therefore carry the most weight.</p> <p>DPDs will be prepared for the following:</p> <ul style="list-style-type: none"> <li>• Outlining an overall strategy for the Borough</li> <li>• Allocating land (e.g. for housing or employment)</li> <li>• Outlining policies or standards on particular issues e.g. retail policies or parking standards.</li> <li>• Area Action Plans for areas of change or conservation</li> </ul>
Supplementary Planning Documents	<p>Supplementary Planning Documents (SPDs) are intended to expand upon policies in Development Plan Documents, but do not carry the same weight in determining planning applications.</p> <p>SPDs could be prepared for the following where they supplement policy in an adopted DPD or the saved Local Plan:</p> <ul style="list-style-type: none"> <li>• Explaining policies where further detailed guidance is helpful e.g. on calculating the financial contribution developers should make to local facilities or on the design and layout of development.</li> <li>• Development briefs for a particularly large or complicated site.</li> <li>• Village Design Statements prepared by communities.</li> </ul>
Statement of Community Involvement	<p>This document sets out the standards to which the Local Planning Authority will engage and consult the public and other interested parties during the production of DPDs or SPDs and when dealing with planning applications.</p>

## What is Sustainability?

**2.7** Sustainability or sustainable development is about creating communities or environments where people want to live and work, now and in the future. Sustainable development should meet the varied needs of existing and future residents, be sensitive to the environment and contribute to a high quality of life.

**2.8** As set out in *Securing the Future- UK Government Sustainable Development Strategy 2005* the Government defines Sustainable Development as:

- **Living within environmental limits**

Respecting the limits of the planet's environment, resources and biodiversity - to improve our environment and ensure that the natural resources needed for life are unimpaired and remain so for future generations.

- **Ensuring a Strong, Healthy and Just Society**

Meeting the diverse needs of all people in existing and future communities, promoting personal wellbeing, social cohesion and inclusion, and creating equal opportunity for all.

- **Achieving a Sustainable Economy**

Building a strong, stable and sustainable economy which provides prosperity and opportunities for all, and in which environmental and social costs fall on those who impose them, and efficient resource use is incentivised.

- **Promoting good governance**

Actively promoting effective, participative systems of governance in all levels of society - engaging people's creativity, energy and diversity.

- **Using Sound Science Responsibly**

Ensuring policy is developed and implemented on the basis of strong scientific evidence, whilst taking into account scientific uncertainty as well as public attitudes and values.

From the findings of this study the four priority areas for action across the UK are agreed as Sustainable Consumption and Production, Climate Change and Energy, Natural Resource protection and environmental enhancement and Sustainable Communities.

## Sustainability Appraisals

**2.9** A key aim of the Local Development Framework is to contribute to delivering sustainable development. All planning documents produced by the Council will have to show how sustainability has been considered at every stage in the production of planning policy or guidance. This will be outlined in a Sustainability Appraisal, which will be carried out for all planning documents, with the exception of the Statement of Community Involvement.

**2.10** The Sustainability Appraisal seeks to inform decision-making by providing information on the potential implications of policies. Decisions about sustainability can however be complicated. For example development that improves some peoples' quality of life may make someone else's quality of life worse or be insensitive to the environment.

## 3.0 WHEN can you get involved?

**3.1** The process of preparing the planning documents described in the previous section can be broken into a number of stages. These stages are explained in detail in the diagrams in Appendix 1 for the three types of documents:

- Development Plan Documents
- Statement of Community Involvement
- Supplementary Planning Documents

**3.2** Each of the different types of document has a slightly different process of production, but community involvement is an important part of preparing all documents. It is essential that those people who will be affected by the policies or will be involved in delivering them have the opportunity to have their say, as this ensures all the issues have been considered fully. This means involving all those organisations, bodies or individuals who have an interest in the planning process, including, for example, parish councils, local interest groups, developers, agents and landowners.

**3.3** The Statement of Community Involvement is not a stand-alone document. It underpins all the documents that are produced. The statement explains the different levels of involvement stakeholders can expect for each key document stages. This is so that everyone who may have an interest in them is aware of the consultation stages involved in their preparation.

**3.4** The opportunities for people to get involved in consultations on each type of document are highlighted in the diagrams in Appendix 1. The difference between these types of consultation is explained in the next section.

### Timetable

**3.5** There is a separate document, which provides a timetable of the documents that are being prepared by the Borough Council over the next three years. This timetable is known as the Local Development Scheme. The Scheme is available from the Council's website or from local libraries and the Council offices. It clearly shows what documents are being prepared and when you can get involved in this preparation.



## 4.0 HOW will the Borough Council consult on proposals?

4.1 Through consultation the Borough Council wants to reach out to as many people as possible. It is our aim to publicise opportunities as widely as possible for people to comment on or get involved in decision making and be open to people's views. We realise that to get the true benefits of consultation we need to go beyond this and not wait for people to come to us. We must go out to people and discuss the issues so that it is a two way learning process, where we can find out what our community needs.

### Types of Consultation

4.2 There are two broad types of consultation set out in this document: informal and formal. These are explained below:

- **Formal consultation** is where the Borough Council publishes a draft document for a six week period and invites people to comment on it. There are periods of formal consultation during the preparation of all the key types of documents, these consultations are required by law (statutory). The diagrams in Appendix 1 highlight the formal consultation periods for each type of document.
- **Informal consultation** is where the Borough Council discusses those issues that are important to people. There is an opportunity to find out what ideas people have and to identify any alternative options available. The first stage of consultation on the Development Plan Documents is an informal process of consultation. Informal consultation is an on-going process for all documents during and in-between formal consultations. Informal consultation is also highlighted in Appendix 1.

4.3 There are three sides to consultation, the first is providing people with information about proposals, the second is asking people to comment on proposals and the third is asking people to participate in decision making by discussing proposals. The Borough Council recognises the importance of all these elements of consultation and will ensure an appropriate mixture of approaches is used.

### Feedback

4.4 By feedback we mean showing people how their views have been taken into account. The Borough Council recognises that feedback is important because people can then have more trust that they have made a difference by getting involved. At the end of every consultation period all the comments the Borough Council has received and the results of all the events will be written up, analysed and published. This information will then be used in the next stage of policy or guidance preparation.

### Methods of Consultation

4.5 It is important that the methods of involving people during consultations are appropriate. Methods need to be relevant to the people involved, for example young people may prefer questionnaires to be online.

**4.6** They also need to be appropriate for the type of consultation (i.e. the subject and the stage in the process). For example when the Borough Council consults on the general principle of where development should go there will need to be much wider consultation than when proposals are prepared for a specific issue or specific part of the Borough (i.e. Area Action Plans or Supplementary Planning Documents). For specific proposals it will be important to focus consultations by informing and consulting primarily with people that are interested in the particular area or subject, for example the people that use the town centre, if that is the focus of the policy.

**4.7** The following tables describe the methods that are used for consultation and feedback. They are spilt into two tables showing:

- Table 1 - the minimum that the Borough Council will do to consult/feedback.
- Table 2 - a menu of other consultation methods that can be used to go beyond this minimum.

The aim of this menu approach is to provide some flexibility to tailor the consultation methods to the particular issue, or to help engage with a particular part of the community.

TABLE 1 - MINIMUM CONSULTATION ARRANGEMENTS

Type of Consultation	Method	Description & Advantages	Considerations & Disadvantages	Resources
Formal Feedback	All documents and associated matters will be available for consultation at Hinckley & Bosworth Borough Council offices and at libraries throughout the Borough.	Statutory Requirement	There is a need to ensure full accessibility throughout the Borough for as many people as possible - other media will also be required to achieve this, for example the Borough Council website.	Medium
Formal / Informal	<b>Notification</b> of the consultation will be sent to all interested parties.	A notification letter informing people of consultations will be sent to all the relevant people on the LDF database unless they have specified otherwise. This will ensure that those that have expressed an interest in planning issues are kept up to date on the LDF. To be included on this list contact the Forward Planning Team on 01455 238141.	Need to ensure that stakeholders are given the opportunity to be taken off the database or update their details. Please note: The LDF database is not yet available to view on the website. This is one of several e-Government projects being developed in relation to Planning Online. Details of when this will be available will be advertised on the council's website in due course. Individuals and organisations may not be aware of the database.	Medium
Formal / Informal Feedback	Interactive Website. Information, documents and forms for commenting on will be available on the Council's website.	The following will be made available on the Council's website <a href="http://www.hinckley-bosworth.gov.uk">www.hinckley-bosworth.gov.uk</a> : There is currently a dedicated LDF webpage with all the listed documents available to download. There is also the potential for email alerts, which is being developed. <ul style="list-style-type: none"> <li>• consultation and feedback documents,</li> <li>• description of the documents and how to comment on them,</li> <li>• where/when documents can be viewed,</li> <li>• forms/questionnaires to comment on available online.</li> </ul> This is an easy and cost effective way of keeping people informed.	This should be available for the full consultation period and where possible there should be a link from the front page. Not everyone has access to the internet or feels comfortable using it.	Low

Table 1 - Minimum consultation arrangements continued

Type of Consultation	Method	Description & Advantages	Considerations & Disadvantages	Resources
Formal / Informal	<b>Posters</b> will advertise the consultation, exhibitions and events.	Posters will be designed and displayed to advertise consultations. Posters are cheap and easy to produce and can get a message across to a large number of people.	Need to consider where posters are displayed and ensure a wide range of people see the adverts and make them eye catching. Posters can be removed.	Low
Formal / Informal	<b>Press.</b> A press release will be published and where appropriate a Press Launch will be held.	Press releases/launches will be used to provide wide publicity for consultations, raising awareness across the area. Local radio stations will also be approached to advertise events	Consider using the letters page of newspapers to raise awareness. Some people do not read local papers or listen to local radio stations.	Low
Formal / Informal Feedback	<b>Local Advertisement,</b> notice of consultations and how to view and comment on them.	Adverts will be published in the Hinckley Times outlining details of the consultation including where it can be viewed, when and where comments should be made. This will provide wide publicity of the consultation.	Need to ensure adverts are appropriately timed and provided to the newspaper to meet their deadline. Many people do not read adverts in local papers.	Low- Medium
Formal	<b>Questionnaire or Forms</b> will be made available with the document for respondents to make their comments on.	Questionnaires or forms will encourage readers to make comments and express their views. These can be made available widely including electronically and could be filled out during interviews.	Consider using software such as MerlinPlus available through Rural Community Council and Snap available from the County Council. Only provides limited information.	Low- Medium
Formal/Informal	<b>Email.</b> A general email address will be available for enquiries and responses to consultations.	An email address has been set up to receive enquires, electronic forms, questionnaires and responses: <a href="mailto:ldf@hinckley-bosworth.gov.uk">ldf@hinckley-bosworth.gov.uk</a> This address is checked regularly and will not change when individual officers do.	Need to ensure this is regularly checked and acknowledgements sent in response to all emails.	Low



Table 1 - Minimum consultation arrangements continued

Type of Consultation	Method	Description & Advantages	Considerations & Disadvantages	Resources
Formal / Informal	<p><b>Meetings</b>, public meetings, meetings with specific stakeholder groups or one to one meetings will be held as and when requested.</p>	<p>Officers will meet with individuals, groups, developers/landowners and other organisations to explain the consultation and answer any questions when requested to.</p> <p>This will help officers understand the detailed views of different rural and urban communities and interest groups.</p> <p>Meetings may also promote word of mouth advertisement of consultations.</p>	<p>Meetings could be held with Parish Councils, Parish Plan groups or any interest group or individual.</p> <p>Could lead to some groups having more input or understanding than others.</p> <p>A different approach may need to be adopted to involve 'hard to reach' groups and those members of the public not comfortable using the suggested consultation process.</p>	Low
Formal / Informal	<p><b>Youth Council</b> will be attended to discuss consultations, with agreement from the Chair.</p>	<p>Hinckley and Bosworth Youth Council will consider consultation documents or proposals from the point of view of young people in the Borough and provide feedback.</p> <p>Youth Council could also consider documents before being published to ensure relevant to young people.</p>	<p>Opportunities to use the 'Jitty' website will be considered <a href="http://www.thejitty.com">www.thejitty.com</a></p> <p>The Youth Council has a busy agenda and may not have time to consider documents. As a result there is a need to consult the Youth Council as early as possible to maximise their involvement.</p> <p>Leicestershire County Council Youth Service will also be encouraged to participate in the consultation to ensure wide involvement.</p>	Low

## Menu of Further Consultation Methods

**4.8** Table 2 identifies a menu of other methods of involving people. These go beyond those outlined in the previous table. The additional methods of consulting people will allow the Council to be flexible and to choose the best method for the situation.

**4.9** Again it is important that the methods selected from the list below are appropriate and relevant for:

- the stage of consultation;
- the type of document; and
- the community concerned.

TABLE 2 - MENU OF FURTHER OPTIONAL CONSULTATION METHODS

Type of Consultation	Method	Description & Advantages	Considerations & Disadvantages	Resources
Formal/ Informal Feedback	<b>Leaflets</b> to explain consultations or feedback on them and how to get involved.	Leaflets can be distributed to a wide audience to raise awareness of the consultation and give a flavour of the issues or provide feedback. Leaflets should be colourful, informative and easy to read.	Need to ensure leaflets are distributed widely. Can be sent out with other mailouts.  People may not pick them up.	Medium
Formal / Informal	<b>Advertisements</b> can be used to inform people of consultations.	Adverts can be used to raise awareness of consultations and events.	Should consider using opportunities such as space on the back of car parking tickets, on local pub/village notice boards or using village/area directories/websites.  May not be read or noticed.	Medium
Formal/Informal	<b>Citizens Panel</b> , send a questionnaire to the Hinckley and Bosworth and/or Leicestershire Citizens' Panels.	The Citizens Panel is a representative group who have previously agreed to take part in consultations. The results can be analysed against the characteristics of the respondent e.g. their age.  Can consider holding a focus group with a particular group from the Panel to discuss issues further.	Agreement to use the Panel will need to be sought from the Council's Strategic Leadership Board.  Limited amount of information can be gained from a questionnaire and limited by the number of people that respond.	Medium - High
Formal/Informal	<b>Borough Bulletin</b> can be used to publicise consultation and feedback.	The Borough Council's newsletter, which goes to every household in the Borough, will be used to publicise events, provide details of consultations and generally raise awareness of the process. It can also be used to distribute questionnaires.	Articles should be easy to read, not too long and avoid jargon.  May not coincide with the timing of newsletter as it is quarterly.	High
Formal/Informal	<b>Roadshows</b> , staffed exhibitions or stalls in public areas or at public events.	Roadshows could include an interactive element that captures people's views and will be used to raise awareness.  Roadshows are a good opportunity to talk to a lot of people and they give people an opportunity to talk to officers directly.	Important to consider taking advantage of successful public events e.g. carnivals  Other venues that should be considered include: supermarkets, empty retail units, big employers, community buildings or shopping centres.  People may not stop or feel comfortable to approach officers.	Low

Table 2 - Menu of Further Optional Consultation Methods continued

Type of Consultation	Method	Description & Advantages	Considerations & Disadvantages	Resources
Formal/ Informal	<b>Focus Groups</b> with an interest group or volunteers.	Usually facilitated by an independent person, this is an opportunity to hear the detailed opinions and responses of a small group on issues or proposals. There is also the opportunity to raise awareness of the planning system.	The group could be an existing group or recruited from the Citizens Panel, Community Plan groups, the LDF database or the general public. May need to consider incentives to encourage people to attend. People may not be comfortable talking at this type of event.	Low - Medium
Formal / Informal	<b>Developers Forum</b> Workshops with existing groups or volunteers.	The Borough Council's Agents Forum and Countywide Builders Forum are existing groups that the Borough Council will continue to consult on planning matters.	Potential for results to be affected if there are a limited number of participants. Care must be taken to ensure invitations are as wide as possible. Careful planning is needed for each event, so that participants have opportunity to contribute, and results not distorted by small number of individuals and/or organisations.	Low - Medium
Formal / Informal	<b>Workshops</b> with existing groups or volunteers.	Often facilitated by an independent person. This is a meeting where those that attend take part in activities designed to open up discussion, outline the key issues and establish what people's views are.	Need to consider using a variety of activities appropriate for the people attending. People may not be comfortable talking at this type of event and be put off.	Low - Medium
Formal / Informal	<b>Walking Tours</b> of a site or area.	Where a particular site or area is under discussion a walking tour could bring the issues to life and increase everyone's understanding of the issues.	Tours will need to be carefully organised to avoid raising positive or negative expectations.	Low
Formal / Informal	<b>Vox Pop</b> provides the opportunity for people to record their views on film.	Recording the spontaneous opinions or responses from people from the general public. It provides an opportunity to hear a cross section of views and reactions.	Important that the location of filming is considered. May not get a good cross section of people interviewed or relevant comments. There may be difficulties with gaining permission to use the footage.	Low - Medium



Table 2 - Menu of Further Optional Consultation Methods continued

Type of Consultation	Method	Description & Advantages	Considerations & Disadvantages	Resources
Formal/ Informal	<b>Film &amp; Photography</b> , ask volunteers to film or photograph consultation events or use film/ photography to record their views of the issues.	Filming at events and exhibitions means all the discussions can be considered after the event. Can also be used to record the views of those behind the camera. This could be a less intimidating way of making your views known.	Need to ensure those attending understand the purpose of the recording and are happy to be filmed. Need to consider supplying the equipment/training and viewings of the film/photography. Some people may not feel comfortable with being recorded. There may be difficulties with gaining permission to use the footage.	Low - Medium
Formal / Informal	<b>Electronic</b> and interactive information, which people can respond to.	Electronic and interactive information provides people with an opportunity to interact with and visualise the options and respond to them. Could include maps, video clips, photographs and sketches.	Need to consider software requirements and availability of computers in public locations. Need to consider the technical support users will need. Not everyone will be confident or comfortable with the technology.	Medium- High
Formal / Informal	<b>Schools/Colleges</b> invited to take part in organised events.	Holding events with a school or college provides the opportunity to involve young people in the consultation using activities suitable for their age and interests. May also offer an opportunity to consult with parents.	Need to consider the timing and fit with the curriculum. May not get permission or agreement from schools or parents.	Low
Formal / Informal	<b>Art Work</b> to capture people's ideas and views.	Working closely with community artists, people of all ages, backgrounds and abilities can be involved in expressing their views through art.	Need to involve local artists to help encourage participants. Need suitable venue. Not everyone will feel comfortable with this approach.	Low
Formal / Informal	<b>Performance</b> , ask actors and/or volunteers to use performance to highlight people's views.	Participants are invited to either create a performance themselves or use actors to demonstrate the opinions and ideas they have. This should get people talking about the options and help build consensus.	Important that actors/performers are used to facilitate the activities. Not everyone will feel comfortable with this approach	Medium- High

Table 2 - Menu of Further Optional Consultation Methods continued

Type of Consultation	Method	Description & Advantages	Considerations & Disadvantages	Resources
Formal/ Informal	<b>Competitions</b> to encourage people to take part in consultations.	Incentives and prizes can be used to encourage people to respond. Community groups or the Youth Council could be rewarded for assistance. For example by rewarding groups with money for a community project if they undertake survey work on our behalf.	Need to ensure the prize/reward is suitable for those taking part. Youth Council could be particularly useful for getting other young people involved. May not get responses.	Medium
Formal/ Informal	<b>Phonecalls</b> to target a percentage of the population in the Borough.	By telephoning a random sample of residents and businesses. This method can target a wide and varied audience across the Borough.	'Cold calling' - this may receive a hostile response from the public. 'Staff capacity' - intensive and time consuming, therefore medium-high resource implications. If outsourced there will be financial implications for service.	High
Formal/ Informal	Canvassing of occupiers to arrange more in depth interviews.	By calling at a sample of residents in areas in the Borough.	Time/Staff resources - very intensive. This approach is considered coercive rather than instilling a partnership approach.	High
Formal/ Informal	Local Strategic Partnerships, send a questionnaire to Leicestershire Together and Hinckley and Bosworth Local Strategic Partnerships.	The LSP is a representative group who hold responsibility for the Community Plan which would ensure consistency over a number of strategies and initiatives in the Borough and wider County.	This method is easy to achieve, low cost and resources low.	Low

\* **Resources Key.**

- Low: = Less than £1,000
- Medium = £1,000 - £5,000
- High = More than £5,000

## Working with Other Organisations

**4.11** For many of the methods identified in the above table, the Borough Council will need to work with other organisations that can provide particular skills, provide independent help or means of contacting people. These other organisations will include Parish Councils, the Rural Community Council, schools and colleges, libraries, Age Concern and consultants. For example the Rural Community Council has good links with many rural community groups and skills in engaging with people. The Council will endeavour to utilise existing links that other departments, such as housing, have with particular groups in the borough. Also, the development industry has considerable skills and knowledge which could be used during the consultation and preparation of the Local Development Framework.

**4.12** There may also be an opportunity to work with North Warwickshire and Hinckley College Media department. The college's students already have the equipment and skills to help with the creative elements of consultations, for example where photography or film is used to capture people's views.

**4.13** The Borough Council will also continue to work jointly with other local authorities and Leicestershire County Council where it benefits the Borough. For example initial work on a Sustainability Appraisal framework (see Section 2) has been undertaken jointly with Blaby and Oadby & Wigston Councils. This has allowed all three Council's to share skills and save resources. The Borough Council also has established links with the County Council related to research and monitoring, education, highways, minerals and waste and accessibility.

## Links with the Community Plan

**4.14** The Community Plan outlines the joint priorities of organisations who deliver services in the Borough of Hinckley and Bosworth. These organisations form a group known as the Local Strategic Partnership. It will be important that this partnership and the groups that it works with are involved when planning documents are prepared. This will help ensure there are meaningful links between the Community Plan and the Local Development Framework documents.

## Learning from Experience

**4.15** The Borough Council wants the flexibility to adapt and to learn from experiences, and to develop new approaches when the current ways of doing things could be working better. The menu of approaches that are outlined in this section allows the Council to adapt our approach to consultation to respond to different circumstances.

**4.16** The Borough Council will learn from the experience of undertaking consultation, by reviewing what went well and what could be improved. The views of participants will be particularly useful and will help in this assessment. There is a commitment to undertake regular surveys of consultees to ascertain whether they feel able to influence the Local Development Framework process. This on-going review process will help inform a comprehensive review of the Statement of Community Involvement between 2-3 years after it is adopted. This will be programmed into the Local Development Scheme, a three year timetable for the Local Development Framework. The success and effectiveness of the SCI will also be reviewed through the Annual Monitoring Report (AMR) which is prepared by the Council to monitor progress in preparing the LDF.

## 5.0 WHO will be involved?

### Hinckley and Bosworth Borough's Community

- 5.1** The Borough Council is committed to ensuring that everyone within the community is given the opportunity to be involved in the planning process. To do this, it is important to firstly find out what groups make up the Borough's community. This will ensure the needs of these different groups are considered and taken into account. The County Council has assisted the Borough Council by producing a profile of the Borough's communities, the box below provides a brief overview of this profile.

#### Hinckley & Bosworth Profile

The Borough is 29,735 hectares in size and covers a diverse area from Hinckley in the south of the Borough to Twycross in the north west and Markfield in the north east. The Borough is predominantly rural but over 50% of the population live in the more urban areas around Hinckley and on the border of Leicester.

The population is estimated to be 101,500 (ONS mid year estimate 2003). The 2001 census showed that 18.6% of the population are under the age of 16 and 19.2% are of pension age. Within the rest of the population there is a low proportion of 20-29 year olds and a high proportion between the ages of 35 and 59. Birth rates fell by 16.7% between 1998 and 2002 and show a trend which is likely to continue. The census also showed that there are 3,535 people within the Borough that are from Black and Minority Ethnic groups, this is 3.5% of the overall population.

There are 63,000 people of working age within the Borough, of which 84.1% are economically active. The majority (64%) of people that work within the Borough also live here and 36% travel from outside, mainly from Nuneaton and Bedworth, North West Leicestershire and Blaby districts. As much as 47% of the Borough's population travel outside the Borough for work, most travelling in Leicester. The majority of jobs in Hinckley and Bosworth are within the service sector, although the Borough also has a higher proportion of it's workforce working in manufacturing than the rest of the region. It is also worth noting that 85% of businesses employ less than 10 people.

*Source: Leicestershire County Council*

- 5.2** The Hinckley and Bosworth community profile, summarised in the box above, helps identify what groups make up the Borough's community. This will be useful information that will help the Council organise consultations that are relevant to as many people as possible. It will also help the Council ensure these different groups are aware of their opportunity to get involved in consultation.

### Groups to be Consulted

- 5.3** Appendix 2 sets out a list of the types of groups and organisations the Borough Council will consult, in writing, for each planning document published. These groups will be consulted unless they have asked not to be for a particular subject. This list also relates to successor bodies where reorganisations occur.



## Reaching Specific Groups

- 5.4** There are particular groups and communities in the Borough that have been identified as disadvantaged or 'hard to reach'. These include Black and Minority Ethnic Groups, gypsies and traveller communities, those with physical disabilities, those with mental illness and learning disabilities, young people and older people and people on a low income and the unemployed.
- 5.5** Different methods will need to be used to reach different groups, for example online consultations might be the best way to reach some people but others might be put off if they are not comfortable with computers or do not have access to one. Libraries may be able to assist those using public access computers, who are not confident with IT. Hard copies will also be available in libraries. A key to engaging with groups such as Black and Minority Ethnic Groups, travelling communities or young people is to discuss our ideas for consultation with someone that fully understands that part of the community. For example when young people are the focus, it will be important to speak to the Borough's Youth Council. When consulting Black and Minority Ethnic groups, or Gypsies and other travelling communities, it is important to acknowledge cultural and/or language differences. This is to ensure consultation methods used are the most accessible for these communities.
- 5.6** The voluntary and community sector provide an important link to the Borough's communities that are particularly excluded or are harder to reach. The Hinckley and Bosworth Local Compact agreed in March 2004, with Hinckley and Bosworth Primary Care Trust and the Voluntary and Community Sector, provides a formal partnership agreement with the Borough Council. Involving these partner organisations in the planning and development of policies and services will be important to represent the interests of excluded groups.

## Independent Advice

- 5.7** Planning Aid is a free, independent and professional advice service for town and country planning issues for community groups and individuals who cannot afford to pay a planning consultant. Planning Aid also works with communities to help them understand and play a role in the planning process.
- 5.8** Hinckley and Bosworth Borough is covered by East Midlands Planning Aid Branch, their support includes helping people to:
- Comment on planning applications;
  - Apply for planning permission or appeal against refusal of permission;
  - Appear at Public Inquiries;
  - Understand and use the planning system;
  - Be involved in preparing plans; and
  - Develop plans for the future of your community.
- 5.9** Planning Aid's Advice Helpline is 0870 850 9802, their office hours are 8.30am - 4.30pm on Monday, Wednesday and Friday. Alternatively you can email them on [emcw@planningaid.rtpi.org.uk](mailto:emcw@planningaid.rtpi.org.uk).

## 6.0 Planning Applications

**6.1** The Borough Council deals with approximately 1,500 planning applications each year, ranging from householder and minor applications, where people are extending their homes or businesses, to major applications where developers propose new housing, employment or retail developments. This section explains how these applications are dealt with and outlines the Borough Council's consultation arrangements.

**6.2** Most planning applications are determined by officers, however major applications and those that are particularly controversial are presented to the Borough Council's monthly Planning Committee and elected Members decide whether those planning applications can be permitted. Planning decisions are made on the basis of the Local Plan and Structure Plan policies, which are the legal basis for all decisions unless other considerations can be shown to override these policies. In the future Local Development Framework and Regional Spatial Strategy policies will be the basis for decisions.

**6.3** The following steps show how the Borough Council deals with planning applications:

### Step 1: Do you require planning permission?

**6.4** The Borough Council has a leaflet to help you decide whether you require planning permission, this is available from the planning department and the main reception of the Borough Council. Advice is also available on the national planning portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

**6.5** If you are unsure whether you require planning permission it is important that you put in writing what you are proposing to do. This should ideally be done by filling out an inquiry form, available from the Borough Council. We will then endeavour to reply to you within 10 working days.

**6.6** If you do require permission, officers will send you the relevant forms and guidance you require. Where the proposal is clearly unacceptable in planning terms we will advise you of this. If you do not require permission it could be useful to keep confirmation of this from the Council for when you come to sell your property.

**6.7** Whether or not you require permission we would encourage you to discuss your proposals with your neighbours.

### Step 2: Pre-application discussions

**6.8** The Borough Council encourages prospective applicants to have pre-application discussions with officers, particularly for major applications. It is advisable to book an appointment with an officer and Table 3 on the next page outlines when officers are generally available. Pre-application discussions at this stage remain confidential unless agreed with the developer and/or landowner.

**6.9** The Borough Council's target is to respond to any correspondence received within 10 working days. Planning officers will endeavour to meet this target when dealing with pre-application

submissions, but where the submission relates to a large proposal this period may be extended, preferably with the agreement of the potential applicant.

**6.10** For large applications, the Borough Council also advises that prospective applicants contact relevant consultees who will provide input into the application process. These include the Local Highway Authority, Primary Care Trust, the County Council for developer contributions towards education facilities, library facilities and civic amenity sites, and the Environment Agency. Where the application also relates to a waterway, it is also advisable to contact British Waterways at the pre-application stage. Planning and Development in the Historic Environment - A Charter for English Heritage Advisory Services (April 2005) underlines the value of pre-application discussions where important heritage assets are affected.

**6.11** For major or controversial applications, applicants may also be encouraged to involve the community affected by the proposed development. Officers will advise during pre-application discussions whether this would be appropriate and can advise how to achieve this. Although the Council will not be able to refuse to accept a valid application because of concerns about the way in which a developer has consulted the community, failure by the developer to consult may lead to objections being made which could be material considerations to the determination. The aim of the process should be to encourage discussion before a formal application is made and therefore help to avoid unnecessary objections being made at a later stage. As part of the Statement of Community Involvement the Council will introduce this process by asking applicants/developers to provide details of any pre-application consultation already undertaken with the local community.

### Table 3 - Officer Availability

To discuss current and prospective planning applications

Planning Officers are available to take telephone calls and meet people during the office hours of 8.30am - 5.00pm Monday - Thursday, and between 8.30am - 4.30pm on Fridays.

However, it should be noted that each officer has a dedicated 'site day' during the week to allow them time to undertake their site visits, prepare committee reports and determine applications. As a result to ensure a particular officer is available it is important to make an appointment in advance.

## Step 3: Submit an application

**6.12** Application forms and guidance notes are available from the Borough Council planning department and main reception and are also available online on the planning portal website [www.planningportal.gov.uk](http://www.planningportal.gov.uk).

**6.13** Applications should be submitted following the guidelines and include a location map, site plan, block plan, elevations, floor plans and any other documents required by the guidance.

## Stage 4: Decision Making Process

**6.14** The Borough Council endeavours to meet the Government's targets of eight weeks for a decision on a minor application and the thirteen weeks for major applications. During this period the planning officers will undertake the following process:

### 6.15 Validation and Consultation

- a**) Applications are first validated, this means a planning technician ensures the appropriate fees, plans and information have been provided for a decision to be made.
- b**) A letter of acknowledgment is then sent to the applicant/agent and will include an application number and the name of the case officer dealing with the application.

- c Consultation is undertaken in line with the requirements set out in the table below.
- d Anyone can make comments on the applications being considered by the Borough Council. Comments should be made in writing to the Borough Council within 21 days of the start of the consultation period. You can make comments by:
  - Writing to Hinckley and Bosworth Borough Council, Argents Mead, Hinckley, Leics LE10 1BZ;
  - Emailing [planning@hinckley-bosworth.gov.uk](mailto:planning@hinckley-bosworth.gov.uk)
  - Online through the Borough Council's Public Access pages on its website [www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk)
- e Details of the applications are made available on [www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk) and their progress can be tracked.
- f Where plans need to be amended in negotiation with planning officers, the consultation arrangements set out in the table below will be repeated giving people a further 10 days to comment.
- g Notification of major applications are sent to statutory consultees such as the Highways Agency and the Highways Authority (Leicestershire County Council), and to non-statutory consultees such as the Crime Reduction Officer.

Minimum Consultation	Additional Consultation
<p>The Borough Council will meet the statutory requirements for consultation by undertaking the following consultations:</p> <p><b>For all applications:</b></p> <ul style="list-style-type: none"> <li>• <b>Consultation letters</b> will be sent to statutory consultees and relevant non-statutory consultees as appropriate to the consultation. They will also be sent to neighbours, owners /occupiers of properties and land (where known) that immediately adjoin the boundary of the application site to inform them of what is proposed and of their right to make comments within 21 days. Where adjacent landowners are not known a site notice is displayed.</li> <li>• <b>Copies of applications</b> are made available at the Borough Council offices in Hinckley, from the relevant Parish Councils and online through the Borough Council's Public Access pages on its website <a href="http://www.hinckley-bosworth.gov.uk">www.hinckley-bosworth.gov.uk</a>. Copies of the weekly list of planning applications are also available from libraries in the Borough.</li> </ul> <p><b>Applications for major applications</b> and those that involve a major departure from the Development Plan or require an Environmental Assessment:</p> <ul style="list-style-type: none"> <li>• <b>A site notice</b> is put up on or near the site.</li> <li>• <b>A local press notice</b> is placed in the local paper inviting comments within 21 days.</li> </ul> <p><b>Applications which affect trees with Tree Preservation Orders and Public Rights of Way</b></p> <ul style="list-style-type: none"> <li>• A site notice is put up on or near the site.</li> </ul> <p><b>Applications for Listed Buildings or Conservation Areas Consent</b></p> <ul style="list-style-type: none"> <li>• A local press notice is placed in the local paper inviting comments within 21 days.</li> <li>• Either display a site notice or notify neighbours and adjacent owners inviting comments within 21 days</li> </ul>	<ul style="list-style-type: none"> <li>• <b>A weekly list</b> is available from the Borough Council. This list is sent to the local papers and available on the Borough Council's Public Access pages on <a href="http://www.hinckley-bosworth.gov.uk">www.hinckley-bosworth.gov.uk</a>.</li> <li>• <b>Public Meeting</b> may be held where there is substantial community interest or concern.</li> <li>• <b>Meetings</b> may be held with stakeholder groups or individuals where there are specific issues (e.g. Parish Council, Primary Care Trust, Community Groups).</li> <li>• <b>Press releases</b> could be made to inform people of proposals or processes.</li> <li>• <b>The Public Access pages</b> allow the public to track the planning applications that the Borough council is dealing with and submit comments online.</li> <li>• <b>An Agents Forum</b> is held regularly to discuss issues agents have and keep them informed of changes to the planning process.</li> <li>• <b>A Customer Survey</b> is undertaken by the Council to find out if customers experience of the planning process is satisfactory.</li> <li>• <b>Notification</b> and meetings with special interest groups.</li> </ul>

## Site Visits

**6.16** The Case Officer will visit the site (sometimes on more than one occasion) to assist in the assessment of the proposals. Under section 324 of the Town and Country Planning Act 1990 planning officers have right of access to the site and may request to meet applicants or objectors on site if they can not get the access they require or need to discuss the proposals. Objectors and applicants should only enter the site with the express permission of the landowner.

## Consideration of Comments

**6.17** Officers will then consider any objections or comments in support of proposals and where necessary revisit the site and meet with applicants or those that have made comments.

**6.18** Officers will consider whether the proposals are acceptable in planning terms i.e. whether it complies with planning policy or there are other considerations, highlighted by the comments received, that override that policy.

## Decisions and Planning Committee

**6.19** Under Section 70 (i) a & b and Section 72 of Town and Country Planning Act 1990 most minor applications and some more complicated applications are dealt with under delegated powers, which mean officers are able to make a decision on behalf of the Borough Council as the Local Planning Authority.

**6.20** If the application falls within any of the following categories\* they will be considered in public at a Planning Committee and Elected Members will make the decision whether to permit or refuse the application (these categories are subject to change):

- Major applications.
- Where the Borough Council has received five or more letters of objections.
- Where the application raises local or wider controversial issues.
- Where an Environmental Impact Assessment is required.
- Where planning obligations are required.
- Where a Councillor requests it to be considered and the Chair of the Committee agrees.
- Where it relates to a Borough Councillor or council employee.
- All agricultural buildings on 10 hectares or less.

\* Categories such as 'major applications' are defined by ODPM Document Best Practice Guidelines on the "Validation of Planning Applications March" 2005.

**6.21** Planning Committee is held once a month and the dates and details of meetings are published on the Borough Council's website [www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk). Copies of the agendas and reports are available from the Borough Council offices and website five working days before the date of the meeting.

**6.22** Public speaking by applicants, agents and interested parties is permitted at Hinckley and Bosworth Planning Committee. Those associated with planning applications are notified in writing and provided with an explanatory leaflet which details the procedures involved.

**6.23** At the Planning Committee, which is open to anyone to observe, officers present a detailed report to elected Members on each application with a recommendation on whether they think it should be approved or refused.

## Decision Notices

6.24

A decision notice will then be sent out to the applicant/agent either granting permission subject to conditions or refusing permission with reasons for that refusal. The Borough Council will also notify all people that have either supported or objected to the application. The decision to permit or refuse applications can be viewed on the Borough Council's website [www.hinckley-bosworth.gov.uk](http://www.hinckley-bosworth.gov.uk).



## 7.0 Resources

- 7.1** In relation to financial resources, the Borough Council, since the Local Plan was adopted, has made annual contributions from its revenue budget to an earmarked reserve to ensure that sufficient resources are available to fund the Local Development Framework. In addition annual growth bids are captured in a Business Delivery Plan to progress the work of the section. These resources will be used to fund studies, evidence gathering, consultations, examinations and publications.
- 7.2** The preparation of planning documents and consultation arrangements will be co-ordinated by a Local Development Framework Project Team, overseen by the Strategy and Regeneration Manager and comprising one principal officer, one senior officer, two officers and a trainee graduate planner. The Senior Economic Regeneration Officer also supports this team and the team works closely with colleagues from other departments and organisations. The Local Development Framework has been identified as a priority for these officers in the department's Business Delivery Plan. Where necessary consultants will be engaged on specific projects to provide specific technical expertise or where there is a need for independent facilitation or a lack of in house capacity.
- 7.3** The Development Control section deals with planning applications. The section is split into two teams overseen by a the Planning and Building Control Manager and comprises a section head, one senior officer, one Urban Design Officer, six officers and a trainee graduate planner. An Administration section and technical staff support this section.
- 7.4** For each Development Plan Document, Supplementary Planning Document and the Statement of Community Involvement, a cross party Member Working Party will oversee the preparation and the process of consultation and feedback and will make recommendations to the Planning Committee for decisions.

### Getting the Most out of Consultation

- 7.5** The Borough Council regularly consults on a whole range of issues from recycling to housing. It is important that consultations carried out on these issues use resources efficiently and similar groups of consultees are not consulted in close succession. The Borough Council's consultation strategy (adopted in 2002) identifies the benefits of combining consultations across its range of services.
- 7.6** As stated in 4.14 the Borough Council already works with a wide range of organisations on the Local Strategic Partnership to produce the Borough's Community Plan. The Council has realised the benefit of taking the opportunity to combine consultation on planning documents and the Community Plan as many of the objectives will be shared.

## Appendix 1 - Stages of document preparation

### Preparation of Development Plan Documents

#### Evidence Gathering

The collection of evidence before consulting the community is important so that people can form views that are based on accurate information. It is at this stage that a framework is considered to be used to assess the sustainability of the proposals put forward as the document is prepared.

#### Issues and Options Consultation

This is the first stage of consultation, and will be conducted over a longer period of time than the usual six-week period. The aim will be to informally discuss what the evidence has highlighted as the issues, and what the realistic options are for addressing them through a Development Plan Document. Regulation 25\* refers to this stage in the process.

#### Preferred Options Consultation

At this stage the Borough Council sets out its suggested policy direction based on the Issues and Options consultation and the evidence that has been gathered. A report will be produced which will outline any relevant issues, proposals and alternative approaches, where this is appropriate. This will be accompanied by a Sustainability Report appraising the preferred option and any alternatives. Regulations 26 and 27\* refers to this stage in the process. Formal consultation in line with Regulations 26 and 27, will take the form of making copies of the document and associated matters available at the Borough Council offices and other appropriate locations throughout the Borough, publishing on the Borough Council website, sending to DPD bodies (statutory consultees) and local advertisement. Opportunities will also be made for informal consultation with the general public through a variety of events and exhibitions.

#### Submission and Consultation

The responses received to the preferred options report will be used to inform a draft document outlining proposed policies. This draft will be submitted to the Secretary of State for consideration and there will be a further six week formal consultation. A Sustainability Report will also be published to outline the social, economic and environmental implications of the policies. A consultation statement is published at this time and sets out key information which may be of interest to consultees Regulations 28 and 29\* refers to this stage in the process.

#### Advertising Additional Sites

This applies only to those Development Plan Documents that allocate sites (e.g. for employment or housing). Where responses have been received that propose alternative sites or suggest an alteration of a site allocation policy, the Borough Council will advertise these sites as soon as possible after the consultation period for a further six weeks. Formal consultation in line with Regulations 32 and 33, will include making copies of the document and associated matters available at Council offices and other locations throughout the Borough, publishing on the Council website, sending to DPD bodies (statutory consultees) and local advertisement. Opportunities will also be made for informal consultation with the general public through a variety of events and exhibitions.

#### Examination

An Examination will be held to test the soundness (see glossary) of the proposed policies. The representations made on the Submission Document will be considered by an independent Inspector and where necessary a hearing will be held to hear the views of those who wish to exercise their right to be heard. A binding report will then be provided by the Inspector, which means the Borough Council must make the changes recommended by the Inspector.

#### Adoption

The document is formally brought into effect, and the Council can use the policies it contains to make decisions. The document will be adopted in line with the recommendations of the Inspector. A statement of how the sustainability appraisal process has been taken into account should be made available to the public.

\* *The Town and Country Planning (Local Development) (England) Regulations 2004*

## Preparation of a Statement of Community Involvement

### Scoping and Initial Consultation

A draft Statement is prepared by the Borough Council and as part of this preparation some initial discussion of the issues is undertaken to help inform the Statement. This will include consulting key bodies such as the Regional Assembly, Highways Agency, Leicestershire County Council, Parish Councils and adjoining local authorities and parishes on a draft of the Statement. Regulations 25 refers to this stage of the preparation

### Consultation on Draft Statement

A draft Statement is then published and a six week consultation undertaken inviting people to make comments on the draft. Regulations 26 and 27\* refer to this stage in the process

### Submission of the Statement

The comments received on the draft statement will be considered by the Borough Council and used to inform changes to the Statement before it is submitted to the Secretary of State for consideration. There will then be a further six week consultation. Regulations 28 and 29 refer to this stage in the process

### Examination

An Examination will be held to test the soundness (see glossary) of the Statement. The representations made on the Submission Statement will be considered by an independent Inspector and where necessary a hearing will be held to hear the views of those who wish to exercise their right to be heard. A binding report will then be provided by the Inspector, which means the Borough Council must make the changes recommended by the Inspector.

### Adoption

The Statement is then formally brought into effect, and the Council will be required to meet the standards set out in the Statement when preparing planning policy and guidance.

\* *The Town and Country Planning (Local Development) (England) Regulations 2004*

## Preparation of Supplementary Planning Documents

### Evidence Gathering

The collection of evidence before consulting the community is important so that people can form views that are based on accurate information.

### Consultation on Draft Document

A draft of the Supplementary Planning Document will be prepared and published for a six-week consultation and people are invited to make comments on the document. Regulation 17 of The Town and Country Planning (Local Development) (England) Regulations 2004 is relevant to this stage. During this period a Sustainability Appraisal report will be produced alongside the SPD and available for consultation. A consultation statement is published at this time and sets out key information which may be of interest to consultees.

### Adoption

The responses to the document are considered by the Borough Council and changes made to reflect these comments. The Supplementary Planning Document is then formally brought into effect, and the Council can use the guidance to inform decision on planning applications.

## Appendix 2 - Organisations to be consulted

### Specific Consultation Bodies

The following bodies and their successor bodies where reorganisations occur must be consulted in accordance with Planning and Compulsory Purchase Act 2004 and Town and Country Planning (Local Development) (England) Regulations 2004:

- Regional Planning Board;
- Leicestershire County Council;
- Highways Authority;
- Local Authorities adjoining the Borough;
- The Countryside Agency;
- The Environment Agency;
- Highways Agency;
- The Historic Buildings and Monuments Commission for England (English Heritage);
- Natural England;
- Network Rail;
- East Midlands Development Agency;
- Advantage West Midlands;
- Leicestershire, Northampton and Rutland Strategic Health Authority;
- Relevant Water Authority;
- National Grid;
- Mobile Operators Association;
- Electricity, gas and telecoms undertakers;
- Parish Councils within or adjoining the Borough.
- Sewerage Undertakers

### Other Consultees

The Borough Council will also consult the following agencies and organisations in the preparation of local development documents:

- Government Office for the East Midlands
- Government departments or agencies that have large land holdings in the Borough
- Borough and County Councillors
- Voluntary Bodies
- Bodies representing the interests of
  - business
  - different racial or ethnic groups
  - people with disabilities
  - young or older people
  - religious groups
- Developers, Agents and Landowners
- Schools and Colleges
- Transport Providers
- Charities
- Community groups including Parish Plan groups and Resident Associations
- Equal Opportunities groups
- Housing bodies and groups
- Sports bodies and groups
- Environmental bodies and groups
- Women's Group
- Other Special Interest Groups
- Design advice bodies
- Health providers
- Local Strategic Partnerships covering the Borough, namely Leicestershire Together and Hinckley and Bosworth Local Strategic Partnership.
- National Forest Company
- Rural Issues Groups
  - Individuals that express an interest

*It should be noted that this list is not exhaustive and will be updated as necessary.*

## Appendix 3 - Preparing this Statement of Community Involvement

Initial consultation and informal discussion on the Statement started in April 2005 and included the following process:

- A meeting was held between officers involved in the production of the Local Development Framework, the Community Plan and other corporate consultation to discuss the Statement and the process of preparing it.
- The Borough Council sent a questionnaire to anyone that had expressed an interest in planning issues to ask what issues they would like to be consulted on, to help tailor future consultation mailouts.
- Planning Officers held a number of informal discussions on consultation techniques and the best ways to reach people, with the following groups:
  - Burbage Village Design Statement group;
  - A local agent's forum;
  - An internal officer's workshop to identify links between departments of the Borough Council and the wider community and to ensure these are used to full potential during consultations;
  - Leicestershire and Rutland Rural Community Council; and
  - Hinckley and Bosworth Youth Council.
- A working draft was sent to key bodies such as the Regional Assembly, Highways Agency, Parish Councils and adjoining authorities ahead of this publication to obtain initial feedback.
- The Borough Council's Local Development Framework Members Working Party discussed the proposed draft Statement.
- The Borough Council's Planning Committee has considered the draft Statement.
- The Planning Inspectorate has considered the Submission draft of the Statement
- The Borough Council formally adopted the final Statement at 1st November 2006 Cabinet.



# Appendix 4 - Glossary

<b>AAP</b>	<b>Area Action Plan</b>	These site-specific plans will provide the planning policy framework for key areas of opportunity, change and/or conservation.
<b>AMR</b>	<b>Annual Monitoring Report</b>	This is a document to be produced each year to assess the implementation of the LDS and relevant targets set out in LDDs.
<b>Community Plan</b>	<b>Community Strategy</b>	Local Authorities are required by the Local Government Act 2000 to prepare Community Strategies, with the aim of improving the social, environmental and economic well being of their areas. Through the Community Plan, authorities are expected to co-ordinate the actions of the local public, private, voluntary and community sectors through the establishment of a Local Strategic Partnership.
<b>Consultant</b>	<b>Consultants</b>	A company employed by the Borough Council to undertake work in accordance to a brief.
<b>Consultee</b>	<b>Consultees</b>	Individuals and organisations that the Borough Council will consult about proposals.
<b>DPD</b>	<b>Development Plan Document</b>	Any part of the LDF that forms part of the statutory development plan e.g. the Core Strategy, site-specific allocations of land, area action plans and the proposals map.
<b>Early Stakeholder and Community Engagement</b>	<b>Early Stakeholder and Community Engagement</b>	Raising awareness of the LDF process and establishing relationships with stakeholders in order to engage them in the preparation of LDDs. The LPA will seek the views of stakeholders on the key issues, which should be considered during the LDF preparation.
<b>Examination</b>	<b>Independent Public Examination</b>	An examination chaired by an independent Planning Inspector into the soundness of the DPDs and SCI.
<b>GOEM</b>	<b>Government Office for the East Midlands</b>	Regional Government office (based in Nottingham) responsible for implementing national policy in the region and ensuring LPA policies and plans accord with national guidance.
<b>Issues &amp; Options Consultation /Stage</b>	<b>Issues and Options</b>	Before a draft DPD is prepared the Borough Council will consult stakeholders on the issues that need to be considered & the possible options available for inclusion in the DPD. This process will be informed by the evidence base studies undertaken by the LPA , the strategic planning framework and the need to ensure the resultant DPD is sound in terms of sustainable development.

<b>LDD</b>	<b>Local Development Document</b>	The individual documents that set out planning policies and guidance for the Borough for specific topics or for geographical areas.
<b>LDF</b>	<b>Local Development Framework</b>	The collective name given to all those policies and documents forming the planning framework for the Borough including DPDs, SPDs, The Proposals Map, SCI, LDS and AMR.
<b>LDS</b>	<b>Local Development Scheme</b>	The project management document setting out the programme for preparing the LDDs and proposals for monitoring and review.
<b>LP</b>	<b>Local Plan</b>	The existing adopted statutory plan for the Borough, Hinckley and Bosworth Local Plan 1991-2006, which sets out the policies for development and its control and proposals for particular areas/sites. As DPDs are adopted they will replace parts of this Plan.
<b>LPA</b>	<b>Local Planning Authority</b>	The name given to the Council that has responsibility for local planning matters. In Hinckley and Bosworth this is the Borough Council.
<b>LSP</b>	<b>Local Strategic Partnership</b>	A cross sector partnership including service providers, voluntary organisations, community groups, and residents. The aim of the partnership is to plan and deliver a joint programme for improving quality of life. In Hinckley and Bosworth this programme is called the Community Plan, but there is also a Leicestershire Community Strategy prepared by a Countywide LSP.
<b>Planning obligations</b>	<b>Section 106 agreements</b>	An agreement under section 106 of the Town and Country Planning Act, made between the local planning authority and a developer. The agreement outlines the infrastructure elements that the developer has agreed to provide as part of a development.
<b>PPG/PPS</b>	<b>Planning Policy Guidance/Statement</b>	These are subject specific Government advice and policies on national land-use in England. PPSs are being phased in to supersede PPGs. These can be viewed online: <a href="http://www.communities.gov.uk">www.communities.gov.uk</a>
<b>Preferred Options Report/ Consultation Stage</b>	<b>Preferred Options Report</b>	A report and Initial Sustainability Appraisal will be prepared by the Borough Council outlining the 'Preferred Options' of the Council on the particular topic/geographical area covered by the Development Plan Document being prepared. It can only be prepared once the LPA has undertaken detailed consultation on the 'Issues and Options' available. It will be published for consultation for six weeks before a submission document is prepared taking account of the representations made.
<b>RPB</b>	<b>Regional Planning Body</b>	The regional body responsible for preparing the Regional Spatial Strategy, which forms part of the statutory development plan. For Hinckley and Bosworth this is the East Midlands Regional Assembly.

<b>RSS</b>	<b>Regional Spatial Strategy</b>	Overarching strategy document produced by the Regional Planning Body. The RSS provides a spatial framework to inform the preparation of the LDF and will form part of the statutory development plan.
<b>SA</b>	<b>Sustainability Appraisal</b>	An assessment of the social, economic and environmental impacts of the policies and proposals of each LDD.
<b>SCI</b>	<b>Statement of Community Involvement</b>	A document that sets out the standards to which the LPA will engage and consult the public and other stakeholders during the production of the LDF and when dealing with planning applications.
<b>Soundness</b>	<b>Soundness</b>	All Local Development Documents will have to be tested for 'soundness' as part of the examination process. For LDDs to be 'sound' they must meet minimum standards of community involvement as are laid down in regulations, have been properly appraised for sustainability and conform with national planning policy and the Regional Spatial Strategy. They must also be coherent and consistent with the core strategy & effective, so they are able to deliver results.
<b>SPD</b>	<b>Supplementary Planning Document</b>	SPDs are intended to elaborate upon the policies and proposals contained in DPDs but do not have their statutory status. SPD is subject to a Sustainability Appraisal.
<b>Stakeholders</b>	<b>Stakeholders</b>	Stakeholders are any organisations, bodies or individuals affected or interested in the LDF preparation. This will involve members of the public, developers, landowners, interest groups and organisations such as the Environment Agency.
<b>Structure Plan</b>	<b>Leicestershire, Leicester and Rutland Structure Plan 1996-2016</b>	The strategic planning document under the previous planning system, which provided the housing and employment provisions for the Borough and strategic policy framework for the Local Plan production. The current Structure Plan 1996-2016 was adopted in March 2005. The Structure Plan will remain part of the statutory planning system for three years within the new system or until a comprehensive RSS is adopted to replace it.
<b>Submission Document/Stage</b>	<b>Submission Document</b>	Submission of a Local Development Document and Final Sustainability Appraisal to the Secretary of State for examination by an Independent Inspector. This will follow consultation on a 'Preferred Options Report' by the Borough Council and consideration of the representations received. Once prepared the submitted document will be published for further consultation for six weeks and the Inspector will consider the representations made.
<b>Sustainable Development</b>	<b>Sustainability</b>	The simple idea of ensuring a better quality of life for everyone, now and for generations to come. A widely-used international definition is 'development which meets the needs of the present without compromising the ability of future generations to meet their own needs'.

Further copies, versions in alternative languages and larger print or audio versions are available from the following address:

Corporate Performance and Strategy Team, Hinckley and Bosworth Borough Council, Argents Mead, Hinckley, Leicestershire, LE10 1BZ.

Telephone: 01455 238141. Email: [ldf@hinckley-bosworth.gov.uk](mailto:ldf@hinckley-bosworth.gov.uk)

অন্যান্য ভাষায় অনুবাদ এবং বড় ছাপা অক্ষর বা অডিও'তে আরো কপি নিম্নের ঠিকানায় পাওয়া যায় :  
Corporate Performance and Strategy Team, Hinckley and Bosworth Borough Council,  
Argents Mead, Hinckley, Leicestershire, LE10 1BZ. টেলিফোন : 01455 238141. ই-মেইল :  
[ldf@hinckley-bosworth.gov.uk](mailto:ldf@hinckley-bosworth.gov.uk)

બીજી ભાષાઓના ભાષાંતરમાં અને મોટા અક્ષરોમાં અથવા ઓડિઓના રૂપમાં વધારાની નકલો  
નીચેના સરનામા ઉપર ઉપલબ્ધ છે: Corporate Performance and Strategy Team, Hinckley  
and Bosworth Borough Council, Argents Mead, Hinckley, Leicestershire, LE10 1BZ.  
ટેલિફોન: 01455 238141. ઈમેલ: [ldf@hinckley-bosworth.gov.uk](mailto:ldf@hinckley-bosworth.gov.uk)

ਦੂਸਰੀਆਂ ਭਾਸ਼ਾਵਾਂ ਵਿੱਚ ਅਨੁਵਾਦ ਅਤੇ ਵੱਡੇ ਅੱਖਰਾਂ ਵਿੱਚ ਛਾਪੇ ਜਾਂ ਆਡਿਓ ਦੇ ਰੂਪ ਵਿੱਚ ਅਤੇ ਹੋਰ ਕਾਪੀਆਂ  
ਅੱਗੇ ਲਿਖੇ ਸਰਨਾਵਾਂ ਤੇ ਉਪਲੱਬਧ ਹਨ: Corporate Performance and Strategy Team, Hinckley  
and Bosworth Borough Council, Argents Mead, Hinckley, Leicestershire, LE10 1BZ.  
ਟੈਲੀਫੋਨ: 01455 238141. ਈਮੇਲ: [ldf@hinckley-bosworth.gov.uk](mailto:ldf@hinckley-bosworth.gov.uk)

متبادل زبانوں میں ترجمہ اور بڑے حروف یا آڈیو میں ترجمہ کی مزید کاپیاں درج ذیل پتے سے حاصل کی جاسکتی ہیں:

Corporate Performance and Strategy Team, Hinckley and Bosworth Borough council,

Argents Mead, Hinckley, Leicestershire, LE10 1BZ.

ٹیلیفون: 01455 238141 ای میل: [ldf@hinckley-bosworth.gov.uk](mailto:ldf@hinckley-bosworth.gov.uk)

Dalsze kopie, wersie w innych jezykach i drukowane wiekszymi literami lub wersie audio sa dostepne pod nastepujacym adresem: Corporate Performance and Strategy Team, Hinckley and Bosworth Borough Council, Argents Mead, Hinckley, Leicestershire, LE10 1BZ. Telephone: 01455 238141. Email: [ldf@hinckley-bosworth.gov.uk](mailto:ldf@hinckley-bosworth.gov.uk)

