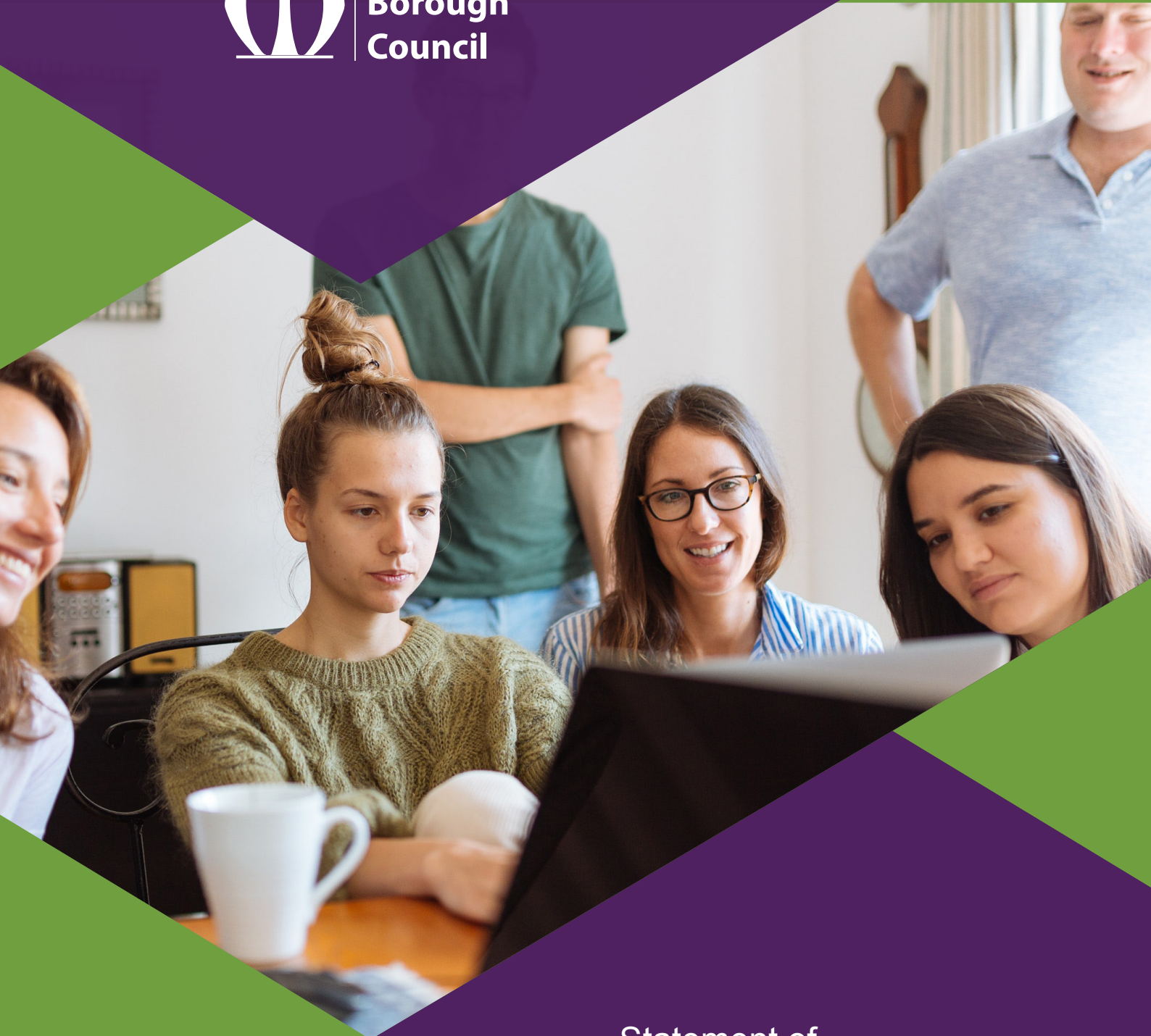




**Melton  
Borough  
Council**



Statement of  
Community Involvement  
November 2019

Community involvement  
in Planning Policy

**Please note that this document is one of a series which make up the full Statement of Community Involvement and therefore should be read in context with the rest of the document which can be found here: [www.meltonplan.co.uk/sci](http://www.meltonplan.co.uk/sci)**

## **Part 2**

### **Community involvement in Planning Policy**

#### **2. Local Plans**

- 2.1 Development Plan Documents (which can be Local Plans and/or Neighbourhood Plans) 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. 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 unmet 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. 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 [http://www.melton.gov.uk/info/200240/data\\_protection/1132/privacy\\_notices/21](http://www.melton.gov.uk/info/200240/data_protection/1132/privacy_notices/21). 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.
- 2.5 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.
- 2.6 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**

- 2.7 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.
- 2.8 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.
- 2.9 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

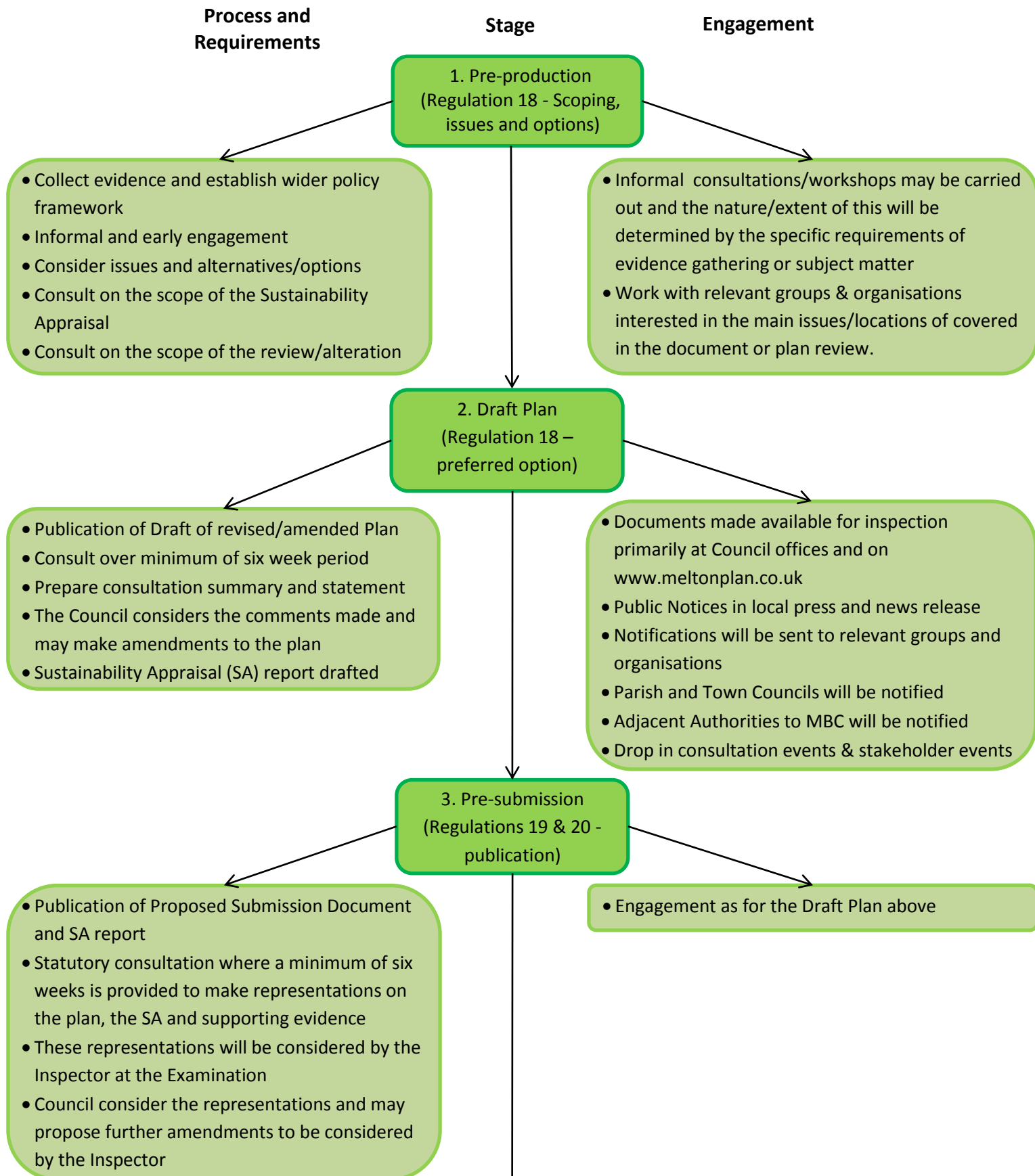
The Leicester and Leicestershire Local Enterprise Partnership is also engaged in respect of strategic planning and economic growth.

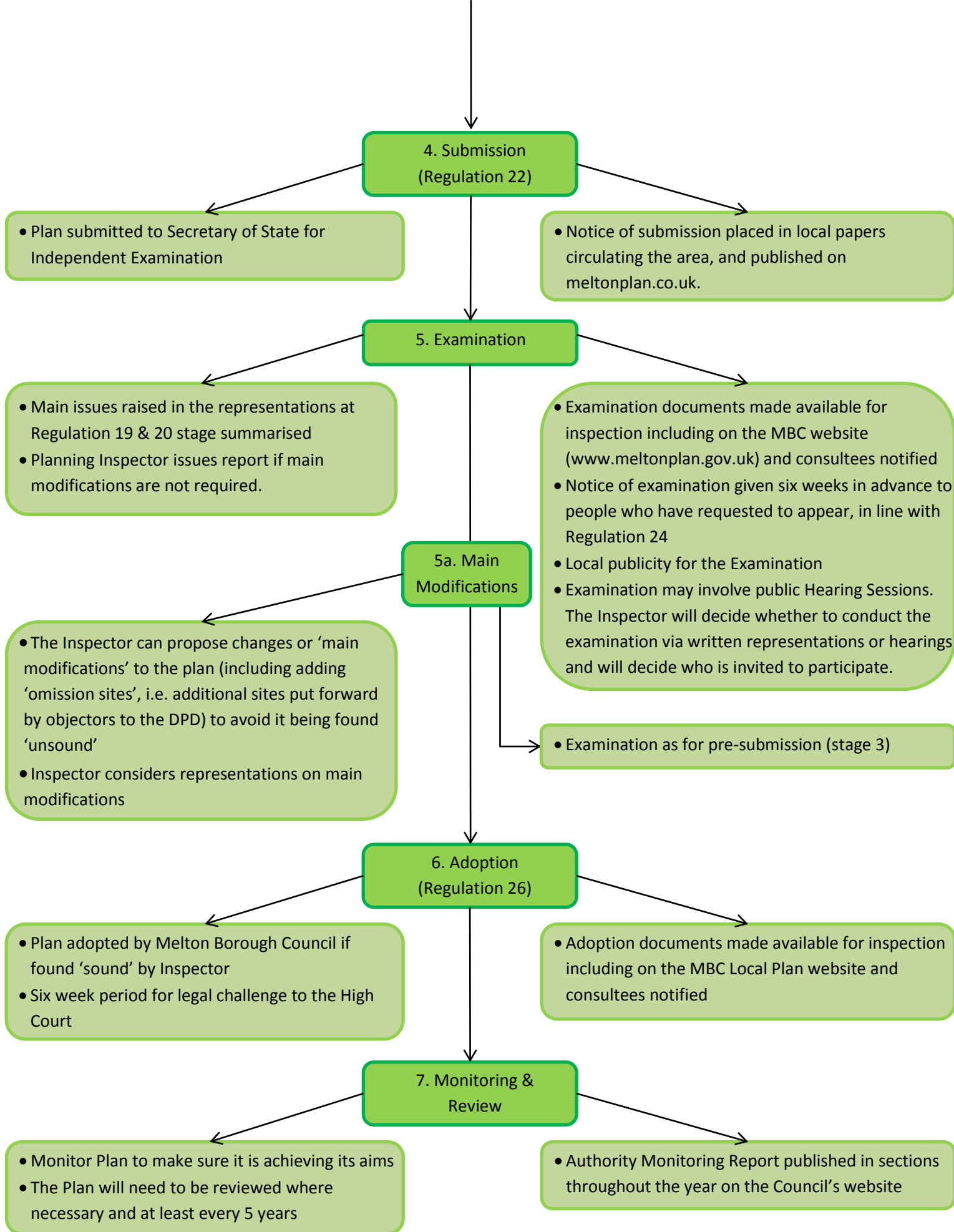
2.10 The Town and Country Planning (Local Planning) (England) Regulations 2012 as amended also sets out a list of prescribed bodies. These bodies must be consulted and involved in the Plan making process. Those which are of relevance to Melton are:

- Environment Agency
- Historic England
- 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

2.11 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**





**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 is preparing Supplementary Planning Documents to provide guidance in respect of the following areas:

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

Work on the first two SPDs is underway; work on iii) is due to commence shortly.

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)**

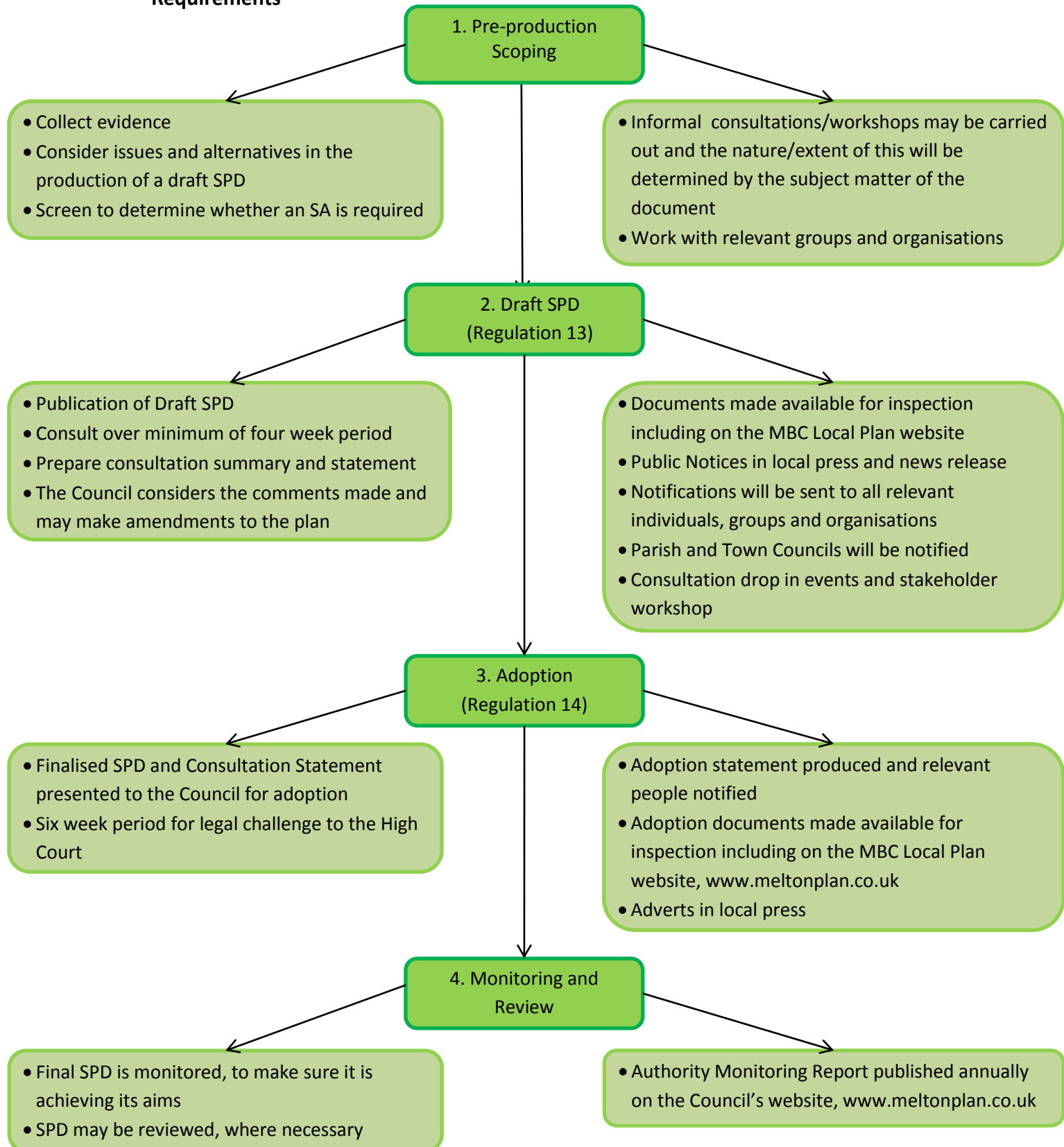
4.1 Whilst preliminary work has been undertaken to implement a CIL charging schedule, the Council have taken the decision to pause the work in July 2019, the forward programme is therefore uncertain. However, should the Council decide to proceed, the process would fulfil all the statutory requirements 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 Co Operate bodies, developers, landowners and those acting from them.

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

**Process and Requirements**

**Stage**

**Engagement**





## 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 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 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 The Council is currently preparing two Masterplans in respect of two urban extensions called the Melton North Sustainable Neighbourhood and Melton South Sustainable Neighbourhood. The Neighbourhoods are identified in the adopted Melton Local Plan for the provision of housing, employment, retail and community facilities. The Local Plan states that comprehensive masterplans will be prepared for each site. The Local Plan sets out in broad terms primarily through policies SS4 and SS5 the elements that the masterplans should include.

- 6.2 As part of the preparation process, the Council will be consulting with developers, land promoters, councillors and the public, including appropriate local community groups and utility providers, on the detailed elements contained within the masterplans. Public consultation on a scoping report for the preparation of a Sustainable Neighbourhoods SPD was carried out in the summer and consultations on a draft SPD which will include the draft Masterplans is expected later in the year.

## **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.

Three general training/information sharing events will be held throughout the year. Representatives from all 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.